

**ST. PETRONILLE SCHOOL**

**PARENT/STUDENT**

**HANDBOOK**

**2011-2012**



St. Petronille School • 425 Prospect Avenue • Suite 100 • Glen Ellyn, IL 60137 • (630) 469-5041  
[www.stpetschool.org](http://www.stpetschool.org) • Fax (630) 469-5071

**ST. PETRONILLE CODE OF CONDUCT**

**RESPECT YOURSELF.**

**Do only those things that will help you to be safe, healthy and successful.**

**RESPECT YOUR PEERS.**

**Treat others as you would like to be treated.**

**RESPECT ADULTS.**

**Teachers and supervisors are in charge. You need to follow directions the first time.**

**RESPECT PROPERTY.**

**Demonstrate proper treatment of your things, other people's things and the property of the school.**

**SCHOOL RULES ARE IN EFFECT WHENEVER A CHILD IS ON SCHOOL PREMISES FOR ANY REASON.**



**ST. PETRONILLE**  
CATHOLIC SCHOOL

August 2011

Dear Parents and Students,

Welcome to the 2011-2012 School Year at St. Petronille School!!

The St. Petronille Parent/Student Handbook has been prepared to assist you in understanding the purposes and procedures at St. Petronille School. Our handbook details the policies that serve as guidelines to the daily operation of our school.

Policy statements are necessarily general, and the administration reserves the right to make specific applications as the circumstances arise. The principal, in collaboration with the school board and pastor, retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Please read this handbook carefully, discuss it with your child(ren), and keep it for reference during the school year. You will also find a copy of the Handbook on Edline and on the school website <http://www.stpetschool.org/HTML/Studentshomepage.html>.

While this handbook has been written to answer most of your questions, it is certainly not meant to cover all situations. Please call the staff, teachers, or administration at any time when you need clarification.

We warmly welcome you and your children to St. Petronille. We hope that the information provided is helpful and clear.

May the Lord bring many blessings to you and your family throughout the 2011-2012 school year at St. Petronille School.

Sincerely,  
Dr. Mary Kelly  
Principal



COMMITMENT SHEET – 2011-2012

-----COMPLETE AND RETURN THIS ENTIRE PAGE-----

Return to the Homeroom Teacher of the eldest child in the family by September 2, 2011.

FOR THE STUDENT/S

- I/we have read the St. Petronille School Handbook for 2011-2012 and agree to be governed by its contents.

CHILD(REN)'S SIGNATURES:

HOMEROOM TEACHER

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR THE PARENTS

- I/we have read the St. Petronille School Handbook for 2011-2012 and agree to be governed by its contents.
- I/we are aware of my/our financial responsibility to the school both through tuition and the weekly parish offertory.
- I/we are aware of my/our responsibility to support the extensive volunteer program including, but not limited to, the lunch/recess program.
- I/we are aware that if we plan to volunteer and work with children at St. Petronille School/Parish we must complete the Protecting God's Children Program.
- I/we have read the following documents that appear in this handbook and agree to be governed by their contents:

The Pastoral Policy Regarding Sexual Abuse of Minors  
 Standards Of Behavior For Those Working With Minors  
 The Parent Guide, Understanding and Preventing Child Sexual Abuse  
 The Diocese of Joliet Protecting God's Children

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please Print First and Last Name \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please Print First and Last Name \_\_\_\_\_

If you anticipate sending your child to St. Petronille for Kindergarten next fall (2012) please list his/her name and birth date below.

\_\_\_\_\_  
Name of Kindergarten Student

\_\_\_\_\_  
Date of Birth

Thanks so very much!!!!!!



**DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE**

<b>Student Agreement for Internet Access and Related Technology Use *</b>
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The Catholic Schools Office of the Diocese of Joliet and the Parish School, *St. Petronille*, support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned handheld devices, the Internet, including Web 2.0 tools (sometimes collectively referred to as "Technology Resources"), as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources 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 Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School. Student users must also agree to and acknowledge the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebooks/tablets ("Privately Owned Devices").

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

**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 students' 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. Therefore, 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, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. **Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law as well as the terms of this Agreement. Outside of School, it is expected that families bear the same responsibility for such guidance of their child(ren).

The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of Technology Resources or Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

- a. All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.
- b. No inappropriate, obscene, or pornographic pictures or drawing are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.
- c. No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal's designee.
- d. No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.
- e. Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- f. No students shall 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 Technology Resources or Privately Owned Devices.
- g. No student shall upload, download, copy, forward or transmit any copyrighted material 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.
- h. 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.
- i. The use of the School network shall not disrupt the work of other users and this includes, but not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.
- j. The personal address, phone number or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.
- k. The School 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 the recipients.
- l. At School, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without the express permission and/or supervision of the teacher/system administrator.

- m. No student shall post or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other students comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students.
- n. No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- o. No student shall use or disclose someone else's code or password without authorization.

4. **Safety**

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

5. **Internet Filtering**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act**(CIPA) to protect minors and all users against access through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

6. **Privacy**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. 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 emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

7. **Consequences for Inappropriate Use**

The School 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 School 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 be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the the teacher or adult supervisor.

8. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or 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 posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

9. **Hand-held Devices**

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, unwelcome or inappropriate shall be reported to the teacher or adult supervisor immediately.

10. **Personal Electronic or Cellular Devices**

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

11. **Indemnification**

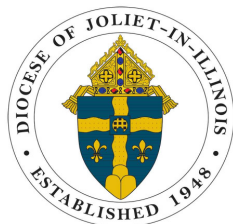
The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement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

12. **Financial Obligations**

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

13. **Limitation of Liability**

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



## DIOCESE OF JOLIET CATHOLIC SCHOOLS

### Acceptable Use Acknowledgement

*This form was included in the 2011-2012 Registration Materials*

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. Petronille School.

This agreement is an abbreviated version of the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use ("Student Agreement"). By signing below, the student, parent/guardian acknowledge receipt of and agree to be bound by the Acceptable Use Agreement.

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Using the computer and the school network 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 access 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, I may not be able to use the computer and may be otherwise disciplined.

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

Student Name (Print) \_\_\_\_\_

I have read and agree to this Acceptable Use Acknowledgement and the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use and have discussed them with my child:

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DIOCESE OF JOLIET**  
[www.dioceseofjoliet.org](http://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, childcare 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 that 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*).

**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 inservice 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](http://www.dioceseofjoliet.org) All Church personnel are required to comply with the *Standards of Behavior for Those Working with Minors*.

**THE DIOCESE OF JOLIET**  
**PROTECTING GOD'S CHILDREN**

**Myths & Facts**

**Myth:** *Strangers are responsible for most child sexual abuse.*

**Fact:** 11% by strangers  
29% by relatives  
60% by others known to the victim

**Myth:** *Most sexual abusers are Homosexual.*

**Fact:** The vast majority of molesters are not homosexual. Studies repeatedly show that most male molesters of boys are not homosexual. Of several hundred molesters studied, 21% of the men who molested boys were exclusively homosexual.

**Myth:** *Children usually lie about child sexual abuse.*

**Fact:** Children very rarely lie about sexual abuse. Less than 5% of allegations turn out to be false.

**Myth:** *Priests abuse children because of the promise of celibacy.*

**Fact:** Celibacy doesn't cause anyone to become a child molester. The few priests who do perpetrate abuse, molest children for the same reasons that other people do. The vast majority of child molesters have not taken a promise of celibacy, and the vast majority of persons who have taken a promise of celibacy do not molest children

**Step 1: Know the Warning Signs**

*Knowing the warning signs means that we can recognize the early signs of an inappropriate relationship with a child. If we know the warning signs, then we can identify potential abuse before it happens. If we know the warning signs, we do not have to rely on a child to report an incident.*

- Discourages other adults from participating or monitoring.
- Always wants to be alone with children.
- More excited to be with children than with adults.
- Gives gifts to kids, often without permission.
- Goes overboard touching.
- Always wants to wrestle or tickle.
- Thinks the rules do not apply to them.
- Allows children to engage in activities their parents would not allow.
- Uses bad language or tells dirty jokes to children.
- Shows children pornography.

**Step 2: Control Access**

*Controlling access means that we are careful about whom we allow to work with our children.*

*It also sends a message to potential child molesters that we are alert about child sexual abuse.*

- Communicate the Church's commitment to keeping children safe.
- Use written standard applications.
- Require criminal background checks.
- Complete face to face interviews.
- Check references.

**Step 3: Monitor All Programs**

*Child molesters look for ways to spend time alone with children. If they know someone is watching, they have more trouble finding opportunities to abuse without getting caught.*

- Identify secluded areas, lock empty rooms.
- Develop policies regarding use of secluded areas. For example, staff should check bathrooms before sending children in alone.
- Do not permit children to enter staff-only areas.
- Only meet with children where other adults can pass by.
- Supervisors should look in on activities.
- Make sure enough adults are involved in programs.
- Allow parents to drop in on programs.
- Make sure that new programs are approved by the appropriate administration (school, religious education, parish).

**Step 4: Be Aware**

*Being aware means that parents should know what is going on in the lives of their own children and pay attention to subtle signs of a problem. Parents should talk to their children, listen to them, and observe them. When we observe and communicate with our children, we are more likely to detect the signs if they are in danger. We can notice a sudden change in behavior, if they get moody or aggressive, lose interest in school, or stop taking care of their personal hygiene.*

- Talk to your children.
- Listen to your children.
- Observe your children.
- Let your children know they can tell you anything.
- Teach your children where their private parts are.
- Talk to your children often about protecting themselves.
- Teach your children what to do if someone tries to touch them.
- Teach your children what to do if someone makes them uncomfortable.

**Step 5: Communicate Your Concerns**

*Communicating concerns means telling someone when you are uncomfortable with a situation or if you suspect abuse. It means paying attention to your own feelings and not waiting until it is too late. Only by communicating concerns can we use our knowledge to protect children. Even if abuse is not occurring, it is still important to let others know when you have concerns.*

- Talk to the person concerned.
- Speak to their supervisor.
- Notify a Church official.
- Call the child abuse hotline.
- Call the police.

**Resources & Contact Numbers****Department of Children and Family Services**

To report suspected or known cases of child sexual abuse:  
1-800-252-2873

**Victims Assistance Coordinator, Mrs. Barbara Jarvis Pauls  
815-263-6467**

*Sexual abuse is a sin and a crime. Victims of sexual abuse, in addition to contacting civil authorities, are asked to come forward in order to receive pastoral assistance. The Church has a responsibility to help victims of sexual abuse and to ensure that offenders are brought to justice. Reports of abuse may be made to any pastor or to the Victims Assistance Coordinator.*

**Sexual Assault Support Groups**

For a list of support groups, please see

[www.dioceseofjoliet.org/supportGroups.htm](http://www.dioceseofjoliet.org/supportGroups.htm)

03/04 Rev. 3/08

## **PARENT GUIDE UNDERSTANDING & PREVENTING CHILD SEXUAL ABUSE**

**Diocese of Joliet  
425 Summit Street  
Joliet, IL 60435  
[www.dioceseofjoliet.org](http://www.dioceseofjoliet.org)**

Dear Parents and Guardians:

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a *Protecting God's Children* session, you have already received much information. This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children. Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,

Sister Judith A. Davies, OSF  
Chancellor

### **Keeping Children Safe from Abuse: Tips for Parents and Caregivers"**

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[www.cfchildren.org](http://www.cfchildren.org) with permission from Committee for Children from the Diocese of Springfield, IL

### **Some Background Information**

What is Child Sexual Abuse? Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. *It is a crime in all 50 states.* Sexual abuse is called incest when it happens between family members.

### **Who Are the Offenders?**

- Most sexual abuse is committed by a person the child knows and trusts.
- Offenders come from all walks of life and from all social and ethnic groups
- Offenders actively work to develop trusting relationships with children.

### **Who Is At Risk?**

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

### **Why Don't Children Tell?**

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep the abuse secret.
- They have been threatened by the offender and are afraid to tell
- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.
- They don't know the words to tell about the abuse.

### **Do Children Lie About Abuse?**

Children rarely lie about sexual abuse. More often, they are afraid to tell.

### **Protecting Your Children**

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety. (See *Teaching Personal Safety Skills*.)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

### **Safety with Babysitters**

- Ask babysitters for reference and check them.
- Interview babysitters in person. Ask how they discipline children. Ask *what if* questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them. Ask your children what happens when a babysitter is there and whether they like him or her.
- If they don't like the babysitter, ask for reasons.

Follow *these guidelines even if the babysitter is a family member* .

### **Guidelines for Single Parents**

If you are a single parent and are dating, this brings unfamiliar adults into your home.

- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

### **Teaching Personal Safety Skills**

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything.

Talk with them about touching and private body parts. Here are some tips:

- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

### **Teach Your Children These Rules**

- It is not okay for someone to touch your private body parts.
- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take your clothes off or to take photos or videos of you with your clothes off.
- It is not okay for someone to show you photos or videos of people without their clothes on.

### Types of Touches

Teach your children the names of their private body parts. Help them understand that they are the *boss* of their own body. Explain that there are three kinds of touches:

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

### For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

- Say *no* or words that mean *no*.
- Get away.
- Tell a grown-up.

Expand your child's understanding of the third step by teaching the following:

- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

### Teach Assertiveness Skills

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

### Safety on the Internet

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules:

- Never give out personal information or use a credit card online without your parent's permission.
- Never share passwords with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.

### For Teens or Pre-Teens

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.
- Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them.
- Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right.
- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say *no*.
- Be assertive and act immediately if their limits are reached, even if it means making a scene.
- Understand that it is never too late to say *no* and never too late to hear *no*.

**More Safety Tips for Teens**

- Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.
- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

**The Bottom Line**

- *No* means *no* whenever a person feels pressured about anything and it should be respected!
- If a person says *no* and the other person continues to touch or to force touch it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

**Safe Families**

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit

<http://www.cfchildren.org/parents/parenttips/>

*If someone has been abused*, contact the Illinois Department of Children and Family Services at **1-800-25ABUSE (1-800-252-2873)**

**PARENT GUIDE**  
**Internet Safety for Children & Teens \***

The amount of information available on the Internet continues to grow at an astounding rate. Opportunities abound for social networking, building online profiles, sending video and photos, sharing ideas and thoughts through blogs and tweets. These ways of socializing and communicating can be fulfilling and worthwhile, yet they do come with certain risks of inappropriate content, contact and conduct. This brief guide attempts to provide general information and where to go for additional information.

**General Guidelines**

**1. Talk to Your Children**

Children of all ages (including toddlers) see parents using multiple electronic devices.

Children as young as 2 are now using computers for learning. As soon as your children are using an electronic device, it is time to talk to them about online behavior, safety and security.

How to begin:

- Start early
- Create an honest and open environment
- Initiate conversations
- Communicate your values
- Be patient

**2. Learn How to Monitor What Your Children Do Online**

There are many good sites that help parents learn how to monitor when children are online. One site, [getnetwise.com](http://getnetwise.com), has video tutorials that parents can use and contains a wealth of information.

**For Parents of Children (Aged 5- 12)**

1. Keep the computer in a public place with the screen facing outward.
2. Establish family rules and guidelines to include:
  - a. setting limits on how much time they spend online
  - b. giving no personal information
  - c. disclosing no school information
  - d. reviewing pictures posted
3. Reinforce the dangers of and penalties for sharing personal or school information. Many schools have policies against students posting information about the school, including the school name, teacher names, etc. Carefully review your school's policies and agreements with your children.
4. Prohibit any meeting in person with someone he/she knows only online, unless you are present.
5. Inform your children that you will monitor Internet use, messaging and social networking in order to keep them safe.

### **For Parents of Teenagers (Aged 13-17)**

1. Teens have more Internet access through cell phones, mobile devices or friends' computers, as well as more time to themselves. Consequently, it is not realistic to always be in the same room as your teens when they are online. Reinforce the concept that you and other family members can walk in at anytime, and ask them what they are doing online.
2. Emphasize the concept of credibility. Not everything seen on the Internet is true.
3. Let teens know that everything on the Internet is public and that it is close to impossible to take something back once it is posted.
4. Share stories using real examples of teens who have been harmed or hurt because of unsafe online practices.
5. Remind teens that behind screen names, avatars and profiles are real people with values and feelings. They need to be mindful of what they say and exercise good judgment.
6. Inform teens that many institutions and companies routinely comb social networking sites to determine if potential applicants fit their expectations.
7. Remind teens that photos can be as damaging to one's reputation as words. Review pictures that are posted.
8. Meeting someone contacted online carries considerable risk and is not advised. If a meeting is arranged ask that teens adhere to the following:
  - a. do not meet alone
  - b. go with a trusted adult
  - c. meet in a public place
  - d. if not what you expected, walk away and tell a parent or trusted adult
9. Do not overreact if and when you find out that teens have done something online of which you do not approve.
10. Reinforce the expectation that parents monitor Internet use and that safety rules must be followed.
11. If teens confide in you about something scary or inappropriate that they encountered online, your first response should not be to take away Internet privileges. Try to be supportive and work with them to help prevent this from happening in the future.

