

PARENT HANDBOOK

**ST. BRIGID OF KILDARE
RELIGIOUS EDUCATION**

2011-2012

**7175 Avery Road
Dublin, OH 43017-2702
614-761-1176
FAX 614-718-5831**

St. Brigid Religious Education Mission Statement

St. Brigid of Kildare Religious Education Program offers opportunities to all parishioners to improve their knowledge and practice of Catholicism. Through year-long classes for students age four through grade eight, high school youth ministry, young adult ministry, as well as seasonal studies, speakers, Bible Study, and specific courses offered on site for adults, all parishioners are encouraged to know and share the truths of our Catholic faith.

St. Brigid of Kildare Religious Education Staff

Office Staff

**Babs Pulsfort
Cheryl Dranaichak
Liz Jennison**

Administrative Assistant

Ermagene Kelly

Preschool/Kindergarten Coordinator

Cheryl Dranichak

Youth Minister

Pam Heil

Director of Religious Education

Mary Fran Cassidy

Religious Education Office Hours

Monday, 9:30 a.m. – 9:00 p.m.

Tuesday, 9:30 a.m. – 6:00 p.m.

Wednesday and Thursday, 9:30 a.m. - 5:30 p.m.

Friday, 9:30 a.m. – 11:30 a.m.

Youth Ministry and Young Adult Ministry Office Hours

Monday 12:00 p.m. - 8:30 p.m.

Tuesday 11:00 a.m. - 9:00 p.m.

Wednesday 10:00 a.m. - 6:00 p.m.

Thursday 10:00 a.m. - 6:00 p.m.

Friday and Saturday Office Closed / Call for appointment.

Sunday 5:00 p.m. - 10:00 p.m.

Phone

614-761-1176 - Religious Education Office

614-718-5832 - Youth Ministry Office

Fax

614-718-5831

Parish Office

614-761-3734

RELIGIOUS EDUCATION PROGRAM!

Thank you for sharing the responsibility of the religious education of your family with us. We strive to provide age-appropriate, meaningful religious experiences while teaching the truths of the Catholic faith through catechesis (weekly classes), paraliturgical and liturgical celebrations (informal and formal prayer services both in the classrooms and in Church), witness and service experiences including “Kids-to-Kids” Trick-or-Treating at Halloween, Operation Cookie Storm, the Christ Child Society Collection, and other service projects as opportunities arise.

This handbook will help you become more familiar with the purposes of St. Brigid Religious Education Program, the scope and sequence of classes offered, as well as the policies and practices used to keep our weekly catechetical classes running smoothly while providing sound religious education for everyone in our parish.

DIOCESAN GRADED COURSE OF STUDY

The Diocese of Columbus has a *Graded Course of Study* to be implemented throughout the diocese in both the Religious Education Classes held outside of school time and in the Catholic Schools. The *National Directory for Catechesis* states “Catechesis aims to bring about in the believer an ever more mature faith in Jesus Christ, a deeper knowledge and love of His person and message, and a firm commitment to follow Him.” (p. 54) To that end, The Diocesan Office of Religious Education and Catechesis, in conjunction with teachers, principals, catechists and catechetical leaders from the diocese, created the current *Religion Graded Course of Study Preschool – Grade 12*, “a systematic and age-appropriate way to present the mysteries of Sacred Scripture and Sacred Tradition of the Catholic Church so that students will be led to a closer union with Jesus Christ and be led by the Holy Spirit to find the many traditions of the Catholic Church, e.g., its prayer, liturgy and sacraments, and its moral and social teachings, beneficial to their lives now and in the future.”

St. Brigid of Kildare Religious Education Program adheres to the Diocesan *Graded Course of Study* for each grade level. Therefore, **attendance during every grade level is crucial** to the religious educational development of each person. **Those who have not attended regular classes either in St. Brigid Religious Education Program, St. Brigid School, or in another religious education program, or completed the work in an approved home study course must complete the work for the grades missed before continuing at grade level.** During the 2006-2007 school year we began offering the *Basic Review Course* for those students who have missed middle grades in addition to the *Sacraments* class for those students beyond second grade who have not yet received their First Communion. Our goal is to provide the foundation for *a lifetime* of learning and growing in the Catholic faith.

