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A Brief History of St Mary Nativity School

Croatian settlers initially attended St. John the Baptist and later St. Joseph Church. However, within a short period of time the growing community of 100 Croatian settlers petitioned the bishop to found a Croatian parish reflecting their own language and heritage. Permission was granted and Rev. George Violich came to Joliet from Croatia in May 1906 to establish the parish, which today is St. Mary Nativity.

The parish school, always an integral part of life of St. Mary's and began of the Joliet immigrant community. Through the untiring efforts of the Sisters of the Precious Blood from Alton, Illinois, who originally staffed the school, and later the School Sisters of St. Francis of Christ the King from Lemont, the school thrived. In 1914 an addition was built to accommodate the increasing school enrollment and in 1943 two buses for school use were purchased. The fire that destroyed much of the school on June 27, 1953 proved to be a windfall for the parish because, in the process of rebuilding and updating the structure, a gym was added. Recent additions have provided easy indoor access for students to the church for liturgy and other activities.

The student body represents a wide spectrum of backgrounds. There are children whose forebear were founding families, those of second and third generation's graduates, along with children whose parents newly arrived to the area come searching for a stable educational environment for their children.

SCHOOL MISSION STATEMENT

The mission of St. Mary Nativity School is to provide a safe and dynamic Catholic environment where faith is nourished, knowledge grows and mutual respect is evident. We partner with parents and the parish community to create an inclusive, diverse, and flexible atmosphere for learning that provides for global, responsible lifelong learners.

Philosophy

As Catholic Educators of St. Mary Nativity School, we will work with students at their ability level and with each other to fully develop the academic and spiritual potential they possess.

Non-Discrimination

Schools operated under the auspices of 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 schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually. (Handbook of School Policies. Joliet Diocesan School System, 1995, policy 5110)

ADMINISTRATION

St. Mary Nativity is one of over forty six Catholic schools in the Diocese of Joliet. Planning and policy development for the diocesan educational program is done by the Diocesan Board of Education. Administrative responsibility for the schools is in the care of the Superintendent of Schools. The Catholic Schools Office is located at the Bishop Blanchette Center in Crest Hill. St. Mary Nativity School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies. **St. Mary Nativity School, subject to diocesan policy, is under the administration of the pastor with day-to-day administration by the principal.**

Admission Policy

If there is a waiting list for a particular grade, children will be admitted according to guidelines established by the Joliet Diocesan School Board in the following order.

- Siblings of currently enrolled students;
- Children of parishioners;
- Transfer students from other Catholic schools;
 - from schools that are closing;
 - from schools not offering full 1st-8th grade programs;
- Transfer students from public schools;
- Children of other parishes;
- Children of non-Catholics.

New Student Registration

Registration opens in **JANUARY** during **Catholic Schools Week**. The three-day pre-school students must be 3 years of age by September 1. Three day or five day prekindergarten students must be 4 years of age by September 1. Kindergartners must be 5 years of age by September 1. First grade students must be 6 years of age by September 1.

All students entering school for the first time must present a birth certificate, health record and a social security number. Catholic students must present a baptismal certificate. Parents who wish to register new students may do so in January.

Maximum class size for grades 1-8 as set by the Diocese of Joliet's Office of Catholic Schools is 33 students.

The State of Illinois requires a physical examination for each child entering school for the first time, for preschool, kindergarten or first grade, and again before starting the sixth grade. An eye exam is required for children entering kindergarten, or those transferring from other schools. The State of Illinois now requires a dental examination for students entering kindergarten, second and sixth grade. These examinations must be on file at the start of the school year. All immunizations must be up to date. Physical exams are also required for students transferring from other schools, if they have not been previously examined as required by Illinois law. The exam records are due on or before entrance to classes.

If the medical and dental records **have not been received by October 15**, the child will be excluded from school until the forms are provided, as mandated by the Illinois State Board of Education.

New Transfer Students

Students entering St. Mary Nativity School from another school must present an official certification of grade level, usually a report card or transfer slip from the former school, as well as a health record. **All new students may be put on academic and disciplinary probation for the first trimester.**

Student Transfers/ Withdrawals

If a student is withdrawing from St. Mary Nativity School, parents are expected to:

- A. Provide written notification giving reasons for withdrawal, at least two weeks before transfer/withdrawal.
- B. Transfers to another Joliet Diocese Catholic School must.....

Complete all financial obligations including a transfer fee of \$40.00 for the first student and \$75.00 for multiple students to cover the cost of processing student records. Students enrolled for any portion of an academic trimester will be charged tuition for the full trimester. Report cards and transfer of official records will be withheld until all payments are completed.

- B. Provide the name and address of the new school to which the records are to be sent.
- C. Provide the new address and phone number if the family is moving.
- D. Sign an authorization for the release of records (health, scholastic, standardized test scores) at the receiving school. Without this authorization records will not be forwarded.

FINANCIAL INFORMATION

Tuition Schedule 2017-2018

	<u>Active SMN Parishioner¹</u>	<u>Non Parishioner²</u>
3 Day Pre-school (3 yr. olds) (Half Day AM OR PM)	\$1,498.00	\$1,971.00
5 Day Pre-school (3 yr. olds) (Half Day AM OR PM)	\$2,057.00	\$2,637.00
3 Day Pre-Kindergarten (Half Day)	\$1,498.00	\$1,971.00
(Full Day)	\$2,566.00	\$3,352.00
5 Day Pre-Kindergarten (Half Day)	\$2,078.00	
(Full Day)	\$2,516.00	
1 Child (K-8)	\$3,666.00	
2 Children	\$5,499.00	
3 Children	\$6,416.00	
4 Children	\$6,966.00	

Each Additional Child	\$375.00	
Book Fee	\$65.00 per student	\$65.00 per student
Technology Fee	\$65.00 per family	\$65.00 per family

Definition of an Active Parishioner

“Sharing of time, talent and treasure through regular celebration of Sunday Mass, contributing weekly to the financial support of the church and participation in the volunteer ministries and activities of the church and school is the responsibility of each registered member of St. Mary Nativity Parish or Holy Cross Parish for at least six months.” A family must be active parishioners in order to qualify for the subsidized active parishioner tuition rate.

An active parish family must satisfy the following:

- Each family must be a registered member of St. Mary Nativity Parish or Holy Cross Parish;
- Each family must practice the Catholic faith through regular celebration of weekly Sunday Mass at St. Mary Nativity or Holy Cross and participate in Parish activities. Each family is expected to regularly contribute financially to St. Mary Nativity parish or Holy Cross parish by using the parish weekly envelopes.

The foregoing definition of a Parishioner will not be used to deny access to a Catholic education; rather, it will be used to determine which families qualify for the subsidized Active Parishioner tuition rate.

Extended Day Care: Extended Day Care is available at the main campus Monday through Friday from 7:00 AM until 6:00 PM (except on National Holidays, early dismissals and institute days). Cost is \$5.00 per hour for the first Child, \$3.00 per hour for each additional child. An overtime fee of \$8.00 is charged for each five minute increment after 6:00 PM.

FACTS Business Solutions for Education

Tuition billing and payment may be made by electronic transfer from your bank account, through credit card payments, or by check/money order directly to FACTS.

FACTS Accounts, 2017-2018

Family tuition accounts for the 2017-2018 school year have been set-up to be paid in twelve payments or less, due on the first, fifth, tenth or fifteenth of the month starting with a first payment in June-August and a final payment in May. There will an additional fee if payments need to be extended over twelve. **The \$45.00 FACTS Fee is billed on your first tuition payment.** A late fee of \$40 from FACTS will be applied if payment is not made prior to the due date.

- Families choosing to make a single payment in August will not be charged the \$45.00 FACTS fee. There is also a 2% discount for single payments.
- Families choosing to make two payments (August and January) will not be charged the \$45.00 FACTS fee.

Contacting FACTS: Parents should contact FACTS directly for any inquiries regarding their tuition payment, fees, balances etc. ***NOT THE SCHOOL OFFICE OR THE RECTORY.***

All school families receive a login and password for access to FACTS. Families can use the FACTS link on the St. Mary Nativity School website at www.stmarynativity.org. Parents can:

- Print a report of all payments made in a particular calendar year, or a particular school year.
- Make tuition payments.
- Review last payment information.
- Change their method of payment.
- Edit their payment information.
- Edit personal information and more.
- **Print your FACTS payment record from your account for tax purposes. The school office or the rectory has that information.**

Contact FACTS in the following cases:

- To make a payment (by electronic transfer or by credit card.).
- To set-up automatic ACH payments.

- To review recent payments.
- To change payment account or personal information.
- To check on a mail-in payment that hasn't been processed yet.
- To notify them of an upcoming late payment due to family financial difficulties.
- To inquire about fees posted to your account.

Mail Payments to:

Please include student's account number on check or money order payable to:

**FACTS
P.O. Box 82527
Lincoln, NE 68501-2527**

Re-Enrollment

Unless the school has previously been notified in writing that a student is not returning for the 2017-2018 school year, families currently enrolled at St. Mary Nativity School will be automatically re-enrolled with FACTS in April 2018 and will be responsible for payment of the \$45.00 FACTS fee and a non-refundable SMN school enrollment fee per family. Families transferring will also be assessed a transfer fee of \$40.00 per student to cover the cost of processing school records. A service fee of \$40.00 will be added to delinquent accounts for each month.

