

**Saint Vivian Church
Parish School
of
Religion
Handbook**



2010 - 2011

RULES OF CONDUCT

Each teacher will communicate to the children and parent(s)/guardian(s) of his/her class the rules and consequences that are expected within the classroom.

All students are required to follow the general rules that are listed below.

1. Students will show courtesy and respect to the PSR staff, teachers, parent(s)/guardian(s), other adults, and students. This includes no unacceptable language, hitting, spitting, kicking, etc.
2. Students will respect property. This includes not taking or damaging the belongings of others, both PSR and day school students, staff, school, and church. This also includes not damaging or defacing school and/or parish property.
3. Eating in class and chewing gum is not permitted. Saint Vivian School is a smoke-free facility. Smoking and tobacco products are prohibited at all times.
4. Students are to be quiet during appropriate times.
5. No running is permitted in the halls, the classrooms, the lobby, on the grounds, or in the parking lot.

Note: Saint Vivian PSR cannot be responsible for personal property brought to class. Do not bring expensive possessions to PSR.

*Approved by the Saint Vivian Education Commission
Spring 2004*

Saint Vivian Parish Mission Statement

*“Love one another as I have loved you”
(John 13:34)*

The Saint Vivian family continues its commitment to this gospel message by:

- celebrating the Word and sharing the Eucharist in our Worship
- teaching as Jesus taught, through scripture and example
- proclaiming the gospel through service to others
- using our diversity to build and strengthen our community

Philosophy

God, our Father, has given us eternal life through His Son, Jesus Christ, by the power of the Holy Spirit, it is the mission of the Saint Vivian Parish School of Religion to share, nurture, and teach the Good News, so that our children may grow in the love of Christ.

We believe that the primary duty of providing religious education lies with the parent(s)/guardian(s), who teach by word and example. Because of this, the intent of the Parish School of Religion is to provide a structured learning experience to supplement the family. Our intent is to help children develop and expand the Gospel values learned in the family.

Saint Vivian Parish School of Religion Staff

Pastor: Father Paul Gebhardt
728-4331

Faith Formation Coordinator: Mrs. Julie Zinser
728-4339

Business Manager: Mrs. Kathy Rothschild
728-4331

Parish School of Religion Description

The Saint Vivian Parish School of Religion (PSR) offers a formal, structured program of religious education. The Preschool (3 and 4 year olds), Elementary and Junior High programs offer classes for grades Preschool to 8. These classes meet Sunday morning, mid-late September through the end of April-beginning of May. The text in use is RCL's Faith First for grades Preschool through 8. Junior high teachers (grades 7 and 8) also use a variety of instructional materials. There is a separate text by RCL for the sacraments of First Reconciliation, First Eucharist, and Confirmation.

Preparation for the sacraments of First Eucharist, First Reconciliation, and Confirmation takes place in grades 2, and 7 respectively. Saint Vivian PSR is staffed by volunteer teachers and assistants who give freely of their time and talent to bring God's word to the children of the parish.

Admission Policy

No student may be excluded from PSR solely because of race, color, religion, sex, national origin, or ancestry. We will work with parent(s)/guardian(s) of children with disabilities in every way we can.

It is understood that parent(s)/guardian(s) seeking to enroll their children in PSR are agreeable to following the regulations and policies of the PSR. Parent(s)/guardian(s) seeking to enroll children in PSR must be registered parishioners of Saint Vivian parish. Exceptions may be made on an individual basis by contacting the Religious Education Office. An additional fee is assessed for non-parishioner registrants.

Removal

Continued disruptive behavior will result in the parent being called and the child being sent home. The teacher, Coordinator, parent(s), and child will meet for a conference BEFORE the child is permitted to return to the classroom.

When a serious situation occurs, including, but not limited to, fighting, disrespect, kicking, repeated disobedience; parent(s)/guardian(s) will be called and required to remove the child from the premises. Return to the classroom is at the discretion of the Coordinator.

THE COORDINATOR HAS THE FINAL DECISION ON ALL DISCIPLINARY MATTERS. THE COORDINATOR HAS THE RIGHT TO MAKE EXCEPTIONS.

DISCIPLINE POLICY

- Positive encouragement will be used in all classrooms. Most children respond to the positive with more enthusiasm and greater cooperation than they do to the negative. We attempt to emphasize positives frequently, expecting to elicit a positive response from the students.
- Cautionary reminders will be used as necessary.
- Children need to know what they can expect from certain behaviors. Classroom and PSR rules will be clearly communicated to the students, along with the consequences for inappropriate behavior. Children will be reminded if their behavior is inappropriate, and encouraged to behave appropriately.
- For students who repeatedly disrupt classes, the following steps will be utilized:

Time Out

When positive encouragement and cautionary reminders do not result in the appropriate behavior, the child will be removed from the classroom. The Coordinator will supervise ten (10) minutes time out. When time has passed, the child will be returned to the classroom. Parent(s)/guardian(s) will be notified that this step has been taken.

