

PURPOSE OF HANDBOOK

This handbook has been prepared to provide useful information that is necessary to ensure effective communication between the school and the parents/guardians of the children who are attending St. Irene Catholic School. Please read it carefully, and keep it for ready reference during the school year.

Student-Parent-Teacher relationships are an integral aspect of a child's learning experience. The purpose of this handbook is to contribute to that end, as well as to serve as a single source of valuable information for you, the parent and primary educator of your child.

This handbook also exists to foster efficient operation of St. Irene Catholic School. To meet this objective, the School Administrator is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the handbook.

This handbook is subject to change at any time when determined to be necessary by the school Administration. If changes are made to the handbook, parents/guardians will be notified promptly.

Please take the time to sit down with your child and discuss this pertinent information.

SCHOOL MISSION STATEMENT

St. Irene School is a Catholic community dedicated and committed to preparing children to be active in their faith and embrace life-long learning. The administration, staff, parents, and the parish community believe:

St. Irene School

- **Offers an atmosphere in which the teachings of Jesus and the tenets of the Catholic faith can be learned and lived.**
- **Offers an opportunity for the children to develop as individuals receiving a strong foundation spiritually, intellectually, emotionally, morally, physically, and socially.**
- **Promotes and fosters a pursuit of academic excellence, differentiates to meet the needs of every student, and develops independent thinkers who have the initiative and desire to be life-long learners.**
- **Empowered by the Holy Spirit, preaches, teaches, and proclaims the Good News of Jesus with both words and actions.**
- **Is a service-learning school making a difference in the lives of those in need.**
- **Forms a partnership with parents in the education of their children.**

PHILOSOPHY

St. Irene Catholic School is a community where Christian values and attitudes are an integral part of our daily life. It is our responsibility to provide opportunities for children to grow in their faith, to grow spiritually, intellectually, morally, socially, physically, and emotionally into responsible adults. We strive toward excellence in Catholic education embracing worship, service, the Good News, and community. We provide a faith-based academic curriculum that is differentiated to meet the needs of each student and recognizes cultural diversity.

In pursuit of academic excellence, St. Irene Catholic School believes that the parents are the primary educators and ministers of Christ's message for their children. This mission helps to prepare students to be self directed learners who will responsibly serve God, the church and their community.

Constructive interaction and clear communication among pastor, administration, staff, students, and parents are essential for direction, growth, and evaluation. We ask each parent, in principle and in fact, to fully support the policies of St. Irene School and the Diocese of Joliet.

"...Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educator is so decisive that scarcely anything can compensate for their failure in it. For it revolves on parents to create a family atmosphere so animated with love and reverence of God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social minutes which every society needs. It is particularly in the Sacrament of Matrimony, according to the faith received in Baptism, to have knowledge of God, to worship Him, and to love their neighbor. Here, too, they gain their first experience of wholesome human companionship and the Church. Finally, it is through the family that they are gradually introduced into civic partnership with their fellow men, and in the People of God. Let the parents, then, clearly recognize how vital a truly Christian family is for the life and development of God's own people..."

--Declaration of Christian Education

GOALS AND OBJECTIVES:

Catholic Identity

GOAL:

To Foster understanding and demonstration of responsibilities as a Catholic toward self, others, and physical surroundings

OBJECTIVES;

- **Students will be able to express what it means to be Catholic and their responsibilities in the Apostolic mission**
- **Plan and participate in weekly Liturgical services and weekly Adoration**
- **Show respect for God’s creation, through programs and actions that reduce waste and recycled resources**
- **Participate in the “Safe Environment for Children” program**
- **Emulate Christ through individual and group service projects that make a difference in the lives of those less fortunate**

Communication

GOAL:

To foster mutual communication throughout our school community

OBJECTIVES:

- **Electronically distribute handbooks to all families and require all students and parents to follow guidelines as stated within**
- **Continue to keep the school’s website as current as possible to offer valuable information to our families, and to keep the outdoor sign updated with upcoming events**
- **The principal’s weekly newsletter will highlight current events, offer reminders, and share the good news of St. Irene School**
- **Staff will collaborate with each other, the parents and students to create a faith-filled academic environment that will challenge our students to do their best in all areas of the curriculum utilizing our Teacher Ease web-based grading program, progress reports, newsletters, emails, and our website**

Curriculum/Instruction

GOAL:

To continue to align our curriculum to meet and/or exceed the Diocesan/State Standards

OBJECTIVES:

- **Continue to integrate technology into the curriculum**
- **Assess materials/textbooks according to annual rotation utilizing Illinois State Textbook Loan funds whenever available**
- **Evaluate data from the Iowa Test of Basic Skills to assess students’ progress and enhance our curriculum**

- **Meet individual needs of students by recognizing different learning styles and through differentiated instruction – offering a resource teacher to enhance students’ ability to learn and succeed**
- **Increase writing and language arts skills across the curriculum**
- **Promote a healthy lifestyle and wellness through curriculum, literature, exercise, practice, and modeling**

Technology

GOAL:

To continue to enhance the curriculum through technology integration

Objectives:

- **Teachers will integrate technology into the curriculum offering students hands-on capability with classroom computers**
- **An additional Elmo will be added to our inventory for rotation of classroom use**
- **Discovery Streaming is available in all classrooms and utilized by the teachers to enhance their lessons**
- **Through the use of educational links, students will be able to improve skills in subject areas Power-point, Excel, Publisher, Word, and keyboarding are all integrated into the curriculum**

Community

GOAL:

To spread the good news of the school to all constituents and the greater community

OBJECTIVES:

- **Use the school website as a main source of communication for weekly/monthly events and reminders**
- **Use the school website to attract prospective students and accentuate the values of a Catholic education**
- **School Board will have a development and marketing committee to enhance public relations**
- **Teachers will create brochures to highlight each grade and its faith formation, curriculum, and extra-curricular activities**
- **Principal’s weekly newsletter will be sent electronically to all families and posted on the school website**

ADMISSION POLICY

Under the auspices of the Diocese of Joliet, St. Irene School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students in our school. (Ref. Policy #5110)

Students of St. Irene School will be admitted in the following order:

- 1. Students currently enrolled**
- 2. Siblings of current students**
- 3. Contributing parishioner's children who were not previously enrolled**
- 4. Non-contributing parishioner's children**
- 5. Catholic students from other parishes**
- 6. Children of other faiths**

When maximum enrollment has been reached, a waiting list will be maintained for each grade. New lists are compiled during January of the next year.

The procedure for the implementation of this policy shall be the responsibility of the principal, and shall be in accordance with Joliet Diocesan policy.

ADMISSION POLICY FOR TRANSFERS

Students who wish to transfer to St. Irene School from another school will need to complete the following steps:

- 1. Make an appointment with the Principal – this meeting would include at least one parent and the student.**
- 2. Either at this meeting or as soon as possible, see that St. Irene School receives a copy of the student's previous grades and any test scores that might be available.**
- 3. Come visit the school if classes are in session.**
- 4. If classes are not in session, then they will receive a tour of the school.**
- 5. They will be given a copy of the latest Student/Parent Handbook to read before the next step.**
- 6. Student will write a commitment statement.**
- 7. A question-and-answer session will take place.**
- 8. The St. Irene principal will contact the previous school's principal.**
- 9. If student is to be accepted, then parents will fill out a Tuition Agreement Form and pay the registration fee. All records must be on file in the school office prior to the student beginning school, or student does not attend until file is complete.**
- 10. If student is accepted, his/her status as a St. Irene student is to be reviewed at the end of the first trimester. However, transfer students are admitted on a probationary status. Parents must abide by the school's decision at any time during the school year.**

A physical examination is required by state law prior to entrance into school for the first time (into Preschool, Kindergarten, or First Grade) and upon entering sixth grade. Physical examination forms may be obtained from the school secretary or the school website. Dental forms are also available. Dental exams are required by May 15th of the current school year for students in Kindergarten, 2nd and 6th grades. All children enrolling in kindergarten, and any student enrolling for the first time in school, shall have an eye examination. Proof of the eye examination shall be submitted by October 15th of the school year. Eye examination forms are available in the office and on the website.

NOTE: A Health Department nurse is available to us for consultations, screenings, presentations, and visits.

Children entering Preschool must be three years old on or before September 1st, toilet trained, and out of any type of diaper or pull-up. Children entering Kindergarten must be five years old on or before September 1st. This is in compliance with Illinois State Law.

CLASS SIZE MAXIMUM ENROLLMENT

Enrollment in a classroom for Preschool shall be limited to 15 students with a teacher's aide. The Kindergarten enrollment should be limited to 25 with the possibility of going as high as 30 if there are five who know that they will not be attending first grade at St. Irene School. An aide is provided for Kindergarten when the enrollment is 21 or higher, and for Preschool when the enrollment reaches 12 students. Class sizes for grades 1-8 are limited to 25 students.

Exceptions to the above for extenuating or temporary circumstances may be made by the Principal in concurrence with the Pastor.

SCHOOL HOURS

Preschool	8:10 A.M. – 10:45 A.M.
Kindergarten through Grade 8	8:10 A.M. – 2:30 P.M.
Lunch / Recess, Grades K – 8	11:29 A.M. – 12:09 P.M.

ADMINISTRATION

		<u>Voice mail extension</u>
Pastor:	Father James Antiporek	13
Principal:	Mrs. Maureen T. White	36
Assistant Principal:	Mrs. Barbara Houston	54

FACULTY

Preschool/PreK:	Ms. Michelle Wehrli	50
Kindergarten:	Ms. Tricia Kerner	51
Grade 1:	Mrs. Molly Opal	52
Grade 2:	Mrs. Jean Simon	53
Grade 3:	Mrs. Barbara Houston	54
Grade 4:	Mrs. Mary Hughes	55
Grade 5:	Ms. Sarah Jaworski	56
Grade 6:	Mrs. Patricia Patterson	57
Grade 7:	Mrs. Rebecca Gettelman	44
Grade 8:	Mrs. Maggie Detwiler	45
P.E.:	Mrs. Kim LaDeur	46
Music:	Ms. Jenne Lennon	
Band:	Mr. Tom Foster	
Spanish:	Mrs. Maggie Nagode	
Art:	Mrs. Donna Infante	
Library:	Mrs. Ann Naven	37
Resource:	Ms. Michelle Wehrli	50

SUPPORT STAFF

Administrative Asst.:	Mrs. Julie Duquette	16
PK/Kindergarten Aide:	Mrs. Kathy Pratscher	
Maintenance:	The Cleaning Company	

ST. IRENE 2009 – 2010 SCHOOL BOARD MEMBERS

Pastor: Father James Antiporek
Principal: Mrs. Maureen T. White
President: Mr. Jeff Schmitz
Vice-President: Mrs. Lisa Garhan
Secretary: Mrs. Laura McGowan
Treasurer: Mr. Don Malesh
Members: Mr. John Riggs
Mr. Phil Mrzlak
Mrs. Nancy Caesar
Mr. Rob Miller
Mr. Eric Fladeland

Meetings are generally held on the first Tuesday of each month at 7:00 P.M. All regular meetings of the School Board are open to registered adult members of the parish. A copy of the approved minutes are available upon request.

PACE- PARENTS ACTIVE IN CATHOLIC EDUCATION

President: Mrs. Sheri Potter
Vice-President: Mrs. Michele Miller
Secretary: Mrs. Tracy Schilf
Treasurer: Mrs. Donna Stubben

Please check your calendar for meeting times.

