

Sacred Heart Parish School of Religion



To pray, love and serve God to live with Him

110 Thompson Dr.
Troy, MO 63379
636-528-8219 ext 115

Staff

Pastor- Father Edward Voltz
PSR Coordinator-Mrs. Laurie Clarkson
Secretary-Mrs. Laura Davies

Session Times

Wednesday 6:00-7:15

Sunday Mass Times

Saturday @ 5:00 p.m.
Sunday @ 8:00 a.m. and 10:00 a.m.
Sunday Youth Mass @ 5:30 p.m.

Dear Parents,

Welcome to the Sacred Heart Parish School of Religion! We are so grateful that you are here with us at Sacred Heart on our mission to pray, love and serve Jesus Christ our Lord.

Each of us are called to share the good news of Christ through our words and actions. Here at Sacred Heart, we teach our children not only to proclaim the goodness of God, but to live their faith. It is our goal as catechists to assist you, the primary educators, in strengthening your child's prayer life and knowledge of the faith, so they can find strength and love in Christ our Lord. We ask you as parents to assist us by bringing your child to Mass each Sunday. Without Mass participation, our relationship with Christ is incomplete. Faith, hope and love are the cardinal virtues. The greatest of these is love.

Our Parish School of Religion supports parent involvement and we would like to invite you to join us for one of our monthly service projects. During those weeks, we ask that you bring your child into the cafeteria for a quick lesson and a hands on service project. Each grade level will have a different month and project that will be shared throughout our community. Kindergarten will have the first project in September. We will serve some snacks and you will work side by side with your child to help serve the people of Lincoln County.

Please read through this handbook carefully so you will be aware of the policies and philosophies of the Parish School of Religion. If you have any questions about PSR, please feel free to contact me. You can contact me at extension 115 or leave a more urgent message with the parish office. We sincerely ask for your prayers as we journey together to help your children grow closer to Christ so that they too may live with Him one day.

God Bless,
Laurie Clarkson,
PSR Coordinator

Philosophy

The Parish School of Religion program is founded to assist you as parent educators in fulfilling the mission to bring your child closer to Jesus, teaching them to pray, love and serve God. We guide our students through prayer, knowledge, and understanding to reach out in love and service to others. In cooperation with you as parents and our love for Christ, our students will become knowledgeable in their faith and learn to live it outwardly so they can live virtuous and spiritual lives in our Lord Jesus Christ.

Attendance

In order for your child/children to build a strong life in Christ, regular attendance is vital. The students only meet once a week, so each class is essential to their religious foundation. Attendance records are kept on each child, and in order to maintain a good year, your child must attend at least 75 percent of the classes. If a child misses too many classes, the student may be advised to repeat that grade level. Please inform the PSR office if your child is moving or will no longer attend the program.

Participation in the sacramental life of the church is the very heart of our faith. We, as Catholic Christians, are on a mission to pray, love and serve. Mass is the ultimate form of prayer. We are called to celebrate Mass with our Lord and Savior weekly. Attendance at Mass and all Holy Days of Obligation is expected.

Absentee Procedure

If your child is unable to attend class due to illness or family emergency, please email psr@sacredhearttroy.org to report the intended absence. This email will need to contain your child's name, grade, teacher's name, and reason for the absence. Your child's name will be marked excused. Without a note or a reason, your child will be considered unexcused. Excessive absence will be discussed and may require a meeting to evaluate the decision of a complete year. Let your child's teacher know if he or she will be missing several classes due to sickness or unavoidable circumstances, so that make-up work can be assigned.

Cancellation of Classes

Sometimes it is necessary to cancel classes due to inclement weather. If classes are canceled, a message will be sent to you via our Flocknote, our text messaging system. It will also be listed on the parish website (<https://www.sacredhearttroy.org>) You can find the PSR website under the education tab along the row under the top banner on the Sacred Heart website.

Cell Phone Policy

Students are here at Sacred Heart for only 1 hour and 15 minutes. They are in the safe care of our teachers and staff. Every minute of instruction is necessary. The students do not need to have their cell phones in use during class. Cell phones will be turned into the teacher prior to class and will be distributed prior to dismissal. If your son or daughter is caught using their cell phone to check or send messages, then we will confiscate the cell

phone until you pick it up. After classes are over and we are dismissed, if your son or daughter needs to utilize the phone to contact you, that is appropriate.

