



## **Holy Family PSR policies and procedures**

**ARRIVAL AND DISMISSAL** – See instruction sheet for details.

Parents/visitors should refrain from smoking on school premises and using cell phones. Dogs and other pets should not be brought to school unless permission is granted by Mrs. Hurtuk.

**SAFETY PROCEDURES** – The school is locked while children are in class. To be admitted to the building during class time, come to the back of the building and buzz to get in. There is a camera to see who is asking to get into the building. Building passes and further information will be sent home the first day of classes.

**CURRICULUM** - Grades K-6 use the textbook *Finding God* published by Loyola Press and grades 7&8 use several supplemental texts. In addition to the textbook, each week children spend time in prayer and studying the upcoming Sunday's gospel readings in their Bibles. For three weeks in the fall, all children receive classroom instruction from the *Called to Protect* curriculum provided by the Diocese of Cleveland. (Letters about this program will be mailed home in September.)

**SPECIAL EDUCATION CLASS** – We welcome **all** children to our PSR program. If your child has special needs, we offer individual/small group classes or inclusion in a typical classroom. The *Finding God* textbooks offer an **Adaptive Finding God** curriculum for those with special needs and can be used in a classroom with a Special Education teacher, or by the classroom teacher in a typical classroom. We are having wonderful success with this Adaptive program!

**CLASS MATERIALS** – Folders will be handed out the first day of class and should be brought to class each week. Please put your child's name on the folder. We provide pencils, crayons, textbooks and other materials for each student.

**SUBSTITUTES** - Please give the catechist your name if you can volunteer to substitute in your child's class when the catechist can't be there. Materials and a catechist's manual are provided. This is a good way to demonstrate to your child the importance you place on religious education. All substitutes must have VIRTUS training.

**DISCIPLINE POLICY** –Catechists will deal with any problems individually in the classroom. When that fails, the child will be sent to speak with Mrs. Hurtuk in the Religious Education office. If necessary, the parent will be contacted. Parents may be asked to accompany the child to class if a problem persists. If your child has a special need/disability/problem that affects his/her behavior, please let Mrs. Hurtuk know so that we can work effectively with your child. Conversations are confidential.

**IN CLASS SNACKS** – Snacks are not provided in class. If you send in a birthday treat, please put it in baggies to send home with the children. With so many food allergies, we want to be safe.

**ATTENDANCE** – It is important for every child to attend class each week. If your child is in a sport or other activity and will miss several classes, please arrange with the catechist to make up the work at home. Lessons can be easily torn from the textbooks. Short term home schooling is also available.

**SNOW DAYS** – If a snow storm occurs and it is unsafe to drive, a message will be put on WKYC Channel 3 and, if possible, on the answering machine in the religious education office – 688-6412, ext. 273. You can also check online at [www.wkyc.com](http://www.wkyc.com) or on NewsradioWTAM 1100 AM for closings. (Be careful - there is also a Holy Family in Cuyahoga County). An email blast will also be sent, so be sure you give us an email address that can be accessed from your home.

**HOME SCHOOLING** – This program is for children grades 3-8 who are unable to attend PSR during the year. Registration is required and a fee is charged to cover books, materials, and office work. I will meet in the fall and spring with parents and students to monitor the progress they are making. All videos and books in the Religious Education office are available, and I am happy to help whenever needed.

**COMMUNICATION** – Most communication will be done through email. If your email address changes, please let me know asap. Occasionally a letter will be mailed to you. Please read and keep track of all mail that comes home from the PSR office this year. It helps to have a folder where you can keep all this information together.

**ONLINE** – Visit [www.holyfamilystow.org](http://www.holyfamilystow.org) under Religious Education/PSR for any information, newsletters, registration forms, etc.

**REGISTRATION** - Registration is held in late June-late August. Forms are available in the red and white registration folders found in the church entrances and the rectory office. You can also register online at [holyfamilystow.org](http://holyfamilystow.org) and pay with a credit card. Please try to enroll your children by mid-August. It makes class assignments, teacher recruiting, and purchase of textbooks much easier and less expensive.

We look forward to an exciting, faith-filled year!

Mrs. Diane Hurtuk  
Director of Religious Education



**All are  
Welcome**