

STUDENT/PARENT HANDBOOK

2011-2012

ST. MARY'S SCHOOL

414 N. Main Street

Pontiac, Illinois 61764

Phone: (815)844-6585

Fax: (815)844-6987

E-mail: smsprinc@mchsi.com

Website: www.stmaryspontiac.org

NON-DISCRIMINATION IN ADMISSIONS POLICY

**No student shall be refused admission to St. Mary's School on the basis of race, color, sex, national or ethnic origin.
(Peoria Diocese Commission on Education, Policy D-111)**

Please Note: Material that is in italics has been added in 2011-2012

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SCHOOL PERSONNEL

PASTOR/SUPERINTENDENT

Monsignor Thomas E. Mack

PAROCHIAL VICAR

Reverend David Sabel

ADMINISTRATION AND FACULTY

Mr. Richard "Dick" Morehouse, Principal
 Mrs. Rita Mackinson, Kindergarten
 Mrs. Julie Kinate, Grade One
 Mrs. Christy Jones, Aide
 Mrs. Carol Duffy, Grade Two
 Mrs. Patti Muir, Aide
 Mr. Robert Plotz, Grade Three
 Mrs. Carole Voigts, Grade Four
 Mrs. Jorj Ann Casson, Grade Five
 Mr. Andrew Lawrence, Grade Six and Junior High Science
 Mrs. Katie Wille, Grade Seven and Junior High Math
 Mrs. Marilyn Hoke, Grade Eight and Junior High Social Studies
 Mrs. Katy Wilson, Art
 Mrs. Anne Corrigan, Music, Chorus, and Band
 Mrs. Lynne Verdun, Physical Education & Computers

COMMISSION ON EDUCATION

Mrs. Linda Lambert	Mr. Don Verdun, Chairperson
Mr. Jeffrey Muir	Mr. Robert Gregory
Mrs. Barbara House, Vice Chairperson	Mrs. Sue Ledford, Corresponding Secretary
Mrs. Kristi Wright	Mr. Gary Brunner

STAFF

Mrs. Danielle Gill, School Secretary
 Mrs. Janine Leonard, Part-Time Bookkeeper
 Mr. Dick Sargent, Custodian
 Mr. Mike Hoffman, Custodian
 Mrs. Connie Triplett, Lunch Room/Playground Supervisor
 Mr. Jim Morse, Lunch Room/Playground Supervisor
 Mr. Jim Brown, Lunch Room/Playground Supervisor
 Mrs. Alicia Janssen, Lunch Room/Playground Supervisor

CATHOLIC SCHOOL STATEMENT OF PURPOSE

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

MISSION STATEMENT OF ST. MARY'S SCHOOL

As part of the evangelization mission of St. Mary's Parish, St. Mary's School is dedicated to teaching children to know, love, and serve God, to developing their spiritual, academic, social, and physical gifts, and to promoting responsible Catholic Christian citizenship." (Commission on Education, 12/12/06)

SCHOOL MOTTO

To know. To love. To serve.

SCHOOL PHILOSOPHY

St. Mary's School is a Catholic co-educational community where human culture and knowledge illumined by Faith is shared and where students are helped to develop a sense of God, a sense of responsibility, a sense of direction, and a sense of mission.

SCHOOL GOALS AND OBJECTIVES

The faculty assumes the responsibility of assisting the parents, who are the prime and foremost educators of the child, in educating the whole child while preserving each child's own individuality and uniqueness. They hope to do this by establishing the following goals and objectives.

GOAL 1: To assist in the development of moral and spiritual values, ethical standards of conduct, and basic integrity.

OBJECTIVES:

- A. Encourage parents and teachers to set good examples.
- B. Provide religious instruction with opportunities to use moral and spiritual values and ethical conduct in a Christian atmosphere.
- C. Encourage upper class leadership and provide opportunities for them to set a good example.

GOAL 2: To help develop in all children a respect for the rights and properties of others as individuals and as groups.

OBJECTIVES:

- A. Teach consideration of others, e.g., taking turns, fair play, friendship, Christian love for one another.
- B. Expect and teach courteous speech, polite manners, and a quiet speaking voice.
- C. Provide instruction in the care of books, gym and playground equipment, desks, and building facilities.

GOAL 3: To develop in students a love and understanding of the Church of Christ and His teachings, and to help them develop a spiritual life of prayer and worship.

OBJECTIVES:

- A. Foster attendance at Mass on Sundays, holy days, and First Fridays.
- B. Provide celebrations for various liturgical seasons.
- C. Lead daily opening and closing prayers.
- D. Encourage sharing through missions.
- E. Provide opportunity for active participation in class liturgies.

GOAL 4: To provide all the students with knowledge of traditionally accepted fundamentals in all curriculum areas.

GOAL 5: To provide educational programs which take into account individual differences, needs, and rates of learning.

OBJECTIVES:

- A. Use ability grouping in reading.
- B. Enact diagnostic testing and continuous re-evaluation.
- C. Provide regrouping to meet individual needs.
- D. Sponsor field trips.

GOAL 6: To educate students in good health and cleanliness habits, and promote physical fitness.

OBJECTIVES:

- A. Use science curriculum units to teach health, hygiene, and safety.
- B. Provide a physical education program.
- C. Provide extra-curricular team sports for boys and girls.

GOAL 7: To prepare students to live productively and harmoniously in the community, state, and nation.

GOAL 8: To provide students with educational opportunities and experiences which emphasize the American heritage and the responsibilities and privileges of citizenship.

OBJECTIVES:

- A. Teach social studies relative to the history of the United States, the democratic processes of government, and the responsibilities of citizenship.
- B. Model democratic methods used in classroom management.

GOAL 9: To develop in students a deep appreciation and understanding of their lives through programs on Family Life, Drug and Alcohol Abuse Prevention, and Contagious Diseases, in accordance with the teachings of the Catholic Church.

We believe we can provide our students with an excellent education, Catholic in the best sense of the word. Success demands the finest efforts of the faculty, parents, and students working together and assisted by God's help.

The purpose of this handbook is to present the policies and activities of St. Mary's School. The policy statements are necessarily general, and the administration reserves the right to make specific applications as circumstances arise. Parents are asked to review this handbook with their children and to keep it for reference during the school year.

ABSENCES

In case of an absence, parents are to notify the school office by 8:30 a.m. For the safety of our students, if parents have not notified the school when a child is absent, the office staff will make an attempt to contact the parents at home and/or at work. If no phone contact has been made, the child must bring a note from the parent explaining the absence. If no word is received from the parent concerning the reason for the child's absence, the absence will be considered unexcused.

When children are absent during the day due to illness, they are not allowed to attend extra-curricular school functions in the evening. Violations of this rule will result in the absence being considered unexcused, with all grades for the day counting as zeroes. Exceptions for special events, such as the Christmas program and sacrament activities, may be granted by the principal.

Parents are encouraged not to remove their children from school for reasons other than illness. In cases where parents do remove their children from school for reasons other than illness, it shall be the responsibility of parents to:

1. Contact the children's teacher(s) and the school principal several days in advance to advise them of what days will be missed.
2. Meet with the child(ren)'s teacher(s) to discuss makeup work for all the days that will be missed and when the work will be due. Teachers are not obligated to have work ready prior to the student's absence.

