

The Catholic Community of
Saint Paschal Baylon
Parish School of Religion (PSR)
FAMILY HANDBOOK
2015-2016



Pastor: Fr. John Thomas Lane, SSS

PSR Principals: Mr. and Mrs. George and Anna Peko
(Catechetical Leaders)

Classes are held on Monday nights from 6:45 P.M.-8:00 P.M.
From September through May

TELEPHONE NUMBERS:

Parish business office (440) 442-3410

PSR office: Ext. 107

WEBSITE:

<http://psr.saintpaschal.com>

EMAIL ADDRESS:

psr@saintpaschal.com

Parish office hours:

Monday-Friday from 8:00 A.M. to 8:00 P.M.

Saturday and Sunday from 8:00 A.M. to 12:00 P.M.

Program Philosophy

“Catechetical programs are NOT intended to supplant parents as the primary educators of their children. Parental involvement in catechetical programs is essential” (National Catechetical Directory #32)

Parish Mission Statement:

Saint Paschal Baylon is a joyful, welcoming community centered in the Eucharist. Through our prayer and liturgy, we are empowered to grow in faith, love, and service.

PSR Mission Statement:

The Saint Paschal PSR teaching staff hopes to share with you the meaning of Christian life through teaching the message of Jesus as revealed to us by God and proclaimed by the Church. It is our hope to encourage development of your family’s God given talents for service to others in building one true Christian community.

We are guided in our goals by the mandate of the Gospel and by the National Catechetical Directory issued by the Bishops of the United States.

Curriculum

Text Book Series- RCL, *Faith First: Legacy Edition*

All students in grades 1-8 receive a textbook that serves as a guide to assist instruction. It is our belief that textbooks do not ‘drive’ the course but serve as a supplement to the faith formation process.

Students in grades 1-8 explore common themes that increase in theological richness as they progress through each level. Key themes explored include:

1. an in depth study of our core beliefs, as presented by the creed.
2. an examination of our Catholic Mass and special feasts and celebrations that take place throughout the liturgical year.
3. an emphasis on living the gospel, highlighted with examples from scripture.
4. a deeper study of the importance of prayer.

Junior High Course Offerings:

Level 7 Curriculum:

Church and Sacraments

This course explores how the sacraments bind us together as a community of faith.

Morality: Life in Christ

This course leads young people to study and apply principles of Catholic morality.

Level 8 Curriculum

Jesus in the New Testament

This course invites students to explore the life and message of Jesus as passed on to us by the New Testament writers. Students will experience the power of praying the Scriptures that helps us come to know Jesus better and grow in friendship with Him.

Mystery of God

This course will provide an analysis of the creed allowing for students to explore their faith more deeply and continue to grow and deepen their Catholic beliefs.

8th Grade Notice:

As of the 2009-2010 school year, there will be no eighth grade graduation as such. Bishop Lennon is reiterating the church mandate to continue religious formation beyond the sacrament of Confirmation, stating that faith formation and the need for a personal relationship with God is a life-long pursuit. It is our hope that you will model this for your children and continue to bring them to faith formation at Saint Paschal Baylon or another church. We also encourage our students to continue to be involved in sharing their faith in the community, in the PSR program in the future, as a lector, communion minister, usher, or other ministry in Saint Paschal's community or in the larger community.

Responsibility of Parents

Parents are the primary religious educators of your children. We thank you for allowing us to participate in the Christian formation of your children. We ask for your cooperation throughout the process and thank you ahead of time for your involvement in the program.

A student's attitude towards Mass, the Sacraments, prayer, community service, and commitment to Jesus grows out of your example and your everyday family experiences. In the few hours we have at PSR, we can only hope to encourage the interest and **enthusiasm** that you can further develop and nourish in your home.

