**ST. PETER PARISH SCHOOL OF RELIGION**

**PARENT/STUDENT POLICY HANDBOOK**

**2021-2022**



*His Heart, Our Home*

***ST. PETER ROMAN CATHOLIC CHURCH***

*His Heart, Our Home*

***6899 Smoky Row Rd***

***Columbus, Ohio 43235-2034***

[*www.stpetercolumbus.com*](http://www.stpetercolumbus.com)

***Office Hours: Mon.-Thurs. 9:00AM-3:00PM***

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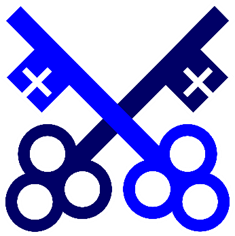
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**Parent’s Pledge**

As we enroll our child/children in the St. Peter Roman Catholic Church PSR Program, we pledge our power as parents to assist them in their growth as   
Catholic Christians in today’s world by:

* *Surrounding them with Christian values, love, and forgiveness,*
* *Praying together at home and worshipping together with St. Peter Roman Catholic Church families during our weekend liturgies,*
* Listening and discussing with them what happened during PSR classes,
* *And participating when asked, in the activities of the PSR Program.*

**

**St. Peter Roman Catholic Church Staff Pledge**

We the priests and staff make the following promise to the St. Peter Roman Catholic Church PSR community.

*We promise to:*

* *Be a strong support by being a faith-filled parish with many prayer and worship opportunities,*
* *Accept the privilege and promise to provide enriching PSR programs  
  for your children,*
* *Provide a caring community ready to serve others,*
* *Nurture an atmosphere that will help our students experience Christian community,*
* *Present a PSR program based on Scripture and traditions of our Church, provide activities that will lead our children to develop a relationship  
  with Jesus, a life of prayer, and a life of service to others.*

**Welcome to St. Peter Roman Catholic Church PSR Program**

Parents are the primary religious educators of their children. Our formal classes are offered to support you in your ministry. It is our privilege to partner with you and your family along your faith journey.

All volunteers must complete three (3) requirements prior to the first day of volunteering:

* Attend the Diocesan required course, Protecting God’s Children (registration is required at [www.virtus.org](http://www.virtus.org))
* Submit to a Civilian Criminal Background/ fingerprint check at St. Peter
* Complete a Volunteer Policy/ Application Form and a signed Code of Conduct

The Protecting God’s Children session provides each volunteer the knowledge and awareness to protect children against any potential sexual abuser. It is also a policy of our parish and diocese to have a minimum of two adults in each classroom. We strive to provide the safest possible environment for each of the children and youth participating in classes and activities at our parish.

**Class availability is affected directly by the number of volunteers who complete the above requirements. We will not place students in a class where there is not a teacher and an aide in place.** Our Home School program is offered when we lack the appropriate number of volunteers to provide adequate coverage for our religion classes. It is also available for those with scheduling difficulties.

This handbook will provide you with the policies and guidelines you need to follow so that we can accomplish our goals of providing a safe environment, quality religious education experiences, service opportunities, community expression of faith, as well as the necessary practices used to keep our weekly catechetical classes running smoothly.

With the commitment of parents, volunteers and staff we will work together to provide the children and youth of St. Peter Roman Catholic Church an enriching environment for growth in the Catholic faith and in their faith relationship with God.

**REGISTRATION**

Registration is required for students wishing to attend PSR at St. Peter Roman Catholic Church.

Only registered PSR students (unfortunately, no guests) may attend PSR classes. Early registration takes place in the spring for currently enrolled students. We accept registrations for the children of new parishioners year round as space allows.

