

ST. MARGARET OF CORTONA PARISH SCHOOL OF RELIGION

1600 N. HAGUE AVENUE
COLUMBUS, OHIO 43204
614-279-1690

stmargaretpsr@yahoo.com

website <http://www.stmargaretcolumbus.org/>



PASTOR: FATHER JEFF RIMELSPACH
DIRECTOR OF RELIGIOUS EDUCATION: Ken Hagy

Table of Contents

MISSION STATEMENT	3
CATECHISTS	4
FEES	4
CODE OF CONDUCT FOR CATECHISTS 4116.4.....	5
HARASSMENT POLICY FOR YOUTH 5140.5.....	6
PARISH RESPONSIBILITIES.....	7
PROTECTING GOD’S CHILDREN	8
POLICY REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS 4110.0	8
Clergy, Employees, and Applicants to Clerical Formation	8
Catholic School Volunteers and Volunteers in Parish Programs/Ministries for Children and Youth....	8
Volunteers Working with Children and Youth in Other Parish Programs/Ministries	9
Other Parish Volunteers and Adults.....	9
Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation.....	9
Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants.....	10
Child Protection Continuing Education for Clergy and Other Personnel.....	10
Authority to Interpret This Policy	11
Secure Areas	11
Volunteer Form	11
Parent Visitation	11
PUBLICATIONS	11
Diocesan Graded Course of Study	11
Catechist Magazine	12
Textbooks	12
Diocese of Columbus	12
Religious Education Departments	12
EDUCATIONAL OPPORTUNITIES	12
Certification Classes.....	12
Faith Formation Congress	12
Ohio Catholic Education Association (OCEA) Convention	12
Catechist Meetings	13
CLASSROOM MANAGEMENT	13
Preparation.....	13
Attendance.....	13
Fire Drills / Tornado Drills	13
Class Times.....	13
Discipline.....	14
Classroom Snacks and Parties.....	14
Weather Days.....	14



"... only together are we able to build the Body of Christ, the Church."

ST. MARGARET OF CORTONA PARISH SCHOOL OF RELIGION

MISSION STATEMENT

The mission of the Parish School of Religion at St. Margaret of Cortona is to prepare students to become full and active members of the Catholic Church for the sacramental salvation of souls and to respect human dignity in a culturally diverse world community.

Our goals are to:

- Provide a loving, caring, and disciplined Parish School of Religion environment where all students can reach and maximize their full human potential as children of God.
- Encourage students to serve the Church, their local community, the nation, and the world community by actively engaging in ministry to others.
- Educate children so they may be prepared for responsible, life-long learning, and productive participation in the Church as a community under the guidance of Our Lord Jesus Christ.
- Promote the home-school partnership in education by recognizing parents as primary educators of their children and providing opportunities for them to be active participants in the educational ministry of their child's religious education.

St. Margaret of Cortona Religious Education believes that we all share in Jesus' own mission of proclaiming the Reign of God. Catechesis is that activity which enables this faith to become living, conscious, and active through the light of instruction - especially sharing God's Word in Scripture and sharing the Tradition of the Roman Catholic Church. We seek to open our children and youth to the discovery of the goodness and beauty of God as reflected in their world, and help them to experience this world within the Catholic Christian Community.

CATECHISTS

Director of Religious Education: Ken Hagy

Cell: 614 582 4081

Fax: 614 279-2386

1600 N. Hague Ave.

Columbus, Ohio 43204

Last Name	First Name	Room	Grade	Phone #
Latorre	Lisa	4	Director CGS	614 579-0220
Wood	Janet	4	CGS	614 306-8882
Banyots	Missy	4	CGS	614 218-1610
Adkins	Jody	2	1	614 404-6684
Brewster	Mike & Cory	8	2	614 506-6709
Duckro	James	3	3	614 271-4767
Vamos	Marty	11	4	614 623-5135
Racanelli	Michael	5	5	614 332-0795
Fink	Barb	6	6	614 477-7331
Brown	Brian	12	7 - 8	614 314-2338
Ken Hagy		Kulp Hall	Private Instruction	