ATHLETIC BOARD

Director: Mrs. Kim LaDeur
Assistant Principal: Mrs. Barbara Houston
President: Mr. Adam Potter
Vice-President: Mr. Gary Rachford
Secretary: Mr. Steve Brummel
Treasurer: Mr. Mike Hitchcock
Members: Mr. Brian Long
Mrs. Shannon Denny
Mr. Dave Simon

Meetings are generally held on the first Wednesday of each month at 7:00 P.M.

ST. IRENE SCHOOL TUITION 2009-2010

Grades K-8:

1 student	\$3875.00
2 students	6900.00
3 students (or more, in Grades K-8)	9525.00

Early Childhood Multi-age Program:

3 days per week (meets M, W, F)	\$2100.00
5 days per week (meets M – F)	2500.00

Non-Refundable Registration Fee: \$80.00 per student, \$150.00 per family

Other Fees:

Student Service Fee (per student)	\$ 50.00
Technology Fee (per student)	30.00
Lunch Supervision Fee (per family, grades K- 8)	65.00
Service Hours (assessed only if 20 hours are not completed) (per family, grades K-8)	200.00
Graduation Fee (Grade 8)	85.00
Out of Parish Fee (per family, grades K-8)	1,500.00
NSF fee	25.00

Manna Fees:

1 Child (grades K-8)	\$300.00
Each additional child	40.00
Preschool only	150.00

TUITION AGREEMENT

Parents/guardians have been asked to sign a tuition agreement that states their choice of payment plan for the upcoming school year. The options are explained in the following policy section. It is our hope that the choice of a plan that will best fit your financial situation will be looked upon as a service that we are offering to help avoid the large cash layout that has been required at registration time in the past. In addition, we have contracted with FACTS Tuition Management to help families better manage their tuition costs.

TUITION POLICY

As we each know, tuition is vital to a Catholic school, as it is the major source of revenue. We understand the sacrifices that parents make in order to provide a Christian education for their children, and we, therefore, are offering three payment options hoping to help ease your financial burden.

Option A - Full payment by August 25th and you will receive a \$100 discount on TUITION.

Option B - TEN equal monthly payments – August 5 / 20 to May 5 / 20.

Option C - TWELVE equal monthly payments – June 5 / 20 to May 5 / 20.

The School Board in conjunction with the Administration Commission has established the following policy regarding tuition collection:

- I. All accounts must be paid in full by May 5th / 20th in order to receive a final report card or diploma. Academic records will not be transferred to another school until all tuition and fees have been paid.**
- II. Any family whose account is delinquent at the time of registration for the following year will be able to register their child/ren only after their account is brought up to date.**
- III. If payment of tuition or fees poses a problem, please do not hesitate to contact the Principal. Any information of this nature will be kept confidential between the Pastor and Principal.**
- IV. In the event that it becomes necessary to place this account in the hands of our business manager, your school account will be billed for the additional expense. The same would be true for any NSF check.**

- V. Tuition is due on the 5th / 20th of each month. If tuition payment is late, there will be a charge of \$25.00.
- VI. Please bear in mind that financial support of the parish is expected.
- VII. Each family will be expected to earn the assessed Manna Fee or pay the equivalent amount in cash.

When the Registration packets become available each January, parents are asked to choose the plan of tuition payments they prefer, sign the completed form, and return the TUITION AGREEMENT sheet to the school.

SERVICE HOURS

Each family (grades K-8) is required to commit to 20 service hours per year or pay an additional \$200.00 (\$10 per service hour). Please send total of service hours completed to the school office even if you held a board position, a coaching position, or any other “automatic-20-hours” position to ensure that you are credited accurately. A Service Hours Report Sheet is included in the back of this handbook.

SAFE ENVIRONMENT POLICY

Prior to beginning employment/volunteer service, all persons involved with minors on a regular, recurring basis, or those who would have the opportunity to be alone with children during parish, school or religious education sponsored events are required to present the following:

- Results of a criminal background investigation (subject to the conditions of the Diocese of Joliet).
- Written acknowledgement that the person has read and understood the *Pastoral Policy Regarding Sexual Abuse of Minors* and the *Standards of Behavior for Those Working with Minors*. (Both documents may be downloaded at www.dioceseofjoliet.org/protecting and on the St. Irene School website at www.st-ireneschool.org)
- Proof of attendance at a *Protecting God’s Children* program. (Proof of previous completion of the program will be accepted.) Exceptions need the approval of the Diocesan Superintendent of Schools or the Diocesan Director of Education.

ARRIVAL

Children should not arrive at school any earlier than 8 a.m. as supervision is not available prior to that time. Upon arrival, children should enter the school on the south side of the building. Students may proceed to their classrooms upon arrival. A student is tardy if he/she arrives after 8:15 a.m. School begins promptly at 8:15 a.m. Students who are tardy must check in at the office before proceeding to class, so as not to be marked absent. Those who ride the bus are not considered to be tardy if the bus is late.

TARDIES

Excessive unexcused tardies (3 or more) will result in students being expected to make up the time missed at the teacher's discretion.

Excused tardies:

- Doctor/Dentist appointment with note
- Late bus
- Others to be determined by the school office staff / Principal

ATTENDANCE

Since we are aiming to prepare our students to be life-long learners, vacation, lateness and absenteeism are to be avoided. A phone call from a parent or guardian, stating the DATES and REASONS for the absence, is required.

Do not send a student to school if they are ill, have an undiagnosed rash, or have a fever. After 24 hours of having a normal temperature, or having no bouts of nausea, students may return to school. The school personnel cannot diagnose or treat ailments or give any medications, including aspirin, unless there is written permission from a doctor. If a student is to be late or absent, parents are asked to call the school by 8 a.m. The school may call home or to the parent's place of employment if the phone call is not received by that time. This is a protection for your child.

In case of illness at school, parents will be notified to come for their children. Emergency numbers must be on file in the school office to ensure our being able to reach you quickly.

No child will be released from school without a written request from the parents. If an emergency arises during school time, please contact the school office and arrange to pick up the student from the office.

Please schedule doctor and dental appointments outside of school time whenever possible. The school should be notified of a communicable disease and of absences of more than three consecutive days. If a child is absent due to a communicable disease, it is desirable that the family doctor recommend when the child is to return to school.

CHILD CUSTODY

St. Irene School is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or other legal document should be in the child's folder at school. Custodial / Non-Custodial / Divorce decrees papers must be on file in the school office. The safety of the children is our first and foremost concern.

2. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued.

BOOKS

All textbooks and workbooks are on a rental system and are the property of the school. Any damaged or lost books will be paid for in full or in part depending on the damage and the age of the book.

CALENDAR

Each year parents will receive a copy of the school calendar. This calendar is approved by the Diocesan School Board which complies with the dictates of the state school code. Parents will be notified of any necessary changes in the calendar during the year.

ASSIGNMENT-ABSENTEES

No one is permitted to interrupt classes during the day to obtain homework for absentees. All requests for homework assignments and books should be made before 9 a.m. in the school office and assignments may be picked up after 2:30 p.m. Homework must be picked up in the school office by 2:45 p.m.

MAKE-UP WORK

It is always the responsibility of the student, upon returning, to ask teachers for make-up work. When a student is absent for two school days it is recommended that assignments and homework be obtained by telephoning the main office. Requests for assignments should be made prior to 9:00 a.m..

Missed work caused by extended absence will be reviewed and specific dates will be established for the work to be completed.

Make-up work required by an excused absence may be made up with NO penalty provided it is completed within the time allotted by the teacher. A student who is present when a test is announced is expected to take the test as scheduled on the day he/she returns to school. In laboratory classes such as art, physical education, music, and science, the make-up procedure will be determined by the teacher.

BUS TRANSPORTATION

Bus transportation is provided by District 200 for students residing in this busing district. We receive busing only when District 200 schools are in session. Occasionally, parents will need to provide their child's transportation to or from school, and you will be notified of these days.

Bus service is provided by First Student, 630-469-1900. St. Irene School accepts no responsibility for the conduct of the company or its employees. Parents with complaints about the bus should direct them to the bus company. St. Irene School and parents must share the dual responsibility concerning the behavior of students while on the bus. Parents of students whose behavior is deemed unacceptable will be notified and asked to correct the situation. The bus company will not drop off students at an after-school address unless the student qualifies for regular busing. Also, for a non-bused student to be able to ride the bus on a one-time basis, parents need to send a note to school to that effect, and the Principal needs to sign it. The form is then given to the bus driver. Athletic teams may not use the bus after school to transport students to a particular location. For the safety of your child, the school and your child's teacher need a written notification of a change in the manner in which your child gets home. A Notification For After School Release Form is included in the back of this handbook.

CONDUCT: Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school premises. Vandalism of bus property will be paid for by the parent/guardian of the offending student.

OCCASIONAL EXCEPTION: Students who are going to another student's home must bring written permission from the parent. This note must also be signed by the Principal or the Assistant Principal. For the safety of your child, the school and your child's teacher need a written notification of a change in the manner in which your child gets home.

IMPORTANT: Students should remember to conduct themselves at all times in such a manner that would bring credit to themselves and to our school.

NOTE: The office would appreciate limited phone calls from 2:00 – 2:30 p.m. due to the preparation for dismissal and bus boarding.

GRIEVANCE PROCEDURE

St. Irene Administration and school staff work very hard to maintain an environment that nurtures academic excellence for our students. At times, differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a great mutual benefit if these differences can be resolved through communication and understanding.

To work towards this common goal, the following procedure is recommended:

- 1. Maintaining a calm and respectful attitude that will set a tone where real listening can occur and understanding can emerge.**

- 2. Parents or students should discuss the matter with the school personnel directly involved with the situation or occurrence. If satisfaction is not reached, then the parent/student should contact the school Principal. If necessary, a meeting would then be scheduled involving parent/student, teacher and Principal. If further dialogue is needed, the Pastor should be consulted.**

- 3. If the matter is between the home and the Principal, a conference with the Principal is the appropriate starting point. If satisfaction is not accomplished, the matter may then be referred to the Pastor.**

VACATIONS

Students taken out of school for trips will miss class material and in-class activities. It is expected that assignments will be made up the week the student RETURNS from vacation. In most instances, NO WORK WILL BE PREPARED FOR THE STUDENT BEFORE VACATION. Some in-class activities, by their nature, cannot be made up. This can affect a student's grades. Therefore, we ask that parents give careful consideration before removing their child from school for such purposes.

COMMUNICATION

Each Thursday you will receive a take-home envelope with our weekly information. Parents should empty and return the envelope by the following Tuesday. Any necessary paperwork to be sent back to school should be placed in a well-marked regular sized envelope with the child's name and the contents written on the outside and placed inside the brown envelope. Also, watch the parish bulletin and newsletter for information. If you have something to be included in the brown envelope, it must be submitted to the office, for approval, by Tuesday morning. If all the copies are already made, they can be submitted by Wednesday morning. In addition, our website is updated regularly with information. The Principal's Weekly Newsletter is sent electronically to each family, each week.

PARKING

When picking up or dropping off children, parents are asked **NOT TO PARK ON THE SCHOOL PLAYGROUND/SCHOOL PARKING LOT**. This also applies to parents who are accompanying a class for a field trip. Parents are requested to drive in the south driveway and circle around the parking lot so as to exit via the north driveway. The area between the cones and the street may not be used for parking due to the **FIRE LANE**. After school pick-up is **ONLY** in the school parking lot as there is no staff supervision in the church lot. Any student being dismissed to ride the buses or walk home exits the front door. A teacher is on duty at the front door exit to safely place students on the bus and keep a watchful eye on the children walking to the crossing guard. All teachers know their students and know how they get home. All other children, including those riding bikes, will exit the south doors. The bike rack is in the parking lot and teachers will keep a watchful eye on all of the children. Children must stand behind the white lines and are walked to their cars. Once your child is safely in the car, please move forward and exit to keep the traffic lanes moving. Two lines are formed for dismissal.

