

**Sacred Heart  
Parish School of Religion  
Family Handbook  
2025-2026**



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### Appendix

Appendix I: Christian Witness Statement for Parents

Appendix II: Christian Witness Statement for Students

Appendix III: Sacred Heart PSR Handbook Familiarization Form



### **Prayer to the Most Sacred Heart of Jesus**

Most Sacred Heart of Jesus  
Please walk with me each day,  
Be my friend and constant companion  
At home, at school, at PSR, at play.

Take my hand in Yours and guide me  
Through all that life may bring;  
Be my strength when I am weak,  
My courage when I am afraid,  
My comfort when I am sad,  
My joy in everything.

Most Sacred Heart of Jesus, make my  
Humble heart Your home.  
Aware that You are with me,  
I'll never feel alone.

Help me to see Your love alive  
In others' hearts as well,  
So together we can make this world  
A better place to dwell.

Amen.

By Marian Love  
(Adapted for PSR)

# SACRED HEART PARISH MISSION STATEMENT

*Sacred Heart Catholic Church manifests God's merciful love...*

- By recognizing the needs of all as we experience newness and growth while treasuring our past.
- By utilizing our gifts and strengths in carrying out the mission of the Sacred Heart of Jesus.
- By participating in the mission of the Catholic Church both local and universal.
- By living out our Eucharistic Celebrations in our daily lives through the study of Sacred Scripture, honoring our Tradition and participating in the Sacraments.

## SACRED HEART PARISH SCHOOL OF RELIGION PHILOSOPHY STATEMENT

The Sacred Heart Parish School of Religion (PSR) program centers on God's good news revealed through Jesus Christ in the Scriptures, in liturgy, in doctrine, in the community, and in the life, experiences of the faithful.

Our hope at Sacred Heart is to create for our students a Christian environment that will assist them in understanding and experiencing the Church as a faithful community.

We call on the parents of our students, as the primary educators of their children in the faith to be involved in our program.

As catechists we are people of faith who contribute to the student's religious formation by witnessing, expressing, and being models of our faith.

# SACRED HEART PARISH SCHOOL OF RELIGION GOALS

Students will:

1. Express understanding of the God who is Trinity and the activity of the persons of our Triune God in their lives; they will demonstrate the importance of a personal relationship with God in their lives and in the life of the community.
2. Express a basic understanding of Jesus, his life and teachings; they will recognize Jesus as their Savior and model for Christian living.
3. Describe how the Church carries out Jesus' mission of proclaiming the Gospel, forming community, gathering for worship, and giving our lives in service; the structure and function of the Church in the world; the role of Mary and the saints; and key developments in the history of the Church.
4. Participate in the worship of the faith community, use a variety of prayer forms to enrich and express personal and communal spirituality, plan liturgy and prayer experiences with appropriate resources, and demonstrate an understanding of the liturgical seasons, feasts, saints days, Marian devotions, and sacramentals.
5. Participate in the sacramental life of the Church, recognizing the Eucharist as the source and summit of Christian life; they will express an understanding of the nature, importance, and ritual of the seven sacraments.
6. Demonstrate knowledge of Sacred Scriptures as the inspired Word of God revealing God's plan for salvation, and will read, interpret, and apply Scripture to their lives.
7. Demonstrate understanding of authentic Catholic teachings as promulgated by the Magisterium of the Church and apply these teachings to all life situations.
8. Demonstrate understanding of Catholic moral teachings, make moral decisions consistent with these teachings, and especially exhibit a respect for life toward self, others, and creation.
9. Exercise responsible stewardship for the gift of creation, share their time, talent, and treasure in service to the community as response to the Gospel call, and evaluate social structures in light of Catholic social justice principles.
10. Exhibit a welcoming and inviting attitude toward all persons encountered in the broader community and share their Catholic identity, beliefs, and practices.

MONDAY SESSION  
FACULTY AND STAFF OF SACRED HEART  
PARISH SCHOOL OF RELIGION 2025-2026

|                                    |                                               |
|------------------------------------|-----------------------------------------------|
| Coordinator of Religious Education | Mrs. Sue Wilbert                              |
| PSR Receptionist                   | Mr. John Davis                                |
| Grade 1                            | Ms. Clare Klinkhardt                          |
| Grade 2                            | Mrs. Fran Hanson                              |
| Grade 3                            | Mrs. Colleen Davis                            |
| Grade 4                            | Mrs. Ann Kovace                               |
| Grade 5                            | Mrs. Susan Boden<br>Mrs. Julie Edwards        |
| Grade 6                            | Mr. Kevin Daut                                |
| Grade 7                            | Mr. Steve Sandbothe<br>Mrs. Marissa McFarland |
| Grade 8                            | Mrs. Carrie Carroll                           |
| Special Education                  | Mrs. Clare Evertowski                         |

TUESDAY SESSION  
FACULTY AND STAFF OF SACRED HEART  
PARISH SCHOOL OF RELIGION 2025-2026

|                                    |                                      |
|------------------------------------|--------------------------------------|
| Coordinator of Religious Education | Mrs. Sue Wilbert                     |
| PSR Receptionist                   | Mrs. Jaclyn Laffleur                 |
| Grade 1                            | Will not be held this year           |
| Grade 2                            | Mrs. Fran Hanson                     |
| Grade 3                            | Will not be held this year           |
| Grade 4                            | Mrs. Jacalyn Marquart                |
| Grade 5                            | Mrs. Dae Cochran<br>Mr. John Cochran |
| Grade 6                            | Mrs. Angie Fister                    |
| Grade 7                            | Mrs. Sue Wilbert                     |
| Grade 8                            | Mr. Connor Mullenschlager            |

## ADMINISTRATION OF SACRED HEART PARISH SCHOOL OF RELIGION (PSR)

Sacred Heart administration proceeds according to the guidelines recommended by the Archdiocese of St. Louis.

