



HOLY INFANT PARISH SCHOOL OF RELIGION

PARENT HANDBOOK 2024-2025



HOLY INFANT PARISH SCHOOL OF RELIGION HANDBOOK for 2024-2025

248 New Ballwin Road, Ballwin, MO 63021

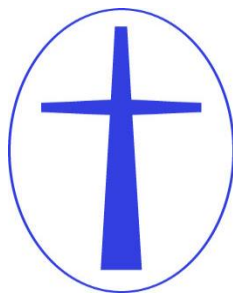
Office telephone: 636-227-0802 Option 3

faithformation@holyinfantballwin.org

psroffice@holyinfantballwin.org

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MISSION STATEMENT

Holy Infant Parish School of Religion seeks to form young disciples to carry on Jesus' mission through teachings rooted in scripture and faithful to the teachings of the Catholic Church.

Content embraces the four pillars of the catechism: Creed, Liturgy and Sacraments, moral life, and prayer. Parents, families, and the whole parish are involved through participation in prayer and activities that integrate lessons with life.

PRAY FOR YOUR CHILD

Heavenly Father, perfect Father,
I'm overwhelmed by your grace in
calling me to parent.

And I am so thankful you have
promised to lead our family.

I pray we don't get in your way!

But when we do,
lead us to realize we are,
to repent, and
to rejoice in your forgiveness.
Father, please continue to parent me
as I parent my children.

Holy Spirit, intercede for my family
and strengthen our faith
as you have promised to do.
Grow our love for each other,
strengthen our bonds, and
teach me how to pray for my family.
Increase our faith in you and love for each other.

Heavenly Father, I love being your treasured child!
May my children experience that same joy
in their relationship with you
and with me.

I pray this in the name of your Son, my Savior, Jesus. Amen.



*"But Jesus called for them and said,
'Let the little children come to me, and do not stop them;
for it is to such as these that the kingdom of God belongs.*

*Truly I tell you,
whoever does not receive the kingdom of God as a little child,
will never enter it." Luke 18:16-17*

*"Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents."
(Catechism of the Catholic Church #2226)*

Blessings and welcome to Holy Infant Parish School of Religion! It is our mission to promote lifelong relationships with Christ and his Church, for children and their families. In order for this program to serve its mission, it is essential that the administration, catechists, and parents all partner together for the sake of the children and their families. We invite all families to join us in the liturgical life of the parish, as well as in other parish functions, sharing time, talents, and financial support for the good of the parish!

ATTENDANCE POLICY

CLASS TIMES: Mondays, 4:30-5:45 p.m. and 6:30-7:45 p.m.

Attendance at all classes and activities is expected unless parents provide timely notification for each excused absence. Because of the limited number of sessions, every session is important, especially for students preparing to receive a sacrament. While we understand that family events will mean an occasional missed session, these should be kept to a minimum.

Make-up lessons can be obtained from the catechist. He/she will be more than willing to keep your child up to date assigning reading or homework assignments. It is the parent's and student's responsibility to follow up and complete all missed work.

To report an absence, please call the PSR Office at 636-227-0802 Option 3 ext.137 or email us at psroffice@holysinballwin.org. Leave your child's name, grade, session, and the reason for the absence. Please also alert your child's teacher.

TARDIES: Arrivals after 4:40 p.m., and 6:40 p.m. are considered tardies. If you are arriving late, please walk your child all the way to the PSR office.

EARLY RELEASE: There may be times when it will be necessary to pick up your child earlier than our scheduled release time of 5:45 p.m., and 7:45 p.m. If you know your child will be leaving early:

- Send an email to the PSR Office (psroffice@holysinballwin.org) along with an email to your child's teacher or a note for your child to give to the teacher indicating the time you will be picking him/her up and the reason why.
- If someone else is picking up your child, write a note or email to PSR indicating who will pick them up. We cannot release your child without this written permission. The teacher should forward the note to the PSR Office with the attendance slip.
- Each parent should come to the PSR Office to sign your child out.