Volunteer & Financial Requirements

Kitchen Duty (grades K–8)

- \$200.00 if not worked per family. Kitchen duty is from 9:00 am until 1:00PM. Parents are required to work four kitchen duties. One kitchen duty each trimester plus one floating kitchen duty. For families not fulfilling kitchen duty, a fee of \$50.00 will be posted to tuition accounts at the end of the first two trimesters, and a fee of \$100.00 for the last trimester.
- *Parents must be signed-up for kitchen duty by **May 1, 2019**, to receive credit for the current school year.*
- *Failure to give any prior notification of inability to work on an assigned day will result in an additional \$50.00 fee being charged to your tuition account.*

Fund Raising Requirements (pre-school–grade 8)

- **Between July 1, 2018 and June 2nd, 2019**, families are required to assist St. Mary Nativity School by participating in two fundraisers (or pay \$100.00).
- *Parents of currently enrolled students must be signed-up for bingo by April 1 of the school year to receive credit for the current school year. Newly enrolled families may sign-up at the time of registration. Parents are required to work four bingos (or pay \$300.00)*
- Failure to give any prior notification of an inability to work on an assigned day will result in an additional \$50.00 fee for fundraisers and an additional \$100.00 fee for bingo being charged to the tuition account.
- Families are also required to sell \$360.00 in Home & School Association Football Tickets.
- *All Bingo requirements must be completed between **June 2018– April 2019** to receive credit for the current school year.*
- *It is the responsibility of the parents to personally sign-in, and sign-out, on the designated St. Mary Nativity "Sign-in Form" to receive credit for Kitchen Duty, Bingo or Fundraisers.* Chairpersons are required to return the original (white) "Sign-in Form" to the school office within one week of the event. The chairperson is to keep a duplicate copy for his/her records.

Any questions regarding completion of kitchen duty, bingos, fundraising requirements or fees should be directed either to the chairperson or school secretary.

Fees

- **Registration Fee:** All families are required to pay an annual non-refundable and registration fee at the time of enrollment at St. Mary Nativity School.
- **Home & School Association Annual Dues are \$55** per family which covers classroom parties and teacher

gifts during the school year are payable in full on Orientation Day.

- **Athletic Association Fees** are payable in full on Orientation Day. A nominal participation fee per athlete will apply prior to each sporting season.

Billing Procedure in Case of Divorce

Tuition bills will be sent to the custodial parent. The custodial parent will be responsible for payment of all tuition and fees and for communication with the non-custodial parent. St. Mary Nativity will not be involved in any family disputes concerning tuition payments.

Delinquent Accounts and Fees

Any payment returned as a result of family error, such as “Insufficient Funds,” “Uncollected Funds,” “Account Closed,” will incur a **\$50.00** returned payment fee. This includes payments made electronically.

- Student report cards and official school records can be withheld until all tuition and fees are paid in full.
- **Eighth grade students will not receive their diploma, nor be allowed to participate in any graduation exercises, programs or the class trip if tuition and fees have not been paid in full by **May 15th.****
- To avoid assignment of past due balances to our collection agency, final payment of all tuition and fees must be received no later than June 30 unless an arrangement has been made with the administration.

Financial Suspension

All family tuition accounts must be paid and up-to-date to avoid financial suspension. **If the family tuition account is not up-to-date, financial suspension can be imposed.** Financial Suspension would be; the student unable to attend class, no official school records will be released, student will not be allowed to take exams, submit homework or receive academic credit during the time of the financial suspension. **Any previously awarded financial assistance or tuition grants will also be forfeited.** Financial Suspension also subjects the family to having account sent to a collection agency.

Collection Agency

If no prior arrangements have been made, at the end of the current school year, delinquent balances will be transferred from FACTS tuition accounts and assigned to our collection agency, C.A.B. Services, Inc., or Meade & Associates, Inc. for payment:

**C.A.B. Services, Inc.
90 Barney Drive
Joliet, IL 60435
(815) 725-1303**

**Meade & Associates, Inc.
737 Enterprise Drive
Westerville, Ohio 43081
614-436-6160**

C.A.B. Services, Inc. or Meade & Associates, Inc. will notify credit bureaus of the delinquency and parents will be responsible for any additional late fees, collection fees, attorney fees and court costs.

St. Mary Nativity is not required to send prior notification of delinquencies assigned to C.A.B. Services, Inc. or Meade & Associates, Inc.

Students will remain on Financial Suspension until full payment of past due tuition and fees are received from C.A.B. Services, Inc. or Meade by St. Mary Nativity. **ALLOW SIX TO EIGHT WEEKS FOR YOUR PAYMENT TO C.A.B. OR MEADE SERVICES TO CLEAR OUR BANK.**

Tuition Credits & Financial Assistance

Currently enrolled school families can earn a 10% tuition scholarship for sponsoring new families enrolled for the **2018–2019** school year. The school must be notified of the sponsorship at the time of registration of the new family. The scholarship will be applied toward tuition at the end of the school year. Both sponsoring and incoming families must remain current with their tuition payments throughout the school year to receive this scholarship.

Financial Assistance

Financial assistance is available to any St. Mary Nativity family who finds tuition to be an impossible burden. No

student will be denied admission to St. Mary Nativity School solely on the basis of financial need.

Families requesting tuition assistance must apply through FACTS, an outside service that evaluates requests for financial assistance. Tuition Scholarships Awards are available through the Diocese of Joliet Catholic Education Foundation or the St. Mary Nativity Educational Endowment. For both: Apply online through FACTS at www.factsmtg.com. Diocesan deadline is March 1st; St. Mary Nativity Educational Endowment deadline is **June ?? for 2018-2019**. FACTS hardcopy applications are available in the spring. An application fee, payable to Facts is required to process the application. Families must include supporting documentation with the FACTS application to qualify for tuition assistance.

The deadline for applications for the 2018-2019 school year is June 23. Families will be notified the week of July 10, 2017 of financial awards.

Applications for newly enrolled families should be submitted at the time of registration.

If family financial conditions should change during the school year, parents should notify FACTS Tuition and contact the principal or pastor. Names are kept confidential.

Tuition Refund Policy

Registration fees and activity fees are non-refundable. Kitchen duty and all fundraising fees, such as raffle tickets, dinner dance tickets, etc. are charged for each trimester the student is enrolled.

For students withdrawing from St. Mary Nativity School during the academic year, families will be assessed tuition for each trimester the student is in attendance. Students enrolled for any portion of an academic trimester will be charged tuition for the full trimester. Report cards and transfer of official records will be withheld until all payments are completed.

Families withdrawing students prior to the end of the school year will forfeit any financial assistance or tuition grants previously awarded.

THE SCHOOL DAY

The School Office opens at 7:45 am and closes at 4:00 pm.

Students may arrive at school after 7:45 am. Teacher supervision for the playground begins at 7:45 am. The school cannot assume responsibility for student safety prior to this time. Students must go directly to the school and shall remain on the playground from their arrival until the first bell at 7:55 am when the supervisor directs them to enter the building. During inclement weather, students are directed to assemble in the cafeteria.

All students are expected to leave the school building at dismissal time and must go directly home. **Students not picked up within 10 minutes of dismissal time will be placed in Extended Day Care and will be charged the hourly fee.** Children participating in after school activities are to be picked up at the designated time.

DAILY SCHEDULE

Prekindergarten

Morning Session

7:55 am Doors Open
8:05 am Class Begins
10:55 am Dismissal

Afternoon Session

11:45 am Doors Open
12:00 pm Class Begins
2:50 pm Dismissal

St. Mary Nativity School (Kindergarten—8)

7:55 am - First bell rings
8:05 am - Tardy Bell (late students enter at the office) Classes begin for all students
2:50—3:00 pm - Grades Kindergarten-8 Dismissal

Morning Arrival

Families are to drop students off on the north side of Marble St. Please enter Marble St from Vista Lane. If you have to stop at the School Office, please park in the lot west of Broadway St. During inclement weather parents may drive up to the gym doors for students to depart from their cars. Parents are then to exit parking lot onto Broadway Street.

Afternoon Departure

Families picking up students are to do so on the large parking lot across from the school on Broadway St. Cars are to park in grade order with preschool starting at the Marble St. end of the lot.

The playground lot immediately in front of school is a drop-off area, only if you are late. This area is reserved for field trips, deliveries, and for the safe gathering of the children. **Pick-ups on Marble St. between Vista Lane and Broadway are not allowed.** Only use the parking lot on Broadway across the street from the school. **In case of emergency, a parent must call the School Office to give verbal instructions as to whom their child will be released to at dismissal time.**

Cafeteria Service

A daily home-cooked hot lunch program is available for children in grades PS - 8. Meals are ordered from a menu provided online through SchoolSpeak. Milk Only is available for students in pre-school through grade eight.

Attendance

School attendance is not a matter of parents having jurisdiction. **The Illinois School Code makes it mandatory that all children of school age be in regular attendance.** School is the place where children begin to learn the responsibilities needed in life, especially regular attendance and punctuality. Consistent prompt attendance is necessary for every student's success in school. **The State of Illinois provides by law for compulsory attendance of all children between the ages of six and sixteen years.**

- The parent/guardian must report all absences by **9:00 a.m.** A message may be left on the answering machine. If the school has not been notified a call to the home or workplace will be made after 9:00 am.
- Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.
- Students with fever are to remain home for at least 24 hours after they no longer have a fever (100° F/37.8° C or greater when measured orally) or signs of the fever without the use of fever reducing medicines.
- A written note, stating the reason for absence and signed by the parent or guardian, must be presented to the teacher when a child returns to school after an absence. This is in addition to the phone call. **Absences of 15 days in one trimester seriously jeopardize a student's advancement to the next grade level.**
- When a child arrives late for school, he/she must report to the office before going to class.
- If a child is to be excused from school during any part of the day, a written note stating the reason must be presented to the School Office before the requested absence. **The parent/guardian must report to the office to sign out and take the child.**
- **Parents are not permitted to go to the rooms to pick up children or deliver lunches and other forgotten items. All business is to be transacted in the School Office.**
- Doctor and dental appointments should be avoided during school hours, if at all possible.

