

ST. ANDREW PARISH SCHOOL OF RELIGION
PARENT HANDBOOK

KINDERGARTEN THROUGH 8TH GRADE

4081 Reed Road
Columbus, Ohio 43220
(614) 451-2855

RELIGIOUS EDUCATION OFFICE

OFFICE HOURS

9:00 A.M. -3:30 P.M

MONDAY THROUGH FRIDAY

DURING THE SCHOOL YEAR

(Closed when St. Andrew School is closed)

STAFF CONTACT INFORMATION

Suzie Emsweller – Director of Religious Education 614- 451-2855 x 304

Sally Shough – Administrative Assistant 614- 451-2855 x 141

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YOUTH MINISTRY

Andrew McClymont, 614-459-1402 ext. 1

Bryce Eck Center

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**Parents** are the first teachers of their children in the ways of faith. In Baptism, parents accept the responsibility of training their children in the practice of the Faith and to make it “their constant care.” As stated in the Rite of Baptism (n. 120), parents are to see that “**the divine life which God gives them [their children] is kept safe from the poison of sin, to grow always stronger in their hearts.**”

**Brothers and sisters of the child** share in this responsibility of handing on the Faith. Siblings, especially those who have been fully initiated, assist the parents by their good example. This family catechesis precedes, accompanies and enriches all other catechesis (CT 68).

**The entire family** is to deliver the Gospel to each other daily in word and deed, filled with love and respect: “**For this reason the family home is rightly called the domestic church, a community of grace and prayer, a school of human virtues and of Christian charity**” (CCC 1666). The family is nothing less than a sign and image of the Father, Son, and Holy Spirit, the Trinity, for our unbelieving world (CCC 2205).

## WELCOME

Welcome to St. Andrew Parish School of Religion (PSR). This Parent Handbook is to provide you and your family with a brief overview of:

- St. Andrew PSR Program Grades: kindergarten - 8<sup>th</sup> grade.
- The scope and sequence of PSR classes Grades: kindergarten - 8<sup>th</sup>.
- General procedures used to keep weekly catechetical classes running smoothly and safely.

## PHILOSOPHY

Parents, by their daily interactions, example and guidance, play the primary role of teacher in the life of their children. St. Andrew Religious Education classes are designed to support families by providing age-appropriate, meaningful and formal learning classes while teaching the four content standards of Catholic faith through: **1) What we believe-** catechetical teaching, **2) How we worship-** liturgical celebrations, **3) How we live-** sacraments, communal witness, and various service opportunities, and **4) How we pray-** learning important Catholic prayers and devotions.

## DIOCESAN GRADED COURSE OF STUDY

The Catholic Diocese of Columbus – Department of Religious Education and Catechesis has implemented the *Graded Course of Study* within the Columbus Diocese to help ensure that the **core beliefs** of the Catholic faith are taught in a systematic and age-appropriate way.

The Graded Course of Study is based on the six tasks of Catechesis: Promoting the Knowledge of the Faith, Promoting the Knowledge of the Meaning of the Liturgy and Sacraments, Promoting Moral formation in Jesus Christ, Teaching the Christian How to Pray, Preparing the Christian to Live in Community and to Participate in the Life and Mission of the Church, and Promoting a Missionary Spirit that Prepares the Faithful to Transform the World.

It is the purpose of the Religion Course of Study to provide the overall curriculum for the instruction and formation of young people from preschool through grade 12 in Catholic Schools, parish schools of religion and youth ministry throughout the diocese.

Teachers and Catechists are expected to be guided by the curriculum, using various textbooks and supplemental materials as needed. All textbooks are approved by the Bishops and the Diocesan Office of Religious Education and Catechesis.

## **THE CATECHESIS OF THE GOOD SHEPHERD – RELIGIOUS FORMATION PROGRAM**

This program is offered as a supplement to the standard religious education program in the Parish School of Religion (PSR). Children in grades 1 - 3 registered in PSR spend a portion of their time in the Atrium as part of their religious formation. The program is also the only one offered for children in kindergarten at 10:15-11:30 a.m. on Sundays during regular PSR times. This is considered part of the PSR program.

