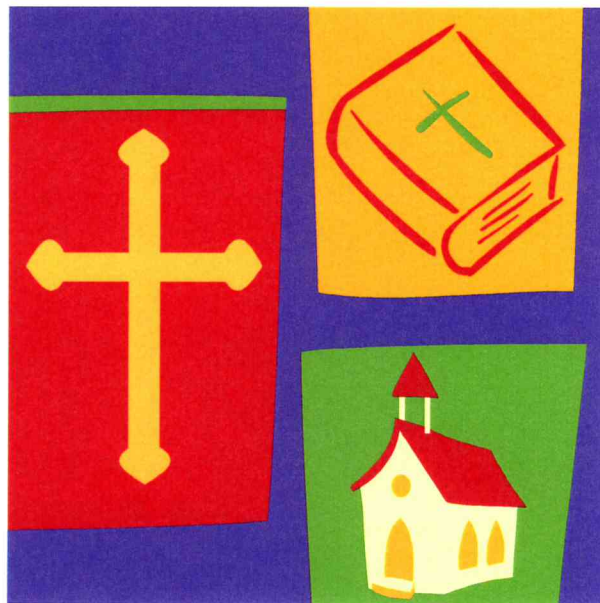


**Precious Blood
Religious Education
Student/Parent Handbook
2019 – 2020**



Precious Blood
Faith Formation
Student/Parent Handbook

Non-discrimination Policy

Precious Blood Faith Formation Process of the Diocese of Evansville admits students of any race, color, sex, nationality, and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students in the program.

Admissions/Class Assignment

Admission/assignments to classes are based on the students' age/class that they attend in school. Students are automatically promoted to the next grade at the end of each year. Any other wishes must be discussed with the Director of Religious Education/Coordinator of Religious Education.

Arrival and Departure of Students

Wednesday Evening Classes (Grades 6 through 12)

All students are encouraged to arrive **no earlier than 6:50 p.m.** and to leave immediately after classes are dismissed. Parents are asked to drop off and pick the students up at the east doors of the church. Students are to enter and exit through the main church doors on the east side of the campus. Students who drive cars are to park in the north parking lot and can enter the north doors. *****See back page for Drop off & Pick up Procedures*****

We value the safety of our students and staff. We ask all drivers to drive slowly (*maximum of 10 mph*) around the Parish premises. Those students who violate the speed limit will be disciplined by the possibility of losing driving privileges to religion class.

Attendance

Regular attendance at formation sessions is essential to students' success. Students are expected to attend all scheduled formation sessions and planned programs. Parents of Wednesday night students who need to report absence should call the parish office by 4 p.m. or text or call Bonnie at 812-631-2025. All catechists will keep a record of attendance at regular classes. **Parents will receive a phone call if a Student is not in class and there has been no prior phone call of an absence to the catechist or Bonnie.**

Behavior

We expect our children to display good behavior and outstanding Christian values. Following are some general guidelines for the program. Each catechist may adapt these rules and interpret them more specifically.

Students will behave appropriately by:

- Showing respect to staff, students and their belongings.
- Taking care of all Parish/School property.
- Bringing proper materials to class.
- **There will be a ZERO tolerance for disrespect. The parents will be called immediately and asked to pick up their child. If a parent must be called twice, the parent must return and remain in the classroom with the student. If this is not possible for the parent, other arrangements will be discussed.**

Unacceptable Conduct: The following are examples of student conduct, which are unacceptable wherever they appear. Such behaviors are ground for expulsion of a student from the Faith Formation program. **(Evansville Diocesan Handbook)**

- Using violence, force, noise, threats or other similar conduct.
- Damaging or stealing school property or others' property.
- Doing harm to a fellow student.
- Knowingly possessing, handling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Engaging in any unlawful activity.
- Insubordinate conduct.
- Sexual harassment. **

****SEXUAL HARASSMENT:** Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature. **Any person who has a complaint in this area needs to make a report immediately.** Parish leaders will investigate the situation and make proper

recommendations if there are indeed violations of the policy. Any person who knowingly makes a FALSE report shall be subject to disciplinary action.

Cancellation of Classes

The Director of Religious Education/Coordinator of Religious Education and/or Catechists will try to inform families of the cancellation of classes due to emergency situations. For Wednesday night classes, students and parents are asked to listen to local radio stations for weather-related cancellations. **NOTE: Wednesday night classes may still be held even if school is cancelled for the day. Cancellations will be announced by 6:00 p.m.**

Care of Facilities & Materials

We share our classrooms, restrooms and gathering areas with all the members of our Parish Community

- Students are expected to keep these areas clean.
- Students are not allowed to chew gum in any classroom in the school.
- Students need to take good care of their religion books and other materials that they use.
- Food and drinks (except for water) are not allowed in the classrooms.
- No sitting on tables or desks.
- No tilting chairs.