Bottom line: Children will not be dismissed to the church lot. If you park in the church lot, you will need to walk over to the school parking lot to pick up your child. They must be safely dismissed to their parent/caregiver, person designated to pick them up, their bikes, etc.

BICYCLES / ROLLER BLADES (SKATEBOARDS ARE NOT ALLOWED)

Bicycles are to be placed in the rack provided at the east side of the parking lot. All bicycles must be locked. The school will not be responsible for bicycles stolen or damaged during the school day.

Students must walk their bicycles upon entering the school grounds. They are urged to demonstrate caution.

Please have your children observe the following regulations if she/he rides a bike or roller blades to school:

1. Only one child to a bike.
2. Ride single file on bikes. Dismount when crossing the street to enter the school grounds.
3. Walk bicycles on the sidewalk adjacent to the school and on school grounds.
4. At no time should students be on bikes on the sidewalk that goes in front of the Parish Center. Bikes should be on sidewalk along Warren Avenue only.
5. Park and lock bikes in the bike rack.
6. Do not ride bikes on school campus.
7. All bikes must be locked.
8. Helmets are suggested, but not required.
9. Roller blades must be removed before entering the building. They should be kept in the student's locker.

TESTS

Grades are accessible on TeacherEase (www.teacherease.com) at all times for students in Grades 4 – 8. Teachers will record the grades for tests/quizzes/homework assignments, etc. within approximately one week. Missing assignments are posted as well. Our purpose is to keep you informed of your child's progress. A major test would be a chapter, unit, mid-year, or final test.

PROGRESS REPORTS

Progress Reports are designed to keep parents informed regarding their child's progress. They are issued mid-trimester to all students in grades K – 8. Specific areas in need of improvement are noted on the form. Progress reports are designed to inform you of those areas in which a child needs to demonstrate greater effort and success in order to raise his/her average. For such notices to be successful, parental support of the school and its judgment in such matters is essential. Parents of students in grades K – 3 are asked to sign the report and return it to school. Parents of students in grades 4 – 8 are asked to check TeacherEase, our web-based grading program, for progress reports at mid-term.

REPORT CARDS: PARENT / TEACHER CONFERENCES

Only when a child feels that there is understanding, appreciation, and active cooperation between home and school can s/he do his best in his school work. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties s/he may be experiencing.

If, at any time, a child would benefit from a parent-teacher conference, the faculty is available immediately before or after school. Please call in advance to make an appointment with your child's teacher.

The aim of reporting to parents is to give an honest and helpful evaluation of their child's ability, application, and conduct. Report cards will be issued three times during the school year. Parent/Teacher Conferences will be held during the school year. The dates and times will be announced in the weekly communication from the Principal.

EMERGENCY FORMS

When children become ill at school, the parents will be contacted so that the child can be taken home. **EMERGENCY FORMS** have been provided for this purpose. Information contained on these emergency forms include the following: **STUDENT'S NAME, ADDRESS, & PHONE NUMBER, PARENT'S WORK ADDRESS AND PHONE NUMBER, FAMILY DOCTOR'S NAME, ADDRESS & PHONE NUMBER.**

Also included on these forms are the names and phone numbers of two (2) persons who will assume temporary custody of your child in the event that you cannot be reached. **IT IS IMPERATIVE THAT THESE FORMS BE CONTINUALLY UPDATED. PLEASE NOTIFY THE SCHOOL IMMEDIATELY IN CASE OF CHANGES. PLEASE BE ADVISED THAT THE SCHOOL CANNOT ALLOW ANY CHILD TO LEAVE SCHOOL ON HIS/ HER OWN. EVERY CHILD MUST BE PICKED UP AND SIGNED OUT BY A RESPONSIBLE ADULT. THE SCHOOL CANNOT MAKE EXCEPTIONS TO THIS RULE.**

PARENT RESPONSIBILITIES TO ST. IRENE SCHOOL

THE PARENT IS RESPONSIBLE FOR THE FOLLOWING:

- 1. His/her child's attendance.**
- 2. Providing a written note when the student is absent or tardy.**
- 3. Sending a note or notifying the school concerning early pick-up of children.**
- 4. Keeping the school informed of change of phone numbers.**
- 5. Keeping the school informed regarding anyone who CANNOT take the child out of school. Proper documents must be on file in the school office.**
- 6. Supporting bus rules and school regulations for their child's safety.**
- 7. Working with school personnel in the area of discipline so an environment conducive to learning can be established for all children.**
- 8. Staying informed about their child by attendance at conferences and parent meetings.**
- 9. Informing school via note if student is to go home with someone other than the norm.
(*See Appendix F in the back of this book.)**
- 10. Checking in with the office personnel – no unannounced visitors please, it disrupts teachers, classrooms, and students.**
- 11. ALL VISITORS MUST WEAR A VISITOR'S PASS!!**
- 12. Sending their children to school adhering to the uniform policy.**
- 13. Supporting policies of St. Irene School and the Diocese of Joliet.**

HOMEWORK POLICY

Estimated time:

- **K-1: 20 minutes**
- **2-3: 30 minutes**
- **4-5: 1 hour**
- **6-8: 2 hours**

This is meant to be quality time - not time spent in front of a television doing homework. Students should always do their homework in a designated spot at approximately the same time in order to establish a routine. Also, students should place homework in an appropriate spot (such as in their backpack, folder, etc.) so it will not be forgotten at home the next day.

Homework is important in the learning process in that it extends the active involvement beyond the classroom. The time a student spends in class is not enough to ensure good learning. Homework is an excellent way for the parents to keep abreast of a child's progress.

Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year concerning homework.

Homework Policy Grades 4-8 – Students' homework is due on the assigned due date (usually the next day). If it is turned in one day late the maximum grade they can receive is a 70%. If it is not turned in the next day, students receive a zero. Students will receive a demerit after three missing assignments have accumulated.

Homework Policy Grades K-3 – Homework must be turned in on the date due for full credit. If it is late, a Missing Homework Sheet will be sent home attached to the missing assignment to be signed by parent and returned the next school day.

HOMEWORK

- 1. To practice and enrich skills and concepts taught in class and to stimulate classroom discussions.**
- 2. To foster independent study skills.**
- 3. To develop responsibility for bringing home books and assignments, completing work and returning it on time.**
- 4. To enhance parent awareness of student progress.**
- 5. Homework is as important as any other part of school work; therefore, homework grades will affect grades on report card.**

TESTING PROGRAMS

In conjunction with the Diocese of Joliet, we will be administering the *IOWA TEST OF BASIC SKILLS* in the fall. Grades 3, 4, 5, 6 & 7 will be tested.

EMERGENCY CLOSING

When school must close with no more than the morning notice, it will be announced on the following radio stations: WGN 720, WIND 560, WBBM 78. It is posted on the Emergency Closing Center (ECC) website. Please do not call the rectory or the Parish Center. During severe weather, St. Irene School WILL automatically close when the Wheaton Public School District #200 closes. In the event that we are open and the District is closed, there will be NO BUS SERVICE. Parents of the bus students are asked to use their best judgment in such situations.

School is rarely dismissed early because of any approaching storm or other emergency conditions. However, since this is a possibility, it is suggested that the parents do the following:

- 1. With the help of your child, determine the shortest walking route between home and school.**
- 2. Tell your child what to do in the event no one is at home when s/he arrives. In extreme weather (thunderstorm, tornado, etc.) the possibility exists that the entire student body will be kept after school until an all-clear has been sounded.**

STUDENT INSURANCE

Student insurance will be offered to the students each year. This is an optional program.

FIELD TRIPS

The Joliet Diocesan Policy #6620 reads: “Field trips should be truly educational and should be directly related to the curriculum.” Each teacher is encouraged to offer a minimum of two field trips per year (either in school or away). Each teacher may also plan a year’s end fun day such as a picnic. All students MUST ride the bus or whatever form of transportation the school provides to and from all field trips. Only children whose class is taking the field trip will be allowed to attend. Younger/older siblings are not allowed to attend. All chaperones must have attended the Protecting God’s Children Program and have gone through a criminal background check.

SPECIAL SERVICES PROVIDED BY DISTRICT #200

PSYCHOLOGIST - A psychologist is available to provide professional help for the diagnosis and the correction of special problems involving learning and the adjustment of students to the school environment.

SPEECH THERAPIST - A speech therapist is available to diagnose speech problems. Pupils with difficulties are scheduled for speech class at their home-based school.

SOCIAL WORKER - A social worker is available to help with children who have difficulty in school. It is often possible for the social worker to interpret the child's feelings for the child, his parents and teachers in a way to promote better understanding and cooperation.

All referrals for District 200 evaluations must be made through the principal.

SCHOOL HEALTH PROGRAMS

Student in grades PS, K, 1, 2, 3, 5, & 7 receive a Vision and/or Hearing examination. All students new to St. Irene School will also be tested. Throughout the year, occasional checks for other disorders will be conducted.

A cumulative health record is kept by the school in conjunction with the county nurse. This record is forwarded when the student transfers.

BIRTHDAYS

Birthday students **ONLY** in grades K-8 may dress down for the day on which they are celebrating their birthday. If invitations for parties are handed out at school, **EVERYONE** in the class of the same gender must be invited. Birthday students are allowed to bring treats for the day to share with their classmates and teacher. They may also come to the office for their gift from the Principal.

**HONOR ROLL CRITERIA
GRADES 5-8**

THE FOLLOWING POINT SYSTEM IS TO BE USED:

A+ = 12	C+ = 6
A = 11	C = 5
A- = 10	C- = 4
B+ = 9	D+ = 3
B = 8	D = 2
B- = 7	D- = 1
	F = 0

HIGH HONORS: STUDENTS MUST RECEIVE 10.0 OR HIGHER.

HONORS: STUDENTS MUST RECEIVE 7.0 up to 10.0.

SUBJECTS USED FOR SCORING: ALL SUBJECTS THAT ARE EVALUATED WITH AN ACADEMIC GRADE.

IF A “D+” OR LESS IS RECEIVED, THE STUDENT IS INELIGIBLE FOR THE HONOR ROLL.

GRADING CODE

A+	=	100%
A	=	99 – 96 Outstanding
A-	=	95 – 93
B+	=	92 – 91
B	=	90 – 88 Very Good
B-	=	87 – 85
C+	=	84 – 83
C	=	82 – 79 Good

C-	=	78 – 77
D+	=	76 – 75
D	=	74 – 72 Improvement Needed
D-	=	71 – 70
F	=	69 – 0 Little/No Progress

ATHLETIC PROGRAM

A student’s eligibility to participate in the athletic program is based upon the school’s assessment of that child’s academic performance and classroom behavior. The following Academic Policy will be enforced:

Mid-Term: Mid-terms go home on Thursday in the brown envelope. If a student receives an F in any subject, or has an average that is below a C-, the student will be granted a ten day grace period to bring grades up. The grace period begins on the Thursday that the grades go home and will continue up to and including the Sunday evening of the next week. If grade/grades improve, the student will give the coach an eligibility card that has been signed by all core teachers plus the gym teacher. If the student does not improve their grade/grades, the student will be ineligible for a minimum of one week. If the student has not improved during that week the student will remain ineligible until improvement is shown. When the student has shown improvement, the student will bring an eligibility card to the coach that has been signed by all of the above-mentioned teachers.