### A. Pastor

The pastor is the Ex Officio overseer of the PSR, and as such he determines the policies of the PSR according to the needs of the parish, but always in harmony with the guidelines of the Archdiocese.

### B. Coordinator of Religious Education (CRE)

The Coordinator of Religious Education is the administrative and catechetical leader of religious education for the children of Sacred Heart Parish. The CRE carries out the responsibilities as described in Archdiocesan Policy. The CRE works cooperatively and closely with the Pastor, the Principal of Sacred Heart School, and the Board of Education striving always for unity and Christian community building.

### C. Education Board

The Sacred Heart Education Board is a means of encouraging mutual cooperation of all involved in educational ministry in the Parish and the total Parish family. This Board advises the Pastor in matters of local educational policy and helps to implement the Mission Statement, goals, and objectives of the Parish.

## ADMISSION AND TRANSFER

### A. General Admission Policy

The parish school of religion is an expression of the Church's effort to evangelize and catechize its young members who have been baptized into the Catholic faith and who attend a public or secular private school.

Ideally, the family desires to strengthen the Catholic identity and formation of their children through regular religious instruction and participation in the Catholic community of faith.

All Parish Religious Education Programs of the St. Louis Archdiocese shall admit learners of any race, color, national origin, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to participants in these programs.

### B. Local Admission Policy

The local admission policy follows the guidelines recommended by the Archdiocese of St. Louis. For admission into first grade, the child should be six years of age before August 1, or should be enrolled in another school in the first grade.

### Guidelines

If a family wishes to enroll in Sacred Heart PSR, the family must demonstrate a desire to support the PSR program. Some evidence of this desire would be:

- Membership in Sacred Heart Parish;
- Participation in the spiritual and social life of the parish;
- Agreement to follow the policies and procedures of the PSR and the Archdiocese of St.

Louis;

- Agreement to the financial support of the PSR ;
- Willingness to cooperate with the catechists and administration in the PSR in the spiritual development of their children.

#### C. Acceptance Policy of Children with Learning Disabilities and Special Needs

Sacred Heart Parish School of Religion accepts all the children of Sacred Heart Parish. We are very fortunate to have a catechist certified in special needs education. Parents may request to have their child placed with the Special Needs teacher. We have a full curriculum (1-8) that is designed with the special needs student in mind. Special needs include, but are not limited to, the following: learning disabilities, developmental disabilities, and physical disabilities. If you have any questions about this program, please call the office at 636-225-0341.

#### D. Acceptance Policy of Older Students Entering PSR

An older child is generally admitted (or re-admitted) into the same grade as in his/her public or private school with special arrangements made if the child has neither been previously catechized nor prepared for the sacraments. The CRE may also assess the readiness of the child and the family situation when determining what class would be best for the child at that time. For the child who has not been previously catechized, special individual or group sessions or home schooling in the material that has been missed might be designed. For the child who has not received the sacraments at the usual time/grade, will participate in the Order of Christian Initiation of Adults for Children (OCIA for Children) along with his/her family to initiate children into the faith and prepare them and their families for first sacraments. (For more information see "Older Students Needing Sacraments.")

#### E. Acceptance Policy for Students Not Registered in Sacred Heart Parish

Sacred Heart Parish School of Religion will accept -- on availability -- out-of-parish students

- Who have no PSR program in their parish;
- Whose schedule will not allow them to attend their own parish program;
- Who have serious reason for choosing Sacred Heart PSR.

The parish in which the families are registered will be contacted to verify previous religious education records and account history. Families who are registered in another parish must have the written permission of their pastor in order to register for Sacred Heart PSR.

#### F. Registration Procedures

##### Current Students

Families of students currently enrolled in Sacred Heart PSR will receive notification when online registration is open, usually no later than March. Parents are to review the information, make changes and submit the completed registration forms online to the Religious Education Office. The Registration/Resource fee needs to accompany the registration form.

##### New Student

Families of students new to the PSR, will need to:

1. Complete a registration form;
2. Submit a copy of the student's baptismal certificate and verifying the dates of other first sacramental

celebrations; (Students not baptized at Sacred Heart Parish need to have a copy of their Baptismal Certificate on file in the Religious Education Office prior to reception of Sacraments.)

3. Verify the custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
4. Enclose the Registration/Resource fee with the completed registration form.

### Session Changes

If a change from Monday to Tuesday or vice versa must be made, contact the Religious Education Office. The change will be made based on need and class size.

### Home School

At Sacred Heart, home schooling is an option for families of children in grades 3 through 6. Because second and eighth grades are sacramental years, the preparation for these sacraments begins the year before. Therefore, the children need to attend a religious education session for first/second and seventh/eighth grades for sacramental preparation.

### G. Transfer from a Catholic School

If a child is transferring from Sacred Heart School to a public/private school, the principal and CRE cooperate in facilitating the child's admission into the parish school of religion.

Internal transfer of records between the Catholic elementary school and parish school of religion within the same parish does not require parent/guardian written consent.

