

Sacred Heart
Parish School of Religion

PARENT HANDBOOK
2011-2012



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Prayer to the Sacred Heart

*Most Sacred Heart of Jesus,
I give you thanks and praise
for all your many gifts and blessings,
especially the love you shower upon me.*

*Be with me each moment of this day.
Help me to be mindful of your never-ending love
and inspire me to show my love for you
by responding generously to the needs of others.*

*May I become your eyes, your ears, your hands, your voice
in a world which hungers for love and forgiveness.*

*In all that I say, in all that I do this day,
may I do it for you.*

Be with me, Lord, and bless me.

Amen.

“Proclaiming the Gospel is a perennial task and joy for the Church of Jesus Christ. Catholic education is an expression of the mission entrusted by Christ to the Church He founded.”

To Teach as Jesus Did, 6.7

Mission

The Mission of the Sacred Heart Parish School of Religion (PSR) is to teach as Jesus did, reaching out to all in a spirit of justice and love. The PSR is a faith community that seeks to understand the message of Jesus and live as a community of faith, called to worship with and serve each other and the world, being the light of Christ to all people and calling them to a life of discipleship with Jesus.

Philosophy

The purpose of the Sacred Heart Parish School of Religion is to spread the Gospel message and to reach out in service to others. The power of the Holy Spirit infuses all that we do in the classroom, the parish and the community as a whole. The PSR commits itself to helping everyone reach their maximum potential and to grow in their love of God and others. The values taught and internalized in the PSR will allow students, parents and catechists to grow in holiness and live their call to “go therefore, and make disciples of all nations.” (Mt. 28:19)

The teaching of the Gospel message will be done in a way that is completely consistent with the teaching of the Roman Catholic Church. The Parish School of Religion unquestionably supports the Magisterium of the Church and will orient all of its programs toward the support of this teaching authority. The PSR community is called to be a sign of contradiction in the world and will never compromise Church teaching in support of secular agendas or popular opinion. Support of Church teaching will always be done with patience and in a nonjudgmental manner, supporting the rights of the individual to act according to their informed conscience. At the same time, doing all that we can to help students, parents and catechists to realize the truth as revealed by God our Father through Christ and supported throughout the centuries by the Church.

The PSR is only one of the educational ministries of the parish. Ministries such as adult education also play an important role in the educational mission of the Church. As a matter of fact, the Church teaches that adult catechesis should be the ministry around which all other

educational ministries revolve. In keeping with this philosophy, the PSR will provide opportunities for parents to expand their knowledge of the faith. This will be accomplished through parent meetings and through utilization of materials contained in the textbook as well as other materials sent home with the child. Ours is a collaborative ministry in every sense of the word.

Parish School of Religion Witness Statement

The Roman Catholic Church is the sign of Jesus Christ in the world today. Christ is the Word of God made flesh, the Word Incarnate. Before Christ ascended into heaven, He commissioned the Apostles to “go and make disciples of all nations.” (Mt. 28.19) This commission has been passed from the Apostles to the successor bishops and continues to be the primary task of the Church today.

Education is one of the means used to spread the Gospel message. The Holy Father, in union with the bishops throughout the world, exercises the *Magisterium* or teaching authority of the Church. At the parish level, the Pastor, who is appointed by the local bishop, as well as professional and volunteer catechists work to spread the Gospel message to all of the faithful.

The process of catechesis is all inclusive. As Catholics, we are called not only to know the Faith but also to live it each and every day. We must be willing to integrate the Faith into all aspects of our life. There can be no separation of our life of faith and the life we lead in the world; they are mutually inclusive. We are called to know, love and serve God in this life so that we may be happy with Him in the next life.

Parents are called to be the primary educators of their children in matters of the Faith. Just as our parents passed the Faith to us, we as parents are called to pass the Faith on to our children. The role of the Church is to assist parents as they exercise these responsibilities. The Parish School of Religion (PSR) is committed to assisting the parents of our students in every way possible.



Policies and Procedures

◆ Arrival of Students

Students are to arrive in the cafeteria no more than twenty minutes before their class time and wait at their assigned table for the teacher/aide to bring them to their class at 6:00 pm. This will allow teachers time to run copies, etc. without leaving children unattended.