Report Card: If a student receives an F on his/her report card or has an average below a C- the student will be ineligible for a period of at least one week. If improvement is noted at the end of that week, the student will give their coach an eligibility card signed by the above-mentioned teachers. If the student has not improved during that week the student will remain ineligible until improvement is shown. The coach will receive an eligibility card signed by the above-mentioned teachers when the student can return to the team.

Grades go home on Thursdays in the brown envelope. Ineligibility periods start on the Monday after grades go home and end on the following Sunday. A student who is ineligible may not attend practices, attend a game as a spectator, or be a participant in any games or tournaments.

THE PRINCIPAL RESERVES THE RIGHT TO SUSPEND FROM THE ATHLETIC COMPETITION ANY STUDENT WHOSE PERFORMANCE IS CONSIDERED DEFICIENT. THE ATHLETIC PROGRAM IS PREMISED ON THE BELIEF THAT SCHOOL WORK ASSUMES A HIGHER PRIORITY. Since students are representatives of the school, they must first demonstrate that they are students in good standing.

Participation in the athletic program is considered a privilege that must first be earned and subsequently maintained. It is absolutely essential that parents support the decision of the school relating to the eligibility of students to participate in the sports program. The athletic program cannot be successful unless parents accept the school's judgment in such matters.

EXTRA-CURRICULAR ACTIVITIES

Only those students participating in extra-curricular activities (band, sports practices, etc.) may be present at that activity's practice. The leaders of these activities are not responsible for the siblings of their participants. Also, if you do not attend school on a given day you may not participate in any extra-curricular activities on that day.

SCHOOL DRESS CODE

Students are to be in uniform unless instructed otherwise by the school staff or administration. Clothing should be of proper fit, be worn neatly, and kept clean. A student out of school or gym uniform must present the teacher with a note from his/her parent giving an explanation. A demerit is received if the student is out of uniform and no parent note was sent to the teacher. Three demerits are followed by loss of the next dress down day for offense #1.

UNIFORMS FOR GIRLS: (Available through Educational Outfitters; their website is www.educationaloutfitters.com; their telephone number is 815-436-7777.)

Grades K-3: Blue plaid jumper, blue uniform blouse or oxford. Solid white or solid navy socks or tights. Solid navy or solid white sweater or solid navy or solid white sweatshirt (may have St. Irene logo). Navy uniform shorts may be worn May 1 through September 30. This includes Hot Lunch and all other non-uniform days. No shorts may be worn before May 1 or after September 30. Navy blue twill or corduroy slacks may be worn at any time.

NOTE: No cargo shorts are allowed. If school pants/shorts have belt loops, then a belt must be worn. Blue polo shirts may be worn with shorts or slacks only.

Grades 4-8: Blue plaid skirt or split skirt, blue uniform blouse or oxford (**TUCKED IN**). Navy blue shorts may be worn May 1 through September 30. Navy blue twill or corduroy slacks may be worn at any time. Navy sweater, vest, or sweatshirt (solid color or may have St. Irene Logo) are acceptable.

NOTE: Cargo shorts are not allowed. School pants/shorts must have belt loops and belts must be worn. Blue polo shirts may be worn with shorts or slacks only.

LENGTH OF SKIRT/JUMPER: No shorter than 2 inches from bend in the back of the knee. This rule includes dress down days, dress up days, etc.

All of the above uniform descriptions must be complimented by white or navy socks, tights. Nylons may be worn by the 8th grade girls only. Black, navy blue, or brown belts must be worn with shorts/pants. No “capri” (lace bottom, footless) tights are allowed. Blouses may be long or short sleeve. No spandex bodywear is allowed. Pedal pushers, capri pants, flare pants, and bell bottoms are not part of the uniform. No sandals, open-toed, open-heeled shoes, clogs, or platforms are permitted.

HAIR FOR GIRLS: Hair should be clean, combed, and not blocking their vision. Hair can have natural tone highlights only.

JEWELRY: Earrings must not extend below the earlobe. Only necklaces of religious nature may be worn. No additional jewelry other than a wristwatch is allowed.

MAKE-UP: Absolutely **NO** make-up is to be worn at school. This includes dress down days as well. **ONLY clear** nail polish is acceptable. This also includes any extra-curricular activities.

UNIFORMS FOR BOYS:

Grades K-8: Navy perma-press uniform trousers, light blue short or long sleeve shirts (oxford or 3-button, knit, polo shirt), solid white, solid black, or solid navy socks and a black, brown, or navy blue belt. Navy shorts may be worn May 1 through September 30. Shorts must be no longer than knee length and worn belted at the waist. Shirts must be tucked in. Navy sweater, vest, or navy sweatshirt, solid color, may have St. Irene logo. No sandals, open-toed, open-heeled, clogs, or platform shoes are allowed.

NOTE: No cargo shorts are allowed. If school pants/shorts have belt loops, then a belt must be worn.

HAIR FOR BOYS: It is expected that boys’ hair will be clean, combed and of a reasonable length - nothing below the ear lobe, below the collar, or blocking the student’s vision. Hair can have natural tone highlights only.

ALL: Colored t-shirts may not be worn under uniform shirts/blouses. White t-shirts only!

JEWELRY: Only necklaces of religious nature may be worn. No additional jewelry other than a wristwatch is allowed.

SHOES: No roller-gym shoes are allowed. No sandals, open-toed, open-heeled shoes, clogs, or platforms are permitted.

GYM UNIFORMS: The gym uniform is worn in grades 4 through 8, and consists of a properly fitted St. Irene Physical Ed. t-shirt and shorts. Gym shorts may be worn from May 1st through September 30th. Sweatshirts and sweatpants are optional. All grades K-8 must wear properly fitted gym shoes. Hiking shoes, boots, and rubber soled shoes are not acceptable. These gym uniforms are available through Educational Outfitters; their website is www.educationaloutfitters.com; their telephone number is 815-436-7777.

HOT LUNCHESES

There are usually two hot lunches per month. Money should be turned in by the specified date on the order blank to facilitate ordering and requesting the check in advance from the bookkeeper. Dress down on hot lunch dates will be limited to no more than two per month.

DRESS DOWN DAYS

As far as printed t-shirts are concerned, no alcohol, tobacco, obscene, etc. designs are allowed. ALSO, no short-shorts, halter-tops, spaghetti strap shirts, see-through clothing, tank tops, bare bellies, or undersized clothing will be allowed. Shorts and skirts must be no more than 2 inches above the knee. Students should wear clean, neat, school appropriate clothing. Clean, neat, non-torn jeans may be worn. The rule for wearing shorts on dress down days is the same as for uniform shorts. No make-up is allowed, even on dress-down days. Rules for shoes, jewelry, make-up, hair, and nail polish apply on Hot Lunch days as well. If a student receives three (3) out of uniform slips, they are not allowed to dress down on the following dress down day.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. Lost articles which are not claimed within a reasonable time will be given to charitable organizations. Students are expected to check frequently for articles or books they have lost.

PERSONAL PROPERTY

The school cannot be responsible for personal property, therefore, students are discouraged from bringing valuable items or large sums of money to school. This includes expensive toys. No electric devices except calculators are allowed at school. Cameras & video cameras are not allowed.

Cell phones, iPods, game boys, etc. are not allowed to be used at school. If students bring any electronic devices to school, they must remain in their lockers and the school is not responsible for them. Cell phones are meant for emergency only after school if there is an extracurricular activity and your child needs to contact you. In most cases, there is a phone available for use under the direction of the adult/teacher in charge. If your child is found using an unauthorized electronic device during the school day, it will be confiscated and not returned to the student.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways and classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school.

The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purpose. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials. **Lockers are not to be used as bulletin boards. Pictures are not to be placed on the outside of lockers.

LOCKER INSPECTION POLICY AND RULES

The school Administration retains the right to inspect lockers to insure they are being maintained properly. All inspections of student lockers shall be conducted by the Principal or a member of the teaching staff or office staff.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal or Assistant Principal believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person (3) damage to personal or school property or (4) a violation of state law or school rules. Examples when a number of lockers may be inspected may include, but are not limited to the following:

- **When the school receives a bomb threat.**
- **At the end of a grading period, and before or during school holidays to check for missing library books, or school equipment.**
- **When the school has reason to believe that the locker may contain a prohibited or dangerous item.**
- **If a general inspection of a number of lockers in a defined inspection area is necessary, students will not necessarily be given the opportunity to be present while such inspection is being conducted.**

DISCIPLINE

It is our belief and expectation that our students can and will act appropriately in school. Students are to act in such a manner that their behavior reflects favorably on themselves and the school. Each child should respect the rights of others and accept the responsibility for obeying the rules.

Although the teachers are in charge of discipline in the classroom, there may be occasions when the student needs to discuss a matter with the Principal.

If a student is sent to the office for a major offense, a discipline report is filled out by the principal or student (depending upon age of the child). This form will then be sent home via the child for their parent's signature. The signed form should be returned to the Principal the following school day.

*Listed below are possible consequences to serve as a general guide.

Talk with student and notify parent

Conference with parent

Detention

Suspension

* It is understood that these consequences are to serve as a general guide with the Principal having the authority to decide on the consequences.

If a student receives a third detention, the student will donate three hours of service to the school or parish. The fourth detention and any additional detentions will be served at home as an external suspension. An automatic external suspension may also be issued at the discretion of the Principal. Detentions are not cleared at the trimester's end.

Two external suspensions per year will prevent an eighth grade student from participating in the 8th grade class trip at the discretion of the Administration. External suspensions are not cleared at trimester's end. Other students may lose field trip privileges as well.

If a student receives a third external suspension per year, s/he risks the possibility of not returning to St. Irene School.

Discussing discipline with your child/children is one way that we can work together. Another way is for you to be in total support of the consequences assigned when self-discipline is not evident. When a student is given a detention it is expected that s/he will serve the detention on the day specified. We realize that this can put the parent in a less than ideal situation, but if you or your spouse cannot personally pick up your child then

another arrangement needs to be made - a grandparent, neighbor, or friend are three possibilities.

If teachers, students, and parents continue to work together, much can be accomplished.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and the need for good behavior and a good attitude while at school.

We will continue to stress the Standards to Live By:

1. Affirmation
2. Active Listening
3. Trust
4. Truth
5. Personal Best

MINOR INFRACTIONS

- CHEWING GUM
- RUNNING IN SCHOOL
- YELLING IN SCHOOL
- ENTERING OR LOITERING IN UNAUTHORIZED AREAS; THIS INCLUDES BATHROOMS, LIBRARY, AND BAND ROOM.
- DISRUPTIONS TO THE EDUCATIONAL ENVIRONMENT

*Three demerits received in the above areas will merit a detention. Demerits will be cleared each trimester.