Communication

We encourage communication among families, catechists, and the Director of Religious Education/Coordinator of Religious Education. **The Faith Formation program is in place to support you, the parents, who are the primary educators of your children. Great things happen when people work together as a TEAM. Together Everyone Achieves More.**

- Notices, messages class work, etc. will ordinarily be sent home with the students. Please ask your children about their Faith Formation session. If you have question, you are always welcome to call the catechist or Director of Religious Education/Coordinator of Religious Education. You are always welcome and encouraged to attend the Faith Formation sessions.
- News items and information related to the Faith Formation program will be published in the weekly parish bulletin. An e-mail will be sent at the beginning of the week with information concerning grade level information. If for some reason you are unable to pick up a bulletin it may be reviewed from the parish web site.
- **When specific, individual concerns arise**, parents are encouraged to talk to the catechists individually. If the outcome is not satisfactory for the parents, they need to contact the Director of Religious Education/Coordinator of Religious Education. A conference will be held with the catechist, parents, and Director of Religious Education/Coordinator of Religious Education. If results cannot be obtained in this meeting, the concern will be addressed with the pastor or pastoral associate.

Emergency/Disaster Safety/Information

The religious education program has an emergency plan. Students are to follow the instructions of their catechist.

Accidents or injuries occurring to students while at Faith Formation sessions need to be reported to the catechist, Director of Religious Education/Coordinator of Religious Education and pastoral staff. Duplicate reports will be made. A copy will be given to the parents and to the diocesan insurance agent as necessary. Parents need to send written permission for students to take medicine, including aspirin. **Staff may not dispense medication without written permission.**

Internet Policy

Students may use the Internet only for class purposes under the supervision of a staff person.

Off Limit Area

The following areas are off limits to students:

- Classrooms not designated as Faith Formation classrooms.
- Office Area
- Quilting room
- Gym (unless used for class)

- Elevator (Reserved for those with special physical needs.)

Registration Fees

Fees are charged for all students to help cover the cost of textbooks and materials. Additional fees may be added for students in sacramental preparation processes to help with the costs of supplementary materials and retreats.

Search Policy

Staff may search students and their personal belongings if there is reasonable suspicion for turning up evidence that the students have violated or are violating the law or religious education safety rules.

Telephone

The telephone is a business phone and will be available to the students only in emergency situations. **There will be a ZERO TOLLERANCE FOR CELL PHONE USE DURING CLASS. Cell phones may only be used before or after class OR if the use is permitted by the catechist for the lesson being taught that evening. If a catechist sees a student text messaging a friend, playing games, checking the time, etc., the catechist may take the cell phone from the student and return the cell phone to the student at the end of the session. If the student repeats the action in another session, the catechist may take the cell phone and return the phone to the parents.**

Textbooks

Students in grades 6 through 8 will be using Our Sunday Visitor Alive in Christ for Young Adolescents. Grades 9 & 10 will be using the program Chosen by Ascension Press. Grades 11 & 12 will have guest speakers and may meet off site for an evening. Parents will be notified when the class meets off Precious Blood campus.

Visitors

Anyone who comes to visit during Faith Formation sessions should report to the Director of Religious Education/Coordinator of Religious Education upon entering the building. **This does not include the dropping off or picking up of students. STAFF CANNOT ACCEPT RESPONSIBILIBITY FOR WHO PICKS UP THE STUDENTS.**

*****DROP OFF & PICK UP PROCEDURES*****

To ensure the proper flow of traffic and the safety of all drivers and pedestrians, please follow these directions when dropping off and picking up your student(s). (See diagram.)

1. Please enter the Precious Blood parking lot from Lechner Lane, not 6th Street.
2. Please move to the canopy (Church entrance) by driving around the perimeter of the Church parking lot.
3. Drop off and pick up your student(s) from under the canopy. When picking up student(s) should wait until you are under the canopy.
4. To maintain the safety of all students, **DO NOT PASS ANY OTHER CAR IN LINE.**
5. If you park in the Church Parking lot, please remain at your car. Your student(s) will come to you. Please remind them to be careful and watch out for any moving vehicles.
6. Please exist the lot using Lechner Lane. Do not exit using 6th Street.

We wish to keep the number of pedestrians to a minimum during this procedure. This will help ensure the safety of all. Thank you for your help in this matter!

Drop off & Pick up Diagram for Wednesday Evening Religious Education