Parent Notification

When repeated disruptive behavior occurs, and the time out is ineffective, parent(s)/guardian(s) will be notified that the child's behavior is hindering the learning process for himself/herself and for the others in the classroom. It is hoped that the parent will discuss the behavior with the child. The PSR and parent(s)/guardian(s), working together, can attempt to assist the child to develop an appropriate behavior pattern.

Introduction

We welcome all of our families to our parish religious education program, the Saint Vivian Parish School of Religion (PSR), formerly called CCD. This handbook is provided to you to acquaint you with the policies and procedures of the PSR. You the parent(s)/guardian(s) are the primary religious educators of your children. We need to work together to provide the best possible religious training for our children.

Role of parent(s)/guardian(s)

Saint Vivian PSR recognizes the primary role of parent(s)/guardian(s) in the religious education of their children. The PSR provides formal instruction in the doctrine, history, and traditions of the Catholic faith, in support of the parent(s)/guardian(s). In order to support the PSR, parent(s)/guardian(s) are expected to:

- Provide opportunities for their child(ren) to attend Sunday liturgies.
- Actively participate in the formal religious education of their child(ren).
- Make PSR attendance a priority.
- Cooperate with the Coordinator, teachers, and policies of the PSR.
- Notify the Coordinator/teacher if child(ren) are to be absent.
- Ensure that children complete and return homework assignments.
- Attend planned parent functions which pertain to the religious education program.
- Encourage child(ren) to participate as fully as possible.
- Ensure that child(ren) understand and obey the rules set forth by the PSR and the teachers.
- Pay tuition and fees promptly.
- The Coordinator needs to be informed by the custodial parent of the rights of the non-custodial parent.

Registration

Registration will take place in August and early September. Payment of all fees is required at the time of registration unless other arrangements have been made.

All students are considered accepted unless parent(s)/guardian(s) are otherwise notified.

Tuition and Fees

Saint Vivian PSR fees are:

One child	\$60.00
Two children	\$90.00
Non-Parishioners (per child)	\$80.00

Tuition and fees are payable at the time of registration. Anyone who wishes to make alternate payment arrangements, or discuss financial assistance, must contact the Coordinator. Every effort will be made, by the Coordinator and the Business Manager, to work with our families requesting such arrangements. Failure to pay tuition and fees on a timely basis, or to make alternate arrangements, may result in a child being excluded from class.

Curriculum

The curriculum of the PSR is based on Growing Together: Ministry to Children, the Graded Course of Study for Early Childhood and Elementary Catechetical Programs. Our basic text, RCL's Faith First, appears on the Archdiocese of Cincinnati's list of preferred textbooks. The calendar of classes meets or exceeds the minimums set forth by the Archdiocese of Cincinnati (Policy 701.04).

BUILDING RULES

PSR students are to be in their assigned classrooms, and must pass through certain corridors to reach them.

All other areas of the school building and the parish facilities are off limits to PSR students during class time. This includes, but is not limited to the church, activity center, offices, and grounds.

RESTROOM POLICY

Due to the short time period that PSR classes meet, students are encouraged to take care of restroom needs before leaving home, in order to more effectively make use of the instructional time. Restrooms are available for emergency use.

Search And Seizure

If a student of the PSR is suspected of having in his/her possession any of the following: firearms, weapons of any variety, drugs or other illegal substances, or stolen property, the administrator has the right to conduct a search. Such a search will be conducted by the Coordinator or their designee in the presence of two adult witnesses.

Individuals suspected of wrongdoing that would require a search will be asked to cooperate. If the person refuses to cooperate, parent(s)/guardian(s) will be notified to come and assist in the search. If parent(s)/guardian(s) do not cooperate, the Coordinator has the right to exclude or expel the child from the program.

If a student is found to be in possession of a weapon, or an illegal substance, the police will be called. If a student is found to be in possession of stolen property, restitution will be required. The Coordinator will determine if the situation is serious enough to require police notification.

Expulsion

Students who repeatedly disrupt classes, routinely disregard rules, and show no improvement after the steps in the disciplinary policy have been followed are subject to expulsion. parent(s)/guardian(s) will be informed in writing.

