

ST. EDWARD THE CONFESSOR CATHOLIC CHURCH



2025-2026

Parent Handbook

Our Mission Statement

The Saint Edward the Confessor Parish School of Religion, under the guidance of the Holy Spirit, the direction of the archdiocese of New Orleans Office of Religious Education, and the approval of the pastor, assists parents of primary and secondary grade children of the parish in their role as primary catechetical educators of their children's faith. Supported by prayer and frequent reception of the sacraments, we aspire to coordinate religious education programs in a systematic and organic way for the purpose of passing on our authentic Catholic Faith. We do so to share our love of the Catholic Church and to advance God's Kingdom on Earth.

St. Edward the Confessor Parish School of Religion 2025-2026 Parent Information

Our “*Catechism of the Catholic Church*” (# 2223) tells us that *Parents have the first responsibility for the education of their children.* Assisting and empowering parents in this primary role of education in the faith is the design of the St. Edward the Confessor Parish School of Religion.

The following information will assist you in getting to know a little more about our Parish School of Religion. All policies and information contained in this handbook are subject to change. If you ever have any questions at all, please feel free to call or e-mail the Parish Office, (504) 888-0703, any time Monday through Friday between 9:00 a.m. and 4:30 p.m. If after office hours, leave a message and someone will call you back as soon as possible.

ABUSE AND NEGLECT

All of our parish/school employees and volunteers have both a responsibility and an obligation to report incidents of apparent child abuse or neglect and to cooperate with authorities in relation to these matters.

ADULT FAITH FORMATION

We strongly encourage ongoing, life-long Faith Formation for all Catholics of all ages. As the primary educator of your child, you should know the Faith that you are entrusted to impart to your child at home every day and night of the week. Parents are encouraged to take advantage of our parish Bible Studies and other Adult Faith Formation courses. Please contact our Parish Office at (504) 888-0703 for more information.



ARRIVAL / DISMISSAL

All students (Grades 1-11) are to be dropped off on time (no later than 11:00 a.m.) **in the Parish Center**. Please review the appropriate streets for approaching to secure a safe and orderly flow. You may park your car in the parking lot, then escort your child to the Parish Center. Please do not allow your child to walk across the parking lot alone. Students are to be greeted by their catechist in the Parish Center Main Room who will then direct them to their classroom. Classes begin promptly at 11:00 a.m. and attendance will be taken at that time. Students will be dismissed at 12:00 p.m. For dismissal, parents are to meet the students at the Parish Center front door. Our goal is for this time to be peaceful and orderly, with the safety of the children as our highest priority. Your cooperation is greatly appreciated in getting your child safely home each Sunday afternoon.

ATTENDANCE

Parents are expected to make a serious commitment to see that their children attend each scheduled class. Please notify the parish office, (504) 888-0703, before Friday, 4:30 p.m., if your child will be absent on a Sunday. If an unforeseen situation should cause a student to miss a class, a parent should contact their catechist directly and ask about any homework assigned for that week. Please see the parish website, www.steddy.org, to see if class has been canceled due to inclement weather or other unforeseen circumstances. On occasion, catechist may assign homework. Students are expected to complete all class work and any homework assigned. The Archdiocese of New Orleans requires a minimum of 30 sessions of classroom instruction in Religious Education each year. Parents of Sacramental Year students (second and eleventh grades) will be contacted (and concerns discussed) if the student misses more than 2 classes.

COMMUNICATION

We always encourage PSR communication with our families. Please feel free to call the Parish Office if you have any questions or concerns at (504) 888-0703. Please advise us of any family situations, such as medical issues, custody situations, etc., that may affect your child's regular attendance. Know that all information will be kept strictly confidential and that our ministry is always willing to assist in any way possible.



CURRICULUM

Our Parish School of Religion is designed for students in Grades One (1) through Eleven (11) who do not attend a Catholic school. Our program follows the curriculum guidelines set by the Archdiocese of New Orleans. You are invited and encouraged to attend Sunday Mass as a family, especially on class Sundays. Our elementary and middle school program utilizes the **We Believe** curriculum, published by Sadlier, while our high school program utilizes the **Didache** curriculum, published by the Midwest Theological Forum. The United States Conference of Catholic Bishops has found the doctrinal content of these series to be in conformity with the Catechism of the Catholic Church, Doctrines of Faith, Scripture, prayer, morality, the sacraments, the lives of the saints, Catholic traditions, and the liturgical seasons are taught at each grade level. A copy of the required prayers for your child's grade level will be provided from their catechist. A consistent home prayer life helps children, along with a parents guidance, to strengthen their Faith as they learn the beautiful prayers and have discussions about the traditional tenets of our Faith.