◆ Dropping Off & Picking Up

Please be extra patient as this is the safest way to do this for our children. Parents dropping their children off can use the drive on the right side of the church to the lower level parking lot. Do not park in the lower level parking lot nor the side lot by the chapel, as this would be too dangerous for our children and too congested. Instead drop off the students in the driveway so that children can enter the cafeteria. Continue driving straight around the back of the school property so that you are exiting on the left side of the church. For parents who want to walk children into the school, please park on the upper lot by the church and walk your children to the lower level and into the cafeteria, using the sidewalk and steps.

When picking up, children will be escorted to the upstairs exit in the front of the school. You may drive around the drive and wait in line for

your students. Please be extra cautious and patiently wait in line. **DO NOT** pass cars on the right. Teachers will be directing the line in front of school. *Please pull all the way in front even if that means passing your child.* We will send the children to you. This way we can fill lots of cars at one time and move more quickly. **DO NOT park in the parking spaces in front of school near our dismissal line nor in the fire lane in front of church** as that becomes too dangerous for our children.

PLEASE NOTE: CONSTRUCTION WILL START AROUND OCTOBER.

Follow the directions of the volunteers. We will be dropping off and picking up in front of the church at that time. During good weather, children will follow the sidewalk to the school. During inclement weather, children will enter through the church.

◆ Attendance/Tardiness

Catechists are required to be in their classroom by 5:45pm to set-up. No student is allowed in the classroom before the catechist arrives. Attendance should be taken shortly after the bell rings. Parents, please try not to make a habit of arriving late, as this disrupts valuable class time.

Teachers should turn in absences to the coordinator after each class. If a recurring problem develops of tardiness or absenteeism, it is the catechists' responsibility to contact the parent.

◆ **Bathrooms**

Class time is limited and so it is necessary that this valuable time not be interrupted by numerous bathroom and drinking fountain breaks. Please encourage your children to use the facilities before coming to PSR or immediately upon arrival. **Bathroom breaks will be given only when absolutely necessary.** Any students caught playing in the bathrooms or defacing them will be disciplined.

◆ **Catechists' Aide**

If you would like to assist as an aide to help pass out supplies, assist the children when performing a written activity, to help with class crafts, skits, or activities, etc. please let the Coordinator/teacher know of your desire. We are always happy to have assistance from our parents.

◆ **Catechetical Sunday**

Catechists are commissioned in their ministry as catechists annually at a parish Mass. We encourage you to join us in celebrating the gift of our teachers. Catechetical Sunday is September 18th at 8:00 am Mass.

◆ **Child Abuse**

The Archdiocesan policy and procedure on child abuse bind all employees and volunteers of the Archdiocese. All employees and volunteers of Sacred Heart PSR will complete the screening form given by the Missouri Division of Family Services and will attend the "Protecting God's Children" course through the Archdiocese, and will sign an agreement to our "Code of Ethical Conduct."

◆ **Class Time**

Classes are on Wednesday evenings beginning at 6:00 pm and ending at 7:15 pm. Children should arrive in the cafeteria five or ten minutes earlier.

Our classes will ordinarily be thirty-three weeks, which is in compliance with the Archdiocesan guidelines. Occasionally there will be an extended class because of a Reconciliation service.

◆ **Communication**

Please check with your children to see if any notes have been sent home from the teacher. Generally you will receive a monthly newsletter from the coordinator updating you on the events of the PSR. Please read all notes as they may include changes to the schedule or other important information.

Likewise, if you have any questions or problems, please let the teacher or coordinator know.

◆ **Confessions**

The students will receive the sacrament of Reconciliation at least once during the year.

◆ **Discipline**

See Christian Behavior Policy and Think Paper at the end of this booklet.

◆ **Dismissal**

A bell will ring at 7:15 p.m. to dismiss the classes. See "Dropping Off and Picking Up" for specific instructions.

Please remind your children regularly about safety in the parking lots. No running is allowed in school or the parking lots.

◆ **Dress Code**

Students should adhere to the same dress code as their day school. Please remember that this is a religion school. Please dress in a modest fashion. No short, shorts or midriffs. No inappropriate sayings or logos on clothing.