### **Tips on Cell Phone Use**

1. Take precautions with children's cell phone.
2. Be specific about cell phone use and set up specific rules about how and when the phone will be used. Set a limit on how much time children can use each month and how many text messages they can send and receive.
3. Emphasize that teens must follow cell phone usage laws when driving.
4. Review school policies and agreements regarding cell phone usage on school grounds during the school day and after school.
5. Explain potential legal consequences of sexting.
6. Make children aware that sending text messages reveals your phone number.
7. Know that predators can also send messages and call to arrange meetings.

8. If children receive a bullying or threatening text message, it is to be reported immediately to a parent or trusted adult.
9. Do not answer calls from unfamiliar or unexpected numbers.
10. Review your service plan to learn which features can be blocked to protect children.

### **Resources for Parents**

#### **General Internet Safety Guides**

[www.onguardonline.org](http://www.onguardonline.org)  
[www.NetSafeKids.org](http://www.NetSafeKids.org)  
[www.pollyklaas.org](http://www.pollyklaas.org)  
[www.willcountysao.com](http://www.willcountysao.com)  
[www.cyberangels.org](http://www.cyberangels.org)

#### **Internet Filtering Software**

<http://kids.getnetwise.org>

#### **Internet and Cell Phone Safety**

[www.NetSmartz.org](http://www.NetSmartz.org)  
[www.microsoft.com/protect](http://www.microsoft.com/protect)  
[www.safeteens.com](http://www.safeteens.com)  
[www.safekids.com](http://www.safekids.com)  
[www.netparents.org](http://www.netparents.org)  
[www.aboutourkids.org](http://www.aboutourkids.org)

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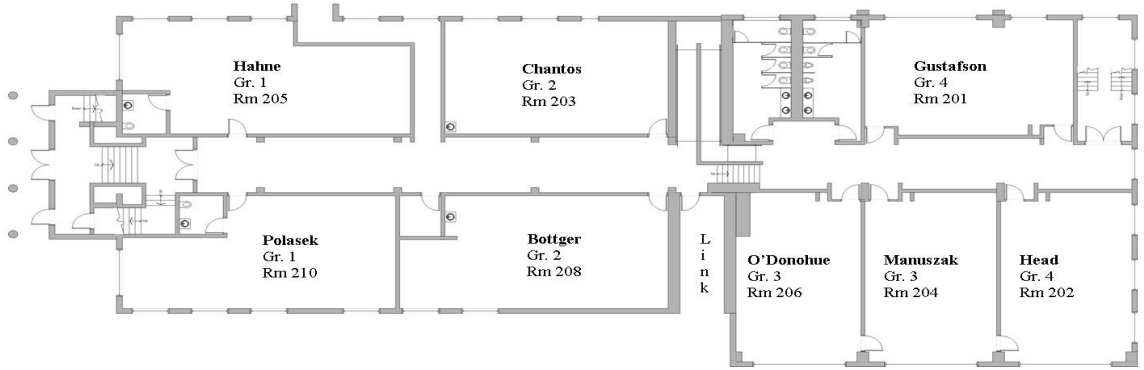
**ST. PETRONILLE FACULTY**

		<u>Room/Extension</u>
Dr. Mary Kelly	Principal	101/3101
Mrs. Sue Imburgia	Director of Curriculum and Instruction And Special Projects	103/3103
Ms. Karen Gronwick	Administrative Assistant	100/3000
Mrs. Kathy Gudonis	Social Worker	102/3102
Mrs. Michelle Picchione	Kindergarten	410 /3410
Mrs. Jeanne Trunk	Kindergarten	411 /3411
Mrs. Ginny Hahne	Grade 1	205/3205
Mrs. Dawn Polasek	Grade 1	210/3210
Mrs. Sheila Chantos	Grade 2	203/3203
Mrs. Marilyn Bottger	Grade 2	208/3208
Mrs. Mary Manuszak	Grade 3	204/3204
Mrs. Karen O'Donohue	Grade 3	206/3206
Mrs. Laurie Gustafson	Grade 4	201/3201
Mrs. Marilyn Head	Grade 4	202/3202
Mrs. Kim Brown	Grade 5-6 Math	309/3309
Mrs. Carrie Russell	Grade 5 Religion and Reading	312/3312
Mr. John Nevins	Grade 5-6 Social Studies	305/3305
Mr. Matt Johnsen	Grade 5 Religion and Reading	307/3307
Mrs. Kathy Stack	Grade 5-6 Science	309/3309
Mrs. Licia Ryan	Grade 6 Religion	307/3307
Ms. Katie Hills	Grade 5-6 Language Arts	307/3307
Mr. Matt Murphy	Grade 6 Reading	307/3307
Mrs. Linda Peters	Grade 5-8 Math	308/3308
Mrs. Mary DeLacey	Reading Resource Grades 4-7	120/2200
Mrs. Anne Onesti	Director of Special Education/ Learning Specialist	120/2200
Miss Kristi Hyosaka	Learning Specialist	120/2200
Mrs. Virginia Callaghan	Grade 7-8 Science;	301/3301
Mr. Christopher Doyle	Grade 7 Religion and Reading	306/3306
Mrs. Christine Giunta-Mayer	Grade 7-8 Social Studies;	306/3306
Mrs. Linda Lohr	Grade 7 Religion and Reading	304/3304
Mr. Bill Reece	Grade 7-8 Language Arts;	304/3304
Mr. Gavin Coyle	Grade 8 Religion and Reading	304/3304
Ms. Vickie O'Malley	Grade 7/8 Math; 6 <sup>th</sup> grade Spanish	302/3302
Mrs. Virginia Callaghan	World Language 7-8; 8 <sup>th</sup> grade Religion	303/3303
Mr. Christopher Doyle	Physical Education, Health	501/3501
Mrs. Christine Giunta-Mayer	Swimming, Health, Athletic Director	502/3502
Mrs. Linda Lohr	Librarian	420/3420
Mr. Bill Reece	Technology Coordinator/Computer Teacher	421/3421
Mr. Gavin Coyle	Fine Arts	109/2109
Ms. Vickie O'Malley	Fine Arts	310/3310

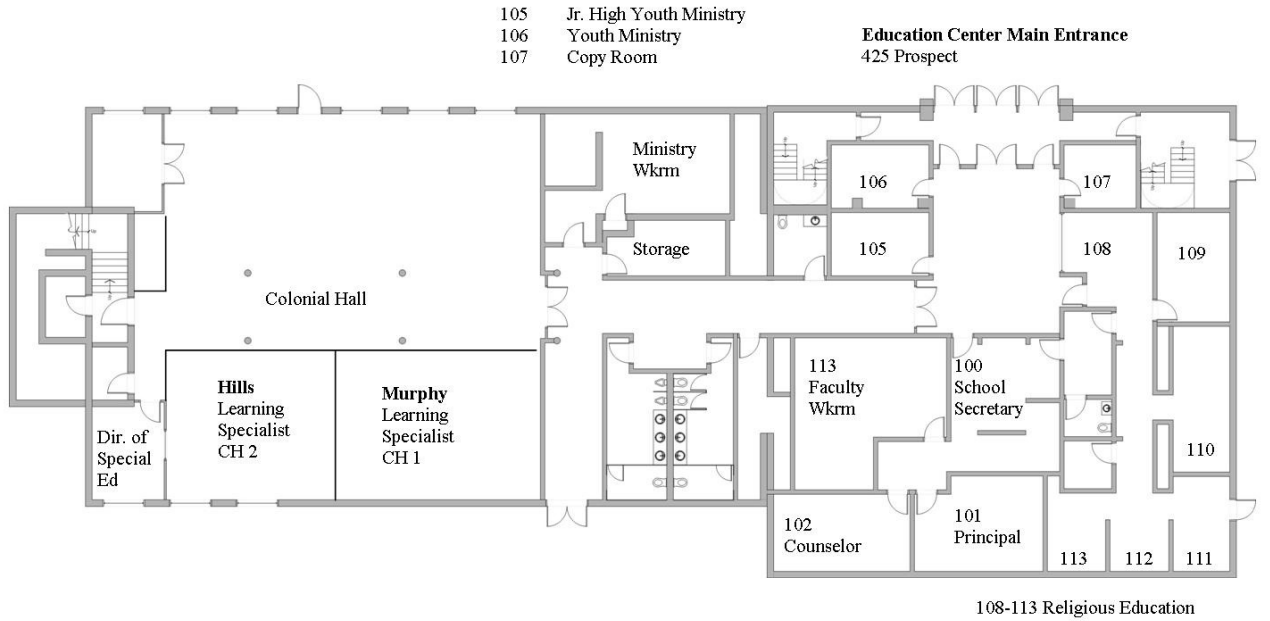
**Teacher Aides:** Mrs. Beth Atkinson, Mrs. Lori Baumert, Mrs. Kelly Buchnat, Mrs. Margie Cahill,  
Mrs. DeAnne Graff, Mrs. Sherry Melin, Mrs. Colleen Notter, Mrs. Laura Serruto, Mrs. Sue Shanahan, Mrs. Barb Whitney  
**Lunch Room:** Mrs. Sherry Melin

**FLOOR PLAN**

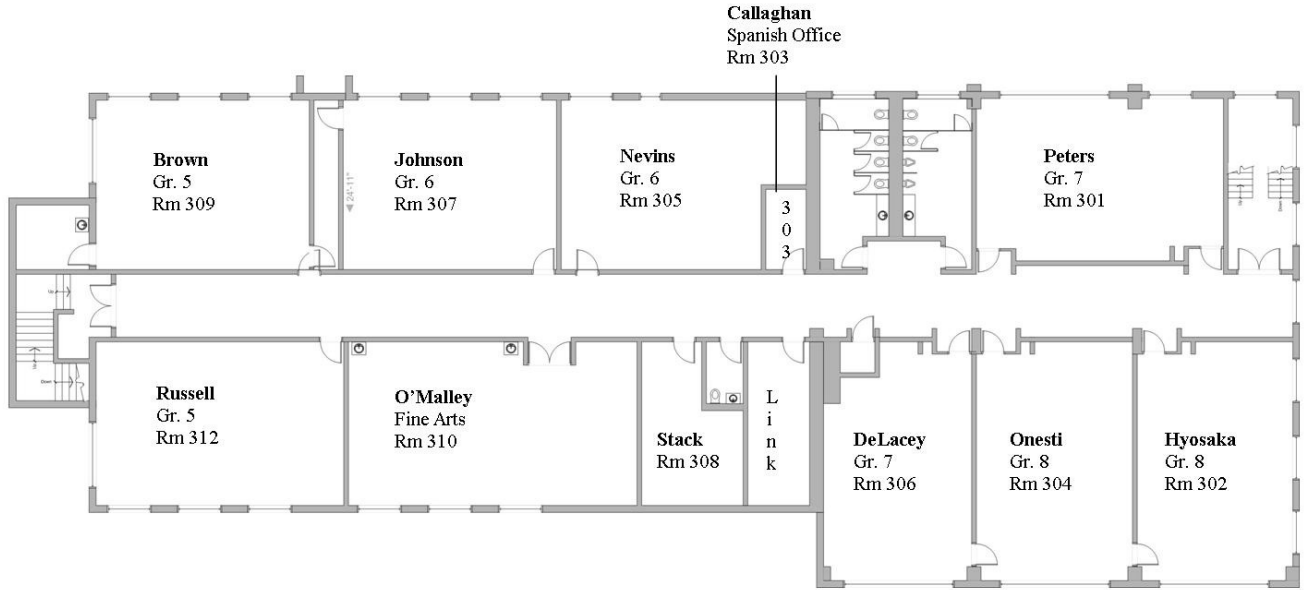
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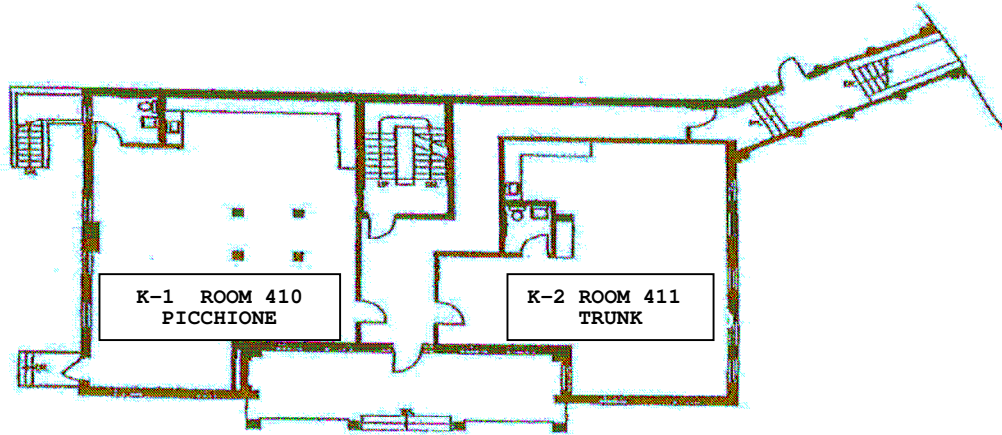
**Main Level**



**Lower Level**

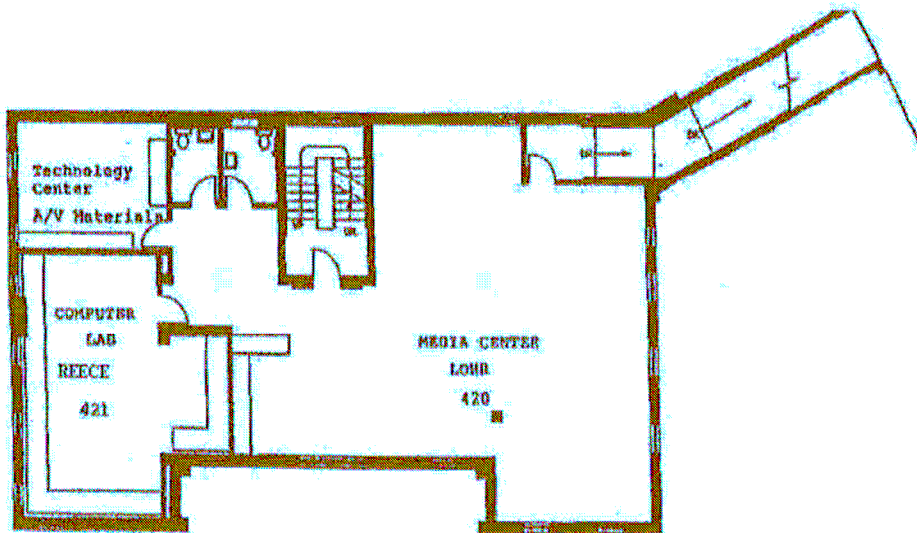


**Upper Level**



GUESTS, VISITORS AND PARENTS MUST ENTER 425 PROSPECT AT ALL TIMES

MAIN LEVEL-LOWER LEVEL MINISTRY



UPPER LEVEL

UPPER LEVEL MINISTRY

## SCHOOL CALENDAR

### August

1	Office Opens		
9	New Family Orientation		PLC
10	Back to School Sale	9:00-12:00	Lunchroom
16, 17	Kinder Kamp		
18	Institute - Drury Lane - Faculty		
19	Teacher Orientation	8:00-3:00	p.m.
22	First Day of School - Noon Dismissal		
	School Supply Sale	8:00-9:00	a.m. Lunchroom
	Leadership Luncheon	12:00	PLC
23	Second Day of School-Noon Dismissal		
	First Day of Kindergarten		
24	First Full Day of School		
	Mass	9:00	a.m. Church
25	Parent Athletic Meeting	7:30	p.m. PLC
26	Student Athletic Meeting	9:00	a.m. Gym

### September

1	Jr. High Social	5:00-7:00	p.m. PLC
5	No School - Labor Day		
6	Band Presentation Gr. 4 & 5	1:30-2:30	p.m. Colonial Hall
	Hot Lunch Begins		
7	Band Tryouts	9:00-11:00	a.m. Colonial Hall
	Curriculum Night K-4	6:00-9:00	a.m.
8	Band Sign-Up	6:30-7:00	p.m. Education Center Lobby
	Curriculum Night Gr. 5-8		
12,13,14	8th Grade Retreat	Off Campus	
13	Kdg Potluck	6:00	p.m. PLC
16	Fine Art Program		
22	Potluck Gr. 1	6:00	p.m. PLC
23	No School - Faculty Retreat		
29	Potluck Gr. 2	6:00	p.m. PLC

