



PSR Handbook

2017 - 2018

INTRODUCTION

The 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 home schools. It provides an hour of classroom instruction in 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 “domestic church” of the home. This is the prerequisite context for religious education and sacrament preparation.

Content and Curriculum

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 8. This series is in conformity with the Catechism of the Catholic Church. The “Called to Protect” sexual abuse prevention program is part of our curriculum as mandated by the Bishop of Cleveland.

Sacrament Preparation

Our curriculum for Grade 2 includes First Penance and First Communion preparation. Grade 8 includes preparation for Confirmation. To participate in sacrament preparation, a child’s family must be practicing the Catholic Faith, the child must have been baptized and completed the previous year in religious education.

Class Schedule

Classes begin in late September and end in early May on Monday and Wednesday evenings from 6:45 to 8 PM in our parish school building. PSR class dates are provided on the FAITH FORMATION CALENDAR.

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.

Student Preparedness

Students should arrive on time and 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.

Attendance

Students are expected to attend all PSR classes and should not miss more than three (3) classes per year.

Absences

If a student is to be absent, parents are asked to notify PSR by calling (440) 937-5363 and leaving a message on the voicemail of the DRE. When a child is absent, it is the responsibility of parents to assist the child in covering the chapter that would have been covered in class.

Communications

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

Cancellations

In the event of inclement weather or an emergency, parents will be notified of class cancellations on local TV and radio stations, and posted on the home page of our PSR website under “PSR Status”. *Please do not call the Parish Office to inquire about cancellations. Thank you.*

Change of Information

If important contact information changes during the program year, please notify the DRE of this change by calling the parish office.

PSR Confessions

The pastor makes himself available to PSR students in Grades 3 to 8 for individual confessions throughout the year. In addition to ensuring their children get to Mass on Sundays, parents are asked to take their children to confession during regular confession times at least once throughout the PSR year.

STUDENT CONDUCT

Students are expected to be respectful toward PSR staff and other students. They are also expected to be good stewards of their environment.

Students are not permitted to access desks and lockers or to use any equipment or objects in the classroom without permission.

Catechists have the discretion to handle minor offenses and to issue a STUDENT REFERRAL as needed. Repeated minor offenses may require parent contact, to include 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, volleyball shorts, pants that hang below the waist are not permitted.
- “Wheelies” and “flip flops” 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. Hoods on hoodie sweatshirts are to be pulled off of the head and not worn in the building.

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. Students are not permitted to take photographs or record videos with them while on parish/school property. 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.

Harmful or Dangerous Materials

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.