**Tuition Fees:**

$130 per child if registered in Full by Aug. 1 $155 per child if registered after Aug. 1

Family Cap $ 380 if registered in Full by Aug. 1 $455 Family Cap if registered after Aug. 1

Additional Fees Due at Registration: Older Sacrament Student Book/Supply fee $15 Each Year

First Communion Retreat fee - $15

Confirmation Retreat fee - $15

Fees Include:

* Textbooks and folders
* Teacher manual for each catechist
* Teacher resource books, journals, videos, etc.
* Classroom supplies, including paper, pencils, arts and craft materials, etc.
* Teacher training & continuing education
* Year-end stipend for teachers with Diocesan Certification
* Maintenance/cleaning following PSR sessions
* Grade level/ sacramental retreat

The children of weekly adult PSR Catechists/Aides are tuition exempt:

(See Volunteer Policy/ Application Form for more information)

**Class times:**

##### **Grades 2-8**

Monday: 6:15 – 7:30 pm OR Wednesday: 6:15 – 7:30 pm

**BRIDGE TO CONFIRMATION**

Wednesday: 6:15 – 7:30 pm

PSR has added a new two-year program for students new to St. Peter PSR who have been Baptized, but have not yet received their first communion or have been Confirmed.  This “Bridge to Confirmation” class is designed to “bridge” any gaps in learning these students may have.

**EXPECTATIONS**

**PARENTS WILL:**

1. Ensure that your children attend classes regularly (grades 1 - 8) and on time.
2. Ensure that your children attend Mass on a regular basis.
3. Communicate any special needs or circumstances that may affect your child within the classroom.
4. Be an active part of your children’s learning and be involved in the classroom at the catechist’s request. (help with special and/or service projects)

**STUDENTS WILL:**

1. Behave in a Christian manner at all times showing respect and being cooperative with adults and other students.
2. Actively participate in classroom activities and discussions.
3. Attend class regularly and complete any assignments or homework.
4. Behave in a respectful manner to themselves and to others.
5. Use language that is not rude, offensive or inappropriate.
6. Obey classroom rules.
7. Leave the building or premises only with the permission of an authorized adult.
8. Follow directions at all times.
9. Not possess or be under the influence of drugs, alcohol or tobacco of any kind.
10. Not chew gum in class
11. Not wear hats in any of the buildings

**CELL PHONE/ELECTRONIC DEVICE**

Students bringing a cell phone/iPod or other electronic equipment with them to class **must turn off the device and put it away until class is over**.

If a student is using one of these devices during class time or other specified activities without permission, that device will be taken and returned to the student only after class is dismissed.

**PSR POLICIES**

###### DISCIPLINE / DISRUPTIVE BEHAVIOR

Disrespect toward teachers, aides, other students, property, or any **inappropriate behavior or language** will not be tolerated. The aforementioned rules are to allow everyone a rewarding PSR experience. Breaking any one of them will result in:

**First:** Student will receive **two** verbal warnings in the classroom

**Second:** Student is sent to the office where he/she will discuss his/her behavior with the Director/ Coordinator and a disciplinary form completed and placed in the student’s file. A second occurrence will result in both forms being mailed home.

**Third:** If needed, a call is made to the parent/legal guardian, who will then be required to pick up the child immediately

**Fourth:** If incidents are continuous, parents will be required to attend class with their student, or the student will enter the Home Study Program.

**ATTENDANCE**

The outstanding attendance records of most St. Peter PSR students reflect the fact that **you** are making PSR a priority! Keep up the excellent work! Regular attendance at PSR class is expected. Each lesson, just as each year, builds upon the previous one. Therefore, students are expected to attend classes regularly and to miss class **only** when there is a serious reason. Be aware, that missing 3 PSR classes is equivalent to missing 22 regular school days.

**For this reason, it is our policy that no individual year of class may be skipped.**

* **If a student is absent for any scheduled class a parent or guardian must call the PSR Office ‘Absence Reporting Line’ at 614-889-1407, ext. 106, and leave a message advising us of the date and reason for the absence**.
* **Work missed during absences is to be made up by completing the work covered in class and any additional assignments with the guidance of a parent or guardian.**  Each student is given a syllabus at the beginning of the school year so that he/she can complete missing assignments at home.
* ELEMENTARY: Students in grades 1 - 5 may pick up their assignments when they return to class, complete them and give them to the PSR teacher the following week.
* MIDDLE SCHOOL: Students in grades 6, 7 & 8 will have their assignments emailed home. These assignments **must** be completed and given to the student’s PSR teacher the following week.
* No more than 4 unexcused classes may be missed in any given year. If a student misses 3 or more classes without informing the office a notice will be mailed home.
* If a student in grades 1-8 misses more than 4 classes in a row, without prior arrangement with the Coordinator of Religious Education, that student will not move up to the next grade level.