◆ **Emergency Procedures**

If a student is injured in the classroom or becomes ill, someone will bring the student to the office. We will evaluate the situation, contacting the parent if necessary.

◆ **Fees**

Tuition will be \$75.00 per student this year; \$200 for three or more children in one family. If a book is lost or destroyed during the school year, an additional \$15.00 will be required before another book can be given to the student.

◆ **Field Trips**

Field trips are planned at the discretion of the catechist with the approval of the Coordinator at least two weeks prior to the trip. If such a trip is planned, all students are required to submit a parental permission form prior to departure; these forms can be obtained from the Coordinator. No student can be taken on a trip unless the adult driving has the permission slips in hand of those in his/her vehicle. Transportation is to be provided by volunteer parents and/or school bus. Field trip destinations might include local nursing homes, hospitals, etc. *Christian service is always encouraged.*

◆ **Inclement Weather**

If school is called off on a Wednesday due to inclement weather, then our classes on Wednesday night are also cancelled. If the weather gets bad later in the day, please **listen to KWRE** for our cancellation announcement. The CRE will also try to notify the teacher, who will in turn try to notify the students. Check our website: www.sacredhearttroy.org/psr for notices.

◆ **Pictures in Media**

From time to time, we may place pictures of our school activities on our Parish Website, the Archdiocesan website, or in the St. Louis Review. Parents will need to sign an authorization form allowing this. This was included in your registration form.

◆ **Prayer and Prayer Partners**

Please help your children learn their prayers. Located in the Curriculum is a list of prayers for each grade level.

The classes are encouraged to be “Prayer Partners” with the day school classes, other PSR classes, etc. In the past, the 6-8 grade students have organized a prayer chain. Encourage your students to pray for one another.

◆ **PSR Parties**

Our time in the classroom is precious. Parties should be limited to no more than 30 minutes with no more than two parties per year. Videos and music should have a Christian theme or lesson. Refreshments should be cleared with the Coordinator.



◆ **Report Cards**

Report cards are to be distributed twice a year. It is the responsibility of each teacher to monitor academic performance and to inform the parents of the student and the CRE of any academic problems that a student may be having. Adjustments may need to be made to compensate for learning disabilities. For example, students may need to have an aide read the test to them or to complete an assignment orally instead of in writing.

Evaluation for promotion to the next grade will be made at the end of the academic year. The decision to promote will be based on a number of factors that include knowledge of classroom and textbook material, homework, class participation, attendance, effort and classroom behavior. Classroom teachers will make the recommendation for promotion to the next grade. Questionable situations will be discussed with the CRE, with the CRE making the final decision concerning promotion.

◆ **Safe Touch Program**

As a caring Catholic community and as part of our on-going commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for grades K-8 that contains practical, helpful information to help children protect themselves from dangers that exist today.

Now that adults who work with our children have participated in the “Protecting God’s Children” program, the next step is to equip our students with the skills necessary for them to participate in their own personal physical safety.

The objective of this curriculum, entitled, “Safe Touch” is to teach our children self-protection skills. Children will learn body

safety rules in an age-appropriate and non-threatening manner. This curriculum will be presented by Mrs. Hibbeler, a trained lead teacher. It will consist of one class period.

The “Safe Touch” curriculum approaches safety issues in a respectful manner, connecting our Catholic values with information to keep our children safe. Please do not hesitate to contact me if you have questions or concerns regarding this important piece of your child’s education. If for whatever reason you prefer your child not hear this presentation during his/her PSR program, you have the option of opting him or her from the program. We will provide you with the materials to discuss this all-important issue with your child at home.

Blessing for Parents

You are blessed

You hold the children,
the gift of creation,
in the palm of your hand.

You hold the spirits of God
close to your heart.

You form the minds
You inspire the hearts
You shape the hopes
of the children
of the future
of the Kingdom of God.

You bless the children
with the gift of yourself.

They bless you in return
with promise fulfilled
with hope realized
with life well done.

