

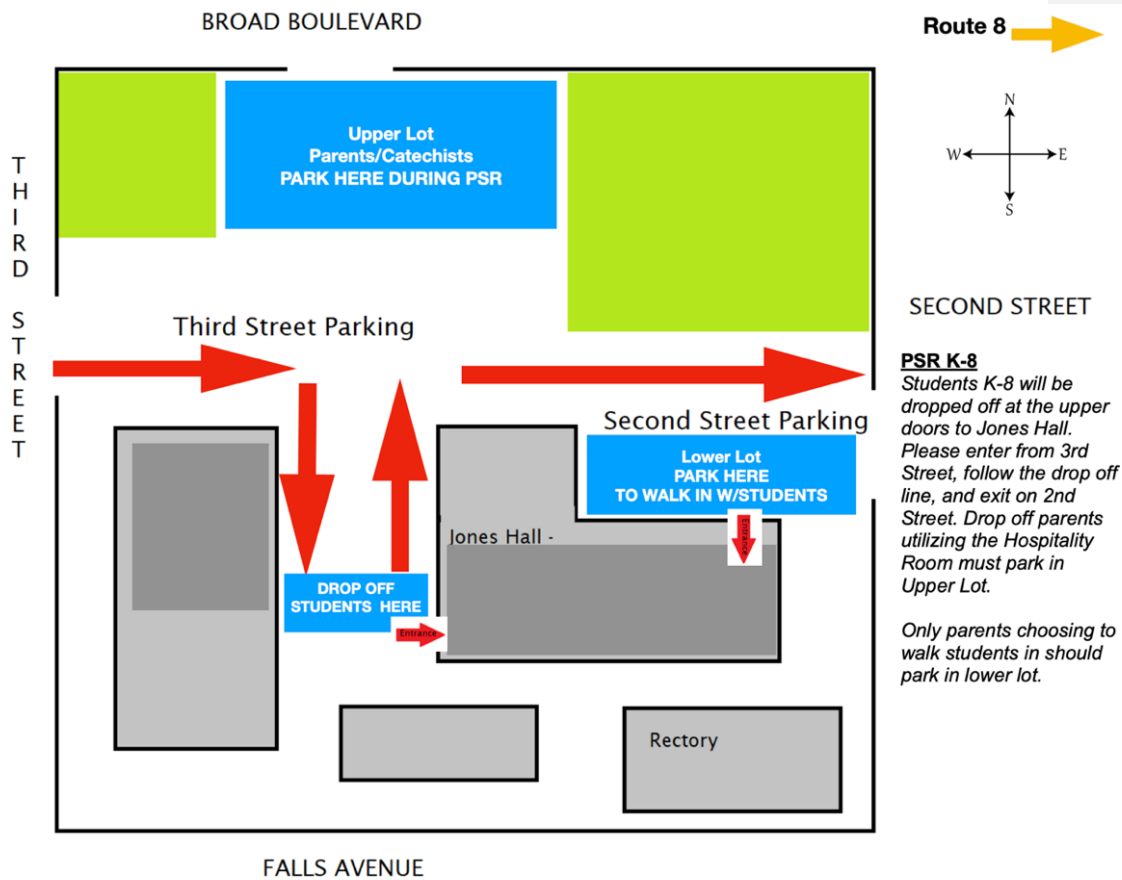


Parish Partners for PSR

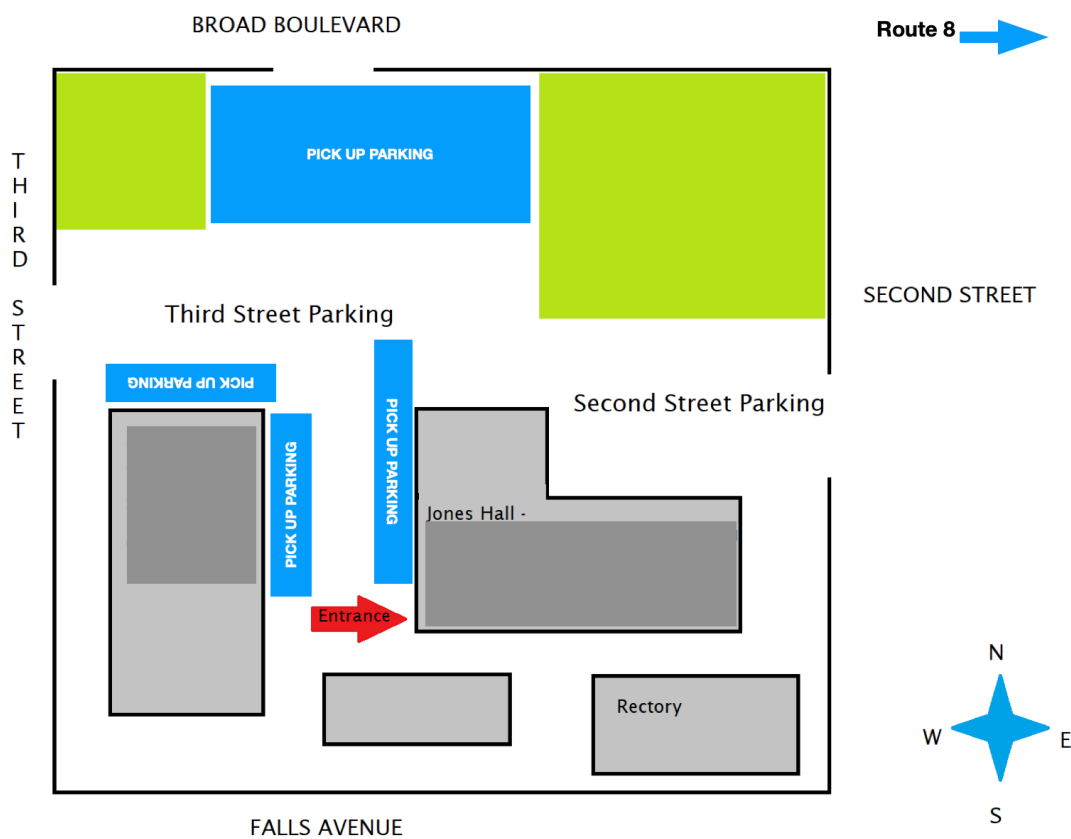
**Saint Joseph, Immaculate Heart of Mary,
Saint Anthony, Blessed Trinity**

CLASSROOM PSR HANDBOOK 2025-2026

DROP OFF - See “Arrival and Dismissal Procedures for Classroom PSR” for drop off policies.



PICK UP – See “Arrival and Dismissal Procedures for Classroom PSR” for pick up policies.



Parish Partners for PSR Staff and Pastors

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Parish Office Address
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330-928-2173

Parish Partners for PSR
Office Phone - text or
phone call
234-237-1834

Church Address
1761 2nd St,
Cuyahoga Falls, Ohio 44221

Jones Hall Address
1909 2nd St.,
Cuyahoga Falls, Ohio 44221
www.saintjoe.org

Immaculate Heart of Mary
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"Through Christ all education, within the family and outside of it, becomes part of God's own saving pedagogy, which is addressed to individuals and families and culminates in the Paschal Mystery of the Lord's Death and Resurrection. The "heart" of our redemption is the starting-point of every process of Christian education, which is likewise always an education to a full humanity. Parents are the first and most important educators of their own children, and they also possess a fundamental competence in this area: they are educators because they are parents.