While the purpose of this handbook is to outline the program for Preschool through grade 8, please remember that our High School youth are served through our *Living the Questions*, which meets on Sunday evenings throughout the school year. A wide variety of classes and programs are also offered for adults both during the day and in the evenings. There is literally *something for everyone* in St. Brigid Religious Education!

SCOPE AND SEQUENCE OF THE PROGRAM

PRESCHOOL THROUGH EIGHTH GRADE

Children in our Preschool Program will use the “Discovering God” series published by The Sadlier Company. Every lesson contains faith-focused activity pages, “Read to Me” pages, including age-appropriate Scripture-based and theme-related stories as well as songs, poems, and other activities. Each lesson also includes Prayer Experiences for the children.

The basic text for students in kindergarten through grade six is the **WE BELIEVE** series published by The Sadlier Company. This series is used in both the Religious Education Program and St. Brigid School religion classes. Both editions embrace the four pillars of the *Catechism of the Catholic Church: Creed, Liturgy and Sacraments, Moral Life, and Prayer*, incorporating them throughout each chapter. The texts are “spirited by the *General Directory for Catechesis* and have been approved by the U.S. Catholic Bishops.” The family pages in the texts are for parents to complete with their child following each week’s class. In addition, you are encouraged to access faith-based activities and resources to correspond with each chapter by logging on to www.WEBELIEVEweb.com, integrating family, faith, life, liturgy and technology!

Students in grades seven and eight use *We Live Our Faith*, also a part of the **WE BELIEVE** series, with seventh grade focusing on the New Testament and morality and eighth grade on the history of the Church and social justice.

Students in grade eight will also be using *Inspired by the Spirit, Confirmation Candidate Book* also published by The Sadlier Company, as immediate preparation for Confirmation. Throughout the year, they will also be involved with the Parish Youth Minister as well as their regular catechists in planned group activities to help them prepare for Confirmation.

Students beyond second grade who have not yet received First Communion use the Sadlier *Our Catholic Faith* text, providing a comprehensive review of the basic teachings of the Catholic Church, in addition to **WE CELEBRATE THE EUCHARIST** which is described below.

WE CELEBRATE THE EUCHARIST is used to prepare for First Communion. One of the greatest strengths of this program is the parental/family involvement in the preparation of the children to receive this sacrament of initiation. The National Directory for Catechesis states “Parents also have the right and duty to be involved in preparing their children for First Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively.” (NDC, 36.A. 3a) Parent sessions are held monthly from October through April (see First Communion calendar).

The National Catechetical Directory states “The Eucharist is the center and heart of Christian life for both the universal and local Church and for each Christian... All that belongs to Christian life leads to the Eucharistic celebration or flows from it.” Based on this premise, each theme of **WE CELEBRATE THE EUCHARIST** is developed around a particular part of the Mass,

offering the opportunity for each family to deepen its appreciation of and involvement in this central act of worship of the Catholic Church.

HIGH SCHOOL

St. Brigid Youth Ministry Program provides an opportunity for all parish teens to grow in their Catholic faith, form supportive relationships with others, and extend God's love to the world around them. St. Brigid Youth Ministry offers a wide variety of opportunities for spiritual, social and emotional growth through their weekly meetings and Special Events. Sunday evening meetings, "Living the Questions," are held from 7:00-8:30 p.m. and BYBS: (Brigid Youth Bible Study and Application), from 8:30-9:30 p.m. High School Confirmation Catechesis will be determined by the Confirmandi's and Youth Minister's schedules. The Youth Ministry Office and Teen Room are located in the Parish Center. You may stop in any time or call Pam Heil, Youth Minister at 718-5832.

YOUNG ADULT MINISTRY

The St. Brigid of Kildare young adults group is an opportunity for married and single people, age 20-39 to socialize and have a faith sharing community through monthly social activities, Bible studies, and service projects. Please check the parish website for more information, www.stbrigidofkildare.org, click on Religious Education.

ADULT

Opportunities for faith formation are offered regularly throughout the year for adults in our parish. These include but are not limited to the *Tuesday Morning Discussion Group*, and *catechist certification classes* offered through the Diocese of Columbus here at St. Brigid, and Scripture Study, in addition to the R.C.I.A. Program in the parish.

Presentations on the Eucharist and on Reconciliation are scheduled throughout the academic year. While these are offered primarily for the parents of children preparing for and/or studying these sacraments in depth, **all adults are invited to attend**. Baby-sitting is provided during most of these morning and evening meetings.

