

News & Notes from the Principal's Desk
†Christ Be Our Light
September 9, 2009

Dear Parents and Guardians,

Our halls are decorated and we are ready to run! We thank our Trak-A-Thon Committee for their spirit, time, and preparations for the Trak-A-Thon! We are excited about this upcoming event!

Wednesday Folder: Please read, sign, and return the enclosed volunteer forms to the school office.

Summer Reading: Please return student summer reading lists to Mrs. Chrusciel by Friday, September 11. Mrs. Chrusciel will present Summer Reading Awards after Mass on Wednesday, September 16.

Wauconda Library Cards: We gave our class lists and new applications to the library for the contest! Thank you for helping us with this contest. We will share the results when we have them.

Parent/Student Handbook: Please note that on page 33 of our handbook, you may opt out of volunteer hours by paying the \$500.00 fee, not \$200.00 fee. I apologize for this typo.

Uniforms: Shorts may be worn through November 1, 2009.

Parents As Partners: Thank you for attending this important meeting!

A Reminder from the Transportation Center: It is an Illinois State law that when a school bus has its red lights and stop arm sign flashing, all motorists must stop. If you are on a two-lane highway, all vehicles from either direction must stop. If you are on a multi lane highway, all vehicles moving in the same direction of the bus must stop. This also includes buses at schools as well. All vehicles must remain stopped until the red flashing lights are no longer activated. If you pass (this includes the side of the bus where the students exit) the school bus while the bus is loading or unloading students (when the red flashing lights are lit) the driver will record your license plate and it will be turned in to the police. You could be ticketed or fined. Repeated offenders face the possibility of losing their license. Please refer to the Illinois Rules of the Road or cyberdriveillinois.com for more detailed instructions.

Lottery Calendar: Congratulations to our \$50.00 winner, Mary Schweinsberg!

Yours in Christ,

Mrs. Tina Vakilynejad
Principal

Code of Conduct for Church Personnel

As someone who ministers to young people, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people. To achieve this, I will:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other closed room.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, web sites, computer software, or entertainment.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.
- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors. No form of physical discipline is acceptable.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I will:

- Report any suspected child abuse to the proper authorities.
- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.
- Avoid overnight stays with a minor unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors in private residences or rectories.
- Avoid driving alone in a vehicle with a minor.

- Refrain from giving expensive or inappropriate gifts to a minor.
- Avoid meeting privately with minors in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors through e-mails or the internet. Only share work/ministry related e-mail addresses with minors. Do not participate in chat rooms with minors.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Pats on the shoulder or back.
- Hugs.
- 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.

Conduct that is Not Permissible

Some forms of physical affection have been used by adults 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:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the site where you are an employee or volunteer.

Code of Conduct Acknowledgement Form

Archdiocesan, Religious and Extern Priests

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

Archdiocesan

Extern

Religious _____

Community

The signed Code of Conduct Acknowledgement Form shall be kept in personnel files at the Pastoral Center. Please return the acknowledgement form to:

Archdiocesan Priests

Office of the Chancellor
Archdiocese of Chicago
P. O. Box 1979
Chicago, IL 60690-1979

Religious/Extern Priests

Rev. Jeremiah Boland
Archdiocese of Chicago
P. O. Box 1979
Chicago, IL 60690-1979

Code of Conduct Acknowledgement Form

Diaconate Community

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the “Measures to Aid Observance of the Code of Conduct” and the “Practical Suggestions” and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in personnel files at the Diaconate Office. Please return the acknowledgement form to:

Rev. Michael Ahlstrom
Office of the Diaconate
816 Marengo Avenue
Forest Park, IL. 60130

ARCHDIOCESE OF CHICAGO

FORM 7103

An Equal Opportunity Employer

Application for Employment or Volunteer Service

We thank you for filling out this form which is designed for those applying for a position with any department, agency, or parish of the Archdiocese of Chicago, including current employees or applicants seeking paid employment or volunteer work involving regular contact with children.

The Archdiocese complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of the position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified handicapped individuals.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

BASIC INFORMATION: (Please print.)

NAME _____
Last First Middle

ADDRESS _____

City State Zip

TELEPHONE (____) _____

Are you legally eligible for employment in the U.S.? _____ SS # _____ / _____ / _____

Have you ever used a surname other than indicated? _____ If yes, state name and explain _____

Position applied for _____ Date available _____

Salary requirements (if applicable) _____

How were you referred to us? _____

EDUCATION:

NAME	ADDRESS	MONTH/YEAR	DEGREE
HIGH SCHOOL			
COLLEGE			
GRADUATE WORK			
OTHER (Describe)			

EMPLOYMENT:

Please list chronologically your employment and volunteer activities during the past 5 years. If there were times you were not employed nor volunteering, include those dates and describe your principal activities.

HIRE DATE	TERM DATE	POSITION HELD	EMPLOYER & SUPERVISOR	TELEPHONE	REASON FOR LEAVING

If you have never been employed or volunteered, please list three personal references.

_____ Telephone _____
_____ Telephone _____
_____ Telephone _____

References checked:

_____ Date _____ By _____
_____ Date _____ By _____
_____ Date _____ By _____

Have you ever been convicted of a crime? (Yes or No) _____. If you have been convicted of a crime other than a minor traffic offense, please state the following: Nature of conviction, date, sentence received, sentence served including date and location, probation or parole officer, and any other facts or circumstances you wish to provide.

