

## Welcome to PSR!

The Parish School of Religion [PSR] is a parish-administered course of religious education for children in Grades 1 through 8 who attend public schools, non-Catholic private schools, or who are home-schooled.

The PSR provides an hour of classroom instruction in the basics of the Catholic Faith, but this is only one aspect of faith formation. The foundation for the faith formation of children is regular Mass attendance and creating a faith environment in the home, the “domestic church”.

Parents are expected to ensure that this foundation is provided as a context for their children’s religious education and sacrament preparation.

Our goal as parents and religious educators is to give children “roots” in our parish family and the life of Faith, and “wings” for a lifetime of Catholic living and faith practice.

## Content and Curriculum

In our PSR classes, we teach the basic content of the Catholic Faith in age-appropriate lessons using the “Blest Are We” parish edition textbook from RCL Benziger in Grades 1 through 7. We use the “We Live Our Faith” textbook from Sadlier publishers for Grade 8. Both series are in conformity with the Catechism of the Catholic Church.

## Praesidium: Called to Protect

Called To Protect is a sexual abuse prevention program mandated for use in all PSR programs in the Diocese of Cleveland. This program, developed by Praesidium, includes a parent program, a program for children in Grades 1 - 5, and a program for youth in Grades 7. Please visit our website at <http://www.holytrinitypsr.spruz.com> and click on the link to our CALLED TO PROTECT page for more information.

## Cell Phones

Students are not permitted to use cell phones while at PSR. Cell phones are to be kept secured and out of sight at all times. Cell phones may be confiscated and returned to a parent at dismissal.

## Food and/or Drinks

Food and/or drinks are not permitted in the classrooms, this includes chewing gum and candy.

## Student Preparedness

Students should arrive prepared to participate in class. Restrooms are to be used prior to the beginning of class before the bell rings. Parents are asked to ensure that homework is completed and initialed for catechist review at the beginning of class.

## Class Schedule & Locations

Classes begin in late September and end in early May on Monday and Wednesday evenings from 6:45 to 8 PM. Classes are held at Holy Trinity School. Students are expected to arrive on time and ready for class. ***Entrances are secured at 6:50 PM, students arriving after that time should enter the building via the Main Entrance of the School near the Parish Office.***

## Attendance & Reporting Absences

Students are expected to attend all PSR classes and should not miss more than three (3) classes per year. If a student is to be absent, parents are asked to notify PSR by calling (440) 937-5363 or using the online form at <http://www.holytrinitypsr.spruz.com>.

## Cancellations

Parents will be notified of class cancellations by email. Weather related closings will also be broadcast on local TV and radio stations, and posted on the home page of our PSR website. ***Please do not call the Parish Office to inquire about cancellations. Thank you.***

## Communications

PSR information may be sent home with students, announced in the Sunday Bulletin, and/or posted on our PSR website: <http://www.holytrinitypsr.spruz.com>.

## Change of Information

If important contact information changes during the program year, please notify the DRE of this change using the Change of Information form available from the PSR website. Click on PSR FORMS in the navigation bar then scroll down to page 5

## Request for Change in REd Option

A parent may request a change in class, session or REd program using the request form available from the PSR website. Click on PSR FORMS in the navigation bar then scroll down to page 6.

## Textbook and Supplies

Textbooks will be issued to students at the first PSR class. Your child will be responsible for taking proper care of the textbook. If lost, stolen, or damaged beyond use, a replacement can be obtained for \$20. Students are expected to bring their textbook, completed homework, and a pen or pencil to each class. Catechists may require additional supplies such as a Bible.

## Registration for Next Year

Registration forms for the following PSR year will be available in April and May. Registration will be held during PSR classes in the school for all current PSR families.

Registrations for PSR 2017-2018 will be due by June 1<sup>st</sup>.

