



ST. VIVIAN CHURCH



7600 WINTON ROAD

CINCINNATI, OH 45224

RELIGIOUS EDUCATION OFFICE

513.728.4339

# PARISH SCHOOL OF RELIGION



## 2016-2017 HANDBOOK

## St. Vivian Parish Mission Statement

*“Love one another as I have loved you” Jn 13:34*

The St. 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 St. 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 within the family, who teach daily by word and example. Because of this, the intent of PSR is to provide a structured learning environment for children that supplements the family’s Gospel values, daily living and worship experiences.

## St. Vivian PSR Staff

Pastor:	Fr. Jerry Hiland	728-4331
Associate of Religious Education	Mrs. Julie Zinser	728-4339
Business Manager	Mrs. Kathy Rothschild	728-4331

## Parish School of Religion: Description

The St. Vivian PSR program offers a formal, structured program of catechetical instruction. Classes are offered to children aged pre-school through grade 8. Class meets 21 times on Sundays from mid-September to early May, and class times are from 10:30 until 11:45. Our curriculum uses texts from the series Finding God, by Loyola Press for all grades, with supplemental texts (also by Loyola Press) for the sacraments of First Reconciliation, First Eucharist and Confirmation.

Preparation for the sacraments of First Reconciliation and First Eucharist takes place at the second grade level, and preparation for Confirmation occurs in grade 7. PSR is staffed by volunteer catechists who give freely of their time and talent to bring the Word of God to our little ones.

## Admission Policy

All families seeking to further the education of their children in the Catholic faith are welcome at PSR. No student may be excluded on the basis of race, color, ethnicity, gender, or national origin. Children with disabilities will be assisted in classroom inclusion (with the help of the parents) to the best of our ability. **No child shall be refused admittance due to the inability to pay the fee.**

It is understood that the parents/guardians seeking to enroll their child in PSR agree to follow the policies and procedures set down in this handbook. Families must be registered members of St. Vivian parish, and actively attend mass and other parish activities. Exceptions may be made at the sole discretion of the Religious Education office and the Pastor. An additional fee is assessed to families who are not parishioners.

We welcome all families to our PSR program, and look forward to working together with you to provide the best possible spiritual and educational experience for your child.

## Amendment Policy

The policies and procedures in this Handbook may be amended through the course of the year. Families will be notified in writing of any changes. This handbook will be reviewed and revised as deemed necessary.

Suggestions may be submitted to the Religious Education Office by May 1 of each year.

**PSR CLASSES 2016-2017**  
*all classes are 10:30-11:45*

September 11	January 8
September 18	January 22
September 25	January 29
October 9	February 5
October 16	February 12
October 23	February 26
November 6	March 5
November 13	March 12
November 20	March 26
December 4	April 2
	April 9
December 11	April 30
	May 14

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**IMPORTANT DATES FOR SACRAMENTS**

First Reconciliation	Parent Meeting	Thursday, September 22	7:00- Ursuline Hall
	Forgiveness Day	Saturday, December 10	10:00-noon cafeteria
	First Reconciliation	Tuesday, December 13	7:00- church
First Eucharist	Parent Meeting	Monday, February 6:00	Ursuline Hall
	Jesus Day	Saturday, April 29	10:00-noon cafeteria
	First Eucharist	Sat/Sun, May 6 and 7	4:30 and 9:30
Confirmation	Parent Meeting	Thursday, October 20	7:00- Ursuline Hall
	Retreat	Saturday, February 11	9:00-3:00
	<i>At Vincent DePaul 1125 Bank St. Cincinnati, OH 45214, then 4:30 mass</i>		
	Confirmation	Wednesday, February 22	Cathedral
	<i>6:00 practice, then 7:00 sacramental mass</i>		



## **Attendance and Punctuality**

It is crucial that PSR students maintain good attendance and punctuality, just as they would at their regular day school. Religious education is sequential, with concepts building upon one another week to week, and year to year. If students are to grow in their Catholic faith and be prepared for reception of the sacraments, regular class attendance and participation is a must.