### October

4	Family Math		
	Tuesday Talk	9:00-11:00	a.m. PLC
	New Parent Coffee	9:00-11:00	a.m. PLC
5	High School Presentations	9:00-3:00	p.m. PLC
6	Noon Dismissal - Teacher Inservice		
7	No School - Institute		
10	No School - Columbus Day		
12	Art in the Classroom	9:00	a.m.
14	Fine Art Program		
18	Family Math		
20	School Pictures Gr. K-7		PLC
21	Noon Dismissal - Grandparent Day	8:00-12:00	PLC

## November

1, 2, 3, 4	Book Fair		
1	School Mass	9:00	a.m. Church
3	Noon Dismissal - Conferences		
4	No School - Conferences		
8	Family Math		
15	Family Math		
16	Art in the Classroom		
17	Vision and Hearing Screening	8:00-3:00	p.m. PLC
22	Picture Retakes Gr. K-7	9:00-11:00	a.m. PLC
	Jr. High Social	5:00-7:00	p.m. PLC
23	Noon Dismissal - Begin Thanksgiving Break		
24	No School - Thanksgiving Day		
25	No School - Thanksgiving Break		
28	No School - Thanksgiving Break		
29	Athletic Pictures	3:30	p.m. PLC

## December

1	Vision and Hearing Rescreening	9:00-12:00	PLC
4	Band Concert	2:30	p.m. PLC
8	School Mass	9:00	a.m. Church
12	Christmas Pageant	7:00-9:00	p.m. PLC
21	Noon Dismissal - Begin Christmas break		
	Classes resume January 4, 2012		

## January

4	School Resumes		
5	Geo Bee	1:00-3:00	p.m. PLC
11	Art in the Classroom	9:00	a.m.
16	No School - Martin Luther King, Jr.		
17	Enrichment Clubs Begin	3:30-5:00	p.m.
20	Spelling Bee 1:00-3:00 p.m.		
29	Catholic Schools Week Begins		
	Open House following 11:30 Mass		
30	Kdg Information Morning	8:00-1:00	p.m.
31	Family Pizza Night	4:00-8:00	p.m. PLC

## February

3	Play Day	9:00-3:00	p.m. PLC
	Fine Art Program		
6	8th Grade Pictures	9:00	a.m. PLC
8	Art in the Classroom	9:00	a.m.
16	Jr. High Social	5:00-7:00	p.m. PLC
17	No School - Institute		
20	No School - President's Day		
21	Enrichment Clubs End	3:30-5:00	p.m.
22	Mass - Ash Wednesday	10:00	a.m. Church

## March

5	No School - Region I Institute		
6	8th Grade Picture Retakes	9:00	a.m. PLC
10	Auction		
22	Gr. 6 & 7 Social	5:00-7:00	p.m. PLC
23	Noon Dismissal - Begin Spring Break Classes Resume April 2, 2012		

## April

5	Noon Dismissal - Holy Thursday		
6	No School - Good Friday		
9	No School - Easter Monday		
11,12,13	Outdoor Education Grade 6		
14	Mother/Son Breakfast Gr. 8 Dad/Daughter Dance Gr. 8		
30	Tech Week Begins		

## May

4	School Musical Students Only	9:15 & 1:15	p.m. PLC
5	School Musical		
10	Mother's Prayer Service Gr. 4	9:00	a.m. Church
11	School Musical		
12	School Musical		
15	Ribbon Day Prayer Service	9:00	a.m. Church
17	Honor's Day Prayer Service	9:00	a.m. Church
18	No School - Conferences		
20	Band Concert	2:00	p.m. PLC
23	Graduation Dinner Gr. 8	6:00	p.m. PLC
24	Graduation Dance Gr. 8	7:30	p.m. PLC
25	Graduation Gr. 8	7:30	p.m. Church
28	No School - Memorial Day		
29	Fine Art Program		
31			

## June

1	Last Day of School following Mass		
15	Office Closes	12:00	

## **MISSION**

### **Joliet Diocesan Catholic Schools Office Mission Statement:**

Jesus commissioned His apostles to teach and make disciples. Mindful of this twofold mandate, Catholic Schools in the Diocese of Joliet provide formation in the Catholic faith as well as superior academic education to students of diverse backgrounds. Our Christ-centered education nurtures a personal relationship with Jesus and service to others. Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. Working in partnership with parents and parish communities, Catholic schools prepare students for success in further education, a productive career and a life eternal with God.

### **Our Mission as a Parish:**

Conscious of our human weakness, but empowered by the presence of the Holy Spirit among us, we pledge ourselves to this, the mission of Jesus Christ. We are the Roman Catholic Community of St. Petronille, Diocese of Joliet, a people of Prayer, Word and Sacrament. We strive to grow in the awareness of Jesus' presence in ourselves and in each other, and so we respond to His call to pray, to love, to serve, to forgive and to teach His Word to all people.

### **Our Mission as a School:**

Our mission is to teach as Jesus Christ taught by modeling His message of love, peace, social justice, and reverence for life as manifested through prayer, love, compassion, service, and forgiveness. We are dedicated to provide a child-centered environment and to instill in our students a lifelong commitment to learning, to Christian values, and to community service in keeping with the Gospels and the traditions of the Catholic Church. We strive to motivate each student to reach his or her spiritual, academic, social, and physical potential.

## **PHILOSOPHY**

We at St. Petronille School, a ministry of St. Petronille Parish, believe that the primary purpose of our Catholic School is to teach as Jesus Christ taught, taking an active part in the teaching mission of the Church. We seek to educate all who have been entrusted to us. We believe in uniting with the parents as the primary educators, the parish ministries, and the Diocese of Joliet in fostering a community of believers who manifest their faith in service to others. We believe in the goals of teaching and modeling the message of Christ (doctrine), developing community (family), encouraging service (involvement), and promoting worship, as directed in the National Catholic Directory.

We believe in the education of the whole child spiritually, intellectually, physically, socially, personally, and emotionally, through a planned, sequential, and integrated curriculum. The curriculum aims to accommodate and support the diverse learning styles of all students.

We believe in academic excellence based on an individual's potential. We foster respect for one's self and others, and taking responsibility for one's actions while promoting a sense of honesty and fairness. We strive to instill responsibility for good stewardship and service that encompasses home, school, parish, and community on both local and global levels.

We at St. Petronille believe in preparing children to live lives rooted in the principles of peace and social justice. These principles are manifested in a reverence for life and a respect for the uniqueness of each individual.

## **NON-DISCRIMINATION**

St. Petronille School operates under the auspices of the Diocese of Joliet. Schools operated under the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school.

## **CURRICULUM**

The method of instruction at our school is a combination of individual help, small groups, and total class instruction, based on the various subjects and classes. Through this method we use the best features of all types of instruction to provide for the individual and social needs of the student. Each child is worked with at his/her own level as much as possible and is encouraged to compete only with him/herself to develop a positive self-concept.

Faculty present and incorporate Catholic theology, church documents and the tradition of social justice based on the Gospel into all areas of the curriculum. Enrollment in St. Petronille School includes full participation in all subject areas including religion, language arts, social studies, mathematics, science, health and wellness, world language and fine arts and technology.

As a community we continually re-evaluate our program to be sure we are offering the best possible program for our students. Faculty participate in the annual assessment and evaluation of all programs, materials, textbooks, technology and core curriculum in grades K-8 using data from standardized test scores, student achievement and a variety of other verifiable means.

## **RELIGIOUS EDUCATION**

Our course of studies at St. Petronille School goes beyond instilling academic knowledge. It provides opportunities across the curriculum to learn about the faith, and see it modeled by our faculty and staff. We aim to have our students develop a lifelong relationship with Jesus Christ, and help to form in them both a communal and personal faith life.

Our mission as catechists is to partner with parents to instill and nurture the faith in their children. St. Petronille makes every effort to help both students and staff to grow spiritually, using the Parish Department of Religious Education and our Parish priests and deacons as resources.

## **SACRAMENTAL PROGRAMS**

All sacramental preparation is conducted in cooperation with the Parish Office of Religious Education and recognizes the parents' role in the religious education of their children. Therefore, all school parents attend adult formational sessions. The preparation of students and parents is handled in the following manner:

**RECONCILIATION--GRADE 2** - Students receive instruction in class and complete family activities with their parents. Parents attend the adult sessions. The reception of the sacrament is during family-oriented parish celebrations during Advent, and is done jointly with the Parish Director of Religious Education. \*

**EUCHARIST--GRADE 2** - Students receive instruction in class and complete family activities with their parents. Parents attend the adult sessions. The celebration of the sacrament is scheduled in the spring, jointly with the Parish Director of Religious Education. \*

**CONFIRMATION--GRADE 8** – The preparation of students for Confirmation is done on the Parish level by the Director of Religious Education with the help and support of the 8<sup>th</sup> grade teacher of Religion. The Director of Religious Education sets the calendar and events that make up the Confirmation Program. The school eighth grade Religion teacher actively participates in the Confirmation Program in a supporting role. \*

**STUDENT VOICES**– Student Voices is a student organization whose main function is to provide service to school, parish and community. Meetings are held twice monthly after school. Membership is open to all students in grades 4-8. Two faculty Advisors monitor the activities of this organization. Parents are encouraged to volunteer their assistance.

### **TEXTBOOKS**

Textbooks are loaned to your child. Please make sure that the books are properly covered (all hardback books). Students are responsible for the care and upkeep of the textbooks issued to them. Parents are responsible for the replacement or abuse of any books issued to their child(ren). Fines will be assessed for any book whose usefulness has been reduced through student neglect. Most textbooks are available on-line. Check with the classroom teacher for details.

### **LIBRARY**

Grades K-5 have an assigned library period each week. Story time is part of the period for grades K-4. Students are responsible for the books they check out. If a book is lost or damaged beyond usual wear and tear, the student will be responsible for the cost of replacing the book. Fines will be assessed for overdue book returns.

### **FIELD TRIPS**

Educational field trips are often a part of the curriculum for classes. However, field trips are privileges afforded to students. As such, students can be denied participation in a field trip if they fail to meet academic or behavioral requirements.

Parent-signed permission slips provided by the school must be in the school office before a student may go on any trip. If no written permission is on file the student will remain at school. No phone permission will be accepted. (See Field Trip Permission Slip form on page 45.) Phone permission may be granted in extreme circumstances. Field Trip Permission Forms are available on-line.



**FIELD TRIP PERMISSION SLIP FORM**

***JOLIET DIOCESAN SCHOOL SYSTEM***

On \_\_\_\_\_, \_\_\_\_\_ will be taking  
(day, date) (class)

a field trip to \_\_\_\_\_. The educational benefit of this a  
(place)

trip will be \_\_\_\_\_. We will leave school at \_\_\_\_\_

and arrive back to school by \_\_\_\_\_. There will be \_\_\_\_\_ chaperons per \_\_\_\_\_ children.

Transportation will be by \_\_\_\_\_. The cost of the trip will be \$\_\_\_\_\_.  
(bus, foot, parent auto)

If transportation is by parent auto, each child must have his/her own seat belt and not be placed in front of an air bag (per manufacturer's instruction).

Please return the signed permission slip with the money by \_\_\_\_\_.

Thank you.

.....  
I request that \_\_\_\_\_ take my child \_\_\_\_\_ on a  
field trip to \_\_\_\_\_.

I hereby release and indemnify St. Petronille School, Glen Ellyn, IL, it's 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 own judgment to transport the child to a hospital emergency room.

Date: \_\_\_\_\_ Parent's Signature \_\_\_\_\_

I can be reached on the day of the field trip at the following phone # \_\_\_\_\_.

## **SPECIAL SERVICES**

Special education services, as well as psychological testing, may be available to St. Petronille students through the public school system regardless of the parent's public school district of residence. Decisions regarding evaluation, assessment, and level of services are determined by Public School District 41 personnel. St. Petronille School faculty and staff, in partnership with Public School District 41 and Alexian Brothers, strive to meet the emotional, academic, social, spiritual and physical needs of all students.

The initial contact with the public school district is usually made by the principal at the request of, or recommendation of, the parent and/or classroom teacher. It is the responsibility of the private school (St. Petronille School) to:

- Locate students with disabilities and contact public schools.
- Participate in interventions and assessment.
- Attend meetings and staffings on students with disabilities.
- Participate in discussions regarding serving students.

St. Petronille schoolteachers are continually reviewing student performance for indications that might suggest that a student may be experiencing difficulties related to a disability. Parents are encouraged to inform teachers or the principal if they suspect their child may have a specific learning disability; a speech and language issue and/or require specific resource accommodations.

## **SCHOOL SOCIAL WORKER**

St. Petronille School is fortunate to partner with Interfaith Parish Support Services of Alexian Brothers Hospital Network to offer social work services. An Illinois state licensed social worker will be in our school three days per week, providing a variety of counseling and guidance programs. A counseling intern may also be available one day a week.

The mission statement for the St. Petronille/Alexian Brothers partnership states:

***Alexian Brothers Medical center and St. Petronille School commit themselves to establish a social work program in our school. This program will be a collaborative ministry developed and prepared to work with the psychological, spiritual, and educational needs of the student and parents of our school.***

***The Ministry will encourage students to reach their fullest potential educationally and emotionally. This program is established out of a recognized need that parochial education is fundamental for the good of our church and our society. It is our desire to provide excellent resources to our staff, children and families.***

The social worker will facilitate in-classroom preventive programs on topics such as bullying, mental health or peer relations. The social worker will also provide individual counseling for students and will work with the St. Petronille staff and parents to identify students who would benefit from such services. Other social work services offered include group counseling or peer support groups, staff support, parent support, educational programming, community resources and referrals, and help for families in crisis.

When the social worker meets individually with a student, parents will be contacted for their consent. The social worker can be reached at extension 3102 or by calling the school office and leaving a message with the school secretary.

### **\*\*TEACHER ASSISTANCE TEAM (TAT)**

A TAT is a collaborative group of professionals who meet in an on-going process to support teachers as they support students. When a teacher or parent believes that a student is experiencing difficulty in any area of academic, emotional or developmental growth, she/he files a request with the principal for a TAT. The principal schedules TAT meetings. The St. Petronille TAT consists of the principal, social worker, resource teachers and the presenting teacher plus any additional personnel when necessary.

The St. Petronille TAT was established to:

- Create a safety net for students who might be experiencing difficulty.
- Create a systematic forum for collaboration.
- Create a sense of support for teachers, students and parents.
- Create a data based system to collect quantitative information to document concerns.

The St. Petronille TAT:

- Helps create a paper trail on interventions so that we are not “re-creating” the wheel.
- Helps parents to understand the difficulties that their child might be experiencing.
- Helps St. Petronille staff to “speak” the same language as the public schools.
- Creates an evidenced based approach to presenting a case to public schools.

St. Petronille School Faculty and Staff believe that we must:

- Focus on scientifically researched methods and assessments to screen children who might not be making progress at expected rates
- Diagnose what children can and cannot do in important academic and behavioral domains and
- Monitor progress to determine if academic and behavioral interventions are producing desired effects.

The TAT, after its initial meeting, will contact the parent to discuss outcomes of the initial meeting.

***\*\*Some materials used by permission from Michael J. Boyle, Ph.D., Center for Catholic School Effectiveness, Loyola University.***

### **SMALL GROUP READING AND ENGLISH \***

The objective of small group reading classes is to reduce class size and to give more individualized attention to our students. The program features smaller sections focusing on improving reading skills. Material is presented in a multi-sensory approach to utilize each child’s strengths. Comprehension and specific reading skills are developed and higher-level thinking skills are addressed. The students are leveled and the same curriculum and materials are used as the larger reading group. The presentation of the material in a smaller group better facilitates learning for all ability levels.

### **SMALL GROUP MATH**

The objective of small group Math is to give more individualized attention to the students due to the smaller class size. Teacher to student ratio is decreased which benefits the small group as well as the large group. The same curriculum and assessments are used. Smaller numbers allow for more board work, including access to Smartboard activities. Small group benefits the students by allowing the teacher to keep them on task and queue when needed. Additional reviewing of previously learned concepts are continually reinforced. Small group allows those who need more one to one assistance to achieve success.

**EDLINE**

St. Petronille subscribes to Edline. The site can be found at [www.edline.net](http://www.edline.net) . Once you have activated your account you will be able to do the following:

- Check your child's latest grades
- Receive e-mail alerts when new grades are posted
- View your calendar to check out classroom and school-wide events
- View backpack mail and important school news
- View emergency school closing information

Edline is your main link to St. Petronille school communication. We encourage you to check it often.

## ADMISSION AND REGISTRATION POLICY

St. Petronille School is one way the parish fulfills its mission to provide a Catholic education for its youth. As a parish school, it offers an outstanding program from kindergarten through eighth grade. This program is available under the auspices of the Diocese of Joliet, which guarantees that no student shall be denied admission solely on the basis of race, color, or national or ethnic origin. Confidential financial assistance may be available depending upon financial need.