Introduction to Scripture will be offered from 7-9 p.m. in September (21, 28) and October (5, 12, 19, 26). Debra Sabo, M.A. is the instructor. *Christ and the Church* (Sept. 19, 26. Oct. 10, 17, Nov. 7, 14, 21). Father Pat Toner is the instructor. Deacon Frank Sullivan will present *Liturgy and Sacraments* (Nov. 16, 30, Dec. 14, 21) and *Morality* (Jan. 25-February 15, 2012). These courses may be taken for personal enrichment and/or catechist certification credit. To register for any or all, call 761-1176 and/or complete the registration forms on each flyer available on the parish website or in the Religious Education Office

The *Little Rock Scripture Study* is back at St. Brigid for the 2011-2012 school year! The first series will begin September 2010. All classes will be held from 10 a.m. until noon. For a complete list of dates and times, check the Parish Website: www.stbrigidofkildare.org

Specific calendars listing the classes currently scheduled for the 2011-2012 school year are available throughout the year in the Religious Education Office. Additionally all classes are posted on the website, listed in the weekly bulletin as well as on the monthly calendars. Invite your friends! **All adults of the parish are welcome and encouraged to participate in all St. Brigid Adult Faith Formation. Bring a friend!**

POLICIES

ATTENDANCE

The excellent attendance record of most of St. Brigid Religious Education students reflects your outstanding efforts to make Religious Education a priority! Thank you! If your child is ill and unable to attend class, please call the office to report his/her absence. Your child will then be marked "Absent, Excused". You can have his/her work sent home with a neighbor or sibling.

Attendance awards are given at the end of the year for **Perfect Attendance**. **Perfect Attendance** means **No Absences**. The exceptions to this rule are the fourth and sixth grade outdoor education classes, the eighth grade class trips, and other school-dictated activities and performances which are mandated by the Dublin City Schools. Please anticipate these absences and report them to the office before the date.

SNOW DAYS AND OTHER EMERGENCIES

St. Brigid Religious Education Program follows the Dublin City School schedule. If school is canceled for the day due to a weather emergency, St. Brigid will **NOT** hold Religious Education classes that day.

If the weather worsens during the day, or if there is a building emergency, cancellations will be announced on the radio and television stations used by the schools: **RADIO: WBNS, WMNI/WBZX, WNCI, WSNY, WTVN/WLVQ, and WXMN/WRVF.**
TV: WBNS/10, WCMH/4, and WSYX/6.

SAFETY FIRST!

Please observe the signs posted at the driveways: **ENTER using the North entrance (the one closer to Avery Park) marked ENTER ONLY, and EXIT using the South entrance marked EXIT ONLY. Please exercise extreme caution when driving through the Parking Lot!** See the Parking Lot diagram and pickup procedures on p. 20.

DIOCESE OF COLUMBUS HARASSMENT POLICY

Please note the Diocesan Policy concerning harassment contained on pages 13-15 of this handbook. In compliance with diocesan policy, please sign and date the Harassment Policy Verification Form on page 16 and return it to the Religious Education Office by Oct. 11, 2011. **We must have this signed form on file.**

DISMISSAL PROCEDURE

As in previous years, **please come inside to pick up your children. No child is allowed to leave the building without a parent or other designated adult.**

THE PRESCHOOL DOORS ARE NOT TO BE USED TO ENTER OR EXIT THE BUILDING.

All parents and children are to exit through the cafeteria to keep the flow of “traffic” moving smoothly. Students in grades five through eight will be brought to the cafeteria by a teacher or aide and are to remain with him/her until they are picked up by a parent or other adult.

Older siblings are not permitted to pick up younger siblings and take them to the cafeteria. Parents, please do not ask your children to break this pattern. It has been designed to insure the safety of everyone and to assure that children go home with the right person.

If you are going to be late picking up your children, please notify the office if possible. We will stay with your children in the cafeteria until you are able to come for them. **Please do not ask your children to wait outside for you or to meet you at your car.** They will not be permitted to do so, and this will cause them anxiety, wanting to please you and still follow the rules. Remember, the rules are made for the safety of all of our children. Thank you for your cooperation and support!