Attendance and Punctuality Policy:

- \*in the event of an absence, please notify the Religious Education office at 728-4339
- \*students are to be in class, ready to begin, at the starting time of class
- \*if a student needs to leave early, parents/guardians must pick up their child in the classroom
- \*no student will be permitted to leave before the end of class unless there is an emergency
- \*upon return after an absence, students are required to make up any and all missed work
- \*in the event a student misses 2 or more consecutive classes without notification, parents/guardians will be notified
- \*any student who misses five (5) or more classes in one grade level may not have received sufficient instruction to proceed to the next level. Students in grades two and seven who miss three (3) or more classes will not be sufficiently prepared to receive their sacraments. In either event, a conference will be held with the teacher, parent and coordinator.
- \*final placement decisions are made by the coordinator, and by the Pastor with regard to reception of any sacrament

## **Textbooks and materials**

Textbooks and other materials are provided to each child enrolled in PSR, and are included in the fee. Parents/Guardians will be billed for the cost of the replacement of any lost textbook or materials.

## **Homework**

Homework assignments are at the discretion of the teacher. These assignments are an excellent opportunity for families to share in the religious learning of their children! With parent involvement and support, children are more likely to gain a better understanding of their faith, as well as grow to be life-long practitioners of their Catholic heritage. If your child has a question, and you're unsure of the answer, please ask your child's teacher or the program coordinator. Each of us is on that path of continuous learning and growing closer to God!

## **Records**

Enrollment and attendance records for PSR students are maintained in the Religious Education office. Parents/Guardians must supply Baptismal records for children upon entering PSR. Records of all sacraments received at St. Vivian are maintained in the parish office at the rectory. No records will be released to anyone without written parental/guardian permission. In cases involving separation and/or divorce, it is the responsibility of the custodial parent to notify the PSR coordinator of the rights of the non-custodial parent.

## **Building Rules**

All PSR students are to be in their assigned classrooms, unless accompanied by their teacher. Access to campus areas besides classrooms must include teacher accompaniment as well as permission from coordinator. This includes the church, sacristy, activity center (gym), cafeteria and outside grounds. Restrooms are available for emergency use; however, due to the short time that classes are in session, children are encouraged to take care of bathroom breaks before leaving home.

## **Medication**

Due to the short time that classes are in session, NO medicine of any kind may be administered to children by any PSR personnel under any circumstances.

### **Fire, Tornado and Shelter in Place Procedures**

PSR will follow the emergency procedures of St. Vivian School, as posted in each classroom. Fire, tornado and shelter in place instructions will be reviewed, and a drill will take place early in the school year.

### **Universal Health Precautions**

St. Vivian PSR follows the Guidelines and Procedures of the Archdiocese of Cincinnati with regard to admitting and retaining students and catechists who may be HIV positive. PSR has first aid materials on hand, and will follow universal precautions with regard to the handling of any bodily fluids.

### **Accident Procedures**

When a child becomes ill, or has an accident of any kind while attending PSR, the coordinator will be notified. If the situation warrants, parents/guardians will be notified immediately and asked to pick up the child. To prepare for emergencies, PSR maintains emergency contact information on site. These forms are part of the registration requirements and must be filled out and turned in before any child is admitted to class. No child will be permitted to leave PSR unless in the company of their parent/guardian. *If your child is feverish, nauseous or just not feeling well, please do not send him or her to class.*

### **Communication**

The PSR staff will keep parents/guardians informed as to class expectations and activities. Written items will be sent home or mailed regarding important meetings or sacramental preparation issues. Family suggestions and comments are welcome any time; please call the office at 728-4339.

Most **complaints** can be handled by speaking to your child's teacher or the coordinator. An atmosphere of courtesy and mutual respect is to be maintained by all parties when seeking resolutions to issues.

### **Child Protection Policy**

All staff and volunteers of St. Vivian PSR are in compliance with the Child Protection Decree as promulgated by the Archdiocese of Cincinnati (rev. 7-2013). That includes VIRTUS training, monthly follow up bulletins, and background checks.

