

2023 - 2024

SETON REGIONAL
PARISH SCHOOL OF RELIGION HANDBOOK

OUR MISSION

Our Parish School of Religion Program actively assists parents in the spiritual development and faith formation of their children.

We are committed to providing an affirming atmosphere where children can learn and grow in the love of God and others, through the proclamation of the Gospel of Jesus, the Way, the Truth, and the Life.

We teach, model, and promote this Gospel to nurture a desire in each student for the fullness of life God offers us.

Guided by the teaching of the Catholic Church our Parish School of Religion will include the following elements:

Message: The story of Sacred Scripture and the Catholic Tradition will be shared so that each student can recognize their own faith story within our times.

Community: We will provide opportunities to form a Christian communal setting for all students to experience faith sharing.

Prayer and Worship: All students will share in many forms of Catholic prayer and worship, deepening their own personal relationship with God, Our Father, in Jesus, His Son, through the guidance of the Holy Spirit at work within the Church.

Service: All students will be called to service and the works of justice, which are the basis of following Jesus within His Church.

ADMISSION INTO SETON REGIONAL PARISH SCHOOL OF RELIGION

Enrollment is open in July through the month of September.

The parent(s)/guardian(s) are expected to show a serious interest in the religious instruction of the student by cooperating with the administration and providing the financial support of the Parish and this Program of Religious Instruction.

ARRIVAL/DISMISSAL

Parents are asked to monitor their children for any symptoms that are associated with the COVID-19 virus. Students experiencing fever (100.4 or greater) or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, sore throat, congestion or runny nose (not allergy related), nausea, vomiting, or diarrhea should not be brought to school.

ARRIVAL

By Car - Parents **must** drop off students in the area at the rear of the gymnasium.

Students will then enter the building using the rear “A” wing door **ONLY.**

Parents **must not** drop off students at the front door of the school building, as this will restrict traffic flow. Students **must not** be dropped off any earlier than **5:50 PM.**

By Walkers - We strongly discourage students from walking to or from PSR. However, if parents deem this necessary, it is required that a waiver be signed and presented to the individual catechist by the parents.

After 6:05 pm all doors will be locked.

DURING PSR

- Admittance to the facility after 6:05 pm will be available only at the main entrance doors.
- **All visitors will be limited to only those who are essential. Visitors are asked to follow the same precautions as the students.** Anyone, other than a tardy student, entering the building after the session begins, must sign in.

- Per the guidelines of the Archdiocese of St. Louis masks are optional.
Throughout the school year we may develop protocols regarding masks depending on local health department requirements.
- If a student is tardy, they will be escorted to their classroom.
- Students in all grades will not be left unattended in the classroom.
- Students in grades 1 thru 4 will not seek the use of the restrooms or run errands unaccompanied.
- Catechists and Aides/Staff will wear identification badges while PSR is in session.

DISMISSAL

Walkers - All walkers will be escorted by a staff member to exit the building.

Cars - Students in grades 6-8 will be dismissed first at 7:10 pm and will be escorted by a staff member to the designated, reserved area outside the A wing door.

Students in grades K-5 will be dismissed at 7:15 and will be escorted by a staff member to the designated, reserved area outside the A wing door.

Parents will claim their children from this area.

If parents are late, their children will be brought into the main entrance lobby to be supervised there until someone comes to claim them.

ATTENDANCE

Prompt attendance at all classes is expected. Because of the limited instruction time, it is vitally important for all students to receive complete catechetical formation.

Children with a fever or communicable disease should, of course, be kept home.

In the event of such an absence, please notify the PSR office as soon as possible before class at **636.669.6706** or email lrathz@setonrcs.org to report your child's illness. This information will be passed on to the staff.

If you think or know that your child had COVID – 19, and they had no symptoms they may return to PSR: after 5 days of isolation They should wear a mask on days 6-10.

If your child tested positive for COVID – 19 but had symptoms that have not improved by Day 5 they should continue to isolate until symptoms improve AND they have been fever-free for 24 hours. Continue to wear a mask through day 10.