Attendance Record Keeping

The following guideline will be used for recording attendance on diocesan student attendance forms.

Coming to School:

Arriving before 8:30 am - tardy, not absent

Arriving after 10:00 am - 1/2 day absent

Arriving after 1:00 pm - absent all day

Leaving School

Leaving between 8:00 am - 10:00 am - all day absent

Leaving between 10:00 am - 1:00 pm - 1/2 day absent

Leaving after 1:00 pm - not marked absent

Leaving school for a period of time and returning within an hour is an excused absence for dentist and doctor appointments

Vacations and Absences

The State of Illinois requires children six years of age to attend school. Vacation is not a legitimate excuse for absence. **Teachers are not required to provide academic work or instruction to accommodate vacations.** No assignments will be given in anticipation of an upcoming vacation. Student vacation time should be arranged after considering the school calendar. Although teachers and students attempt to offset the loss of instruction with make-up work, absenteeism definitely presents a difficult problem for both teachers and students.

When an emergency arises that causes a student to be absent during school time, the following steps are to be observed: **Written notice to the Principal; Written notice to the teachers; Completion of all missed work after returning to school.** **No schoolwork will be given to a child before going on vacation.**

The teachers will give assignments to be completed at home that will attempt to partially compensate for the loss of instructional time, which is due to an illness or emergency.

Truancy

A “truant” is defined as a child subject to compulsory school attendance and who is absent without a valid cause for such attendance for a school day or portion thereof. “Valid Cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student.

Documentation will be kept on a student’s absence and conference will be held with the student, parents and principal about his/her truancy. If tardiness or truancy continues, St. Mary Nativity School will inform the family that their student(s) will no longer be permitted to attend classes and will need to have their records sent to a school that will meet their needs.

Emergency Closing Procedures

If it is necessary to close school because of weather conditions or other emergencies, the announcement will be made over Joliet radio station **WJOL, 1340 AM**, the Chicago radio stations **WBBM, WMAQ and WLS** on www.cancellations.com, www.emergencyclosings.com, and our parish web page, www.stmarynativity.com. If it is announced that the Joliet Public Schools (District 86) are closed due to hazardous weather conditions, St. Mary Nativity is usually closed.

Please do not phone WJOL, the school, rectory or convent.

These phone lines need to be open to communicate for the broadcasts.

An email/text will be made to parents by an administration-approved system. However, parents are advised to listen to the radio or watch TV for the listings

ACADEMICS

Religious Instruction and Sacramental Preparation

Parents are urged to model and encourage in their children an appreciation for religious values. Since children learn by example, full participation in and regular Sunday attendance at Mass by Catholic parents and children is fundamental for conscious, intelligent and active spiritual growth of the child. Non-Catholics are expected to worship and practice morality according to their religious faith.

St. Mary Nativity students prepare for and participate in the Mass regularly during the school day.

- Grades K-8 - Wednesday at 8:30 am
- On Holy Days of Obligation students attend a regularly scheduled parish liturgy.

The opportunity for the Sacrament of Penance is provided during Advent and Lent. A Living Rosary is said in the month of October. The Way of the Cross devotion is held during Lent and Crowning of the Statue of Mary during May.

Children have formal religious education each day when not attending Mass. Non-Catholic students are expected to participate in religion classes and to attend all religious services.

First Reconciliation and Eucharist are celebrated in Grade 2. Confirmation is received in Grade 8. Parents are expected to participate in preparing their children for the reception of the sacraments and to attend respective parent meetings.

Program of Studies

St. Mary Nativity School adheres to the State of Illinois and the Joliet Diocesan guidelines regarding the subjects taught and the time allotments for each subject. Subjects include religion, language arts (English, reading, phonics), handwriting, mathematics, social studies (history, geography), science, music, art, computer, Spanish and physical education. We incorporate into our daily routine the Project Wisdom program where self-esteem is encouraged in all grades.

Physical Education

Students participate in a planned program of physical education. Classes are held in the gym and occasionally outdoors. If a child has a medical or physical problem and is not be able to take part in certain physical education exercises, the office and the teacher should have a written note from the parent or doctor stating the nature of the problem. At St. Mary Nativity School we promote good health and eating habits. Nutritional instruction is provided by our Physical Education Teacher. Children are actively involved yearly in the Physical Fitness Program.

Grading Scale

St. Mary Nativity School adheres to the Joliet Diocesan Grading Scale.

Primary – 3rd Grade Grading Scale

4 (3.75-4.0) = **Work exceeds Expectations** - Student demonstrate an in-depth understanding of grade level concepts, skills and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks without teacher assistance.

3 (2.5-3.74) = **Work Meets Expectations**— Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teach assistance.

2 (1.5-2.49) = **Work Approaches Expectations**—Student’s work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.

1 (1.0-1.49) = **Needs to improve**—Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.

NG = Student’s work **not graded** when a particular standard in not taught.

4rd–8th Grade Grading Scale

A+	=	100
A	=	99-96 (outstanding)
A-	=	95-93
B+	=	92-91
B	=	90-88 (very good)
B-	=	87-85
C+	=	84-83
C	=	82-79 (good)
C-	=	78-77
D+	=	76-75
D	=	74-72 (needs improvement)
D-	=	71-70
F	=	69- 0 (little or no progress)

Promotion/Retention

Promotion is based on academic achievement, work habits, attendance and overall development. In order for a student to be promoted to the next grade they must have a passing average in each of the seven core subject areas: religion, math, reading, English, spelling/vocabulary, science, social studies. **If a student does not pass in the core subjects, they will be subject to attendance in a summer school program accepted by the school that addresses the subject deficiency in order to be promoted.** If a student is absent 15 days or more, his/her progress will be reviewed for its effect on his/her promotion to the next grade. When a student does not perform according to his or her

capabilities the following steps will be taken to determine whether or not the student will be promoted to the next grade:

- During the first trimester or **as soon as the problem becomes evident**, the teacher will notify the student's family. A conference will be held with the family to determine what steps can be taken to help the student succeed academically. The student's teacher(s) will maintain contact with the family on a regular basis.
- Interim reports and report cards will be used to evaluate academic progress.

At the end of the January, written notice of possible retention will be sent home to the family.

A student's progress will be evaluated during the last two trimesters to determine grade placement for the next school year. The principal may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for a promotion. The principal will schedule a conference with the teacher and parents to discuss ways to prepare the student academically or emotionally for the next school year.

Academic Probation

There are situations where a student is not achieving academically and is capable of being successful. In such cases the student, family, teacher(s), and principal will meet to write an academic contract for the student.

Care of Textbooks and Supplies

Each child is responsible for the care of textbooks and supplies furnished by the school. A charge will be assessed if books and/or supplies assigned to a child have been lost or damaged. Textbooks, workbooks, notebooks, spirals, and all materials are to be kept free from graffiti and doodling inside, outside, and on covers.

TESTING AND GRADING

Testing Program

IOWA assessments administered to students in grades 2, 3, 4, 5, 6, 7. Other grades may or may not be tested. The standardized test is intended to give information to teachers and parents regarding children's progress and helps to remedy the weaknesses. Results are sent home and a copy is retained in the child's file. Contact the School Office for help in interpreting test results. Additionally, we use the Testing program, Easy CBM's throughout the year to help identify student learning needs and address them at that time.

Student Records

Parents and legal guardians have the right to review their child's academic records. Allow 10 work days once the school is contacted for records.

Progress Reports/Report Cards

Report cards are issued three times a year; that is once after each twelve-week period. Progress reports are sent home electronically every six weeks in order to provide an indication of a student's progress. Progress reports are not a part of the student's cumulative file. The first report card is distributed prior to the fall Parent/Teacher Conferences.

Report cards may be withheld for any trimester in which the payment of tuition or fees is in arrears. The final report card will not be issued unless tuition and fees are paid in full.

Evaluation report forms have been designed to convey to parents not only a student's achievement in a given subject area, but also the effort expended in each subject. The "A-F" achievement grade is objective, based on the child's performance, whereas the effort grade is subjective, based on the teacher's assessment of how hard the child is working to achieve his/her potential. Achievement is graded in each subject according to the diocesan code.

Awards

Various scholastic, service, attendance, physical education, and special awards are issued during an assembly at the end of the school year. Eighth grade awards are presented at a graduation banquet. Athletic awards for students who participate in extracurricular St. Mary Nativity sports are offered in Grades 5 - 8 at an athletic banquet conducted by the Athletic Association.

Honor Roll Grades 6th-8th

In order to recognize the work of our students and to encourage them to work to the maximum of their capability, students in grades sixth through eighth can earn recognition on the Saint Mary Nativity Honor Roll in two different categories. Students are recognized for the following:

High Honors - Students need to maintain the following:

- A minimum of five 'A's and no lower than a 'B' in the seven core subjects of religion, math, literature, English, vocabulary, science and social studies.
- No grade lower than a 'B' in specials (music, computer, Physical Education).
- Maintain 'Good Effort' in all subjects.
- Maintain good behavior (as determined by teacher) at all times.

Honors - Students need to maintain the following:

- A minimum of 'B' in the seven core subjects of religion, math, literature, English, vocabulary, science and social studies.
- No grade lower than a 'B' in specials (music, computer, Physical Education).
- Maintain 'Good Effort' in all subjects.
- Maintain good behavior (as determined by teacher) at all times.