### ADVANCEMENT

Students are advanced in grades based upon satisfactory completion of the current level. If incomplete, material can be learned over the summer. Should a student need special assistance in the mastery of material, parents/guardians will be notified and special assistance arranged.

### ARRIVAL AND DISMISSAL PROCEDURES

For the safety and protection of all the children who attend Sacred Heart Parish School of Religion we ask that you familiarize yourself with these arrival and dismissal guidelines and adhere to them. Your cooperation is expected and appreciated.

Sacred Heart Parish provides meeting facilities to several organizations and Athletic Association events that occur on the same night as PSR. To provide safety and to monitor the visitors to the Education/Parish Center, the PSR receptionist and a hall monitor supervise the Parish Center foyer during PSR arrival and dismissal. The building will be open 15 minutes prior to class time for students' to enter. PSR students will go directly to the Great Hall when they arrive where they will be supervised by the CRE.

At dismissal, the CRE will unlock and open the doors into the Education Center from the Parish Center foyer. Parents walk to the classroom(s) to sign out their child(ren).

### *Arrival Procedure*

- Drop off zone is in front of the Parish Center. Please pull forward as far as possible in the drop-off zone and have your child get out of the car.
- In order to keep with the flow of traffic, please stay in your vehicle as your child gets out.

- Circle around the back of the parish office, through the Didian parking lot.
- Make a right out of the lot onto Ann Ave. and then another right onto Didian Ave.

### ***Dismissal Procedure***

- Park in one of the parish parking lots.
- Enter the Parish Center and wait in the foyer until the dismissal bell rings.
- The CRE will unlock and open the doors into the Education Center from the Parish Center foyer.
- Walk to the classroom to pick up your child.
- If you carpool, you must pick up each child in your carpool from their classroom.
- Parents, if you carpool, it is extremely important to let your child know who is picking him/her up from PSR.

### **ATHLETICS**

Religious Education has priority. Coaches will try to arrange practices so PSR students can participate fully in this program. Parents are asked to discuss any problems with the respective coaches, the Director of Athletics, and/or the Office of Religious Education.

### **ATTENDANCE**

PSR session times are as follows:

|                   |                   |
|-------------------|-------------------|
| Monday            | Tuesday           |
| 6:00 PM - 7:30 PM | 6:00 PM - 7:30 PM |

Upon arrival, students are directed to their classrooms. At 6:00 PM, the doors to the Education Center are closed and secured. Classes begin with a school-wide prayer and general announcements.

#### **A. Absences**

The Parish School of Religion classes are so important that children should miss a class only for a serious reason, i.e., illness or being out of town. If you know that your child will be absent, please send a note to the Religious Education Office or call the office at (636) 225-0341 to report the absence. Be ready to furnish the following information:

- Name of child, grade, and teacher,
- Date of absence, reason for absence,
- How you will get the makeup work for the lesson missed.

Students are required to make up lessons they miss. This work should be brought by the child to the next class. If the child is unable to return to class for the duration of the school year, special arrangements can be made with the Coordinator of Religious Education. Make-up work needs to be completed before the child is promoted to the next grade.

#### **B. Tardiness**

Students arriving late will need to stop at the Administration Office to receive a tardy slip and gain entrance to the Education Center.

PSR classes are 90 minutes; therefore, class time is very precious. With class sessions so short, much valuable time is lost waiting for latecomers. We ask that you make every effort to bring the children to PSR five to ten minutes before classes are scheduled to begin.

#### C. Excessive Absences/Tardiness

After a child has been absent 3 times, the CRE will contact the parent. If absence and tardiness occur frequently, a conference will be arranged to discuss a possible solution to the problem. Consistent attendance is needed for promotion to the next grade level. Archdiocesan guidelines call for consistent attendance and active participation in each grade level. **Excessive absence may require repetition of the grade or make-up lessons.**

#### D. Attendance Records

Attendance records, which include tardiness, can be subpoenaed in court cases. Therefore, we are required to maintain accurate attendance records.

#### E. Early Dismissal/Release

Arrangements for early dismissal of a PSR student can be done through the Administration office. Students will be permitted to leave only with parents unless a written note is given to the office. UNDER NO CIRCUMSTANCES WILL STUDENTS BE PERMITTED TO LEAVE THE SCHOOL WITH SOMEONE THE STUDENT DOES NOT KNOW. Parents needing to sign a child out early will need to stop at the Administration Office. The office will call the catechist, and the child will be sent to the office.

#### F. Class Cancellation/Inclement Weather

It may be necessary to cancel PSR due to weather, road conditions, or any unforeseen situations (lack of water, heat, or electricity). If bad weather develops throughout the day, Sacred Heart PSR will make the determining call before 3:00 PM. (This early time is needed to contact the radio and television stations.) Please listen for "Sacred Heart, Valley Park, Parish School of Religion, is closed."

The procedure regarding PSR closing will be:

- Parents will be notified by radio and television; broadcasts will be heard on KMOX Radio, 1120 AM; KSDK-TV Channel 5, KMOV-TV Channel 4, and KTVI FOX 2 television.
- The staff will put a message on the answering machine in the Religious Education office (636-225-0341) as soon as the decision is made.
- Announcements will be posted on the Home Page of the parish website.
- On Monday or Tuesday mornings, **IF SACRED HEART, VALLEY PARK, ELEMENTARY SCHOOL IS CLOSED, SACRED HEART PSR IS CLOSED.**

### BOOKS

#### A. Bibles

Sacred Scripture is an important part of our Faith life. Sacred Heart PSR encourages students to become familiar with and comfortable in using the Bible for prayer and as a reference and learning tool. The New American Edition of the Bible has been selected for use in Sacred Heart PSR. Students in Grades 3 - 8 are required to have a Bible available for them to use when the instructor requests it. These Bibles may be purchased from the Religious Education Office for \$15.00.

