



St. Andrew
Parish School of Religion
Parent Handbook

2026 – 2027

Welcome to St. Andrew Parish School of Religion

This handbook is designated to provide you and your family with a brief overview of:

1. St. Andrew Parish School of Religion Program.
2. General procedures used to keep weekly catechetical classes running smoothly and safely, while providing sound Catholic Religious Education.

PHILOSOPHY

Parents are the primary educators of their children in the ways of faith. St. Andrew Religious Education classes are designed to support families in this mission. Our Parish School of Religion (PSR) is taught by catechists and aides. They utilize the Diocese of Columbus' six tasks of catechesis in their classrooms. These six tasks are: to promote knowledge of the faith, promote the meaning of the liturgy and sacraments, promote formation in Jesus Christ, teach children how to pray, prepare children to participate in the life and mission of the church, and promote a missionary spirit.

MASS ATTENDANCE

One of the most important thing parents can do for their children is take them to Mass on a regular basis. With four different Mass times available at St. Andrew there are opportunities to worship and learn more about our Catholic faith. PSR classes last for 8 years, but your child's affiliation with the Catholic church lasts forever.

CLASS TIMES

St. Andrew PSR classes meet each Wednesday from 4:30pm to 5:45pm September to May.

REGISTRATION

Registration is required for each student to attend PSR at St. Andrew. Registration forms include information specific to each individual child and updated sacramental records. All required forms can be found on the Parish Website.

7th grade is required to register for 8th grade

1st grade is required to register for 2nd grade

TUITION

Tuition is \$270.00 per student for active members of St. Andrew Parish.

Tuition is \$335.00 per student for non-members.

Fees pay for textbooks, teacher manuals for catechists, resource books, all supplies, catechist continuing education.

CATECHESIS OF THE GOOD SHEPHERD

Catechesis of the Good Shepherd (CGS) is a Montessori-based method of spiritual formation for children. Within a specifically prepared environment space for children called the atrium, this approach invites both children and adults to encounter Christ in Scripture and liturgy. Second grade students will meet in the atrium each week for their sacramental preparation for First Reconciliation and First Communion.

ELEMENTARY AND MIDDLE SCHOOL

Each grade level curriculum is comprised of age-appropriate, meaningful, formal and experimental learning opportunities. Formal catechetical teaching imparts knowledge of our faith tradition. Celebrating liturgies and sacraments together as well as the use of various other prayer forms, music, communal sharing and witness and service opportunities help to form and deepen our children's relationship to God the Father, Son and Holy Spirit. Those involved in our program are committed to continually honor, prepare for, initiate and strengthen a young person's response to God's unconditional love. In saying "Yes" to God's call, our students will become true disciples in the work of building God's Kingdom.

ARRIVAL/DISMISSAL PROCEDURE

Drop-Off:

Parents are to drop off their children in the back parking lot off McCoy Road at DOOR 17 from 4:20-4:30pm. Pull into the back parking lot off McCoy Road drive past rectory, veer right when you get to main parking lot and continue around the back of the lot, veer left past the gym, veer left again and stop at Door 17 to drop off student. Parents are also welcome to walk their child into the building. If walking in, parents are to park in the middle of the lot.

Children are to go directly to their classrooms. If there is no catechist or aide in the classroom, students are to wait in the hall until they have arrived.

Door 17 is locked during PSR.

Pick-up:

Dismissal is at 5:45pm, follow the same procedure as drop off. **DO NOT go around vehicles in front of you**. DO NOT wave your child over to your vehicle. Teachers and staff will load students into cars at the front of the line, please exit the lot slowly.

Early Dismissal:

Please email your child's teacher, the DRE and PSR Administrative Assistant if your child needs to leave early. We will make sure your student is in the office at the time of your request. Volunteers and Staff only are allowed in our classrooms during PSR.

ATTENDANCE

Regular attendance at PSR class is expected. Each lesson, just as each year, builds upon the previous one. When a student is absent from class, he/she misses out on information, activities and discussions. Be aware that missing 3 PSR classes is equivalent to missing 22 days of a regular school year. If a student is absent for any scheduled class a parent or guardian must contact the teacher and advise them of the reason.

DISCIPLINE/DISRUPTIVE BEHAVIOR

Disrespect toward teachers, aides, other students, property or any inappropriate behavior or language will not be tolerated. Following classroom rules allows everyone to have an enjoyable PSR experience.

Breaking any one of them will result in:

1. A verbal warning
2. Dismissal from the classroom

If needed, a call will be made to the parent/legal guardian, who will then be requested to pick up the child immediately. If incidents persist, parents will be required to attend class with their child.

ELECTRONIC DEVICES/CELL PHONES

Students bringing a cell phone or other electronic equipment with them to class must turn off the device and put it away until class is over. If a student is using one of these devices during class time or other specified activities, that item will be taken and returned to the student only after class is dismissed. Some classes may have all the students place their phones in a communal bin for the duration of class.

EXPECTATIONS OF STUDENTS

1. Behave in a Christian manner at all times by showing respect and being cooperative with adults and other students.
2. Actively participate in classroom activities and discussions.
3. Attend class regularly and complete any assignments or homework.
4. Follow directions at all times and obey classroom rules.
5. Avoid language that is rude, offensive or inappropriate.
6. Do not possess or be under the influence of drugs, alcohol or tobacco of any kind.
7. Do not leave the building or premises without the permission of an authorized adult.

EXPECTATIONS OF PARENTS

1. Ensure that your children attend classes regularly and on time.
2. Ensure that your children attend Mass on a regular basis.
3. Communicate any special needs or circumstances that may affect your child within the classroom.
4. Be an active part of your children's learning and be involved in the classroom at the Catechist's request. Parent must have Protecting God's Children Program.

EXPECTATIONS OF TEACHERS

1. Participate in the Diocesan Protecting God's Children Program
2. Must be Fingerprinted
3. Weekly attendance in classroom with a completed lesson plan
4. Communicate information to parents
5. Attend teacher meetings

EXPECTATIONS OF VOLUNTEERS

1. Participate in the Diocesan Protecting God's Children Program
2. Must be fingerprinted at Fast Finger Prints and have results go to **THE DIOCESE OF COLUMBUS**
3. Parents are expected to volunteer in parish life. PSR is a way to be involved in your child's faith journey.

PREPAREDNESS AND HOMEWORK

All students are expected to come to class ready to learn about their faith. If homework is assigned, it is to review and reinforce the material presented during the brief formal class time.

SACRAMENTAL PARENT MEETINGS

Parents of children are required to attend sacramental parent meetings when scheduled. The dates of these parent meetings can be found on the calendar. First Eucharist and Reconciliation are celebrated in 2nd grade. Confirmation is celebrated in 8th grade.

SACRAMENTAL PREPARATION

First Communion Preparation takes place in the 2nd grade, and Confirmation Preparation takes place in the 8th grade. A child must be enrolled and participating in a PSR Program for a minimum of two (2) years preceding reception of a sacrament. For instance, for your child to receive his or her First Holy Communion at the normal time at the end of the 2nd grade, the child must have been in both 1st and 2nd grade PSR classes. Likewise, for your child to receive the Sacrament of Confirmation at the normal time in 8th grade, which is determined by the Bishop, your son or daughter must have been in both 7th and 8th grade PSR classes.

WEATHER EMERGENCIES

Inclement Weather/Snow Days/Cancellations

Generally, St. Andrew PSR will cancel if Upper Arlington Schools and/or Columbus Catholic Schools are closed due to weather. An email will be sent to teachers who will then email their class. Please check the cancelation list before bringing your child to PSR.