Graduation Requirements

To graduate from eighth grade, the following criteria must be met:

- The student is required to satisfactorily complete the course of study designated by the State of Illinois and the Diocese of Joliet.
- The student is required to pass tests on the Federal and State Constitutions.
- All financial obligations must be completed by May 5.
- Student conduct must be acceptable.
- All tuition and fees must be paid-in-full by May 5th.

High School Scholarships

Scholarships are offered for incoming freshmen by diocesan and civic organizations. Local Catholic high schools also provide financial awards for new students.

Scholarships are awarded annually by the St. Mary Nativity Scholarship and the Student Council to graduating eighth grade students attending a Catholic high school. An eighth grader must exhibit excellent academic effort, good Christian values and model good character to receive this award. The recipients of these awards are chosen by their junior high teachers.

Note: Both the Student Council and St. Mary's awards are disbursed directly to the Catholic high school in which the recipient is enrolled, after the fall semester has commenced.

Graduation Awards/Scholarship Requirements

At the culmination of every school year the eighth graders have a graduation dinner and awards ceremony. The beginning of every school year the eighth grade class is informed by their homeroom teacher about awards they can work towards during the school year. One award that is presented at their awards ceremony is the *Father David Stalzer Memorial Scholarship* funded by the Student Council. In order to receive this prestigious award the recipient must:

- Display exemplary moral Christian values
- Participate in school activities at St. Mary Nativity School
- Treat others in a humane and respectful way
- Donate his/her time to the school and parish communities
- Go out of his/her way to assist others in our school
- Must be attending a Catholic High School in order to be eligible for selection
- Must be an active participant in St. Mary Nativity religious ceremonies and be a practicing Catholic who

regularly attends weekly Sunday Mass

St. Mary Nativity Scholarship in past years has granted two eighth grade students a Scholarship funded by Parent Association. In order to have this award bestowed upon an eighth grade applicant:

- Performing academically to the best of their ability.
- Have a positive school attitude which is reflected in their daily attendance record.
- Maintaining a 3.0 GPA and making the honor roll for all three trimesters.
- Treats others respectfully and exhibits a willingness to serve others.
- Participates in school activities at St. Mary Nativity.

Citizenship Awards

Awarded to students who are to be recognized for the following:

- Participates in school and/or community service.
- Shows a positive attitude towards classmates, school and community.
- Displays an understanding and appreciation of civic responsibility.

Academic Achievement Awards

- Highest GPA in Religion
- Highest GPA in Reading
- Highest GPA in History
- Highest GPA in English
- Highest GPA in Vocabulary
- Highest GPA in Science
- Highest GPA in Mathematics
- Highest GPA in Music
- Highest GPA in Computers
- Highest GPA in Spanish

Physical Fitness Awards

This award recognizes youth who achieve an outstanding level of physical fitness. Boys and girls who score at or above the 85th percentile of qualifying standards on all five events are eligible for this award.

One-mile run (Cardiovascular endurance)

Grade 2 = 1/4 mile run

Grades 3 & 4 = 1/2 mile run

Grades 5–8 = 1 mile run

- Sit-Up Test (Abdominal Strength)
- Push Up Test (Upper Body Strength)
- Sit and Reach Test (Flexibility)
- Shuttle Run (Speed & Agility)

President's Education Awards

Outstanding Academic Excellence

Student selection is based on criteria in the areas of:

- Maintain a grade point average of 3.5.
- Standardized Achievement Tests ranked in the 85th percentile
- Recommendation from teachers and staff.

Outstanding Academic Achievement

Student must meet the following criteria:

- Display tremendous growth throughout the school year.
- Demonstrate unusual commitment to learning in academics.

CURRICULUM ENRICHMENT ACTIVITIES

The following opportunities are available to students and serve to enhance the regular school curriculum.

- | | | |
|-----------------------|-----------------|----------------------------|
| • Athletics | Band | Helping Hands Service Club |
| • Altar Servers | Student Council | Art Appreciation |
| • Piano Lessons | Chess Club | Safety Patrol |
| • Battle of the Books | STEM Club | Drama Club |

Extra-Curricular Activity Eligibility Policy

Student participation in extracurricular athletic activities is an honor, not a right. Involvement in these activities assumes that students conform to classroom and school policies as well as be in good academic standing. Failure to conform to school rules and guidelines and/or not meet academic expectations will prohibit the student from participation until such time as the Principal approves the return.

The academic expectations are:

- Student has gotten an F or two D's in their academics studies. All subjects are considered including art, music, and computer and physical education.
- ◆ Coaches and/or moderators will be notified whether or not a student is eligible to participate.
- ◆ Grades will be checked every two(2) weeks and a student deemed ineligible, will remain so until the next grade check. Students who are ineligible for three grading periods (six weeks) will be removed from extra-curricular activity.

As participants in extracurricular activities, the student represents the school, the parish community and their family. For these activities student are expected to exhibit the self-discipline and responsibility necessary to be in a position of leadership and representation.

Safety Patrol

An organized Safety Patrol of 8th graders exists to assist with the safe transport of children across the street at the Broadway and Marble Street intersection.

Altar Servers

Boys and girls in grades 4 through 8 are encouraged to become altar servers to assist the priest at various liturgical functions.

Student Council

The purpose of the Student Council is to foster school spirit and pride, Christian values and to initiate service projects. All students are members of the Student Council. The 5th, 6th, 7th and 8th graders are eligible for representative and officer positions.

Athletics

- ◆ The St. Mary Nativity Athletic Program is led by an athletic director who oversees all extra-curricular athletic activities. **Individual Sport Coordinators work with the Athletic Director to set practice schedules, distribute and make sure uniforms are returned, arrange for proper parental supervision at home events and set the example of sportsmanship for our student athletes.** Activities available to girls include volleyball, coed volleyball, basketball, and cheerleading. Boy's activities have included flag football, football, basketball and coed volleyball.
- ◆ Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student athlete is picked up promptly at the end of each practice/game.
- ◆ **Unacceptable behavior at school functions (home or away) reportable to school administration shall be cause for athletic ineligibility for a period to be determined by the Principal on a case-by-case basis.**
- ◆ All athletes in Grades 5-8 must show proof of an annual sport physical. 5th grade physicals as well as sports physicals are a state requirement. The diocese requires an annual physical of all athletes in grades 5-8. Physicals are also required for 4th grade instructional programs or intramurals. Students may not participate in practices or games without having a yearly physical.
- ◆ This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any student entering school after the first day will be allowed 30 days from their entrance date to comply with the requirement.

Use of Facilities

In accordance with diocesan policy, use of church and school facilities is limited to groups directly affiliated with St. Mary Nativity Parish. Church and school affiliated groups must contact the Rectory Office to schedule all activities. In order to avoid any scheduling conflicts a central calendar is kept in the Rectory Office.

Outside groups must submit a written request to the Rectory to use church and school facilities. The request must include a certificate of insurance naming St. Mary Nativity Parish and the Roman Catholic Diocese of Joliet as the insured. A minimum of \$1 million of liability and property insurance is required. At the time of the application to use church or school facilities, documentation of completion of all required "Safe Environment" policies of the Diocese of Joliet and the United States Conference of Catholic Bishops, including current criminal background checks and fingerprinting must be provided for all adults who will be present at the event. **At no time will activities be allowed that would cause damage to church or school facilities. (i.e.: indoor football, softball or baseball practice and games, etc.)**

COMMUNICATION

On Thursdays an email of information, including the weekly newsletter and any updates or changes to the calendar are sent to parents via the weekly newsletter through School Speak. Families who do not have email will receive information and the weekly newsletter through the "Communication Envelope." The school supply list, lunch menu, monthly calendar of events, etc. are available on the school website, www.stmarynativity.org. and SchoolSpeak the student information system. Families receiving the "Communication Envelope" should return it the next day.

Change of Address/Phone

In order to keep our records up-to-date, FACTS, SchoolSpeak, and the School Office **must be immediately notified of any change of address, phone number (home or business) or email as soon as it is effective.**

GUIDELINES FOR EFFECTIVE COMMUNICATION

Defining the Issue

Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue. Decide who may be involved in the issue. It may be helpful to write down or outline some of these ideas. Once the issue is clear, sometimes it can be helpful to wait at least 24 hours before making an appointment to communicate the issue or concern. Usually a little time helps to put the issue in better perspective.

With Whom to Communicate

The next step is to decide who will best receive your affirmation or concern. It is usually best to initially communicate with those who are directly involved with the issue. If the issue is not resolved after the initial meeting or conference, then the chart contained in this section may be helpful. This chart is in no way a complete list of every possible issue, but It serves as a guide.

Concerns Dealing with:	Should Initially Involve:	If not resolved, whom to involve next:
Student's Performance	Student	His/ Her Teacher
Teacher	Involved Teacher	Principal
Unfair Discipline	Person who disciplined the child	Principal
Specific Classroom Assignments	Teacher	Principal
School Board Policy	Principal	School Board
School Rules/Procedures	Principal	Pastor

Verbal vs. Written Communication

A verbal “face-to-face” meeting is a most effective form of communication. It allows for questions, clarification, and collaborative solutions. The preferred form of communication is always a personal “face-to-face” meeting. We will readily receive and give written communication our sincere consideration. All letters must be signed. Any letter that is received that is written anonymously or contains derogatory or insulting comments against any person will not be given any consideration.

Guidelines for Conference/Meetings

The following guidelines are set forth for all conferences or meetings between parents and school personnel.

