

*PSR fees for all programs:*

1 child	\$85
2 children	\$135
3+ children	\$180
Non-parishioner	\$125 per child

Payment is due within 30 days of invoice. Partial payments are accepted.

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440-526-3520

**Parish  
School of  
Religion**

**Parent  
Handbook**

**St. Basil Church  
Brecksville, Ohio**

**440-526-3520  
stbasilpsr@yahoo.com**

## 2016-17 SPECIFIC INFORMATION

### TEACHING STAFF

*Sunday Staff: - 10:30am -11:40am*

Grade 1 - Mrs. Leslie Zonfa - Room 2  
Grade 1 - Mr. Bryon Ross - Room 3  
Grade 1 - Mrs. Laurie Betlejewski - Room 1  
Grade 2 - Mrs. Julie Petras - Room 6  
Grade 2 - Mrs. Jennie Dollard - Room 5  
Grade 2 - Mrs. Karen Wolf - Room 4  
Grade 3 - Ms. Laura Jonozzo - Room 8  
Grade 3 - Mrs. Rosann Gage - Room 7  
Grade 3 - Mrs. Bethany Guzoski - Room 9

*Monday Staff - 6:30pm -7:45pm:*

Grade 1 - Mrs. Laurie Betlejewski - Room 1  
Grade 2 - Mrs. Debby Kovach - Room 2  
Grade 3 - Mrs. Cortney Bokoch - Room 4  
Grade 4 - Mrs. Caroline Mahnke - Room 9  
Grade 5 - Mr. Mark Betlejewski - Room 6  
Grade 6 - Mrs. Dottie Rule - Room 10  
Grade 7 - Mr. Erik Bewley - Room 7  
Grade 8 - Mr. Gary Kovach - Room 8

*Tuesday Staff - 6:30pm - 7:45pm:*

Grade 1 - Mrs. Sarah Szweda - Room 1  
Grade 2 - Mrs. Charmaine Ponziano- Room 2  
Grade 3 - Mrs. MaryEllen Mauser - Room 4  
Grade 4 - Mrs. Wendy Polman - Room 9

## **POLICY ON ABUSE**

Each member of the parish should consider it his or her legal and moral responsibility to report suspected abuse whenever it comes to his or her attention, regardless of where the abuse takes place. If abuse is suspected, observed by, or disclosed to a volunteer and/or paid staff member, that person should report the incident immediately by following these steps:

A report must be made to the local police department and the Cuyahoga County Department of Children & Family Services at 216-696-KIDS.

If the alleged perpetrator is a staff member or volunteer of St. Basil Parish, the Pastor or Associate must be notified, after following the above procedure.

All catechists:

- ◆ are required to read and sign off on the “Diocesan Policy for the Safety of Children” and the “Diocesan Code of Conduct”.
- ◆ need to be fingerprinted for a background check by the Ohio Bureau of Criminal Identification and Investigation.
- ◆ are required to participate in a three hour “Virtus” training program, which is designed to train catechists in practical methods, policies and procedures for parishes to prevent wrongdoing, and to ensure the continued safety of “All God’s Children.” There is also a monthly online bulletin which is sent to all staff.

## **POLICY ON HARASSMENT**

St. Basil Parish School of Religion will not tolerate harassment of any volunteer or student. Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, or hostile conduct; jokes, stories, pictures, cartoons, etc., which abuse or demean an individual or group.

## **POLICY ON DRUGS, WEAPONS, GANGS, AND AIDS**

The Diocese of Cleveland has a policy regarding the above topics. We have a copy in the Religion Office, which is available to anyone who would like to review it. Please call 440-526-3520 for further information.

August, 2016

Dear Parish Family,

This handbook has been designed to give you a general overview of the options, policies, and procedures in our Parish School of Religion. Please keep this as a reference tool for your family to use throughout their formation years here at St. Basil’s.

Our faith formation program is an extension of what parents, as the primary religious educators of their child/ren, promised to do at the time of their child’s Baptism. As members of a continuous partnership with parents, our staff is committed to enhancing the process of faith formation which has its roots in the home.

Our teachers strive to provide a caring, loving, and enthusiastic atmosphere whereby children can experience and share in God’s love. They will be involved in a variety of activities designed to broaden and deepen their Catholic faith. The texts chosen are in accord with the National Council of Catholic Bishops list of programs which are in conformity with the Catechism of the Catholic Church.

Thank you for sharing your children with us! Please make sure your child brings his/her religion text to class every week!

Mary Ann Webb  
Director of Religious Education

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### Mass Attendance

Weekly attendance at Mass is an essential part of your child's ongoing faith development. Please make every effort to attend regularly.

### Student Envelopes

Each student will receive a box of envelopes to be used when he/she attends Mass.

### Class Cancellation

If local public schools are closed because of severe weather overnight we may be closed, depending on the situation. If severe weather conditions continue/are predicted for late afternoon or evening:

- ◆ an announcement will be made at 1:00pm and sent to local television stations;
- ◆ the Religion Office will announce the closing online at the parish website, [www.basilthegreat.org](http://www.basilthegreat.org);
- ◆ a message will be placed on the PSR phone line.