In the sphere of education the Church has a specific role to play...it can be said that it is not only a matter of entrusting the Church with the person's religious and moral education, but of promoting the entire process of the person's education "together with" the Church. The family is called to carry out its task of education in the Church, thus sharing in her life and mission."

- From Letter to Families Pope John Paul II, n.16
February 22, 1994

As members of the Lord's Body here on earth, all of us play an important role in the faith formation of our children. While the primary responsibility is in the hands of the parents, the Parish Partners for Catholic Education Parish School of Religion program is here to assist you in every way possible to ensure that your children have every opportunity to grow to a mature faith in God, and an understanding of our Catholic faith.

MISSION STATEMENT

Saint Joseph, Immaculate Heart of Mary, Blessed Trinity, and St. Anthony Parishes have joined together in *Parish Partners for Catholic Education Parish School of Religion*. This PSR program will work to assist parents in their role as the primary educators of faith for their children. As we catechize the children of our Parishes in the Gospel Message and the truths of our Catholic faith, we offer opportunities for full, active participation through prayer, Word, Sacrament and service to help them grow in faith and in their relationship with God.

Class Dates and Times

Sunday Classroom PSR - This option is a traditional model, with classes held on Sundays from 11:30am -12:30pm for grades K-8. Families are also expected to participate in their choice of four *Faith! Family! Fun!* events throughout the year.

Please see www.saintjoe.org/psr for calendar and dates.