BOOK REPLACEMENT

The cost to replace a textbook is $25.00 for all grade levels.

SACRAMENTAL PREPARATION

Sacramental Parent Meetings

Parents of enrolled children **are required to attend** sacramental parent meetings when scheduled. The dates for these parent meetings are on each student’s calendar, syllabus and in the Parent Packet distributed at Parent/Student Orientation.

**Reconciliation Policy**

The National Directory for Catechesis, put out by the United States Conference of Catholic Bishops and Bishop Brennan strongly recommend that children receive the Sacrament of First Reconciliation prior to First Eucharist. Therefore, every child in our PSR program is prepared to receive this sacrament, in second grade, and is expected to receive the sacrament of Reconciliation prior to First Eucharist.

Candidates for Confirmation are expected to receive the sacrament of Reconciliation prior to Confirmation.

**First Communion**

First Communion is celebrated at St. Peter Roman Catholic Church in the second grade. Students wishing to celebrate this sacrament must attend either: Catholic school or PSR (Parish School of Religion) in both first and second grades.

Exceptions will be handled through the Director of Religious Education.

All candidates for First Holy Communion must demonstrate a knowledge that it is the Real Presence of Christ they are receiving in Communion and be active participants in parish life, e.g., Mass.

**Confirmation**

Confirmation is typically celebrated at St. Peter Roman Catholic Church in the eighth grade. Students wishing to be confirmed here must attend either: Catholic school or PSR (Parish School of Religion) from first through eighth grades.

Exceptions will be handled through the Director of Religious Education.

All candidates for Confirmation must demonstrate a knowledge of the faith, and be active participants in parish life, e.g., Mass.

**All Sacraments may be affected by COVID-19.**

CLASS CANCELLATION POLICY: PSR follows the Worthington & Dublin school calendars, so:

* **If Worthington or Dublin schools have cancelled school for the day, due to inclement weather, Elementary and/or Junior High PSR will also be cancelled.**
* Should a late day storm arrive, and Worthington or Dublin schools dismiss early, PSR classes are cancelled.
* If evening activities in Worthington or Dublin schools are cancelled due to weather, PSR classes are cancelled.
* On weekends, in the event of a Level 2 or 3 Snow Emergency in Franklin County; classes are cancelled.
* **If classes are cancelled, families that signed up for ‘REMIND’ will receive a text and/or email notification AND a notice will appear on the Parish Website**
* Parents and/or students can check the status of classes by logging onto the parish website: stpetercolumbus.com.
* In the event a tornado warning is issued that includes PSR class times, classes are automatically cancelled. If the warning is issued while classes are in session, precautions will be taken.
* **ULTIMATELY, IT IS THE PARENT’S RESPONSIBILITY TO FIND OUT IF CLASSES ARE CANCELLED**.

**ARRIVAL / DISMISSAL PROCEDURES**

**Arrival** – Elementary and Junior High students should be dropped off at the north or south sidewalk leading to the front door of the McEwan Center.

**DO NOT BLOCK HANDICAPPED PARKING SPOTS WHILE DROPPING OFF OR PICKING UP**

**DO NOT DRIVE BETWEEN THE CHURCH AND THE MCEWAN CENTER**

The drive by the north and south sidewalks are to be used only for dropping off students.

Cars are not to be left unattended.

If you need to enter the building please remember, there is absolutely NO PARKING anywhere but in the spaces in the parking lot. Please park your car in the lot to accompany your student into the building.

* **Elementary and MIDDLE SCHOOL**: Due to COVID-19, we are unable to use the gym for students who arrive early for class. Students should not arrive more than 15 minutes before class begins.
* Students are not to be in the classroom without two adults present. If two adults **are not** present students must wait in the lobby.
* Students are to report directly to their classroom upon arrival.

**STUDENTS & PARENTS MUST ENTER THE BUILDING ONLY THROUGH THE FRONT DOORS OF THE MCEWAN CENTER, AND EXIT THROUGH THE SOUTH DOORS, except during an Emergency!**

**Early Release** – Requests for early release **must be made in person or in writing to the PSR Office prior to class.** Students must stop at the front desk, present their written notice and procure a pass to leave early. Students must show their PSR teacher their pass, before leaving the classroom, and give to the office aide as they sign-out before leaving the building.

