

OUR LADY OF



es Catholic Church
5th Street
Ohio 43040
44-6020

PARISH SCHOOLS

Handbook

ES CATHOLIC CHURCH

L OF RELIGION

5th Street
Ohio 43040
~ Fax: 937-644-3297
olol.cc

tor
Kavanagh
gious Education
Daniel
rohio.com

ASS SESSIONS

00-11:20 am
00-7:20 pm
5:00-7:20 pm

OF STUDIES

f Religion uses the *Alive in Christ*
day Visitor for grades 1 through 8.
m is found to be in conformity with
h, and meets the requirements for
ly as set forth by the Diocese of
and Blessed are used for

cepts students without regard to

nsfer form completed by the
ector or principal. If registering for
udent's Baptismal Certificate must

color, age, religion, disability, or national origin.
employees and volunteers must be based on

Sexual harassment also includes the taking of
personal or other action on the basis of a per
overtures. No person should so much as imply
submission to welcome sexual activity will hav
employment, assignment, compensation, ad
evaluation, participation in parish programs o
employment or achievement.

Not all physical conduct is necessarily consid
hugging a student after an accomplishment,
with an injury or physical conduct during athle
conduct. However, peer-based sexual harass
the harassing conduct creates a hostile enviro

Any person who believes that he/she is subje
must contact the (a) program administrator, (

(c) diocesan director of religious education. A
event that an individual alleges harassment b
individual may file the complaint with the dio
complaints will be promptly investigated, and
advised of the outcome of the investigation.

Where it is determined that harassment has o
immediate disciplinary action against any pro
engaging in harassment. The response shall t
circumstances. Such action may include, dep
measures up to and including termination of s

No retaliation against anyone who reports ha
prohibits such retaliation and will take appro

accrues more than 3 unexcused absences, the student will be asked to repeat the school year.

Behavior is expected at all times. Incidents will be handled by the catechist or aide. Serious behavioral problems will be referred to the principal. After a discussion about the problem, the student will return to the classroom. If the student is referred a second time, parents will be contacted about the student's behavior, and the student will be referred to the director, the student will be removed from the classroom without a parental conference.

PROPERTY

All electronic equipment must be turned in at the beginning of unified activities. Any device used during activities will be returned to the student after the activity.

Parental judgment will be used to determine the best action for the welfare of your child. The emergency contact listed on the registration form is the best number to reach that person in administering basic first aid (i.e., CPR, bandaging) or other action or the dispensing of medication. This is not permitted by law. Students are also responsible for any special circumstances that exist during the school year of Religious Education.

Parents are asked to offer appropriate catechesis for all children. If your child has special needs, please contact Religious Education or indicate this on the registration form.

CODE OF CONDUCT

- Volunteers work collaboratively with the pastor and the parish in ministry.
- Volunteers faithfully represent and practice the values and integrity in word and action.
- Volunteers are competent and receive education and training for their role(s) and responsibilities.
- Volunteers respect the diversity of spiritualities and traditions. Their own personal form of spirituality is normative.
- Volunteers recognize the dignity of each person and do not engage in behavior that are disrespectful of anyone or any group.
- Volunteers serve all people without regard for race, ethnicity, status, socioeconomic status, or political beliefs.
- Volunteers act to ensure all persons have access to the opportunities they require with particular regard for persons with disabilities.
- Volunteers are accountable to the pastor or parish council.
- Volunteers are called to serve the faith community with integrity, conscientiously, zealously, and diligently.
- Volunteers exercise responsible stewardship of the parish's resources to the highest standards of integrity regarding fiscal management.
- Volunteers respect confidentiality.
- Volunteers adhere to civil and ecclesial law and report the neglect, suspected abuse or violation of the Code of Canon Law or to a third party.
- Volunteers support the rights and roles of parents and the concerns of minors.
- Volunteers are aware they have considerable responsibility in their ministerial position. Therefore, they will sustain respect for the dignity of the position and avoid manipulation and other abuses of power. Power is not to be used between an adult volunteer and a minor or between a minor and another minor.
- Volunteers model healthy and positive behavior and do not use alcohol and/or controlled substances for or during ministry.
- Volunteers are aware of the signs of physical and emotional neglect.
- Volunteers are aware of their limitations with respect to medical care and make appropriate referrals.
- Volunteers are aware of and comply with all diocesan policies with special attention to safety, confidentiality, parental permission, and medical emergency procedures.