We ask that you:

1. Pray regularly. Attend Mass on Sunday, the Lord's Day. It is our obligation as Roman Catholic Christians to keep the Lord's Day holy from God's command of us. We are God's good stewards – we are called to worship and praise our God.
2. Encourage prompt and regular attendance to every class. Please review the schedule of classes and the time they are held. Students should be in their respective classrooms **five minutes** before the start of class.
3. Check with your son or daughter each week for written notices from the catechist or for letters from the principal.
4. Volunteer your services if you can. Our volunteer catechists are believing adults who share their faith through teaching our young parishioners. Consider volunteering to teach, co-teach, substitute, or simply ask your child's catechist or the PSR administrators if any help is needed.
5. Spend time reviewing what your son or daughter has done in class.
6. Stay in touch with your child's catechist.
7. Attend Adult Formation/Education sessions that our parish offers. Learn more about your faith and your church, especially through the many opportunities offered from the Parish and in the *Catholic Universe Bulletin* and our own parish bulletin.

General Policies and Fees

Registration Information:

For all those currently registered in the program, advancement on to the next level is automatic. Those parishioners who are new or have a first grader can register by picking up the appropriate forms at the rectory. Questions? Contact George and Anna Peko at 440-442-3410 x 107.

PSR fees: \$85 for 1 child, \$155 for 2 children, and \$230 for 3 or more children if paid on or before 8/1; \$95 for 1 child, \$170 for 2 children, and \$255 for 3 or more children if paid after 8/1.

Note: Refunds will not be given after September.

Polices and guidelines:

1. Each student is expected to respect the role of catechist as a representative of Saint Paschal Baylon and follow the catechist's directions accordingly with courtesy.

2. Only Christian language and behavior will be tolerated. If your child is disruptive and disciplinary action must be taken, we will attempt to handle the problem. Should the problem get worse, parents will be contacted for a meeting.
3. If a student cannot attend class because of illness please contact your child's teacher. Please do not call the PSR principals. The ultimate responsibility rests with you to arrange to have the class work made up.
4. If the weather forces the cancellation of class, it will be announced on all of the various news reporting agencies as well as on <http://psr.saintpaschal.com>. An email will also be sent out via the PSR administrators.
5. Progress reports will be sent out at the end of the year as a means of evaluating the progress of your son or daughter. Teachers have the option to send a mid-year report home; however, it is not mandatory.
6. The use of MOBILE PHONES during class is prohibited. Please be advised that while students may have phone with them during class, they cannot use them and they should not be 'seen.' Phones that become a disruption will be taken and can be picked up after class from the principal.

Sacramental Preparation

Two years of sacramental preparation is required.

First Reconciliation and First Communion

Level 2 is a wonderful year in the faith development of your child.

During the course of this year, your children will make both their First Reconciliation and their First Communion.

The important program highlights are outlined in the *Journey with Jesus* book. Please mark these important meetings on your calendar.

Sacramental preparation is a responsibility that falls on the parents.

As stated by the Bishops of the United States, "Parents have the right and duty to intimately be involved in preparing their children for the Sacraments. Parents are the primary religious educators of their children."

Sacramental preparation fee: \$40.00 (and will be collected separately by the Level 2 catechists)

Please provide all necessary information regarding baptism to the principal/catechists prior to beginning the sacramental program.

Confirmation

Confirmation is held during the eighth grade year.

It is required that your son or daughter be enrolled in PSR through the eighth grade in order to participate fully in this program.

Arrangements for Sacramental preparation are made separate from PSR through our Confirmation program. Contact George and Anna Peko with questions at 440-442-3410 x 107.

Please note students are expected to finish out the balance of their eighth grade year following the Sacrament of Confirmation.

Drop-Off and Pick-Up Instructions

The safety of your children is our number one concern.

Outlined below are the procedures to be used for drop off and pick up.