FEES – See website

CODE OF CONDUCT FOR CATECHISTS 4116.4

1. Ecclesial & Theological

- a) Catechists work collaboratively with the pastor, catechetical leaders, parents and other associates in ministry.
- b) Catechists faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- c) Catechists are competent and receive educational/training commensurate with their role(s) and responsibilities. (231, Code of Canon Law).
- d) Catechists respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.

2. Inclusion

- a) Catechists recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- b) Catechists serve all people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, or political beliefs.
- c) Catechists act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.

3. Accountability

- a) Catechists are accountable to the pastor, catechetical leader, or other duly appointed representative, under the authority of the diocesan bishop.
- b) Catechists are called to serve the faith community, carrying out their ministry "...conscientiously, zealously, and diligently" (231, Code of Canon Law).
- c) Catechists exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.

4. Confidentiality

- a) Catechists respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.
- b) Catechists are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- c) Catechists are aware of the signs of physical, sexual, and psychological abuse and neglect.
- d) Catechists adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or to a third party.

5. Conduct

- 1. Catechists support the rights and roles of parents while ministering to the needs and concerns of children and adolescents.
- 2. Catechists are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.

3. Physical, sexual, or romantic relationships between catechists and a child or adolescent are unethical and are prohibited.
4. Catechists model healthy and positive behaviors with children, adolescents and other adults.
5. Procuring, providing, or using alcohol and/or controlled substances for or with children or adolescents are unethical and are prohibited.

6. Parish

Catechists are aware of and comply with all applicable parish, organizational and/or diocesan policy with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

HARASSMENT POLICY FOR YOUTH 5140.5

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 embraces, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, 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. Sexual harassing conduct includes, but not limited to the following:
 - Offensive sexual flirtations, advances, propositions
 - Continued or repeated verbal abuse of 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, offensive comments, or conduct which is 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 catechetical leader hugging a child after an accomplishment, a catechist consoling an adolescent with an injury, or physical conduct during an activity to enhance catechetical learning like engaging in movement to accompany liturgical music 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, 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) 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 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 against any program administrator, volunteer, or staff engaging in harassment. The response will 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.

PARISH RESPONSIBILITIES

1. Periodically each parish shall give staff and volunteers a copy of the Harassment Policy. It is recommended that the 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 being 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.

PROTECTING GOD'S CHILDREN

It is the goal of the Diocese of Columbus to make the Church a place of safety: A place of prayer, ministry, and comfort. Everyone who enters our churches, schools, or facilities must be confident in this. Not one child or young person should suffer from abuse while at Church. In order to assure the safety of our children and young people, the Diocese of Columbus has enacted a complete program of protection. As part of this program, the Diocese of Columbus will provide appropriate, just, and pastoral care for anyone who has suffered the crime of sexual abuse of a minor at the hands of diocesan clergy or church employees or volunteers. The Diocese of Columbus will report any and all allegations of abuse reported to it to the authorities and will cooperate fully with those authorities.

Help is available: The Diocese of Columbus wants to hear from anyone who has suffered. If you wish to report an allegation of abuse or need pastoral and/or clinical care in order to begin or continue the process of healing from sexual abuse as a child at the hands of a member of the clergy or a church employee or volunteer, simply call the diocesan Victims' Assistance Coordinator. You can contact the Victims' Assistance Coordinator, the Rev. Msgr. Stephan J. Moloney, at 614-224-2251. If you wish to receive a Complaint Form For Allegations Of Sexual Abuse Of A Minor, or any of the diocesan policies and procedures, simply call the number above or visit the diocesan web site at www.colsdioc.org.

POLICY REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS 4110.0

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 (P.S.R.) 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, preschool 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)

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 completed 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.