ation for the sacraments, please

VOLUNTEERS

That all parish volunteers (age 18 or children, including catechists, childcare providers, scout leaders, Protecting God's Children class and a completed before starting service as a n for the Protecting God's Children at www.virtus.org. Please inquire at

ents to be involved in the formal . Assistance is needed in all areas could contact the Director of fice. Please note that our parish l parish activities involving youth.

o conducted at the beginning of currently serving the parish who und check.

volunteers at another parish in the ound check is not necessary as long nd new positions is less than ten ent to the new parish by the prior equest that a copy be sent, and it ious parish.

kground check completed in the onnected to the Diocese within the e process. They will need to tification and Investigation (BCI&I) check sent to us.

king and maintaining accurate ers. All reports will be kept

DISMISSAL

To insure the safety of all students, **Pre-K through 3 must come into the**

- Parents with students in grades card. **This card will be needed to** not be released to an unfamiliar
- Pre-K through 3rd grade student classrooms, unless parents are i
- Grades 4-8 will be dismissed from

Please use extreme caution in the p pickup times. For increased safety, i through the parking lot in designate

EARLY DISMISSAL

Any requests for an early dismissal r Director of Religious Education. Stu class will be marked absent. If extra PSR attendance, students will be rec School Program. (Home School Prog 7, and 8)

When a school Mass is scheduled, n leave the church once Mass has beg only after the Recessional.

All students will remain in their pew permitted to leave until a parent co

CANCELLATION (rev. Jan. 2015)

A Level 3 Snow Emergency or lack o

*If at any time a decision t
communication to our webmaster
is immediate, and communi
closely follows. Signs are th
Finally, every attempt to rea*

the parish office, following
any student wishing to register must

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00

Non Sacramental Fee: \$30.00
(registration fee, no family max)

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Lourdes who have children of PSR
classes. If you have financial
needs can be made. Please contact
Religious Education at the parish office.

For parents wishing to conduct their
classes at home for all students
preparation (grades 1, 2, 7, and 8). The
program to be implemented, and regular
for classes in your home.
The program is a great responsibility.
It will be conducted with each home
in accordance with the requirement that completed
weekly. Materials and a syllabus will be
provided in September, upon enrollment.
For Home School Program, please
contact Religious Education.

SACRAMENTAL PREPARATION

At Our Lady of Lourdes, students in
First Reconciliation and First Communion
who are older may receive Confirmation. **All
Sacraments must complete two years**

Students entering 7th grade must take
enrollment if they have not completed
between grades 3 through 6 and older
and interviewed to determine course
preparation. Please see the Director's
details.

PARENTAL INVOLVEMENT

The National Catechetical Directory
expects parents to be actively involved
catechists of their children, catechists
as an example and instruction. Their active
readiness to seek opportunities to share
frequent and spontaneous prayer, a
profession of faith.

All parents are expected to:

- Be true to the promises they make
a commitment to nurture the religious
life.
- Attend Mass regularly on Sundays
children from the early years on
a family.
- Discuss with their children the lessons
them with any work that is brought
home.
- Communicate any questions or concerns
to the director.

SACRAMENTAL PARENT MEETINGS

Parents of those students preparing for
the sacraments are required to attend **all** scheduled sac
These meetings are necessary for the
important dates, deadlines, expectations
any questions that may arise. Dates
for meetings will be provided to all those