Failure to complete and return the make-up assignments by the due date can result in a failing grade (zero). (11/2/93)

In addition, pupils absent from school must present a written excuse to their teachers from their parents or guardians stating the reason for the absence.

A pupil who has been absent for one-half of the quarter ordinarily shall not receive grades. Instead, the words "PROLONGED ABSENCE" will be inserted in the grade column for that period on the report card. Any pupil who is absent for twenty-five days or more during the entire school year could automatically be considered for retention. Each case will be decided individually.

Students who are absent over a period of time should request and do homework assignments. They should contact the teachers to find out which assignments were missed. It is the responsibility of the students to contact the teachers and do the missing assignments within a given amount of time. Generally, students have the same number of days to make up the work as the number of days absent.

When it is absolutely necessary for a child to be excused from school for medical or dental appointments, a note must be sent to the teacher 24 hours in advance except in the case of an emergency. This note is then sent to the principal. For the safety of the children, parents are asked to come to the school office to sign out their child. No student will be permitted to leave the building without the parent or some authorized adult. In the latter case, parents must send a signed note to the office with the name of the person who will be picking up the child.

In the case of a doctor or dental appointment, if the school has received prior notice and if the child has been present for at least half of the morning or afternoon session in which the appointment occurs, the child will not be counted absent.

A child who has been carrying a temperature should be fever-free for 24 hours before

returning to school. Students who are carrying an elevated temperature will be sent home. Parents should make sure that students who have been vomiting have been able to eat with no problems before returning to school. If an antibiotic is needed, the child should be on the medication for 24 hours before returning.

ACCEPTABLE USE POLICY

All use of the Internet shall be consistent with St. Mary's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribed behavior by users.

EDUCATIONAL PURPOSE

St. Mary's School supports the use of computers and the Internet in its instructional program in order to facilitate access to information, research, collaboration, and interpersonal communications.

The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs and learning styles of our students. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles of the Catholic Church, accepted rules of network etiquette, and federal and state law.

AUTHORITY

The electronic information available to students and staff does not imply endorsement of the content by St. Mary's School, nor do we guarantee the accuracy of information received on the Internet. St. Mary's School shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

SAFETY

To the greatest extent possible, users of the Internet will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

TERMS AND CONDITIONS

1. Acceptable Use: Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of St. Mary's School.
2. Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
3. Unacceptable Use: The student is responsible for actions and activities involving the Internet network. Some examples of unacceptable uses are:
 - a. Using the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of a US or State regulation.
 - b. Unauthorized downloading of software.
 - c. Downloading copyrighted material for other than personal use.
 - d. Wastefully using resources, such as file space.
 - e. Gaining unauthorized access to resources or entities.
 - f. Invading the privacy of individuals.
 - g. Using another user's account and password.
 - h. Possessing material authorized or created by another without his/her consent.
 - i. Posting anonymous messages.

- j. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang-related or illegal material.
 - k. Gaining access to chat rooms.
 - l. Using any computer without permission of a teacher.
 - m. Accessing the Internet without permission of a teacher.
 - n. Using E-mail without permission of a teacher.
4. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
 - a. Be polite; do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
 5. Indemnification: The user agrees to indemnify St. Mary's School for any losses, costs, or damages, including reasonable attorney fees, incurred by St. Mary's School, or arising out of, any violation of these procedures.
 6. Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or the computer lab. This includes, but is not limited to, the uploading or creation of computer viruses.
 7. Telephone Charges: St. Mary's School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line charges.

CONSEQUENCES FOR INAPPROPRIATE USE

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files belonging to others, copyright violations, or theft of services will result in the loss of privileges, disciplinary actions, and/or a report to the appropriate legal authorities for possible prosecution. Signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. (Note: Parents, students, teachers, and staff will be required to sign-off on this policy. The computer teacher will review the policy with each class at the beginning of each school year.) (Commission 10/16/01; revised 01/17/06)

ACCESS TO THE BUILDING

All doors will be locked during the school day. Access to the main building will be through the security system installed on the Main Street door near the office and on the old gym doors. All parents and visitors must check in at the school office upon entering the building. The inside art room door will also be locked throughout the day. Teachers, coaches, staff, and organization head officers will receive key fobs for the security system as needed. These are not to be transferred for use by any other person. **Coaches are to turn in their keys at the end of their season.(1/05)**

ACCESS TO SCHOOL RECORDS

Parents or legal guardians of a St. Mary's School student may request access to the education records of their children within a reasonable period of time not to exceed 45 days after the request has been made. Parents have the right to a hearing by the school to challenge the content of their child's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and to provide an opportunity for the correction or deletion of such records.

St. Mary's School will maintain a record in each student's file of all individuals (other than school officials, teachers, and local educational agency employees), agencies, or organizations which have requested or obtained access to the student's education records. The record will also indicate specifically the legitimate interest that each person, agency, or organization has in obtaining this information. This record of access will be available only to parents, to the principal and staff assigned to prepare and maintain the records, and to educational or government agencies authorized to audit the record-keeping system.

"Education record" means records, files, documents, and other materials which contain information directly related to a student and which are maintained by the school or by a person acting on behalf of the school. It does not include the records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. (1/05)

ACCIDENTS AND ILLNESS

It is of absolute importance that an emergency card for each child be on file from the first day of school and that information on the card be updated immediately if there is a change in information.

If a child becomes ill or is the victim of an accident during the school day, the office will contact the parent or a person indicated on the student's emergency card. No child will ever be sent home or to an empty house without the parent's knowledge and permission.

ADMISSIONS

I. ELIGIBILITY

In fairness to parishioners of St. Mary's Parish and with the desire to provide a Catholic education to as many Catholic students as possible, the following priority will be used for possible enrollment to St. Mary's School if registration exceeds capacity:

A. Baptized children whose siblings are already attending St. Mary's School and whose parents are practicing Catholic parishioners of St. Mary's Church.

Note: For the purposes of this document and St. Mary's Parish, the definition of practicing Catholic parishioners will be "a family with members baptized in the Catholic Faith who fulfill their Mass attendance obligations, are properly registered with the parish, support the parish according to their means, and are involved in parish activities as much as possible."

B. Baptized children of practicing Catholic parishioners of St. Mary's Parish and its missions enrolling their child in kindergarten.

C. Baptized children of practicing Catholic families from parishes which have no school of their own.

D. Baptized children of non-practicing Catholic families or children of non-Catholic families desiring a Catholic education consistent with the practices and guidelines set forth by the Peoria Diocese. Siblings of non-Catholics enrolled at St. Mary's will only be accepted into kindergarten if their acceptance would not exclude the child of a Catholic family desiring enrollment.

II. CRITERIA FOR ADMISSION AND CONTINUED ENROLLMENT

A. Catholic schools are established primarily for the formation of students in preparation for living as Catholic adults within a community inspired by faith; they are not havens for those who wish to escape problems relating to the achievement of social justice in the public sector.