MAJOR INFRACTIONS (MINIMUM CONSEQUENCE – DETENTION)

- INAPPROPRIATE LANGUAGE
- FIGHTING, ROUGH PLAY, OR CAUSING PHYSICAL HARM TO ANOTHER
- IGNORING OR DISOBEYING A DIRECTIVE FROM A STAFF MEMBER
- BRINGING INAPPROPRIATE ARTICLES TO SCHOOL, INCLUDING BUT NOT LIMITED TO WEAPONS (OR FACIMILIES THEREOF) SUCH AS KNIVES, FIREARMS OR ANY OBJECTS POTENTIALLY HARMFUL TO ANOTHER INDIVIDUAL. MATCHES, CIGARETTE LIGHTERS, CONTROLLED SUBSTANCES OR ALCOHOLIC BEVERAGES ARE ALSO IN THIS CATEGORY
- EXHIBITING INAPPROPRIATE BEHAVIOR IN CHURCH
- DISRESPECTING SCHOOL PROPERTY / VANDALISM
- CHEATING / LYING
- STEALING
- EXTORTION OF ANOTHER INDIVIDUAL
- DEFACING, DAMAGING, OR MISUSING THE SCHOOL'S OR ANOTHER PERSON'S PROPERTY, AND OTHER ACTS OF VANDALISM

- SOLICITING FUNDS WITHOUT PROPER AUTHORIZATION**
- HAZING, INTIMIDATION, HARASSMENT, OR SEXUAL HARASSMENT OF ANY OTHER INDIVIDUALS**
- DISRESPECTING TEACHERS, PERSONS IN AUTHORITY, OR PEERS**

When disciplinary standards within the school are violated by a student, the following actions may be taken by the school for the purpose of providing a safe, orderly learning environment for all students.

***ANY INFRACTION OF THE ABOVE MAY BE FOLLOWED BY LOSS OF PRIVILEGES, DETENTION, MEETING WITH TEACHER/PARENTS/PRINCIPAL, EXTERNAL SUSPENSION, OR EXPULSION AT THE DISCRETION OF THE PRINCIPAL/STAFF.**

****THE ABOVE LIST IS NOT ALL -INCLUSIVE AS IT WOULD BE IMPOSSIBLE TO LIST ALL POSSIBLE INFRACTIONS. EACH INCIDENT WILL BE DEALT WITH AND THE PRINCIPAL RESERVES THE RIGHT TO USE FLEXIBILITY AND DISCRETION.**

SUSPENSION: Suspension from school constitutes a major disciplinary action. Suspension will be avoided if at all possible; however, certain actions of students may be disciplined severely. This form of discipline is intended to acquaint the student and parents to the seriousness of the act. Suspension is out of school only. Students suspended out of school may not participate in or be a spectator at any school-sponsored activity during the suspension period. This includes athletic events, performing arts events, social events, etc. Police referral will be made in those cases required by law or in cases deemed necessary by school officials.

EXPULSION: In cases of gross disobedience or misconduct, or when other disciplinary actions have failed to correct undesirable behavior, the principal or the administrative staff may recommend expulsion. The school may expel a student for the remainder of a school term. (Such expulsions of any student, and the reason for such action, will be reported to the local juvenile authorities.)

The following actions of gross disobedience or misconduct have been identified by the school staff as those which cannot be tolerated and are considered as immediate offenses for expulsion:

- *Finding the student in possession of or brandishing a weapon which can cause serious injury.**
- *Finding that a student sold or distributed drugs or alcohol while at school.**
- *Finding a student guilty of any act of violence which endangers the life or health of a person at school.**
- *Finding a student guilty of solicitation for membership in a gang or other cult or group.**
- *Finding a student guilty of battery toward a school employee.**

POLICE COOPERATION: It shall be the policy of St. Irene School that cooperative effort be maintained between the school Administration and law enforcement agencies. Law

enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school Administrator shall at all times act in a manner that protects and guarantees the rights of students and parents.

VANDALISM

Students and parents are responsible for all damage to equipment or school property. This applies in the matter of books and supplies as well as equipment, building, and grounds.

RULES OF CONDUCT

SUBSTITUTE TEACHERS: Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and as considerate as you would be to your regular teacher.

AUTHORITY OF ADULT SCHOOL EMPLOYEES: All of the adult employees of St. Irene School have certain responsibilities to the school and in order to carry out these responsibilities they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, library, or custodial, the student is expected to be respectful.

CLASSROOM LUNCH RULES

Students are to bring lunches from home. It is the child's responsibility to bring his/her lunch, NOT the parents. The office will not make calls home for forgotten lunches.

A snack time will be provided for grades PS-5. The children should bring a nutritious snack such as fruit, cheese, crackers, etc.

Lunches should be clearly marked with the child's name and room number. The lunch period provides for a 20 minute lunch and a 15 minute outdoor recreation – weather permitting – plus 5 minutes for passing. The outdoor recreation period will be supervised by paid employees and/or parents who have the same disciplining rights as the teachers. Students may leave the school grounds for lunch only if the parent has notified the school of this intent. Student must be accompanied by an adult.

Appropriate table manners should be used at all times.

RECESS RULES

- 1. Students will be respectful at all times.**
- 2. Students are permitted in the building only with the permission of the supervisor for restroom privileges or to go the office if they are ill or injured.**
- 3. Students will play only in designated areas. They are not to be near the windows, on the logs, near the parked cars, on the fences, or under the stairs.**
- 4. There is to be no wrestling, pushing, spitting, kicking, etc.**
- 5. Only soft or sponge balls are permitted. Nerf footballs are allowed but tackle football is not allowed.**
- 6. Students will show respect for other students, staff members, and the property of others.**
- 7. One whistle is the signal to stop inappropriate behavior.**
- 8. When recess is over, students are to return equipment to their classroom.**
- 9. No touching, throwing, flinging, or kicking of snow is allowed. The best rule of thumb is “just don’t touch it.”**

PARENT / STUDENT SIGNATURE PAGE

The purpose of this form is to verify that your family has received and read this Parent/Student Handbook for the 2009/2010 school year.

Please cut on the dotted line and return to the school office at your earliest convenience.

Family Name _____

Father _____

Mother _____

Students _____

I will read and discuss this handbook with my child/ren. We agree to abide by the rules set forth within this handbook.

Yes _____ No _____

Date _____

Please return this form at your earliest convenience.

Signature of Father _____ **Date** _____

Signature of Mother _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

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ASBESTOS MANAGEMENT PLAN

**ATTACHMENT A
2009-2010**

TO: Parent, Teacher, and Employee Organizations or other relevant group

Please be advised that the Asbestos Management Plan for St. Irene School required by 40 CFR 763.93 is available for inspection during normal business hours representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents, at the following location:

**St. Irene School
3 S 601 Warren Avenue
Warrenville, IL 60555**

within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies.

NOTIFICATION FOR AFTER SCHOOL RELEASE

This form must be filled out and brought to the school by you or your child if he/she is to leave school in a manner other than their normal day to day release pattern.

I, _____, the parent or legal guardian of
_____, give my permission for the above named student or students to:

1. Go home with the following adult: _____
2. Walk home with _____
3. Ride the bus home with _____
(This requires an office signature as well.)
4. Walk home alone _____
5. Other _____

Date that student is to use alternate transportation home _____

Signature of Parent/Guardian _____

Date note was sent to school _____

Date teacher received this note _____

DRIVER INFORMATION FORM

PARISH _____ St. Irene School _____ CITY _____ Warrenville _____

DRIVER'S INFORMATION

Name _____ Date of Birth _____

Address _____ Social Security # _____

_____ Phone # _____

Driver's License # _____ Expiration Date _____

VEHICLE THAT WILL BE USED

Name of Owner _____ Vehicle Model _____

Address of Owner _____ Vehicle Make _____

_____ Vehicle Year _____

License Plate # _____ Expiration Date _____

Registration Expiration Date _____

[If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle]

INSURANCE INFORMATION

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy # _____

Date of Policy Expiration _____

Liability Limits of Policy _____

Please note – The minimal, acceptable liability limit for privately owned vehicles is \$100,000/300,000.

CERTIFICATION

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature _____

Date _____

FIELD TRIP AUTHORIZATION

JOLIET DIOCESAN SCHOOL SYSTEM

On _____ will be
(day, date) (class)
taking a field trip to _____. The educational benefit
of this trip will be _____. We will leave school at
_____ and arrive back to school by _____. There will be _____
(time) (time)
chaperones per _____ children. Transportation will be by _____.
(bus, foot, etc.)
The cost of the trip will be \$_____.

LUNCH NEEDED: _____ CLOTHING: _____

Please return the signed permission slip with the money by _____.
(date)

Thank you.

I request that **St. Irene Catholic School**

take my child _____
(Student's Name)
on a field trip to _____.
(Place)

I hereby release and indemnify **St. Irene Parish, in Warrenville, Illinois**, its staff, volunteers and the Joliet Diocese, from any and all liability arising from claims of any kind or nature whatsoever from my child's participation in this event.

RELEASE: If emergency treatment is required, and the parents or legal guardian cannot be reached immediately, your signature in the space provided below empowers the school authorities to exercise their judgement to transport the child to a hospital emergency room.

Signature of Parent or Guardian _____ Date _____

Address: _____
Street City State Zip

Phone number where I can be reached during the event: (_____) _____
_____ I have completed the "Protecting God's Children" workshop and am available to chaperone. I would like to be considered.

**Written Certification from Licensed Healthcare Provider
for
STUDENT with ASTHMA**

1. The undersigned is the healthcare provider of _____.
2. The undersigned is a _____ Physician or _____ Physician Assistant, who provides medical treatment to the above named child.
3. The patient, _____, is being treated by me for Asthma.
 - a) With regard to such treatment, the following medication has been prescribed:

 - b) The prescribed dosage of such medication is as follows:

 - c) The time(s) at which the medication shall be taken is:

 - d) Special circumstances, if any, under which the medication is also to be administered is as follows:

4. My patient, _____, is able to self-administer the above referenced medication in the prescribed dosage and at the prescribed times as outlined above.

Date: _____

Signature of Healthcare Professional

Printed Name of Healthcare Professional

Name of Office of Healthcare Professional

Office/Company Address

Phone Number of Healthcare Professional

**Authorization for the Self-Administration of Medication
For
STUDENT with ASTHMA**

To: **St. Irene Catholic School, Warrenville, Illinois**

The undersigned, _____ and _____, (hereinafter "Parent(s)") are the parent(s) of _____. (hereinafter "Student") who is in the ____ Grade Class at St. Irene School, (hereinafter "School").
School Name

Parent(s) of Student hereby authorize(s) and direct(s) the School to allow my/our child, Student, to self-administer asthma medication pursuant to the written statement of my/our child's medical provider, a copy of which is attached hereto.

Parent(s) acknowledge(s) that this Authorization is being provided pursuant to the Illinois School Code (105 ILCS 5/22-30). In addition, Parent(s) acknowledge(s) that Student has the ability to properly self-administer such medication as prescribed his/her Medical Provider. Parent(s) also acknowledge(s) that by signing this Authorization, I/we are aware that I/we must also sign a statement acknowledging that School will not incur any liability for such self-administration, except for willful and wanton conduct with regard to any injury resulting to my/our child. Moreover, Parent(s) acknowledge(s) that they are required to sign an Indemnification and Hold Harmless Agreement with regard to the self-administration of asthma medication by my/our child.

INDEMNIFICATION and HOLD HARMLESS AGREEMENT

The Parent(s) hereby agree to indemnify, defend, and hold harmless the School, Parish, and Roman Catholic Diocese of Joliet Trust, its administrators, servants, employees, agents, successors, and assigns (collectively "School Affiliates"), both in their capacities as representatives of the School, the Parish and/or Diocese of Joliet, and as individuals, from and against any loss, actions, responsibilities, obligations, liability, damages, expenses, or claims with regard to the self-administration of asthma medication by my/our child, _____, or any other liabilities which may be incurred by or asserted against any of the School Affiliates, directly or indirectly resulting from the self-administration of asthma medication by my/our child, _____, with the exception of willful and wanton conduct on the part of any School Affiliates.