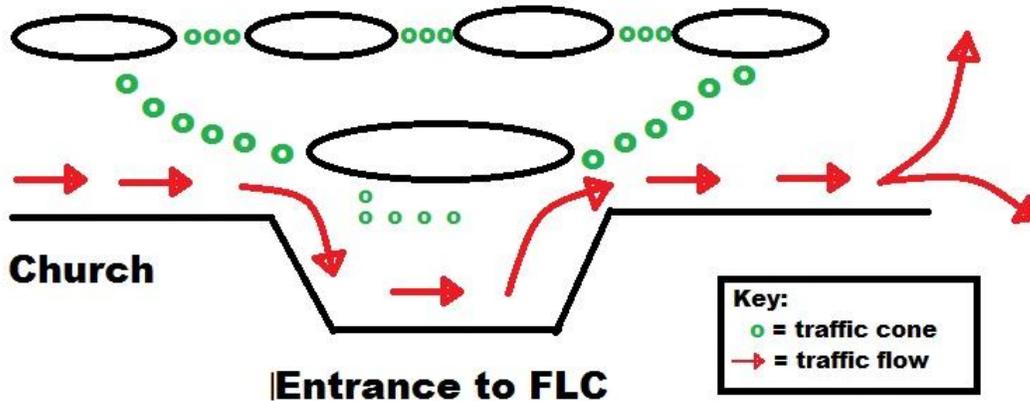
All students in grades 1, 2, and 3 should be walked into the building. Those dropping off a student in the primary grades should PARK their vehicle and escort their child in.

No child can be dropped off before 6:00 P.M. All students dropped off before 6:30 P.M. will need to report to the Julie Billiard Room until their catechist arrives.

Those dropping off a child should follow the traffic pattern established below.

Traffic is directed to flow from the Colony Road entrance. There is no longer two ways of traffic in the back parking lot. Cones will be set up to create a one way traffic flow. In order to leave the parking lot, you must drive around the back of the parking lot to get to the Colony Road exit or you can exit on Wilson Mills. If you typically enter from Wilson Mills, you will need to drive around the back of the parking lot in order to pull around to drop off your children. The very front of the Family Life Center will be available for drop off only.

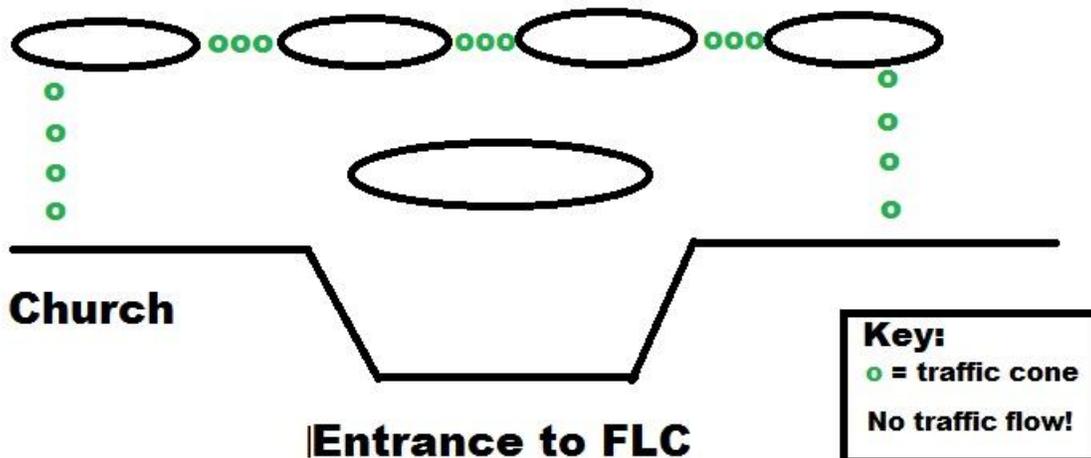
PSR Drop-Off



During pick up, the front of the Family Life Center and church is blocked off by cones. Please park and wait for your children or walk with them through the parking lot. If you park, please park in a parking spot and arrange for this to be your weekly meeting spot.

PSR Pick-Up

*Park and exit through the parking lot



Please also be aware of the speed limit as well.