B. Age requirements for admission follow the guidelines of the Illinois School Code: Kindergarten - 5 years of age by September 1; Grade One - 6 years of age by September 1. The administrator will determine the academic and social requirements for admission and the appropriate class placement and may deny admission if the student's academic, physical, or social needs cannot be met adequately at St. Mary's School. Kindergarten students are required to be prescreened by their local Special Services unit, and the results of those screenings may affect admission. St. Mary's School may do additional screening to determine admission or placement.

C. Illinois law requires that all students entering kindergarten and sixth grade must have a physical examination. (*See "Health Examinations and Immunizations"*) This examination must be completed within one year prior to entry. Those students entering at any grade level from any other school district must also have a current health record on file. Physical forms from other schools in Illinois are usually acceptable; physical forms from out of state must be reviewed by the school nurse. Only physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health (physical) examination and shall sign all report forms. A dental exam is required for all children in kindergarten, second, and sixth grades. The exam must be performed and signed by a licensed dentist, and proof of the exam must be presented to the school by May 15th of the school year. Waivers for the dental exam are available under certain circumstances. Consult the principal for further information. A vision exam performed by an optometrist or a physician who provides complete eye examinations will also be required for kindergarten **and must be completed by October 15 or the child's report card will be withheld until completed.**

D. Every child, prior to entering St. Mary's, shall present to the school proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and chicken pox and screening for lead.

E. All school families are expected to pay book fees and tuition. Those families needing financial assistance with tuition may complete an application for tuition scholarships; applications are available in the school office. Payment plans are available for tuition.

F. To ensure continued enrollment at St. Mary's, weekly attendance at Mass and regular reception of sacraments is expected for all Catholic students.

G. Non-Catholic and Catholic students are expected to participate in the curriculum in its entirety. Since religion is a major subject at St. Mary's and the participation in certain religious activities is part of our program, all students are expected to take part.

H. Once a child has been accepted into kindergarten at St. Mary's School, that child may remain, except in the cases of expulsion or the inability of the school to meet the needs of the child, through Grade Eight.

I. Students with special needs will be accepted if it is felt that St. Mary's School and the student intervention services available to its students through the St. Mary's S.A.I.N.T.S. team and Pontiac District #429 can provide an appropriate education for the child. That decision will be made by the St. Mary's School principal and pastor in consultation with the regular and special education staff members.

J. As a condition of continued enrollment, parents are expected to actively support the educational and extracurricular activities of their children, participate in the volunteer projects of the St. Mary's Teacher-Parent Organization and the Booster Club, and to promote the mission and philosophy of St. Mary's School.

III. ENROLLMENT PROCEDURE

A. There will be an annual enrollment process which will be held in January.

1. Pre-registration for kindergarten will be held during January of each school year, but registration may be closed before the end of January if capacity enrollment is reached. Enrollment will be based on the priorities listed in Section I of this Admission Policy. Within each category, priority will be based on the date when a completed registration form and fee were received.

2. Those parish and school families not registering by January 31 or before the class is closed will lose their right to the priority listed in Section I of this policy.

3. Students in Grades One through Eight may be accepted for enrollment as openings occur.

4. Registration Day will be set in August to formalize registration for those students who have been accepted for enrollment.

5. Those put on a waiting list will be prioritized according to Sections I and II of this policy.

B. Transfers

1. Students of Catholic families transferring in during the school year or summer months from out of town, and registering in the parish, will be eligible for immediate enrollment if present enrollment figures will accommodate them. Families are encouraged to make transfers at a logical academic break.

2. Names of Catholic students who are not able to enroll immediately will be placed in a dated log and will be considered based upon the date of pre-registration. This log will not be automatically carried over to the next school year.

3. Students transferring to St. Mary's School will be required to provide evidence of previous school experience, and St. Mary's School reserves the right to accept the student, refuse admission, or allow admission on a probationary status whose length and terms will be determined by the administrator. (Admission Policy Revised 9/20/05)

ALCOHOL AND ILLEGAL DRUGS

Any student who possesses, uses, distributes, or is under the influence of alcohol and/or illegal drugs in or on school property or at a school-related function or who brings look-alike drugs or alcoholic substances onto school property or to school-related functions will be subject to the following actions:

1. **FIRST OFFENSE** - a two-day suspension from school with appropriate help being recommended to the student and family.

2. **SECOND OFFENSE** - school expulsion may be used with appropriate help being recommended to the student and family.

The principal will have recourse to other actions based upon the specific circumstances of each case.

AMENDMENTS TO THE HANDBOOK

While the administration and Commission on Education of St. Mary's School wholeheartedly believe in the policies and procedures contained in this handbook, they reserve the right to alter, modify, or terminate any policy or procedure at any time as the needs of the school or parish may require. Parents and students will be promptly and properly notified of any amendments. (Commission, 10/16/01)

APPEAL AND REVIEW POLICY – Peoria Diocese and St. Mary’s School

Statement of Policy

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the Diocese under the following conditions only:

- 1) The decision violates or is in conflict with the teachings of the Roman Catholic Church;
- 2) The decision violates or is in conflict with an applicable Diocesan policy;
- 3) The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question; or,
- 4) The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Statement of Process

The individual or group desiring the appeal or the review must make that request known to the governing Pastor or Board of Pastors responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local Vicar.

This letter must clearly cover each of the following points:

- 1) The decision that is being questioned and which competent authority made it;
- 2) The grounds for the appeal or the review with specific reference to one or more of the four conditions listed above; and,
- 3) The proposed resolution.

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese, and the local Vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local Vicar who has the authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria.

Promulgation

This policy replaces the Conflict Resolution Policy of the Diocese of Peoria and shall be included in all policy statements of all schools of the Catholic Diocese of Peoria.

ARRIVAL

Students are not to be on parish property until 7:50 a.m. (7:20 for the hot weather schedule). Doors will be unlocked at that time. Parents are asked to strictly adhere to this policy for the sake of the safety of the children and the liability of the school. Grades K-8 should report to the gym when they arrive at school.

The following school hours are observed

Morning Session	8:00 a.m. to 11:35 a.m.
Lunch/Recess	11:35 a.m. to 12:20 p.m.
Afternoon Session	12:20 p.m. to 3:00 p.m.

Any child who is not in his/her classroom at 8:10 a.m..or at 12:25 p.m. will be considered tardy and must report to the office upon arrival. If a child is tardy, a parent must come into the office to sign in their child. **For every five tardy times for any reason**

(including doctor or dentist appointments) within one school quarter, the child will be issued one ½ day absence. Continued instances of tardiness will result in parents having to meet with the pastor and principal. Parents are urged to have children at school by 8:00 a.m. so that they may participate in community prayer. Once a child has entered the school for the day, the child may not leave the school grounds without permission of the principal. (Commission, 1/05)

Due to unusually hot temperatures in late August and early September, in 2011-12 the following schedule will be followed from the beginning of the school year until Labor Day: 7:30 a.m. until 1:00 p.m. Tardy time for this schedule will be 7:40 a.m. Students and teachers will have a “Learning Lunch,” eating during a fun learning activity such as teacher read- aloud or D.E.A.R. time (Drop Everything and Read). ALL STUDENTS WILL NEED TO BRING A SACK LUNCH DURING THIS PERIOD. There will be no buses during this schedule. If the hot weather continues after Labor Day, this schedule may be extended for a short time. It is hoped to air-condition the older section of the school in the near future. (Commission, 1/15/08)

ASBESTOS MANAGEMENT PLAN

Asbestos in non-friable form exists in St. Mary’s School. It is inspected every six months by IDEAL Environmental Engineering, Inc. Parents have the right to examine the Asbestos Management Plan on file in the school office.