WALKING

Each year several requests come to the office asking that the children be allowed to walk home. **Parents assume full responsibility for the safety of their children on their way home.** Requests must be made **in writing** and presented to the Religious Education Director **prior to the first dismissal.** Parents and children must bring the written request to the Religious Education Director in person. Children who are walking home must check with the Director at the door of the cafeteria/commons area **each time** before leaving the building.

CLASS TIMES

Preschool and Kindergarten Classes meet during the **Sunday 9:00 and 10:45 Masses.** Please bring your children to class before Mass begins, but not more than fifteen (15) minutes before. **Kindergarten classes** will also meet **Mondays and Tuesdays at 5:00.** Classes for **grades one through eight** are offered at **5:00 on Mondays and Tuesdays.** **In addition, on Mondays only** classes for **grades 1-8 will be offered from 6:30-7:30 and for grades 6, 7, and 8 from 7:45-8:45 p.m.** The **Basic Review Class**, for students who have missed grades between First Communion and Middle School, will also be held **Mondays at 7:45 p.m.** The **Sacraments Class**, for those students beyond second grade who are preparing for Baptism and/or the Eucharist, will meet **Tuesdays from 5:00-6:00 p.m..**

Students are to remain in the classroom with their teacher and teacher aide for the full period of one hour. We appreciate your efforts to bring your children and pick them up **on time.** Early

dismissals are **not** the prerogative of the teacher or the parent. If an emergency arises, please notify the office as soon as possible. If you must pick up your child early, please bring a written request to the Religious Ed Office, have it signed, and then take it to the teacher when you bring your child/ren. Students **will not be allowed to leave the assigned class meeting area or be dismissed early without prior written permission which has been signed by the Director or her Assistant.**

DISCIPLINE

Classes meet for only one hour per week. To enable everyone to experience the best possible Religious Education during that time, the following procedure for dealing with inappropriate behavior has been established.

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 s/he will be sent from the room.
3. If the student must be sent from the room, s/he and the Director of Religious Education will discuss his/her behavior in the office 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 then be returned to the classroom and ask permission to return to the class.
4. The second time a student is sent from class, the Director of Religious Education will call the student's parents and inform them of the situation and arrange a meeting with them 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 be returned to class and ask permission to enter the classroom.
5. The third time a student is sent from class, step four will be repeated except that **the student will not be re-admitted to class** without a parent accompanying him/her until the teacher, the parents and the Director deem that the situation has been resolved and the student has continued to display appropriate behavior.

In all of the years since we initiated this policy, only two students have reached step five and that was shortly after the policy was begun. I expect that this year, no one will even reach step three. Our students, teachers, and parents all have the same goal: to have a great experience knowing and sharing the truths of our faith!

CLASSROOM SNACKS AND PARTIES

In order to maintain an atmosphere conducive to learning and faith development and to accommodate the large number of people using St. Brigid Parish Educational Center each day and night, **no food or drink of any kind will be allowed at any time in any classroom. NO EXCEPTIONS.** For special occasions, e.g. Thanksgiving, celebration of First Communion or Confirmation, when a celebration with food is appropriate, such events can be scheduled in advance to be held in the cafeteria. In the interest of fairness, however, all classes of that particular grade level will be included in the celebration.

HOME SCHOOLING

The Home Schooling Option is no longer available at St. Brigid Parish.

COMMUNICATION

Handbook

We continue to explore ways to maintain effective communication between the office and your home. You are holding in your hands at this moment one of the key tools of communication. Please make a habit of picking up a Parish Bulletin each week from Church and of checking the parish Web Site, www.stbrigidofkildare.org weekly. All activities and meetings are listed there each week.

Family Packets

Information packets which included the calendar for the coming month, any flyers from various groups (Women's Club, Knights of Columbus, Athletic Association) announcing upcoming events, as well as information about specific projects or programs of a timely nature have been provided monthly. With the improvement of our Parish Website, however, we are discontinuing the paper packets and encouraging all to check the website for all of this information. Those without access to the website may pick up information at the Religious Ed Office.

SERVICE PROJECTS

St. Brigid Religious Education Program has a tradition of helping others. In the course of the year there are four major events which directly benefit others.