-Margaret Cessna HM

Sacred Heart Parish School of Religion Curriculum

Grade Level Themes and Content Overview

Text Grades K-6: Blest Are We, Parish Program, copyright 2008, RCL Benzinger
(formerly Silver Burdett Ginn)

Parent Resource: www.blestarewe.com

Blest Are We is a developmental program based on Scripture and rooted in the teachings of our Catholic faith. Faith is developed through a spiral curriculum based on the four pillars of the *Catechism of the Catholic Church*. These four pillars of Catholic doctrine are **What Catholics Believe, How Catholics Worship, How Catholics Live,** and **How Catholics Pray**. The four pillars are taught in every unit, at every level, every year.

Kindergarten

Teaches children that God made them and the whole world. Introduces them to Jesus. Teaches them to love others as God loves us.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, Prayer before meals.

Grade 1

Focuses on the theme of the Holy Trinity. The children are taught that God, our Creator, made each person special. They learn that Jesus, the Son of God, is our friend and brother, and that he is human – just as we are. They also learn that the Holy Spirit is our source of strength, peace and joy.

The first grade children begin to learn that they belong to the Church community of Jesus' followers and participate in the church through the sacraments of Baptism and Eucharist.

The first grade book also lays the groundwork for the study of morality. The children learn that they are responsible to love and care for all God's gifts of creation.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, Angel of God, Prayer before and after meals, Morning Prayer, Evening Prayer.

Grade 2

The emphasis in grade two shifts to a study of the sacraments as the children review Baptism and prepare for the reception of Eucharist and Reconciliation.

Their understanding of the Trinity grows as they see God presented as a loving father who forgives them, Jesus as one who gives us gifts of himself, and the Holy Spirit as one who calls us to serve others.

The study of morality continues as the children learn the notion of sin and its effects. Gospel stories help to show the children their responsibility to care for others as

Jesus did. The concept of Church as a community expands as the children learn that the Catholic Church is their special home within Christianity.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, The Nicene Creed, Prayer to the Holy Spirit, Morning & Evening Prayer, Angel of God, Grace before and after meals, Act of Contrition

Grade 3

The Church is the focus of study in grade three. The students learn about the traditional marks of the Catholic Church and some of the beliefs held by Catholics. This is done through a study of the Apostles' Creed. All seven sacraments are studied and there is an exploration of a variety of ministries within the Church.

Knowledge of God, Jesus and the Spirit grows through a study of the Apostles' Creed not just as a prayer, but also as a belief to be understood.

The investigation of morality at this grade level includes studying the Ten Commandments, Jesus' law of love, and the corporal works of mercy as guides to live by.

Students will recognize and explain the four Marks of the Church and at the same time recognize and respect the diversity of the universal and local Church.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, Prayer to the Holy Spirit, Morning & Evening Prayers, Grace before and after meals, Prayer of Sorrow, Apostles' Creed, the Nicene Creed, Prayer to Jesus Christ in the Eucharist, & Vocation Prayer along with an introduction to praying in Spanish..

Grade 4

In the fourth grade, the students focus on the study of morality. This is accomplished through an extension of the materials learned in the third grade plus a study of the Beatitudes.

Throughout the text, moral values are fostered by a look at the lives of people who have exemplified them. The students see God as merciful and always ready to forgive. They see Jesus as the example of Christian life and love. And they look at the Holy Spirit as our helper and our guide in times of temptation.

The sacrament emphasized in grade four is Reconciliation and the content deal with our call to be healed. Finally the students study the Church as light and servant to the world.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, Apostles' Creed, The Nicene Creed, Hail, Holy Queen, Prayer to Jesus Christ in the Eucharist, Vocation Prayer, The Rosary, The Stations of the Cross, & Introduction to Praying in Latin.

Grade 5

In this year the center is on the study of all the seven sacraments, which are represented as sacred signs as well as celebrations.

The persons of the Trinity are presented as they relate to the sacraments. Students learn that God gave us the ultimate sacrament in Jesus – a visible sign of His love. They also learn that love continues through us to the world in the Spirit of God.

The Church is also seen as a sacrament – the sign to the world of the love of God for his people. People are seen as the best sign of God’s presence, and all creation is seen as reflecting his existence. The fifth graders’ understanding of morality is strengthened as they learn what it means to live as faithful followers of Jesus.

Students will also be given the ACRE test in January. This test will help the archdiocese assess our religion programs to see how well our children are learning.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, The Apostles’ Creed, The Nicene Creed, Hail Holy Queen, Memorare, Prayer to Our Lady of Guadalupe, The Rosary, The Stations of the Cross & Praying Inn Latin.