## B. Textbooks

Catechists distribute the textbooks to their students. The students have purchased the textbooks, but they usually remain in the PSR classroom unless the teacher gives a home assignment. It is the responsibility of the student to bring the book to each class session. If a textbook is lost, the student must pay for a new book, plus shipping charges, if any. At the end of the year, the textbooks are sent home with the student. Parents are encouraged to look for PSR work sent home, as well as communications from the catechist and the Religious Education Office.

## SMARTPHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to bring smartphones, hand-held gaming devices, or other electronics to PSR class. Smartphones and all other electronic devices should be checked at the school office before the start of class. Students may retrieve their devices as they leave the building.

If a student is found using a smartphone or other electronic device during class, or if the device goes off during the PSR session, the catechist will collect the device from the student and will return it at the end of the PSR session.

**Sacred Heart Parish is not responsible for lost or stolen electronic devices of any type.**

## CHRISTIAN SERVICE

Christian service is based on the spiritual and corporal works of mercy and, most of all, the example of Jesus, who came to serve. Service is not a job to be done. It is part of the Christian way of life. It is selflessly and lovingly helping those in need. The children in PSR reflect on how their service is helping them take on the mind and heart of Christ, fulfill the needs of others, and build up the Christian community. The children come to know that Christian service continues throughout their life.

## COMMUNICATION

The Religious Education Office is located within the School Office. Regular office hours are Monday-Friday from 8:30-4:00 PM. On PSR evenings, we can be reached by phone or in person 30 minutes before classes begin and immediately after classes. The direct phone number is 636-225-0341.

Parents wishing to speak to a teacher or the Coordinator of Religious Education need to call beforehand to set a time for an appointment. The Religious Education Office will be happy to forward a message from a parent requesting a call from the child's catechist.

Sacred Heart Parish School of Religion encourages parents to be fully active in the Religious Education of their children. We appreciate your support in our program, and we try to keep you and your child(ren) informed of activities and related events.

Sacred Heart PSR provides each family with a Calendar of Events at the beginning of the year. This calendar is subject to changes.

The PSR NEWSLETTER is a monthly electronic communique sent to parents.

The Sacred Heart Parish web site contains a link to the PSR web page with information:  
<http://www.sacredheartvp.org>.

Parent-Catechist communication and partnership are highly encouraged. Parents are encouraged to communicate with their child's individual catechist and the staff of Sacred Heart Parish School of Religion.

It is the responsibility of the parents to get PSR communications from their children. The youngest/only child receives all PSR communication intended for the family.

PSR information is also printed in the Sacred Heart Bulletin each week.

### COMPLETION OF THE PARISH SCHOOL OF RELIGION

Sacred Heart PSR will recognize all students who have successfully completed its religious education program. A Eucharistic liturgy with students, parents/guardians, and staff will be central to the PSR's celebration at the end of each year.

### COPYRIGHTED MATERIALS

Sacred Heart PSR adheres to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school/PSR. No PSR staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the PSR's religious programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

### DISCIPLINE

#### A. Expected Behavior and Consequences

The catechist, with the support of parents, challenges the child or teen to grow in the faith and to develop a healthy Christian acceptance of and respect for self, others, and property. In order to allow full participation by all students in the learning process, an atmosphere conducive to religious growth and development needs to be maintained. Normal rules of classroom behavior supported by Catholic values of respect, politeness, and courtesy are the expectation. Students are rewarded for positive participation in class, but they are also made aware of the consequences of disruptive behavior. Minor disturbances of discipline and order will be handled and resolved by the catechist in the classroom. If a student is continually disruptive to the learning process, he or she will be asked to report to the office. The student may/may not be returned to the class that day depending on the circumstances.

At the first offense, the student(s) will have a conference with the Director of Religious Education to dialogue on how to better handle the situation and what the student can do to improve behavior. The Director of Religious Education logs the discussion in a discipline report and walks the student(s) back to the classroom.

At the second offense, the child reports to the Coordinator of Religious Education, discusses the infraction, and the CRE either calls the parent to report his/her behavior or writes a note to the parent. The parent is asked to discuss the behavior and sign the note. The next week the note is returned and the child is allowed to return to class.

At the third incident, the child reports to the Coordinator of Religious Education and calls his/her parents to come pick up him/her. A conference later in the week is held with parent, child, catechist, and the Coordinator of Religious Education. At this time a decision will be made about whether the child can remain in PSR classes, should be placed in special classes, or should do home schooling.

If further disturbances occur after a suspended child has been re-admitted, the child will be assigned to home schooling in order to complete the work before the end of the semester. Upon successful completion, the child will be readmitted to PSR in the class which will best help the child to learn and grow.

#### B. Drugs/Alcohol/Tobacco

As educational institutions dedicated to the promotion of the growth and well-being of every aspect of a student's life, Sacred Heart PSR prohibits tobacco use at all times. Tobacco use prohibitions apply to all parish properties and all parish sponsored events. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Sacred Heart PSR declares itself a tobacco-free environment.

The use and abuse of alcohol and other drugs pose a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including marijuana, narcotics, depressants, stimulants, and hallucinogenic drugs are illegal under federal law.

