

**ST. EDWARD THE CONFESSOR  
CATHOLIC CHURCH  
PARISH SCHOOL OF RELIGION (PSR)**



**2019–2020**

**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 foster understanding of God's revelation so that, changed by grace into the likeness of Christ, a person may participate in the inner life of God as a member of His Church.

# St. Edward the Confessor Parish School of Religion 2019-2020 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 (Trevor Huster at 888-0703, Ext. 18, or [thuster@steddy.org](mailto:thuster@steddy.org)) any time. I am most available in my office on Mondays, Thursdays, and Fridays between 9:00-11:00 a.m. as well as Tuesdays through Fridays from 1:00-4:30 p.m. If am not in, leave a message and I 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 Church Office at 888-0703 for more information.



## ARRIVAL / DISMISSAL

Please notify the church office (888-0703) between 3:00 p.m. and 4:30 p.m. if your child will be absent. If a child will be absent, a member of his/her family, or another person designated by the family, may pick up the homework for that week. Please see the parish website, [www.steddy.org](http://www.steddy.org), to see if class has been canceled due to inclement weather or other unforeseen circumstances. Please note that our teachers and staff may not be available to supervise students until 4:15 p.m. All students (Grades 1-11) are to be dropped off on time (no later than 4:15 p.m.) **in the Gathering Space beneath the bell tower** in front of our church. Please review the appropriate streets for approaching to secure a safe and orderly flow. If your child is in the 6th Grade or younger, please park your automobile in the parking lot, then escort your child to the church's Gathering Space. For both arrival and dismissal, please do not allow your child to walk across the parking lot alone. Students are to wait with a parent, or legal guardian, in the Gathering Space in front of church until one of our teachers arrives to supervise the students. Classes begin promptly at 4:15 p.m. Attendance will be taken at that time. Students will be dismissed at 5:30 p.m. Parents are expected to be present to pick up their child promptly at that time. For dismissal, parents of students in the 6th grade or younger are to park in the parking lot, then walk to the Gathering Space beneath the bell tower in front of our church where they will then meet their child's teacher and escort their child to their automobile. Parents must come to the school office if they wish to pick up their child from class prior to 5:30 p.m. Parents must provide written permission to their child's teacher for their child to be picked up by someone other than a parent. This written permission must include the name of the individual who will pick up the child. If someone other than a parent will regularly transport a child from class, the parent is to complete an "Alternative Dismissal" form, available on our website or by request from our Director of Religious Education, and submit it to our Director of Religious Education. We strongly discourage parents from allowing their child to walk home from class. However, the "Alternative Dismissal" form must also be completed and submitted by any parent who chooses to give permission for their child to walk home. Your cooperation in getting your child safely home each Monday afternoon is very needed and appreciated. Our goal is for this time to be peaceful and orderly, with the safety of the children as our highest priority.

## ATTENDANCE

Parents are expected to make a serious commitment to see that their children attend each scheduled class. If an unforeseen situation should cause a student to miss a class, the student, or his/her parents, should check with her/her teacher for any assignments upon returning. Students are expected to complete all class work and any homework assigned. The Archdiocese of New Orleans requires a minimum of 30 classroom sessions of instruction in Religious Education each year. **Therefore, any student who misses more than three classes must complete all coursework to the satisfaction of the teacher in order to progress to the next grade level.** Parents of Sacramental Year students (second and eleventh grades) will be contacted (and concerns discussed) if the student misses an excessive number of classes. Students who fail to regularly attend classes ultimately run the risk of indefinitely postponing their preparation for the sacraments.



## **COMMUNICATION**

We always encourage PSR communication with our families. Please feel free to call the Director of Religious Education if you have any questions or concerns at 888-0703, Ext. 18. Please advise him of any family situations such as recent divorce, unemployment, custody, etc., that may affect your child. Know that all information will be kept strictly confidential and that our ministry is always willing to reach out to assist in any way possible.

## **CURRICULUM**

Our Parish School of Religion is designed for students in Grades First through Eleven who do not attend a Catholic school. Our program follows the curriculum guidelines set by the Archdiocese of New Orleans. 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. Please make sure you receive a copy of the required prayers for your child's grade level from his/her teacher. We would love you to help your children strengthen their prayer life with beautiful, traditional treasures 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. At the beginning of each class, elementary grade students participate in a prayer service in our church. Parents are welcome to join us during this time. Students in Grades 9-11 are required to complete at least one service project each year and to write a reflection paper on their experience, signed by an adult supervisor of the activity. We collect money and food for our parish's St. Vincent Paul Society, which assists those in need, just before Thanksgiving each year. 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. We conclude our school year with a celebration of the Holy Mass, to which all parents 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 teacher has the special privilege of representing you during class time and affirm to your child that his/her teacher 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 school and PSR are sharing space and that, therefore, they can not use, damage, or take anything in a desk that belongs to a student or teacher of St. Edward School. 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 teacher from instructing, or a 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 teacher; and (3) Bring your textbook and other materials your teacher requires you to bring to class each week. Each individual classroom teacher can create their own set of rules for their classroom. Teachers will handle minor discipline offenses in the classroom.