If a student is excluded from school due to COVID – 19 symptoms or has had a positive COVID – 19 test, his or her siblings or other students living in the same household will also be excluded from PSR for 5 days.

Anyone who has been in close contact with someone who has COVID – 19 should self-quarantine for 5 days after your last contact with that person.

Close contact includes:

- You were within 6 feet of someone who has COVID – 19 for at least 15 minutes.
- You had direct physical contact with the person (touched, hugged or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or got respiratory droplets on you.

In those 5 days watch for fever of 100.4 or greater, cough, shortness of breath, or other symptoms of COVID – 19.

Please keep in mind that as the circumstances of COVID - 19 continue to evolve, it may become necessary to make adjustments to these protocols.

BLOOD BORN PATHOGEN POLICY

The PSR follows guidelines set forth to protect the health and safety of all when handling body fluids.

Whenever bodily fluids are spilled, only the Coordinator of the Parish School of Religion is certified through the archdiocese to take care of the situation.

In such instance, the PSR office will be notified immediately and help will be sent.

No catechist, staff member, other adult, or student is to attempt to treat or to clean up any bodily fluid spill.

CANCELLATION OF CLASSES

Should it become necessary to cancel classes due to inclement weather or the COVID-19 virus, you will be notified through email.

COMMUNICATION – STUDENTS/PARENTS

Please provide the PSR office with any updates of address, phone number or E-mail address. Occasionally, there may be flyers or letters sent home with the student. You are asked to check your e-mail for communication as this method will be the preferred communication option.

CONFIDENTIALITY

All information relative to a student's classroom performance or of a personal nature is confidential and will be treated as such by the PSR staff.

CURRICULUM

Our PSR Program makes use of the RCL Publishers, *Be My Disciples* series, for grades K thru 7. *Decision Point*, published by Dynamic Catholic, is used in grade 8.

In keeping with Archdiocesan policy, we make use of the Human Sexuality program, *God's Own Making – Catholic Values of Human Sexuality*, for grades 4 thru 8.

DISCIPLINARY POLICY

Seton Regional Parish School of Religion strives to build an environment for learning which respects each individual.

It is the right of every family enrolled in the PSR to have their children learn in an atmosphere that is conducive to Christian growth and development.

It is also the right of every catechist to expect and require an attitude of respect and cooperation by the students and parents.

Expectations:

It is expected that each student will show respect for themselves, others, staff members, and parish facilities by:

1. Accepting classroom rules established by the staff with a positive attitude.
2. Being sensitive and respectful of the feelings and ideas expressed by others.
3. Attentively listening to the person speaking.

Consequences:

1. A staff member will give a verbal warning for a first offense.
2. If the behavior persists, the student will be sent to the office for a conference with the PSR coordinator.
3. If the student is sent to the office, the parents will be contacted to meet with the PSR coordinator and pick up their child.

Regulations:

1. I Pods, headphones, earbuds, cell phones, and any other electronic devices are not to be used during class time. Cell phones must be silenced. Abuse of this policy will result in the items being sent to the office to be picked up after dismissal.
2. No gum chewing is ever permitted.

3. Deliberate property damage is considered a serious offense and the student and/or parent/guardian will be responsible to pay for any damages.
4. Possession or use of cigarettes, alcoholic beverages, illicit drugs, or obscene pictures or reading material is prohibited. The possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

DRESS CODE POLICY

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

Inappropriate apparel would include:

- Sexually explicit or revealing clothing – *midriff shirts, muscle shirts, low-rise pants, short shorts, spaghetti straps, see-through fabrics, etc.*
- Pajamas or slippers
- NO skate wheeled or roller-blade shoes are allowed.

If a student is reported to be in non-compliance of the dress code upon arriving to class, the PSR coordinator will phone the parent/guardian informing them of the situation and will request that appropriate clothing be brought for the remaining session time.