**Dismissal** – The drive by the north and south sidewalks are to be used only for picking up students. **Cars are not to be left unattended.**

If you need to enter the building please remember, there is absolutely NO PARKING anywhere but in the spaces in the parking lot. Please park your car in the lot before entering the building.

**Elementary: Grades 2- 3 students:**

* Parents of students, grades 1-3, must park their car in the lot and come into the education building to pick up students in these grades. If they arrive early, parents may wait in the lobby, practicing social distancing, until classes are dismissed. This policy is for the safety and protection of all students. Students will not be released to an older child or sibling **unless your request has been made in writing** **and is on file in the PSR office prior to the first class**.

**Elementary Gr. 4-5, middle school, and Bridges t0 CONFIRMATION STUDENTS:**

* Older students need to be aware of a designated area where their ride will be waiting.
* If a student’s ride is not on time, students should return to the building and wait in the lobby.

**Parents MAY NOT remain in the McEwan Center while class is in session.**

**ALL STUDENTS MUST ENTER THE BUILDING ONLY THROUGH THE FRONT DOORS OF THE MCEWAN CENTER, AND EXIT ONLY THROUGH THE SOUTH DOORS**

**except during an Emergency!**

**Church**

**Entrance**

**Parking sidewalk sidewalk Parking**

**McEwan**

**Front Entrance**

EXIT

**DO NOT BLOCK HANDICAPPED PARKING SPOTS WHILE DROPPING OFF OR PICKING UP**

**DO NOT DRIVE BETWEEN THE CHURCH AND THE MCEWAN CENTER**

### SECURITY

**ENTRANCE AND EXIT PROCEDURE**

PSR Students and their parents/ grandparents may ENTER the McEwan Center **ONLY** through the front doors and EXIT only through the south doors.

**LOCKDOWN PROCEDURE**

For the safety of our children, the McEwan Center Front Entrance doors will be locked 5 minutes after class begins. They will be unlocked 5 minutes before class dismisses.

**Parents MAY NOT remain in the McEwan Center while class is in session.**

**LIFE –THREATENING ALLERGENS POLICY**:

St. Peter PSR recognizes the gravity of the situations that students with serious allergies face. Therefore, the following policy has been put into place for **ALL** Religious Education Programs We encourage all families to receive the policy with an open heart.

* Parents of an affected child are required to provide notice on the registration form about the child’s condition and to fill out an **Emergency Medical Form** **with an emergency response plan, symptoms to look for, emergency treatments to be given, and contact information**. In addition, if an emergency arises, office staff will phone 911, then the contact person.
* Parents of an affected child are required to discuss this plan with the child’s teacher.
* **NO identifiable peanut and tree nut products may be brought to any PSR class, including Middle School Service Project nights.**
* Allergens such as peanuts, peanut butter, and tree nuts are not planned in any classroom curriculum.
* Parents must understand and agree that they send their child to religion class at their own risk. **St. Peter PSR cannot and will not guarantee against accidental exposures and cannot accept liability**.
* A list of acceptable Nut-Free Safe Foods may be found at <https://snacksafely.com/safe-snack-guide/> This is not a complete list. **Ingredients change: Read every ingredient label every time!**

**SNACKS:**

St. Peter PSR recognizes the gravity of the situations that students with serious allergies face. Therefore, the following policy has been put into place for **ALL PSR Programs.**

* Food is served to students **only** during specified celebrations. Because many students have life-threatening allergies, families **MAY NOT** send in treats/ snacks unless first approved by the Director of Religious Education.
* **Parents of an affected child must provide an allergy safe snack for their child for every specified celebration. (Refer to your child’s class calendar)**
* All parents will receive, in their Parent Packet at the beginning of the year, a packet, titled “*PSR Activities That Involve Food*”, listing whenever food/drink products are being used in a lesson.
* Class parties may be scheduled during the last 30 minutes of class time (COVID Permitting) to allow parents of students with food allergies to take their children home, should they wish them not to participate.