ATHLETICS AND ALL OTHER IESA-SPONSORED ACTIVITIES

St. Mary's extra-curricular activities are one part of a total program designed to develop healthy, intelligent, Christian students. Coaches, participants, and parents are asked to keep this goal in mind and to make it the focus of all activities.

Good sportsmanship should be the hallmark of the St. Mary's extra-curricular program, and all students, personnel, and fans are expected to adhere to high standards of Christian behavior. Participants and officials should be given encouragement; they should never be harassed.

The following rules and regulations will govern the program:

ADMISSION FEES

Charges for admission to all events will be as follows (unless otherwise required by IESA):

Adults	\$3.00
High School Students/Senior Citizens	\$2.00
K-8 Students`	\$1.00
Preschool Age	Free

BUS AND BUS FEES

Buses and drivers provided by Illinois Central School Bus, Pontiac Township High School, or Turner Bus Service will be used whenever possible for out-of-town extra-curricular events, except for away events with Pontiac Christian School and Pontiac Junior High School. For these two exceptions, parent drivers will be used, with team parents making the arrangements for drivers. Alternative arrangements are also at the discretion of the athletic director(s) and principal when special circumstances, such as a small group to be transported, are present. All drivers transporting children must have a current insurance card and a copy of their driver’s license on file in the school office.

As long as funds are available, Booster Club will pay all bus fees for those parents who fulfill their obligations to work their scheduled assignments at competitive events. For parents who do not fulfill their scheduled assignments or who cannot work because they have not taken

the required Protecting God's Children workshop and had the DCFS and criminal background checks, a fee of \$40 per child per athletic activity and/or a fee of \$20 per child per non-athletic activity (band, chorus, math team, Scholastic Bowl, speech team) will be charged.

In the event that Booster Club cannot fund the bus fees, the fee policy will be as follows. Sports bus fees will be based on the number of games and on the number of students participating in each sport. Fees will be collected at the conclusion of the season when the bus bill is received. No child will be denied participation in the sports program because of inability to pay. Parents may contact the principal if assistance is needed.

All players, cheerleaders, and coaches are required to ride the bus to all sporting events in which St. Mary's participates. An exception will be made if a player resides in or near the town where an away game is being played. In such cases, the parents may notify the coach at least one day prior to the game that the player will be transported to the game by the parents. Students may ride the bus after the games to return to St. Mary's, or a parent only may sign the authorization form at the game (or in the school office during the school day) to provide their own transportation for their child. **Sign-out may also be done several days in advance if necessary.**

Parent drivers will be used for all other extra-curricular events, including, but not limited to, scholastic bowl team, speech team, math team, cheerleading contests, Student Council trips, and nursing home Masses. Proof of insurance from said alternate transportation provider(s) must be retained on file at St. Mary's School.

CHEERLEADING

Girls in Grades 7 and 8, and Grade 6 as needed, may participate in cheerleading. The cheerleading sponsor and administrator will decide the number of girls on the squad each year. Tryouts will be held as needed.

Cheerleaders will be required to cheer for the seventh and eighth-grade boys' basketball teams only.

CHILDREN OF COACHES ON TEAM BUS

Children of coaches will be allowed to ride the team bus if the parent of the child is on the bus and if a parent permission form is on file with the school secretary before the child rides the bus. This policy is subject to approval by the bus company. (Commission, 4/16/02)

COMPLIMENTARY ADMISSIONS TO HOME GAMES

To encourage their interest in the school athletic program, the following categories of personnel will be granted free admission to home games: St. Mary's Parish priests; the administrator, faculty, staff and spouses; athletic director(s) and spouses; concession stand chairpersons and spouses; coaches and spouses; administrators, coaches, and athletic directors from other schools; and St. Mary's Education Commission members and spouses.

CONCESSION SERVICE POLICY

All parents of children that are involved in extracurricular activities(including sports,cheerleading, Student Council, math team, Scholastic Bowl team, speech team, band, and chorus) are obligated as part of their parental duty to serve at the concession counter during ball games. Parents will be assigned for concession service by the concession's chairperson for each individual grade/sport.

As an example, when possible, 5th grade basketball player families will work concessions during the 6th grade game and 6th grade basketball player families cover the 5th grade game.

Coaches and their families are exempt (although they can volunteer) from serving concessions during any event at any age level during the season that they are coaching. Coaches and their families will be required to work concessions in the off season when they are not coaching during a particular sport at the time.

An example would be the 8th grade boys' basketball coach and his family would be exempt from serving concessions during the boys' basketball season and would not be required to help out during the Kevin Casson 6th Grade Boys' Tournament. However, that same 8th grade boys' basketball coach and family

could be scheduled to work concessions during the Volleyball Extravaganza, and would be required to serve during the regular VB season, but only after the coach's basketball season has ended.

As part of our Boosters Club fundraisers, we host multiple tournaments. Any tournament requires additional help, and any parent whose child is involved in an extra-curricular activity (other than a coach & family who is coaching during that specific season) can be scheduled to work concessions during tournaments such as the Fall Classic, Kevin Casson memorial, Volleyball Extravaganza, Livingston County Tournaments, or any IESA Regional or Sectional games

DRESS CODE FOR ATHLETIC PARTICIPANTS

Those players attending athletic events in which they will participate will follow this dress code:

Boys – Slacks (no blue jeans), collared shirt or sweater (no T-shirts), shoes (athletic shoes not being worn for the game are acceptable; open-toed shoes are unacceptable), crew or dress socks, and a belt if the pants style requires one.

Girls - Dress, or skirt/slacks (no blue jeans), a modest top of acceptable length and fit or a sweater (no T-shirts), hose or crew or dress socks, shoes (athletic shoes not being worn for the game are acceptable; open-toed shoes are unacceptable), and a belt if the pants style requires one.

It is the intention of this policy to insure that students representing S.M.S. be appropriately attired in clothing which meets St. Mary's School standards. Sweatsuits and/or nylon jogging outfits are not appropriate for this dress code. Students who are inappropriately dressed will not be allowed to participate. (Commission 2/19/02)

DRINKING, SMOKING, AND USE OF ILLEGAL DRUGS BY ATHLETES

1. FIRST OFFENSE - Suspension from the team for the remainder of the season.
2. SECOND OFFENSE - Ineligible for sports for the rest of the school year.

These rules are in effect from the beginning of the school year to the end of the school year. Reports must be eye-witness accounts by a St. Mary's employee (including faculty, staff, custodians, coaches, and athletic directors). Reports from law enforcement officers will also be accepted. The principal may also use other sanctions based on the circumstances of each case.