### PLEASE DO NOT CALL THE RECTORY!

### Fire Safety

Fire Drills will be conducted twice a year. All students, staff, and catechists will depart the facility.

A map will be posted in each room with the preferred exit route and gathering place outside the building.

### PSR Calendar

The PSR calendar can be found as an insert in this Handbook, or on the parish website: [www.basilthegreat.org](http://www.basilthegreat.org).

## **Early Dismissal**

In the event that a student needs to be dismissed early, the parent must give a signed note to the teacher stating the reason, time, date, and student name. The child will then be sent to the Religion Office at the designated time, to be signed out by the parent.

## **Discipline Policy**

Each class will develop a set of classroom rules and consequences. Teachers are expected to handle routine discipline matters within the classroom setting. If a student's behavior or disrespectful attitude continues to disrupt learning, however, the parents will be contacted by the teacher or DRE. If a student is consistently uncooperative, private tutoring or home instruction will be arranged.

## **Health/Learning Concerns**

Each student will receive an Emergency Medical Form on the first day of class. It needs to be completed, signed by a parent, and returned promptly.

Parents of children with an IEP should notify the teacher in writing as to any special needs.

## **Sacramental Preparation**

Second graders prepare for First Reconciliation during the first semester, and for First Eucharist during the second semester. There will be a mandatory parent meeting for each sacrament.

Confirmation is celebrated in tenth grade in conjunction with the LifeTeen program for 9th-12th graders.

## **Registration Procedure**

Students new to our program can be registered with an online form, or by calling the Religion Office at 440-526-3520. Once a student is processed in our computer, appropriate re-registrations will be mailed.

Re-registration for programs offered during the school year occurs in July. Re-registration forms for the Summer Program are mailed in April.

## **PSR Fee**

An invoice will be mailed to each family upon receiving the re-registration form, listing the amount owed and the room assignments for their children. Inability to pay the fee does not make the child ineligible for our program.

## **Program Options**

### Sunday Program

Children who are 4 to 7 years of age are encouraged to attend Children's Liturgy of the Word in the Church Gathering Area during the 9:00am or 10:30am Masses.

### Grade 1-8 Classes

Students have class on Monday or Tuesday from 6:30pm-7:45pm. Students in grades 4-8 will have limited options, however, based on other programs available.

### Grades 4-8 Home Study Program

Students in these grades have the option of working at home with a parent during the school year, using the text and parent guide. They meet five times during the year on a Sunday from 1:15pm-2:30pm or Tuesday from 6:30pm-7:45pm for review and unit testing. Parent volunteers monitor the testing sessions.

### Grades 4-8 Summer Program

Students in these grades may choose a two-week, thirty hour summer program, which is offered in June, from 9:00am-12:00pm Monday through Friday. They are also expected to attend a Sunday afternoon session during Advent and Lent. This program takes the place of the weekly sessions. Registration forms are mailed in April.

### **Parking and Traffic Patterns**

Parents are asked to follow the arrows around the parking lot between the Rectory and the Education Center, and not to exceed 5 miles per hour. There will be a safety attendant in the parking lot before and after class on Monday and Tuesday. Children may be dropped off along the sidewalk by the Education Center, but must exit the car on the passenger side. Parents of primary children are encouraged to park and walk their children to the Education Center doors for the first month.

### **Arrival Procedures**

Students are to enter through the Education Center doors, and wait in the Gathering Area until the bell rings. This is the time to use the lavatory and get a drink of water. *This is a gum-free building*. The entrance doors to the Parish Center will be used for emergency exit only.

### **Dismissal Procedures**

Family or carpool members should meet at a designated spot within the Gathering Area, and exit together. Parents are encouraged to back into the parking spaces, for ease of departure. *For safety reasons, children are not permitted to enter the parking area without an adult*. Parents of primary children are encouraged to meet them in the Gathering Area or on the sidewalk outside the entrance doors.

### **Homework**

Textbooks are sent home every week. Each student will receive a folder for written homework assignments and informational fliers for parents. *Please review this folder weekly and see that it and the textbook are brought to each class session*. Homework will also include prayer memorization in the second semester.

If your child is absent, an assignment may be mailed home; it is to be completed and returned the following week.

### **Student Absence**

**Please notify the Religion Office if your child will be absent.** (440-526-3520) (stbasilpsr@yahoo.com) We will contact the home if a child has two consecutive unexcused absences. Classrooms with the highest average daily attendance will receive a reward on the last day of class.

### **Student Tardiness**

Students are to go directly to the classroom if they arrive after the opening bell, and will be marked “tardy” if more than 5 minutes late. Please make every effort to have your child here at least five minutes before the start of class.

### **Report Cards**

The first report card will be sent home with the student at the first class in January. The card is to be signed by a parent and returned to the teacher. The final report will be mailed the week following the last class. This report will include the Prayer Memorization assessment, based on the assigned items for the particular grade.