Trick-or-Treat for Kids-to-Kids

"Trick-or-Treat for Kids-to-Kids", sponsored by Holy Childhood Association, offers children in grades K-5 the opportunity while they "beg" for candy to collect money for children who have to beg for food each day. Last year this collection of nickels, dimes and pennies (and some dollar bills as well) yielded \$1,501.50! All of the money is sent to The Holy Childhood Association, which in turn helps to feed hungry children throughout the world! Boxes will be distributed October 24 and 25, to be used on Monday, October 31, 2011. Boxes should be returned to class the following week.

Operation Cookie Storm

Since **Operation Cookie Storm** began in 1991, St. Brigid Religious Education Program has sent literally thousands of packages of Christmas cookies, homemade cards, ornaments, prayers and good wishes to service personnel stationed overseas during the holidays. Plan to bring your entire family to participate on Saturday, December 3, 2011. If you have a family member or friend who is serving overseas and would be able to distribute packages, please bring his/her name and address to the Religious Education Office by Thanksgiving.

Christ Child Society

Our annual collection of new clothing during Advent benefits The Christ Child Society of Columbus. During the past twenty-two years, St. Brigid Religious Education students have contributed hundreds and hundreds of items of clothing to help meet the needs of the poor children in the greater Columbus area. A detailed list of requested items will be distributed in

November and the items brought to class throughout the Advent Season, November 28 through December 20, 2011. The classroom with the highest percentage of participation in this collection is awarded the *Little Red Wagon* award. The class's teacher, grade and day is engraved on a plaque attached to the wagon, which comes to the classroom filled with treats just before Lent.

Operation Rice Bowl

Each Lent St. Brigid Parish participates in Operation Rice Bowl, sponsored by Catholic Relief Services. Each family is encouraged to participate in this parish-wide project.

Parish Social Action Committee

This year the Social Action Committee holds various drives and collections throughout the year. Families are encouraged to participate in as many of the activities as possible. Permanent collection bins are located in the closets located in the coat room off of the Gathering Area in the Church for your use to help our parish continue this important ministry. For more information, consult the Parish Bulletin or Parish Web Site: www.stbrigidofkildare.org.

ST. BRIGID LENDING LIBRARY AND GIFT SHOP

St. Brigid Lending Library and Gift Shop is located in the Kelty Library in Monsignor Hendricks Hall. It is opened on the first and third Sundays during the school year from 10:00 a.m. to Noon, and from 10 a.m.-1:30 p.m. on the second and fourth Sundays. The Lending Library Extension is located in the Religious Ed Workroom in the Educational Center.

FAMILY GATHERING

This year, there will be one "Family Gathering" which will focus on Reconciliation and afford families the opportunity to delve into the sacrament and do some activities as a family in preparation for the celebration of the sacrament of Reconciliation on Palm Sunday. Because of the diocesan priest shortage, we will not be offering the students in grades 5-7 the opportunity for Reconciliation during their class times. Instead you are encouraged to come as a family to the parish Reconciliation Services in Advent (December 18, 2011) and Lent (April 1, 2012).

"Reconciliation: It's a Family Matter" is scheduled for Sunday, April 1, 2012, from 3:30-4:45 p.m. in the Parish Center. This Family Gathering will afford families the opportunity to experience something similar to the Family Reconciliation Workshop, which will be offered to our Fourth Graders on March 10, 2012. All families, those without children as well as those with children of all ages, are invited to the Family Gathering. The Parish Lenten Reconciliation Celebration will follow at 5 p.m., beginning with Vespers. Other diocesan priests will be available following Vespers for individual confessions.

MAKE THIS PROGRAM YOUR OWN!