The Atrium offers a prepared environment between the classroom and the church. It contains many three-dimensional, attractively crafted, age appropriate, concrete materials closely linked to scripture sources and liturgical life, which invite children to explore, deepen and prolong their experience of God freely and at their own rhythm and pace.

The catechetical approach in the Atrium is one that is more *formational* than instructional and is based on the research and teachings of Dr. Sofia Cavaletti, a Hebrew and Scripture scholar in Rome, who in collaboration with Gianna Gobbi, developed a Montessori-based catechetical method which incorporates scriptural scholarship and studies; Roman Catholic liturgy and doctrine; and contemplative prayer forms- all suitable to a child's developmental needs.

The Catechesis of the Good Shepherd is based upon the belief that young children can and do experience God. The environment in the Atrium is created to honor the profound spiritual capacities of the child while proclaiming the Gospel. This design helps to nurture and develop the child's ability to hear and respond to the Spirit of God.

Those who assist in this catechetical program – both catechists and aides:

- Recognize that young children possess great religious capacities, and as we seek to really listen to them, children can teach us adults and help us to draw closer to God.
- Believe the encounter between God and each child is unique and deeply personal.
- Understand one's role to be that of opening the great storehouse of the church's riches (scripture and liturgy) to children so that they may have the tools for reflection and response.
- Trust the images of scripture to speak to all ages in all times.
- Acknowledge that opening the heart of a child to the hidden reality of God is the work of the Holy Spirit.

## **ELEMENTARY AND MIDDLE SCHOOL PSR**

St Andrew Parish School of Religion (PSR) classes are held on Wednesdays and Sundays. Grades 1-5 meet on Wednesday afternoons from 4:30 – 5:45 p.m. Classes for grades 6, 7 and 8 are held on Sunday evenings from 6:45 – 8:00 p.m. Our PSR program is designed to impart knowledge of the four content standards of Catholic faith: God’s Revelation in Sacred Scripture, God’s Revelation in the tradition of the Catholic Church, Catholic sacraments, liturgy and prayer, and our baptismal call to dignity, relationship and service. Each grade level curriculum is comprised of age-appropriate, meaningful, formal and experiential learning opportunities. Formal catechetical teaching imparts knowledge of our faith tradition. Celebrating liturgies and sacraments together as well as the use of various other prayer forms, music, communal sharing and witness and service opportunities help to form and deepen our children’s relationship to God the Father, Son and Holy Spirit. Those involved in our program are committed to continually honor, prepare for, initiate and strengthen a young person’s response to God’s unconditional love. In saying “yes” to God’s call our students will become true disciples in the work of building God’s kingdom.

## **ELEMENTARY AND MIDDLE SCHOOL RELIGION TEXTBOOKS**

The religion textbooks used in St. Andrew’s PSR program have been chosen because they adhere to authentic Catholic teaching as approved by the United States Conference of Catholic Bishops and because they follow the Diocesan Graded Course of Study, thus presenting a solid and sequential program of study.

PSR grades 1 – 8 will be using the *We Believe Series* published by Sadlier Publications. These texts are based on the *Catechism of the Catholic Church* and the spirit of the *General Directory for Catechesis*. They are approved by the United States Council of Catholic Bishops and the Diocese of Columbus. The texts are also correlated to the Columbus Diocesan Course of Study. The texts have been chosen because they adhere to authentic Catholic teaching and they provide a sequential program of study.

**[www.WEBELIEVE.com](http://www.WEBELIEVE.com)** As part of an ongoing commitment to families, William H. Sadler, Inc., offers a web-based support system. Parents can log on and find more reflections for their own use and a continually changing bank of home-based ideas, activities, and resources, that build, support and enhance family faith.

Specialized texts for sacramental preparation will be used in second grade to prepare children for First Reconciliation and First Eucharist and in eighth grade to prepare students for Confirmation.