Registration, Tuition and Fees

1. New and Returning Family Information registration, Handbooks and payment information will be available starting July 21st in the Parish Office, as well as being online at www.saintjoe.org/PSR.
2. Registration will not be accepted at the door on the first day of PSR or any Sunday during the year. Please register before sending your child(ren) to class.
3. Tuition for Classroom PSR is \$75 per child and is due by August 15th. Every child is entitled to a religious education; if these fees impose a hardship, ***please contact your Parish Pastor.***

Please Note: Sacramental Preparation for Reconciliation/Eucharist and Confirmation is separate from PSR. Registration forms and fees are processed separately from PSR. Please contact your home parish for information about Sacramental Preparation.

Arrival and Dismissal Procedures for Classroom PSR

PSR K-8

Students K-8 will be dropped off at the upper doors to Jones Hall. Enter the upper lot from 3rd Street, follow the drop-off line, and exit out onto 2nd Street. Drop-off parents utilizing the Hospitality Room must park in Upper Lot. Only parents choosing to walk students in should park in lower lot.

DISMISSAL - All students will be dismissed from their classrooms. Parents/Guardians must park in the upper lot and enter through the upper-level doors to pick up their students at their classrooms. **Students will not be dismissed to parking lot.**

Please Note: Adults are welcome to stay for the duration of PSR and CGS in our Hospitality Room located on the upper level of Jones Hall. If you choose to leave, please plan to be back to pick up your PSR child(ren) by 12:30pm and CGS child(ren) by 12:45pm. Thank you!

Please see campus diagram on for Parking.

Deleted: All students in CGS must be walked in by parents/guardians. Park on Falls Avenue to walk your children into the Atrium located in the auxiliary building. *Families may choose to park in the upper level of Jones Hall and wait in the Hospitality Room.†

Cancellation of Classroom PSR, Family PSR

During the winter months, PSR classes will be held as long as St. Joseph Parish is open for Mass. **In the event PSR (Classroom or Family) has to be canceled for other reasons, an email will be sent out.**

Absences and Make Up Work

Consistent attendance at religion class is necessary for a student to achieve full growth in their Catholic Faith. Missing 1 PSR session is the equivalent of missing 5 days of school. You are encouraged to attend additional FFF opportunities in addition to the required four (4) for any missed session due to absence. After 6 absences for the year, in which a student does not complete their makeup work, or attend additional FFF opportunities, they will not receive a "complete" at their end of the year evaluation. Contact your student's catechist for work in the case of an extended absence. Parents should call or text the **PSR Office Phone @ 234-237-1834**, or email the Pastoral Associate to inform us if your child will be absent from PSR or we will call to check on your child(ren)'s situation.

End of the Year Report

This report will show attendance records and offer an evaluation of your child's completion of the requirements for the religious education curriculum for their grade level. The factors that contribute to this determination include attendance, tardiness, student participation, and the catechist's own evaluation. If your student did not fully complete the school year, this will not in any way affect your child's ability to participate in the next grade level of PSR. Your student will enroll in the next grade in the fall. Failure to complete the requirements will be taken into consideration when a child is preparing for Sacraments to assess if additional catechesis is necessary.

Expectations and Discipline

Expectations and regulations throughout the building and in the classroom are established to provide for the safety of each individual and to teach appropriate behavior. The classroom teacher will explain these expectations to the students at the beginning of the school year. As parents and primary educators of your child, we ask that you review and reinforce these expectations at home.

EXPECTATION #1 - Be Prepared

Be prepared for class - body, mind, and soul.

EXPECTATION #2 - Show Respect

Show respect t all times, by being polite and courteous. Respect the human dignity, personal space, and property of other students, families, and St. Joseph's. Inappropriate behavior including but not limited to inappropriate displays of affection, offensive language, bullying and disrespect of any kind will not be tolerated.

EXPECTATION #3 - Be Focused

Follow directions. Stay on task. Cooperate with other students, family members, other families and St. Joseph Parish Staff and volunteers. Remember why we are here - to learn together, pray together and "be Christ" to one another.

EXPECTATION #4 - Be Safe

We walk (not run), we speak in a conversational voice (no yelling), and we honor the space and rights of others. Students are to remain in the classroom unless given permission to leave. Students must stay on the school grounds until dismissed into the custody of a parent or guardian.

EXPECTATION #5 - Think "What Would Jesus Do?"

Jesus teaches us to be loving, caring, and forgiving. Our daily actions, both in and outside our sessions, should reflect seeing Christ in other people and respecting their dignity.