INCLEMENT WEATHER POLICY

We do not cancel PSR classes based on what another school district may do. If bad weather occurs on a class day and we need to cancel classes, a message will be placed on the answering machine in the PSR Office. We will put a message on TV Channels 2, 4 and 5. Emails will also be sent out.

REPORT CARDS

Students will receive report cards twice a year. Dates will be listed in the PSR calendar, so parents know when to expect them. If you need to schedule a conference, this can be arranged with your child's teacher.

DISCIPLINE POLICIES

Our Parish Religious Education Program encourages growth in responsibility. In all our actions dealing with students, we must show a deep respect and concern for one another. Students are expected to exercise self-control, to conduct themselves with Christian dignity, and to be polite to all adults and students. Students must respect the authority and the efforts of the volunteer teachers, as well as the right of their fellow students to receive the full benefit of the classroom lessons without rude distractions.

The day-to-day discipline of the class will be handled by the catechist. Disruptive behaviors include:

- use of cell phones in the classroom,
- sustained or excessive show of disrespect for the teacher or other students, and
- controllable behavior which repeatedly distracts the other students or the catechist from the lesson.

If disruption in the class is continuous or becomes serious, the student will be sent to the Director of Religious Education. She will speak with the student and a notice will be sent home to the parents. If this happens a second time, the Director will contact the parents by phone. If a third offense takes place, the student is suspended until a conference is held with the parents, the catechist, and the Director.

There are a few rules that apply in the PSR class that might differ from those in the school systems that the students attend throughout the week:

1. Students must remain outside of the classroom until the teacher arrives.
2. No gum chewing, eating of candy or other food or drink is permitted unless it is provided by the catechist or staff for a particular class event.
3. No books or items are to be removed from the desks. Classroom furniture and materials must be returned to their original location.
4. Baseball caps, hats, or head covers of any kind are not to be worn in Church or class.
5. Headphones, cell phones, and other electronic devices are not to be used or displayed during class time. Cell phones must be silenced. Abuse of this will result in the items being sent to the Office to be picked up after dismissal.

MASS

Participation in the mass each Sunday is both essential and expected of all students and parents in the PSR program. The goal of religious education is to bring all people into close friendship with Christ. It is fitting then, that our children – who by their participation in the PSR program are coming to know Christ – can be joined to Him by receiving Him in Holy Communion. As Saint John Paul II said, *“Our sacramental life as Catholics is impoverished and very soon turns to hollow ritualism if it is not based in serious knowledge of the meaning of the sacraments, and catechesis (religious education) becomes intellectualized if it fails to come alive in sacramental practice.”*

Sunday mass times at Holy Infant:

Saturday: 4 p.m., 5:30 p.m.