###### SPECIAL MEDICAL/ EDUCATIONAL NEEDS

###### Parents of students requiring special medical or educational needs must indicate this on their registration form and on the Emergency Medical Form.

###### Understand that this information will be shared with their child’s teacher.

###### At St. Peter Roman Catholic Church we strive to offer appropriate catechesis for all children and youth regardless of their abilities or needs. The U.S. Catholic bishops stated in 1995 “By reason of their baptism, all Catholics are equal in dignity in the sight of God and have the same divine calling.” We work with families to best place their child with special needs. Please indicate this on your student’s form.

##### **GRADE OVERVIEWS AND TEXTS**

**ELEMENTARY (Grades 2-5)** (Alive In Christ:OSV Publishers)

**Grade 2:** Children concentrate on the loving nature of Jesus, His humanity and His divinity. The year culminates in the reception of First Reconciliation and First Eucharist.

**Grade 3**: The emphasis is on church as a community of believers and the children’s role in that community.

**Grade 4:** This year concentrates on God’s loving plan for us, the Ten Commandments and how we use our conscience to choose what is right and to grow in grace.

**Grade 5:** Students focus on the learning and growing together in faith as a sacramental community, graced by God’s love.

**MIDDLE SCHOOL (Grades 6-8)**

**Grade 6:** (Alive In Christ:OSV Publishers) Students study the stories of the Bible and learn how God speaks to them through Scripture.

**Grades 7, 8, and the Bridges to Confirmation Program:**(Call to Faith Thematic: Jesus Christ, Sacraments, and The Church: OSV Publishers &  
Chosen: Your Journey to Confirmation: Ascension Press)

Students are challenged to explore, understand and live their faith through a historically rooted and Scripture based understanding of the personality, mission and nature of Jesus, and of the sacraments he instituted.  Service is a large component.

Students are further challenged to explore, understand and live their faith through a historically rooted and Scripture based understanding of the Church and in particular, the Sacrament of Confirmation.  Students are invited to deepen their relationship with God, affirm their faith, and live out their faith in the world.  There is a retreat component for all students being Confirmed.

*The curriculum in grades 2 through 8 follows the Diocesan graded course of study.*

**CODE OF CONDUCT FOR SAINT PETER PARISH SCHOOL OF RELIGION  
Catechetical Volunteers**

**CODE OF CONDUCT FOR DIOCESE OF COLUMBUS VOLUNTEERS**

* Volunteers collaborate with the pastor and other supervisors and associates in ministry.
* Volunteers are accountable to the pastor or other duly appointed representative.
* Volunteers faithfully represent and practice the teachings of the Catholic Church in word and action.
* Volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
* Volunteers respect the diversity of spiritualties in the faith community and will not make their own personal form of spirituality normative.
* Volunteers recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
* Volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
* Volunteers act to ensure all persons have access to the resources, services and opportunities they will require with particular regard for persons with special needs or disabilities.
* Volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
* Volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
* Volunteers respect confidentiality.
* Volunteers adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or threatened physical harm could come to the person or third party.
* Volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
* Volunteers 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. Physical, sexual or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.
* Volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
* Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
* Volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
* Volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

**It is the goal of the Diocese of Columbus and St. Peter Roman Catholic Church to make 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, toll-free at 1-866-448-0217 or [helpisavailable@columbuscatholic.org](mailto:helpisavailable@columbuscatholic.org).  If you wish to receive a [*Complaint Form For Allegations Of Sexual Abuse Of A Minor*](http://www.cdeducation.org/oym/safe/complaintform.pdf), or any of the diocesan policies and procedures, simply call the number above or visit the diocesan web site at [www.columbuscatholic.org](http://www.colsdioc.org).

##### **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 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.

1. A sexually hostile environment can be created by a parish employee, volunteer, youth participant, or visitor to the parish activity.
2. 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 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.
3. 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.
4. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

***Diocese of Columbus ‘Complaint Form for Allegations of Sexual Abuse of a Minor, can be found on the bulletin board in the Gathering Space of the Church and upon request from the Parish Secretary. (Font size changed to 12)***

***For a complete listing of all Diocesan Policies regarding “The Catholic Diocese of Columbus Safe Environment Program”, go to: columbuscatholic.org/protecting-gods-children***