Therefore, the possession, use, or transfer of unprescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol or marijuana on the parish premises or at PSR sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or expulsion from the parish school of religion. In addition, civil authorities may become involved.

#### C. Harassment/Bullying

Sacred Heart Parish School of Religion shall maintain a learning environment that is free from all forms of harassment. No student in the PSR shall be subjected to any type of harassment. Parish schools of religion forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of the PSR program.

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 conduct that is verbal, physical, or visual.

The Religious Education Office will investigate every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the Religious Education Office determines that a student has engaged in any form of harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

#### D. Violence and Threat of Violence

Sacred Heart Parish School of Religion shall provide a safe learning environment for all members of the learning community. The climate of Sacred Heart PSR shall reflect Gospel values, including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons

which is the basis of community, and the rights and responsibilities of all persons which are the foundations of justice.

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

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 or 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 a person. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of violence and threats of violence, whether they occurred on or off parish premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, catechists, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to the CRE or catechist. Catechists must report pertinent concerns and/or pertinent information regarding specific students to the CRE promptly.

#### E. Internet and Electronic Communications Conduct

A safe environment for all members of the community should be a hallmark of a parish school of religion. 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 the parish school of religion, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the Religious Education Office.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's/PSR'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 PSR community or (3) in the CRE's discretion, cause harm to the PSR or the PSR community (collectively referred to as "Inappropriate Electronic Conduct»). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

#### DISTRIBUTION OF MATERIALS TO STUDENTS

Sacred Heart PSR will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the parish has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or PSR.

Distribution of information conveys an implied endorsement by the PSR or parish about the competence of the provider, the quality of the product or service, and the benefits of the product or service. Sacred Heart PSR risks legal liability exposure, if students or parents have an unsatisfactory experience with the program, product, or service.

Any materials that are distributed to students will be thoroughly vetted to insure that the materials are consistent with the mission and philosophy of the PSR, its overall educational program, and the Catholic Church.

Sacred Heart PSR may distribute, at its discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the local public school districts or municipalities.

### DIVORCE/CUSTODY/REMARRIAGE

1. Parents who are divorced or separated may need to provide evidence of the legal divorce or separation.
2. Evidence of the legal child custody decree must be provided. It will be filed in the child's permanent record. Sacred Heart PSR may not legally withhold information from parents with visitation rights.
3. Evidence of legal adoption must be provided for custody rights to be extended to the new spouse if a remarriage has occurred.
4. Each child's legal name must be used on all student records. Evidence of a LEGAL name change must be provided to the PSR.
5. Parent-Catechist or Parent-CRE meetings must be held with parents/legal guardians only.
6. Orders of protection, restraining orders, or any other legal pertinent documents must be provided.

### DRESS CODE

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

### FIELD TRIPS

PSR students may go on field trips. Field trips are opportunities to enrich the religious education experience. A signed field trip form is required for a student to leave the parish property with the teacher and class. A note from the parent is NOT sufficient.

### FINANCIAL RESPONSIBILITY

The PSR program is supported financially by both the parents through tuition, registration/resource fees and by the parish at large through general parish funds.

It is the policy of Sacred Heart Parish that financial constraints are not an obstacle for registration or participation in the Parish School of Religion Program. For those experiencing financial hardship, assistance is available. Please contact the Pastor, Fr. Greg, at [pastor@sacredheart-vp.com](mailto:pastor@sacredheart-vp.com) or 636-225-5268 to request a meeting.

### Registration/Resource fee

The annual, non-refundable registration/resource fee per child is to be paid at the time of enrollment.

### Tuition

The stability of Sacred Heart PSR and the quality of its programs are of the utmost importance. Program fees are handled by the parish office which allows the parish to design a billing program for each family.

Parents choose one of the three tuition payment options and submit a signed Financial Agreement Form along with a \$100 per family non-refundable down payment when registering their child/ren.

Payment options are as follows:

OPTION 1: Pay in full at time of registration

OPTION 2: \$100 down payment...Balance - six month payment plan (September - March)

OPTION 3: \$100 down payment...Balance- "Other-explain" (Parish Office will review and approve)

### FOOD

Food or drink is not allowed in the classroom unless it is part of a lesson. Health regulations must be observed. For special events, only commercially prepared food will be acceptable, and it will be handled and distributed by catechists and staff.

Gum is not allowed in the Education Center.

### GRADING AND REPORTING

The home is the most important influence on a child's faith. It is especially from the parents/guardians that the child learns to know, love, and serve God. Sacred Heart PSR assists parents/guardians through a systematic presentation of the gospel, designed to help the child's faith become living, conscious, and active through the light of instruction.

Report cards are issued twice a year, approximately every fifteen weeks. Sacred Heart PSR uses the Archdiocesan PSR report card. Report cards are given in the sincere hope that they will help parents/guardians guide and encourage their child in learning and valuing the faith. While a child's relationship with God cannot be graded in any way, objective judgments can be made about one's knowledge and effort. The PSR provides parents/guardians with regular reports on the child's understanding of material, attention/participation in class, assignments, and behavior.

### HEALTH AND MEDICATION

The health, safety, and physical well-being of each student are of great importance. Sacred Heart PSR conforms to the health department guidelines.

#### A. Emergency Form

During the registration process, an emergency form is to be completed and returned to the Religious Education Office by the parents with the registration packet. The emergency form contains the parents' address, telephone numbers at home and cell phone. It should also contain names and numbers of one or two persons who have agreed to assume responsibility when the parents are not available. The name of the family physician must also be kept on file at PSR. PLEASE KEEP ALL THIS INFORMATION UP-TO-DATE.