### **Electronic Device Policy**

Electronic devices such as cell phones or portable music devices are not permitted to be used by students during instruction time. Texting during class time is expressly forbidden. Students violating this policy will have the device confiscated. The device will only be returned directly to the parent/guardian.

This policy on electronic devices also extends to instructional events that may take place outside of regular PSR time or even off campus. This includes (but is not limited to): sacramental preparation programs, meetings, concerts, or field trips. Students may be given permission to use these devices during transportation to events (such as field trips), but must turn off the device upon arrival.

St. Vivian personnel may confiscate any devices being used in ways not in compliance with this policy, and devices will be returned only to the parent/guardian upon request. Devices may also be confiscated if they are being used improperly, including the playing of music with obscene or objectionable lyrics.

### **Search and Seizure**

If any student is suspected of having in his/her possessions any of the following: firearms, weapons of any variety, drugs or other illegal substances, or stolen property, the coordinator or teacher has the right to conduct a search. Any search will be conducted by the coordinator, 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, parents/guardians will be notified to be present and assist in the search. If

parents/guardians choose not to cooperate, or items are found during the search, the coordinator reserves the right to call civil authorities and/or to expel the student from the PSR program.

## **Rules of Conduct**

Each teacher will communicate to the students and parents/guardians of their class the rules, behavioral expectations and consequences in their respective classrooms. All students are to follow these general rules:

1. Students will show courtesy and respect to the PSR staff, other adults, and fellow students. This includes no unacceptable language, hitting, spitting, kicking, bullying, etc.
2. Students will respect property. This includes not taking or damaging the belongings of others- PSR and day school students and staff, as well as other parishioners or visitors to our campus. This also includes not damaging or defacing any St. Vivian school or parish property.
3. Eating in class and chewing gum is not permitted, unless taking part in a class activity. Smoking and tobacco products are also banned at all times.
4. Students are to be quiet and attentive at the appropriate times.
5. Running is not permitted in classrooms, hallways, lobby, on parish grounds or in the parking lot.

*\*\*NOTE: St. Vivian PSR cannot be held responsible for personal property that is brought to class\*\**

***Approved by the St. Vivian Education Commission, spring 2004***

## **Discipline Policy**

\*Positive encouragement will be used in all classrooms. Most children respond with enthusiasm and cooperation to positive reinforcement.

\*Cautionary reminders will be used as necessary.

\*Classroom expectations and consequences will be made clear to all students. Children will be reminded if their behavior becomes inappropriate, and consequences applied as necessary so that students can develop good self-disciplinary habits.

\*For students who routinely disrupt class, the following steps will be utilized:

Time Out: When positive reinforcement and cautionary reminders do not result in an appropriate change of behavior, a child may be set apart from the other children for a period of up to ten minutes. The child is then brought back into the activity or class, and parents are notified.

Parent Notification: If disruptive behavior continues and time outs are ineffective, parents/guardians will be notified that the child's behavior is hindering the learning process for themselves and the other students. The PSR teacher, with the coordinator if necessary, may meet with the parents/guardians as well as the student to share ideas for behavioral improvement.

Removal: Continued disruptive behavior will result in the parent/guardian being called to remove the child from class. The PSR teacher, coordinator, parent/guardian and child must conference BEFORE the child is permitted to return to class. When a serious situation occurs, including (but not limited to) fighting, disrespect, kicking, repeated disobedience, bullying or attempt to injure another person or oneself, the parent/guardian will be called and required to remove the student. Return to PSR is at the sole discretion of the coordinator and/or the Pastor.

Permanent Expulsion: Students who repeatedly disrupt class, disregard rules, and show no improvement despite the interventions stated above are subject to permanent expulsion. Parents/guardians will be informed in writing. Vandalism of school or church property, stealing, possession of weapons of any kind, possession or use of any illegal drug or substance are grounds for immediate expulsion. Parents/guardians seeking reinstatement of students who have been expelled may request a conference with the coordinator and the Pastor. Any readmission will be conditional on the student demonstrating and maintaining proper conduct and making up and staying current on all assignments.

***The coordinator and/or Pastor has final discretion in all disciplinary matters.***

**Thank you, and may God bless your family!**