## Student Drop Off Procedure

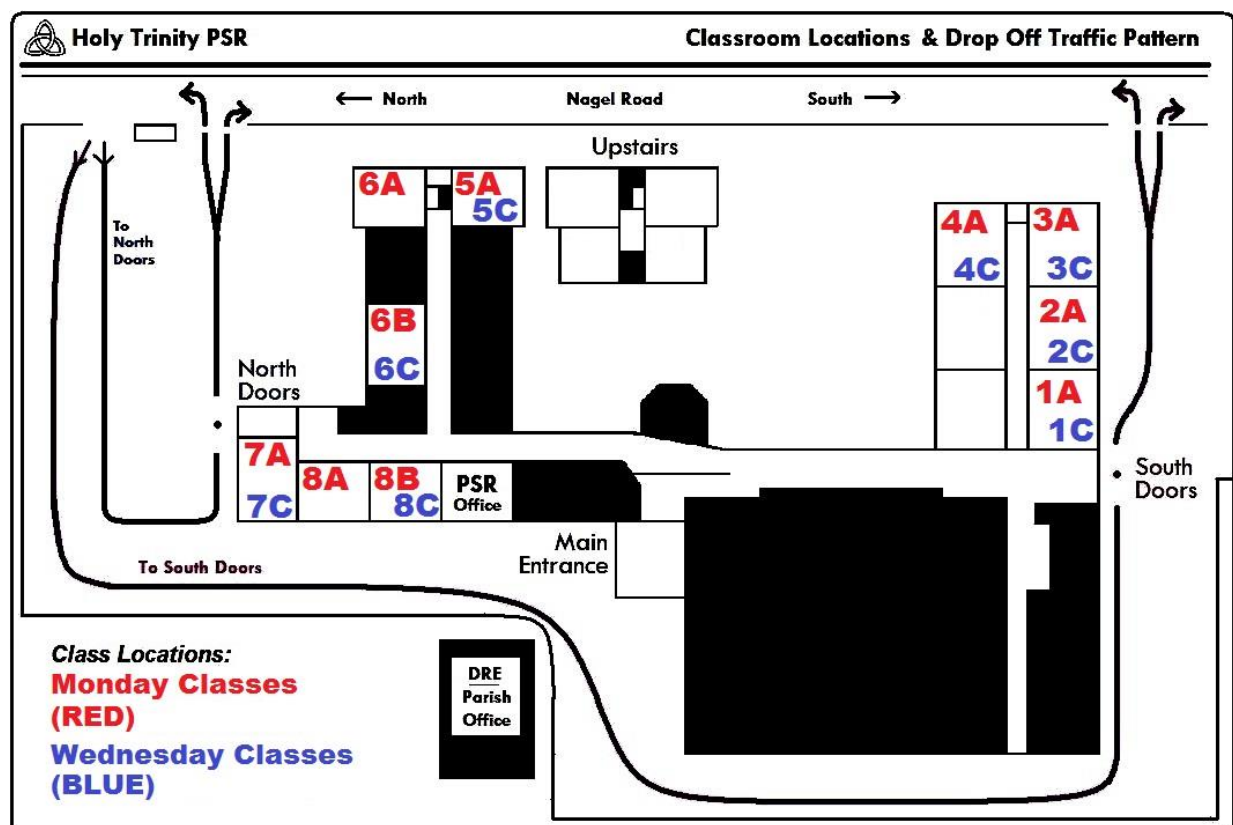
All vehicles enter the north entrance of the church parking lot. Parents enter the traffic pattern that applies as follows. Please also refer to the PSR map.

**IF YOU HAVE ANY CHILDREN  
IN GRADES 1 – 4  
DROP OFF AT THE SOUTH ENTRANCE**

**IF YOU ONLY HAVE CHILDREN  
IN GRADES 5 – 8  
DROP OFF AT THE NORTH ENTRANCE**

All your children would enter the building using the South Entrance. Grade 1 - 4 students would enter the Notre Dame wing, while older students in Grades 5 - 8 would walk to the north end of the building to their classrooms.

Grade 5 - 8 students would enter the North Entrance and proceed to their classrooms.



## Student Pick Up Procedure & Car Pool Permission Slips

For student pick up, parents are welcome to enter the parking lot of the entrance used at drop off.

Parents must park their vehicles and walk into the building to each child's classroom to get their children. Please note that older students in Grades 5 - 8 are not permitted to leave their classrooms to go get a younger sibling in Grades 1 - 4.

A written note from a parent is required at the beginning of class for all students riding home with another adult. The note must contain the child's name, the name of the authorized adult, and explicit written permission for this individual to take the child home. The note must also include the date and the signature of the parent. This is necessary for each instance. Without a note, parents will be contacted immediately by their child's catechist.

### Authorized Walkers

Parents of students who live within walking distance of Holy Trinity, about ½ mile from Holy Trinity, must indicate on their registration form their permission for their child to walk home from PSR class. Students are not permitted to leave their classroom or the school building without a parent or a responsible adult identified in writing.

### PSR Confessions

The pastor makes himself available to PSR students in Grades 3 to 8 for individual confessions throughout the year. Parents are asked to take their children to confession during regular confession times at least once throughout the PSR year.