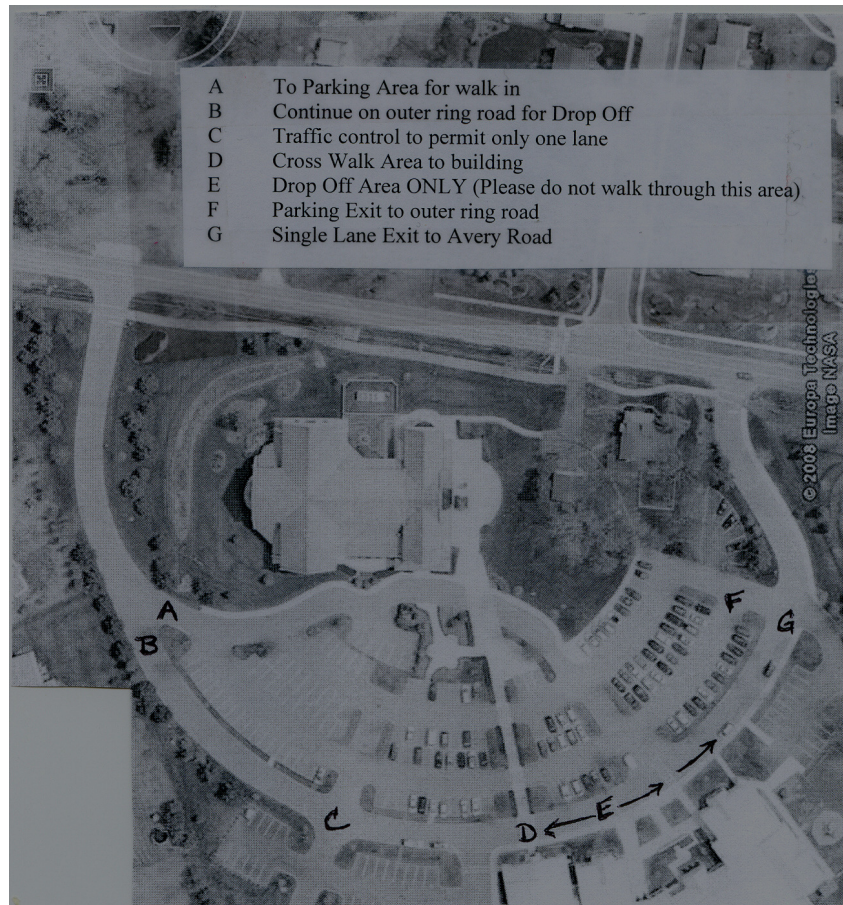
As St. Brigid Parish continues to grow, each of us must make an effort to keep the family spirit alive and well at St. Brigid. The best way to do that is to help one other person by sharing your own special gifts in whatever way and at whatever level you feel comfortable. Perhaps you'd like to teach or help out in a classroom or work in the office during class time. Perhaps you'd

rather work during the week while the children are in school. Perhaps you already have at least one full time job, volunteer at your child’s school, and are involved in at least one Church committee. Whether you can volunteer every week, or once a month, or once a year, your participation will help our program continue to grow, and you will be teaching your children in the best way possible--by your own example--what it means to be Church! Remember, God is never outdone in generosity. Whatever you give to the Lord returns to you a hundredfold! I know this to be true! Come, share the joy!

SAFE ENVIRONMENT PROGRAM

Our *Safe Environment Program* is designed to protect children while they are in “care, custody or control” of any volunteer on behalf of the Religious Education Program. ALL volunteers must complete three (3) requirements prior to the first day of volunteering: 1) Attend the Diocesan required course, *Protecting God’s Children* (registration is required online at www.virtus.org); 2) Submit to a Civilian Criminal Background /fingerprint check at St. Brigid; 3) Complete a Volunteer Application and signed Code of Conduct. You will receive a letter notifying you of your compliance. This will also be reflected in our parish records. Questions may be directed to Stacey Nerone, Safe Environment Program Coordinator at 761-3734 ext.260 or snerone@midohio.twcbc.com

PARKING LOT DIAGRAM AND PROCEDURES FOR PICK UP



St. Brigid of Kildare Religious Education

HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasium, 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 conduct 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 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 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.

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 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.

Department of Religious Education
Catholic Diocese of Columbus

Adopted: 08/04

HARASSMENT POLICY VERIFICATION FORM

I, _____,
please print your name

(check all that apply)

- an employee of St. Brigid of Kildare
- a volunteer at St. Brigid of Kildare
- a parent/guardian of a youth participant
- a youth participant (grades 6-12)

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.

St. Brigid of Kildare Religious Education
Name of parish and program

your signature

Date: _____

Department of Religious Education
Catholic Diocese of Columbus

Adopted: 08/04

Please return to St. Brigid Religious Education Office by October 11, 2011.

St. Brigid Religious Education
7175 Avery Road
Dublin, OH 43017-27202
614-761-1176 FAX 614-718-5831

I have received and read the Parent Handbook for St. Brigid Religious Education Program. 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:

Name (please print)

Signature

Date

Please return to St. Brigid Religious Education Office by October 11, 2011.