Grade 6

The Old Testament is the basis for the sixth grade curriculum. Students learn that it is through the study of the Hebrew Scriptures that we find the roots of our faith. God is taught as the creator who cares deeply for his people and interacts in their lives. Students recognize the importance of the covenant between God and his people.

Jesus is seen as the fulfillment of the Old Testament – the one who brings a new covenant and who proclaims the coming of the kingdom of God. A study of morality is woven throughout. It is seen as the relationship of God and the people that can grow stronger or weaker.

The concept of Church is taught as a continuation of the kingdom of God. The seven sacraments and their celebration symbols are also traced through the Hebrew Scriptures.

Prayers: Sign of the Cross, Our Father, Hail Mary, Glory Be, Grace Before Meals, Apostles’ Creed, Hail Holy Queen, The Rosary, The Stations of the Cross, & Continue learning to pray in Latin.

Grade 7

Text: Blest Are We, The Story of Jesus, copyright 2003, Silver Burdett Ginn

The theme of grade seven is Jesus. Early in the text Jesus asks, “And you? Who do you say I am?” In order to answer that question the students study the life, values and teaching of Jesus. They learn to trust, to care, to handle temptations and to make decisions – as Jesus did. They learn to develop the attitudes and ways of acting that identify them as followers of Christ.

The virtue of hope is emphasized through the study of the resurrection of Christ and his post-resurrection appearances. The Eucharist is seen as a sign and source of hope

when the students read about the supper Emmaus and tremendous impact of the event upon the disciples involved.

The text also concerns itself with what may be the greatest challenge a student might ever meet as a Christian – to live Christ’s law of love.

Prayers and Precepts: Apostles’ Creed, A prayer of Sorrow or Contrition, Prayer of St. Francis, Precepts of the Church, Corporal Works of Mercy, Spiritual Works of Mercy, Seven Sacraments, Angelus, Nicene Creed, Beatitudes, Ten Commandments, Theological Virtues, Cardinal Virtues, Mysteries of the Rosary, and Stations of the Cross

Grade 8

**Text: Blest Are We, The Story of Our Church, copyright 2003, RCL Benzinger
Call to Celebrate Confirmation, copyright 2008, Harcourt Religion
Publishers**

Students will show an appreciation for their call to holiness and will act in accordance with that call as they prepare for full initiation into the Catholic Church. Students will discover what it means to become church, how the Spirit of God works in their lives and in their parish, how the sacrament of Confirmation works, how they are called to something special, and how belonging to the Church means “serving people and letting them serve you, too.”

Students will demonstrate their knowledge of Church teaching in the following areas: God, sacraments, morality, Church, worship and scripture. Students will participate in a consistent prayer life, both in terms of participation in liturgy as well as personal prayer. Students will show an appreciation for community service as articulated in the Gospel and in the teaching of the Church.

Part of their preparation for the Sacrament of Confirmation includes learning about the saints as they choose a saint name, being interviewed by the pastor or his associates to make sure the student is ready and understands his/her commitment, completing the required service hours, attending necessary meetings and services at Church, and participating in the Luke 18 Confirmation Retreat.

Students will also be given the ACRE test in January. This test will help the archdiocese assess our religion programs to see how well our children are learning.

Prayers and Precepts: The Sign of the Cross, Lord’s Prayer, Hail Mary, Glory Be to the Father, Prayer of Sorrow, Grace Before and After Meals, Gloria, Nicene Creed, Angelus, Prayer of St. Francis, Seven Sacraments, Ten Commandments, Beatitudes, Corporal and Spiritual Works of Mercy, Gifts of the Holy Spirit, Precepts of the Church, Theological Virtues, Cardinal Virtues, Mysteries of the Rosary, and Stations of the Cross.

Christian Behavior Policy

The administration and faculty of Sacred Heart Parish School of Religion request the support of the parents to help the students grow in faith and develop Christian behavior and respect of self and others. We believe the appropriate discipline is necessary to create a Christian environment for learning to take place. To achieve this, each teacher will set clear expectations for the students. Since our students come from different backgrounds and full-time schools, they need to know the classroom rules for our Parish School of Religion.

