

St. Clement
Parish School of Religion
Parent and Student Handbook

2016-2017

ARRIVAL

Students should enter the building using the PSR Entrance (side doors by the back playground/parking lot) - same as in previous years. Classes begin promptly 6:45. We would like all students in their classrooms by 6:45 PM.

DISMISSAL

Classes end at 8:00 PM. **We will follow the student pick-up procedure that was adopted last year:**

At 7:45 PM the south driveway will be blocked to through traffic. Parents should enter the Parish property via the North entrance and proceed past the PSR drop off point around the playground in a direction heading toward Bopp Road. All grades will be dismissed on time, and will exit together through the south driveway door. Older siblings waiting for their younger siblings should wait by this exit door. Parents are asked to wait in the car-pool line on the south driveway. The students will wait on the sidewalk with their teachers until they are allowed to proceed to their cars. PSR staff will supervise the loading of the cars in line, and dismiss cars in order, once the students are safely buckled in. If everyone waits patiently the process will be very quick. Parents, you may park on the north parking lot and walk (either around the playground or through the building via the PSR drop off doors) to meet your child waiting with their teacher on the sidewalk. We will not allow parents to park on the south side of the building during pick-up. We ask for your help in being extra careful. Please follow the directions of the teachers. See diagram at end of this handbook.

ATTENDANCE

Regular attendance is vital to your student's religious education. Students who miss a class or activity because of sickness or schedule conflict should make up the lesson. Please let the teacher or school know that your child will miss class or activity. We are in the school office by 5:30 PM every Monday and you can report a last-minute absence by calling 314-822-1903.

ANNOUNCEMENTS

Please read the Parish Bulletin and check the PSR tab of the Parish website for special announcements. All PSR correspondence will be electronic, via e-mail/Flocknote. So, it is imperative that parents provide us with their e-mail address on the registrations forms (must be legible). Parish organizations may also announce special activities through the Bulletin, handouts, and Flocknote.

DISCIPLINE

All students are expected to act in a manner that enables all children to learn and grow in faith. If at any time a student needs to be reminded of the appropriate behavior expected, he/she will meet with the Coordinator. If further interventions are needed, parents will be contacted. Serious matters may be referred to the Pastor.

EMERGENCY CLOSINGS

When the weather becomes inclement, check your email as well as the PSR tab on the parish website <http://stclementcatholicchurch.org/psr> We will also notify parents via Flocknote.

FAMILY INVOLVEMENT

We strongly encourage parent involvement with homework and our program in general. As teachers, we only meet with your students for 75 minutes a week. We also assume that your family is receiving the sacrament of the Eucharist on a regular basis.

For home schooled students, we ask the parents to please check in with the Coordinators or the teachers to keep up with the work. Your student will have a very short and informal interview with the Coordinators if home schooling ends, and they desire to attend the program on Monday nights.

All families will be invited to special activities during the course of the year. These include the Back to School Mass and Orientation, Pet Blessing, the Living Rosary, Thanksgiving Prayer Service, Stations of the Cross, and the Closing and Social. Parents of students in grades 2 and 7 will be invited to Parent Meetings in preparation to receive the sacraments.

HOMEWORK

Teachers will assign homework. This work reinforces or supports what is being taught in the classroom. Please encourage your child to complete assignments on time and even go over the homework to reinforce the material. The most important educator of your children is you!

LOST AND FOUND

We will keep Lost and Found items in the PSR closet by the main office. Please notify us if your child has lost an item, or have them check with us in the office before or after class.

REGISTRATION

Forms to register for next year will be available in the spring. We ask that you register early so that orders for books and supplies may be placed. It is also our policy that to receive the sacrament of Confirmation in the 7th Grade, the student needs to have attended our program at least for the year prior, been homeschooled in PSR through St. Clement, attended the day school, or attended another PSR program the previous year.

REPORT CARDS

Report cards mark the progress of your son or daughter. Report cards are sent home with the student 3 times a year at Thanksgiving, in February and at the end of the school year.