- Any parent wishing to have a conference should make an appointment.
- Please arrange so that all phone calls or scheduled meetings take place during school days
- All conferences with teachers or staff should be on school days, either before or after school hours.

Confidentiality

When communication is effective and within certain boundaries it can bolster school spirit and morale. Yet communication can also be very destructive especially when it involves non-affected parties or betrays the boundaries of confidentiality. When an issue or concern arises, the process of resolution should involve only those parties directly affected by the issue. Confidentiality is a very essential element in fostering effective communication and respect. All discussions, conferences, and resolutions should remain only with involved parties.

Family Communications

Parents/guardians are encouraged to contact teachers if they have any questions or concerns about their children's progress, curriculum or other school-related matters. Messages may be left on our answering machine at any time or with the School Office between 8:00 am and 4:00 pm. Messages will be forwarded to teachers who will call at their earliest convenience.

Messages and deliveries for students should be brought to the School Office. This will keep class interruptions to a minimum.

In order to develop a sense of responsibility, **students will be discouraged from calling home for assignments, gym clothes and other forgotten items.** Teachers inform their students what is needed for the next day and encourage them to complete those sections in their assignment book for 'things to bring to school'.

Parent/Teacher Conferences

Formal Parent-Teacher Conferences are held in November after the first report card is issued and in February after the second report card is issued. All parents are expected to attend. Students in grades 1 - 8 should accompany their parents and be a participant in the conference. The conference is limited to a 10-minute period. For a longer session, or sessions without the child present, parents/guardians may make special arrangements to meet with the teacher on a different day.

Telephone Calls and Messages

Students may use the office phone only in cases of real emergency. **Children who forget gym apparel, homework assignments, books or lunches are not to call home.** If your lunch/ milk is not ordered before the cutoff, a lunch will be provided at a cost of \$4.00 to be added to your lunch account.

Any materials brought to school for students should be deposited in the School Office.

Parents are encouraged to call the School Office whenever other communications do not meet their needs. School Office: 815-722-8518.

HEALTH AND SAFETY

Illness:

- Children should not be sent to school when there is evidence of fever, sore throat, nausea, rash, swollen

glands, abdominal pain, watering eyes or lice. Notify school immediately if lice or nits are found in your child's hair or if the child has a contagious disease. **After a fever, the child must have a normal temperature reading for 24 hours before returning to school.**

- When a child contracts communicable diseases (measles, chicken pox, mumps, pink eye), please notify the School Office immediately so that this information can be forwarded to the County Board of Health.
- Parents will be notified if a child becomes ill during the school day.
- Students will be given adequate time as determined by the teacher to make up work missed due to illness.
- Students unable to participate in Physical Education class or recess must bring a written note to the teacher **and may not participate in athletics on that day.**
- **Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular activity.**
- Students who have been absent for five or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

Medication

- The State of Illinois prohibits school personnel from administering any kind of medicine to a child. Therefore, medication of any kind brought to school is to be accompanied by a note from the parent regarding administration.
- Medication to be taken during the school day is to be kept in the School Office for designated use. A log is kept of all administered medications.
- Permission for periodic medication will be kept on file in the office.
- **Asthma Medication:** Immediate access to an inhaler is vital. Children are encouraged to carry their inhaler as soon as the child's classroom teacher and parents agree the child is mature enough. Parents are asked to ensure that the school is provided with a labeled spare inhaler. All inhalers must be labeled with student's name by their parents.

Medical Emergencies

- In the event of injury of a child the school will attempt to contact parents first. If a parent cannot be reached, then the person designated by the parent on the emergency form will be contacted. If neither can be contacted immediately and the physical status of the child is in question by school personnel, emergency medical aid will be summoned.
- It is of utmost importance that parents/legal guardians make sure that current emergency information is on file in the School Office.

Fire Drills, Tornado Drills, and Other Emergency Evacuations

According to Illinois State Law fire drills are held monthly. Directions for exiting the building are posted in each classroom. Everyone must vacate the building despite health or weather conditions. It is the teacher's responsibility to acquaint the children with the correct procedure for fire drills.

- Tornado drills, and other emergency evacuations, are held periodically. Teachers acquaint the children with the proper procedures.
- Silence is to be maintained during tornado, fire, and other emergency building evacuations.

School Crossing and Traffic Safety

The Crossing Guard is on duty from 7:45 to 8:05 AM and from 2:50 PM until 3:10 PM. The school accepts responsibility for the safe crossing of children ONLY at these times. Students are to obey and respect the Crossing Guard and the student patrols at all times.

Building Security

School doors are kept locked to prevent unauthorized access from outside the school building during instruction hours. St. Mary Nativity School doors are designed to allow exiting at all times. Those inside can always get out, but entry is limited and controlled. Please use the bell on the right side of the door adjacent to the rectory marked SCHOOL OFFICE for business purposes and for tardy students. Be sure to sign in and gain approval at the office before moving to any other part of the building.

Children are not permitted to leave the school grounds during the school day, including lunchtime, unless they are supervised by faculty or are in the custody of their parents.

Charter for Protection of Children and Young People

In 2002 the United States Conference of Catholic Bishops implemented the *Charter for Protection of Children and Young People*. The norms of the Charter require the establishment of “safe environment” programs, standards of conduct and background checks for adults having contact with children.

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

- **Results of a criminal background investigation and fingerprinting.** (Subject to the conditions of the Diocese of Joliet.)
- **Written acknowledgement that the person has read and understood the Pastoral Policy Regarding Sexual Abuse of Minors and the Standards of Behavior for Those Working with Minors.**
- **Proof of attendance at a Protecting God’s Children program.** (Proof of previous completion of the program will be accepted.)

Diocese of Joliet
Approved: December 8, 2004
Effective: February 1, 2005

If you, your spouse, or a family member volunteers in any capacity in the school, this applies to you. Further information concerning these requirements and a schedule of upcoming workshops are available from the Parish Office.

Safe Environment Instruction

Effective August 15, 2005, the *Talking About Touching* program, as modified by the Diocese of Joliet, is the normative safe environment program for children enrolled in a Catholic school or religious education program in grades K–8.

Cafeteria Use

Students are expected to sit in their designated seats which are assigned by classroom teachers. They are assigned a table with their peers.

Cafeteria Expectations of Students:

- are to use inside voices
- remain in their seats
- walk
- leave the tables and floors clean
- clean-up after eating
- follow dismissal directions
- No student is permitted to remain in the classroom during the lunch period unless a teacher or adult supervisor is present.

Playground Rules

The safety of all children on the playground is of the utmost importance and rests in the hands and eyes of the adult supervisors. Major infractions are logged and reported to the principal. The following guidelines are to be observed.

- Students are assigned an area to play in on daily basis and are to remain in those areas.
- Students are to meet school expectations on the playground.
- Students show respect for adult supervision and follow directions.

Cellular Phones and Other Electronic Devices

St Mary Nativity School does not allow the possession or use of cell phones or other electronic devices during school hours. With the advent of picture phones, there is always the potential for improper use of such devices, resulting in

safety and legal issues for our students, staff and families. During the school day, teachers may possess a cell phone for use in emergency situations. **At no time is a cell phone to be used to take any pictures while on school premises. This applies to students. Cell phones in a student's possession during school will be confiscated and held until the end of the day in which the infraction occurred. After a second infraction, the principal may keep the cell phone until the end of the school year. Parent must pick up student's phone. The student may also lose the privilege to have it brought to school.**

ST. MARY NATIVITY DISCIPLINE PROGRAM

Discipline is important because it teaches a person to be responsible, respectful, and make smart choices. Discipline promotes good human behavior that betters society and makes the environment safe and welcoming to all.

St. Mary Nativity has established clear expectations for behavior within the school environment to support the learning community. Adherence to these expectations contributes to a positive and effective school community in which children can succeed and grow.

School discipline is a collaborative effort by the parents, guardians, students, teachers and school staff. Each party has a vested interest in the discipline as well-being of each student. There is an expectation on each party to collaborate for the academic, social, spiritual and emotional development of each child.

Parents and guardians must be familiar with the school's behavior expectations and consequences to ensure their child's best learning experience. St. Mary Nativity expects parental support in enforcing acceptable behavior, support in regular communication with teachers, and when receiving all correspondence from school.

I. STUDENT BEHAVIOR EXPECTATIONS

Expectations are based on the needs of the students and the area of curriculum. St. Mary Nativity students are expected to be familiar with all behavioral expectations, both school-wide and within their classrooms. Each teacher establishes individual classroom expectations for the students in that class. School-wide expectations are as follows:

- Follow the directions the first time given.
- Respect all adults supervising student activities, (not limited to SMN teachers and staff).
- Keep hands, feet and other body parts to yourself.
- Use positive language: avoid harassment, put downs, teasing or foul language.
- Stay in your assigned area.
- Be prepared for class.
- Respect school property and the personal belonging of others.

Students must conduct themselves in a Christ-like manner and take responsibility for their own learning and behavior choices. Failure to demonstrate acceptable behavior will result in discipline action being taken.

II. CONSEQUENCES FOR FAILURE TO MEET EXPECTATIONS

Pre-Kindergarten to Second Grade

- Think sheet addressing behavior will go home and need to be returned and signed the next day by parent/guardian(s).
- Direct contact from teacher to parent to address issue and to come up with a strategy to correct behavior.
- 20 minutes after school detention.
- Parents, student, teacher, and principal conference to address behavior and or determine if SMN is a good fit for student.

Third Grade to Eighth Grade

- Students receive one or more points for unacceptable behavior depending on the severity of the behavior.
- Notifications of point(s) received will be sent home and returned with a parent/guardian(s) signature on the next school day.