ELIGIBILITY

All students participating in competitive and/or IESA-sponsored events must meet the eligibility rules of St. Mary's School in order to compete and/or participate in contests. The following rules will govern eligibility at St. Mary's School:

1. Eligibility sheets will be turned in by each teacher by 8:00 a.m. on Friday or the last morning of the school week. Eligibility will be computed for the first time approximately two weeks before the first game or event of each season.
2. The office will send a letter home with the child on Friday informing the parents of an ineligibility. Only students who have a D or F average in one or more subjects will receive a letter. ONLY F GRADES MAKE A STUDENT INELIGIBLE; parents and coaches will be informed of D grades only so that the student can be encouraged to raise the grade before an ineligibility occurs.
3. The student must return the letter signed by a parent on the following Monday or the first day of the school week; for every day the letter is late, ineligibility will be extended by another day. If a D letter is not returned on the first day of the week, the student will receive one day of grace; however, the student will not be allowed to practice with the team if the letter is not returned on the second day.
4. A list of those who are ineligible will be left in the office for each coach on the last day of the school week.
5. Eligibility will run from Monday through Sunday.
6. If a student is ineligible, the player cannot play or practice but must be present for games or events. The player must sit with the team but will not dress in uniform. The player's

presence at practices will be determined by the coach.

7. Eligibility is cumulative for the nine-week grading period. At the beginning of a nine-week period, only one or two grades in a subject area may determine whether a student is eligible so students should take extra care in completing work.

8. If a student is ineligible for three consecutive weeks, the player is off the team for the season.

9. In case of serious misconduct, the Principal may suspend a student from games and practices immediately. Parents and coaches will be notified. (Commission, 11/20/01)

FORMS AND CERTIFICATES FOR ATHLETES

All athletes, including cheerleaders, must turn in sports physicals, insurance statements, and emergency forms and must provide copies of their birth certificates. These items must be on file in the school office before the first practice.

INSURANCE FOR ATHLETES

Any St. Mary's School student who intends to participate in the sports program will be required to be insured either through a family policy or through the student insurance offered at registration in the fall.

MEDICAL EXCUSES FROM PE/SPORTS

A doctor's medical excuse from PE is automatically an excuse from athletic practice and games unless the doctor specifies that the student may participate. The excuse is in effect until a release from the doctor is received by the school. (Commission, 10/16/01)

PARTICIPATION

St. Mary's School students will be allowed to participate in the following available sports if all rules and regulations are met: boys' basketball, Gr. 5-8; boys' baseball, Gr. 6-8; girls' softball, Gr. 7-8; girls' basketball, Gr. 6-8; girls' volleyball, Gr. 5-8; girls' cheerleading, Gr. 7-8 and the sports which are co-oped with Pontiac Junior High School, boys' and girls' track and field and cross country, Grades 5-8. The following activities are also available: speech team – Gr. 5-8; math team – Gr. 6-8 (with some participation by Gr. 5 possible); and scholastic bowl team – Gr. 7-8.

Players will be members of the team and will get some playing time throughout the year (the exact amount of time to be determined by the coaches). Coaches are expected to practice with all team members.

For St. Mary's School sports teams, if at all possible, players will play at their own grade level. If there is a shortage of students as determined by the coach and athletic directors, the principal and athletic director(s), in consultation with the coach, will make any decisions to move students up to the next level. This decision will be made at the beginning of the season. As a general rule, extra players will not be added to a team's roster for the state tournament series. If an emergency situation arises, such as an injury, a flu epidemic, ineligibility, etc., and a player is brought up for the state tournament series, he/she will not play unless there are not enough upper grade players to field a team.

As a general rule, students who are moved up to a higher level stay with that team for the whole season and for tournaments. Athletes do not come back to the lower level team for its tournaments. However, exceptions may be made by the principal and athletic director(s) if special circumstances warrant. Students and their parents have the choice of not moving up. In case of temporary lack of numbers due to illness, injuries, or ineligibility, a coach may bring a player up for one game but must notify the principal and/or an athletic director.

Since the extra-curricular program is run entirely by volunteers, all parents whose children are involved in the program are **REQUIRED** to work in the concession stand and/or assist with supervision, scorekeeping, timing, and so on. The concession stand profits pay for the majority of extra-curricular expenses.

PRACTICE AND GAME RULES

1. ATTENDANCE - Any player at school during the day and not in attendance at a scheduled practice or game must inform the coach prior to the practice or game and present an excuse signed by the parent upon return. Any player must be in attendance at school by 9:30 a.m. to play in a game on that day. An exception is an excused absence pre-arranged with the principal.
2. EXCUSED/UNEXCUSED ABSENCES - Whether an absence from a game or from practice is excused or unexcused will be determined by the coach.
 - a. First unexcused absence - suspended from the next game.
 - b. Second unexcused absence - suspended from the next two games.
(Note: Suspended students may still practice with the team.)
 - c. Third unexcused absence - dismissed from the team.
3. SUNDAY GAMES AND PRACTICES - No Sunday games or practices will be scheduled. No games will be scheduled on other holy days, but practices may be held.
4. **Students participating in practices or events may not be in the building without an adult supervisor present.**

RULES AND REGULATIONS

All the rules and regulations contained in the by-laws of the Illinois Elementary School Association Handbook will be followed by all students who participate in the athletic program. In addition to these rules and regulations, the policies of St. Mary's School and the rules of individual coaches, as approved by the administrator, shall be followed.

STUDENT ATTENDANCE AT GAMES

Students in Grades K through 5th grade must be accompanied by an adult in order to attend athletic events. Parents or guardians are asked to monitor their own children during these events.

USE OF SUPPLEMENTS IN ATHLETICS

In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance enhancing purposes. (Diocesan Policy C-310, 3/2004)

UNIFORMS

The school, through the athletic department, will provide uniforms for school athletic teams and cheerleaders. The uniform will consist of a basic top and bottom. All other items must be purchased by the participant. (Athletic Policy Revised 5/16/06)

ATTENDANCE

In order to comply with provisions of the compulsory school attendance law of the State of Illinois, a pupil who has reached the age of seven years and is under the age of seventeen must attend school every day that school is in session unless excused by proper school authority.

Students entering kindergarten must be five years old on or before September 1 of that school year. Students entering Grade One must be six years old on or before September 1 of that school year.

AUTHORITY

The immediate direction of the school and its instructional program is delegated to the principal.

Whenever a problem arises concerning a child, the FIRST person to be contacted is the classroom teacher. If the difficulty persists or cannot be handled at this level, it should be presented to the principal. Problems related to a child, teacher, or school worker are NOT to be

taken to the Commission on Education, which is a policy-related advisory body in the Catholic School System.

St. Mary's School follows the conflict resolution policies of the Diocese of Peoria. In the event that a problem cannot be solved through the principal, please contact the school office for a copy of the conflict resolution policy to be followed.

BAND

A band program is offered to students in Grades Four through Eight. Classes and private lessons are taught by the school band instructor. Some instruments are available through the school, but most are rented or bought by the parents. The band performs occasionally throughout the year and at the Fine Arts Festival held at the school in the spring.