Arrival

Students should arrive no sooner than 5:45 and enter the school doors on the north side. Students will report directly to their classroom to ensure the teachers can mark their attendance as present before class begins. We have adults and high school helpers that can guide and assist students in finding their classroom. *No student should ever be in a classroom without adult supervision.*

For your child's safety, the front doors of the school will be the only doors that are unlocked. Every student needs to enter through the classroom doors at the front of school. Students in K-4 can be easily dropped off. There are many people who are present to greet your child and walk them to their classroom. There is no need to escort them to class.

Being on time is important to a quality education and teaches the children responsibility. Classes are only one hour and fifteen minutes, so it is important that the students attend weekly and arrive on time. If your child arrives after the 6:00 p.m. prayer bell, they will be marked tardy. I understand that sometimes it cannot be avoided, but tardiness is disruptive to the entire class, so make every effort to arrive on time.

Dismissal

Students will exit through the church each week, being sure to genuflect and reverence the tabernacle. Each grade level will sit with their class teacher. Grades 6,7,and 8 will be

dismissed to find their parents as individuals. You will have to pick up your k-5 children from their teacher. You may slowly leave the parking area when your child is safely in your car. Exit the lot on the second exit. Remember, we enter the parking lot using the first entrance and exit to the second entrance. Be sure to drive slowly and watch carefully for other children in the parking lot.

If a child needs to leave early, please stop by the school entrance to alert us and sign your child out. Your child will be called to meet you at the front of school. Early dismissal should only be used in an emergency and should not be a weekly event.

Virtues in Practice

We are going to be sending monthly homework in all grade levels that is centered around the overarching virtue for the year. The students will be completed as a family and sent home at the first of the month and will be returned before the next month's virtue goes home. They are very short activities. I will send them home with your child's newsletter at the beginning of the month. If you have children in multiple grade levels, you may choose an activity in a grade level that is appropriate to do together as a family. Be sure your child is ready to share or speak about it in class upon its return.

Communication

I will send home a weekly newsletter each month regarding what is happening in PSR. The newsletter will come home on colored paper at the first of the month. In addition, I will be using the Flocknote messaging system. If you're not receiving text messages from me, please be sure to speak with us, so we can see what is happening and get you connected.

All inclement weather announcements will be provided on Flocknote. It arrives as a text message with a picture attached.

Report Cards

Children will receive report cards two times a year. The students will be assessed on their knowledge of the material presented as well as the prayers that students are learning. The first report card will be sent home to you, via your children, upon your return in January. The second report card will be sent home with your child at the end of the second semester of PSR with a registration for the next calendar year. Your child's faith formation is essential to their life with Christ at the end of time. Please be sure to speak with your child about the importance of virtuous behavior and the importance of their assessments from PSR.

Discipline

Our catechists are dedicated people who have devoted their time to find the best means possible to teach the faith to your children. *We expect the students to be respectful, responsible, and kind to the students and teachers in our program.* The PSR program emphasizes the positive attributes of each child that attends. We expect the children to do the same. It is very important that your child understands that you as parents stand behind the PSR program and its educators. If your child is behaving inappropriately or disrespectfully, they will be sent to the office. We will speak with your child and ask them to reflect with us on their behavior. If disrespect continues, we will contact you and discuss a plan for a more virtuous future.

Service Hours

Students preparing for the Sacrament of Confirmation will need to complete a series of service hours. Students in 6th and 7th grades are required to complete 15 hours of service, and 8th grade students are required to have 25 hours of service. There are many ways students can serve. Students can work at the parish picnic or volunteer for other community activities, send items into local nursing homes, volunteer at the local pet shelter as well as other creative activities you can come up with. A service hour reflection sheet will be filled out and saved in the office. If you are struggling to find service hours, please contact me and we will assist you in finding some ways to help serve God.

Monthly Service

Each grade level will complete a service project with their parents this year. Parents will be invited into PSR to sit side by side with their students and complete a project during class. Kindergarten will begin in September. You and your child will meet in the cafeteria that evening for class. We will have snacks and drinks provided. You will help your child create a project that will leave the community. This project may require you to bring some supplies. Look for information from your teacher regarding the month, project and necessary supplies. We hope you get the opportunity to spend a little time with us and your child.

Supplies

Books and supplies are provided by the PSR program. Please be sure that your child comes to class prepared and ready to listen and learn. Any folders or homework provided by the teachers should be returned weekly. In addition, they need to return service hours and any monthly virtue projects as well.

Sacrament Years

Sacrament years will require some additional preparation time and blessings. Please look for information on retreats and expectations from Sarah Eberhard, our Confirmation Coordinator, and Maria Schieffer, our First Communion Coordinator. As always, pray for our children as they move forward in their faith journey. You will also need to have a copy of your baptismal certificate turned into the PSR office.