- An accumulation of the three points results in a detention to be served on the designated day. No extracurricular activities are to be attended on the day of a detention.
- A student who receives a third detention in a trimester will serve an in-school suspension and will not attend any extracurricular activities for one week.
- A second in school suspension will warrant a meeting with both parents, students, principal and staff members to determine if SMN is a good fit for the student and if the student should seek another school for their educational needs or serve a three day out of school suspension with no extracurricular activities for two weeks.

Note: This discipline policy also covers student conduct at student activities off school grounds and after school hours. Field trips and extracurricular activities are not a right, but a privilege. Student behavior will determine whether one may participate or be held back from attending special in- school events and field trips.

Harassment/Bullying

All elementary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows; **Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:**

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school." 105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours. Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated. Reference: The Illinois School Code, 105 ILCS, 5/27-23.7

DRESS CODE

St. Mary Nativity School has a specific dress code. This dress code is based on appropriate dress for a Catholic school, not current fashion. **Students are to wear complete uniforms daily.** Each month there is approximately one day set aside as a "dress down" day and one "spirit day". These days are noted on the monthly calendar. **Any student who disregards the dress code will make up the violation on the next "no-uniform" day. All students are expected to have their uniform shirts and blouses tucked in at all times. Skirts and pants are to be worn properly. A simple belt must be worn with belt loops. Shorts, cargo pants, Capri slacks, hip huggers or bare midriffs are never permitted.** Uniform trousers and slacks may not have topstitching. Shoes may not have heels higher than 1". Blue jeans are never appropriate attire for school Mass. Torn, soiled, faded or worn-out clothing is not permitted.

Girls

- Kindergarten to 4th grade: plaid uniform jumper, may be no more than 2” above the knee.
- 5th to 8th grade plaid uniform skirt, may be no more than 2” above the knee. Navy blue uniform vest with St. Mary Nativity logo monogram. Colored pants or sweats worn under jumpers/skirts must be removed before the beginning of the school day.
- **Khaki or Navy blue slacks** - straight leg style, twill or corduroy may be worn. **Uniform walking shorts in khaki or navy may be worn from the first day of school until October 25 and from April 24 to the end of the school year. Shorts may not be worn on Wednesdays.**
- **White, navy, light blue or khaki color** long or short sleeve blouse or knit shirt with collar (With St. Mary Nativity logo monogram when worn with navy blue slacks.)
- Navy blue or white plain socks, knee socks, or tights without a logo
- Navy blue sweatshirt / cardigan with school logo.
- Shoes - soft-soled, with a heel no higher than 1” dress shoes in brown, black, navy or tan; laces must match or **solid black gym shoes** can be worn.

Boys

- Kindergarten to 8th grade: Navy or khaki trousers - straight leg style - twill or corduroy with a simple belt with loop tucked in tabs; **no twill jeans or cargo pants.** **Uniform walking shorts may be worn from the first day of school until October 23 and from April 24 to the end of the school year. Shorts may not be worn on Wednesdays.**
- **Long or short sleeve light blue, navy white or khaki** collared knit shirt or white or blue button down oxford shirt, with St. Mary Nativity logo monogram.
- Navy blue or white socks without a logo
- Navy blue sweatshirt / cardigan with school logo.
- Shoes - soft-soled, with a heel no higher than 1” dress shoes in brown, black, navy or tan or **solid black gym shoes** can be worn.

School Uniforms are purchased from **Dennis Uniform Co.**, 1141 N. Main St., Lombard, IL 60148; (630-932-7171). Embroidered St. Mary Nativity monogram logos may be added to knit shirts, blouses and uniform vests. They can be dropped off at the School Office. The charge is \$5.00 per item. Allow a few weeks for delivery.

Gym Uniform

Kindergarten–Grade 2 students do not change into a gym uniform and can wear gym shoes to school on P.E. day. Children in grades 3-8 wear a blue T-shirt, navy blue shorts, and gym shoes. The State requires that students must wear gym shoes in order to participate in physical education classes.

The gym uniform is available for purchase/order at summer orientation and will be ordered when minimum ordering quantities are reached throughout the school year.

Non-Uniform Days

Guidelines for length of skirts, socks, hair, jewelry and make-up apply to no uniform days. **A student wearing inappropriate, offensive pictures, logos or sayings on T-shirts will be asked to wear their shirt inside out and be in uniform on the next no uniform day.**

Dress Up Day

On ‘Dress Up Days’ students are not required to wear their uniforms. No blue jeans, shorts, T-shirts or sweats are allowed. Dress Trousers and shirts for boys. Ties are optional. Dress/skirts are recommended for girls. Students are expected to wear socks, tights or nylons. Dress shoes must be worn. **No gym, athletic, sport or hiking shoes. Students wearing inappropriate clothing to school will be required to call home for her parents to bring appropriate clothing for them to wear at school.**

Dress Down Day

Students may wear blue jeans, T-shirts and sweatshirts - **more appropriate casual clothing than on ‘Dress up Day’.** Gym shoes may be worn.

Knights Spirit Day

Students may wear Knight Spirit wear T-shirt or sweatshirt with blue jeans or navy blue uniform trousers/slacks. Clean gym shoes may be worn. **Athletic uniforms may not be worn.** If students do not have Knight Spirit clothing they **MUST** wear uniforms on these days. No shorts are permitted.

School T-Shirts

Principal's approval must be obtained in order to have any T-shirts designed with the school logo and student's name embossed. A permission form must be sent home and filled out by each student's parents. It is necessary for each student to return this form with their parents' approval or denial in writing. These forms must be handed-in to the office and kept on file.

Hair/Jewelry/Make-up

- A simple hairstyle is expected; **hair coloring, hair lightening, fad styles and/or shaved designs are not permitted.**
- Boys hair must be above the collar, and eyebrow, no longer than mid ear, off the side of their face and not hanging in their eyes.
- **Make-up/nail polish/sports grease is not permitted.**
- No jewelry is permitted.
- Girls may wear only post (stud) earrings; limit one per earlobe
- Boys may not wear earrings
- Girls hair accessories must be small and simple and not distract.
- No excessive cologne or perfume is permitted
- All students may wear a simple, non-distracting religious pin or medal
- All students may wear a simple wristwatch
- Only jewelry listed is allowed

Students who disregard above guidelines will be asked to remove items immediately.

“No Uniform” Pass

Students may earn “No Uniform” passes issued by the principal. Students may redeem these passes on uniform days only. **SHORTS ARE NOT TO BE WORN** on uniform or “no uniform” days. Shorts may only be worn from the beginning of the year to October 25 and from April 28 to the end of the year. **Clothing must be clean and fit correctly. *Faded, worn, baggy, torn or tight clothing is never acceptable for school attire.***

The Principal has the final authority to determine if any part of a student's uniform, shoes, hair, etc. is inappropriate for school. The principal has the discretion to require any boy or girl to have a haircut within a specified amount of time.

FIELD TRIPS

Field trips are planned as educational activities directly related to the curriculum or as a reward as approved by the principal. A parent must sign a permission slip if their child is to participate in the activity. All cost, including transportation, must be paid by the student/parent. Those children who do not participate in the field trip may need to attend school.

Overnight activities shall not be sponsored by elementary schools except in the following instances:

- Retreat Experiences
- Outdoor Education Programs
- Vocation Experiences
- In-state Educational Trips (i.e. Springfield, Chicago)
- In-state Competitions (i.e. Science Fair, Music – national competitions may be allowed on a case-by-case basis)
- In-state Conventions (i.e. Student Council)

- No trips to Washington, New York, Boston, Williamsburg, etc. will be allowed at the elementary level.
- The Superintendent's approval is required for all overnight activities. Midnight-to-midnight trips will not be allowed.

Field Trips will not be allowed unless the destination is within a three-hour drive from school.

All field trips must follow Diocesan regulations for chaperones and these additional concerns:

- Protecting God's Children
- Criminal Background Checks
- Number and Sex of Chaperones
- Clearly written Educational Purpose
- Transportation
- Permission Slips
- Medical Release Forms

Off Campus Conduct

The administration of St Mary Nativity School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expected of its students. This off-campus behavior includes, but is not limited to, cyber bullying.

The School Board

A public school board is constituted as regulatory; one which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative board of a Catholic school.

A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school committees or boards are consultative in nature. A consultative board participates in the policy-making process, but never enacts policy.

The School Board uses a consensus model of decision making and the work of preparing recommendations is done in sub-committees that correspond with identified areas of responsibilities.

The School Board Members are; The Pastor, Principal, School Board Chairperson and the Chairs of each committee. The Board Chair sets the agenda with the Principal, Monitors the Board's Calendar, and along with the Committee Chairs, oversees the Subcommittees to set their action plan and attend the subcommittee meetings and prepares a report for the School Board Meetings.

Subcommittee's members will be identified by the School Board Members and invited to use their skill set in the identified areas. The Subcommittee would meet on a monthly basis or more if called by the School Board Member who oversees that subcommittee. The Subcommittee would develop and execute a yearly action plan for their area that promotes school vitality and is approved by the Executive Committee.

SCHOOL BOARD COMMITTEES

- **INSTITUTIONAL ADVANCEMENT:** Area of responsibility includes; Marketing, Enrollment, Recruiting and Retention
- **GRANTS & THIRD REVENUE STREAMS:** Area of responsibility includes; seeking of Grants and Writing and Exploring Third Revenue Streams
- **HOME & SCHOOL ASSOCIATION:** Areas of responsibility includes; School Fundraising and School Social Events & Activities
- **LEGISLATIVE ACTION GROUP:** Areas of responsibility includes; Receiving and Responding to Legislative Action alerts and Parent/Ambassador Program

ATHLETICS: Area of responsibility includes; set up and oversee the athletic program including representative to conference, scheduling and financial collections and operation.