Volunteer catechists teach the classes. Many of these catechists are certified to teach religion or are working toward certification with our archdiocesan Office of Religious Education. Our catechists are encouraged to teach their students the rosary and to bring them to Eucharistic Adoration throughout the year. We have opportunities for the students to receive the Sacrament of Reconciliation at least twice a year during the Advent and Lenten Seasons. We conclude our school year with a celebration of the Holy Mass, Sunday at 10:00 a.m., to which all parents and family members are invited.



DISCIPLINE

We ask that parents, as primary educators of their children, work to develop virtues in their children and to help their child to develop a positive attitude toward religious education. Remind your child of the proper way to act and that their best behavior is called for in church and in the classroom. Recognize that the catechist has the special privilege of representing you during class time and affirm to your child that their catechist should be treated with respect. Try to project a positive attitude about attending PSR classes. Help your child recognize that rules are necessary to protect and respect both people and their property. Remind your child that the Parish Center and PSR class areas are sharing space and, therefore, they can not use, damage or take anything that belongs to a particular meeting space. It is our goal to provide a learning environment where Christian virtues, good manners and mutual respect are displayed by all. Rules are based on the principle that every person is created in the image and likeness of God. Any behavior which prevents a catechist from instructing, or another student from learning, can not be tolerated. Some specific rules which our PSR students are expected to follow include: (1) Be respectful of others and their possessions (both individual property and parish/school property); (2) Be attentive, participate and follow all instructions given by the catechist; and (3) Bring your textbook and other materials required to class each week.

Each individual catechist can create their own set of rules for their classroom. Catechist will handle minor discipline offenses in the classroom. If a disruptive student refuses to heed the catechist's charitable instruction to correct their behavior, they will be reminded of expected behavior and consequences by the Pastor, who will handle all disciplinary issues.



DRESS CODE

Church is the house of God, please dress appropriately.

EMERGENCY INFORMATION

Files are maintained on all students in case of emergency. Please keep your child's file up to date with emergency phone numbers, your home and cell phone numbers, as well as your current address. If your child is diagnosed with something that should be noted in their file, be sure to make the Parish Office aware in writing.

FINANCIAL ASSISTANCE

Our parish program does assist families unable to pay the registration fee. Please contact the Parish Office personally, or indicate the need for assistance on the registration form. **No child will ever be denied a religious education due to financial difficulties.**

FIRE

We will use the same exit routes that have been designed by St. Edward the Confessor Parish Center in the case of a fire. In this very unlikely incident, your child can be safely picked up underneath the pavilion.



GRADE PLACEMENT

Normally, children are placed in PSR grade levels which match their current grade level at their primary school. This is determined on a case-by-case basis. A child may be required to complete a screening to determine placement, if a child has previously missed any religious education. Returning students to the St. Edward the Confessor PSR program after a lapse of formal religious education will be placed based on the outcome of their screening. It is of extreme importance to make sure that your child continues to attend religious education classes throughout all grades of school. To begin First Grade, children must be 6 yrs old by September 30th of the current year. Registered students who completed all coursework and successfully met the attendance requirements for St. Edward the Confessor Parish School of Religion are promoted to the next grade level. Registered students who failed to complete the requirements must successfully complete a screening for that grade level in order to proceed to the next grade level and ultimately run the risk of postponing their Confirmation preparation. Parents will be notified if their child needs to be screened in order to move to the next grade level. Students are expected to complete two consecutive years of religious education before they may receive the sacraments of First Holy Communion and Confirmation. A child must be in at least the second grade in their elementary school to receive First Holy Communion and must be in at least the eleventh grade in their high school to receive Confirmation. There are additional requirements that must be met and fees that must be paid during the year that the child will receive these sacraments. Please contact the Parish Office, (504) 888-0703, for additional information regarding preparation requirements and materials for First Reconciliation/ First Holy Communion and Confirmation. Children who are older than second grade who are unbaptized and/or who have not received First Holy Communion may need to complete our OCIC (Order of Christian Initiation for Children) process before they may receive these sacraments.

GUESTS

On occasion, a student may ask to bring a guest to class. Please know that we encourage evangelization and an open door policy. We ask that the Parish Office or the class catechist, be notified at least one week prior to the requested date on which a guest will attend. Any guest must be pre-approved the Parish Office and is expected to follow PSR guidelines.