Catholic education has as its primary purpose religious formation in a Christian environment which integrates religious truths and values with every aspect of human life. This integration begins in the home and is further developed in school. As parents of students admitted to St. Petronille School, we subscribe to this concept and demonstrate our commitment in several ways. As registered parishioners, we devote Time, Talent, and Treasure to the support of the parish through the annual stewardship drive. Parental involvement, something Catholic education has relied on for years, has recently been documented as a primary factor in school success. Through the many committees of volunteer services coordinated by the Parent Organization and School Board, we offer our Time and Talent. This stewardship of Time and Talent is accompanied by considerable financial support individually through tuition payments and communally through a pledge of Treasure as a registered parishioner.

These are the requirements and procedures for admission and registration at St. Petronille School:

### 1. Eligibility Requirements

In order to be eligible for admission at St. Petronille School, a family must be **registered** and **active** parishioners. The registered and active requirements must be met each year by families of children currently enrolled in the school, families new to the school, and families included on the admission waiting list.

*"Registered"* means that a written record must be created when a new family joins the parish. Examples include when children of parishioners assume adult responsibilities for their own families or when a family new to the parish notifies its former parish of its transfer of registration. Families living outside of parish boundaries must have written approval to transfer parish registration. In the case of a family newly moved into the parish, but which had previously been registered in the parish, the family must re-register. The "date of parish registration" for the family shall be the most recent date of parish registration.

*"Active"* describes a parishioner who supports the St. Petronille faith community through involvement in parish stewardship. Every year, St. Petronille registered parishioners are asked to pledge Time, Talent, and Treasure during the stewardship drive. An active parishioner demonstrates stewardship through involvement in parish ministries and through a good faith response to and consistent return of the offertory envelopes. The Pastor shall determine whether the active requirement has been met.

### 2. Admission Rules for an Upcoming School Year

#### A. Grades 1 through 8

Children of families meeting the registered and active requirements described above will be admitted to grades 1-8 at St. Petronille School in the following order of priority:

- (1) children currently enrolled in grades K-7;
- (2) siblings of currently enrolled students in grades K-8 (except as provided in 4.B.) and of St. Petronille graduates, by date of parish registration; and
- (3) children of families new to the school, by date of parish registration.

B. Kindergarten

Children of families meeting the registered and active requirements described above will be admitted to kindergarten at St. Petronille School in the following order of priority:

- (1) siblings of currently enrolled students in grades K-8 (except as provided in 4.B.) and of St. Petronille graduates, by date of parish registration; and
- (2) children of families new to the school, by date of parish registration.

C. Effect of the Active Requirement

In exceptional cases, the Pastor may consider a family's commitment of Time and Talent in addition to the date of parish registration in making admission decisions.

D. Waiting List

If there are fewer openings than there are qualified applicants, then a waiting list for each grade level will be established. Openings subsequently arising shall be filled from the waiting list based on the application of the above priority rules at that time.

E. Class Size Targets

Class size for each grade will not exceed the following (except as provided in 6.B.):

- (1) Kindergarten: Fifteen (15) students
- (2) Grades 1-8: Thirty (30) students

3. Admission of a Non-Parishioner's Children

If the class size targets identified in Sections 2.E and 6 are not otherwise met with qualified applicants, a child or children of a non-parishioner may be admitted to the School at the discretion of the Principal and the Pastor. Once admitted, a child of a non-parishioner is considered a "qualified applicant" for purposes of registration for future academic years, provided that the child and his/her family are compliant with all other applicable School policies. Since St. Petronille School provides a Catholic education to all of its students, a child or children of a non-parishioner enrolled in the School will be expected to fully participate in the entire curriculum as stated in the Curriculum Policy, including participation in all religious education instruction and attendance at school Mass and prayer services. However, if a non-parishioner's student is not Catholic or otherwise not eligible to receive holy sacraments, conversion to Catholicism and receiving Holy Communion will not be required.

4. Admission Rules for a School Year Already in Progress

- A. It is the policy of St. Petronille School that children will not be admitted at any time during the school year unless these children have moved into the parish with their families from out of state or from another part of the state or these children were on the waiting list. However, individual circumstances may mitigate this policy, and children may be admitted at the discretion of the Principal and Pastor.

- B. The active requirement in 1. above shall be waived in cases involving children of families new to the parish who seek admission during a school year already in progress. However, if a child (or children) of such a family is admitted to the school, and another child of that family is placed on the waiting list or subsequently seeks admission to the school, then such other child will only receive priority status as a sibling of a currently enrolled student six months after the family's date of parish registration.

#### 5. Dates for Application and Registration Procedures for an Upcoming School Year

##### A. Families with Children Currently Enrolled in or Already Graduated from the School

Families with children currently enrolled in the school or with children who have had siblings graduate from the school must pre-register for grades K-8 by February 15.

##### B. Families New to the School

- (1) Applications for openings in kindergarten must be received from families new to the school by February 15. Acceptance letters will be sent out after March 15. Applications received after February 15 will be considered for the waiting list or for admission as space permits.
- (2) From February 15 through the end of the current school year, applications for openings in grades 1-8 will be accepted from families new to the school. Acceptance letters will be sent out periodically after February 15. Applicants for grades 5-8 must forward copies of their school records for review before final acceptance.

- C. Upon admission and pre-registration, a \$130.00 non-refundable fee for each child must be submitted to the school office. All required official student records must be provided to the school upon admission.

#### 6. Sibling Waitlist Policy

- A. If there are multiple siblings on a wait list for a grade, siblings will be ranked in order of the date first placed on the waitlist. (i.e. not date of parish registration)
- B. At the discretion of the principal and/or the pastor, a class size exception can be made to allow admission of siblings. This exception takes into account the following:
  - (1) The family meets the registered and active requirements as noted under the admission rules.
  - (2) No one class for each grade 1-8 can exceed the class target by more than 2 students.
  - (3) The class size will revert back to the target level if any child leaves a grade during the school year or at the end of the term.
  - (4) This exception is only for situations involving siblings enrolled at the school. Class size targets will not be exceeded for any other situation.
- C. Any situation not addressed by these criteria will be considered a special circumstance and will be addressed by the principal and/or pastor.

#### 7. Interpretation of Policies

Discretion in the interpretation of admission and registration policies rests with the Principal and Pastor.

Adopted: 1983

Revised: 1985, 87, 89, 91, 93, 94, 95, 96, 97, 98, 99, 01, 02, 05, 07, 08,  
and 10

### **MEDICATION POLICY \***

The dispensation of medication at school is discouraged. In many cases, a student's medication schedule can be adjusted to avoid school hours. If a medication schedule cannot be adjusted, then parents may come to the school to dispense medication (prescription or nonprescription) at lunchtime. When these two alternatives are not possible, then the following procedures shall apply.

In order for prescription medication to be dispensed by authorized school personnel, the student's parent(s) and family doctor must complete and sign the Medication Authorization form. The pharmacy label can serve as the written consent of the doctor. Copies of the form are available in the registration packet given to all families and in the school office and on the school website. The parent(s) must complete a new form each year or whenever there is any change in prescription or dosage.

The parent(s) must bring the medication to the school in its original container. Students are never allowed to carry any medication (prescription or nonprescription) in their backpacks, purses or on their person. The container must be marked with the child's name, type of medication, dosage, and other current and pertinent information. All medication will be stored in the school office in a locked cabinet or in a refrigerator. Medication will only be dispensed at lunchtime by the school's volunteer doctors and nurses. In certain emergency situations, the Principal or the Administrative Assistant may dispense medication. All medication dispensations will be logged as they occur.

In accordance with the school's commitment to each student's welfare, the provisions of this policy shall be liberally construed in favor of the school. The Principal shall have discretion in the interpretation of this policy and in handling any violation.

Adopted: 1996  
Revised: 2004, 08, 11

### **PHYSICAL, DENTAL AND EYE EXAMS**

The Illinois School Code requires that all children must have a health examination by a physician dated within one year of admission to Kindergarten, at the beginning of sixth grade and the beginning of ninth grade. A documentation of immunization against each of the following: Diphtheria, Tetanus, Pertussis, Rubella, Measles, Mumps, Polio, and Chicken Pox (Varicella) or proof of disease as well as a series of three Hepatitis B immunizations must be presented before entrance into the aforementioned grades. A series of three Hepatitis B immunizations must also be presented for students entering sixth, seventh, and eighth grades. The Certificate of School Health form must be submitted to the school office.

1. The required Physical examination and the Immunization Section is to be **completed, signed and dated by a physician** licensed to practice medicine in all of its branches.
1. Approval for interscholastic sports and/or physical education is to be checked by the physician. Sports physicals are required each year for students in grades 5, 6, 7, and 8 who participate in any sport. These physicals are to be completed and in the nurse's office before the first sports practice.
2. The section for Vision and Hearing Screening Data will be completed by the Illinois Department of Public Health certified Technicians at the time of the school's vision and Hearing Screening Program.
3. Students in grade 4 who participate in the intramural sports program must have a sports physical.
4. Dental examination laws have been passed by the Illinois General Assembly, which requires that students in kindergarten, second and sixth grade show proof of a dental exam.
5. Eye exams are required for all incoming kindergarteners and students new to the school.

If you are unable to provide the necessary school physical or immunizations for your child, please contact the DuPage County Health Department, 111 North County Farm Road, Wheaton, Illinois 60187 at 682-7979.

## **SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES**

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a **Food Allergy Action Plan**.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

### School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Keep the medications easily accessible in a secure location central to designated school personnel.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, students (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of emergency.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

More detailed suggestions for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs are available in the Food Allergy & Anaphylaxis Network's (FAAN) School Food Allergy Program. The School Food Allergy Program has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, The National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics. FAAN can be reached at 800-929-4040.

The following organization participated in the development of this document.

American School Food Service Association  
 National Association of Elementary School Principals  
 National Association of School Nurses  
 National School Boards Association  
 The Food Allergy & Anaphylaxis Network

**ILLNESS POLICY FOR SCHOOL AND THE EXTENDED DAY PROGRAM \***

For the protection of all school children and staff, children should be kept home or will be sent home in the following situations:

1. Fever of 100 or greater or one degree above the child's documented normal temperature.
2. Vomiting
3. Diarrhea
4. Presence or suspicion of chicken pox, impetigo, mumps, whooping cough, bacterial conjunctivitis, scarlet fever, measles, lice or scabies.
5. signs of possible severe illness such as uncontrolled coughing, difficulty breathing, wheezing, persistent crying, or lethargy.
6. Any sort of rash, especially when accompanied by a fever or behavior change.

If your child develops any of these symptoms during the school hours you will be notified to pick he/she up immediately. **If you are unable to pick up your child within 30 minutes you must arrange for someone else to do so.**

The same policies and procedures will be applicable for children in the Extended Day Program. Students in the Extended Day Program will routinely practice good respiratory and hand washing procedures. For the protection of all involved, if a child develops any of the above symptoms, a fever or signs of a flu-like illness, he/she will be isolated (to the best of our ability) from the other students. If staffing allows, that child will be moved into a separate room, with proper supervision, until he/she is picked up from school. If this is not possible, a mask will be provided for the child to wear. All other children in the room will wash their hands thoroughly and practice good respiratory etiquette. It is up to the discretion of the Extended Day Program Staff to determine when it is necessary for a child to be sent home.

**Returning to School**- Children who are ill are to be kept at home until they have been without fever, vomiting and/or diarrhea for 24 hours.

Children who are being treated with antibiotics must complete a full 24 hours of treatment before they will be allowed to return to school. This means that if we send your child home at 11:00 a.m. but he/she did not get the first dose of antibiotics until 3:00 p.m., they cannot come back to school the next morning.

**ATHLETIC PHYSICALS**

All athletes in grades 5-8 must show proof of an annual physical. Fifth grade physicals are a state requirement. St. Pet's school will now **require** annual physicals of all athletes in grades 5-8. Without a physical, students will not participate in practices or games. Physicals are also required for 4<sup>th</sup> grade intramurals.

This information is required by law on the first day of school, with an extension time of October 1<sup>st</sup> for students who begin school on the first day. Any students entering after the first day will be allowed 30 days for their entrance date to comply with this policy. Children can be excluded from school if they are not in compliance with the requirements.

**CLASS ASSIGNMENTS**

The principal determines the assignment of students to classrooms after consultation with the teachers involved. Students will be placed with their best interest in mind.

**REGISTRATION**

New families to St. Petronille School must register at the school office. Registration into grades K-8 requires a \$130.00 per child deposit. The deposit is applied toward the upcoming year's tuition. In the event that a grade reaches maximum enrollment, a waiting list will be placed into effect. Registrations will be accepted according to our admission policy.

**CUSTODIAL RIGHTS**

All parents must supply the school with accurate information concerning the legal guardianship of their child(ren). This information will be on file in the school office during the school year. Request for dual mailings must be submitted in writing each year to the principal. St. Petronille School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Petronille will provide the non-custodial parent with access to academic records, and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**SCHEDULE FOR THE SCHOOL DAY**

There is no adult supervision outside before 8:30 am. If students are dropped off before 8:30 am, they must enter door 6 and go directly to Extended Day.

Doors Open	8:30-8:45 A.M. <b>drop-off time</b>
Tardy Bell	8:45 A.M.
Morning Prayer	8:50 A.M.
Lunch (Grades 1, 2, 3, 4)	11:40 A.M. – 12:25 P.M.
Lunch (Grades 5, 6, 7, 8)	12:40 P.M. – 1:10 P.M.
Afternoon Classes Begin	1:10 P.M.
Dismissal	3:15 P.M.K-4
Dismissal	3:20 P.M. 5-8
Kindergarten Morning Session	8:55 to 11:30 A.M.
Kindergarten Afternoon Session	12:30 to 3:15 P.M.

**ABSENCE/RE-ADMITTANCE OF STUDENTS**

The school is required to report all cases of contagious illness to DuPage County Health Department daily. Parents, therefore, must notify school by 9:30 A.M. in the event of a student absence.

Students must present a note from parent/guardian to the homeroom teacher on day of return to school for any length of absence. Please include in the note the reason for your child's absence.

Parent may request homework when absence is phoned in. Homework is only provided when requested.

### **STUDENT ARRIVAL AND DISMISSAL PROCEDURE**

Students K-2 and 5<sup>th</sup> and 6<sup>th</sup> will enter school in the AM through the LUNCHROOM DOORS (Door 4) facing the rear parking lot. Grades 3 and 4 and 7 and 8 will enter the North Stairway (Door 5) door. Students are not to enter through the education doors on Prospect unless they are tardy. Kindergarten, 1, 2, 5 and 6, will be dismissed down the South stairway. Grades 1 and 2 will proceed through Colonial Hall and the lunchroom and out the lunchroom doors. Grades 5 and 6 will exit the Hillside doors (Door 9). Grades 3 and 4 will be dismissed at 3:15 down the North Stairway (Door 5). Grade 7 and 8 will be dismissed at 3:20 down the North Stairway (Door 5).

Students will be dropped off and picked up in designated areas based on their grade. Families with more than one child will drop all the children in one family or all the children in one car pool in the area designated for the YOUNGEST child in the group. This could change daily if your carpool changes.

#### **GRADES AM KINDERGARTEN THROUGH GRADE 4 DROP-OFF/PICK-UP**

Enter the rear parking lot from GLENWOOD either coming from the north or south. Pull forward to the drop-off zone that is by the **Flag Pole**. Your child must walk **IN FRONT OF YOUR CAR**. After your child/children have passed in front of your car, continue with caution to the PROSPECT exit. You may only turn right (North) on Prospect to exit or (in case of a train you may turn left).

Parents are not to enter the south driveway on Prospect and drop their children off at the education entrance. It will be blocked off.

Pick-up will be in the rear parking lot with parking in designated spaces only. If you choose not to park, proceed through the traffic lane entering from Glenwood and exiting Prospect just as you did in the AM drop-off.

AM Kindergarten dismissal is from the Kindergarten entrance on Hillside.

PM Kindergarten dismissal is through the lunchroom doors and out into the courtyard.

#### **GRADES 5-8 DROP/OFF – PICK-UP**

Enter the second driveway (apron) on GLENWOOD either coming from the north or south. Drop off children and proceed to exit through the gates to Main Street. Children will use the striped crosswalk to cross GLENWOOD to get to the Colonial Hall entrance. Crossing guards and parent volunteers will be available to assist.

#### **PM KINDERGARTEN – Drop-Off 12:30**

Afternoon Kindergarten Drop off Lane will consist of seven parking spaces in front of the Kindergarten Building. Parents will drop off students in front of the Building on Hillside. A teacher or parent volunteer will be there to welcome the children at 12:30. Seven parking spaces will be designated the drop-off area in front of the Ministry Building. Please do not double park. Additional parking is available in the Glenwood Lot. Do not park in the striped portion as that is reserved for the buses that transport some students.