RESPECT OF PROPERTY AND OTHERS

Students should show respect for themselves, their teachers, their classmates and the property of others. An atmosphere of care and concern will enhance and support our efforts to be a school community that models Jesus' teaching. Please be sure your student is prepared for class with book, folder and pen/pencil. No gum allowed, no hats in class and all cell phones must be turned off and kept out of sight, if not, the teacher will confiscate the phone and return it at the end of class.

SPECIAL NEEDS

If your child has a special need, please notify the classroom teacher and the Coordinators by email and complete the special needs form. Health and special learning concerns should be brought to our attention and we will do whatever we can to help. If your child needs special testing or learns in a particular way please let us know. We are here for your child to SUCCEED!!

TEACHER CONFERENCES

We have conferences one day a year before class. Report cards will be given and discussed at this time. This is a midyear point in our program. We encourage you to attend. Your child's teacher will be able to offer you insights and answer any questions you may have. You can also email your teachers for progress reports. We encourage open communication between the home and school. Please let the teacher know whenever you see a problem.

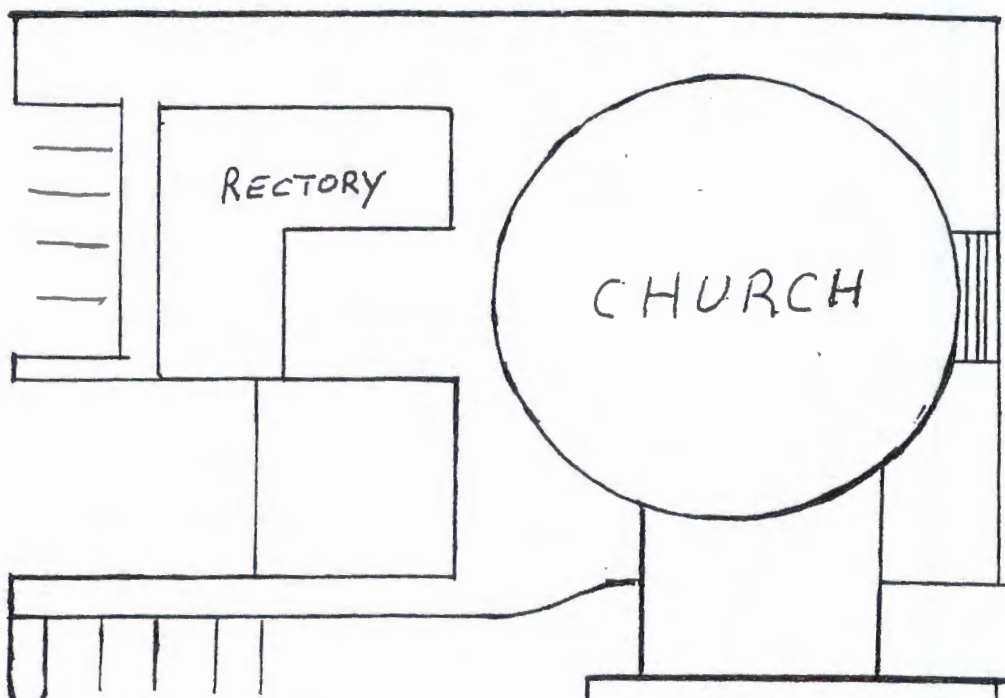
TUITION

Tuition must be paid at the time of registration or at your earliest convenience. Tuition reminders will be sent if we have not received your payment. Our pastor has approved the tuition for 2016-2017 as \$125 per child. No discounts are offered for multiple students at this time. When the private school students begin their Confirmation program in January, they also pay tuition of \$125.

N →

Bopp Rd

PSR Enter Here



NO Parking
NO Drop Off
NO Pick Up

PARISH CENTER

Closed to thru traffic at 7:45 pm

entrance office

School

No Parking
sidewalk

Student exit

PSR DROP OFF
Student entrances

PSR
Pick Up
this way

PLAYGROUND

FIELD