PARENTAL INVOLVEMENT

We strongly encourage you to meet your child's catechist and feel free to contact them during the year. All messages for catechist should be left with parish office. Our catechists are volunteers. We train them as often as possible and follow-up with them weekly with any messages intended for them. We maintain an "Open Door" policy. We encourage you to "sit in" on your child's class at any time. We do ask, however, that you notify the Parish Office or the class catechist, at least one week prior to the lesson which you intend to visit. Homework assignments may be given in class. Parents are asked to discuss class-covered material and help reinforce what took place during class. Parents are expected to attend all the meetings associated with sacramental preparation. We strongly ask that you pray at home as a family on a daily basis; that you participate at Mass together each Sunday and Holy Days of Obligation; and that every member of your family who has made their First Confession continue to participate in the Sacrament of Reconciliation on a regular basis. Mass times in our parish are Saturdays, Vigil, at 4 p.m. and Sundays at 8 a.m., 10 a.m., 12 p.m., and 4:30 p.m.; Confessions are heard on Saturdays beginning at 3:00 p.m., Sundays beginning at 4 p.m., and Wednesdays beginning at 5:00 p.m. or by appointment. How great is the power and love of our Eucharistic Lord! Each week, parents of our PSR students are invited to "cover" us in prayer as we gather to inform our children in faith and morals. All are encouraged to visit our Adoration Chapel, open Monday, Wednesday and Friday, 8:00 a.m.—10 p.m., to adore Our Lord.

PERSONAL POSSESSIONS

Any kind of electronic item that can be used for entertainment purposes (games, music, film, communication) is not allowed to be used during PSR classes. If your child must have a cell phone, it is to be turned off and hidden from the view of everyone in class until the class has ended. Phones are available in the offices if a student needs to call home for a legitimate reason. Students should not bring money or valuables with them to class. The parish is not responsible for lost money or valuables. We will confiscate cell phones and any other personal items used during class time until the end of class. Students are allowed to have water bottles.



REGISTRATION

Registration ordinarily begins in May and is open through the end of July; classes normally begin in August. Late registration is considered on a case-by-case basis. Registration forms for returning students are sent home on the last day of class or may be e-mailed. Parents of returning students must submit a completed “returning student” registration form along with a tuition fee payment for their child to be registered by mid July. The following must be submitted for new students: a completed “new student” registration form, a copy of the child’s baptism certificate and a tuition fee payment. A copy of the child’s “First Holy Communion” certificate, or an official letter stating that it has been received from the parish which conferred that sacrament, must also be submitted for new students who have previously received that sacrament. Families of new students who live outside our parish boundaries are to submit a letter from their “parish of residence” which states that permission is granted for their child to participate in our PSR classes. For new students who have not yet received First Holy Communion or Confirmation, an official letter from the schools or parishes in which the child previously received any Catholic religious education, stating the number of years of religious education successfully completed, must be submitted to us. Tuition fees are as follows: Grades 1-6 , \$35 per student and Grades 7-11, \$55 per student. The parish pays for most of the cost of religious education. These fees help to offset the cost of textbooks (Grades 7-11 use a more expensive textbook), catechist’s manuals, stipends for catechist and other miscellaneous expenses.

SAFE ENVIRONMENT

St. Edward the Confessor Parish joins the Archdiocese of New Orleans in taking very seriously the responsibility of protecting our children. Background checks are run on all staff members and volunteers, who must also attend a safe environment workshop sponsored through the Archdiocese.

Child protection catechesis is taught annually in October. Parents may refuse the participation of their child in the Safe Environment lesson; but, must complete documentation indicating their objection which will be submitted to the archdiocese. Parents will be notified one month prior to the child protection class and are certainly welcome to monitor the lesson.

SPECIAL NEEDS

Some children have medical conditions, learning concerns, or behavioral concerns. Please indicate this information on the registration form, or call the Parish Office to advise us of the best possible service we can provide.



TEXTBOOKS

We expect our students to be responsible for their personal belongings. Books are partially paid for by the registration fee paid by the family. The book belongs to your family to keep at the end of each school year. If a book is lost or destroyed, an additional book fee of \$40 to \$60 will have to be paid before another book is issued. Also, you may request to see a copy of your child's textbook (if they do not normally bring it home) as well as a copy of our archdiocese's curriculum guidelines.

2025-2026 PSR FACULTY AND STAFF

Fr. Joseph Man Tran	Pastor
Fr. Long Pham	Parochial Vicar
Mrs. Courtney Graham	1st & 2nd Grades
Mrs. Carol Landry	3rd & 4th Grades
Mrs. Sharon Mechlin	5th & 6th Grades
Mr. Bernard Baudin	7th & 8th Grades
Mr. Joe and Mrs. Barb Rosolino	9th, 10th & 11th Grades
Ms. Jackie Sofio	Parish Office Secretary

CLOSING MESSAGE

We (the catechists and priest of St. Edward the Confessor Parish) are looking forward to a wonderful and blessed year! It is our hope and prayer that this year will be a very positive learning experience in which our young people can come to know Our Lord and enter into a faithful relationship with Him. Please let us know how we can assist you in attaining this goal. Our dedicated staff is here to serve you and to assist the faith formation of your children in any way possible. If your question or concern has not been addressed in this parent handbook, please call the parish office or send an e-mail message to stedward@steddy.org. Feel free to contact us if the need arises. We appreciate all that you do to make our Parish School of Religion a place to pass on the Catholic faith in a life-affirming way!

St. Edward the Confessor, pray for us!