If a disruptive student refuses to heed the teacher's charitable instruction to correct his/her behavior, he/she may be sent to the school office where he/she will be reminded of expected behavior and consequences. The Director of Religious Education (D.R.E.) will have a discussion with the child to determine if it is then necessary to call the parents. After the second incident in which the child is sent to the office during the same PSR school year, the child will stay in the office for the remainder of that lesson where he/she will sit with an adult to do written work until dismissal time. A note will be sent home informing the parents of the inappropriate behavior. The student will not be allowed to return to class without a written apology to the teacher signed by his/her parents and the student, when appropriate. If the child is sent to the office a third time during the same PSR school year, the parents will be called to pick up the child. That student will not be allowed to return to the PSR program without a parental conference with both the teacher and the D.R.E. If the disruptive behavior still continues that year, the student may need the support of a parent in the classroom in order to display Christian virtues, good manners, and mutual respect. We may then ask a parent to accompany their child to religion class for a brief time. It is our experience that parents can help tremendously in the "adjustment period" with which some children seem to have a little trouble. However, it may also be necessary for the child to be removed from our PSR program.



## DRESS CODE

Students are to refrain from wearing anything that draws unusual attention to themselves, or which may adversely affect the participation of any student in class. No one may wear short shorts, midriffs, tank tops, or inappropriate sayings on clothing. If a student is judged by the Director of Religious Education as being inappropriately dressed, a parent will be contacted to immediately correct the problem.

## 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 Director of Religious Education aware in writing.

## FINANCIAL ASSISTANCE

Our parish program does assist families unable to pay the registration fee. Please contact Trevor (888-0703, Ext. 18) 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 School in the case of a fire. In this very unlikely incident, your child can be safely picked up underneath the fair 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 years old by September 30 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 sacramental 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 have completed 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 primary school to receive First Holy Communion and must be in at least the eleventh grade in their primary 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 School Office (888-6353) for additional information regarding preparation requirements for First Holy Communion and please contact the Director of Religious Education in the Church Office (888-0703) for more information regarding Confirmation requirements. Children who are older than second grade who are unbaptized and/or who have not received First Holy Communion may need to complete our RCIC (Rite of Christian Initiation of Children) process before they may receive these sacraments.

## **GUESTS**

Any visitor to our classes must be checked in at the school office and is expected to follow PSR guidelines. When possible, we ask that guests notify the D.R.E., or the class teacher, at least one week prior to the date on which they intend to visit.



## **PARENTAL INVOLVEMENT**

We strongly encourage you to meet your child's teacher and feel free to contact them during the year. All messages for teachers should be left with Mr. Huster in the school office. We follow up with them weekly with any messages intended for them. Our teachers are volunteers who receive training as often as possible. 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 Day 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 at 4 p.m. as well as Sundays at 8 a.m., 10 a.m., 12 p.m., and 4:30 p.m. Confessions are heard on Saturdays beginning at 2:30 p.m., Sundays beginning at 4 p.m., and Mondays through Fridays beginning at 5:30 p.m. 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. Please be sure to go to our Adoration Chapel to worship and adore Our Lord. Additionally, there is an opportunity for our parents to be a special part of the PSR year by joining us for Mass during the last class of the year.

## **PERSONAL POSSESSIONS**

Any kind of electronic item that can be used for personal 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 office 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.

