

ST. JANE DE CHANTAL CHURCH
&
ST. MICHAEL MISSION

PARISH SCHOOL OF RELIGION
STUDENT HANDBOOK



2016 – 2017

MISSION STATEMENT

The mission of the Parish School of Religion is to support and enhance the efforts of parents and guardians who want to share their faith with their children. We are committed to proclaiming the mysteries of faith, fostering community, encouraging worship and prayer, and motivating service to others through catechetical instruction and sacramental preparation.

RELIGIOUS EDUCATION STAFF

Fr. Kenneth Allen	Pastor	892-1439	
Fr. Kevin DeLerno	Parochial Vicar	892-1439	
Dcn. Frans Labranche, Jr. Dcn. Don Bourgeois Dcn. Mark Coudrain Dcn. Mike Talbot	Deacons	892-1439	
Mrs. Christina Uhlich	Parish Catechetical Leader	893-3914	cuhlich@arch-no.org

MASS SCHEDULE

St. Jane	Saturday vigil	6 pm
	Sunday	8 am, 10 am, 12 pm (Latin), 2 pm (Spanish), 6 pm
	Mon-Sat	8 am
St. Michael	Saturday vigil	4 pm

CONFESSIONS

St. Jane	Friday	after 8 am Mass
	First Friday	6 pm
	Saturday	7-7:30 pm
	Sunday	8:30-8:50 am & 5:30-5:50 pm
St. Michael	Saturday	3:30-3:50 pm

EUCHARISTIC ADORATION

St. Jane	First Friday	8:30 am- 7 pm
St. Michael	First Friday	5-7 pm

PSR SCHEDULE

PK & K	Sunday	10:00- 11:00 am	
Grades 1-6	Monday	4:30-5:45 pm	First session
Grades 1-11	Monday	6:15-7:30 pm	Second session

If you are not already a member of our parish, please join us for Mass on Sundays. Parish registration forms are on the table behind the last pew in the church. Bringing your children to Mass is a tremendous gift to the whole family, and we as a parish family welcome new members.

POLICIES AND PROCEDURES

SAFETY

Please note that the policies held in this book were developed to ensure your children's safety in addition to fostering an environment of faith and learning. Every volunteer and staff member who has contact with children must undergo a background check and safe environment training. Only those who have undergone the screening process are allowed in the classrooms, including parents. Please inform us of any/all of your child's medical needs. Our volunteers or staff cannot administer medication of any kind. If your child is ill, the office will call you to pick him/her up.

ARRIVAL & DISMISSAL

Please do not drop off children more than ten minutes before class time.

If you must pick your child up early, please come into the PSR office in the Barre Center and sign the child out as needed. Please do not go to the child's classroom or tell the child in any grade to meet you outside at a certain time; they will not be allowed to leave the class.

Pre-K & Kindergarten

Parents must escort children to and from class.

Grades 1-6

Arrival: Parents may either park and walk child to building, or drop off in carline in the front of the Barre Center. Please wait for your child to enter the building before leaving.

Dismissal: Carline for both sessions will be at the rear of the Barre Center. Each family will receive a placard with the student's name. If you do not have your placard, you must come to the office and show ID to pick up your child.

Grades 7-11

Arrival: Same as grades 1-6.

Dismissal: Carline will be in the main parking lot in front of St. Jane Hall. Each family will receive a placard with the student's name. If you do not have your placard, you must come to the office and show ID to pick up your child.

Students who drive themselves to class are asked to exercise caution and to defer to carline volunteers as they direct traffic safely through the parking lot.

Families with students both upper and lower grades will use the rear carline.

STUDENT CONDUCT

If a child's behavior continuously disrupts the class or learning process of others, the child will be sent to the office. At the first incident the child will be reminded of expected behavior. After the second incident, the child will be sent to the office to speak with the PCL, who will inform the parents. If a child is sent to the office a third time, the parents will be called to pick the child up and have a conference. If the behavior continues it may be necessary for the parent to attend class with the child or the child to be removed from the classroom.

Classroom behavior

1. Be punctual and prepared for class.
2. Be courteous and considerate of others. Allow everyone an opportunity to speak.
3. Be cooperative and participate in class and prayer.
4. Use language and actions expressive of Christian behavior.
5. Do not bring food or snacks. We have students with severe allergies.
6. Do not bring toys, electronic devices, weapons, or illegal substances.
7. Cell phones must be turned off and put away for the duration of class time.

Church behavior

1. Be respectful of the Lord’s house.
2. Participate and pray with your group.
3. Observe times of holy silence when appropriate.

Attendance

If your child is unable to attend class, please contact the PCL ahead of time. If a student misses more than five classes, arrangements for make-up work must be made with the catechist and PCL before he/she can be promoted to the next grade level.

Dress Code

Dress appropriately: no short skirts or short shorts, revealing tops, or offensive clothing.

CHILD PROTECTION CATECHESIS

The Archdiocese of New Orleans has implemented a mandatory policy on the teaching of Child Protection and Safe Environment to all teachers, volunteers, and students. If for any reason you prefer to do this teaching yourself, please come by the office to pick up a lesson plan and sign the release form. The parish catechetical staff has a moral and legal duty to comply with the law to ensure the welfare of a child. Pursuant to State Law, we are required to report suspected child abuse, and we will also follow diocesan policy on such matters. All staff and catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of their diocese.

CHILDREN WITH SPECIAL NEEDS

It is our goal to accommodate all children with special needs. Please inform us if your child has special needs, so that we can do our best to make arrangements that will fit your child. While we have limited resources and are staffed with volunteers, we strive to welcome all seeking the faith.

SERVICE HOURS

Grades 6-10 must perform service to the community in imitation of Christ who came not to be served but to serve. Service activities must be approved by catechist or PCL.

Service hour requirements are as follows:

Grade 6	3 hrs.	Grade 9	10 hrs.
Grade 7	5 hrs.	Grade 10	10 hrs.
Grade 8	7 hrs.		

The Service Hour Documentation form is due by Holy Week. Additional copies are available from your catechist or on the PSR page of the parish website.

SACRAMENTAL PREPARATION

First Reconciliation and First Holy Communion are usually completed in second grade. In addition to regular PSR class, second graders and their parents attend sacramental preparation classes, and the students attend a morning retreat shortly before First Holy Communion. A calendar of these events is received at registration. A sacrament fee is charged to cover the cost of the sacramental preparation books, retreat, and reception.

Confirmation preparation begins in ninth grade and is completed in eleventh grade. All Confirmation prep students must attend an annual retreat approved by the PCL. In addition to regular PSR classes, tenth graders and their parents attend sacramental preparation classes. Eleventh graders attend a Confirmation retreat, shortly before Confirmation. A calendar of these events is received at registration. Students who are enrolled in a Catholic high school enter the Confirmation program in eleventh grade. The sacrament fee includes books, retreat, and reception.

I have read and understand the contents of this handbook and agree to submit to its terms.

Signature of Parent/Guardian

Date MM/DD/YYYY

Printed name of Parent/Guardian

Students
Name (please print)

Grade