## POLICIES AND REGULATIONS

1. Students are expected to attend classes regularly and to miss class only when there is a serious reason. Students must complete 2/3 of the class to receive a certificate of completion. Arrangements can be made with the office for make-up of any classes missed.
2. All students are expected to come to class with all necessary books, pens/pencils and completed assignments.
3. Folders will be provided for each child and should be used to bring to class and take home from class any and all correspondence from PSR classes.
4. Students should be dropped off not more than 5-10 minutes before class begins and picked up immediately after class ends. Please see **Traffic Pattern Map** enclosed.
5. Disrespect toward regular or substitute teachers, other students or property, including that of the students in the day school, or any inappropriate behavior or language will not be tolerated. Parents will be contacted immediately.
6. If U.A. schools have cancelled school for the day, PSR classes will also be cancelled. Should a late day storm arrive, check your email or call the Religious Education Office at 614-451-2855.
7. Cost to replace a textbook is \$25.00 for each grade level. Textbooks will be kept at school and will be used in succeeding years in PSR.
8. **Children are to be enrolled in and attending PSR for at least one year before second and eighth grade in order to be eligible to receive the sacraments. Only those new to the parish will be permitted to enroll in PSR for the first time at the beginning of a sacrament year.**
9. Service projects for the PSR program will be approved by Mrs. Emsweller and then coordinated with each classroom teacher.

## **HOME SCHOOLING**

It is possible to arrange for home schooling in religion if the class times are such that it is impossible for your child to attend. Sometimes parents also need to home school different years for various reasons.

Contact the Director of Religious Education if you are thinking about home schooling. You will be provided with approved materials to use in the process. Completed assignments must be handed in to the DRE periodically, usually at the time individual meetings are scheduled with the DRE.

The fee for homeschooling is \$100.00 per year. Parents are responsible for the cost of the textbooks and other materials that may be used for home schooling.

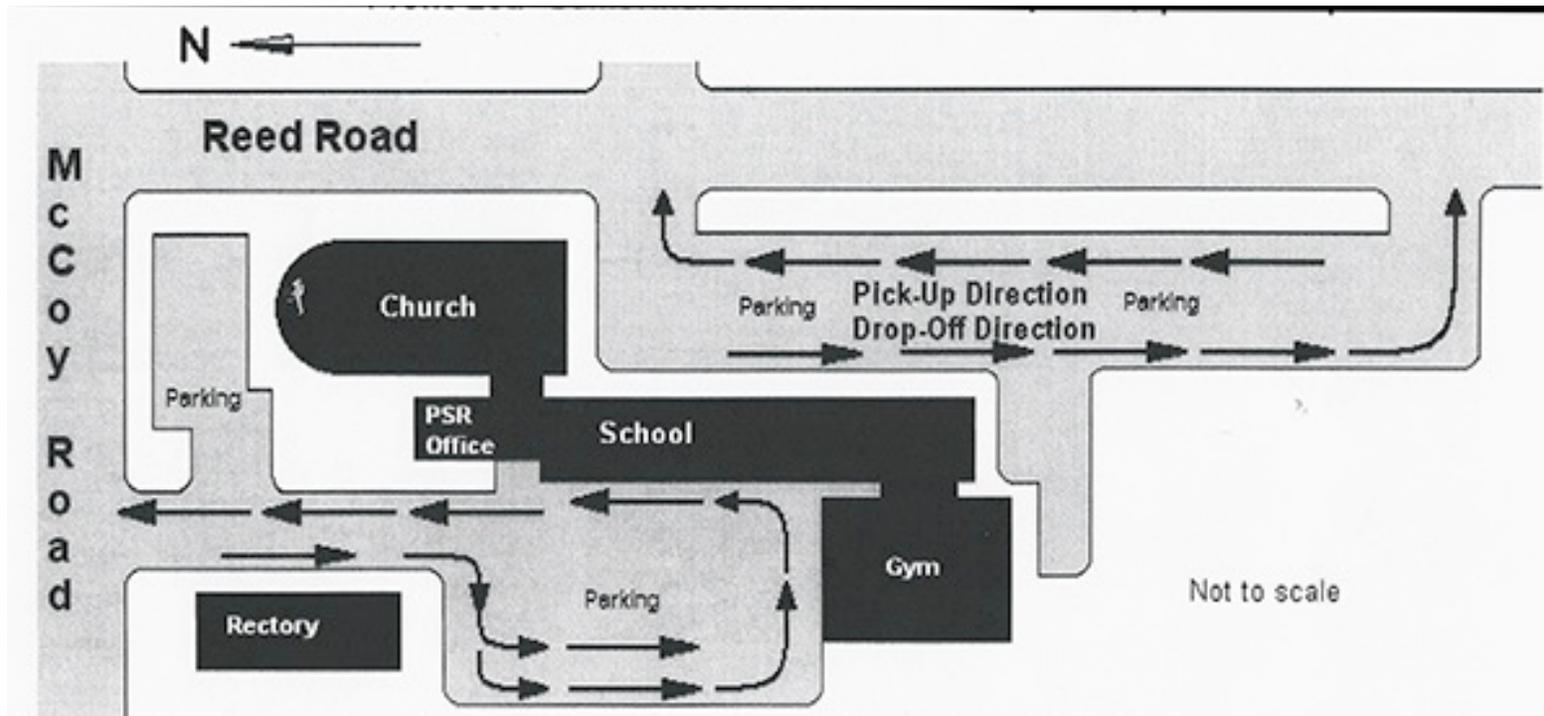
## **U.S. CATHOLIC BISHOPS' STATEMENT ON INCLUSION**