Discipline is first handled by the catechist in the classroom. When a student's behavior disrupts the class on a continual basis, the catechist will send the student to the PSR Principal or the Pastoral Associate. The student will have a discussion with the Pastoral Associate and either return to class or remain in the office. Parent/Guardian will be contacted in case of extreme disruption. The student's parents/guardian will be notified in writing of the student's disruptive behavior. Continual disruptive behavior will result in a conference with the student, the student's parents/guardians, the catechist, and the PSR Parish Team

PROHIBITED ITEMS

Music Players, radios, iPods or any other such item with or without a headset, cameras, laser pointers, electronic games and all toys are not permitted unless it is part of a class project, approved by the teacher. Cell phones are not permitted to be on or used during class time. Items that are being used during class will be confiscated by the catechist, turned into the office, and will be returned at the conclusion of PSR that day to a parent or guardian only.

Weapons Policy

At no time should a student possess, use, transmit, display, handle, or conceal an object that can be classified as a weapon or dangerous instrument. Also, no student shall possess, use, transmit, dispel, handle, or conceal an object that can be considered a look-a-like weapon or dangerous instrument that may be disruptive to education.

Violation of this policy will result in the notification of law enforcement and an immediate congruence with the parents.

Tobacco, Drugs, Alcohol Policy

The use, concealment, transfer, sale, possession, or buying of any controlled substance, tobacco, drug or alcohol will result in an immediate conference with the catechist or student's parents. If a child is to use a prescribed drug for the treatment of asthma, allergies or medical condition, the drug is to be kept in the PSR Office, and a note from the child's doctor must be provided describing its use and dosage. If a child carries an EpiPen, a note from the child's doctor must be on file in the PSR Office explaining why and under what condition constitutes the carrying and use of the EpiPen. With the exception of a life-or-death emergency, no child should self-medicate themselves while at PSR. Failure to follow this policy will result in an immediate conference with parents and some cases a call to law enforcement.

COMMUNICATION

In this handbook, the basic policies and procedures of our PSR program are listed. Please note that other important communications and updates will need to get to you throughout the year. Communication will be sent via email as well as the St. Joseph website. Please make sure you list an email address that you check regularly on your registration. If you have any questions, concerns, or suggestions about any information in this handbook, or any information that you receive during the year, please contact the Pastoral Associate, or stop by after PSR to speak with the catechist.

Permission to Photograph/Emergency Medical Form

By granting permission to photograph your child(ren), please note that photographs could be used in future displays and/or parish publications. You may indicate your choice on the Emergency Medical form. Also, students must have an emergency medical form filled out by a Parent or Guardian before attending PSR.

VIRTUS

VIRTUS training/fingerprinting/volunteer registration form and standards of conduct form are mandatory for volunteers 18 and older. Every catechist at Saint Joseph Parish and IHM complies with the Virtus requirements set forth by the Diocese of Cleveland. These requirements include a Virtus Training program, both FBI and BCI Background checks, reading required bulletins, and signing both the Conduct of Ministry Form Rev. 2016 and Policy for the Safety of Children in Matters of Sexual Abuse: Rev. 2016.

Please contact Jessica Plaspohl about scheduling a training session or go to www.virtus.org and register for a training session at a convenient place and time.

Empowering God's Children™

Empowering God's Children® (EGC) is a program to effectively communicate safety guidelines and principles to all children in grades K through 12th grade. It assists parents, teachers, catechists, and youth ministers in giving children and young people the increased awareness, empowerment, and knowledge they need to protect themselves from those who might harm them. It teaches them about boundaries, how to recognize boundary violations, how to respond to persons who violate their boundaries, and how to report such violations to parents, family members, and other trusted adults. The sessions are taught in the Catholic schools, in parish religious education classes, and in youth ministry sessions.

As a parent, you have the option of requesting that your child not participate in the above program. Please contact the PSR Office for an "Opt-Out" form if you do not want your child to participate in the EGC program or if you have any questions.

Role of Parents, Involvement and Support of PSR Program

Our PSR program is designed to supplement what is being taught in the home, not to take its place. Parents are vital for nurturing the faith of their children. They are the first and primary educators of their children. As cooperative participants in the program, parents should:

- Be registered members of Saint Joseph Parish, IHM Parish, or a nearby parish.
- Attend Mass with their child on Sundays and Holy Days of Obligation.
- Teach their children the traditional prayers of the church.
- Bring their child to class on time every week.
- Maintain an open line of communication with their child's teachers and PSR Office.

Your continued involvement and support of our program is vital to its success.

Contact the Pastoral Associate if you would like to volunteer for this ministry.