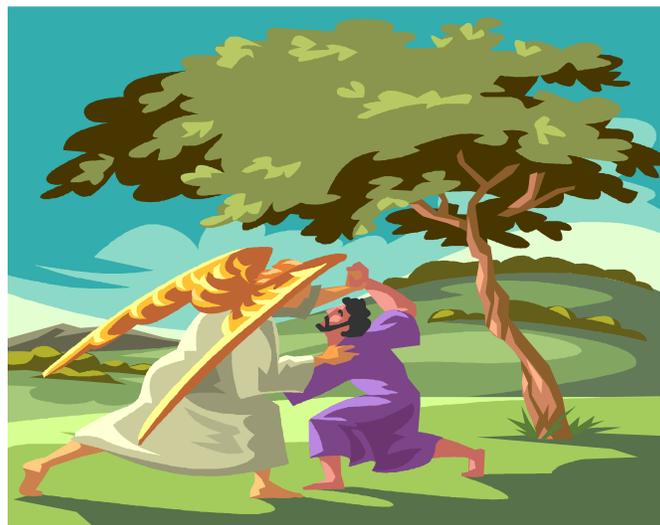


## **REGISTRATION**

Registration ordinarily begins in April and continues until the middle of August, when classes normally begin. Late registration is strongly discouraged and is only allowed on a case-by-case basis. Registration forms for returning students are mailed to the homes of the previous year's students in the middle of July. Parents of returning students must submit a completed "returning student" registration form along with a tuition fee payment for their child to be registered. 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 for students in Grades 1-8: \$20 for one child, \$30 for two siblings, and \$40 for three or more siblings. The tuition fee is \$50 for each high school student (no multiple sibling discounts). The parish pays for most of the cost of religious education. These fees help to offset the cost of textbooks, teacher's manuals, stipends for teachers, 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 prior to the child protection class and are certainly welcome to monitor the lesson.

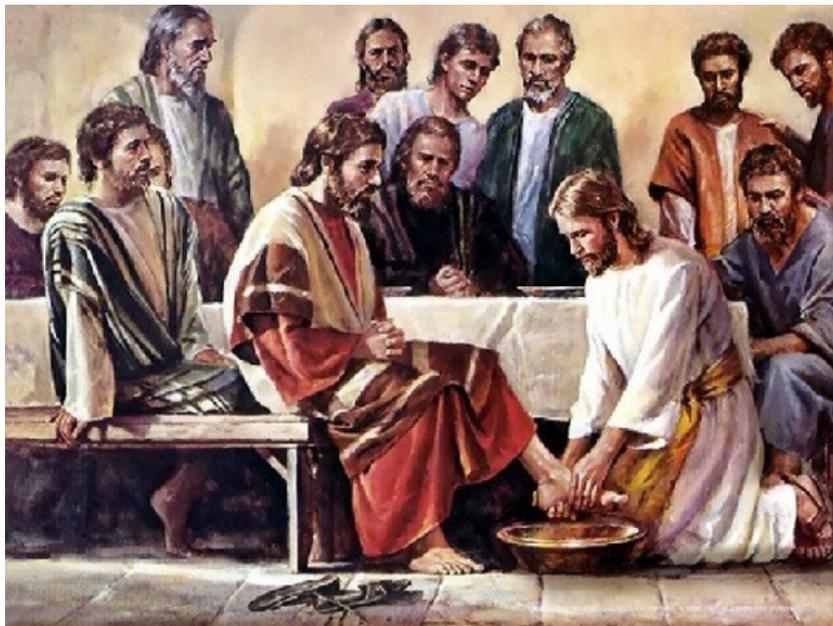


## **SERVICE PROJECT REQUIREMENT (for students in PSR Grades 9-11)**

The call to Christian service, or charity, is a very important part of living one's Catholic Faith. It attests to the depth of one's faith in (James 2:14, 26) and conversion to following the way of Jesus Christ as His intimate friend and disciple. It fulfills the Lord's commandment to love one's neighbor (Jn. 13:34-35) and impels us to remember his words recorded in Mt. 25:31-46. Through giving to others with a cheerful heart we change more into the likeness of Christ and act as His Body on Earth. No deed is too small or unimportant when done by loving others for love of Christ! As a prerequisite for receiving the sacrament of Confirmation during 11<sup>th</sup> or 12<sup>th</sup> Grade, the following guidelines are to be followed: (1) The student must contact the organization on his/her own and make the necessary arrangements with them. He/she may ask his/her religion teacher for suggestions; (2) The service must be given freely; you cannot be paid for it or be reimbursed in any way; (3) The service must be a minimum of one hour in 9th and 10th Grades while it must be 4-6 hours in 11th Grade; (4) **This service must be done within a 12 month period from August to July of each year the student is in our Parish School of Religion program with a total of three service projects completed between the beginning of his/her freshmen year and ending exactly two months prior to the date of the Confirmation Mass;** (5) You must write and submit to your teacher a type-written "Service Project Reflection Paper" each time you complete a service project and you must state your name at the top of the paper. The following questions must be answered in detail in your paper: (1) What service did you do?; (2) How much time did it take for you to complete this project?; (3) How did you bring Christ to another person, or persons, in this service?; (4) How did this service affect you, particularly in terms of your relationship with God?; and (5) What good is accomplished by this service?