In 1995, the U.S. Catholic bishops issued Guidelines for the Celebration of the Sacraments with Persons with Disabilities.

- “By reason of their baptism, all Catholics are equal in dignity in the sight of God and have the same divine calling.” (no.1)
- “Catholics with disabilities have a right to participate in the sacraments as full functioning members of the local ecclesial community. Ministers are not to refuse the sacraments to those who ask for them at appropriate times, who are properly disposed, and who are not prohibited by law from receiving them.” (no. 2)
- “Specific guidelines are then offered for each of the seven sacraments.” (pg. 11, Opening Doors of Welcome and Justice to Parishioners with Disabilities, A Parish Resource Guide)

## ST. ANDREW PSR TRAFFIC PATTERNS

PSR grades 6 through 8, Sundays, 6:30 to 8 p.m.:  
Please use the Reed Road parking lot following the pattern shown below.



PSR grades 1 through 5, Wednesdays, 4:30 to 5:45 p.m.:  
Please use McCoy Road parking lot following the pattern shown above.

# Religion Course of Study 2015

**Introduction:** The tasks, topics, and grade level standards are from the *Religion Course of Study 2015*

**Task:** III. Catechesis Promotes Moral Formation in Jesus Christ

V. Catechesis Prepares the Christian to Live in Community and to Participate in the Life & Mission of the Church.

## Topics and Standards related to sexuality and personal safety in the Religion Course of Study

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### Gospel of Life (III.F)

- God created all things good, out of love for all peoples
- Every person has inherent dignity because he/she is made in God's image, with an intellect and free will
- All life is sacred from conception to natural death
- Care and respect for oneself and of others is the proper response to God's love
- Every person is created with a body and a soul—we respect and care for the whole person
- God created the world, its resources and all creatures. We are obligated to be good stewards of creation
- Human dignity can be destroyed through bullying, cheating, gossip, lies, prejudice, slander, stealing, etc
- All actions, both public and private, must strive to promote human dignity for all people
- Human work is a participation in God's creative work and essential to human dignity
- The first principle of Catholic Social Teaching is the promotion of the dignity of the human person

### Living a Moral Life (III.G)

- Jesus is the preeminent example of loving God and others
- God gives each person grace and particular gifts to live as a disciple of Christ
- God gives an intellect and free will to all people to use to make sound moral decisions
- Virtues are good habits that help all to live moral lives
- Corporal and Spiritual Works of Mercy are expressions of our love for God and others
- Know that one's behavior bears witness to one's faith
- In spite of inevitable human weakness and failures, all Christians are called to live a virtuous life each day

### Spiritual Growth (V.A)

- Holiness is a gift from God, which all are called to grow in throughout their lifetime
- Participation in the sacraments and community life support spiritual growth
- Practicing the virtues and establishing good habits enable one to grow in relationship with God, self and others
- Prayer and a life of study assist one in spiritual and moral growth
- Discipleship is living a life of virtue and service