BIRTHDAY TREATS

Students are allowed to bring birthday treats for their classmates. If parents have any questions about the best time or the best type of treats, they should contact their child's teacher. Students with summer birthdays are welcome to choose a date during the school year on which to celebrate their birthday with their classmates.

CELL PHONES

Students with cell phones or other electronic devices must have them in the "off" mode and in bookbags during school hours from 7:50 a.m. to 3:00 p.m. The school is not responsible for lost or stolen items. If a student is caught using a cell phone or other electronic device during the school day, the item will be confiscated, and parents will be contacted regarding the problem. Appropriate consequences will be issued to the student by the principal. The phone or electronic device will be held until picked up by a parent.

ROLES AND EXPECTATIONS OF CHAPERONES (Dioc. Policy C-122)

All activities for minors, or where significant numbers of minors will be present without parents, require chaperones. The sponsor of the activity has the responsibility for recognizing this need and for arranging the presence of a reasonable number of adults to act as chaperones throughout the duration of the event. An event shall not take place in the absence of adequate numbers of chaperones. Parents or teachers are preferred chaperones. Individuals under the age of 21 years cannot fulfill the role of chaperone as required by this policy.

Catholic Diocese of Peoria Policy

Adopted: 9/01

Revised: 1/03; 9/07

C-122

AR-CDOP

ROLES AND EXPECTATIONS OF CHAPERONES

Chaperones shall be given, at a minimum, the following information before they commit to chaperone an event:

1. A description of the event
2. The expected number of minors to be present
3. The hours the chaperone will commit to be present and act as chaperone
4. The responsibilities and expectations of a chaperone at the event
5. The expected number of other chaperones.

If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible. If there is a cancellation by a chaperone, a replacement shall be found within a reasonable time by the event's sponsor.

Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties, and shall visit with the chaperones occasionally during the event to provide temporary breaks, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:

1. Where and to whom to report any problems or concerns
2. Any anticipated problems relating to their post or the event.

Chaperones shall be advised that they are expected to promptly report any unusual incident or behavior and, using their best judgment, to exercise authority to stop or prevent any inappropriate behavior or immoral activity involving a minor or in the vicinity of a minor. If any unusual incident, behavior or activity occurs where there is the potential for further inquiry (i.e. an injury), chaperone(s) having information respecting the incident shall be asked to complete a written report documenting the matter. This report shall be completed by the chaperone(s) as soon as practical.

Where an event is of sufficient length to require different “shifts” of chaperones, the sponsor shall provide for the foregoing steps for each new “shift” of chaperones. If the “shift” of a chaperone is an overnight shift, the responsibility of the chaperone is to remain awake at all times during his or her “shift.”

The school shall keep a record of the names of the chaperones for each event for a period of four (4) years.

Chaperones should be given an appropriate expression of appreciation for their efforts at the end of their service.

The term “minors’ activities” as it is used in the policy and administrative regulation relates to any activities which primarily involve participation of pre-college age children.

Catholic Diocese of Peoria

Administrative Regulation

Issued: 9/07

CLASS SIZE

St. Mary's School will limit the number of students in each class to a maximum of thirty (30) students for Grades Two through Eight. Enrollment in kindergarten and Grade One will be limited to twenty-eight (28) each in order to accommodate retentions when necessary. Class size with retentions is not to exceed 30. If additional space becomes available, this policy will be reviewed. **The Pastor reserves the right to make changes to this policy if warranted.**
(2/28/08)

COMMISSION ON EDUCATION

As defined in Diocesan Policy G-210, the role of the St. Mary's School Commission on Education for the Pontiac Area is a consultative one to the pastor and the principal. In this capacity, the Commission has three basic roles: (1) to provide counsel and advice in the operation of the school, (2) to develop, define, and recommend policies which govern the operation of the school, in full accordance with the policies established by the Diocesan Commission on Education, and (3) to promote the implementation of the policies which have been developed and defined.

CONFIDENTIALITY

The faculty and staff of St. Mary's School are mandated to maintain the confidentiality of personal, academic, health, and financial records. Parents, the custodial parent, or the legal guardian will be involved in any decisions to share information with District #429 or the Livingston County Special Services Unit in the event that their child requires special services.

Teachers and administrators will keep confidential information entrusted to them as long as no one's life, health, and/or safety is at stake or as mandated by law or Diocesan policies in regard to the “Protecting God's Children” program.

CORPORAL PUNISHMENT

It is the policy of the Diocesan Office of Catholic Education and this school that NO

CORPORAL PUNISHMENT be administered by the principal or teachers.

CRISIS PLAN

St. Mary's School has in place a crisis plan called "Code Red," which was developed in conjunction with local police agencies and Pontiac C. C. School District #429. The plan outlines emergency situations and contingencies and is reviewed and updated annually.

COUNSELING

Although St. Mary's School does not employ a guidance counselor, the services of a school psychologist and a school social worker are available through Pontiac School District #429. Parish priests are available for family or individual counseling in matters of faith, and the school principal and classroom teachers may also provide information about outside guidance resources.

CUSTODY ISSUES

In cases where custody of a child resides with only one parent or is shared by separated or divorced parents, a copy of the custody agreement or court order should be placed in the child's school records so that school officials are aware of the arrangement. In cases where a child is not to be allowed to be picked up from school by one of the parents, a written statement signed and dated by the custodial parent must be presented to the school principal.

DANCES

Dances at St. Mary's School for fifth through eighth grade students of St. Mary's School and other schools invited to attend will be limited to two dances during the school year. The following are points to be observed:

1. Sufficient chaperones, including parents and teachers, must be obtained.
2. Appropriate dress, depending on the occasion, must be worn.
3. Dances will last no longer than three hours and end by 10:00 p.m.
4. Once a student leaves the gym, he/she may not return to the dance.
5. An admission fee will be optional, depending on the purpose of the dance.
6. A note will be sent to parents to inform them of the time the dance will begin and end. (4/6/93)

DETENTIONS

A detention for misconduct may be issued by the principal or any faculty member. Parents will be notified in writing or by phone prior to the day the detention is to be served. Teachers may seek permission by phone to have the detention served on the day of the offense. The detention will be supervised by the person issuing it or by another staff member. Detentions will start at 3:00 p.m. or at the end of the school day and will last no longer than 60 minutes per day.

DETENTION RULES

1. The teacher will determine what the student does in regard to homework, written work, and so on, during the detention period.
2. Students will sit in an upright position with both feet on the floor. Absolutely no talking or communication with other students will be allowed.
3. Students who disregard detention rules will receive an additional detention.
4. Students who skip a detention without a good reason (as determined by the principal) will serve two (2) additional detentions.
5. Students who are absent from school on the assigned detention day will automatically be placed in detention the next detention day following their return to school, with no additional notice being given to parents.

DISCIPLINE

The goal of St. Mary's School is to assist students in using self-discipline and Christian behavior in every aspect of their lives. All members of the student body and all employees of the school are expected to treat every person with dignity and respect. Any student who engages in conduct that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

Teachers and administrators are responsible for maintaining a safe, peaceful environment in which learning, communication, and faith development may take place. They have the authority to act in place of the parents in maintaining discipline during the school day and at school-related events.