**PM KINDERGARTEN**

Parents will pick up their children in the regularly scheduled pick-up areas in the rear parking lot. PM Kindergarten students will be dismissed through Lunchroom doors.

**THE PARKING LOT ON THE WEST SIDE OF PROSPECT IS RESERVED FOR FACULTY PARKING ONLY.**

The parking lot directly in front of the school entrance on Prospect is reserved for late arrivals, early dismissals and visitors. Please do not park in these areas.

Remember: The parking lot to the rear of the school becomes the playground from 11:30 AM until 1:15 PM. No parking, please, during those hours.

**TARDY**

Arriving to school on time is the responsibility of both parents and child. Arriving late to school is uncomfortable, embarrassing and disruptive to the student. Often times being late sets a negative tone for the student's entire day. The teacher and principal will determine consequences for excessive tardiness.

Students who are tardy must sign in at the office and receive an admit slip before going to their homeroom. A student is considered TARDY when not in their class at the time of the Tardy Bell (8:45). Please try to make appointments before or after school hours. Students will be given an ~~excused~~ tardy only when a doctor's note is provided. Students need to arrive at school BEFORE 8:45. Doors will open at 8:25 AM.

When a student is tardy more than five times in one trimester, the principal will initiate a meeting with the parents.

**HEAD LICE**

Don't keep it a secret. Sure, it's embarrassing to notify others that your family is dealing with lice, but it's not a social disgrace. Think of it like the other "bugs" that people pass to each other, like colds and flu. The sooner you let people know they've been exposed, the better able they'll be to deal with it promptly and effectively – and the less likely you'll catch it again from them later.

Period of communicability: Lice or nits (eggs) are viable until destroyed by treatment. A second pediculicide application is recommended seven to ten days following the first treatment.

Children will be excluded from school until the day after the first shampoo; lotion or cream rinse pediculicide treatment is properly applied.

If head lice are found in several children in one classroom, or in more than one classroom in a school, all students will be examined.

**EARLY DISMISSAL/APPOINTMENTS**

Parents are encouraged to make appointments for their children after school hours whenever possible. In the event of an early dismissal (due to illness, appointments, etc.), all students must sign out in the office. Parents are requested to send a note to school informing the teacher and the office of the early dismissal.

**NO STUDENT HAS PERMISSION TO LEAVE THE SCHOOL GROUNDS DURING THE DAY WITHOUT WRITTEN PERMISSION OF PARENT/GUARDIAN.**

Parent/guardian must meet the child in the office. Students will be dismissed from the office only when they are met by the parent/guardian.



## **EMERGENCY SITUATIONS**

In case of accident or illness involving a student, the school will follow this procedure:

1. Contact the parents of the child.
2. If the parent of the child cannot be reached, the emergency contact listed on the child's emergency form will be called.
3. If the parent or emergency number cannot be reached, the family doctor will be notified if the situation warrants.
4. If none of the above can be reached, a local doctor will be called.

Because of this process, it is vitally important that we have updated contact people and phone numbers on our school emergency forms. Please call the school office if information changes during the school year.

In the case of other emergencies threatening the entire school, the school has protocols and crisis teams in place to address such situations. The faculty has been trained to respond to a variety of situations, thereby allowing for the orderly evacuation of students and staff. Safety is the number one priority at the school.

## **PARENT-TEACHER COMMUNICATION**

Open communication between parents and teachers is encouraged. Parents who have questions or concerns about assignments, procedures, or discipline in a classroom are expected to discuss this with the classroom teacher. Questions brought to the administration will be followed up only after parents have discussed concerns with the teacher. In keeping with church principles of subsidiarity, problems should be solved at the lowest level whenever possible. The following chart serves as a guide as to how parents should handle specific concerns.

Concerns dealing with:	Should initially involve:	If not resolved, who to involve next:
Student's performance	Student	His/her teacher
Teacher	Involved teacher	Principal
Unfair discipline	Person who disciplined the child	That person's supervisor
Specific classroom assignments	Teacher	Principal
School Board policy	Principal	School Board
Principal	Principal	Pastor
School rules or procedures	Principal	Pastor

Confidentiality is a very essential element in fostering effective communication and respect. *All discussions, conferences, and resolutions should remain only with involved parties.* For example, issues involving adults should not be discussed or reviewed in the presence or within the earshot of a child. The details of a conference between a teacher and a given family is not a matter for other non-involved parties. *Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions.*

The school office is open from 8:00 AM- 4:00 PM. Parents requesting a conference with a particular teacher must make an appointment with that teacher in order to prevent multiple conferences. Conferences with the teachers during class times are not allowed.

We respectfully request that parents refrain from going to the classroom teacher before/after school without having first made an appointment and registering in the school office. Teachers are unable to effectively monitor their students while conducting discussions with parents. Faculty and staff should not be contacted at home.

**EMERGENCY SCHOOL CLOSING**

If severe weather forces the closing of school for the entire day, the emergency telephone communication system, School Reach, will be activated. Other places to find information about our school closing is Edline ([www.edline.net](http://www.edline.net)), local TV stations and at [www.emergencyclosings.com](http://www.emergencyclosings.com). District 41 closing DOES NOT always mean St. Petronille School is closed.

Emergency closing during the school day is not likely, however, if the situation warrants then the emergency telephone communication system, School Reach, will be activated. Children will not be sent home without notification to parent/guardian.

**EMERGENCY EVACUATION**

In the event of an emergency that requires evacuation of the building (such as a fire, toxic gas release, explosion, etc.), parents will be notified through the emergency phone system, School Reach, as to where and when to pick up your child.



## DISCIPLINE POLICY \*

### 1. Philosophy and Expectations

The primary goal of St. Petronille School is to help its students grow spiritually, intellectually, and socially in a safe, nurturing, Christian environment. Students are expected to behave in a manner befitting the Catholic training provided at home and the Christian climate of the school according to the teachings and principles of the Roman Catholic Church.

To provide a safe, nurturing, and Christian environment, students, parents, and faculty must be aware of and abide by all policies and regulations found in the school's handbook. In addition, all classroom rules will be clearly stated and enforced. As will be outlined below, deliberate disregard of any of such policies or rules will result in appropriate consequences.

By registering at St. Petronille School, a parent(s) accepts the foregoing disciplinary philosophy and the school's expectations of each student and agrees to foster behavior in his/her child conforming with this philosophy. At the beginning of each school year, each student and parent(s) must sign a form acknowledging receipt of and agreement with this discipline policy.

### 2. Enforcement

Most disciplinary matters will be handled immediately by classroom teachers, staff members or the Principal. **In all cases, the student will be asked to detail his/her side of the story.** The types of disciplinary procedures include, but are not limited to:

- verbal warning, either public or private,
- isolation/removal from the class or activity,
- one-on-one conference between the student and teacher, staff member or Principal,
- informal conference between the teacher, staff member or Principal and the parent(s),
- discipline slip,
- detention,
- loss of privileges, including participation in extracurricular activities, such as sports,
- suspension, either in-school or out-of-school,
- or
- expulsion.

#### A. Discipline Slips

Discipline slips are issued to students as a response to inappropriate behavior or disobedience to school rules. Discipline slips signify the need for improved behavior, as well as encouraging student self-discipline and responsibility. Discipline slips will be sent home by the teacher, Principal or staff member and must be signed by the parent(s) and returned to the school by 3:15 p.m. the following school day. Failure to comply with this procedure, without good cause, will result in further disciplinary action.

#### B. Detention

Detentions will be served at an agreed upon time. During this time, the student will not be allowed to work on school or personal work. At the option of the Principal, teacher or staff member, the student may be required to perform work or other written exercises commensurate with the offense. Transportation home is the responsibility of the student and parent(s). Failure by a student to serve a detention when designated, without good cause, will result in further disciplinary action.

### C. Suspension

Suspensions can be for one to three days and either in-school or out-of-school at the discretion of the Principal. An in-school suspension will require the student to attend school, but he/she will be out of the classroom and will not be allowed to participate in any class activities. He/she is responsible for all class work/quizzes/tests during the suspension period. The parent(s) may not opt to keep the student out of school in lieu of an in-school suspension. No student will be re-admitted until the suspension is served. For an out-of-school suspension, the student is likewise held responsible for all class work/quizzes/tests during the suspension period. Communication with the parent(s) will take place preceding and following a suspension of any type.

### D. Expulsion

Expulsion from school is the severest penalty that can be imposed on a student. Expulsion requires the consent of the Pastor, as per diocesan policy on expulsion. As soon as it becomes evident that expulsion of a student might become necessary, the Principal should notify the parent(s), Pastor, School Board, and Diocesan School Office.

### E. Steps in Discipline

The usual discipline procedure will begin with a verbal warning, isolation from the class or activity or conference between the student and the teacher, staff member or Principal. Subsequent disciplinary infractions during one school semester will involve the following steps:

- (1) Issuance of one discipline slip.
- (2) Issuance of two discipline slips will result in one, one-hour detention.
- (3) Issuance of three discipline slips will result in two, one-hour detentions and a parent conference.
- (4) Issuance of four discipline slips will result in two, one-hour detentions, parent conference with teachers and principal and two weeks suspension from all school extracurricular activities including sports practices and games.
- (5) Issuance of five discipline slips will result in one day of in-school suspension, a parent/teacher/principal conference and the loss of three weeks of extracurricular activities including sports practices and games.
- (6) Issuance of six discipline slips will result in two-day in-school suspension, loss of all extracurricular activities including sports practices and games for the remainder of the semester and a parent/teacher/principal/pastor. Expulsion may result. The Principal makes a recommendation on expulsion to the School Board and the Pastor, as per diocesan policy.

Late arrivals to detention will result in additional disciplinary action.

Extracurricular school activities include, but are not limited to, field trips, in-school presentations, Student Voices participation, all athletic games, events, practices, out-of-uniform days, and Fine Arts presentations.

Acts or offenses considered to be of a nature serious enough to warrant a detention, suspension, or expulsion include but are not limited to offenses warranting disciplinary action such as the following:

- bullying of any kind or harassment, teasing, taunting, intimidation or behavior that is rude, disrespectful or abusive
- leaving school premises without permission
- flagrant use of vulgar, foul, abusive or harassing language whether written, oral or gestural
- flagrant and/or repeated disrespect for a fellow student or staff member
- possession of weapons or weapon-like instrument
- lying, cheating, forging documents or stealing
- vandalizing or intentionally damaging church, school, or private property
- possession of fire-arms or facsimile (i.e. toy guns)

- having electronic devices such as game player, CD player, cell phones, etc. in the ON position. They must be in the OFF position and in an enclosed case, unless authorized by the teacher  
(Anywhere on school grounds-recess, lunch, classrooms, common areas.)
- posting defamatory remarks on the Internet against St. Petronille Parish, school, its staff, parishioners or students
- using the St. Petronille Parish or School name in any way on a personal website.
- physical, fighting\*

### 3. Interpretation

In all matters of discipline, the emphasis will be on the growth of the student in Christian behavior. The corrective response will be a logical consequence of the student's behavior and will be appropriate to the nature and degree of the offense. The Principal is given discretion in enforcement. In accordance with the school's paramount commitment to the welfare and development of each of its students, the provisions of this policy shall be liberally construed in favor of the school.

Adopted: 1995

Revised: 1999, 2000, 2005, 2006, 08, 11

**USE OR POSSESSION OF ALCOHOL, TOBACCO, DRUGS OR PARAPHERNALIA INCLUDING USE OR POSSESSION OF A FIRE-ARM OR FACIMILE** \*

St. Petronille School takes very seriously its obligation to safeguard the health and welfare, both physical and spiritual, of its students against persons, acts or practices that might be harmful to those students. For that reason, St. Petronille School will not tolerate the use or possession of alcohol, tobacco, illegal drugs or drug paraphernalia by a student while on the school grounds, under the school's jurisdiction before, during or after school hours, or during transportation to or from or while participating in a school-sponsored event. In addition, the school will not tolerate at any of the aforementioned times or places the use or possession by a student of substances or paraphernalia not unlawful in themselves but which are used in such a way as to produce a mind-altering effect on the user or another person. The substances or paraphernalia mentioned in the preceding sentence shall include, but are not limited to, matches, lighters, pipes, and nonprescription inhalants.

In the event that the school becomes aware that an otherwise legal substance or item is being used by a student in such a way as to produce a mind-altering effect on the user or another person, the school shall act quickly to notify such students and parents of the nature of the use and to expressly forbid such use of the substance or item. From the date of such notification, the use or possession of such substance or item for such purpose shall be deemed equivalent to the use or possession of an illegal substance or item.

A student shall be deemed to be in possession of a proscribed substance if the substance is found on the student's person or on or in the student's personal property. A student will be deemed to be under the influence of or using the proscribed substance if he or she exhibits such use by admission, unsteady motor control, incoherent speech, breath odors or similar evidence.

In support of this policy, an alcohol-free and smoke-free environment will be maintained at school-sponsored events at which students are present.

Adopted:

Revised: 1995, 99, 04, 07, 08, 11

**CONSEQUENCES OF VIOLATION OF THE  
USE OR POSSESSION OF ALCOHOL, TOBACCO, DRUGS OR PARAPHERNALIA  
INCLUDING FIREARMS, WEAPONS OR WEAPON-LIKE INSTRUMENTS** \*

1. First Offense

- A. Immediate removal from the school and/or the school-related activity;
- B. Notification of parent(s), Pastor, and School Board;
- C. Up to a three-day suspension, in school or out-of-school, and/or loss of extracurricular school activities, including sports practices and games, at the discretion of the Principal. A conference between the student, teacher(s), parent(s), the Principal, and the Pastor will take place. The Principal and the Pastor will make the determination if the student will continue enrollment for the remainder of the current and any future school years. For eighth grade students, the loss of activities may include nonparticipation in graduation and related ceremonies/events; and
- D. Refusal or failure to comply with any section of this policy will result in immediate expulsion from St. Petronille School.

2. Second Offense

Immediate expulsion from St. Petronille School.

Any student who deals, sells or otherwise provides the substances or paraphernalia in this policy to another student may be expelled, regardless of the location or timing of the dealing or sale.

In accordance with the school's paramount commitment to the welfare of each of its students, the provisions of this policy shall be liberally construed in favor of the school.

Adopted:  
Revised: 1995, 99, 04, 07, 08, 11

**VANDALISM**

Students and their parent(s)/guardian(s) are responsible for damage to any school equipment and/or property both on and off site during school-related events.

**SEARCH AND SEIZURE**

The principal has the right and responsibility to conduct searches of lockers and personal property of students and seize items of personal property posing health or safety threats or that are illegal or immoral. The principal or designee is present when a search and/or seizure take place. Concern for student privacy is exercised.

**ST. PETRONILLE SCHOOL  
SCHOOL UNIFORM POLICY**

Logo **will be required** on shirts in 2009-2010 and in future years only for designated days (dress-up, mass days and other days to be determined.). The logo shirt can also be worn as part of the daily uniform.

Girls Plaids

	Girls K – 4	Girls 5 - 6	Girls 7 – 8
Gabriel Plaid Jumper	X		
Gabriel Plaid Skirt (No more than 2” above the knee)		X	X

Belts

Available, but not required

	Girls K – 4	Girls 5 - 6	Girls 7 - 8
Leather Belt (Navy, black or brown)	X	X	X
Braided Belt (Black or brown)	X	X	X
Stretch Belt (Navy or black)	X	X	X

Girls Socks

	Girls K – 4	Girls 5 – 6	Girls 7 – 8
Knee Hi Socks (Cable or opaque) (White, red, navy) (No logo)	X	X	X
Tights (Cable or opaque) (White, red, navy) (No logo)	X	X	X
Crew Socks (White, red, navy) (No logo)	X	X	X
Bobby/ Triple Roll Socks (White, red, navy) (No logo)	X	X	X

Girls Pants/shorts/skorts

	Girls K – 4	Girls 5 - 6	Girls 7 – 8
Navy Pants (Pleated or Flat Front) *new stretch twill pants available	X	X	
Khaki Pants (Pleated or Flat Front) (Must be DENNIS) *new stretch twill pants available			X
Navy Corduroys	X	X	
Navy Shorts (Pleated or Flat Front)	X	X	
Khaki Shorts (Pleated or Flat Front) (Must be DENNIS)			X
Navy Skorts (Must be DENNIS)		X	
Khaki Skorts (Must be DENNIS)			X

\*\*\*Skorts must be worn at an appropriate length. An appropriate length for skorts is no more than 3” above the top of the knee.