The police and other volunteers will be present to assist in making this process smooth for the first couple weeks.

Late Arrival/Early Pick-Up Policy: No one will be permitted to enter the school through the green doors near the school office from 7:00-8:00 P.M. If your child is late, he or she must enter through the school office and sign-in with our safety staff. If you need your child earlier than 8:00 P.M., buzz-in to the school office and sign him/her out with our safety staff. **The green doors will be locked at 7:00 P.M. on every Monday during PSR.**

Disciplinary Actions

- 1- Issue a warning to the student (from the teacher)
- 2- Alternative writing assignment and/or sent to the office
- 3- Phone call home and/or parent conference

Notice regarding suspension and expulsion:

In severe situations as deemed by the pastor, administrator, and catechist, students may be suspended from classes for a set period of time. During this time students will be expected to complete make up work at home in order to return at the end of the period of suspension.

In the event a student brings a weapon or object that could cause harm to another, immediate expulsion from the program will take place. Please note that expulsion is only utilized for the most serious offences. Those offences include those that place the staff or students in harm.

Emergency Situations/Sheltering in Place and PSR

It is imperative that all schools have a plan of action in case of local, state, or national emergency.

The following plan will be used should an event that warrants the cancellation of classes occur.

If an emergency occurs in the community, state, or nation during the day prior to a PSR session, classes would be cancelled that evening. Tune into the local news channels, check for an email from the PSR administration, or log on to <http://psr.saintpaschal.com> for news of the cancellation.

If an emergency occurs in the community, state, or nation during PSR and there is no immediate danger, classes would finish as scheduled and the situation would be assessed for the following week.

If an emergency occurs and there was an imminent threat to the Cleveland area, the school would be locked down with entrance into the facilities through one door (rear door connected to Family Life Center). In such an event, we would ask that parents pick their son or daughter up and do so by coming to your child's classroom. Teachers have been instructed to only let students go if a parent is present.

We will implement the A.L.I.C.E. Program in response to critical incidents.

Although it is unlikely we will have to use such a plan, we hope you can see the importance in being prepared.

Questions contact George and Anna Peko at 442-3410 x 107.

Legal Matters and Parent Custody

If there is a parent/guardian other than the natural parents picking up your son/daughter, it is your responsibility to provide in writing to the administrator of PSR documentation of any legal papers and a letter explaining the arrangement. The religious education is our top priority at Saint Paschal Baylon and conflicts regarding drop off and pick up should be kept to a minimum.

School Mass Policy

We will have several school Masses during the year. Please note that students will sit with families at these Masses in order to create a truly genuine community feel to the celebration. Appropriate dress is expected and use of the Cry Room is suggested for families with young children. Please review appropriate dress and reverent behavior with your children.

Night Prayer

Once a month we gather from 7:40 P.M. – 8:00 P.M. in the church for the liturgical prayer offered by the church – Night Prayer. (This is one of the Liturgy of the Hours of the Catholic Church. Our parish also celebrates Morning Prayer, weekdays at 8 A.M. and Evening Prayer, weekdays at 4:45 P.M.) The Liturgy of

Hours is part of the fabric of your Catholic life and your family. It is also a chance for us all to come together as God's larger family and be in God's presence. The children will sit by grade in the church. We ask that you sit with your child. If you have more than one child in PSR, you can sit with a different one each month. The children will be dismissed from church on these evenings.

MEDICAL FORM

IT IS IMPERITIVE THAT AN UPDATED MEDICAL FORM IS ON FILE AT THE BEGINNING OF EACH SCHOOL YEAR. The PSR registration form also serves as both a medical release form as well as a media release form. The entire form **must** be completed with the appropriate parental signature and information submitted. THANK YOU FOR YOUR ATTENTION TO THIS IMPORTANT MATTER.

Revised August 2015

M/M George & Anna Peko
PSR Principals & Catechetical Leaders