## B. Emergency Authorization and Release

Parents are notified as soon as possible when a student becomes ill or are injured during the PSR session. Children will be released ONLY to persons who have been authorized by the parents. The emergency form provides space for this information. This must be kept up-to-date. The Religious Education Office must be notified in writing of any changes.

## C. Administration of Medication

Ideally, all medication should be given at home. However, some students are able to attend parish school of religion because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the parish school of religion session, the following must be in place:

The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the parish school of religion (The content / prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the Religious Education Office.);

1. Written consent of the parent/guardian for PSR personnel to administer the medication
2. The medication in the original container;
3. Proper training of personnel on medication administration.

All medication sent to the parish school of religion will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the parish school of religion. Lifesaving medication will be kept in a secure place, but not locked. A trained staff member will be assigned to administer medication. Proper documentation will be kept on every dose given.

A parent/guardian cannot prescribe a medication for the parish school of religion to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration.

## D. Self-Administered Inhalers

The following points should be noted in regard to the use of the self-administered inhalers in the parish school of religion setting:

1. If a child must carry an inhaler with him/her, a parent/guardian consent form, a physician's order, a Student Asthma Action Card/Emergency Plan and an Inhaler Procedures form must be completed and on file in the parish school of religion office.
2. Written orders from the physician should include:
  - a. name of the student;
  - b. name of the medication;
  - c. dosage;
  - d. time interval the medication is to be given (if the medication is to be given as needed, a plan of when to give it is required.);
  - e. duration of treatment;
  - f. diagnosis or reason for medication;
  - g. drug allergies of the student.
3. The medication must be in a properly labeled container.

4. The parish school of religion will not be responsible for the administration of the medication unless an additional metered dose inhaler is provided and stored at the Religious Education Office.
5. The student must restrict the availability of the medication to other students. The PSR staff has the right to confiscate the medication if they question the student's use of it. The parent and/or physician will be notified if the medication is confiscated.
6. The forms listed above are to be resubmitted at the beginning of each academic year.

#### E. Communicable Diseases

Sacred Heart PSR is an institution that provides an environment where the life and teachings of Christ can be experienced and modeled by those in attendance. It is especially true, therefore, that in the PSR, compassion for the sick be evident as well as concern for their physiological and physical well-being. In addition, the PSR has an obligation to the common as well as the individual welfare of its students and personnel.

##### Guidelines for Applying Policy:

Since the risk of transmission of these diseases in the PSR setting is quite low, the child will be permitted to attend the PSR in the least restrictive environment. The decision will be made by the child's physician, public health personnel, the child's parent/guardian, pastor and PSR personnel involved in the child's care. The child's physician may also recommend exclusion of the child when infectious diseases are present in the building that put the child at risk.

#### HIGH SCHOOL NIGHTS

Parents and students in grades 6 - 8 can receive information about area Catholic high schools at annual "High School Nights." Information is sent home each fall.

#### HOMEWORK

Recognizing the short amount of class time, some PSR teachers might find it necessary to assign projects, reading, or other activities to do as homework. Your cooperation in helping your child complete the assignments and return them is appreciated,

#### INDIVIDUAL EDUCATIONAL PLANS (IEP'S) AND OTHER DIAGNOSTIC/EVALUATIVE REPORTS

The Religious Education Office should obtain complete information from the student's parents/guardians about the special needs of the student to help determine what steps are necessary and feasible to meet the student's educational needs. When a special need becomes evident only after a student has already been admitted, the Director of Religious Education must likewise obtain appropriate information related to the special need. The CRE will then ascertain whether the PSR can meet the need within the regular classes, or if an alternative religious education program should be put in place for that student.

In order to ascertain what is best for the student in these circumstances, the CRE will have parents/guardians sign a statement that authorizes the Religious Education Office to request information from an agency or specialist required for educational planning or monitoring progress of the student, as well as authorizing the release to the PSR of a copy of the child's evaluation report, IEP/ISP or similar plan, and/or other pertinent information concerning the child's special need.

## LAW ENFORCEMENT

### 1. Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no student will be questioned by law enforcement authorities or officials of other public agencies unless the CRE is present. Every effort will be made to contact parents/guardians and provide them the opportunity to be present.

### 2. Right to Remove and Search

Law enforcement authorities may remove students from parish/school property only upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parents/guardians present. In such cases, the CRE is not required to allow law enforcement authorities to question the student at the parish/school.

## LITURGICAL CELEBRATIONS

Weekly Mass attendance and participation is an ESSENTIAL part of the Catholic Faith. We ask you to make Sunday Eucharist the anchor point of your family's religious practice every week. Encountering Christ in the Mass is invaluable if we are to live out the teaching of Christ to become one living body.

In addition to weekly Mass, the Church also celebrates several Holy Days of Obligation throughout the year. On these days, we stop to recognize a special or unique way in which God shows his love for us. The Holy Days of Obligation celebrated by the Church in the United States are:

- January 1, the Solemnity of Mary, Mother of God
- Seventh Sunday of Easter, the Ascension of our Lord
- August 15, the Solemnity of the Assumption of the Blessed Virgin Mary
- November 1, the Solemnity of All Saints
- December 8, the Solemnity of the Immaculate Conception
- December 25, the Solemnity of the Nativity of Our Lord Jesus Christ

Sacred Heart Parish also offers a number of Masses in celebration of these Holy Days of Obligation. The usual schedule includes a Vigil Mass at 5:00 PM the night before a Holy Day of Obligation. On the Holy Day, Masses are offered at 6:30 AM, 8:00 AM and 7:00 PM. This is yet another important way to share your faith with your child.

