

Purpose: To document the teaching of annual safe environment training to all students in Catholic grade schools.

Directions:

1. In the table, list all the sessions in which the *Safe Environment Script*, *The Swimsuit Lesson*, or *Boundaries (grade 6-8 material)* were presented to children.
2. For each session, provide the date of the session, grade level of students, number of students present, number of students absent, number of student's whose parents' opted them out, the presenter's name, and mark box for material presented. Total the numbers of students present, students absent and number of opt outs at the bottom of the chart.
3. Do not include other safety curriculum on this page.
4. Page 3, Line a – Enter the total the number of students who received the safe environment session in school. Do NOT include all students who reviewed the material at home.
5. Line b – Enter the total the number of students who were absent and could not make up the session. (Note: for these students, send a copy of the material to the parents with a request that they review it with their child)
6. Line c – Enter the total number of students whose parents did not want them to attend (opt outs), if there were any. (Note: for these students, offer/send a copy of the material to the parents with a request that they review it with their child). Each parent must sign a **PARENT REFUSAL FORM**. Please keep all these forms on file.
7. Line d – Enter the number of students who left the school, enrolled after training or any other number necessary to make your total add correctly on the next line.
8. Line e -- Enter the total number of children enrolled in your school. Please make sure this number equals the sum of the four numbers above it!
9. Enter the data for the grade three assessments. Please make sure the number of grade three students matches the number in the table. For the average score, enter either the total number correct out of 6 possible (e.g. 4/6) or the percentage (e.g. 66.7%). For the range, use the number correct out of 6 or the percentage (e.g. 6/6 to 1/6 or 100% to 16%).
10. Enter the data for the grade six assessments. Please make sure the number of grade six students matches the number in the table. For the average score, enter either the total number correct out of 10 possible (e.g. 8/10) or the percentage (e.g. 80%). For the range, use the number correct out of 10 or the percentage (e.g. 10/10 to 6/10 OR 100% to 60%)
11. Please complete the information at the bottom of the page and review it with the pastor of the parish.
12. Return to: Cathie Cicchiello
Safe Environment Program
PO Box 390
Fort Wayne, IN 46801

FAX: 260-483-1881



DIOCESE OF
FORT WAYNE-SOUTH BEND
 SAFE ENVIRONMENT PROGRAM

Training Report for children enrolled in Catholic grade schools

School name _____ City _____

School year – July 1, 2018 - June 30, 2019

Date(s) of session	Grade	Number trained	Number absent	Number opt-out	Presenter of material to students	Material presented (check box or boxes)								
						Swim- suit Lesson Pre-K-Gr. 1	Script PreS- Gr. 3	Script Gr. 4-5	Gr. 6 lesson	Gr. 7 lesson #1	Gr. 7 lesson #2	Gr. 8 lesson #1	Gr. 8 lesson #2	Gr. 8 lesson #3
	PreS													
	K													
	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
	TOTAL													

- a) Total number of students who attended safe environment training sessions _____
- b) Total number absent _____
- c) Total number of opt outs _____
- d) Other (please explain: _____) _____
- e) Total number of students enrolled (this should be the total of a – d) _____

PARENT REFUSAL FORMS are on file for every student opted out. Yes No NA (circle one)

Grade Three assessment

- 1) Number of students who completed the assessment _____
- 2) Average score on the assessment for all grade 3 students _____
- 3) Range of scores (high to low) _____ to _____

Grade Six assessment

- 1) Number of students who completed the assessment _____
- 2) Average score on the assessment for all grade 6 students _____
- 3) Range of scores (high to low) _____ to _____

Form completed by: _____ telephone: _____
 Position: _____ e mail: _____
 Date: _____

Principal signature: _____ Date: _____

By signing below, I acknowledge the numbers above are accurate for my school. I also affirm that our parish has received the diocesan safe environment program and has implemented it as documented above.

Pastor signature: _____ Date: _____

Note: The pastor must sign this form before it is returned.