I certify that the above information and statements are true and complete to the best of my knowledge. I understand that any misstatement or material omission from this application may result in my disqualification from consideration for a position and may be the basis for termination of my services.

I authorize the Archdiocese or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

SIGNATURE _____

DATE _____

FOR CURRENT EMPLOYEES OR APPLICANTS SEEKING PAID EMPLOYMENT OR VOLUNTEER WORK INVOLVING REGULAR CONTACT WITH CHILDREN:

I am aware of the Illinois Abused and Neglected Child Reporting Act and its reporting requirements.

Signature

Date

Your Date of Birth _____

NOTE TO CHURCH OR SCHOOL:

In order to determine the suitability of the applicant, it is very important that all of the previous references be contacted. The person who has checked references with previous employers or personal references should put initials and date of contact next to the names listed on this form and attach comments or written verification.

In cases of paid employees (as versus nonpaid volunteers), a completed I-9 Form (to verify legal eligibility for employment according to the immigration laws) must be kept on file with the application form.

WELCOME BACK

IT IS NEVER TOO EARLY TO START EARNING YOUR VOLUNTEER HOURS

Please remember to submit your approved vouchers to
Rosita Stein through the school office.

Remember, there are many activities to earn your
volunteer hours:

- We offer 1 volunteer hour for attending School Board, TFSA or Athletic Board meetings. This program is limited to 5 hours per year/family.
- Our annual dinner/auction could use your help
(contact: Teresa Marti)
 - Marketing Committee (contact: Teresa Marti)
 - Events Committee (contact: Shelly Schwalbach)
 - Alumni Committee (contact: Karen Aragon)
- Events for your child's classroom (contact: classroom teacher)

Thank you and we look forward to having a wonderful
school year!

FUN LUNCH

Welcome back to school and to the TFSA sponsored Fun Lunch program!

Fun Lunch is a fund raising program that TFSA coordinates twice a month for the children. Lunch is ordered from a fun local restaurant and brought to the school for the kids to enjoy along with a drink, chips and a dessert!

This year, Fun Lunch order forms will go home three times a year. The first order form covers October through December. The second order form will cover January through March. The last order form will cover April and May. Please mark your selections and send in a check payable to TFSA, instead of cash. If ordering for more than one child, please fill out a separate order form for each. You may write one check for all of your children, but please attach all your order forms together with the check. **NO LATE ORDERS ACCEPTED!**

PLEASE ALSO REMEMBER THAT THERE IS NO HOT LUNCH OFFERED ON THESE DAYS AND IF YOU DO NOT ORDER FUN LUNCH YOU NEED TO PACK YOUR CHILD A LUNCH AND DRINK FOR THAT DAY!

TO KEEP OUR COSTS DOWN AND MAXIMIZE OUR PROFITS, WE DO NOT ORDER EXTRA! PLEASE TAKE NOTE OF THE DAYS THAT YOU ORDER AND WRITE THEM DOWN ON YOUR CALENDAR.

Following is a complete list of all Fun Lunch dates:
October 9th and 23rd, November 6th, December 4th and 18th,
January 15th and 29th, February 19th, March 5th and 19th,
April 9th and 23rd, May 7th and 21st

If your child has a food allergy, please contact me at
gbmabjnolan@sbcglobal.net
so I can arrange a special lunch.

Thank You,
Beth Nolan

FUN LUNCH – Fall 2009

If possible, please send a check made payable to T.F.S.A. instead of cash!

Friday, October 9th – Burger King with chips, dessert and drink
\$4.50 per meal, plus **\$1.00** per additional item – **Enter Quantity Below**

Hamburger _____ Cheeseburger _____ Chicken Nuggets _____

Drink – *Circle One* White Milk Chocolate Milk Juice

Friday, October 23rd – Panhandler’s Pizza with chips, dessert and drink
\$3.50 per meal, plus **\$1.00** per additional slice – **Enter Quantity Below**

Number of Slices _____ (*one slice of a 12" pizza, offered for smaller appetites*)

Drink – *Circle One* White Milk Chocolate Milk Juice

Friday, November 6th – Culver’s Hot Dog with chips, dessert and drink
\$4.00 per meal, plus **\$1.50** per additional hot dog – **Enter Quantity Below**

Number of Hot Dogs _____

Drink – *Circle One* White Milk Chocolate Milk Juice

Friday, December 4th – Luigi’s Pizza with chips, dessert and drink
\$4.50 per meal, plus **\$1.50** per additional slice – **Enter Quantity Below**

Number of Slices _____ (*one slice of a 16" pizza*)

Drink – *Circle One* White Milk Chocolate Milk Juice

Friday, December 18th – Burger King with chips, dessert and drink
\$4.50 per meal, plus **\$1.00** per additional item – **Enter Quantity Below**

Hamburger _____ Cheeseburger _____ Chicken Nuggets _____

Drink – *Circle One* White Milk Chocolate Milk Juice

GRAND TOTAL \$ _____

RETURN ORDER BY WED. SEPTEMBER 30TH. NO LATE ORDERS ACCEPTED.

Name _____

Grade _____ Teacher _____



*You are invited to a
Celebration of Catholic
Education and*

*Launch of the
Regional Catholic Middle
School*

November 8th 4-6pm

Middle School Campus – Wauconda, IL

Featured Speaker

Sister Mary Paul McCaughey, OP
Superintendent of Schools –
Archdiocese of Chicago

*with a Special Presentation from
Francis Cardinal George, O.M.I., Archbishop of Chicago*

Students, Parents, and Parishioners are
encouraged to attend this very special event