Parent/Guardian Signature

Date: _____

Parent/Guardian Signature

Date: _____

**Written Certification from Licensed Healthcare Provider
for
STUDENT with DIABETES**

5. The undersigned is the healthcare provider of _____.
6. The undersigned is a _____ Physician or _____ Physician Assistant, who provides medical treatment to the above named child.
7. The patient, _____, is being treated by me for diabetes.
- a) With regard to treatment for Hypoglycemia (low blood sugar), the following medication has been prescribed: _____
- b) The prescribed dosage of such medication is as follows:

- c) Special circumstances, if any, under which the medication is also to be administered is as follows:

Date: _____

Signature of Healthcare Professional

Printed Name of Healthcare Professional

Name of Office of Healthcare Professional

Office/Company Address

Phone Number of Healthcare Professional

**Authorization for the Administration of Medication
For
STUDENT with DIABETES**

To: **St. Irene Catholic School, Warrenville, IL**

The undersigned, _____ and _____, (hereinafter "Parent(s)") are the parent(s) of _____. (hereinafter "Student") who is in the ____ Grade Class at St. Irene School, (hereinafter "School").

Parent(s) of Student hereby authorize(s) and direct(s) the School to administer glucagons medication and blood glucose testing pursuant to the written statement of my/our child's medical provider, a copy of which is attached hereto.

Parent(s) acknowledge(s) that by signing this Authorization, I/we are aware that I/we must also sign a statement acknowledging that School will not incur any liability for such administration, except for willful and wanton conduct with regard to any injury resulting to my/our child. Moreover, Parent(s) acknowledge(s) that they are required to sign an Indemnification and Hold Harmless Agreement with regard to the administration of glucagons medication and blood glucose testing to my/our child.

INDEMNIFICATION and HOLD HARMLESS AGREEMENT

THE Parent(s) hereby agree to indemnify, defend, and hold harmless the School, Parish, and Roman Catholic Diocese of Joliet Trust, its administrators, servants, employees, agents, successors, and assigns (collectively "School Affiliates"), both in their capacities as representatives of the School, the Parish and/or Diocese of Joliet, and as individuals, from and against any loss, notions, responsibilities, obligations, liability, damages, expenses, or claims with regard to the administration of glucagons medication and blood glucose testing to my/our child, _____, with the exception of willful and wanton conduct on the part of any School Affiliates.

Parent/Guardian Signature

Date: _____

Parent/Guardian Signature

Date: _____

STUDENT MEDICATION FORM

Student's Name _____ Birthdate _____

Address _____ Phone # _____

Grade _____ Teacher _____

EMERGENCY NUMBERS:

Parent/Guardian _____ Relative _____ Neighbor _____

Please Note:

It is required that the medication be brought to school in its original container or in an appropriately labeled container with the child's name clearly affixed to it. Parents need to bring medication to the office.

This form will become a part of your child's health record.

The undersigned releases and holds harmless **St. Irene Catholic School, in Warrenville, Illinois** and its employees from all claims that may arise as a result of action or inaction resulting from the request herein made. It is understood that the parent or guardian accepts full responsibility for the giving of medication. Medication, properly labeled, shall be placed in the hands of the School. Label must include: dosage, frequency, manner of application, and Doctor's name.

I hereby grant permission for the above named child to self-administer the medication described below.

Parent/Guardian Signature Date: _____

To be completed by physician:

Name of Medication: _____

Dosage: _____ Time(s) of Administration: _____

Instructions for Administration: _____

Date of Prescription: _____ Termination for Self-administering: _____

Type of Disease or Illness: _____

Purpose of Medication: _____

Is this Medication necessary to maintain this child in school? _____

Possible Side Effects: _____

Is this child receiving other medication? If Yes, Please List: _____

Physician's Name: _____ Date: _____

Physician's Signature: _____ Phone: _____

To be completed by School personnel:

The above medication was received and accepted for self-administering on _____ by _____
(Date) (Signature)

Diocese of Joliet

MEDICATION AUTHORIZATION

If at any time during the school year it becomes necessary for a student to take medication (either prescribed or over the counter medicine) during the school day, this parent/guardian request form to administer the medication to the student must be completed and on file in the principal's office. The pharmacy label can serve as the written consent of the physician.

I request that the medication described below be administered to my child at the times specified during the school day. I will provide the principal/school nurse with this medication in a container provided by the pharmacist. I understand that this medication will be dispensed to my child only by the school nurse, principal, or office personnel; and that the medication will be kept secure in a locked cabinet or refrigerator. I understand that this consent is valid for one year and must be renewed annually or whenever there is a change in medication.

Student's Name

Grade Level/Classroom #

Name of Medication

_____ Prescription _____ Over-the-Counter

Days Medication is to be Given

Time to Administer

Dosage

Refrigeration Required? Yes _____ No _____

Purpose of Medication: _____

Physician's Name

Physician's Phone

Physician's Signature

Date

Pharmacy

Prescription Number

Pharmacy

Prescription Number

This medication is to be given to my child only until _____

Parent/Guardian Signature

Phone

Date

***Acceptable Use Agreement
for
Internet Access and Related Technology Us
at
St. Irene Catholic School***

The Catholic Schools Office of the Diocese of Joliet and St. Irene School support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school owned hand held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies, including hand-held devices shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary action.

Terms and Conditions

1. **Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

2. **Responsibility**

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what is inappropriate use and his/her decision is final.

3. **Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, and use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child(ren). Administration reserves the right to intercede when students are adversely affected or when there is serious disruption to the school program. The terms of this Agreement include, but are not limited to the following:

All users are to be polite and use appropriate language.

No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.

No offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to computers, cell phones, palms, handheld computers blackberries, flash drives or other handheld devices.

No student will upload, download, copy, forward or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.

No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.

The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

The personal address, phone number or social security number of any student is not to be used in email or on the Internet.

The network may not be used for the purchase of any type of merchandise services, copying of copyrighted material or to send material or communication likely objectionable to recipients.

At school, no user shall be involved in, or participate in, chat rooms or discussion

groups without expressed permission and/or supervision of the teacher/system administrator.

No student will install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT staff,

4. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receives threatening or unwelcome communication shall immediately bring this to the attention of a teacher or administrator.

5. **Electronic Mail**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designee, pastor, superintendent) may remove any material stored by the users, which violate the terms of this Agreement.

6. **Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will result in the loss of access privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use. If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately.

7. **Publishing Web Pages**

The school may choose to publish a Web Page for purposes of providing school, parish information and teacher, class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects.

The principal or her designee must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web Pages, they must be reviewed and

approved by the principal or her designee. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the school web site will be limited to first name and last initial and no pictures of identifiable students.

8. **Hand-held Devices (Visors, Palm Pilots, etc.)**

The use of hand held devices for educational purposes is limited solely to those devices approved by or distributed by the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

9. **Indemnification**

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach, of or the enforcement of, this Agreement.

10. **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this Agreement.

11. **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the computer system and network will be error free or without any defect. The School Parish/Diocese has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.

The schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of all our students.

Acceptable and ethical uses of technology are devoted to activities that support teaching and learning. The following is an agreement for the use of technology at **St. Irene School**.

This agreement is an abbreviated version of the Diocese of Joliet Acceptable Use Agreement.

Using the computer correctly and responsibly is very important. I will follow these rules:

1. I will use the computer carefully and listen to the directions of my teacher.
2. I will only work on the programs and web pages that my teachers tell me to use.
3. I will ask for help, if I don't know what to do or which key to press.
4. I will tell my teacher if I read or see something on the computer that makes me afraid or uncomfortable.
5. I will not use the computer to be hurtful to others.
6. I will not give any information about my family, other students or myself to anyone on the Internet.
7. I will print only when my teacher tells me to.
8. I will only open my file or my own folder in the documents or on the student server.
9. I understand that if I do not follow or break one of the rules above, I may not be able to use the computer.

I will sign my name to show that I will follow these rules.

Student Name (Print) _____

Teacher _____ Date: _____

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Revised 3/14/2007

**DIOCESE OF JOLIET
STANDARDS OF BEHAVIOR FOR THOSE
WORKING WITH MINORS**

June 1, 2003

There will be clear and well-publicized diocesan standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with children and young people (USCCB Charter for *the Protection of Children and Young People, Article 6*).

To foster and maintain an atmosphere of trust and safety in its ministry to minors, the Diocese of Joliet has established *Standards of Behavior for Those Working with Minors*. The Diocese expects all Church personnel to maintain high standards of professional, ministerial and moral behavior.

A. Definitions

1. A minor is defined as anyone under the age of 18. For the purposes of these standards, the term “minors” also includes adults who would be considered vulnerable to abuse because of physical or mental disabilities.
2. Physical abuse is non-accidental injury that is intentionally inflicted upon a minor.
3. Sexual abuse is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of the adult. Abuse of minors is contrary to the teachings of the Church and is never permissible. Church personnel have a responsibility to actively protect minors from all forms of abuse.
4. Church personnel are any persons, lay, religious or clergy, who are employed by or who volunteer for a diocesan agency, a parish or an educational facility.

B. General Guidelines

The following guidelines are intended to assist Church personnel in making decisions about interactions with minors in Church sponsored and affiliated programs. They do not supersede state law or DCFS requirements. For clarification of these guidelines or for guidance for behaviors not addressed here, contact an immediate supervisor or consult *Faith Formation in the Diocese of Joliet* (Religious Education Office) or the *Personnel Policy Handbook* (Catholic Schools Office).

1. Ministry to minors respects the rights of parents to educate and form their children in faith. Therefore, activities with minors are to be conducted with the explicit knowledge and consent of parents or legal guardians.
2. Church personnel are responsible for releasing minors in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. In the event that Church personnel are uncertain of the propriety of releasing a minor, they are to contact the parent or legal guardian of the minor. Otherwise, they are to contact their supervisor before releasing the child.
3. Church personnel are never to leave minors unattended at the end of a class, session, event, etc.
4. Church personnel are to report uncontrollable or highly unusual behavior of minors to parents as soon as possible.
5. Church personnel are prohibited from the use, possession or being under the influence of alcohol or any illegal drugs while working with minors. They are also prohibited from furnishing alcohol or illegal drugs to minors or permitting minors to use such in their presence.
6. Church personnel may occasionally provide transportation for minors. The following guidelines should be observed when Church personnel are involved in the transportation of minors:
 - a. Minors are never to be transported without written permission.
 - b. Minors are to be transported directly to their destination. No unauthorized stops are to be made.
 - c. Church personnel are to avoid unnecessary and/or inappropriate contact with minors while in

vehicles.

7. Church personnel are prohibited from speaking to minors in a way that is abusive or demeaning. All are to refrain from using inappropriate language/humor in the presence of minors.

8. Church personnel are prohibited from engaging in any sexually oriented conversations with minors. However, it is expected that classes may address human sexuality issues. These classes will convey the Church's views on the topics. If minors have other questions not answered or addressed by individual teachers, they should be referred to their parents or guardians. Church personnel are not permitted to discuss their own sexual activities with minors.

9. Church personnel are never to be nude in the presence of minors. Changing and showering facilities for adults are to be separate from those for minors.

