

PARENT HANDBOOK  
2011-2012  
Saint Catharine Parish Religious Education  
500 S. Gould Rd.  
Columbus, Ohio 43209  
614-231-4509

PASTOR  
Fr. Michael J. Lumpe

COORDINATOR OF RELIGIOUS EDUCATION  
Mrs. Chris Schleicher  
[chriss@stcatharine.com](mailto:chriss@stcatharine.com)

PARISH WEB SITE  
[www.stcatharine.com](http://www.stcatharine.com)

Welcome to the Religious Education program at Saint Catharine Parish. We believe parents, by their example and guidance, are the primary teachers. Religion classes support the parents by providing a formal learning situation and by offering opportunities for peer group and community expressions of faith. Our education approach is a three-fold format offering MESSAGE, COMMUNITY and SERVICE.

## **REGISTRATION/TUITION**

Families **MUST** be registered members of St. Catharine Parish to participate in the Religious Education Program. New students may be registered by calling the parish office at 231-4509 or by visiting the Religious Education Office in the school lower level on any Sunday of class from 9:00 to noon.

TUITION for the 2011-2012 School year is \$100 per child.

The tuition covers the cost of the program. All of the items your child/ren will use during the course of the year, including textbooks, activity books, sacramental preparation books, all supplies, handouts and audio-visual items are included. There are no extra fees. Lost textbooks must be replaced at a cost of \$15.

## **CODE OF BEHAVIOR**

Students are expected to respect the rights of others, respect the property of others and work cooperatively with peers and teachers at all times.

Teachers will make every effort to discipline positively, encouraging a child to improve his/her behavior if necessary. Repeated problems will result in the student's removal from class and a conference with parents.

## **ATTENDANCE**

All students are expected to come to class with all necessary books and completed assignments. Students are expected to attend classes regularly and to miss class only when there is serious reason.

## **CLASS TIMES**

Class times are as follows:  
Preschool – 8<sup>th</sup> grade 9:30 – 10:45 am Sundays

Classes begin promptly at 9:30.  
Please make every effort to have your child/ren there on time.

## **VOLUNTEERING**

Our program depends on dedicated volunteers. All volunteers working with students must have a background check and take the Protecting God's Children class before being allowed in the classroom. We are always in need of volunteers for sacrament receptions , office help and teacher's aides. Please see the Volunteer Request mailed to each family to see how you can help.

## **INCLEMENT WEATHER**

If class needs to be cancelled due to weather emergency, teachers will notify parents. The youngest child in the family will be called.

## **CALENDAR**

### **SEPTEMBER**

11 Class #1  
18 Class #2  
25 Class #3

### **OCTOBER**

2 Class #4  
9 Class #5  
16 Class #6  
18 2nd gr. Parent mtg. 7:00 pm gym  
23 Class #7  
25 8<sup>th</sup> gr. Parent mtg. 7:00 pm gym  
30 Class #8

### **NOVEMBER**

6 Class #9  
13 Class #10  
20 Class #11  
27 NO CLASS

### **DECEMBER**

4 Class #12  
11 Class #13  
18 NO CLASS  
25 NO CLASS

## JANUARY

- 1 NO CLASS
- 8 Class #14
- 15 Class #15
- 22 Class #16
- 29 Class #17

## FEBRUARY

- 5 Class #18
- 12 Class #19
- 19 Class #20
- 25 **First Reconciliation 10:00 am**
- 26 Class #21

## MARCH

- 4 Class #22
- 11 Class #23
- 18 NO CLASS-Spring Break
- 25 NO CLASS-Spring Break
- 27 Confirmation practice 6:00 pm

## APRIL

- 1 Class #24
- 8 NO CLASS EASTER
- 14 **Confirmation 5:00 pm**
- 15 Class #25
- 22 Class #26
- 24 1<sup>st</sup> Communion practice 6:00 pm church
- 29 Class #27

29      **1st Communion 2:00 pm**

MAY

6      Class #28

6      May Crowning after 11:00 Mass

## **SACRAMENTS**

### **1<sup>st</sup> RECONCILIATION**

The sacrament of Reconciliation is received for the first time in second grade prior to receiving 1<sup>st</sup> Communion. Parent involvement includes assignments with their second grade student and attendance at the parent sacramental preparation meeting.

A required parent session will be held on Tuesday, Oct. 18 in the school gym..

We will celebrate the sacrament of First Reconciliation on Saturday, February 25 in the church at 10:00 am.

## **Important Dates- Reconciliation**

Tuesday, Oct. 18	Parent sacrament mtg 7:00 pm school gym
Saturday, Feb, 25	First Reconciliation 10:00 am church

## **FIRST COMMUNION**

In order for a child to receive First Communion, they must have had at least one year of religious education prior to 2<sup>nd</sup> grade. **They must also be attending Mass on a weekly basis.** Parental support is a critical part of a child's preparation. Parent involvement includes attendance at the parent meeting Oct. 18 and reviewing the lesson every week.

## **Important Dates**

Date TBA	Mini-retreat for parent & child 9:30 -11:30 undercroft
Tues. Apr. 24	1 <sup>st</sup> Communion rehearsal 6:00 pm in church
Sunday, Apr. 29	1 <sup>st</sup> COMMUNION 2:00 pm pictures at 1:30

## CONFIRMATION

Confirmation preparation is a two year program usually given to students in grades 7 & 8.

A one year service requirement begins in January of 7<sup>th</sup> grade. Parental involvement includes attendance at sacramental meetings. A full calendar of activities and deadlines will be given at the Confirmation meeting on Oct. 25<sup>th</sup>.

### **Important Dates**

Tuesday, Oct. 25	Parent mtg. 7:00 pm gym
Tuesday, March 27	Confirmation rehearsal 6:00 pm church
Saturday, April 14	CONFIRMATION 5:00 pm

## **POLICIES – DIOCESE OF COLUMBUS**

### **FINGERPRINTING/PGC**

All catechists, aides and chaperones are required to have a criminal background check, fingerprinting and attendance at “Protecting God’s Children” seminar.

### **PARENTAL PARTICIPATION**

Parents must be welcome to participate and be present in all activities for children and youth sponsored by the parish. While efforts should be made to create an environment where children and youth are comfortable expressing themselves, “..the right and duty of the parents to educate their children are primordial and inalienable.” (CCC 2221)

Parents should never be denied the right to observe programs in which their children participate.

### **HARASSMENT POLICY FOR THE COLUMBUS DIOCESE**

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a

socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

2. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment in all programs and activities, free of all forms of harassment and intimidation. No participant, volunteer adult leader, or parish staff member-male or female-should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual or gender-based nature;
- Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;

- Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature- it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comment or behavior which are based upon race, color, age, religion, disability. Or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or

submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling an adolescent with an injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, youth participant, or visitor to the parish activity.

5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact the (a) program administrator (b), or (c) diocesan director of religious education. A complaint must be filed in writing. In the event that an individual alleges harassment by a director of religious education, or a pastor, the individual may file the complaint with the diocesan director of religious education. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measure up to and including termination of service.

7. No retaliation against any one who reports harassment will be tolerated. The diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.