Sunday: 7 a.m., 8:30 a.m., 10:15 a.m. and noon

STUDENT ARRIVAL/DISMISSAL

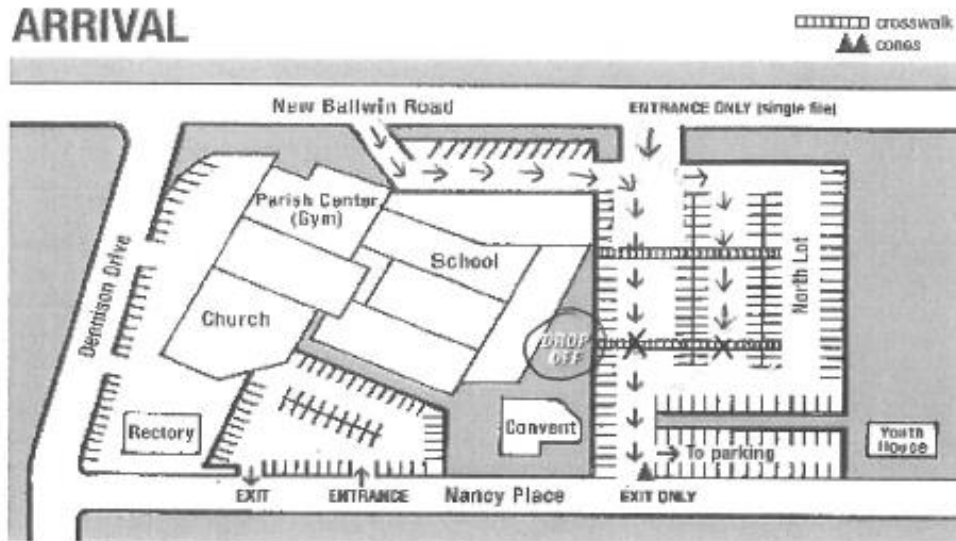
CHURCH PARKING LOT

We ask that parents enter the Church lot where you see the entrance sign and leave the lot where you see the exit sign. Please make a right turn only out of the Church lot. **Do not park in front of the Church or school.** This can be dangerous for the children when they come out of the building. **Park only in a designated parking space.**

NORTH PARKING LOT

ARRIVAL: It is required that you use New Ballwin Road entrances (by the marquee and by the North parking lot). Proceed to the stop sign by the white painted lines on the parking lot. Pull up as far as possible so there will be no back-up on New Ballwin Road. There should only be one row of traffic coming into the parking lot from each New Ballwin entrance. Exit onto Nancy Place. To park, make a left turn in the parking lot.

ARRIVAL



2024 – 2025 Dismissal Procedures

The purpose of these guidelines is to ensure the safety of students on the parking lot while being dismissed. ***Students and cars should never be moving on the parking lot at the same time.*** Your support and patience is greatly appreciated.

The parking lot closes at 5:40/7:40 p.m. Orange cones will be placed at the lot entrances to close them off. Please back into your assigned space (except those parking in spaces 109 – 131 will pull in).

Students will be dismissed from school at 5:40/7:40 p.m. and should **walk** to their cars.

Once all students are in their vehicles and the lot is cleared of all pedestrian traffic, cars will be dismissed by a teacher or committee member. Do not move until dismissed.

4:30 and 6:30 Sessions - New Ballwin Road Lot Dismissal (parking spots # 1 – 206)

Carpools exiting onto New Ballwin will form two lanes, the left lane for southbound traffic and the right lane for northbound traffic. Orange cones will divide the New Ballwin exit into two lanes.

Carpools exiting onto Nancy Place will turn **left** off of the lot and exit out onto Old Ballwin. **No one may turn right onto Nancy Place.**

Carpools not ready to leave at this time should remain parked and motion the other drivers to go ahead. If a child in your carpool did not come out, **drivers must remain on the lot until the lot has cleared.** Pull your car towards the main doors, park, and the driver **MUST** come into the upper cafeteria and sign the students out.

New Ballwin Road Lot – ORDER OF EXITING:

