Parish School of Religion Education Handbook



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Welcome

Welcome to St. Timothy Parish Religious Education Program. We are glad to have you as a part of our program. Our goal is to offer a program that continues to draw your student(s) and your family into our faith. We provide developmentally appropriate instruction and hands-on activities to enhance their knowledge and help them develop their own spirituality.

Drop-off and Pick-up Procedures

Parents of older children are allowed to drop their students off at the front entrance to PSR. We ask that parents of 1st to 3rd graders accompany their child to and from class, at least in the first few weeks. I will be in the lobby area at the front entrance for every class time to assist all students in finding their classroom and in getting back to their parents at pick-up. If you are entering the building for pick-up, please wait in the hallway, avoiding the classroom door window. Thanks.

Parents

Parents are children's primary teachers in matters of faith. We will do our best to keep you informed on what is going on in our Parish, what your student(s) are learning and when class times and activities are scheduled. We utilize email and Flocknote communications and flyers sent home in student folders and bags for providing scheduling updates and other pertinent information.

We ask that you take seriously the religious education program and its expectations. Your attitude toward the program speaks louder than words. Share your faith with your children. Come to Mass weekly as a family. PSR is not a substitute for Mass, but a partner. Tell them how you learned about your faith and what that faith means to you. You are the best and most effective teacher your children will ever have!

Student Expectations

St. Timothy seeks to provide a safe and effective learning environment for the students who attend religious education. Behavior that is disrespectful or harmful to self, teacher or other students is unacceptable.

Students are expected to:

- Be kind and polite toward others
- Be respectful of their teachers and demonstrate reverence in Church
- Be attentive and involved in class and all scheduled activities
- No personal use of cell phones during class
- Be a good steward of our classrooms and grounds.

If a student participates in behaviors contrary to the expectations which the teacher judges to be disrespectful or harmful to self, teacher or other students, the student will be subject to the discipline procedure.

Content

Content of our program is based on the Sophia Institute series called Spirit of Truth for our First Grade through Confirmation program. Our Sunday Morning Preschool utilizes the RCL Benziger publication Stories of God's Love. All program material and books are available for review upon request.

Classes meet at the following class times.

All Grades 1-8	Sunday	8:00 a.m. to 9:15 a.m.
	Sunday	10:00 a.m. to 11:15 a.m.
	Wednesday	6:00 p.m. to 7:15 p.m.
OCIC, OCIT	Sunday	9:30 a.m. to 10:45 a.m.
PreSchool	Sunday	9:30 a.m. to 10:30 a.m.
High School	Sunday	11 a.m. – 12 p.m.

Cancellation of Wednesday night classes due to

bad weather will follow the Boone County Schools in most cases. If schools close or dismiss early because of bad weather, our classes will be cancelled. You will receive an email on those occasions.

Cancellation of Sunday classes is less likely to occur due to our obligation to attend Mass. If you deem it too dangerous to travel at your child's class time then do not do so.

Attendance

It is our expectation that students will attend all scheduled classes. When students miss class you will receive an email with support on the content in the hopes you are able to review the material with your student.

Attendance in Sacrament Preparation classes is crucial. Students will be considered unprepared to receive the sacrament if they miss more than two classes without confirming the completion of the material at home.

Students in the Sacrament Preparation classes; 1st, 2nd, 7th, Confirmation and OCIC, will have homework to turn in for missed classes. This is sent in an email on Thursday of the week when class was missed.

Attendance at retreats and extra events is required. This is a Diocesan policy.

Students will not be allowed to receive the sacrament with their class if they are considered unprepared or have missed events.

Discipline Procedures

Teachers will make every attempt to handle disrespectful or harmful behaviors according to their training and their best judgment, following approved guidelines.

If the problem continues, the student will be removed from the class to speak with the DRE, returning to class when able. If needed, we will reach out to parents for pick-up and schedule a meeting to discuss and resolve the situation in the best way for the student.

Let's plan to have an incredible PSR year!


ST. TIMOTHY PARISH
"Stir into Flame the Gift of God"