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 menacing | Aggravated robbery |
| Aggravated assault | Aggravated murder; specific intent to | Assault |
| Aggravated burglary | cause death | 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

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.

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.

Office of Youth and Young Adult Ministry Adopted 2/03
Catholic Diocese of Columbus Revised 6/06

Secure Areas

A sign, “Secure Area,” will be posted at the entrance of the following areas to designate spaces that are off limits to children unless permission has been given by the Director of Religious Education, Mr. Ken Hagy, to use for an entire class project or presentation: Kulp Hall and the lower level of the Monsignor Anthony Borrelli Center. In addition, all walk-in closets, the surrounding wooded area, and church without the accompaniment of parents/teacher are off limits. Students are also requested to complete bathroom needs prior to religious education classes.

Volunteer Form

A volunteer form, as an application form for employees, is required to be on file in the Parish Religious Education for all religious education volunteers.

Parent Visitation

Parents have open access to classroom visitations and/or volunteer activities; however, for the safety of our children, this must first be verified prior to entrance into the classroom by the P.S.R. Coordinator, Ken Hagy.

PUBLICATIONS

Diocesan Graded Course of Study

The Graded Course of Study is a summary of the concepts taught at each grade level to provide a logical scope and sequence of learning for the children. It is imperative that all teachers follow the Diocesan Graded Course of Study. That is, do not teach what is not included in your grade's work, but do teach and review the major concepts that are expected to be taught at the grade level you teach.

While formal testing is not encouraged in our program, some means of evaluating the students' progress should be in place such as worksheets, active participation in class discussion, role playing, learning games, paraliturgical celebrations prepared and presented by the students, etc. All catechists are expected to be familiar with the major concepts from the Diocesan Graded Course of Study being taught to his/her grade level.

Catechist Magazine

Catechist magazine, published monthly throughout the school year, is an excellent resource for all teachers of students in 1-8. All 1-8 catechists will have access to Catechist this school year.

Textbooks

No single textbook contains "everything one always wanted to know," or even everything that one should teach! The textbooks (Ignatius Press: Faith and Life Series) used at St. Margaret have been chosen because they adhere to **authentic Catholic teaching**. While one must teach children, not textbooks, all catechists must follow the lessons contained in these books. Any variations from these sources must be cleared with the Director of Religious Education, Ken Hagy, prior to presentation in your class.

Diocese of Columbus

The Diocese of Columbus, [www.http://colodioc.org](http://www.colodioc.org), has the parish finder, news and events, readings and prayers, diocesan announcements by Bishop Frederick Campbell, and a variety of special links.

Religious Education Departments

Don't forget the web-site for the Office of Religious Education at [www.http://cdeducation.org](http://www.cdeducation.org). This site is loaded with special links, certification information, catechetical resources, church listings and policy information.

EDUCATIONAL OPPORTUNITIES

Certification Classes

Catechist certification requirements are outlined in the Catechetical Administrative Handbook. St. Margaret Religious Education Office makes available to all teachers, teacher aids, and substitute teachers at no charge all diocesan certification classes, the Faith Formation Congress (formerly REI) and the Ohio Catholic Education Association (OCEA) Convention. Please encourage your teacher aides as well as other friends and neighbors who might be interested in the catechetical ministry to participate in the certification classes and other Adult Faith Formation opportunities offered through the St. Margaret Education Program.

Faith Formation Congress

The Faith Formation Congress (formerly the Religious Education Institute) is a bi-annual event sponsored by the Diocesan Department of Religious Education.

Ohio Catholic Education Association (OCEA) Convention

The OCEA Convention is a bi-annual event held in Columbus, Cincinnati, or Cleveland on alternate years with the Faith Formation Congress.

Catechist Meetings

All teacher meetings are an opportunity for catechists to share with one another their insights, successes, frustrations, and concerns, as well as to learn more about being an effective catechist. A schedule of teacher meetings is included in the calendar. Please consider these meetings not only an obligation but also a means of personal and professional enrichment.