EMERGENCY PREPAREDNESS

PSR will follow the emergency procedures of Seton Regional Catholic School, as posted in each of the classrooms.

Instructions will be reviewed with the students on a periodic basis.

FIELD TRIPS

Class visits to places of religious significance give enrichment to the lessons of the classroom. If a private passenger vehicle must be used, the following criteria applies:

1. Drivers (over 18 years of age) must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle must have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. No smoking is permitted in the vehicle.

HARASSMENT POLICY

Seton Regional Parish School of Religion shall maintain a learning environment that is free from all forms of harassment. No student in the PSR shall be subject to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior.

Instances of harassment will be investigated thoroughly, promptly, and in a sensitive manner.

If the school determines that a student has engaged in any form of harassment, appropriate disciplinary action will be taken.

HOMEWORK

To reinforce what has been taught, as well as to keep parents informed of their student's religious instruction, a minimum amount of homework may be assigned each week.

Parents are asked to be involved and encourage the student's completion of assignments without actually doing the work for them.

Memorization of prayers may be a part of weekly homework.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the coordinator's discretion, cause harm to the school, or the community. Inappropriate conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

MAINTAINING PSR PRIVACY

Seton Regional Parish School of Religion understands that students and parents have access to technology that enables them to record, either visually or audibly, a student of the PSR or a member of the PSR staff.

Out of respect for our students and staff, no one is allowed to publicly post any videos, pictures or audio recordings at PSR events unless they have the expressed written permission of the PSR coordinator to do so.

Additionally, in order to ensure the privacy of members of the PSR staff, students and parents are not to record a member of the PSR staff without the expressed permission of the staff member.

MEDICATION

Ideally, all medication should be given at home—if however, a student requires prescribed medication during PSR sessions (including a self-administered inhaler), the following must be in place:

1. The direct order of a licensed physician or their representative, signed and properly filed with the Parish School of Religion (a current prescription label on the container may serve as a physician's order).
2. Written consent of the parent/guardian for PSR Staff to administer the medication.
3. The medication is in the original container.
4. Proper training of personnel on medication administration.

PROTECTING GOD'S CHILDREN WORKSHOP

Anyone over the age of eighteen who works or volunteers with children is required to attend the Protecting God's Children workshop. To register online go to <https://www.preventandprotectstl.org>. Passcode is stlprotect.

MASS ATTENDANCE DURING PSR CLASS

A special Mass has been scheduled by the pastor for the evening of May 1 (Close of PSR & May Crowning Ceremony), at 6:10 pm.

Dismissal of students on scheduled Mass nights will be after the conclusion of Mass from the Church.

Parents are asked to retrieve their children after informing their Catechist.

REPORT CARDS

Report cards are distributed two times during the PSR year and will be sent home with the students.

Should there be need for a discussion between the PSR staff and a parent, please contact the PSR coordinator.

SACRAMENTAL REQUIREMENTS

Students celebrate the Sacraments of Penance and First Eucharist in grade 2 and the Sacrament of Confirmation in grade 8.

Sacramental preparation is at least a two-year process, so all students MUST have attended a formal religious instruction program to be eligible to celebrate any sacrament.

The sacramental program involves both parents and students in preparation.

If a child has not yet celebrated the sacraments in the assigned grade levels, a meeting with the PSR Coordinator will be necessary.

TUITION AND REGISTRATION

Seton Regional Parish School of Religion for Academic Year 2023-2024 will require tuition payments for grades K thru 8 as follows:

For Families with One child	\$ 175.00
For Families with Two Children	\$ 275.00
For Families with Three or More Children	\$ 375.00.

- Registration is conducted online at: setonrpsr.org
- Registration for returning families must be completed each year.
- If tuition presents a hardship for a family, the pastor should be notified and arrangements should be made for payment. In some instances, tuition may even be waived.
- A copy of an official Certificate of Baptism should accompany new registrants.

- If parents are divorced, a copy of the portion of the divorce decree, which verifies custody arrangements, must be provided and kept on file in the SEAS Office of Religious Education.