Vandalism of the school or other parish facilities, stealing, possession of firearms or weapons of any variety, possession of or use of illegal substances, are grounds for immediate expulsion.

Parent(s)/guardian(s) seeking reinstatement of students who have been expelled from the PSR may request a conference with the Coordinator and, in some cases, the pastor. Readmission will be conditional on the student demonstrating and maintaining proper conduct. The Coordinator and the Pastor have the final decision on readmission.

Textbooks

Textbooks are provided to each child enrolled in the PSR. The book(s) is (are) included in the fee paid, and become the property of the child. Textbooks will be withheld from children whose families have not paid the necessary *fee*, or made alternative arrangements with the Coordinator and/or Business Manager. Lost textbooks will be replaced; however, parent(s)/guardian(s) will be billed for the cost of the replacement.

Homework

Homework assignments are at the discretion of the teacher. These assignments present an excellent opportunity for parent(s)/guardian(s) to share in the religious education of their children. With parent involvement and support, children can gain a greater understanding of our religious heritage as Catholic Christians. The purpose of homework is to provide the student with reinforcement of material that has been presented in class, it also provides opportunities to research a particular point or question.

Records

Enrollment and attendance records for each child enrolled in the PSR are maintained in the Religious Education Office. parent(s)/guardian(s) must supply baptismal records for children not baptized at Saint Vivian Church. Records of sacraments received while enrolled in PSR are maintained in the parish office.

Parent(s)/guardian(s) may review these records if they deem it necessary. Contact the Coordinator for procedures. Records of religious instruction represent the growth of the student in his/her ability to understand and to express the teachings of the Church. They are NOT an expression of the child's growth in the spiritual life.

No records will be released to anyone without written parental permission. In cases involving divorce and/or separation, it is the responsibility of the custodial parent to notify the Coordinator of the rights of the non-custodial parent.

2010 - 2011 PSR Calendar

Classes meet from 9:30-11:00 am

September 19, 2010
September 26, 2010

October 3, 2010
October 10, 2010
October 17, 2010
October 31, 2010

November 7, 2010
November 21, 2010

December 5, 2010
December 12, 2010

January 9, 2011
January 23, 2011

February 13, 2011
February 27, 2011

March 13, 2011
March 20, 2011
March 27, 2011

April 3, 2011
April 10, 2011

May 8, 2011
May 22, 2011

Accident Procedures

When a child becomes ill, or has an accident while in attendance at PSR, he/she is sent to the Religious Education Center. If the illness or accident requires it, the child's parent(s)/guardian(s) are notified. No child is permitted to leave PSR unaccompanied, and/or without parental permission.

Parent(s)/guardian(s) must pick up, or make arrangements for the transportation of a child who is sick or injured. Because of unexpected illness and accidents, PSR maintains emergency phone numbers and emergency medical authorization on site. Emergency forms are distributed at registration.

Parent(s)/guardian(s) are to complete and return these forms immediately. Such forms are necessary because they enable us to notify parent(s)/guardian(s) and/or provide emergency hospitalization if required. Failure to return these forms may result in a child being excluded from PSR.

If your child is not feeling well, PLEASE do not send him or her to PSR, especially if you are aware that there is a lot of sickness around.

Medication

Due to the short time period for PSR classes, it should not be necessary for any child to require medication. All medicine is to be administered at home by the parent/guardian.

NO Medication of Any Kind Will Be Administered to Children by PSR Personnel under Any Circumstances.

Fire and Tornado

The PSR will follow the emergency procedures of Saint Vivian School, as posted in each classroom. Fire and tornado instructions will be reviewed with students on a periodic basis. Each class will practice a fire drill two times in the course of the year.

Aids Policy

Saint Vivian PSR follows the Guidelines and Procedures of the Archdiocese of Cincinnati for admitting and retaining students and volunteer catechists with AIDS. The PSR also follows the guidelines set forth to protect the health and safety of all when handling body fluids.

Communication

The PSR and the teachers therein will keep the parent(s)/guardian(s) informed as to its activities. A calendar of class meeting dates and times is included in this Handbook. Parent(s)/guardian(s) suggestions and comments are welcome at all times, and may be made by calling the Office of Religious Education.

Arrival And Dismissal Procedures

Arrival and dismissal procedures have been developed with the safety of the children as our primary concern. It is not our intent to inconvenience anyone. We are willing to allow for flexibility on an individual basis, but all such variations must be approved by the Coordinator.