Any acts of disobedience or misconduct may be disciplined by withholding privileges, such as recess, or by issuing detentions, suspensions, or terminations of enrollment depending on the age of the student and the circumstances, frequency, and severity of the offense. However, the major emphasis will be on learning from the mistake. A student may be asked to write a behavior plan to correct the problem.

The following are considered serious misbehaviors and will usually result in the student being given detentions or sent to the principal for more serious punishment:

1. Disruptive behavior in the classroom, on or near school property, or at school-related functions.
2. Cheating on any academic work.
3. Possession of, use of, or distribution of alcohol, cigarettes, drugs, marijuana, or any other substance or weapon which is otherwise unlawful for a student to possess, use, or distribute. (See also "Alcohol and Illegal Drugs" and "Weapon Possession Policy")
4. Fighting or assaulting any person.
5. Theft or intentional damage to or destruction of school property, or personal property of others.
6. Other acts which directly or indirectly jeopardize the physical or psychological health, safety, and welfare of self and others at school.
7. Insubordination to school personnel.
8. Verbal abuse or use of profanity, obscenity, or obscene gestures.
9. Intimidating or attempting to intimidate school personnel, staff, or students (See also "Harassment Policy")
10. Use of school computers to obtain, copy, and/or disseminate inappropriate materials, including, but not limited to, pornographic, violent, or hate-inspiring topics.
11. Any activity that is considered by the administration to interfere with the best interests of the school, its mission, and/or its students and faculty/staff.

Parents will be notified in writing or by phone when serious discipline has been required.

DISEASES/CONDITIONS REQUIRING EXCLUSION FROM SCHOOL (From the Centers for Disease Control, 2005)

*Chickenpox – Until 6 days after start of rash or when sores have dried/crusted.

*Shingles – Only if sores cannot be covered by clothing or a dressing. If not, exclude until sores have crusted and are dry.

*Rash with Fever Or Joint Pain – Until diagnosed not to be measles or rubella.

*Measles – Until 5 days after rash starts.

*Rubella – Until 6 days after rash starts.

*Mumps – Until 9 days after glands begin to swell.

*Diarrhea – If 3 or more episodes of loose stools in previous 24 hours, or if accompanied by

fever, until diarrhea resolves.

*Vomiting – If 2 or more (verified) episodes of vomiting during the previous 24 hours, or if a fever is present; until vomiting is resolved or is determined to be due to noninfectious conditions.

*Hepatitis A – For 1 week after jaundice appears or as directed by health department, especially when no symptoms are present.

*Pertussis (Whooping Cough) – Until 5 days of antibiotic therapy.

*Impetigo (A skin infection, usually on face, with crusty golden oozing crusts) – Until 24 hours of antibiotic therapy and no draining lesions present.

*Active Tuberculosis (TB) – Until the local health department approves return to school.

*Strep Throat (Or other streptococcal infection)– Until 24 hours of initial antibiotic completed AND no fever present.

*Scabies/Head Lice/Body Lice – Until 24 hours after treatment has begun. Bring proof of treatment and have head rechecked before reentering classroom; recheck head in 7 to 10 days.

*Pinkeye (Purulent Conjunctivitis) – Until 24 hours after treatment has begun.

FEES

REGISTRATION

A non-refundable one-time registration fee of \$25 is charged when a student applies for admission to St. Mary's School.

BOOK FEE

A book fee of **\$175** will be charged for each student in kindergarten through eighth grade. This fee covers the cost of workbooks, textbook rental, and other consumable materials and educational resources needed during the year as well as other expenses incurred in the operation of the school. Student book fees **MUST** be paid at registration in August. If a child leaves the school at the semester or before and the entire book fee has been paid, half of the book fee will be refunded.

TUITION

	<u>ACTIVE PARISHIONERS</u>	<u>MISSION FAMILIES</u>	<u>NON-PARISHIONERS</u>
<i>Gr. K-8/1 Student</i>	\$1,960	\$2,060	\$3,780
<i>Gr. K-8/2 Students</i>	\$3,060	\$3,160	\$4,880
<i>Gr. K-8/3 or more</i>	\$3,260	\$3,360	\$5,960

Only families who are properly registered with the parish, fulfill their Mass attendance obligations, regularly support the parish according to their means, and are involved in parish activities as much as possible will be considered "active parishioners." All others must pay the non-parishioner rate.

Rates may be paid in full at the time of registration or in 10 monthly payments (August-May). Payments are due on the first of each month **with the first payment due on August 1.** Payments will be considered past due after the **tenth** of each month, and **all tuition must be paid by May 10.** If a child leaves the school during the school year and tuition has been paid for the year, tuition will be refunded for those months of non-attendance.

If tuition becomes 30 days delinquent, the student(s) may be dismissed from school, and/or the account will be charged 1% per month interest on the unpaid balance. Students will not be allowed to begin the next semester unless their accounts are made current or payment arrangements have been made.

Quarterly report cards may be withheld if tuition payments are past due.

PAYMENTS

Tuition payments **only** are to be paid to the parish office at 119 E. Howard Street. Payments may be sent to the school with the students and will be forwarded to the parish secretary.

All other fees are paid to the school office during regular office hours or can be sent in an envelope with students. The envelope should be labeled with the student's name, the amount

of the money, and its use. Automatic debit is available for tuition. Forms are available in the school office and at registration.

OTHER FEE POLICIES

1. Students enrolled for part of a month owe tuition for the entire month.
2. Checks returned by a bank for insufficient funds will incur a **\$25** charge.
3. Automatic debit is available for tuition. Forms are available in the school office and at registration.

CONTRIBUTIONS

The financial stability of the school is dependent on generous, tax-deductible gifts from friends, parents, grandparents, and church members. Monthly contributions enable the school to keep tuition at an affordable rate.

TUITION SCHOLARSHIPS

All families interested in financial assistance for tuition must apply for a John Lancaster Spalding Scholarship through the Office of Catholic Schools for the Peoria Diocese. These applications are completed in January, and the scholarships are announced in April. If the family does not receive assistance through this program, they will be considered for some limited funds available through the parish to help low income families with tuition. The amount of the scholarship awarded is dependent on need and funds available each year. (2/28/08)

FIELDTRIPS

On occasion, teachers may request that their class be allowed to travel away from the school for educational purposes. Fieldtrips are a privilege, not a right of each student. Participation in a school or class fieldtrip may be denied if a student is not meeting academic or behavior standards. Various forms mandated by the Diocese are required to be completed by parents in order for students to participate.

In consideration for a child being allowed to make a trip, parents agree to release, indemnify, and hold harmless the Diocese, parish, school, and their employees and agents, and the volunteers assisting the school or parish, from any and all liability for injuries, damages, medical expenses, or any other loss to the child or family (including attorneys' fees) arising from or related to the child's participation in the activity.