Girls Gym Wear

	Girls K – 4	Girls 5 - 6	Girls 7 - 8
White St. Pet’s T-shirt	X	X	X
Blue St. Pet’s Shorts	X	X	X

Sweatshirts

	Girls K - 4	Girls 5 - 6	Girls 7 – 8
Navy ¼ zip sweatshirt with logo	X	X	X
Gray ¼ zip sweatshirt with logo	X	X	X
Gray Mono Sweatshirt (while supplies last)	X	X	X

## Girls Shirts

	Girls K – 4	Girls 5 - 6	Girls 7 – 8
White Polo***	X		
Light Blue Polo***	X		
White Banded Bottom Polo***		X	X
Navy Banded Bottom Polo***			X
White round collar blouse***	X		
Light Blue round collar blouse***	X		
White oxford blouse***		X	X
Light Blue oxford blouse***		X	
White Turtleneck***	X	X	X
Navy sweater (Crew Cardigan) (V-neck Cardigan) (Crew Pullover) (V-neck Pullover) (V-neck Vest)	X	X	X
Red sweater (Crew cardigan) (V-neck Cardigan) (Crew Pullover) (V-neck Pullover) (V-neck Vest)	X	X	X

\*\*\* Logo **will be required** on shirts in 2009-2010 and in future years only for designated days (dress-up, mass days and other days to be determined.). The logo shirt can also be worn as part of the daily uniform.

**Shoes:** Dress shoes must have soft sole, non-marking heel. No boots, sandals, or backless shoes of any kind. **Solid color** dark brown, black, navy blue or red are the only acceptable colors for shoes. No prints, plaids, polka dots, or **stripes**. **Boat shoes must be one color only (brown, black, navy blue or red only).**  
**NO RED PLAID SHOES. \***

**Option:** White, leather, low-cut gym shoe, white laces, no colors, no logo

Boys Pants/shorts

	Boys K – 6	Boys 7 - 8
Navy Pants (Pleated or Flat Front)	X	
Khaki Pants (Pleated or Flat Front) (Must be DENNIS)		X
Navy Corduroys	X	
Navy Shorts (Pleated or Flat Front)	X	
Khaki Shorts (Pleated or Flat Front) (Must be DENNIS)		X

Boys Gym Wear

	Boys K-6	Boys 7-8
White St. Pet's T-shirt	X	X
Blue St. Pet's Shorts	X	X

Sweatshirts

	Boys K – 6	Boys 7 - 8
Navy ¼ zip sweatshirt with logo	X	X
Gray ¼ zip sweatshirt with logo	X	X
Gray Mono Sweatshirt (while supplies last)	X	X

Boys Socks

	Boys K - 6	Boys 7 – 8
Navy Socks (No logo) (Must cover ankle)	X	X
White Socks (No Logo) (Must cover ankle)	X	X

Boys Shirts

	Boys K - 6	Boys 7 - 8
White Polo***	X	X
Light Blue Polo***	X	
Navy Polo***		X
White oxford***	X	X
Light Blue oxford***	X	
White Turtleneck***	X	X
Navy sweater (V-neck Cardigan) (Crew Pullover) (V-neck Pullover) (V-neck Vest)	X	X
Red sweater (V-neck Cardigan) (Crew Pullover) (V-neck Pullover) (V-neck Vest)	X	X

\*\*\* Logo **will be required** on shirts in 2009-2010 and in future years only for designated days (dress-up, mass days and other days to be determined.). The logo shirt can also be worn as part of the daily uniform.

Belts

Required from 2<sup>nd</sup> – 8<sup>th</sup> grade

	Boys K - 6	Boys 7 - 8
Leather Belt (Navy, black or brown)	X	X
Braided Belt (Black or brown)	X	X
Stretch Belt (Navy or black)	X	X

Shoes: Dress shoes must have soft sole, non-marking heel. No boots, sandals or backless shoes of any kind.  
Dress shoes must be dark brown or black. **Boat shoes must be solid black or brown.\***

Option: Black, leather, low cut gym shoe, black laces, no colors, no logo

Other Rules:

Shorts: May be worn during the start of school until November 1<sup>st</sup> and then April 1<sup>st</sup> to the end of the school year.

Sweatshirts: Gray monogrammed uniform sweatshirts will be available while supply lasts. Sweatshirts must be worn over regulation uniform shirts and must be appropriately sized. Spirit wear sweatshirts are not uniform sweatshirts. Logo quarter zip sweatshirts in gray or navy blue.

Gym Uniform K-8 (boys and girls)

Blue St. Pet.'s shorts

White St. Pet.'s T-shirts

Gym shoes – must tie or Velcro – no slip ons

White socks

Swim Needs K-8 (boys and girls)

Swimming suit (one piece only)

Towel

Bag (plastic/vinyl)

The St. Petronille athletic uniforms that are issued to students are the property of St. Petronille School. No part of the issued uniform shall be worn for any occasion other than a sanctioned athletic/spirit event as determined by the Athletic Director.

Uniform-style slacks may not have any zippers or flaps on the pockets nor balloon-style legs. All blouses and shirts must be tucked in. All knit shirts must be banded for the 5<sup>th</sup>-8<sup>th</sup> grade girls. Jumpers and skirts are to be worn at an appropriate length. Appropriate is defined as no more than 2" above the top of the knee. Skorts also are to be worn at an appropriate length. Appropriate is defined as no more than 3" above the top of the knee.

Jewelry and hair accessories (harmonizing with school colors) may be worn. If these accessories become distracting, the student will be asked to remove them. Boys may not wear earrings. Boys must have hair cut short enough to be kept above eyebrows, above shirt collars, and ears. No ponytails of any kind. Hair must be of natural color. \*

Make-up may not be worn. Only clear or pale nail polish is acceptable.

The uniform skirt length for girls in grades 5-8 will be strictly enforced. The skirt must be no more than two inches above the knee. Skorts must be no more than 3 inches above the knee. The current policy calls for appropriate length. Appropriate will be defined as no shorter than two inches above the knee. Please make sure that when the skirt is hemmed there is enough hem left to adjust to your daughter's potential growth. Girls in grades 5-8 may also wear uniform slacks, shorts, or skorts. **Dennis Uniform has lengthened the skort. Students must wear the new longer length.**

All 7<sup>th</sup> and 8<sup>th</sup> grade students must purchase Dennis Uniform khaki slacks, shorts or skorts. They must show the Dennis label.

Gym shoes for all grades must either tie or velcro. NO SLIP ONS.

Gym shoes for P.E. can be any style/logo but must tie. If gym shoes are worn as the uniform dress shoe they must be all black/no logo for boys. All white /no logo for girls.

The color for dress shoes must be black, brown, navy or red. Those are the only options. Dress shoes must have backs. **NO ROLLER-SHOES. NO CLOGS. NO FLIP FLOPS.**

Revised 2009, 2011

**OUT OF UNIFORM**

The key word is “appropriate” for a school/church setting

- Only **Uniform** shorts may be worn to school
- No shorts from November 1 to March 31
- No shorts on dress-up days
- No flip flops
- No spaghetti straps
- No revealing clothing
- No jeans on dress-up days
- T shirts appropriate for school
- St. Pet’s Logo Shirt **MUST** be worn on designated days

The key word is “appropriate for a school/church setting”

Adopted: 2009, 2011

**LOST AND FOUND**

Parents are urged to mark all articles of clothing, books, scarves, boots, lunch boxes, etc. with their child's name to facilitate their return when lost. All found articles will be kept in the bin located by the court kitchen or in the bin in the gym. Articles not claimed will be given to local charities at the end of each month. \*

**STUDENTS IN THE BUILDING – NON-SCHOOL HOURS**

No student will be allowed into the building after 3:45 PM to retrieve forgotten items. No student shall be in any school building or on school grounds (with the exception of organized and chaperoned activities) before or after the regularly scheduled school day without written permission from a faculty member or the principal. This includes weekends/evenings. These rules are for the protection and safety of all students.

**FORGOTTEN ITEMS**

Students will not be allowed to call home when they have forgotten items such as gym/swim clothes, homework, books, musical instruments and lunches. In an effort to teach responsibility, organization and accountability for one's actions, students are expected to prepare for the school day the night before, by assembling materials in an organized manner. Provisions for a peanut-free lunch are always available should a child forget his/her lunch. Home and school will work together to reinforce this procedure. Parents can help support the administration by not bringing forgotten items to the school office. At no time is a parent allowed to go directly to a classroom or cafeteria without first reporting to the school office. \*

**PROGRAM OF STUDIES****HOMEWORK**

Educators recognize the wisdom of continuing in out-of-school hours the instruction begun in the classroom. It is the parent's obligation to provide a place and time conducive to study. Homework time does not necessarily have to be spent in writing. Reading and studying are considered homework. Parents should never do a child's homework or permit anyone else to do it for the child. Parents should, however, frequently check the work when completed. The time spent on homework varies with the study habits of the child. Incomplete assignments and late work affect grades for students. Encourage students to share their finished work with you for your interest and information.

Homework will generally not be given over the weekend or holidays or during Terranova testing week. It is expected that children who have completed their work in school will present this to their parents for their review. Parents are encouraged to have their children read each evening, even if they have completed all their day's work.

**HUMANITIES**

Enriching our faculty and curriculum are teachers in music, art, physical education, computer, library, and swimming. Each "humanities" class is an integral part of the curriculum for all students. Students who have musical talent are encouraged to join the band, grades 4-8.

**PHYSICAL EDUCATION/SWIM**

Physical Education and Swimming classes are part of each child's curriculum. We have excellent physical facilities and capable and specialized instructors to teach these classes. There is an integration of the "whole person" philosophy during class time as well as physical challenges for the student.

Because swimming and physical education are regular class periods, students will be excused from these classes for long periods of time only with a written directive from a doctor. Proper gym/swim attire is required (see uniforms).

## **LEARNING STANDARDS STUDENT EVALUATION FORM (LSSEF)**

Since we encourage self-competition, each report card tells the parents how their child is doing in comparison to what is judged to be his/her ability. The evaluation forms are designed to report not only student achievement, but also effort. The achievement grade is objective, based on the child's performance; the effort grade is subjective, based on the teacher's assessment of how hard a student is working to achieve his/her potential. Academic grades are never altered because of behavior.

The following is the code officially approved by the Catholic Schools Office.

The Learning Standards Student Evaluation Form (LSSEF) identifies specific learning standards that align with Diocesan Curriculum and *Illinois Learning Standards*. These standards identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to our curriculum and standards.

- A. LSSEF A is used for Kindergarten only
- B. LSSEF B is used for Grades 1 and 2

The marks used to report progress are:

- **E – Exceeds** – Student work consistently exceeds expectations. Student fully understands concepts/skills being taught with few or no errors.
- **M – Meets** - Student work usually meets expectations and is typical for grade level and time of year. Student is able to demonstrate an understanding of the concepts/skills. During evaluation a majority of the student responses are correct. (Most students will achieve in this range.)
- **NI – Needs improvement** – Student work needs to improve to meet expectation. Student has little or no understanding of the concepts/skills being taught. During the evaluation they are unable to demonstrate competency.
- **NG – Not Graded** – Used when a particular standard is not taught.
- **\* - Accommodations for Learning Differences**

**On Form A**, the Effort, Social Development, Work Habits and Life Skills are marked with symbols for each trimester. No mark indicates appropriate. This section of the student evaluation is designed to enhance parental understanding of behavior in school and also to use a more positive approach in helping students to improve.

**On Form B**, the Effort, Social Development and Work Habits are marked with symbols for each trimester. No mark indicates appropriate. This section of the student evaluation is designed to enhance parental understanding of behavior in school and also to us a positive approach in helping student to improve.

### **LSSEF C is used for Grades 3-8**

The grades used to report progress are:

- **Outstanding (93-100%)**
  - **Very Good (85-92%)**
  - **Good (77-84%)**
  - **Needs to improve (70-76%)**
  - **Little /No Progress (0-69%)**
  - **\* Accommodations for Learning Differences**
- CR – Credit**
  - NG – Not Graded**

The **CR** (credit earned) is available to use when requirements have been satisfied but which do not readily lend themselves to the conventional grading system. The **NG** (not graded) could be used where a certain subject area is not taught in a given trimester, but is dealt with in (an) other trimester(s) during the year.

**On Form C**, the **Effort and Skills** are marked with symbols for each trimester. No Mark indicates acceptable effort and skills development.

- **O** Outstanding
- Appropriate (no mark)
- **X** Needs to Improve

**On Form C**, the area of **Study Habits and Attitudes** are graded by using a number and a symbol that will indicate an area of outstanding behavior or a need to improve. No mark indicates acceptable.

- A Number and a + (plus mark) Outstanding Behavior
- A Number and a     (check mark) Needs Improvement
- No Mark indicates acceptable effort

#### **NOTES TO ALL PARENTS:**

Since the evaluation form becomes a part of the permanent record, no personal comments by teachers are included. A teacher may write professional, specific, behaviorally oriented verifiable information on a separate paper and attach it to the report card. The comments are not a part of the permanent record.

It is appropriate for teachers to reflect that reasonable accommodations/modifications (\*) are made for students with a Special Education/Individualized Education Plan (IEP), a Service Plan or a written 504 plan from the public school district. In addition, accommodations (\*) may be made for struggling students with principal approval and written parental permission.

#### **HONOR ROLL:**

Honor Roll is for students in grade 5-8 only and will be shown on the report card. The Honor Roll will not be published. The criteria for Honor Roll is as follows:

Academic Honor Roll Grades 5, 6, 7 and 8

- A Honors More A's than B's with no more than two B's in classes that meet at least four times per week and no grade below 87%
- B Honors More B's than A's with one C allowed and no grade below 79%
- Effort and skill: no x (needs improvement), no check mark (NI in study habits and attitudes)

We ask parents to be extra vigilant when reviewing the Effort and Skills area of the Report Card as well as the Study Habits and Attitudes area. Although the achievement section is the area that tells the academic story of your student, we believe that the other two sections complete the story of your child. Please view the report card in its entirety and discuss all aspects with your child. From that close review it is hoped that parents will find ways to praise their child while setting high expectations for continued effort, good behavior and improvement where needed.

#### **STANDARDIZED TESTING**

The Iowa Test of Basic Skills is administered to students in grades 2-8. Students in grade 2 take only the Cognitive Skills Section. Students in grades 3-7 take both the Cognitive Skills and the Complete Battery. Tests are administered in the fall of the year, usually in October. Parents are urged to make every effort to avoid making any appointments or vacation plans during these testing days.

#### **RECORDS POLICY - FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

FERPA gives parents certain rights with respect to their children's educational records. Parents have the right to inspect and review the student's education records maintained by the school. The student's permanent file includes only the following records: report cards, standardized test scores, birth and baptismal records. A family file is also kept which includes any correspondence from parents. This file is cleared yearly.

**SEXUAL HARASSMENT**

St. Petronille School strongly affirms that all students as well as parish and parish school employees, are entitled to be treated with respect. It affirms the dignity of the person that includes the right to be free of sexual harassment. Sexual harassment is illegal and reprehensible and will not be tolerated.

Sexual harassment consists of unwelcome sexual advances, verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to, any form of verbal, written or physical conduct, slurs, jokes or graphics that reflects adversely on an individual's gender or sexual orientation.

Any student who believes that he or she has been or is being sexually harassed should contact his/her teacher, the school social worker or the principal. This may be done either verbally or in writing in a timely manner when facts are easier to recall.

**VISITOR/VOLUNTEER POLICY \***

To insure the safety of all St. Petronille students and school personnel, all visitors (including parents, volunteers, guests, and workers) to the school must comply with the following procedures. Visitors must enter the school at the main entrance at 425 Prospect Street. To gain entry, visitors must ring the doorbell designated for the school and wait to be granted permission via a security camera check and door release system. Upon entering the school building, all visitors must proceed to the school office and sign in, recording their time of arrival and destination in the school building. **ALL VISITORS AND VOLUNTEERS TO THE BUILDING MUST WEAR A VISITORS BADGE AT ALL TIMES WHILE IN THE BUILDING.**

All classroom visits must be scheduled ahead of time through the classroom teacher. Any formal requests for classroom observation must be scheduled through the Principal.

**TUITION POLICY \***1. Tuition Assistance

- a. It is the policy of St. Petronille School that no child shall be denied a Catholic education because of inability to pay. If special circumstances arise which prevent a family from making tuition payments on time, individual arrangements must be made by contacting the Pastor or the Principal or the parish bookkeeper to obtain a FACTS Application requesting tuition payment assistance. Such application should be made by April 10th prior to the start of the school year requiring tuition assistance, or as soon as the special circumstances arise. The FACTS process is confidential. The amount of assistance that can be offered each year depends on the number of families applying for assistance, as well as the amount of funds available from the tuition assistance campaign. Families that do receive a reduction in their tuition through the FACTS process are expected to pay the remaining balance. The parish bookkeeper will contact the family to make the payment arrangements.
- b. It is the policy of St. Petronille School that in the assessment of tuition, no distinction shall be made between natural born children, adopted children, foster children, and children who are legal wards.