VIOLENCE POLICY

Catholic Schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. Possession or use of firearms, other weapons or explosive devices is not permitted. The carrying or possession of any type of firearm or other dangerous weapons are prohibited on St. Elizabeth Ann Seton premises. This prohibition expressly includes those persons licensed to carry concealed firearms.

All reported or observed instances of threatened or actual violence must be addressed. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

SAFE TOUCH

As a caring Catholic community and as part of our on-going commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for grades K-8 that contains practical, helpful information to help children protect themselves from dangers that exist today.

The objective of this curriculum, entitled, "Safe Touch," is to teach our children self-protection skills. Children will learn body safety rules in an age-appropriate and nonthreatening manner. This program connects our Catholic values with information to keep children safe.

Please do not hesitate to contact Linda Rathz, CRE, at 636-669-6706 if you have any questions, concerns, or would like to preview the material.

If for whatever reason you prefer your child not to hear this presentation, you may opt him or her from the program. **Please let Linda Rathz know if you choose this option by the end of September.** You will be given the materials to discuss this all-important issue with your child at home.

PARENT CHRISTIAN WITNESS STATEMENT SETON REGIONAL PARISH SCHOOL OF RELIGION ARCHDIOCESE OF SAINT LOUIS

God entrusts children to Catholic parents to educate their children in the practice of their faith. Parents carry out this right and responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, early on, one learns to honor God and to embrace Catholic moral values.

In the Sacrament of Baptism, parents are called by God to evangelize their children, when the minister says:

"You have asked to have your child baptized. In doing so, you are accepting the responsibility of training him/her in the practice of the faith.

It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor. . .

You will be the first teachers of your child in the ways of faith.

May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus Our Lord.”

No wonder, then, that the Church understands the Catholic home to be a domestic church. It is in the intimate environment of the family that parents are, by their word and example, the first heralds, of the Catholic faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Catholic families.

Programs of Catholic Religious Education must be seen as a partnership with the family in proclaiming and witnessing to the Person and Life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary educators of their children in Faith.

Aware of my call as a Catholic parent, I accept once more my responsibility and commit myself to be, by my words and deeds, the primary teacher of my children in the Catholic faith.

Practically, this means that I will:

- **Participate weekly in the Sunday Eucharist with my family;**
- **Speak regularly with my children about God and to make prayer an essential part of our daily home life;**
- **Participate in and cooperate with the Seton Regional Parish School of Religion Program that assists me as a parent in my role in the religious education of my children, including sacramental preparation;**
- **Support the moral and social teachings of the Catholic Church, by my example to teach my children to have love and concern not only for themselves but also for the needs of others, thereby ensuring a consistency between what is taught in our home and our formal religious education program;**
- **Meet my financial responsibilities in supporting my Parish and the Parish School of Religion.**

SETON REGIONAL PSR CHASTITY EDUCATION PROGRAM

Catholic young people need, and have a right to know, the positive values we hold as a faith community regarding God's gift of human sexuality. To help instill and support these values in our young people in grades 4 thru 8, Seton Regional PSR is proud to continue to present a program published by the Archdiocese of St. Louis entitled:

God's Own Making: Catholic Values of Human Sexuality

The purpose of this program is not to impart biological information but to focus on the moral and religious dimension of human sexuality. The program respects the role of parents and focuses strongly on the Catholic values that help form the gift of our human sexuality by helping our young people to:

- ***Appreciate their gift of human sexuality***
- ***Cherish relationships in their lives***
- ***Treat themselves and others with respect***
- ***Understand the Church's teaching regarding Catholic values of human sexuality.***

The basic themes addressed in each grade level are:

Session 1: Respect for Life

Session 2: Sexuality as Relational

Session 3: Life-Giving, Love-Giving

Grades 4,5,6,&7 – The sessions will be taught in the second semester.

This Parent/Student Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

St Elizabeth Ann Seton Parish Complex

Ballfield #4

Ballfield #2

Ballfield #3

Ballfield #1