What the School Board is Not

The Parochial School Board does not act as a **grievance committee**. It does not hire, evaluate, or terminate faculty

members. The School Board does not administer the school. It does not tell the Principal how to administer the school; rather it gives recommendation through consensus. The board does not regulate the instructional program or involve itself in matters of curriculum.

Communication with the School Board

Whenever anyone has a concern that falls within the scope of school board matters, they are welcome to come and address the board at any regularly scheduled board meeting. During the school board meeting, a time has been allocated for visitors. Visitors will be welcome to share their concern at that time provided it falls within these parameters:

- Anyone wishing to address the board needs to outline their issues in writing and submit them to the Principal or Board President one week before the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.
- Only those people who have been placed on the agenda will be permitted to address the board during the explicit time allocated for such communication.
- Those addressing the board should focus their presentation on only those issues approved prior to the meeting.
- Any communication which is not expressed in a calm respectful manner will not be tolerated.

At the board meeting the board members will simply receive, without response or interaction, the comments of the person making the presentation. The president will thank the speaker. After the meeting it will be determined how to follow-up the speakers presentation.

MISSING PERSON AND HIS/ HER SCHOOL RECORD

St. Mary Nativity School shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police. The procedure is as follows:

- Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person.
- The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

SUBSTANCE ABUSE INTERVENTION PROGRAM

St. Mary Nativity School shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the principal of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity: person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the principal or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Students shall be advised of this policy. In the case of student overdose from drugs/alcohol, emergency medical procedures are followed:

- Parents are notified.
- If necessary, local paramedics are called.
- Following the handling of the medical emergency, the policy for chemical abuse will be followed.
- The Principal will attempt to notify the parent(s) by phone to explain the incident and arrange a conference, to be held within 36 hours of the incident. If telephone contact cannot be made, written communication will be sent.
- The student will receive an out-of-school suspension for a time determined by the principal.
- An alternative to suspension is possible. This option includes a chemical dependency assessment through an approved facility, and follows through with assessment recommendations. The school will provide a list of approved facilities from which the parent/guardian may choose. The assessment and other education/treatment costs will be the responsibility of the parent/guardian.
- The suspension of the student, who agrees to be evaluated and treated, if necessary, will be commuted to a time determined by the principal.
- The parent must notify the school that the student has been evaluated, and that the student/parent(s) intend to comply with the recommendations. If the school receives such notification by phone within the first 5 days, the student may reenter school on the sixth day.
- If the student/parent(s) do not agree to pursue the recommendations of the professional assessment, or fail to do so after making such a commitment, the student will be suspended or expelled
- A second offense will merit unconditional expulsion.

FIREARMS ON SCHOOL PROPERTY

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the principal or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

ATTACKS ON SCHOOL PROPERTY

Upon receiving a written complaint from any school personnel, the principal or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

PARENT SEX OFFENDERS

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent’s or guardian’s presence on school property. It is necessary to have these parameters formally written, reviewed and agreed upon by the parents, principal, pastor and the Diocesan attorney. The signature of these parties is necessary before the child is accepted in the school. Failure to comply with the agreement may be cause for disenrollment of the child. (adopted 2010)

ISSUES REGARDING SCHOOL PERSONNEL

The administration and staff are committed to effective and appropriate communication. If an issue arises it is first addressed to the person(s) involved. If the issue is not resolved the supervisor of the school staff is contacted. At the local level, the principal supervises teacher/staff members and the pastor supervises the principal.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools

Office acts to resolve the issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them.

If a personnel issue is expressed to the local school committee as a whole or to a committee member as an individual, it is referred to the person's supervisor for study and possible solutions. The employee is given an opportunity for explanation, comment or presentation to the supervisor of the facts as he/she sees them.

DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE

STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE

THE CATHOLIC SCHOOLS OFFICE OF THE DIOCESE OF JOLIET AND THE SCHOOL OF ST. MARY NATIVITY SUPPORT THE USE OF TECHNOLOGY IN THE INSTRUCTIONAL PROGRAM THROUGH INTERNET CAPABLE DEVICES AND DIGITAL EQUIPMENT (SOMETIMES COLLECTIVELY REFERRED TO AS "TECHNOLOGY RESOURCES"), AS A MEANS TO FACILITATE LEARNING AND TEACHING IN AN INTERCONNECTED DIGITAL WORLD.

ALL USES OF TECHNOLOGY RESOURCES SHALL BE FOR EDUCATIONAL PURPOSES ONLY, AND WILL BE CONSISTENT WITH THE DIOCESAN AND SCHOOL'S GOAL OF PROMOTING CATHOLIC VALUES AND TEACHING, AND 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. BOTH THE PARENT/GUARDIAN AND STUDENT USER ACKNOWLEDGE THAT THE CODE OF CONDUCT HEREIN ALSO APPLIES TO PERSONAL ELECTRONIC DEVICES, INCLUDING, BUT NOT LIMITED TO CELL PHONES AND OTHER HANDHELD DEVICES, LAPTOPS AND NOTEBOOKS/TABLETS ("PRIVATELY OWNED DEVICES"} STUDENTS AND THEIR PARENTS OR GUARDIANS ARE ADVISED THAT THE DIOCESE OF JOLIET CATHOLIC SCHOOLS MAY NOT REQUEST OR REQUIRE A STUDENT TO PROVIDE A PASSWORD OR OTHER RELATED ACCOUNT INFORMATION IN ORDER TO GAIN ACCESS TO A STUDENT'S ACCOUNT OR PROFILE ON A SOCIAL NETWORKING WEBSITE. THE SCHOOL MAY CONDUCT AN INVESTIGATION AND IF THE SCHOOL HAS REASONABLE CAUSE TO BELIEVE THE CONTENT OF A STUDENT'S SOCIAL MEDIA ACCOUNT HAS VIOLATED A DISCIPLINARY RULE OR POLICY OF THE SCHOOL, THE LAW REQUIRES THE STUDENT TO PROVIDE SOCIAL NETWORKING WEBSITE PASSWORDS OR OTHER RELATED ACCOUNT INFORMATION TO GAIN ACCESS TO THE STUDENT'S ACCOUNT OR PROFILE. (IL SCHOOL CODE 105 75/15, ILLINOIS PUBLIC ACT 098-0129)

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 CULTIVATE AND MANAGE THEIR DIGITAL IDENTITY AND REPUTATION AND ONLINE SOCIAL INTERACTIONS IN WAYS THAT ARE POSITIVE, ETHICAL, SAFE AND LEGAL.. 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 AND AT HOME WHEN IN POSSESSION OF A SCHOOL OWNED DEVICE.

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 - EXPECTATIONS FOR CONDUCT GRADES K-2, 3-5 AND 6-8 ARE DEFINED WITH THE EXPECTATION FOR AGE APPROPRIATE BEHAVIOR WHEN USING TECHNOLOGY.

3. 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.

4. 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 TO VISUAL DEPICTIONS THAT ARE VIOLENT, OBSCENE, CONSTITUTE CHILD PORNOGRAPHY, OR ARE OTHERWISE HARMFUL TO MINORS.

5. 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.

6. 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.

7. 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.

8. 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/PAR

DIOCESE OF JOLIET: CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines.

However, the Diocese and Schools of the diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.

1. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
2. Photographs or videos of students posted on the school website shall not 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.
3. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own profess use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
 - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
4. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
5. Forms of release for videotaping, photographing of students **are not required** from the parent/guardian when:
 - A. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 - B. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
 - C. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being

obtained in public places (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.

D. Outside news media videotape or photograph students in areas

E. Video cameras are in use to monitor public areas of a school / church facility or bus.

Parent Guide: Understanding & Preventing Child Sexual Abuse

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 may have already received much information.

The following pages are 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 the following pages 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 the following pages or if you need more information.

*Sincerely,
Molly Fara, LCSW
Chancellor, Diocese of Joliet
425 Summit Street, Joliet IL 60435
www.dioceseofjoliet.org*

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 references 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 rule.
- 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 child'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 about 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)

DIOCESE OF JOLIET: POLICY REGARDING SEXUAL ABUSE OF MINORS (Revised February 2013)

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* was approved by Pope John Paul II. In June of 2005, the *Charter* and the *Norms* were revised, and in 2011, the *Charter* was 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 1993, in June 1997, in June 2003 and July 2008. As with the previous edition, this policy is intended to be in conformity with 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. 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. The policy is also to be published on the diocesan website.

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 the acquisition, possession, or distribution of pornographic images of minors for the purposes of sexual gratification, by whatever means or the use of whatever technology.

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 vulnerable adult is one who habitually lacks the use of reason (Canon 99) or who, because of mental or physical disability is incapable of protecting himself/herself from sexual abuse.

G. Director of Child and Youth Protection

The Director of Child and Youth Protection, also known as the Director, is appointed by Bishop to oversee the workings of the Diocesan Office of Child and Youth Protection.

III. POLICIES

A. Healing and Reconciliation

1. Ministry to Victims

The Victim Assistance Coordinator, appointed by the Bishop, is to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused as minors or vulnerable adults. Such care will serve to nurture healing and reconciliation.

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.

Appropriate assistance is offered to victims in accord with recommendations of the Review Board. This may include counseling, spiritual direction, support groups or other social services.