10. Church personnel are prohibited from possessing any sexually oriented or morally inappropriate materials (magazines, cards, videos, films, clothing, etc.) or accessing similar materials on the Internet on Church property or in the presence of minors.

11. Church personnel are prohibited from sleeping in the same beds, sleeping bags or small tents with minors.

12. Houses used as residences for priests and religious are exclusively for their use. Minors should not be allowed in the private quarters of those residences. With the exception of occasional visits from immediate family members, minors are not permitted to be overnight guests in the residences of priests or religious.

13. Counseling areas should have transparent windows or open doors. Care should be made to have another adult in the general vicinity during counseling sessions.

C. Physical Contact

The Diocese of Joliet has implemented a physical contact policy that will promote a positive, nurturing, safe environment for children and youth ministries while protecting both children and Church personnel from misunderstandings. The following guidelines are to be carefully followed by all Church personnel working with children and in youth programs.

Church personnel are prohibited from using physical discipline for behavior management of minors. This prohibition includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behavior by minors.

Appropriate affection between Church personnel and minors is important for a child's development. It is a positive part of Church life and ministry and should be given in public but not in isolated or secluded areas.

1. The following forms of affection are regarded as some appropriate examples for most Church sponsored and affiliated programs:

- Side hugs.
- Shoulder to shoulder hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders or arms of minors.

- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (Avoid in some Asian communities.)
- Reciprocation of appropriate gestures initiated by a minor.

2. Some forms of physical affection have been used to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are not to be used in Church sponsored and affiliated programs:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors over five/six years old on the lap.
- Touching buttocks, chests or genital areas.
- Sleeping in a bed, sleeping bag or small tent with a minor.
- Touching the knees or legs of minors.
- Tickling minors.
- Wrestling and/or roughhousing.
- Piggyback rides.
- Any type of massage given by a minor to an adult.
- Any type of massage given by an adult to a minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

D. Undue Attention

Certain conduct has been used by adults to develop inappropriate relationships with minors. Activities include singling out minors or showing them unusual attention. Some examples of this behavior prohibited for Church personnel are:

- Presenting gifts to a minor that would not ordinarily be given to an entire group of children, excluding awards, etc.
- Allowing a minor to drive automobiles of Church personnel even though another adult may be present.
- Singling out a particular child for special dinners, events, trips or outings.

E. Screening

1. All applicants for Church personnel positions working with minors will be required to complete the following without exception:

- a. A standard application that includes a release of information to conduct background checks. Applicants will also be required to read and sign the Standards of Behavior for Those Working with Minors.
- b. Appropriate criminal records check.

2. For employees and volunteers who have worked in the parish or school for two years or more, the application and criminal records check will complete their screening process.
3. Additional screening procedures, such as reference checks and face-to-face interviews are recommended for new applicants.
4. Volunteers for programs working with minors in parishes should be registered members of the parish for at least six months before being placed in a volunteer position with minors. With care, exceptions may be made for parents of minors who can demonstrate evidence of satisfactory ministry with minors from a previous parish.

F. Program Supervision

1. Parents are encouraged to be a part of services and programs in which their children are involved in the Diocese of Joliet. If parents wish to observe programs/activities in which their children are involved, they may do so after making arrangements with the principal or program administrator.
2. Special care needs to be taken where a program is sponsored or administered by only one adult or by anyone under age 21.
3. Church personnel in leadership roles must be aware of all programs for minors that are sponsored by a parish or school.
4. Individual Church personnel are not permitted to implement new programs for minors without receiving approval from the appropriate administrator (school, religious education, parish).

G. Reporting Violations

All Church personnel are required to report violations of the Standards of Behavior for Those Working with Minors by an adult employee or volunteer to that individual's immediate supervisor.

Certain personnel (including priests, school and child care personnel, medical personnel, social workers, psychologists, professional counselors, and recreational program personnel) are considered mandated reporters under Illinois law and must report to DCFS any situation in which they have a reasonable belief that a child is being physically or sexually abused.

H. Education, Distribution and Acknowledgement

Members of the clergy, religious, employees and all volunteers who work with minors will be required to receive in-service education that addresses their role in protecting minors.

Minors who serve as employees or volunteers will be informed that they have a right to a safe working environment and a right to disclose behavior not in accord with these standards.

The Standards of Behavior for Those Working with Minors is to be given to all diocesan and parish employees and volunteers, as well as to all parents and parishioners whose children attend parochial schools or attend Religious Education. The document is posted on the Diocesan website: www.dioceseofjoliet.org. All Church personnel are required to comply with the Standards of Behavior for Those Working with Minors.

DIOCESE OF JOLIET

www.dioceseofjoliet.org

PASTORAL POLICY REGARDING SEXUAL ABUSE OF MINORS

July 1, 2008

I. INTRODUCTION

On June 14, 2002, the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People*. On December 8, 2002, the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors* were approved by Pope John Paul II. In June of 2005, the Charter and the Norms were revised in order to re-affirm the deep commitment of the Church to create a safe environment for children and youth.

The Diocese of Joliet first promulgated a policy regarding sexual abuse of minors on June 14, 1990. Revisions were made in September of 1993, in June of 1997, and in June of 2003. As with the previous edition, this policy includes provisions from the *Charter for the Protection of Children and Young People* and from the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors*.

This policy is designed to ensure appropriate responses to allegations of sexual abuse of minors and vulnerable adults by clergy, seminarians, religious, employees and volunteers. It addresses preventing sexual abuse through education and screening, reporting abuse, providing pastoral assistance to persons affected by abuse and the processing of allegations by the Review Committee.

A copy of this policy is to be given to all clergy and seminarians as well as to all employees and volunteers who will sign an acknowledgement of its receipt.

II. DEFINITIONS

A. Sexual Abuse

Sexual abuse is any sexual conduct with a minor or a vulnerable adult which is either unlawful and/or contrary to the moral teaching of the Church, which is engaged in by an adult employee/volunteer of the Diocese or a parish. It also includes any sexual conduct engaged in by diocesan or parish personnel who have a therapeutic/counseling relationship with another adult.

B. Ministerial Relationship

A ministerial relationship is established between persons when care or services are given. Persons in a ministerial relationship with others include clergy, seminarians, diaconal candidates and religious, as well as employees and volunteers.

C. Employee

An employee is a person who is compensated for services to a diocesan agency, parish or school.

D. Volunteer

A volunteer is a person who functions without compensation in any role within a diocesan agency, parish or school.

E. Minor

A person who has not reached his or her 18th birthday is defined as a minor.

F. Vulnerable Adult

A person is termed a vulnerable adult who, because of intellectual deficits, physical disability, spiritual needs, and/or mental illness, is incapable of exercising prudential judgment or self-regulation in maintaining appropriate boundaries in relationships. It also includes a person experiencing acute or chronic stress of such severity that he/she is significantly

unable to perform routine daily tasks of self care and/or manage occupational/vocational responsibilities.

III. EDUCATION

The Virtus education program, *Protecting God's Children*, is the primary means of educating clergy, religious and laity regarding safe environment. It includes information about child sexual abuse, its identifying signs, controlling access to children, appropriate boundaries in relationships, reporting sexual abuse and the effects of abuse on victims.

Prior to beginning service, all clergy, seminarians, diaconal candidates and employees are required to present proof of attendance at a Virtus *Protecting God's Children* program. This requirement applies to all volunteers who are involved with minors on a regular, recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. The program is also available to parents and guardians.

Children and youth are to receive instruction appropriate to their age level (*USCCB Charter 12*).

Prior to beginning service, all clergy, seminarians, religious and employees are to receive a copy of the *Standards of Behavior for Those Working with Minors*, and are to sign an acknowledgement of its receipt. The *Standards of Behavior* includes information about appropriate boundaries for those who have regular contact with children and young people (*USCCB Charter 6*). This requirement also applies to all volunteers who are involved with minors on a regular, recurring basis, and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events.

Procedures for reporting abuse are to be readily available in printed form and are to be the subject of periodic public announcements (*USCCB Charter 2*).

The Presbyteral Council is responsible for providing programs of human formation for chastity and celibacy that will assist priests in living their vocation in faithful and integral ways. (*USCCB Charter 17*).

IV. SCREENING

Prior to beginning service, all clergy, seminarians, diaconal candidates and employees are required to undergo a criminal background check. This requirement also applies to all volunteers involved with minors on a regular recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events. Backgrounds are evaluated using the resources of law enforcement or other agencies (*USCCB Charter 13*).

All seminarians, extern priests, diaconal candidates, and new diocesan and parish employees must be fingerprinted for the purpose of obtaining a criminal background check. Fingerprints are submitted to the Illinois State Police and the Federal Bureau of Investigation for clearance as a condition of employment.

Fingerprinting is administered by a vendor approved by the Diocese of Joliet. Prior to the individual being permitted to begin service, results are evaluated by the Diocese with its legal counsel when appropriate.

Name-based background checks are used only for volunteers or for renewals of employees who were screened through that type of background check.

Anyone with a substantiated allegation of sexual abuse may not minister, be hired or volunteer in a diocesan agency, parish or school.

A. Employees

Any prospective diocesan, parish or school employee must complete an application that includes:

1. Employment history, indicating positions held, dates of employment, name(s) of the immediate supervisor, phone

number(s), and reason(s) for cessation of employment;

2. Any allegations of physical or sexual abuse made against him/her, which may/may not have involved civil or criminal complaints;

3. A signed authorization to release the applicant's employment history to the prospective employer.

B. Volunteers

All volunteers are to complete an informational questionnaire provided by the entity for which they are intending to volunteer.

C. Businesses Furnishing Personnel

Any business supplying personnel for janitorial services, etc., is required to provide the diocese/parish/school with a copy of the criminal background checks of those persons who will be working at the facility. The business is also to provide a written guarantee that such personnel have never been arrested or convicted of any crime, that they are not aware of any complaint or allegation relating to sexual abuse or substance abuse, and that they are suitable to work in an environment where there may be contact with minors. Such information must be kept in a secure file along with the background checks of other employees and volunteers.

D. Members of Religious Orders

When any religious is presented for assignment or residence in an institution or parish, the appropriate religious superior is to provide the Bishop with a written statement about the person's suitability for ministry including information regarding allegations of sexual abuse.

E. Priests/Deacons

When a priest/deacon seeks an assignment in the Diocese, his diocesan bishop or religious superior is to provide the Diocesan Bishop with a written statement of suitability for ministry including information regarding allegations of sexual abuse.

No priest/deacon who has a substantiated allegation of sexual abuse or who has committed sexual abuse may be transferred for an assignment to another diocese.

F. Candidates for Priesthood and the Diaconate

The Diocese uses adequate screening and evaluations in determining the fitness of candidates for admission to the seminary or to the diaconate. Additional evaluations are conducted during the years of formation. A comprehensive psychological profile of each seminarian/diaconal candidate must be obtained before anyone is admitted to the priesthood or diaconate.

V. REPORTING

All persons, whether parishioners, employees or volunteers of the Diocese, who have reasonable cause to suspect an incident of sexual abuse by anyone including clergy, seminarians or employees have a serious moral obligation to report the incident or allegation to civil officials (*USCCB Charter 4*).

Under Illinois law, certain personnel (including school, child care and recreational program personnel) are considered mandated reporters and must report to the Department of Children and Family Services (DCFS) any situation in which they have reasonable cause to suspect physical or sexual abuse of a minor. Clergy are mandated reporters as to child sexual abuse. Reporting abuse of a vulnerable adult is made to the appropriate state agency.