CLASSROOM MANAGEMENT

Preparation

Each teacher will receive a Lesson Plan Book and is responsible for planning each week's class. The "Protecting God's Children Audit" also expects to see documented evidence catechists are teaching anti-abuse measures to children at various points within curriculum structure.

Attendance

The office records the week's attendance from the slips collected during class. Attendance records are important not only for order in the class and awards at the end of the year, but also for the protection and security of students and teachers alike. Attendance awards will be given for perfect attendance (no absences, excused or otherwise). Excellent attendance indicates one unexcused absence or all excused absences. Excellent Attendance Awards will be presented during the last class. Individual teachers may, however, acknowledge excellent attendance as well as outstanding achievement in other ways throughout and at the end of the school year (Exceptions: Sixth Grade Outdoor Education and Eighth Grade Class Trips, which are mandated by Hilliard City Schools.). Students with excused absences for these events are still eligible for Perfect Attendance Awards.

Fire Drills / Tornado Drills

Students will be made aware of the exit plan for both Fire Drill and Tornado Drill. A map for these drills is posted in the classroom. Teachers will be notified of a drill and when the alarm sounds, it will be considered the "real thing" and the safety plan followed.

Class Times

Students should remain in the classroom under teacher supervision for the full period of one hour and fifteen minutes, **9:00 to 10:15 am** for **PSR** and **9:00 am and 10:20 am** for **Catechesis of the Good Shepherd**. Early dismissals are not the prerogative of the teacher. Parents will be reminded to bring and pick up their children on time. Grades one and two students must be dropped off and picked up at the classroom by a parent; **older siblings are not permitted to do this**. If a student is left longer than ten minutes after class, or if a teacher has to leave immediately after class, the child will be brought to the religious education office to wait with the coordinator until parents arrive. Students may not leave the assigned class meeting area for early dismissal without prior written permission from a parent at which time a parent must pick up the child in the religious education office. For security reasons, all parents have been asked to enter and exit the building through the front doors of the Borrelli Center.

Discipline

1. When a student misbehaves, the teacher informs him/her that such behavior is not acceptable.
2. If the student continues to misbehave, the teacher informs the student that the coordinator will be notified at the end of class.
3. The student who has misbehaved and the coordinator will discuss the unacceptable behavior and reach a conclusion about appropriate behavior during religious education classes, a notice of this incident will be placed in the student's file. The student will return to the next class the following week accompanied by the coordinator, apologize to the teacher, and ask permission to return to class.
4. The third time a student misbehaves following the same procedure described above, the coordinator will call the parents and inform them of the situation and arrange a meeting to discuss the student's behavior. Both the event and the parent meeting will also be noted in the student's file. The student will then return to class.
5. The fourth time a student misbehaves in class, step four will be repeated **except that** the student will not be re-admitted to class without parent accompaniment until the teacher, the parents and the coordinator deem that the situation has been resolved.

Classroom Snacks and Parties are acceptable and can be organized by both teacher and parent (with teacher's approval). Be aware of allergies as indicated on the P.S.R. registration form.

Weather Days

In the event of inclement weather such as *heavy* snow or ice, P.S.R. will always be closed. When in doubt, please call Mr. Hagy at (614 582-4081) for confirmed closing. Note: Classes are rarely cancelled.

St. Margaret of Cortona Religious Education
1600 N. Hague Avenue
Columbus, OH 43204-1600
(614) 279-1690
FAX: (614) 279-2386

Student(s) names _____

I have received and read the Parent Handbook for St. Margaret of Cortona Religious Education. I understand that I am responsible for and will abide by the information contained therein.

I have the following questions:

I have the following concerns:

I have the following comments:

Signature

Printed Name

Date

Please return to the Religious Education Office no later than September 30, 2017. Thank you.