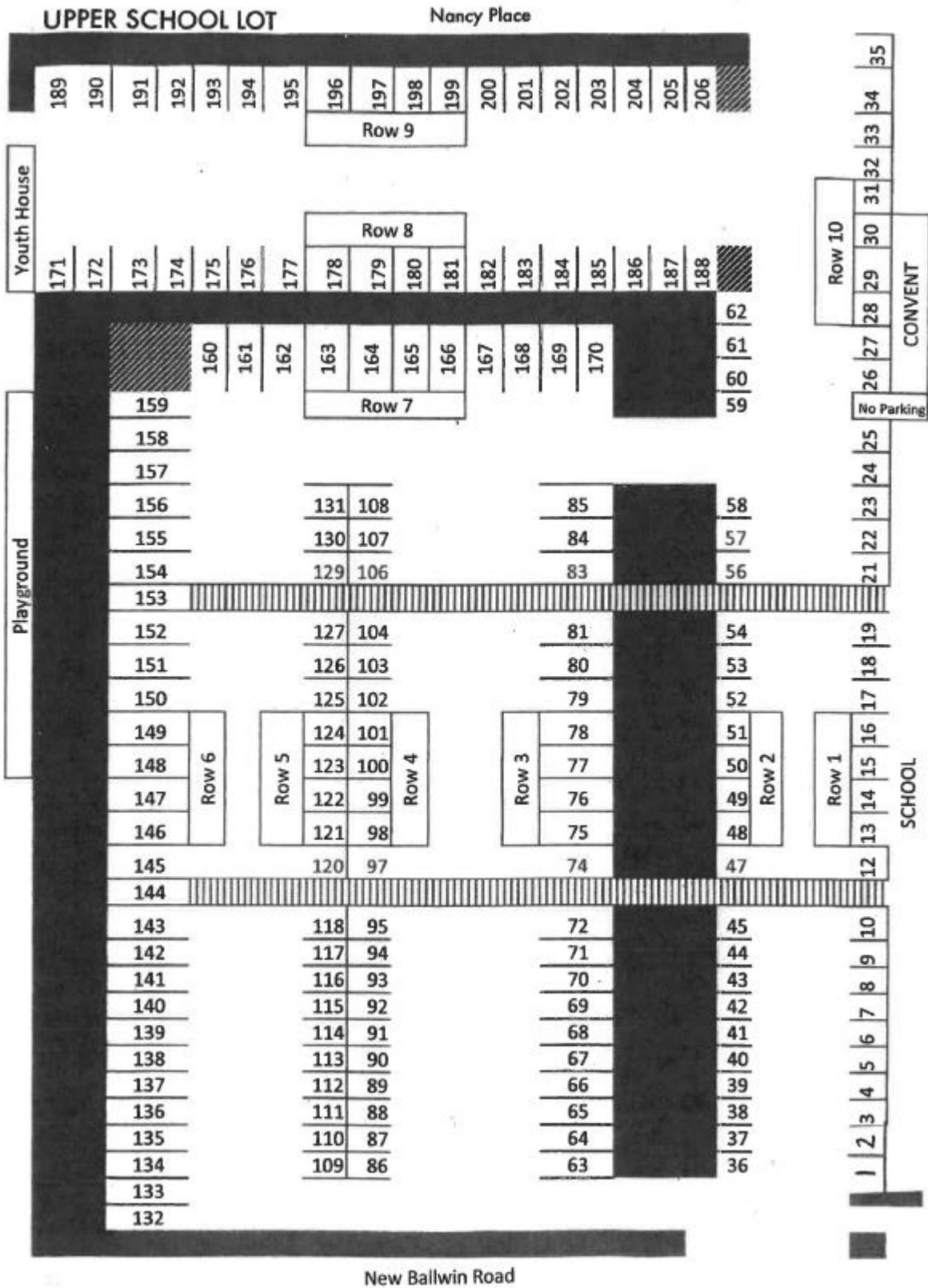
- Nancy Place: Row 10 #35-26, Row 10 #59 – 62, Row 8 #188 – 171, Row 9 #189-206
- Right on New Ballwin: Row 3 #63-85, Row 4 #108-86, Row 5 #109-131, Row 6 #147-132
- Left on New Ballwin: Row 2 #36-58, Row 7 #170-160, Row 6 #159-148, Row 1 #25-3

Late for Dismissal

- Drivers who have missed dismissal should pull into the waiting area in front of the upper cafeteria facing New Ballwin Road.
- Cars will park along the front of the school, parallel to New Ballwin, (as close to the curb as possible), starting at the northwest corner of the school near the flagpole.
- Orange cones will be placed across the lot where cars are to stop and wait.
- Cars will enter this area from the south entrance at the Holy Infant Parish sign.
- Once the lot opens, cars may enter the lot, park, and the driver **MUST** come into the upper cafeteria and sign the students out.

Additional Items

- Students will not be allowed to walk from one lot to the other – they will be directed back to the upper cafeteria for Late Dismissal.
- Parents of 3rd – 8th graders are asked to stay in their vehicles. Students will be escorted to the parking lot. Parents of 1st – 2nd graders will park and come to the sidewalk by the school building to pick them up. Once students know where their assigned space is located, they will be able to come directly down a crosswalk to their car.
- Please make sure that students are aware of any change in their dismissal so that they may exit directly to the correct lot/spot. *PLEASE NOTE: To avoid confusion and undue anxiety, parents should not offer transportation to students who are not their own without first contacting the other parents, who, in turn, should notify the office of the change in plans.*
- Please make sure that grandparents, older siblings, and others who don't normally pick up at dismissal understand and follow the procedures.
- ***Please do not pick up students on side streets, the lower cafeteria parking lot, or neighboring driveways; this sets a bad example for our children when parents do not follow the rules.***



PRIVACY POLICY

Holy Infant understands that students/parents have access to technology that enables them to record, either visually or audibly, a student at the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school 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 school staff, students and parents are not to record a member of the school 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 teachers without the teachers' 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 school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

PHILOSOPHY OF SERVICE

Service to others is an integral part of our Catholic faith and, therefore, is an important part of our catechesis. A desire to serve others and work for justice should be instilled in the students beginning in first grade and continuing through each year of the PSR program.