### 2016 - 2017 PSR Calendar

<u>2016</u>	<u>MON</u>	<u>WED</u>
<b>SEPTEMBER</b>	26	28

<b>OCTOBER</b>	3	5
	10	12
	17	19
	24	26

<b>NOVEMBER</b>		2
	7	9
	14	16
	21	
	28	30

<b>DECEMBER</b>	5	7
	12	14

<u>2017</u>		
<b>JANUARY</b>	9	11
		18
	23	25
	30	

<u>2017</u>	<u>MON</u>	<u>WED</u>
<b>FEBRUARY</b>		1

	6	8
	13	15
		22
	27	

<b>MARCH</b>	6	8
	13	15
	20	22
	27	29

<b>APRIL</b>	3	5
	10	12
	24	26

<b>MAY</b>	1	3
	8	10

## **Student Discipline**

Students are expected to be respectful toward PSR staff and other students in the course of instruction. They are also expected to be good stewards of the class environment, careful to use desks and facilities with care. Students are not permitted to access desks and lockers or to use any equipment or objects in the classroom without permission.

Minor offenses that occur in the classroom will be dealt with by the Catechist. Repeated minor offenses may require a conference with parents. Major offenses are immediately referred to the DRE and a parent conference will be scheduled. Any time the offense involves a crime, threat of violence or harassment, the police and diocesan legal office will be contacted and family-based catechesis will become necessary for the student. If a student is responsible for damage to parish, school or personal property, the student will be required to make payment toward replacement of the property.

## **Dress Code**

Students are expected to arrive for class well-groomed and wearing clothing that reflects respect for their body, for others, and for our faith environment. Students are not to wear clothing that portrays distracting or profane words or images. Clothing should also be appropriate for the season and weather conditions. Specifically:

- Yoga pants, pajamas, sleeveless shirts, or pants that hang below the waist are not permitted.
- "Wheelies" are not permitted as they pose a safety risk.
- Hats are not to be worn in the building and are to be removed upon entering the building.

## **Harmful or Dangerous Materials Policy**

Students shall not bring to PSR any weapons of any kind, knives, explosive devices, alcohol, illegal drugs or drug paraphernalia, tobacco, or any item which is inappropriate or harmful, or the possession of which is prohibited by law. Electronic devices, (i.e. pagers, video games, iPods, blackberries) and collectible items of value (i.e. baseball cards or comic books) are also prohibited. Students may have cell phones, but they are not permitted to take photographs or record videos with them while on parish/school property.

The use of drugs or alcohol is prohibited on parish or school property, or during a PSR event whether it occurs on or off parish property. Students are not to possess or administer, to themselves or others, any medications while on Holy Trinity property. If students need to take medications, these should be brought and administered by a parent or legal guardian. Students with severe asthma may self-administer an inhaler only with the written approval of a parent or legal guardian and a physician as noted on the Asthma Inhaler Authorization form available from the DRE.

## **Harassment Policy**

Harassment of any kind will not be tolerated. Harassment will be dealt with as a major offense. Examples include but are not limited to: verbal or written taunting or bullying; offensive, intimidating, or hostile conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Incidents of suspected harassment are to be reported immediately to the DRE or Pastor.

Any threat to inflict harm on one's self or others is to be reported immediately to the DRE or Pastor. The police are to be notified immediately and the student making the threat is to be kept under supervision until police arrive. The parents or legal guardians of the student making the threat will be notified immediately, as well as the parents or legal guardians of any student who received a threat, directly or indirectly, mentioned verbally or in writing, as a potential victim.

Students making threats of harm will be removed from the PSR and will not be readmitted to class unless a comprehensive mental health evaluation/risk assessment [conducted by a psychiatrist/psychologist PhD] determines that the student is not, and does not pose a danger to self or others.

Relevant facts and materials will be made available to the mental health professional. Any documentation from the mental health professional concerning the student will be kept in the student's file for one year beyond the time the student is no longer enrolled before being destroyed.

## **Continuation & Advancement**

Your child's continued participation in PSR classes and advancement in grade level are contingent upon successful completion of the current year. Students are expected to be consistent in class attendance, participate actively in class, observe PSR policies and procedures, complete all coursework assigned and complete the textbook prior to advancing to the next grade level.

## **Contact the DRE**

Mailing Address: Holy Trinity Parish, Att: DRE  
33601 Detroit Road  
Avon, Ohio 44011

Telephone: (440) 937-5363  
Fax: (440) 937-0745  
Email: holytrinitydre@yahoo.com