### Relationships and Responsibilities (V.B)

- God calls all of us to love each other as Jesus did
- Feelings are natural but are not the sole guide to our actions
- Understand the nature and responsibilities of Christian friendship
- Know that the Ten Commandments and the doctrines of the Church are guides for action
- Know how values and virtues are vital to forming right relationships
- Understand the Church's teaching on the purpose of the Common Good and our individual and collective responsibilities to promote it

### Marriage and Family Life- Domestic Church (V.C)

- Family is a special gift from God in which all members are called to care for one another
- Understand the concept that family is a domestic church—a place of faith, hope and charity
- God made men and women equal in dignity
- Human sexuality is a gift from God
- Families cooperate in God's work of creation by raising and educating children in the faith
- Marriage is a sacrament between one man and one woman that is intended to be permanent and fruitful
- Understand the role of mutual love and respect the responsibilities of spouses toward each other and their children

**For a full list of grade level standards, contact the Office of Religious Education and Catechesis.**

**Strand: Safety**

**Grade Level Standards**

- Understand “stranger danger” (K.PES.6)
- Know the difference between “good” and “bad” touch (K.PES.7)
- Understand that any inappropriate touch needs to be reported to an adult (1 and up)
- Identify the people to contact in an emergency situation (I.PHS.1 and up)
- Identify ways to maintain safety in various environments (I.PES.1,2,3,4 and up)
- Know and use necessary safety practices (2 and up; HS)
- Recognize the misuse and inappropriate expressions of sexuality (HS)
- Learn good decision-making skills (6.SC.2 and up)

**Strand: Self-Concepts**

**Grade Level Standards**

- Each person is a gift of God, deserving respect (K.SC.1 and up)
- Know when adult help is needed to resolve a problem (I.SC.3 and up)
- Identify some situations that could cause physical or emotional harm and list strategies to avoid them (K and up)
- Identify refusal skills (K and up; HS)

**Strand: Communities**

**Grade Level Standards**

- Recognize positive adult-child relationships (K and up)
- Responsible use of technology & social media, including photos (6 and up)
- Morally responsible behavior toward others (HS.C.1)

**Strand: The Body Systems**

**Grade Level Standards**

- **The Reproductive System** (5.BS.1; HS.BS.1)

**Additional Resources for  
“Protecting God’s Children”**

Diocese of Columbus:

<http://www.colsdioc.org/ProtectingOurChildren.aspx>

VirtusOn-line

<https://www.virtusonline.org/virtus/>

Protecting God’s Children (PGC) Program

[https://www.virtusonline.org/virtus/protecting\\_children.cfm](https://www.virtusonline.org/virtus/protecting_children.cfm)

Practical Advice for Parents on Preventing  
Child Sexual Abuse

<https://www.virtus.org/virtus/ParentHandbook.pdf>

Charter for the Protection of Children and  
Young People—USCCB

<http://www.usccb.org/issues-and-action/child-and-youth-protection/upload/Charter-for-the-Protection-of-Children-and-Young-People-revised-2011.pdf>

# Curriculum Support

for

## “Protecting God’s Children”



Operating standards for all schools in the State of Ohio require that personal safety and assault prevention be taught in grades kindergarten through six.

Operating standards for the Ohio Catholic Schools Accrediting Association have the same requirements.

The Diocese of Columbus implements this requirement through the Religion Course of Study in schools and Parish Schools of Religion. In addition, in Catholic schools, standards in the Course of Study for Health provide additional opportunities for instruction.

# 4110.0

■ POLICY

□ GUIDELINE

## PERSONNEL

### **POLICY REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS**

#### **Clergy, Employees, and Applicants to Clerical Formation**

All clergy serving in the Diocese of Columbus; all parish, school, and diocesan employees; and all applicants to formation for the priesthood or permanent diaconate, regardless of their level of contact with children and youth, are required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. This policy is applicable to lay employees, professed religious, clergy, and clergy candidates.