## **SPECIAL NEEDS**

Some children have medical conditions, learning concerns, or behavioral concerns. Please indicate this information on the registration form, or call the D.R.E. to advise him 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 \$25 will have to be paid before another book is issued. If it is not normally brought home, you may request to see your child's textbook, which should then be returned with your child for the following class lesson. You may also request a copy of our archdiocese's curriculum guide.

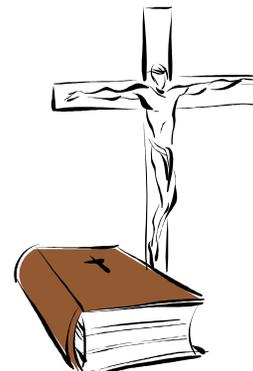
## **2019-2020 P.S.R. FACULTY AND STAFF**

Fr. Gerald Seiler, Jr.	Pastor
Mr. Trevor Huster	Coordinator
Mrs. Judy Himel & Mrs. Jane Kuchler	1st Grade
Sr. Julia Stump, S.L.W.	2nd Grade
Mr. Bernard Baudin	3rd & 4th Grades
Mrs. Joan Gass	5th & 6th Grades
Mrs. Karen Berthelot	7th & 8th Grades
Mr. Carl Guggenheimer	9th, 10th, & 11th Grades

## **CLOSING MESSAGE**

We (the catechists, D.R.E., and pastor of St. Edward the Confessor Parish), are looking forward to a very wonderful, 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 able and willing to be of any assistance to you. We are here to serve you and to assist the faith formation of your children. If your question or concern has not been addressed in this parent handbook, please stop by, e-mail, or call me. Feel free to contact any one of us, if the need arises. We appreciate all that you do to make our Parish School of Religion a place to pass on the Faith in a life-changing way!

**Trevor Huster**  
**Director of Religious Education and Pastoral Assistant**



# PARISH SCHOOL OF RELIGION (PSR) | 2019-2020 CALENDAR

		AUGUST '19						
		S	M	T	W	Th	F	S
						1	2	3
	4	5	6	7	8	9	10	
12	4:15-5:30 p.m. Class	11	12	13	14	15	16	17
19	4:15-5:30 p.m. Class	18	19	20	21	22	23	24
26	4:15-5:30 p.m. Class	25	26	27	28	29	30	31

		JANUARY '20						
		S	M	T	W	Th	F	S
					1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

6 4:15-5:30 p.m. Class  
 13 4:15-5:30 p.m. Class  
 20 M.L. King Day – No Class  
 27 4:15-5:30 p.m. Class

		SEPTEMBER '19						
		S	M	T	W	Th	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					

2 Labor Day – No Class  
 9 4:15-5:30 p.m. Class  
 16 4:15-5:30 p.m. Class  
 23 4:15-5:30 p.m. Class  
 30 4:15-5:30 p.m. Class

		FEBRUARY '20						
		S	M	T	W	Th	F	S
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29

3 4:15-5:30 p.m. Class  
 10 4:15-5:30 p.m. Class  
 17 4:15-5:30 p.m. Class  
 24 Lundi Gras - No Class

		OCTOBER '19						
		S	M	T	W	Th	F	S
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		

7 4:15-5:30 p.m. Class  
 14 4:15-5:30 p.m. Class  
 21 Fair Holiday – No Class  
 28 4:15-5:30 p.m. Class

		MARCH '20						
		S	M	T	W	Th	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

2 4:15-5:30 p.m. Class  
 9 4:15-5:30 p.m. Class  
 16 4:15-5:30 p.m. Class  
 21 10 a.m. in Church-First Eucharist Mass for 2<sup>nd</sup> Grade Students & Parents  
 23 4:15-5:30 p.m. Class  
 30 4:15-5:30 p.m. Class

		NOVEMBER '19						
		S	M	T	W	Th	F	S
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30

4 St. Ed School Closed – No Class  
 5 7 p.m. in Church-First Sacraments Seminar for Parents of 2<sup>nd</sup> Grade Students  
 11 4:15-5:30 p.m. Class  
 18 4:15-5:30 p.m. Class  
 25 Thanksgiving – No Class

		APRIL '20						
		S	M	T	W	Th	F	S
					1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30		

6 4:15-5:30 p.m. Class  
 13 Easter Break – No Class  
 20 4:15-5:30 p.m. Class  
 27 4:15-5:30 p.m. Class

		DECEMBER '19						
		S	M	T	W	Th	F	S
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

2 4:15-5:30 p.m. Class  
 9 4:15-5:30 p.m. Class  
 16 4:15-5:30 p.m. Class  
 23 Christmas Break - No Class  
 30 New Year's Break – No Class

		MAY '20						
		S	M	T	W	Th	F	S
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						

4 Mass at 6 p.m. Parents are invited.