Reports of abuse should also be made to the Victim Assistance Coordinator. Complaints against members of religious orders are to be reported to the Victim Assistance Coordinator as well as to the respective superior.

Procedures for making a complaint are available on the diocesan website, at parishes or diocesan offices, and are the

subject of periodic public announcements.

When a person reports an allegation of sexual abuse, the person will be received with the utmost respect and pastoral sensitivity. Victims are advised of and supported in their right to report abuse to civil authorities (*USCCB Charter 4*).

VI. VICTIM ASSISTANCE COORDINATOR

The Victim Assistance Coordinator, appointed by the Bishop, coordinates pastoral assistance for persons who claim to have been sexually abused as minors or as vulnerable adults by clergy, seminarians, employees or volunteers (*USCCB Charter 2, Norms 3*).

The Victim Assistance Coordinator is to:

- Receive allegations of sexual misconduct.
- Listen with compassion to the experiences and concerns of victims.
- Advise victims of their right to report to civil authorities and inform them they will be supported in the exercise of that right.
- Report allegations of sexual abuse to civil authorities.
- Inform the Bishop and the Review Committee of allegations.
- Report any anonymous allegations or allegations that do not contain sufficient information to permit reasonable inquiry by the Review Committee.
- Coordinate arrangements for the victim to appear before the Review Committee.
- Provide the victim with appropriate and timely information about the Review Committee's determinations and recommendations and the right to request a Supplementary Review.
- Maintain case files including correspondence, assessments, interviews, referrals and conclusions.

VII. PASTORAL ASSISTANCE

A. Assistance to Victims

The Diocese of Joliet is to assist the healing process of the abused. For this reason, it seeks to treat all allegations of sexual abuse with a prompt, direct, thorough and confidential pastoral response. The Victim Assistance Coordinator will provide for the immediate pastoral care of victims. Appropriate assistance is offered to victims in accord with recommendations of the Review Committee. This may include counseling, spiritual direction, support groups or other social services (*USCCB Charter 1*).

B. Assistance to the Accused

Appropriate steps are to be taken to protect the reputation of the accused during an investigation of sexual abuse. The accused will be encouraged to retain the assistance of civil and/or canonical counsel. When the preliminary investigation of a complaint so indicates, a priest/deacon may be referred for appropriate medical and psychological evaluation, as long as this does not interfere with the investigation by civil authorities.

C. Assistance to Communities

In faith communities in which the sexual abuse occurred or where a priest/deacon has been removed, a meeting is held between a representative of the Pastoral Response Team and representatives of the affected community. If requested, the Pastoral Response Team offers pastoral assistance (spiritual and psychological) to the affected faith community.

Pastoral Response Team membership includes the Bishop or his representative, and may include the following individuals or their delegates: Superintendent of Schools, Director of Religious Education, pastor/head of institution, religious superior,

as well as experts in trauma response/intervention services.

VIII. REVIEW COMMITTEE

The Diocesan Review Committee has the primary responsibility to evaluate allegations and to advise the Bishop concerning the assessment of allegations of sexual abuse by clergy, religious, employees or volunteers. (*USCCB Charter 2, USCCB Norms 4, 5.*)

A. Membership

The Review Committee, whose members are appointed by the Bishop, is composed of not less than nine or more than eleven members of outstanding integrity and good judgment. The majority of members are laypersons, none of whom are diocesan employees.

Members are to have expertise in one of the following areas: social work, civil law, treatment of sexual abuse of minors, clinical treatment of sexual disorders. One member should be the parent of a minor and one member should be a pastor.

When possible, one member is a victim/survivor of child sexual abuse or a parent of the same.

Annually members select a chairperson and a vice-chairperson from among themselves.

Consultants to the Committee may include a representative of the Bishop, a canon lawyer, the Chancellor, the diocesan attorney and the Victim Assistance Coordinator.

B. Terms

Members are appointed for a term of five years, which may be renewed (*USCCB Norms 5*). The Bishop has the right to terminate the appointment of a member at any time.

C. Meetings

The Review Committee meets at least six times per year unless there is no business to be conducted. It will ordinarily meet in person, but members may participate by conference call. The Committee may use any means at its disposal to reach a solution including a meeting with the alleged perpetrator or victim.

D. Duties

- Report allegations of sexual abuse to civil authorities and cooperate with them.
- Conduct any inquiries in a professional manner and in accord with Canon Law. This may include the use of professional investigators with expertise in analyzing allegations of abuse.
- Analyze and assess whether allegations of sexual misconduct of minors and vulnerable adults made against employees, volunteers, clergy and religious can be substantiated.
- Make recommendations to the Bishop regarding action to be taken with the accused.
- Maintain records regarding the allegations and subsequent recommendations.
- Conduct a formal review of the diocesan policy for dealing with sexual abuse every two years. Make recommendations to the Bishop for any changes.
- Provide new members with an orientation to the Committee including a copy of the *Pastoral Policy Regarding Sexual Abuse of Minors*, a copy of the *Charter for the Protection of Children and Young People* as well as other appropriate materials.

E. Findings and Recommendations

At the time of the findings, a majority of the then current membership of the Review Committee needs to concur in its findings and recommendations.

F. Communication

The Review Committee will report the status of its proceedings only to the Bishop through its chair or secretary.

Thereafter, the Bishop will insure that the victim is informed through the Victim Assistance Coordinator and the accused will be informed by the person's superior or supervisor.

IX. REVIEW PROCESS

The accused will be informed of the allegation by the Bishop or his delegate, by his/her religious superior or supervisor. The person will receive a copy of the allegations and be asked for a response. Prior to or at any time during the review process, the Bishop has the discretion to remove the accused at anytime from ministry/employment. The Bishop may also elect to put a safety plan into place for the accused. The accused is to be informed that there is to be no contact with the alleged victim or the alleged victim's family.

In the case of a priest/deacon, the Bishop may refer the accused for appropriate medical and psychological evaluation if such does not interfere with any investigation being conducted by civil authorities (*USCCB Charter 5*).

In the review process, the safety and well being of all, respect for the rights of persons making allegations and the rights of the accused are of primary concern. The review must proceed in harmony with canon law (*USCCB Norms 6*).

The accused and the accuser will be kept informed of the status of the review process.

A. Preliminary Review

The Review Committee will begin a Preliminary Review as soon as possible upon being notified of an allegation. It will conclude that review promptly, unless delayed for a good reason, such as a concurrent investigation by law enforcement authorities. All deliberations of the Committee are confidential.

A Preliminary Review consists in 1) reviewing the allegation and all information available; 2) determining if additional information ought to be obtained; 3) evaluating the safety of children or vulnerable adults; 4) determining whether there is need for the temporary removal of the accused from ministry or from employment; 5) ensuring compliance with mandated reporting laws and notification of law enforcement authorities.

B. Comprehensive Review

Unless delayed for good reason, a Comprehensive Review is begun upon conclusion of the Preliminary Review. For this review, the Review Committee gathers any and all possible information required to determine whether or not the allegation of sexual abuse can be substantiated.

The accuser is offered an opportunity to appear in person before the Review Committee to present his/her allegation. Arrangements are made by the Victim Assistance Coordinator. The accused is also offered an opportunity to appear in person before the Review Committee to respond to the accusation. Arrangements are made through the Chancellor of the Diocese.

While each person may be accompanied by someone who would supply emotional support, that person is not permitted to address the Review Committee. Civil attorneys are never permitted to appear before the Committee on behalf of the accused or the accuser. In addition to, or in lieu of anyone appearing in person, the Committee may consider information in writing or recorded form.

When the Review Committee has concluded its investigation and before it makes a finding, it releases all relevant records to the accused who signs a document to use the information only for investigative purposes or for a canonical or civil proceeding. The accused may submit a written response to the Review Committee relating to any of the materials furnished.

In order to substantiate an allegation, there must be a preponderance of evidence. The criteria for substantiating an allegation is, considering all the evidence presented, whether the allegation is more probably true than not true.

The Committee makes a recommendation to the Bishop, based on its findings, that is consistent with the *Charter for the Protection of Children and Young People* regarding suitability for ministry/employment.

C. Supplementary Review

After the Review Committee has made a final determination and recommendation to the Bishop, the accused and the person who made an allegation will be informed that they may petition the Review Committee in writing for reconsideration. The petition would include a statement of the question or point for review, and any supporting explanation or information.

The Committee may accept or decline the petition.

The Bishop or the Review Committee may also initiate a Supplementary Review.

If the Committee proceeds with a Supplementary Review, it examines past information and considers any new evidence in order to determine whether prior recommendations or determinations should be modified and whether other actions or recommendations are warranted.

X. RESPONSE TO FINDINGS

Once the Review Committee has concluded its process, it makes a recommendation to the Bishop regarding the person's suitability for ministry/employment/volunteering.

A. Substantiated Allegation

When an allegation has been determined to be substantiated, the person is permanently removed from all employment. Priests/deacons are removed from public ministry and the matter is referred to the Congregation for the Doctrine of the Faith at the Vatican for a final determination of the disposition of the case (*USCCB Norms 8*).

B. Non-substantiated Allegation

When the Review Committee concludes that an allegation of sexual abuse has not been substantiated, the Bishop may reinstate the person to his/her former position and responsibilities. However, the Bishop may decide that it would be in the best interests of everyone if the person were not reinstated to his/her former position but would receive another assignment. Other steps may be taken if the conduct of the accused was inappropriate but does not constitute sexual abuse. The Diocese provides pastoral assistance, including psychological counseling, to a person whose allegation was not substantiated.

C. False Allegation

The Diocese provides pastoral assistance, including psychological counseling, to a person falsely accused. Assistance also includes reimbursing reasonable attorney fees for a priest/deacon who has been falsely accused. All efforts are made to restore the good name of the accused (*USCCB Norms 13*).

XI. CONFIDENTIALITY AGREEMENT

The Diocese does not enter into a confidentiality agreement except for grave and substantial reasons brought forward by the victim. Such reasons are noted in the text of the agreement (*USCCB Charter 3*).

XII. RECORDS AND REPORTS

The Chancellor maintains written and electronic documentation regarding all information acquired by the Review Committee, its deliberations and decisions.

All of the above records are confidential. However, law enforcement officials receive whatever information is necessary for them to carry out their duties. The accused also receives information as set forth above in the Review Process.

Information and records generated by mental health practitioners, including those of alcohol and substance abuse

treatment providers, are retained or released in accordance with the provisions of Illinois and Federal laws.

The Diocese communicates transparently and openly about issues of sexual abuse within the parameters of legally mandated confidentiality and privacy especially to the faith communities directly affected (*USCCB Charter 7*).

The Diocese publishes an annual public report on the progress made in implementing this policy and cooperates with audits conducted by the National Review Committee.

XIII. POLICY SUBMISSION

A copy of this policy as well as any revisions to the policy is filed with the United States Conference of Catholic Bishops within three months of its effective date (*USCCB Norms 2*).

THE HOME AND SCHOOL CONNECTION

**I dreamed I stood in a studio
And watched two sculptors there;
The clay they used was a young child's mind.
And they fashioned it with care.**

**One was a teacher, the tools she used
Were books and music and art;
One a parent with guiding hand,
And gentle, loving heart.**

**Day after day the teacher toiled,
With touch that was deft and sure;
While the parent labored by her side,
And polished and smoother it o'er.**

**And when at last their task was done,
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.**

**And each agreed they would have failed
If they had worked alone,
For behind the parent stood the school,
And behind the school, the home.**

Anonymous