#### **Catholic School Volunteers and Volunteers in Parish Programs/Ministries for Children and Youth**

Every volunteer in a program or ministry for children and youth, regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Catholic School volunteers, Parish School of Religion (PSR) volunteers, youth ministry volunteers, field-trip chaperones and drivers, Scout leaders, coaches and other recreation volunteers, Vacation Bible School volunteers, Children's Liturgy of the Word volunteers, pre-school volunteers, nursery volunteers*

#### **Volunteers Working with Children and Youth in Other Parish Programs/Ministries**

Volunteers for other parish programs or ministries who have been delegated care, custody, or control of children and youth are required to complete a criminal background check and participate in a *Protecting God's Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Parish festival volunteers staffing activities for children/youth, volunteer choir director (if choir includes children and/or youth), service coordinators (if service programs include children or youth)*

# 4110.0 (Cont'd)

■ POLICY

□ GUIDELINE

## PERSONNEL

### **Other Parish Volunteers and Adults**

Although they are not required to do so by diocesan policy, the Diocese of Columbus strongly encourages all other parish volunteers to complete civilian criminal background checks and attend *Protecting God's Children* training sessions. All parents and other interested adults are encouraged to attend a *Protecting God's Children* training session. The safety of children and young people is best assured when all adults have been trained and understand how to build a safe environment for children.

*Examples: Lectors, ushers, festival workers, choir members, and so forth.*

### **Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation**

Civilian criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) and must be completed by the first day of one's incardination (for a priest or deacon arriving to serve in this diocese from another diocese), employment, or service to the parish or school. Anyone formally applying to be a candidate for the priesthood or permanent diaconate must have a completed criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCII) prior to acceptance into formal formation. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) civilian criminal background check. An FBI civilian criminal background check must at least be in process by the first day of one's employment or service to the parish or school.

Copies or transfers of completed civilian criminal background checks are only accepted from one parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus. Copies of completed civilian background checks from individuals or other institutions are not acceptable.

A new background check must be conducted if a cleric, employee, volunteer, or clerical candidate has a significant (more than 1½ years) gap in their employment, service, or formation in the diocese.

■ POLICY

□ GUIDELINE

## PERSONNEL

Parishes and schools should exercise prudence when reviewing any offenses that are identified by a civilian criminal background check. Offenses that would prevent someone from serving in programs and ministries with children or youth include, but are not limited to:

- Abduction
- Aggravated assault
- Aggravated burglary
- Aggravated menacing
- Aggravated murder; specific intent to cause death
- Aggravated robbery
- Assault
- Burglary
- Carrying concealed weapons
- Child enticement
- Child stealing
- Compelling prostitution
- Contributing to the unruliness or delinquency of a child
- Corrupting another with drugs
- Corruption of a minor
- Disseminating matter harmful to juveniles
- Domestic violence
- Endangering children
- Failing to provide for functionally impaired person
- Felonious assault
- Felonious sexual penetration
- Funding of drug or marijuana trafficking
- Gross sexual imposition
- Having a weapon while under a disability
- Illegal administration or distribution of anabolic steroids
- Illegal manufacture of drugs or cultivation of marijuana
- Illegal use of a minor in nudity oriented material or performance
- Impositioning (now importuning)
- Improperly discharging a weapon at or near a school or dwelling
- Interference with custody
- Involuntary manslaughter
- Kidnapping
- Murder
- Pandering obscenity
- Pandering obscenity involving a minor
- Pandering sexually oriented matter involving a minor
- Patient abuse, neglect
- Placing harmful objects in food or confection
- Possession of drugs (that is not a minor drug possession offense)
- Procuring
- Promoting prostitution (children)
- Prostitution: after positive HIV test
- Public indecency
- Rape
- Robbery
- Sexual battery
- Sexual imposition
- Trafficking in drugs
- Unlawful abortion
- Voluntary manslaughter
- Voyeurism

## 4110.0 (Cont'd)

■ POLICY

□ GUIDELINE

### PERSONNEL

#### **Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants**

Although it is preferable for new clergy, employees, volunteers, and clergy applicants to have attended a *Protecting God's Children* training session prior to working with children and youth, they have a grace period of up to six-weeks from their start date to attend a *Protecting God's Children* training session. If this grace period is needed, supervisors are to verify that the new employee or volunteer is pre-registered for a scheduled *Protecting God's Children* session by the first day of their work with children or youth. Special care must be taken to ensure that short-term volunteers receive this training in a timely manner that will properly prepare them for their service.