The teachers will take consistent steps to reward positive, cooperative behavior and will follow the discipline policy of the school of religion when there are problems.

Classroom Expectations:

It is expected that each student will show respect for himself/herself, others, teachers and school property by:

1. Coming to the classroom with a desire to learn about God and the message God wants all of us to hear.

Bring book, pen/pencil and any homework assignment to class each week. Arrive on time.

2. Accepting with a positive attitude the classroom guidelines and ground rules established with the teacher.*
 - a) Raise hand to speak.
 - b) Listen politely to others.
 - c) Remain seated unless instructed otherwise.
 - d) No gum/candy/hats in the classroom.
 - e) Follow directions the first time given.
3. Being sensitive to the feelings and ideas of others.
4. Properly caring for school property and the property of others. Only handle materials that are yours. Please do not take or disturb materials that belong in the students' desks.

***These classroom rules will be personalized by each teacher and the students.**

We believe that young people have a right to learn about and explore their faith. When a teacher is caught up in the misbehavior of an individual or small group, the needs of the class to learn and understand the week's material cannot be met. In such situations teachers need the support of the parish leadership and parents to move toward problem solving. We hope this discipline policy will aid the teacher to build an environment for learning which respects the individual.

Consequences

1. The consequences of appropriate behavior will result in special recognition and positive reinforcement from the teacher.
2. The consequences resulting from the student's choice to behave inappropriately are as follows:
 - a) Student is given a choice to conform to the classroom rules or to be sent to the office.
 - b) Student is sent to the office to complete a "Think Paper." (See following page). The parent will be notified as soon as possible. The student will be required to return the "Think Paper" with the parent's signature the following week and to make up missed work.
 - c) If a student is sent to the office a **third** time, they will complete the "Think Paper" and the parent will be notified as soon as possible. The parent will also be required to accompany their child to class the following week.
 - d) If a student is sent to the office for further disruptive behavior, a conference will be set up with the parent, student, teacher, and PSR coordinator to establish alternatives.

Please discuss the Classroom Expectations and Discipline Consequences with your child. If you have any concerns about our discipline policy, please contact Dottie Hibbeler or Fr. Tom Wissler at 528-8219. We are eager to work with you to make this year a positive experience for your child to grow in his or her Catholic faith.

Sacred Heart Parish School of Religion

Name _____ Date _____

Teacher _____

Comment _____

Think Paper

What I Did:

Why I Did It:

How It Affected Other People:

How It Affected Me:

What I Can Do Next Time:

Take your "Think Paper" home and discuss it with your parent(s). One or both of your parents must sign on the line below to show that they have read this and discussed it with you. It is your responsibility to see that you have returned your paper to your teacher at next week's class. It is also your responsibility to make up the lesson that you missed in class this evening.

Lesson Missed _____ Pages _____

Parent Signature _____

Teacher Signature _____

Coordinator Signature _____

Emergency Procedures

Fire Procedure

At the sound of the alarm, the children should move at once. Silently! Calmly! Walk with hand at their side. Do not run.

Children should remain silent until they return to their classrooms.

Close door and windows.

The teachers are to take class lists with them and take attendance once they are in assigned area.

Rooms 1-7 exit east door and go to road due east.

Rooms 8-14 and Sacred Heart room exit north door and follow road east.

Basement areas exit cafeteria door and go to end of lower parking lot.

Tornado Procedures

In case of severe weather alert, three short rings will be given on the bell system.

Students and teachers are to go to assigned area, sit down facing the wall and put heads down, hands over head.

Aides and other staff members are to check restrooms. Further instructions will be given.

Coordinator should turn off gas and electricity (real tornado).

After tornado, keep calm, check for injuries and begin 1st Aid. Outside watch for downed power lines.