## MAILING LISTS

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Sacred Heart PSR will not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. Sacred Heart Religious Education Office will not make available on the parish web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in the PSR newsletters which are posted on the parish's web site.

## MAINTAINING PARISH SCHOOL OF RELIGION PRIVACY

Sacred Heart Parish School of Religion understands that students/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 the students in our PSR, students and parents are not to publicly post any videos, pictures or audio recordings of students at PSR events unless the student/parent(s) have the express written permission from the PSR to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

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 express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping catechists without the catechists' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the CRE. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

## MEDIA

The public media will not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Any statements to the media will be made by the pastor in consultation with the Director of Community Relations at the Catholic Education Center. Access will be provided to the media when it is appropriate and denied when it is not in the parish school of religion's or student(s)' best interests.

## RECONCILIATION

Parents are encouraged to bring their children to the Sacrament of Reconciliation (Confession, Penance) quarterly (spring, summer, fall, winter). Confessions during Ordinary time are heard:

- On Saturday after the 8:00 AM Mass and from 3:30 PM to 4:40 PM
- On Sunday morning following the 7:30 AM Mass
- By appointment

Other opportunities to celebrate this sacrament are published in the parish bulletin. Children in grades 3 through 8 will have the opportunity to celebrate the sacrament during their PSR session during the liturgical seasons of Advent and Lent.

## SEARCH AND SEIZURE

Parish School of Religion officials with sufficient reasons to do so may search a student's desk. PSR officials may request that a student empty the contents of pockets, purse, backpack, or other personal belongings. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

## STUDENT RECORDS

The Coordinator of Religious Education will maintain and supervise the active and inactive files of each student ensuring that records are accurate, complete, and available.

### A. Access to Student Records by Parents

Parents/guardians have the right to inspect and review the official active file of their children.

1. In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's religious education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.
2. A non-custodial parent who has been denied visitation rights is not entitled access to his or her child's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.
3. In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.
4. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

### B. Access to Student Records by Others

Information regarding a Sacred Heart PSR student will not be released without WRITTEN parental permission.

### C. Transfer of Records

Sacred Heart Religious Education Office will not release student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the student, if age eighteen years or older. Records are not released to parents or students but are transferred directly from the PSR to the institution designated to receive them.

1. Students' records may be released without prior consent in the following circumstances:
  - a. to parish school of religion teachers and administrators who have a legitimate interest
  - b. to the courts when subpoenaed,
2. The Catholic Education Center will be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.
3. When a student transfers from Sacred Heart PSR to another PSR, the original records will be retained in an inactive file and only copies of records will be sent to the new PSR. The student's inactive file will include a record for the date of withdrawal and tile name and location of the PSR where copies of the records were sent.

4. No information provided by a third party, such as a private counselor, physician, special education agency, and the like will be sent. Parents should request the third party to provide this information directly to the new school.

### RELEASE OF STUDENTS FROM PSR

#### A Parent

A custodial parent may pick up a child from PSR. A non-custodial parent may also pick up a child from PSR in accordance with visitation rights. The PSR requires a copy of the court order which sets the respective custody and visitation right of parents.

#### B. Other Persons

A child may be released to another individual upon the signed, written authorization of the custodial parent or of the non-custodial parent, consistent with that parent's visitation rights.

### RESTRAINING/PROTECTIVE ORDERS

Sacred Heart PSR requires a certified copy of any restraining/protective order which affects a student, and which does not allow the student to have contact on parish property with any person(s) bound by the order. The terms of the order will dictate the limits of the order. Only those persons specifically set forth in the order are bound by its terms.

### RIGHTS

This PSR Handbook contains established policies and procedures for Sacred Heart PSR. Since it is not possible for a handbook to address every situation that may arise during a PSR school year, the Religious Education administration reserves the right to amend or revoke the policies and procedures in the handbook at any time as circumstances may require. When changes are made to the handbook, parents 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.

### SACRAMENTAL PREPARATION

#### **Baptismal Certificates**

Students not baptized at Sacred Heart Parish need to have a copy of their Baptismal Certificate on file in the Religious Education Office prior to reception of Sacraments. The registration form asks that a copy be attached for all new students.

#### **Sacrament Celebrations**

Sacramental celebrations are open for all parishioners as a sign of continued support and prayers for the children taking another step in their faith development.

### **Preparation for the Sacraments: Parent Meetings**

Many people are involved in this preparation: parents, teachers, catechists, the Director of Religious Education, the Principal, and the parish priests of the parish. As an aid to the parents, we provide one parent meeting to prepare for First Reconciliation, one parent meeting to prepare for First Eucharist, and one meeting to prepare for Confirmation. At these meetings the sacramental handbooks are distributed and other information concerning the theology, celebration, and practices are given. **At least one parent is required to attend these meetings.**

### **First Reconciliation and Eucharist**

In order for a child to receive First Reconciliation and Eucharist in the second grade, the child must have a consistent attendance throughout the entire year of second grade.