2. St. Petronille Tuition Payment Program (“SPTPP”)

- a. Families may choose to pay their tuition by automatic monthly or biannual payment, or lump sum. Families must select one of the following payment options during the pre-registration period of the school year:
  - i. Automatic Bank Payments: Families may choose to make automatic bank withdrawals either monthly or biannually to pay their tuition.
    1. Monthly automatic bank withdrawals will be made by the parish bookkeeper in ten (10) equal withdrawals beginning in August of the school year.
    2. Biannual automatic bank withdrawals will be made by the parish bookkeeper in two (2) equal withdrawals in August and January of the school year.

Withdrawals will be posted on the 10<sup>th</sup> of each month. Any earned credit through the St. Petronille Tuition Credit program will be applied by the bookkeeper in December and May of the school year.

- ii. Automatic Credit Card Payments: Families may choose to make monthly automatic credit card payments to pay their tuition.
  1. Monthly automatic credit card payments will be made by the parish bookkeeper in ten (10) equal payments beginning in August of the school year.

Payments will be posted on the 10<sup>th</sup> of each month. Families electing the automatic credit card payment option will be assessed a transaction fee at the time of each payment to cover transaction costs. Any earned credit through the St. Petronille Tuition Credit program will be applied by the bookkeeper in December and May of the school year.

- iii. Lump Sum: Families may choose to pay their tuition in full in one payment, either by an automatic bank payment, or by check.
  1. One automatic bank withdrawal will be made by the parish bookkeeper on August 10th of the school year. Any earned credit through the St. Petronille Tuition Credit program will be applied by the bookkeeper at the time this payment is processed.
  2. Alternatively, tuition may be paid in full in one payment by check. This payment is due August 10th of the school year. Any earned credit through the St. Petronille Tuition Credit program may be applied to this payment.

Any account for which a tuition payment is received after the tenth of the month will be assessed a \$10.00 late fee.

- b. All fees for the school year are to be completely paid by May 10<sup>th</sup> of that year.
- c. Tuition payments are to be made payable to St. Petronille School.

### 3. Delinquent Tuition

- a. Tuition payments not received by the tenth of the month in which they are due will be considered delinquent.
- b. Pre-registration of a student for the next school year will not be accepted unless all tuition payment, school fees, and late fees are current.
- c. Registration of a student for a new school year will not be accepted unless all tuition payments and fees for the previous school year are current.
- d. The parish bookkeeper will send monthly tuition statements on delinquent accounts.

### 4. Non-Parishioner Tuition

When a student is admitted to the School pursuant to Section 3 of the Admission and Registration Policy, the annual tuition amount for that student's first academic year will include the School's tuition amount for that academic year **plus** the Parish investment amount for that academic year. For any **subsequent** academic year, that student's tuition will include the School's tuition amount **plus** the Parish investment amount unless the Pastor determines that the "Registered" and "Active" requirements found in the Admission and Registration Policy have been met by that student's family. Once the "Registered" and "Active" requirements have been met, that student's tuition amount will be the School's tuition amount and the Parish/Offertory Support Policy will apply.

Adopted: 1977

Revised: 1980, 82, 92, 95, 99, 05, 08, 09, 10

## TUITION ASSISTANCE

St. Petronille has instituted an endowment program entitled Lifetime Investment in Faith and Education (L.I.F.E.). This program is available to provide tuition support payments for students in our school. Families who desire consideration for a tuition grant are invited to contact the Principal or Pastor for a FACTS application. After FACTS has determined eligibility a determination of the dollar amount of L.I.F.E. assistance will be determined. Questions regarding the tuition support program may be directed to the Principal. All financial information is considered confidential and only those who maintain official records are allowed access to this data.

### **STEWARDSHIP PROGRAM**

As a parish, we are committed to Stewardship. Being aware of our gifts from God, we give thanks to Him by our generous response of Time, Talent, and Treasure.

Our school community receives financial support from the parish; we in turn are committed to support the needs of our parish. The tuition which St. Petronille School charges covers approximately 50% of the cost to educate a child. Another source of educational income is from the general parish subsidy. The school is subsidized, in part, by contributions of all parishioners. Regular, generous contributions to the parish, making an effort to return to God what has been given, are expected of all parish members. To facilitate record keeping, the Sunday Offertory collection envelopes should be used. The parish support obligation follows the parish fiscal year from July 1 through June 30.

#### **St Petronille School Tuition Schedule 2011 – 2012 \***

<b>Number of Children per Family</b>	<b>Family Tuition</b>	<b>Parish Investment</b>	<b>PO Programs/ Contribution</b>	<b>LIFE Contribution</b>	<b>Other</b>	<b>Total Cost</b>
1 (Kindergarten)	\$2,977	<b>\$1,013</b>	\$278	<b>\$97</b>	\$98	\$4,462
1	\$3,718	<b>\$1,013</b>	\$278	<b>\$97</b>	\$98	\$5,204
2	\$6,623	<b>\$2,026</b>	\$556	<b>\$193</b>	\$196	\$9,594
3	\$9,023	<b>\$3,039</b>	\$834	<b>\$290</b>	\$293	\$13,479
4	\$11,155	<b>\$4,052</b>	\$1,112	<b>\$387</b>	\$391	\$17,097
5	\$12,628	<b>\$5,064</b>	\$1,390	<b>\$483</b>	\$489	\$20,055

This tuition schedule illustrates the significant role that our parish's contribution and fund raising play in covering the cost of educating our children. It also highlights how important each family's participation in stewardship and volunteerism is to the operation of our school.

## **OTHER IMPORTANT INFORMATION**

### **LUNCH ROOM**

Food is to be eaten only during the lunch period in the lunchroom. Lunch boxes should be labeled with the child's name. Food is not permitted on the playground at any time. Students are to bring NO WASTE lunches.

During the lunch period, students should enjoy their time together, but also be responsible for their manners and behavior. The school discipline rules apply to lunch and playground.

1% milk and 100% juice are available for children for lunch. Students may order more than one pint of milk/juice (see order form). Milk/juice must be ordered for the entire year. Students may bring juice boxes with their lunch or other nutritional beverages. Help us to stress good nutrition. Student planned buffets and "potlucks" are not allowed. Each student is responsible for bringing his/her own lunch or utilizing the School Hot Lunch Program. Students who **consistently** forget their lunch and avail themselves of a "free" lunch will be referred to the principal.

### **HOT LUNCH PROGRAM** \*

St. Petronille School offers a daily peanut-free Hot Lunch Program. Students may participate in it or may bring lunch from home. Parents place their orders on line through a link from Edline or go directly to the website:

<http://order.organiclifeonline.com/st-petronille>

All payments will be made by electronic check.

### **PLAYGROUND**

Adult supervisors are on duty during outdoor recess time. Students may not leave the playground area without the consent of a supervisor. School nurses are available in the event of an injury.

Students are encouraged to bring playground equipment from home, as long as the equipment is safe and not hazardous to others. All equipment should be labeled with the child's name. Hard bats, balls, skateboards, rollerblades, etc. are not appropriate during the school day. Acceptable attitude, manners, and behavior are expected during playground time.

Unless the wind chill is below 0, students will go outside for recess, if even for a few minutes for fresh air and activity. Please send students to school with hats, gloves/mittens, scarves, warm tights/slacks for girls, snow pants (when snowy), and boots. Remember to label items of clothing.

### **INSURANCE**

Student insurance is available for school-time coverage and full coverage. Information is available in the Registration Packet or in the school office. There is a minimal fee, if you choose to participate in this coverage. It is strongly encouraged, especially if your child participates in athletics.

### **FIRE DRILLS/TORNADO DRILLS**

Fire/tornado drills are conducted each year according to Illinois state law. St. Petronille's fire alarm is connected to the DuPage County alarm system.

### **TRANSPORTATION**

If there is a change in the regular schedule for your child (bus, walking, car-pool), please notify the school office and your child's teacher.

**WALKERS**

Children walking to school respect the rights of homeowners by keeping off lawns and not cutting through yards on their way to and from school. Students **MUST ALWAYS** follow the directives of the Safety Patrol when crossing intersections. Students who walk to/from school are expected to leave school property upon dismissal. Loitering in outdoor common areas is not allowed.

**BICYCLES**

Bicycle racks are provided at school for bikes and scooters. Students should lock their bikes and scooters with an appropriate chain and locking device. Bicycles may not be ridden during the school day once the student is on the school premises. Extreme caution is encouraged when riding to and from school. Students must walk their bikes or scooters on/off school property to insure their safety.

**ROLLER BLADES/SKATE BOARDS /LONG BOARDS**

Roller blades/skateboards and long boards are **not** allowed on school property.

**BUS SERVICE**

St. Petronille students living within the boundaries of District #41 and more than 1.5 miles from school may use the public school bus transportation. Information is available at school. Students living outside of District #41 do not have service available.

**BUS EVACUATION DRILLS**

All students participate in mandated state bus evacuation drills each year.

**SAFETY PATROL**

Patrol guards will be positioned at intersections near St. Petronille School. Guards will also help students when arriving in the morning and dismissing in the afternoon. Students **MUST FOLLOW** Safety Patrol directives to insure their safety. Grades 6-8 are expected to participate in this school service program. Patrol guards will not provide this service on days with a wind chill or temperature below 0 °. Safety patrollers are not allowed to leave their assigned duty for any reason including but not limited to *Einstein*.

**MORNING DROP OFF**

Students who are dropped off at school before 8:30 am will be taken to the Extended Day classroom.

When students are dropped off at school in the morning, they must remain on school property. They are not allowed to walk downtown and then return.

**THE PARENT ORGANIZATION**

Parents and guardians of children presently attending St. Petronille, as well as all faculty and clergy, are automatically members of the Parent Organization.

The purpose of the organization is to provide the opportunity for communication between parents with common interest, as well as to enlist the spiritual, educational and social resources of the home and school to provide the best Catholic education possible.

The Parent Organization fundraises throughout the year. The money raised by these events enables the organization to subsidize many programs such as Fine Arts, Athletics and Enrichment Clubs, as well as address any particular need or shortage not covered by current school funds. It also allows for the Parent Organization to sponsor informative Parent Education Nights for education and civic interest. The organization encourages the integration of families into the life of the school community through the many social activities they sponsor throughout the year, as well as the multi-faceted volunteer program that enables members to participate in the day-to-day operation of the school programs.

Regular board meetings are held once a month, usually the third Tuesday at 7:30 p.m. These meetings are open and all members are encouraged to attend.

The officers for the Parent Organization of St. Petronille School for 2011-2012 are:

Co-Presidents	Jill Kenney Ellen Pieper	682-0444 534-6615
Secretary	Erin Tomshack	545-9849
Treasurer	Colleen LaMantia	690-5812
Ex-officio	Father Jim Dougherty, Pastor Dr. Mary Kelly, Principal	469-0404 469-5041

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**2011-2012 MEETING SCHEDULE**

- September 20
- October 18
- November 15
- No December Meeting
- January 24
- February 21
- March 20
- April 17
- May 15

**ST. PETRONILLE SCHOOL BOARD**

The role of the St. Petronille School Board is to provide policy direction to the school. The Board advises the Pastor, who has final approval of its activities. The Board’s purposes are to develop and define the policies which govern the operation of the school, to promote the implementation of those policies, to establish goals and objectives for the school, to develop plans to finance the school’s educational programs, to serve as an effective public relations source, and to participate in the selection of the Principal.

A manual including all policies adopted by the St. Petronille School Board is on file in the school office. Parents are welcome to read the manual.

The Board consists of nine voting members, elected by parish at large from among their own number, and two Parish Team members: the Pastor, the Principal. Terms last three years, with three members elected in May of each year.

The board is organized into a committee system, with eight standing committees: School Board selection, Endowment and Development, Finance, Long-Range Strategic Planning, Institutional Advancement, Maintenance & Safety, Policy, and Political Action. Ad Hoc committees are formed as needed at the discretion of the Board President, who also designates committee members. Regular Board meetings are held once a month, usually the fourth Monday evening. Meetings are open to all.

The members of the St. Petronille School Board for 2011-2012 are:

President:	Elizabeth Lewis	790-5635
Vice-President:	Kim Welsh	790-4018
Secretary:	Linda Folts	260-7877

Members	Jeff Button	545-0459
	Mark Gapinski	790-1495
	Ken Lumb	790-3125
	Marty Mudge	469-9573
	Mike Reed	469-9061
	Daniel Stevenson	942-0109

Parish Staff:	Father Jim Dougherty, Pastor	469-0404
	Dr. Mary Kelly, Principal	469-5041

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**2011-2012 MEETING SCHEDULE**

August 29  
 September 26  
 October 24  
 November 21  
 No December Meeting  
 January 30  
 February 27  
 March 19  
 April 23  
 May 21  
 June 11

St. Petronille School  
Parent/Student  
Athletic Handbook  
2011 - 2012



St. Petronille School  
**Athletic Philosophy**

St. Petronille School offers every student from fifth grade through eighth grade the opportunity to learn and enjoy the rewards of sports. The athletic program is an important adjunct to the Catholic academic education provided at St. Petronille School. Teamwork and Christian sportsmanship are key program elements. All students will be allowed to participate and enjoy developing their skills. As the personal level of development and self-esteem are deeply respected and encouraged in the classroom, the same attitude is expected in athletic practice and competition at St. Petronille School.

We believe and are committed to the idea that athletic competition is an important part of St. Petronille and plays a vital role in the development of the student athlete. By participating in athletics, student athletes experience hands on education. We are committed to the idea that participation in an athletic program contributes to the development of the physical health and mental well-being of every child. We encourage our students to participate in athletics for St. Petronille and understand, enjoy, and learn from working in a team environment.

Parents and coaches are responsible for supporting this Athletic Philosophy, which equally emphasizes participation, teamwork, and competition. The priority of maximum participation for all team members will be stressed at all levels. Under the guidance and encouragement of our coaches and parents, the ideal student athletes will develop the confidence to appreciate all levels of competition. It is the Athletic Director's responsibility to provide coaches with as many tools as possible to meet the many challenges and opportunities that arise in elementary school athletic programs, to jointly enable the greatest possible levels of participation, teamwork, and competition. It is the responsibility of parents to support and cooperate with the coaches' efforts to implement this Athletic Philosophy. Equally important is the positive support and cooperation of our volunteer coaches related to the responsibilities they have assumed.

Our mission is to encourage the student athlete do his/her best. Regardless of the outcome, he/she is committed to giving 100% of their effort to the St. Petronille School athletic program and to accept any final competition score with maturity and grace. When our student athletes work hard, and our coaches, Athletic Director, and parents partner together, we will be winners in every way.

**St. Petronille School**  
**Code of Conduct for Student Athletes**

Participation on a St. Petronille Athletic team is a privilege, which should be undertaken with great pride by both the student athlete and his/her family. It is also a responsibility, which requires an extra commitment from those who wear our school colors and represent their teammates, coaches, school and community. Standards of behavior are necessarily high and a willingness to meet these standards is a condition for being a member of one of our teams.

Our coaches are responsible for providing leadership, encouragement and direction to assist the student athlete with meeting his/her personal commitment to their team. They are also responsible for providing the student athlete with the opportunity to compete in an athletic environment that fosters sportsmanship and fair play. The following guidelines serve as benchmarks for the conduct of students and coaches.

**A. Application**

This Code of Conduct for Student Athletes (“Code”) will apply to each student athlete for four calendar years (including summer) from the date of his/her most recent signature and will be in effect at all times during this four year period. Violation of the Code will result in disciplinary actions consistent with the St. Petronille Parent/Student Handbook.

**B. Conditions for Team Membership**

Student athletes are expected to commit themselves to attendance at school, team membership, and attendance participation at practices and competitions for the duration of the season. When this commitment is not fulfilled, the athlete’s position on the team shall be reviewed by the coach and the Athletic Director. Our duties as parents, coaches, and faculty are to encourage our student athletes to keep their commitments and always give 100% to all school programs.

1. Student athletes are expected to attend all practices and competitions unless excused by the coach. It is the student athlete’s responsibility to notify the coach, in advance, of any circumstances which would prohibit attendance at a practice or competition other than absence from school. Failure to comply will result in a penalty imposed by their coach. Absence from practice will affect a student athlete’s playing time at competitions.
2. A student athlete who is absent from school will not be eligible for participation in any athletic event or practice session on the day he or she is absent. Students who are members of an interscholastic athletic team are expected to be in school on time on a daily basis. Students will be ineligible for practice or competition participation that day if they are not in school for more than four periods or three hours. Special circumstances might require absence. The Athletic Director and coach will use their discretion in applying this provision.
3. As with school attendance, students and parents are responsible for reporting their practice and competition attendance to coaches. Failure to do so will result in a phone call home and meeting with the Athletic Director. Coaches are responsible for students at practices as teachers are responsible for students at school. The importance of reporting athletic attendance is the same as for school and after school activities.
4. The coach will establish team rules for practice and competition attendance and participation. All team members are expected to comply with and abide by the rules established for their individual teams. Rules are established by each individual coach and these rules are implemented for the best interest of the student athlete and may vary by or according to grade.

