



Parish School of Religion Program

PSR *HANDBOOK*

204 W. Mill Street
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Diocese of Belleville

WELCOME

Welcome to the Ss. Peter and Paul Parish School of Religion (PSR). The PSR Staff and the PSR Advisory Board thank you for allowing us the opportunity to share the Gospel message with you and your child(ren). As a parish, the people of Ss. Peter and Paul Church are called to carry out the mission of Christ. Ss. Peter and Paul PSR is part of this ministry within the Church with a mandate to "teach as Jesus did" and to create for the PSR community an atmosphere enlivened by the Gospel spirit of love. The PSR Advisory Board, Catechists (teachers), and parents/guardians share this sacred responsibility and strive to fulfill it through mutual cooperation and support.

PSR Advisory Board Mission Statement

The Ss. Peter & Paul PSR Advisory Board is dedicated to assist the Pastor, catechetical staff and parents/guardians (the primary faith educators of their children) in the task of sharing the Roman Catholic faith tradition.

Parish Administrator	Rev. Osang Idagbo, C.M.	(618) 939-6426 x17
Associate Pastor	Rev. Sebastian Ukoh, C.M.	(618) 939-6426 x12
PSR Coordinator	Angela Atkinson psrnews@gmail.com	(618) 939-6426 x24 (618) 980-4672 cell
Advisory Board Members	Sarah Calloway	(618) 978-7152
	Denise Foerg	(618) 939-6726
	Janel Holmes	(618) 974-9409
	Jennifer Kretchmer	(618) 939-5624
	Paul Schimpf	(618) 939-4831
	Chris Toenjes	(314) 753-5875

Student Section

General Rules for Students

- Upon arrival, students are to proceed directly to the cafeteria and sit at their assigned table. Students should not be dropped off before 6:30pm unless arrangements have been made with the coordinator ahead of time.
- From 6:30pm-6:40pm we will have group prayer. Students entering the cafeteria after prayer start should enter with a parent in a respectful and quiet manner. Parents are welcome to stay for our group prayer time. Food and beverage will not be allowed during this time.
- Students will be dismissed to their classrooms at the conclusion of our prayer time.
- **Students may not be dropped off at the playground or use the playground equipment before PSR classes.**
- Proper school attire is expected.
- **If a student carries a cell phone, it will be turned off during PSR. If a student has a cell phone out, or if a cell phone rings, during PSR, the phone will be held by the catechist and returned to a parent at the end of class.**
- Students shall show respect at all times.
- **There will be no gum, food, or beverage in the classroom. Students should not bring any food or drink into the school building.**
- Any book lost by a student will be replaced at the family's expense (\$20)
- Attend Sunday Mass weekly.
- Complete all assignments on time.
- Bring required materials to class each week.
- Actively participate in class and share in the faith formation.

Discipline

- Disruptive and unruly behavior will not be tolerated. There will be no running in the hallways, classrooms, or on school grounds.
- The Catechist in the classroom handles ordinary discipline problems as they occur.
- When a student's behavior disrupts the class, the Catechist has the option to obtain assistance outside the classroom.
- In general, the first disruption will result in a discussion with the PSR Coordinator, the Catechist, and the child. The second disruption will also involve the student's parent(s)/guardian(s). The third disruption will involve a formal meeting between the PSR Advisory Board, the parents/guardians, and the PSR Coordinator.

Service Projects

- All 8th grade students must perform at least 25 hours of service to be eligible for Confirmation. Details regarding this requirement are in the Confirmation Packet that was passed out during the Spring meeting.
- Sixth and Seventh graders are required to complete four service

projects throughout the year. Your catechists will be giving you information regarding this requirement.

Parent/Guardian Section

Expectations of Parents/Guardians

- Parents/Guardians are encouraged to volunteer work for the PSR program. Ask! We can use your time and talent!
- On the nights when you volunteer, you must register via the sign-in/sign-out sheet in the cafeteria. Duties may include:
 - Catechist Assistant
 - Hall Monitors
 - Administrative Assistant (make copies, help with classroom activities, etc.)
- Bring your children to class each week.
- PSR classes begin promptly at 6:45 p.m. and end at 8:00 p.m. We will have a group prayer time from 6:30pm-6:40pm in the cafeteria. Respect and quiet should be maintained by everyone entering after prayer time has started. Please do not drop off prior to 6:30pm unless arrangements have been made with the coordinator.
- **Check and discuss the contents of your child(ren)'s folder weekly regarding communication from the Catechist, coordinator, and/or pastor.**
- Children should be signed out by the parent/guardian at the conclusion of each class.
- Inquire about what your child(ren) is(are) learning in the classroom.
- Participate in parish life and weekly worship.
- Participate in the weekly mass offertory by putting an envelope in the offertory basket.
- Foster prayer and Christian values in the home.

Religious Education Policies

Registration

- Annual registration is required for grades 1-8.
- **To register, you need to complete registration online, sign required forms, and pay tuition prior to your child attending his/her first class.**
- The families involved in the PSR program must be registered in a parish.
- New students will need to submit a copy of their baptismal certificate.
- A late registration fee of \$25 will be added to all returning families if students are not registered during the annual registration period (which will be announced prior to the end of the PSR year).

Attendance

- Each child is expected to attend PSR all eight years and attend class regularly.
- It is the responsibility of the parents/guardians to notify the child's Catechist, the PSR Coordinator (618) 980-4672, psrnews@gmail.com or www.spppsr.weebly.com, or call the parish office at 939-6426 x24. Please note, there is no attendance hotline.
- In the case that a student is not accounted for, the parent/guardian will be contacted.
- If a student needs to leave class early, written consent from the parent/guardian is required before class begins.
- If Waterloo Community Unit School District #5 cancels class on a PSR Wednesday, there will be no PSR classes that evening.
- Attendance will be monitored. Excessive absenteeism (more than 3 classes per trimester) will be addressed by the PSR Coordinator with the parent/guardian.

Sacraments

- Once a student is initially registered, the student shall attend all classes through 8th grade. If a student did not register in 1st grade and has subsequently registered, each individual student's case shall be the determination of Fr. Osang, the PSR Coordinator, and the PSR Advisory Board.
- Students new to the Ss. Peter and Paul Parish will be entered into their appropriate grade for regular PSR classes; additional classes, at a time other than PSR classes, will be required to prepare them for the sacraments they may need to receive. Sacraments are received in the following grades: Reconciliation and First Communion in 2nd grade; Confirmation in 8th grade.
- In order to assist parents/guardians in the preparation of their children for the reception of First Reconciliation and First Communion, parent/guardian meetings are provided. These parent/guardian meetings are a required part of the Sacramental Preparation. The parent/guardian meetings are designed to familiarize parents/guardians with the current church teachings, develop methods to promote and increase family participation in the in the first celebration of the sacrament, and to extend the process of catechesis to the home.