Sacred Heart parish follows all Archdiocesan guidelines in the preparation and celebration of the Sacraments. It is the Archdiocesan policy that Sacramental Celebrations be planned and executed as PARISH CELEBRATIONS with both Elementary and Parish School of Religion children. The dates are published in the Elementary School and Parish School of Religion Calendars at the beginning of the year. First Reconciliation is normally celebrated in late November; usually on a Thursday evening. First Eucharist is normally celebrated the first Saturday in May with an afternoon celebration.

### **Confirmation**

In order for a teen to receive Confirmation in the eighth grade, a teen must have consistent attendance throughout the entire year of eighth grade. More specific preparation begins in January of the 7th Grade with a candidate/parent meeting. At this meeting, the Theology of the Sacrament of Confirmation, prayer, and the Confirmation guidelines and requirements are discussed. The Confirmation Handbook containing details of preparation, service projects, forms, and celebration are distributed to the candidate and parents. A Confirmation handbook is also distributed to the sponsor at the Commissioning of Sponsors in April.

During the eighth grade year, more immediate preparation for Confirmation begins; it gradually becomes more intensive as the parish celebration in the spring approaches. Families will be contacted with the specific date as soon as we receive it from the Bishop.

### **Older Students Needing Sacraments**

The Order of Christian Initiation of Children (OCIA for Children) is a process which will prepare children to receive the Sacraments of Initiation (Baptism, Eucharist, and Confirmation) and Reconciliation. When parents bring their children to us for sacramental preparation, we think of the process as a ministry to the family.

Children seven years of age or older who have not been baptized or have been baptized in another Christian tradition participate along with their families in the catechumenate. The formation process for children is modeled on the adult process. Every Sunday when our families attend the 9:30 AM Mass, the children are dismissed to break open the Word. On Wednesdays, the families come together to receive catechesis. They participate in activities focused on faith filled living.

PLEASE NOTE: In addition, the child attends Parish School of Religion classes, unless special arrangements are made with the Coordinator of Religious Education. It is the responsibility of the parent to contact the Religious Education Office to register their child(ren) in this program.

### VALUABLES AND TOYS

Students may NOT bring any kind of valuable to PSR. The PSR cannot be responsible for such items. Students may not bring large amounts of money to PSR.

Personal items and toys should not be brought to PSR except for show-and-tell days or other activities designated by the catechist. In all cases, students may not bring valuable items or ones that cannot be replaced.

### VOLUNTEERS

Volunteers are an essential part of our Parish School of Religion. Participation from each family in just one area would really make a difference. Please consider where you can share your time and/or talents with us. The last page of the registration form provides an opportunity for parents to volunteer in many capacities (safety patrol, classroom aide, and hall monitor). All adult volunteers are required to be in compliance with the Archdiocesan Prevent and Protect St. Louis (Protecting God's Children) Program. Special thanks to all those who generously volunteer year after year!

## Appendix I

### Archdiocese of St. Louis WITNESS STATEMENT

#### *For those Seeking to Enroll Their Children in a Catholic School or Parish School of Religion*

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) 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 the faith. May you be also the best of teachers, bearing witness to the faith by what you say or do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the 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 Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in manner that reflect these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith.

Practically, this means I will:

- ❖ Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation;
- ❖ To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings;
- ❖ Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in the faith.
- ❖ Commit to speak frequently with my children about God and to include prayer in our daily home life;
- ❖ Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- ❖ Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- ❖ Teach my children by word and example to have a love and concern for the needs of others;
- ❖ Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion.
- ❖ Practice stewardship in support of the school and parish.

Signature of the parent(s)/Guardian(s) \_\_\_\_\_

Parent Name(s) printed \_\_\_\_\_

## Appendix II

### ***WITNESS STATEMENT: CALLED TO BE CATHOLIC*** **GRADES 1-2**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- ❖ LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- ❖ PRAYING EVERYDAY.
- ❖ SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- ❖ OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- ❖ BEING HONEST AND TRUTHFUL.
- ❖ DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- ❖ BEING RESPECTFUL OF OTHERS.
- ❖ HELPING OTHERS IN NEED.
- ❖ BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

***WITNESS STATEMENT: CALLED TO BE CATHOLIC***  
**GRADES 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- ❖ PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- ❖ SPENDING TIME PRAYING EACH DAY.
- ❖ LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- ❖ RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- ❖ LEARNING WHAT JESUS EXPECTS OF ME.
- ❖ RESPECTING MY BODY AS A GIFT FROM GOD.
- ❖ BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- ❖ BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- ❖ HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- ❖ GIVING GOOD EXAMPLE AS JESUS DID.
- ❖ PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- ❖ BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
**GRADES 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- ❖ STUDYING ABOUT GOD-FATHER, SON, AND HOLY SPIRIT-AND HIS CHURCH.
- ❖ PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- ❖ DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- ❖ FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- ❖ READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- ❖ TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- ❖ BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- ❖ TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- ❖ VALUING MY SELF AND DEVELOPING MY GIFTS.
- ❖ LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- ❖ SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- ❖ RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- ❖ GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- ❖ BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- ❖ WORKING WITH OTHERS TO HELP MAKE SACRED HEART PSR AND PARISH A BETTER PLACE.



### **Appendix III**

#### **Sacred Heart PSR Handbook Familiarization**

We, the undersigned parents/guardians, have read the Sacred Heart PSR Handbook and agree to support its policies.

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Parent/Guardian Signature

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Parent/Guardian's Name Printed

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Date

---

Parent/Guardian Signature

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Parent/Guardian Name Printed

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Date

This form must be signed and returned to PSR by October 21, 2025.