5. A student's absence(s) from practice(s) and or competition(s) due to mandatory participation in family activities will not jeopardize the student's team membership status. However it is important to note that upon his or her return to the team the position previously held by the student may be held by another team member. It is the returning student's responsibility to regain his or her position through individual effort and team play as determined by the coach.
6. As a member of an interscholastic team, it is expected that your top athletic priority is to your team during the entire season of play. Participation on non-school related athletic teams in the same season of interscholastic participation is permissible; however your commitment to your school interscholastic team comes first.
7. As a member of an athletic team, students should be mindful that they represent their team, school, parish family and community. Team members are obligated to conduct themselves as good citizens both on the school campus and in their community. Poor sportsmanship by student athletes includes acts, whether as participants or spectators, observed as inappropriate during any and all athletic events. Booming, whistling, name calling, obscene gestures, fighting or arguing with the referee or other athletes and similar acts, will not be tolerated. Stealing of any kind will not be tolerated. Vandalism or property destruction offenses may result in appropriate penalties as a violation of the Athletic Participation Contract, as implemented by the principal and the Athletic Director. Verbal and/or physical abuse directed at teachers, coaches, students, opponents, officials, teammates, and other authority figures, will not be tolerated at any time.

**St. Petronille School**  
**Physical Health Eligibility Policy for Student Athletes**

As required by the State of Illinois and the Diocese of Joliet, every “athlete must have filed with their governing principal a certificate of physical fitness issued by a licensed physician or nurse’s assistant not more than one year preceding practice or participation in any interscholastic athletic contest or activity.” This requirement is also stated in the “Athletic Physicals” portion of the St. Petronille Parent/Student Handbook. **No St. Petronille student athlete will be allowed to try out, practice, or participate in St. Petronille School athletics unless a valid physical exam by a licensed physician is on file with St. Petronille.**

It shall be the responsibility of the parents/guardian to ensure that the child is physically fit to participate in athletic extracurricular activities. It is the responsibility of the parents/guardian to inform the Athletic Director and their child’s head coach of any medical condition their child may have. To maximize safety, when a student athlete is injured, written approval by a licensed physician is required before the student athlete may resume practice or participate in competitions. This written approval must be presented to the Athletic Director, who then presents this information to the coach.

**St. Petronille School**  
**Academic Eligibility Policy for Student Athletes**

All students 6<sup>th</sup> – 8<sup>th</sup> grade who participate in the St. Petronille Athletic programs will have their academic progress monitored by their respective teachers and Athletic Director every week during the season(s) of participation. **Any athlete who is failing in one or more subjects at the time of academic review and/or has accumulated three or more D's will be subject to the Academic Eligibility Policy as follows:**

1. In the event a student's average falls below 70% in one class, or the student receives an incomplete in any class, or the student receives a grade of less than 77% in three different subjects, the Athletic Director will place the student on the Academic Warning List and issue an Academic Warning Letter ("Letter") or Ineligibility Form ("Form") to the athlete and his/her parents via email. This email must be promptly confirmed by the parent and acknowledged back to the Athletic Director. In the event the parent has any questions regarding the student's academic progress or report, it is the parent's and student's responsibility to notify the appropriate teacher to address those questions. In order to continue to participate in interscholastic competitions, the student must bring his failing subject to a passing grade before the next eligible period begins ( the eligibility period runs Monday through Sunday night of each week), which would then satisfy all academic requirements (i.e. tests, homework, laboratory assignments, projects completed, etc.) for the following week.
2. A student who fails to complete all academic requirements set forth in a Form or Letter, and/or fails to confirm receipt of and reply back to the Athletic Director regarding his/her completed Form or Letter the next day will be issued a detention.
3. Once a passing grade is achieved by the student in a course previously identified as failing or incomplete, the student will be taken off of the Academic Warning List and his/her ineligibility status will be removed.
4. Any student that remains on the Academic Warning List for three consecutive weeks during a season will have a meeting with the Athletic Director. An Academic Plan for the student will be discussed and implemented along with his/her possible removal from practice and competitions for the following week or until the grades improve.
5. Any student who receives three or more Academic Warning Letters or Ineligibility Forms during one season will have a meeting with the Athletic Director. If a student receives more than three Letters or Forms during one season, an Academic Plan for the student will be discussed and implemented prior to the beginning of the next St. Petronille athletic sports season that student desires to participate in.

**St. Petronille School**  
**Parents' Code of Conduct**

Parents are the primary role models for their student athletes. The purpose of St. Petronille School's athletic program is to provide an opportunity for all interested students to develop and improve their skills in a selected sport, and to build confidence, character, and understand the importance of a team atmosphere.

**THE PARENTS SHALL:**

1. Remember that they represent St. Petronille School and that their conduct should represent the principles of Christian behavior.
2. Treat coaches, officials, team members, and opposing teams and coaches with courtesy and respect.
3. Assist their student athlete in coordinating his/her schedule to maintain acceptable scholastic standards as defined by the school.
4. Assist their student athlete in attending practice and taking the steps necessary to ensure that their student athlete attends as many practices as possible. Parents shall not drop off their student any earlier than five minutes before practices or pick him/her up more than five minutes after practices or competitions end.
5. Participate in the St. Petronille Athletic Program by coaching and/or working taking admissions or selling concessions several times throughout each season. Only head coaches are exempt from working; occasionally, assistant coaches will be asked to work. In a timely manner, parents will be informed of their assigned work schedules by the Parent Organization's athletic committee via email and/or a phone call. Repeated failures to respond in a timely manner to the schedule, as set forth by the Parent Organization's athletic committee, will result in consultation with the Athletic Director (and if needed, the Principal) to determine equitable alternatives.
6. Follow the chain of command addressing concerns and problems. If a problem arises, the coach should be contacted first. If unresolved or the answer is unsatisfactory, the Athletic Director should be consulted for resolution. If the situation remains unresolved, the concern will be presented to the Principal by the Athletic Director. In each instance, careful consideration and timely responses will enhance communication. In no case should there be retaliatory measures inflicted upon the student athlete.
7. Pay all fees as required by the deadlines established.
8. Sign and promptly return all Athletic Registration documents, including the signature page of the Athletic Participation Contract in the Parent/Student Athletic Handbook, to the Athletic Director prior to the first practice of the school year. **No St. Petronille student athlete will be allowed to try out, practice, or participate in St. Petronille School athletics unless a valid physical exam by a licensed physician is on file with St. Petronille.**
9. Return all uniforms, clean and mended, at the conclusion of the season. The St. Petronille athletic uniforms that are issued to students are the property of St. Petronille School. No part of the issued uniform shall be worn for any occasion other than a sanctioned athletic/spirit event as determined by the Athletic Director. This policy will be restated in the school uniform policy.
10. Exercise prudence and encourage safety in all travel arrangements.

**St. Petronille School**  
**Team Placement and Participation Policy**

With “maximum participation” in mind as the key principle of athletics at St. Petronille School, coaches take great care to ensure that each student acquires experience in each position and plays as much as possible. This is no small task, and the placement of athletes will be an organized process for each sport. Veteran coaches recommend thoughtful and repeated efforts to achieve this goal. Consistency in following through will reassure everyone that it is not empty rhetoric.

Coaches are expected to keep instruction, participation, and sportsmanship foremost in their efforts to provide this valuable experience within the procedural limits of league rules. The Athletic Director will monitor them, and they should receive encouragement, patience, and appreciation from parents and students.

**A. Placement on Teams**

For grades 5, 6, 7, and 8, there will be an “A” team and one or more “B” teams as necessary. Players demonstrating the most skill will be placed on the “A” team. This “A” team will participate in the “A” designated league/conference. The “B” team or teams will participate in a “B” designated league/conference. The determination of what schedule the “B” team or teams will play is to be decided by the Athletic Director and coaches for that grade level.

Whenever there is a need for more than one team, these teams will be decided by the coaches with final approval by the Athletic Director. Athletes will be given ample practice time to display their mastery of individual skills, fundamentals, group drills, and ability to scrimmage. Team membership will be determined sufficiently early to meet all league registration requirements and to provide parents with appropriate scheduling information.

**B. Participation Guidelines for Individual Sports**

**Volleyball**

Recognizing that time is not the determining factor in the conclusion of a volleyball match, participation in games and/or matches cannot feasibly be mandated by time. Given this challenge, coaches will look to the school’s Athletic Philosophy, which sets a priority of “maximum participation” for all team members. The following guidelines are derived from the Athletic Philosophy:

- 5<sup>th</sup> Grade:        “A” team: to the extent controllable by the coach, participation in 1/3 of each competitive encounter.  
                       “B” team: to the extent controllable by the coach, participation in ½ of each competitive encounter.
- 6<sup>th</sup> Grade:        “A” team: to the extent controllable by the coach, participation in 1/3 of each competitive encounter.  
                       “B” team: to the extent controllable by the coach, participation in ½ of each competitive encounter.
- 7<sup>th</sup> Grade:        “A” team: no must-play rule, but coaches are expected to honor the spirit of the school’s Athletic Philosophy by including all team members in each competitive encounter.  
                       “B” team: to the extent controllable by the coach, participation in 1/3 of each competitive encounter.
- 8<sup>th</sup> Grade:        “A” team: no must-play rule, but coaches are expected to honor the spirit of the school’s Athletic Philosophy by including all team members in each competitive encounter.  
                       “B” team: to the extent controllable by the coach, participation in 1/3 of each competitive encounter.

\* The above participation guidelines apply only to non-tournament competition. When permissible, tournament play at all levels will involve teams designated by the coaches.

\*\* Competitive encounter is defined as the total number of games played against an opponent and is not limited to match games.

\*\*\*The above participation guidelines are based upon 100% attendance at practices and competitions. Failure to attend practices and competitions will affect a student’s playing time.

**Basketball**

- 5<sup>th</sup> Grade: Both “A” and “B” teams: every participant must play the equivalent of one quarter’s time in each game.
- 6<sup>th</sup> Grade: Both “A” and “B” teams: every participant must play the equivalent of one quarter’s time in each game.
- 7<sup>th</sup> Grade: “A” team: no must-play rule, but coaches are expected to honor the spirit of the school’s Athletic Philosophy by including all team members in some play.  
“B” team: every participant must play the equivalent of one quarter’s time in each game.
- 8<sup>th</sup> Grade: “A” team: no must-play rule, but coaches are expected to honor the spirit of the school’s Athletic Philosophy by including all team members in some play.  
“B” team: every participant must play the equivalent of one quarter’s time in each game.

- \* The above participation guidelines apply only to non-tournament competition. When permissible, tournament play at all levels will involve teams designated by the coaches. Additionally, the above participation guidelines are based upon 100% attendance at practices and competitions. Failure to attend practices and competitions will affect a student’s playing time.

**Cheerleading**

Any student from the 7<sup>th</sup> and 8<sup>th</sup> grades who wishes to participate as a cheerleader will be given the opportunity depending on the availability of coaching. Cheerleading teams will cheer for home games and league tournament games of both boys’ and girls’ “A” and “B” teams when possible. When there is a conflict, they will alternate between the “A” and “B” games. Each team may be divided into equally skilled squads during the year for the purpose of working more games.

**Track and Field/Cross Country**

There will be one girls’ and one boys’ team in each of the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. An unlimited number of participants will be allowed. No must-play rule will apply. 4<sup>th</sup> grade students will only be permitted to participate in practices for Cross Country.

**C. Practice Times**

Practices must be conducted at appointed times, and students are not allowed in the gym until five minutes prior to their scheduled practice time. A coach or a responsible parent must be present or the students will not be allowed in the gym. Students should be picked up immediately at the conclusion of their practice. Coaches/adult assistant will remain until all students have left the premises.

The amount of time devoted to athletic practices is constrained by Diocesan rules of which the Athletic Director is aware and responsible for enforcing. Also, no student who is absent from school due to illness is permitted to practice or compete that day.

**D. Moving Up**

No athlete will be allowed to move up a grade level, unless there are not enough participants in a particular grade level to field a team. In a situation where there is more than one team per grade, and the need arises to field a team, a coach may take from other teams only with the permission of the other coach and with the parents’ and athlete’s approval. Also, regarding practices, no athlete may practice with another team unless the permission of the Athletic Director has been obtained.

**E. Discipline**

All athletes will strictly adhere to the policies set down by the Administration of the school. **The Code of Conduct for Student Athletes will apply to all of our student athletes while they are representing St. Petronille School in athletic functions, whether they are at our school or elsewhere.** Direct violation of athletic policies can result in termination of the athlete's participation in the program after resolution with the head coach, Athletic Director, and Principal.

**St. Petronille School**  
**Gymnasium and School Complex Guidelines**

The following guidelines are meant to ensure the safety and well being of all those who enjoy our athletic/school complex. During athletic practices, competitions and events:

1. students and visitors are welcome to enjoy the courtyard, concession area and gymnasium area.
2. the Education Center, classrooms, washrooms and common areas are off limits.
3. the Parish Center is off limits.
4. the washrooms in the locker room areas are to be used.
5. children may never be left unattended in the concession area.
6. children are not allowed in the outdoor courtyard or on the small playground or near the basketball hoops without adult supervision.
7. all athletic competitors, spectators, workers and coaches will use entrance #4 (Gymnasium Entrance) for any and all competitions. All student athletes and coaches participating in practice will use entrance #10 (Athletic Door).
8. the balcony may be used to video tape competitions and events.
9. no children under the age of ten years old are allowed on the balcony at any time.
10. an adult must accompany children during all competitions.
11. only coaches and competitors are allowed on the court. No student athletes or spectators are to use the gymnasium during or in-between any athletic event.
12. no students are to be left unattended at any athletic event.
13. no running on the balcony is permitted.
14. no non-St. Petronille balls of any type are allowed in the gymnasium at any time.
15. the doors to the lunchroom are to be left closed.
16. the admissions table will be located in front of the lunchroom doors, and will not be located by the concessions area.
17. the admissions table will never be left unattended, and parents hosting the admissions table are to greet those attending, and welcome and orientate them to our athletic facility.

-----Complete and Return This Contract to the School Office By \_\_\_\_\_ -----

**ST. PETRONILLE SCHOOL**

**Athletic Participation Contract**

I hereby request St. Petronille School to grant permission for my student to participate in St. Petronille School athletics. I understand that I am entering into a voluntary contract between myself, the parent of a St. Petronille Catholic School student, and St. Petronille Catholic School for participation in school sponsored athletic activities.

I have read and agree to be governed by, cooperate with and support the Athletic Policy of St. Petronille School, including the Athletic Philosophy, the Code of Conduct for Student Athletes, the Physical Health Eligibility Policy for Student Athletes, the Academic Eligibility Policy for Student Athletes, the Parents' Code of Conduct, the Team Placement and Participation Policy, the Gymnasium Guidelines, and all other related policies and procedures of the diocese of Joliet, St. Petronille School, and the school board ("Athletic Rules"), and to be governed by these Athletic Rules as announced to me by the pastor or principal of St. Petronille School, as published in the Parent/Student School Handbook, the Parent/Student Athletic Handbook, and as announced or published in other places by the school administration. I understand that I must be familiar with and accountable for these Athletic Rules which govern participation in athletics representing St. Petronille School.

As a student athlete, I understand that I must fulfill all religious and academic responsibilities to St. Petronille School and Parish, and conduct myself as a committed Christian in school, outside of school, and in particular at any activity involving athletic competition representing St. Petronille School. I agree to be bound by the Athletic Rules and to submit myself voluntarily to their application.

As a parent of a St. Petronille School athletic participant I understand my responsibility and obligation to see that my student fulfills his/her religious and academic responsibilities including schoolwork and homework assignments and complies with the Athletic Rules for participation in St. Petronille School athletics. I further agree that as an adult I will conduct myself in a responsible and mature Christian manner at all times at all practices and competitions, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the pastor, school principal, Athletic Director, coach, officials, and anyone connected with the conduct of St. Petronille School athletics.

As student athlete and parent we acknowledge that a violation of the Athletic Rules may result in forfeiture of ability to participate in athletics representing St. Petronille School. Our signatures mean that we understand and accept these conditions for the participation of our student and family, which are binding through our student's graduation from St. Petronille School.

STUDENT'S NAME (printed): \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT'S NAME (printed): \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_