2. Ministry 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.

When an accusation has been unfounded, the diocese provides pastoral assistance, including psychological counseling to a person who was wrongly accused. All efforts are made to restore the good name of the person falsely accused (*USCCB Norms 13*).

3. Ministry 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.

B. Prevention

1. Education

To foster a safe environment for children and vulnerable adults the Diocese is to have in place educational programs which include information about sexual abuse, its identifying signs, controlling access to children, appropriate boundaries in relationships, reporting incidents of abuse and the effects of abuse on victims.

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to present proof of attendance at a Virtus *Protecting God's Children* program.

This requirement applies to all persons 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.

All persons who continue involvement with minors are required to participate in an updating educational program at least annually.

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

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers 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 persons 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 Office of Formation of Priests and Deacons is responsible for providing programs of human formation for chastity and celibacy that will assist clergy in living their vocation in faithful and integral ways. (*USCCB Charter 17*)

2. Screening

Prior to beginning service, all clergy, seminarians, diaconal candidates, religious, employees and volunteers are required to undergo a criminal background check. This requirement also applies to all persons 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*). Background checks are to be performed every five years for all persons who continue involvement with minors. All seminarians, extern priests, diaconal candidates, and 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, as well as at least two references who are not relatives.

Hiring agents must review the employment history and the references provided. All documents must be retained in the employees' file during the time of employment.

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 of Joliet, his diocesan bishop or religious superior is to provide the Bishop with a written statement of suitability for ministry including

information regarding allegations of sexual abuse.

No priest/deacon of the Diocese of Joliet 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 of Joliet 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.

C. Response to Allegations

1. Reporting

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

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

Reporting abuse of a vulnerable adult is made to the appropriate state agency.

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

Procedures for making a complaint are available on the diocesan website, at parishes or diocesan offices, and are the subject of periodic public announcements.

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

2. Assessment and Determination

a. The Bishop is immediately informed of any allegation. If he determines, after consultation with others, that there is a semblance of truth to the allegation, and that it is not manifestly false or frivolous, the assessment process begins. (Questions & Answers Regarding the Canonical Process for the Resolution of Allegations of Sexual Abuse of Minors) However, in no way will the process conflict with an investigation being pursued on a state or federal level.

b. The Bishop notifies the Director of the Office of Child and Youth Protection (hereafter referred to as the Director) of the allegation, who in turn notifies the Review Board. He then appoints the Director to oversee an investigation. This investigation will be conducted by professional investigators and may include other competent professionals such as diocesan counsel and members of the Review Board.

c. The Review Board advises the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. (*USCCB Charter 2*)

In certain cases, the Review Board may consider it important to speak directly with the person making the allegation, the accused person, or other persons for the sole purpose of gathering additional information. The Board will also offer to the Bishop other advice it considers pertinent to the case.

d. The Bishop has sole responsibility for deciding if it is more likely than not that sexual abuse has occurred and for determining any action with regard to the accused. In the case of clerics of the Diocese of Joliet, with sending the case to the Congregation for the Doctrine of the Faith in Rome, all in accord with Canon Law.

e. After reviewing the case, the Congregation will advise the Bishop as to which canonical processes are to be followed.

APPENDIX

REVIEW BOARD

The Review Board is a consultative body that advises the Bishop regarding allegations concerning the sexual abuse of minors and vulnerable adults and related issues. (*USCCB Charter 2, Norms 5*)

A. Membership

The Review Board, 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, education, treatment of sexual abuse of minors, or 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 Board may include a representative of the Bishop, a canon lawyer, the Promoter of Justice, 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 once (*USCCB Norms 5*).

The Bishop has the right to terminate the appointment of a member at any time.

C. Meetings

The Review Board convenes whenever there is business to conduct or assembles at least on an annual basis. It will ordinarily meet in person, but members may participate by conference call.

D. Duties

Members of the Review Board are to:

- Advise the bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry.
- Review diocesan policies and procedures for dealing with sexual abuse of minors on a regular basis.
- Advise the Bishop, as requested, on all aspects of cases, whether retrospectively or prospectively.
- Provide new members with an orientation to the Board and present them with 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.
- Attend all meetings, especially those involving particular cases.

E. Criteria for Making Recommendations

- A simple majority of the entire Committee membership is needed to make a recommendation to the Bishop.
- Members may be present in person or electronically
- When considering an allegation of sexual abuse, each member decides, after considering all the evidence presented, whether the allegation is more probably true than not.

F. Communication

The Bishop will insure that the alleged victim and the accused are provided with appropriate and timely information about the progress of the case.

G. Confidentiality

Deliberations and conclusions reached by the Review Board are to be held in strictest confidence. The Bishop, or his authorized representative, are the only persons who communicate with the alleged victim and the accused, the media or any other persons.

DIRECTOR OF CHILD YOUTH PROTECTION

The duties of the Director of the Office of Child and Youth Protection include, but are not limited to the following:

- Oversee the implementation of this Policy on a regular basis.
- Report regularly to the Bishop and the Review Board about the implementation of this Policy and the progress of individual cases of abuse.
- Supervise the work of the Victim Assistance Coordinator.
- Serve as the central information point for child abuse issues among pertinent members of the Diocesan Curia and diocesan attorney.
- Maintain all records pertaining to child protection and child abuse.
- Provide staff assistance to the Review Board.

- Prepare for the annual audit.
- Communicate to the public, i.e., within the Church community and beyond, the efforts of the Diocese of Joliet to prevent the abuse of minors and to heal past abuse.

VICTIM ASSISTANCE COORDINATOR

The duties of Victim Assistance Coordinator include, but are not limited to the following:

- Receive allegations of sexual misconduct against minors and vulnerable adults.
- 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.
- Inform the Bishop of allegations including any anonymous allegations or allegations that do not contain sufficient information.

CONFIDENTIALITY AGREEMENT

The Diocese does not enter into settlements which bind the parties to confidentiality settlements unless the victim requests confidentiality and this request is noted in the text of the agreement (*USCCB Charter 3*).

RECORDS AND REPORTS

The Director maintains written and electronic documentation regarding all information acquired by the Review Board, its determinations 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.

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 Board.

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.

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 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*.
 - Appropriate criminal records check. 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. Additional procedures, such as reference checks and face-to-face interviews are recommended for new applicants.

Volunteers for programs working with minors in parishes should be registered members of the parish for at least six months before being placed in a volunteer position with minors. With care, exceptions may be made for parents of minors who can demonstrate evidence of satisfactory ministry with minors from a previous parish.

F. Program Supervision

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

G. Reporting Violations

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

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

H. Education, Distribution and Acknowledgement

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

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

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

www.dioceseofjoliet.org

All Church personnel are required to comply with the *Standards of Behavior for Those Working with Minors*.

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*)

St Mary Nativity Parent and School Commitment

We, as parents and teachers, acknowledge the importance and value of Catholic education and spiritual formation. As parents, we have selected Catholic education over private or public education to significantly strengthen our children's identities as followers of Christ and members of the Roman Catholic community.

Our mutual goal as parents, teachers, and administrators is to stimulate the spiritual, moral, intellectual and social growth of our children. We parents are the primary religious teachers by the way we live our lives and give daily expression to our values. The school will share that responsibility through a strong curriculum; teaching at the highest caliber and giving example of care, love and support to our children.

Parents' Commitment

We parents agree to live our religious, educational and financial commitment in many ways primarily by:

- Regularly attending Sunday parish worship with our children. We recognize and accept that Mass is an integral part of our Catholic school program. We also agree to be active parishioners through our participation in parish programs and activities;
- Prayer and example of Christian living in our home;
- Attending any special meetings for parents convened by our Pastor or Religious Education Director for the purpose of religious formation or enrichment;
- Actively promoting our identity as Catholics and as a family in the Roman Catholic church;
- Reinforcing Catholic teachings with periodic home discussion regarding topics covered in religion classes;
- Understanding that our teachers are professionals and should be given all due respect for their commitment and intentions to serve our children. Moreover, we will support them by:
 - volunteering our assistance and active cooperation;
- Reading the Family Handbook, reviewing school policies and procedures with our children and abiding by the spirit and expectations of the handbook. A sign-off sheet, which is to be signed and returned to the school, is provided;
- Teaching our children to display respectful behavior towards others;
- Providing our children with required school uniform and school supplies, and making sure they

attend school each day it is in session and that they arrive on time.

- Attending all orientation sessions, Back-to-School night, parent-teacher conferences and any other special meetings convened;
- Fulfilling our financial obligations as outlined in the financial policy;
- Participating and cooperating in all areas of fund-raising;
- Being active parishioners and helping to financially offset the cost of our Catholic school by contributing through the weekly parish envelopes. Parents should also encourage children to practice stewardship in gratitude for God's blessings.

Note: While we recognize some of our parents are not Catholic and/or not parishioners of St. Mary Nativity, the expectation is that you will regularly attend and actively participate in your worship service. Furthermore, with the exception of those items specifically addressing the Catholic faith as well as the financial support of the parish through use of the weekly envelopes, all other commitments are relative.

School Staff's Commitment

The school staff agrees to fulfill our commitment in a variety of ways, primarily by:

- Teaching the consistent Roman Catholic faith and traditions as expressed in our rituals and practices.
- Continuing our religious education training and actively giving witness to our Catholic faith through our daily teachings and living.
- Properly preparing for each class in order to attain curricular objectives.
- Fostering a class environment where questions, discussions and suggestions are welcome and concerns addressed.
- Striving to treat students fairly and respect their individual faith journeys.
- Inviting parental participation and maintaining open communications.
- Maintaining a safe and orderly environment.
- Maintaining high expectations for student achievement.

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