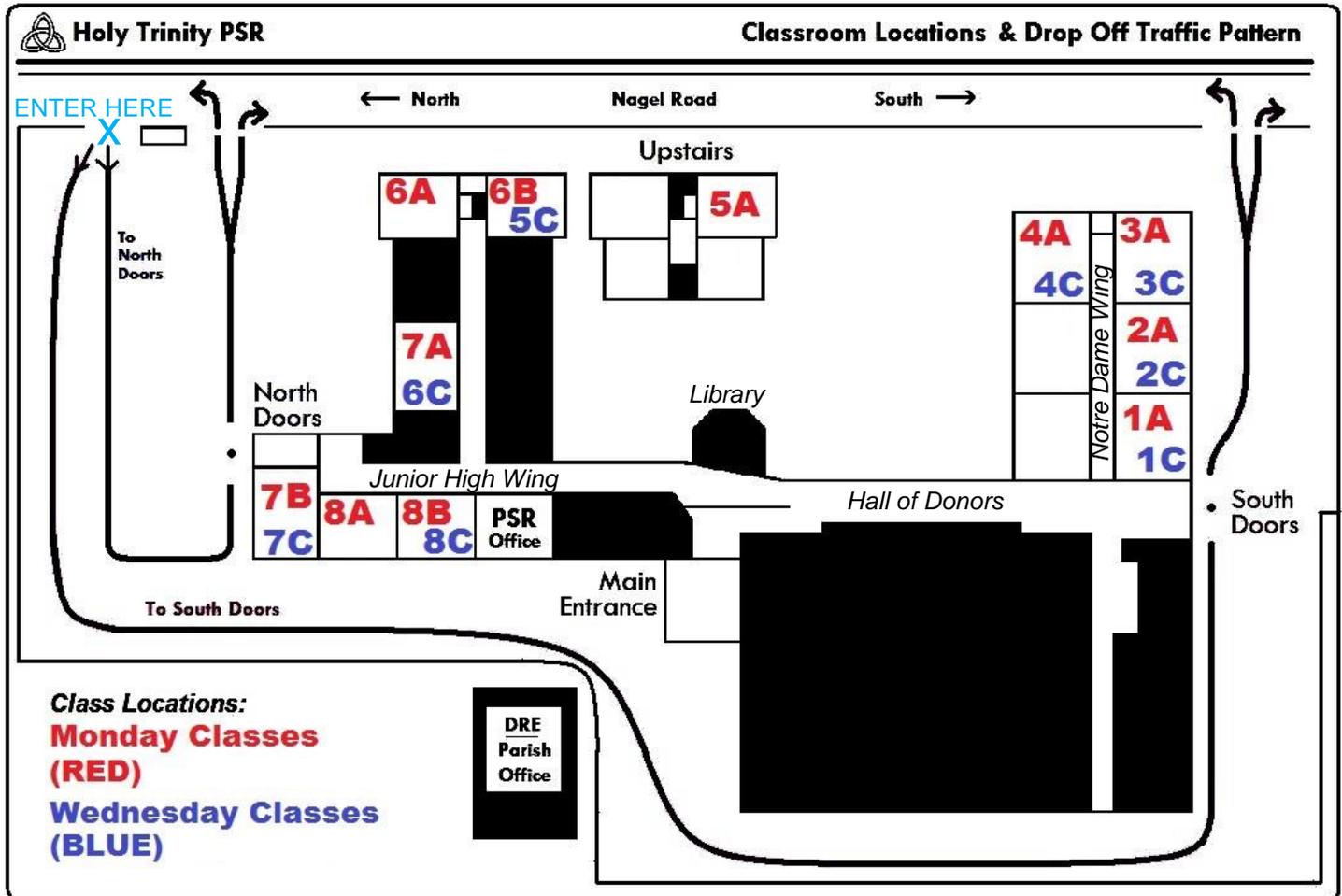
ARRIVAL AND DISMISSAL

The safety of all persons, especially our children, is our number one priority. Our policies and procedures will help ensure a safe, efficient, and well-run program.

Student Drop Off Procedure

Because we have so many students, we designate two drop off points. One at the North end of the building and one at the South end. Please follow the instructions for arrival and dismissal closely.

- ☞ All vehicles pull into the north/church parking lot entrance that is nearest the church.
- ☞ Speed limit is 5 MPH.
- ☞ **If you have ANY children in Grades 1 to 4**, even if you have older students, please follow the traffic around the building and drop off all of your children, regardless of Grade level, at the South doors as shown below. Your younger students in Grades 1 to 4 would come into the building and enter the Notre Dame wing to their class, while older students in Grades 5 to 8 would walk down the main hallway to the junior high wing. When dropping off at the South doors, children should exit the vehicle on the left side to avoid stepping in front of vehicles that might pass on the right side.
- ☞ **If you ONLY have children in Grades 5 to 8**, please enter the horseshoe traffic loop that brings you around to the North doors of the school. If traffic to the North doors gets backed up, please park and let your children walk to the door. Otherwise, traffic entering the lot will get backed up causing a traffic hazard on Nagel Road.



Late Arrivals

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.

Student Pick Up Procedure

Parents park in the parking lot nearest the doors used at drop off then walk into the building to each child's classroom to get their children.

Older students in Grades 5 - 8 are not permitted to leave their classrooms to get a younger sibling in Grades 1 - 4.

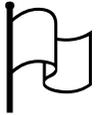
Students are not permitted to leave their classrooms to walk into the parking lot unattended to meet a parent waiting in a vehicle.

Car Pool Permission Slips

A written note from a parent is required at the beginning of class for all students riding home with another adult. This is required for each instance – a blanket note is not permissible. 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. Without a note, parents will be contacted immediately by the catechist or a staff member.

Continuation

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.



Registration Renewals

Registration for the next PSR year will begin in April. Registration renewal forms will ONLY be available during PSR hours in the school library during the months of April and May. These forms will not be sent home, and they will not be available online. **The deadline for registration renewals is June 1st.**

Volunteers

Our religious education programs would not be possible if we did not have the volunteers to staff them. Our programs need catechists, aides, substitutes, and safety/security monitors. All volunteers are required to comply with diocesan safe environment policies. If you are willing to help, please contact the DRE.

Contact the DRE

Mailing Address

Holy Trinity Parish
33601 Detroit Road
Avon, Ohio 44011

Telephone

(440) 937-5363
Fax (440) 937-0745

Email

holytrinitydre@yahoo.com