The *Protecting God's Children* program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools. Individuals that have attended child sexual abuse awareness programs from other institutions are still required to attend a *Protecting God's Children* training session unless he or she can provide documentation that the previously attended program covered the same subject material and the Chancery Office grants approval.

Persons that have participated in a *Protecting God's Children* program in another diocese can request that their former diocese transfer their training record to the Diocese of Columbus.

If an employee or volunteer moves from a parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus, the new parish or school should notify the diocese to request that the training record of the employee or volunteer be transferred.

Due to the sensitive nature of the *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending a *Protecting God's Children* training session. Anyone in this particular situation may request to receive the materials needed for child protection training in an alternate way. These requests are made through the Office of Youth and Young Adult Ministry. All requests for alternate child protection training for victims of child sexual abuse are kept confidential.



## **4110.0 (Cont'd)**

■ POLICY

□ GUIDELINE

### **PERSONNEL**

#### **Child Protection Continuing Education for Clergy and Other Personnel**

In addition to attending a *Protecting God's Children* training session, some clergy, employees, and volunteers are also required to receive continuing education for child sexual abuse prevention. This continuing education is provided in monthly training bulletins generated by Virtus. Persons in the following positions, whether paid or volunteer, are required to participate in this continuing education process: priests, deacons, seminarians, diaconate students, principals, assistant principals, directors or coordinators of religious education, and directors/coordinators of youth ministry. These individuals are encouraged to disseminate this information among their staff and volunteers.

Other individuals interested in participating in the continuing education process should contact the Office of Youth and Young Adult Ministry.

#### **Authority to Interpret This Policy**

Interpreting of this policy in unique circumstances or its application in unclear situations shall be made by or at least receive the prior approval of the Vicar General or his delegate.

■ POLICY

□ GUIDELINE

**CHILDREN AND YOUTH**

**HARASSMENT POLICY**

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.

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■ POLICY

□ GUIDELINE

**(cont'd.)**

**CHILDREN AND YOUTH**

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 comments or behaviors 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.

■ POLICY

□ GUIDELINE

**(cont'd.)**

**CHILDREN AND YOUTH**

5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact the (a) program administrator, (b) pastor, or (c) diocesan director of religious education. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator 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 measures up to and including termination of services.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

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■ POLICY

□ GUIDELINE

**(cont'd.)**

**CHILDREN AND YOUTH**

**PARISH RESPONSIBILITIES**

1. Periodically each parish shall give staff and volunteers a copy of the Harassment Policy. It is recommended that a Harassment Policy Verification Form be signed and returned.
2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.
3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.

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■ POLICY

□ GUIDELINE

**(cont'd.)**

**CHILDREN AND YOUTH**

**HARASSMENT  
POLICY VERIFICATION  
FORM**

I, \_\_\_\_\_,  
please print your name

- (check one)     an employee of
- a volunteer at
- a parent/guardian of a youth participant
- a child or youth participant (grades K-12)

have received copies of the diocesan policy on harassment.

I understand that it is necessary that any complaint of harassment must be filed with the (a) program administrator, (b) pastor or (c) diocesan director of religious education. I have had an opportunity to read the policy and am confident I understand the content and purpose.

\_\_\_\_\_  
Name of parish and program

\_\_\_\_\_  
Your signature

Date: \_\_\_\_\_

## ***ST. ANDREW PSR HANDBOOK RECEIPT***

**PARENT NAME** \_\_\_\_\_

Parents are asked to review the statements, policies and procedures in the PSR handbook and communicate to their student(s) any information that they feel is pertinent to them. Parents and students are expected to understand and comply with the handbook. Please sign this page and return it to the Religious Education office directly or via your child's catechist.

We print a limited number of copies of this handbook. If it is misplaced, we will gladly replace it as long as the supply lasts.

The religious education staff thanks you for your cooperation.

**I have received our copy of the PSR Handbook and reviewed it with my student(s). I agree to abide by the policies and regulations of the St. Andrew Parish School of Religion as explained in this year's handbook.**

**Parent's  
Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please sign and return this form by Wednesday, October 16, 2019.**