At each grade level, students will have age-appropriate opportunities to grow in knowledge, experience, and appreciation of Christian service and social justice. All students are also encouraged to participate in service activities outside of the PSR class setting on an on-going basis.

EMERGENCY RESPONSE INFORMATION PLAN

Severe Weather

Signals:

- Tornado Warnings will be signaled by an announcement for “Tornado Shelter” or siren alert over P.A.
- A portable bullhorn announcement in the hallways if electricity is off.

Steps of Action for Tornado Warnings:

- Everyone is to STAY CALM. NO talking and NO running.
- Teachers will take students from their classrooms to the designated area in double file lines.
- Teachers will take class lists.
- Students will assume a kneeling position against the wall, place their heads down and cover the heads with their hands. Make sure to avoid the part of the wall where door opens.
- Students in other areas such as the halls or restrooms should try and return to their classroom or join another class if they are exiting the building. They could also hunker down in place in a corner of the bathroom.
- You may have to use an alternate route if primary exit route is blocked with falling debris.
- Find safest route out of the building.
- Gather at your rally point outside, same place as for your fire drill.
- Check to see that all students are present and report any missing students to Administration or Emergency Response Team immediately.
- Remain quiet and calm.
- The all-clear signal will be a verbal or P.A. announcement.

****Tell students who are in another part of the building or bathroom to join another class as they exit the building and let that teacher at that rally point know who he/she is so they can inform his/her class teacher.****

Earthquake

DROP, COVER AND HOLD

D – DROP, COVER AND HOLD. Take a quake-safe position.

R – REMAIN CALM!

O – ORDER others to take a quake-safe position.

P – POWER – You are totally in charge. Take firm control!

Lockdown – Exterior Threat – Heightened Security

- Lockdown is different from an Intruder Alert as it occurs when there is an **OUTSIDE** danger in the vicinity of the school.
- The inside of the building is the safe place for students. There is usually time to execute appropriate procedures.
- ALL entrances WILL be locked by PRS Office Staff, outdoor activities cancelled, and students may be moved to secure rooms.
- Hallway doors are not locked during lockdown.
- Parents are not allowed to enter the building.
- The police will be in contact with PSR and issue the “ALL CLEAR” when the property is deemed safe.

DURING EMERGENCY ACTION STEPS:

- PSR will inform catechists and staff but will not use PA system.
- Catechists will CALMLY inform students about lockdown.
- If classes are outdoors, teachers should bring students into the building immediately.
- PSR will proceed with normal routine inside the building.
- All media questions should be referred to the Ballwin Police.
- Do not text or email during the lockdown.
- Restrict hallway activity.
- Ensure your assigned entrance is secure.
- Wait until the “all-clear” signal is announced.

Fire Emergency

Each classroom teacher is responsible for closing classroom windows, switching off classroom lights and fans, and closing classroom doors. Students should exit the building in single file and in silence. Each homeroom teacher should bring a class list outside and do roll call aloud. Individual students who are away from the classroom when the alarm sounds should use the nearest exit to leave the building. Once outside they should report to the nearest teacher who will inform the area captain. The area captain will report the student’s presence to the fireman or PSR Director. When all students in each class are accounted for, teachers must report to the area captain who will, in turn, report to administration that all are present.



PARENT AGREEMENT

As parent and first educator of my children in the faith of the Church, I promise that I will take my children regularly to Church, pray with them, and be an example of Christ in the world today. With these promises, I then support the program and the mission of the Holy Infant Parish School of Religion.

