

## GUIDELINES

### PSR OFFICE

440-237-1032 Ext 2035

Office located on the second floor, near the 6th grade at the top of the steps of the main entrance. After 6:30 this front door will be the only door open. All other doors are locked.

### ARRIVAL

The main driveway will be "One Way Exit" on Monday evenings from 6:00pm-8:00pm. To drop off, the cars will enter Lots B and C that are "enter only". *Parent's who would like to walk their children into the building, need to enter parking lot B and park before they walk their children into the building.* Children should enter the building using all entrance doors. Children should remain outside of the classroom until their teacher arrives. Please make every effort to bring your child to class on time and to pick up your child on time.

### ATTENDANCE

When an absence is necessary (i.e. due to illness) please call the PSR office at 440-237-1032 Ext. 2035 or E-Mail (psr@saint-albert.org). Please send a note to the teacher at the next class. Excessive absence will justify make up sessions or retention in the current PSR grade next year.

### VOLUNTEERS/STEWARDSHIP

Our PSR program is gifted with the presence of many volunteers. The extra hearts and hands create an atmosphere of support and safety for our children. Every year we ask each family to volunteer one hour or more in the PSR program. Please see your classroom teacher to sign up for an evening in the classroom or program. Every time, you volunteer, please complete the PSR volunteer form and return it to the PSR office.

### DRESS CODE

All students are to follow the North Royalton school system dress code as they attend PSR classes. We ask that church attire be worn at our two celebrations of Mass. Parents are always welcome to join us at our Church celebrations.

### CELL PHONES

Cell phones are not permitted to be used in the classroom. The teacher can ask the student for the cell phone and return it to the student at the end of class.

### CLOSINGS

If the North Royalton School System is closed, the PSR program is automatically cancelled. Please do not call the Day School office or the rectory office. Please call the PSR office for a recorded message at 440 237 -1032 Ext. 2035.

### RESPECT

We encourage Christian maturity and personal responsibility both in the classroom and on the grounds. We will not tolerate lack of respect toward teachers, staff, students or parish property. The desks that are used for classes contain property of the day school students and should not be opened or touched. We too share the responsibility of maintaining order in the school building. Students who deface property that belongs to the school, church or another person will be required to pay the cost of the damage.

### SPORTS

All students who attend the Parish School of Religion are eligible to participate in the CYO sports program at St. Albert the Great. We follow the rules and regulations set forth by the Diocesan CYO Office.

*Text books are supplied. Students are required to bring their textbooks folder, pencil, and crayons to class each week. The cost to replace a lost textbook is \$20.00*

## DISCIPLINE AND CONDUCT

The first time your child's behavior is unacceptable, he or she will be corrected by the teacher and given the opportunity to improve. *If your child's misbehavior continues and makes it difficult for learning to occur, the catechist will contact the parent through a phone call or note. The catechetical leader will be notified if the behavior does not improve and a conference will take place with the parents, student, teacher and Catechetical Leader.* We desire to give each student the best opportunity to grow in the knowledge and spirit of their faith in a classroom setting, order and discipline must prevail in the building and classrooms.

## ASSIGNMENTS

Teachers do give "at home" assignments on all levels. At the upper level many teachers request lessons to be read prior to class, thus the classroom time can be utilized in discussion or other related activities. It is expected that all assignments be completed on time. Parents will be notified when a student consistently fails to complete assignments.

## REPORT CARDS/Progress Reports

We cannot totally measure your child's growth in faith. We can measure their knowledge of content, and we can also measure, to some extent, achievement in behavioral attitudinal criteria. Report cards offer the teachers a method for evaluation in these areas. All students, grades 1-8 will be given their report cards/progress reports to take home in January and May

## SACRAMENTAL PROGRAM

Students and Parents must participate in all pre-sacramental programs. If an absence of any scheduled sacramental event occurs due to a grave reason, a make up session must be scheduled with the Catechetical Leader. To be considered a candidate for the Confirmation Sacramental Program a child must complete the equivalent of seven (7) years of Religious Instruction. As a requirement for the reception of the Sacrament of Reconciliation and Eucharist, a child must have completed two (2) years of instruction (first and second grades).

## DISMISSAL AND SAFETY

- On Monday evenings, the Main Drive will be ONE WAY EXIT ONLY and right turn only. The driveway to Royalwood Road can be used as an exit at dismissal time. Thank you for being concerned for the safety of the children being dismissed from the building. Please be charitable and polite to our volunteers who are trying to assist your child. There is a need for more adult supervisors at dismissal. If you are able to help, please call the PSR office.

Please follow our rules and regulations at dismissal time.

- Dismissal for grades 1-2 will be at 7:25pm and Dismissal for grades 3-8 will be at 7:30pm.
- Parents of children in grades 1 & 2 are permitted to pick up their child in the classroom.
- Parking in the fire lane is not permitted.
- DO NOT PARK IN THE PARKING LOT BEHIND THE RECTORY. THIS IS RESERVED FOR TEACHERS AND STAFF. It is also dangerous as the children will be coming from one building to another during class time.
- Please wait for your child in the upper parking lot. We will have crossing guards stationed at the walkways to assist with dismissal.
- If your child needs to be dismissed early from class, please send a note to the teacher. Any child who is leaving early must come to the PSR office and the parent must come to the front door to pick up their child.

## Mass Attendance

Saturday Vigil	4:00PM & 5:30PM
Sundays	8:00am 9:30am 11:00am 12:30PM & 6:00PM
Confessions	Sat. 3:00PM-4:00 & 5:00PM-5:30PM Sun. 10:30-11:00am
Liturgy of the Word	Sundays 9:30am Mass (ages 3-10)