

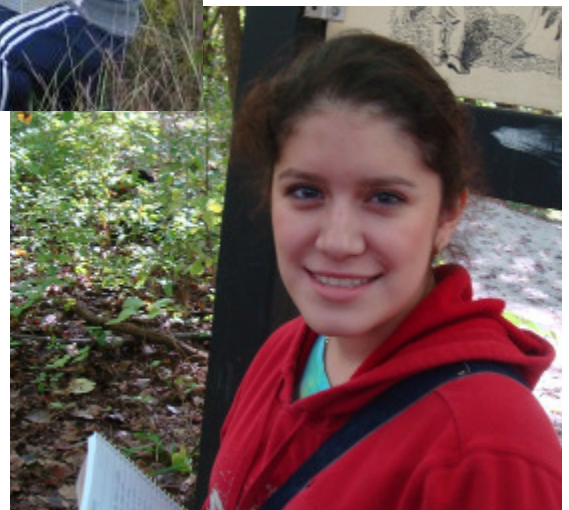
Integrated Science II Ecology Field Trip

Thursday, October 8th



As a chaperone you will see our students interact with the natural world firsthand.

Please join us for an unforgettable day with our students!



The Ecology Field Trip has been an essential part of the Integrated Science curriculum for several years. Every classroom sends 3 or 4 students to each of nine different sites of ecological importance across Chicagoland. After the field trip students present their findings to their classmates.



30 chaperones are needed to make this experience possible.



Your role as “an extra pair of eyes” at the field trip site is important for managing and ensuring the safety of our students.

You may even learn something along the way!



Our day begins at 7:45 in the dining hall, where we gather before heading out to the field trip sites.

All trips return to school between 2 pm and 3 pm.



Destinations include

- Shedd Aquarium
- The Field Museum
- Indiana Dunes
- Harms Woods
- Volo Bog
- Brookfield Zoo
- Water Reclamation District
- Bunker Hill Savanna

If your son or daughter will be on the trip, we'll schedule you to be with him or her.

We can also accommodate requests to chaperone an indoor or outdoor site.



Requirements for Chaperoning

①

Send an email to let us know you want to chaperone

Estimated Time Commitment: **5 minutes**



Online

Please send to **ecologyfieldtrip@ignatius.org**. In your email please let us know your son or daughter's name and science teacher, along with any preferences you may have for the trip.

②

Complete an Ignatius Background Check

Estimated Time Commitment: **30 minutes**



Online

Go to **www.eappsdb.com/login.asp?orgz_key=23**.

You will first have to create a username and password.

When making a profile, the access code is the word “**ignatius**”

Detailed instructions on how to fill out the background check can be found by using the following path:

- Go to **www.ignatius.org**
- Click on “Parents” (at the top right of the screen)
- Click on “Volunteer Background Checks” (on the left)
- Click on “Background Checks” (on the left)
- Click on “Prospective Employee/Volunteer Check Instructions”

When filling out the background check, it is essential that all parts are completed, but please keep in mind that **short answers will suffice**.

If you have already completed the Ignatius online background check, you need not complete it again. Please let us know this is the case by emailing **ecologyfieldtrip@ignatius.org**.

3

Read and sign the attached Code of Conduct form

Estimated Time Commitment: **15 minutes**



On Paper

Please read the Code of Conduct for Church Personnel, then sign the attached Acknowledgement Form and return to the science department office. This is a new requirement, so we need everyone to complete it.

4

Fill out the attached CANTS form

Estimated Time Commitment: **5 minutes**



On Paper

Please send the completed form to the science department office. We need you to submit this form even if you've done so in the past.

5

Attend a VIRTUS workshop

Estimated time commitment: **2-3 hours**



In person

A workshop from the Archdiocese of Chicago called *Protecting God's Children for Adults* is now required of anyone working with students in a Catholic school setting. Once completed this workshop allows you to contribute to any Archdiocesan youth program in the future.

Please see the back of this sheet for details about Requirement #5.

We ask that you please complete these requirements by
Friday, September 18

Details for Requirement ⑤

To register for the VIRTUS workshop:

Go to www.virtus.org and click on “Registration” on the left. There is an online pre-registration tutorial for guidance.

You may register for any *Protecting God’s Children for Adults* session. For your convenience we have a session scheduled at Ignatius on Mini Class Night (Thursday, September 10th) from 4 pm to 6 pm. Please register for this session before Tuesday, September 8th.

Once the workshop is completed, please send a copy of the certificate you receive to the Science Department Office.

If you have already completed VIRTUS training...

...and Ignatius knows about it

This would be the case if you have chaperoned Post Prom or the Ecology Field Trip within the last two years and the Principal’s Office has a copy of your VIRTUS certificate. If so, please let us know by emailing ecologyfieldtrip@ignatius.org.

...and Ignatius does not yet know about it

Please send a copy of your certificate to the Science Department Office.

If you cannot find your certificate:

Go to www.virtus.org and log in with your username and password. (For assistance with usernames and passwords, call 888-847-8870.)

Click on the “My Training” tab at the top.

Click on “Training Compliance” at the bottom on the left side.

Click on “Proof of Attendance” at the top.

Please print out this page and send to the Science Department Office.

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

Volunteers/Employees

Parish/School/Agency SAINT IGNATIUS COLLEGE PREP

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 _____

Print Name of Department/Person you wish to volunteer in/with:

Saint Ignatius College Prep Science Department

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

FOR OFFICE USE ONLY

Online Background Check Date _____

CANTS Form Date _____

Virtus Training Date _____

Please return to Science Department Office.

CANTS Form

Illinois Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: _____ Gender (circle): Male Female Race: _____

Current Address: _____
Street/Apt.

City: _____ State: _____ Zipcode: _____

Parish/School/Agency: _____

Your Position (Circle One): Priest Deacon Religious Order Lay Employee Volunteer

List all addresses at which you have resided in the past five years:

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signature Date

Please return to Science Department Office.