PSR Arrival

- Children are not to arrive before 9:15 AM.
- A parent or other adult must escort the child to his or her classroom.
- No child is to be left unattended in the lobby, hallway, or classroom.
- A parent must pick the child up at the classroom.

NO CHILD (6th grade and under) WILL BE DISMISSED FROM THE BUILDING ALONE.

All children MUST be picked up by 11:10 AM.

NOTE:In situations where an older sibling may be dropping off or picking up children, notice must be given to the Coordinator in advance.

Emergency Closings

If PSR classes need to be canceled due to weather or other emergency, every effort will be made to contact each family by 9:00 AM.

NCEA ACRE (Assessment of Catechesis Religious Education)

This assessment is administered to Grades 5 and 8 in January of each year to evaluate the status of our religion program in our Parish School of Religion and Parish School. Using such an assessment annually allows our parish and school leaders to identify the trajectory of their faith education efforts and track improvements as goals and strategies are changed or refined.

Attendance and Punctuality

It is crucial that PSR students maintain good attendance and punctuality throughout the year. Religious education is sequential, each year building upon the previous year. If students are to learn about the Catholic faith and be prepared for the reception of the sacraments, it is imperative that they attend class regularly. Saint Vivian Parish School of Religion policy is as follows:

Punctuality

- Students are to be in class, ready to begin, at the starting time.
- If a student needs to leave early, parent(s)/guardian(s) must come personally to pick up their child. No student will be permitted to leave before the end of class. Notification in writing must be given to the Coordinator in advance unless there is an unforeseen emergency.

Attendance

- In event of absence, please notify the Religious Ed office at 728-4339.
- Upon return, students are required to make up all missed work
- In the event a student misses two consecutive classes without an excused absence, parent(s)/guardian(s) will be contacted.
- Any student who misses five (5) or more classes in a grade level may not have received sufficient instruction to be promoted to the next grade level. Students in grades 2 and 7 who miss five (5) or more classes may not be sufficiently prepared for sacrament reception.
- In the event of either of the above situations, a conference will be held with the teacher, parent(s)/guardian(s), and the Coordinator.
- Final decisions are made by the Coordinator, and, regarding sacrament reception, the pastor. The Coordinator and the pastor have the right to make exceptions.

Sacrament Dates

<u>First Reconciliation</u>	Wednesday, February 23, 2011 7:00 pm (Reception follows)
<u>First Eucharist</u>	May 14 and 15, 2011 at all Liturgies
<u>Confirmation</u>	Wednesday, May 18, 2011 7:00 pm (Reception follows)

Continuation

To continue as a student in good standing of the PSR, a student must come to class, follow class and PSR rules, do the work required, and have up-to-date financial standing.

Child Protection Policy

Saint Vivian PSR follows and implements the Decree on Child Protection of the Archdiocese of Cincinnati, March 31, 1993; revised 1998, revised 2003.

Complaint Procedure

Most problems are resolvable by talking with your child's teacher. In the event resolution is not made, parent(s)/guardian(s) may contact the Coordinator. An atmosphere of courtesy and mutual respect is to be maintained by all parties at all times when seeking resolution to problems.

Amendment Policy

This Handbook may be amended through the course of the year. Parent(s)/guardian(s) will be notified in writing of changes. The PSR Handbook will be reviewed and revised if necessary every summer prior to the start of another PSR year. Suggestions from parent(s)/guardian(s) as to content and changes are welcome, and must be submitted in writing to the Coordinator's office by **May 1, 2011**.

ELECTRONIC DEVICE POLICY

Electronic devices such as cell phones, pagers, beepers, iPods, and other music devices (with or without headphones or speakers) may not be used by students during instruction hours. Text messaging during class time is expressly forbidden. Students violating this policy will have the device confiscated. The device will only be returned directly to a parent or guardian.

This policy on electronic devices also extends to instructional events which take place outside of regular instruction times. This includes, but is not limited to: sacramental preparation programs, meetings, concerts, and graduation, etc. Again, St. Vivian personnel may confiscate any such devices, and the parent or guardian must request its return in person.

In special circumstances, permission may be given for the limited use of some devices, e.g. permitting mp3/iPods while on the bus for field trips. Students will be informed prior to these instances, and permission should never be assumed. Devices may still be confiscated if they are being used improperly, including the playing of music with obscene lyrics.

Thank you for your partnership in reminding our students that St. Vivian Religious Education programs exist to foster meaningful learning in a Christ-centered environment

ENTRANCE AND EXIT

PSR classes are held in the elementary wing of St. Vivian School. Parents may park in either the front or rear parking lot. Please enter the building through the breezeway, then go through the school doors.