Earthquake Procedure

The teacher will give the command “Drop, Cover, and Hold”. Students are to drop and get under a table or desk. Turn away from windows, bend head close to the knees, cover sides of head with elbows, and clasp hands firmly behind neck. Keep this position until someone on the building emergency team (Coordinator, aide, or teacher) gives another direction. When the signal is given, the students and teachers are to evacuate the building using, if possible, the same exits as used for fire drill. It is suggested that a teacher lead two groups of students with the buddy teacher at the end of the two groups. (e.g. teacher, class, class, teacher)

The teacher or adult is to check the route as class is moving to avoid hazards. If student is injured, try not to leave alone unless the safety of the greater number is the consideration or it is a seriously dangerous situation. If someone must be left, let them know that you will send emergency help as soon as possible. If there are injuries, alert someone on the emergency team. Once outside, call attendance. Notify someone on the emergency team if anyone is missing. Keep students together. Keep students occupied. Attend to minor injuries. Parents are to come to release area to get students.

RESPONSIBILITIES:

Pastor: spokesperson to media

PSR Coordinator & Teachers: Monitor broadcasts and make necessary calls

Maintenance or PSR Coordinator: cut off utilities

PSR Coordinator: issue order to evacuate

PSR Coordinator: bring emergency cards and first aid box out

Teachers and aides: runners and help in release area

Aides and parent helpers: check building

Parents: do not call school as lines must be kept open. After arriving at school, parents are to come to the release area and pick up students.

Violence Prevention Plan

The safety of the students, faculty, and staff is paramount.

If there is any threat of violence, it should be reported immediately. Violence is words, gestures, or actions that result in or have the potential to result in hurt, fear, or injury. All reported or observed instances of violence and threats of violence will be addressed in a timely and serious manner.

Any student in possession of controlled substances, firearms, or other weapons will be suspended. The student can be readmitted upon review of the case by the pastor and PSR Coordinator and following a conference with the parents. Taken into consideration will be the nature of the charge, the student's record at school, and other factors relative to the case. A second offense would mean expulsion. Incidents of this sort will be dealt with according to state and local ordinances.

All visitors in the school must first report to the teacher's workroom and sign in with the PSR Coordinator. If anyone notices anyone who is in the school, please ask them to report to the PSR Coordinator.

Teachers and staff will look for early warning signs, and provide a caring and supportive relationship with the students. Some intervention tactics are:

- ◆ teaching positive interaction skills
- ◆ if appropriate, getting services for child and family
- ◆ referring the child for special education evaluation
- ◆ providing intensive, individualized interventions for students with severe behavioral problems

Early warning signs are

- ◆ social withdrawal
- ◆ excessive feelings of isolation and being alone
- ◆ excessive feelings of rejection
- ◆ being a victim of violence

- ◆ feelings of being persecuted and picked on
- ◆ low school interest and poor academic performance
- ◆ expression of violence in writings and drawings
- ◆ uncontrolled anger
- ◆ patterns of impulsive and chronic hitting, intimidating, and bullying behavior
- ◆ history of discipline problems
- ◆ intolerance for differences and prejudicial attitudes
- ◆ drug use and alcohol use
- ◆ affiliation with gangs
- ◆ serious threats of violence

None of these signs alone is sufficient for predicting aggression and violence. It is inappropriate and harmful to use the early warning signs as a checklist against which to match individual children. These early warning signs are offered only as an aid in identifying and referring children who may need help. Only trained professionals, in consultation with the parents, should make diagnoses.

Imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response. They are usually a sequence of overt, serious, hostile behavior directed at peers, staff, or other individuals. Imminent warning signs may include:

- ◆ serious physical fighting with peers or family members
- ◆ severe destruction of property
- ◆ severe rage for seemingly minor reasons
- ◆ detailed threats of lethal violence
- ◆ possession and/or use of firearms and other weapons
- ◆ other self-injurious behaviors or threats of suicide.

Safety must always be considered first and foremost. Immediate intervention by school authorities and possibly law enforcement officers is needed when a student

- ◆ has presented a detailed plan to harm or kill others—especially if the child has a history of aggression or has attempted to carry out threats in the past
- ◆ is carrying a weapon and has threatened to use it.

Parents will be notified immediately and appropriate assistance will be sought from law enforcement officials, social welfare, and mental health services.

Crisis Situation

In case of a crisis situation, students, faculty, and staff will be evacuated to a safe area. In this order (PSR Coordinator, classroom assistant, teacher) someone will notify 911. Students and others will be evacuated. All areas will be secured. Students will be dismissed to parents. Counselors will provide help to students and adults following a crisis.