HANDBOOK AGREEMENT – At least one parent will be required to sign the following commitment at the beginning of each school year: “I (We) have read and agree to be governed by the school policies as stated in the St. Mary's School Student Handbook and to see that my (our) child(ren) follow these policies.” This commitment will be added to the parent signature sheet given to parents at registration in August. (Commission, 11/20/01).

HARASSMENT/BULLYING

Every student and employee of St. Mary's School should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type—verbal, physical, visual, sexual—is opposed to the mission of St. Mary's School and will not be tolerated. The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or mental, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function or by any employee while acting as a representative of this institution is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

Bullying, the repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone, will not be tolerated. Bullying may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous

teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. All members of the school have a responsibility to recognize bullying and to take actions when they are aware of it happening. Classes will be instructed in anti-bullying strategies, and all faculty and staff shall treat any report of bullying seriously and take action. Students should be assured that they have acted correctly in reporting bullying. (St. Mary's School follows Diocesan Policies D-147 "Bullying," C-401 "Harassment," C-402 "Sexual Abuse Allegations;" and "Code of Pastoral Conduct," C-407; exact copies of these policies may be found in the Appendix.)

D-152
P-CDOP

HEALTH EXAMINATIONS AND IMMUNIZATIONS

- **Health Exam Required.** *Each student in a Catholic school in the Diocese of Peoria shall have a health examination within one year prior to entering pre-school; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the child's grade level.*
- **Immunizations Required.** *Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.*
- **Proof of Health Exam and Immunizations Required.** *A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the child examined and receive the immunizations, and present proof of same.*
- **Noncompliance with this Policy.** *Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.*
- **Objections to Examinations and/or Immunizations.** *A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:*
 - **Medical Objection.** *Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will than have to be met.*
 - **Religious Objection.** *An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and*

immunizations. Each objection will be addressed on a case by case basis.

NOTE: In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's child.

o The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time the parent/legal guardian presents the objection. 665.510

• **Determination of Objection to Examination and/or Immunization.** The school is to forward all objections to the Diocese, attention Superintendent of Catholic Schools, for determination of whether the written statement constitutes a valid religious objection.

• **List of Non-Immunized Students.** An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

CDOP Policy

Adopted: 3/2011

HOMEWORK

Each teacher will make a special effort to correlate all home assignments with the lessons already presented in school. Each child from Grades 3-8 is required to have a notebook to be used as an assignment book. Parents are asked to make sure that homework is completed on time.

HONOR ROLL/GRADE EQUIVALENTS/ACADEMIC EXPECTATIONS

St. Mary's School maintains high academic expectations suitable to the individual abilities of each student. Parents are expected to support the academic endeavors of their children and to encourage good study skills and responsible work habits.

The Catholic Schools of the Peoria Diocese will use the following grading scale for Grades 3-8:

A	94-100	Excellent
B	86-93	Good
C	76-85	Average
D	68-75	Poor
F	Below 68	Failing
I		Incomplete

For the purpose of determining grade-point averages, the following point system will be used:

A+	4.0	(100)	C+	2.4	(85)
A	3.8	(95-99)	C	2.0	(77-84)
A-	3.5	(94)	C-	1.5	(76)
B+	3.4	(93)	D+	1.4	(75)
B	3.0	(87-92)	D	1.0	(69-74)
B-	2.5	(86)	D-	0.5	(68)
			F	0.0	(Below 68)

The academic marking code for Grades 1 and 2 will be as follows:

- S+ Exceeds basic requirements
- S Satisfactory progress (also signified by a blank)

S- Having difficulty meeting basic requirements

U Unsatisfactory

"Personal Development" and "Work/Study Skills" will be graded using the following scales:

Grades 1-2

+ Very good

Blank Satisfactory

Check Fair

NI Needs improvement

S+ Exceeds basic requirements

S Satisfactory progress

S- Having difficulty meeting basic requirements

U Unsatisfactory

Grades 3-8

+ Very good

Blank Satisfactory

S+ Exceeds basic requirements

Check Fair

S Satisfactory progress

NI Needs improvement

S- Having difficulty meeting basic requirements

R Unsatisfactory

Some behaviors which are expected for satisfactory personal development include: getting along well with others, being cooperative, being respectful to adults and peers, having a positive attitude, using self-discipline, using actions appropriate to the situation, volunteering, and exhibiting Christian values such as honesty and kindness.

Satisfactory work/study skills grades are based upon such attributes as turning in work on time, using time well, staying on task, maintaining an orderly work area, having needed supplies, following directions, knowing how to proceed with an assignment, and turning make-up work in on time.

Negative behaviors which lower grades in personal development and/or work/study skills include, but are not limited to, inappropriate language, disrespect, consistent gum chewing or eating during class, frequent disruption of class, consistent disobedience, and incomplete or missing work on a regular basis. These types of behaviors will result in a grade of S- or U being assigned. Any grade less than an S will disqualify a student for placement on the honor or high honor rolls.

The honor roll will be computed as follows:

HIGH HONOR - 3.5 grade-point average or above,
with no C grades and an S or above in both
personal development and work/study skills.

HONOR - 2.5 TO 3.4 grade-point average,
with no C grades and an S or above in both
personal development and work/study skills..

Those subjects used to compute the grade-point average include math, English, spelling, reading, social studies, science, religion, art, P.E., music, and computers/keyboarding. Students in Grades 5, 6, 7, and 8 with the above criteria will be eligible for the honor/high honor rolls.

The grades for those students in the high school algebra course will be raised one letter grade equivalent to recognize the greater effort required. (Honor Roll/Grade Equivalents Policy revised 5/19/98)

LICE, CONJUNCTIVITIS, AND OTHER COMMUNICABLE PROBLEMS

It is normal during the course of the school year for outbreaks of head lice, conjunctivitis (pink eye), or other communicable problems to occur. Parents are urged to contact the school immediately so that precautions may be taken. Anyone can contract these problems, and they are not a reflection on the cleanliness of the child or the home. The most important factor about them is how they are treated once their presence is known.

In the case of head lice, parents must immediately use one of the over-the-counter shampoos or rinses to kill the lice and then remove any nits found. They must also disinfect all bedding, stuffed animals, coats, hats, and so on which were used by the child. The child should be kept at home until all nits have been removed. When the child returns to school, he/she should report to the principal for examination, and the box from the shampoo or rinse used should also be brought to the principal. When a report of head lice is received, other children in the class are usually checked and a warning is sent home to the parents of that class so that further checks can be made over the next few days.

In the case of conjunctivitis, or "pink eye," or other communicable rashes or infections, parents must obtain a prescription from their physician, and the child must be on the medication for 24 hours before returning to school. Frequent hand washing and not touching the infected area are advised.

LUNCH

Children may eat at home, bring a cold lunch to eat at St. Mary's, or eat at the Central School cafeteria. If a child goes home for lunch or eats elsewhere, the school requests a note stating that the parent has given permission, or the parent must come into the office to sign the child out for the lunch period. In these cases, parents must assume the entire responsibility for the safety and the conduct of their children.

Those who bring lunch from home will eat in the multi-purpose room. They are not to leave the school grounds without permission from the principal. Students may purchase milk tickets through the Learning Center.

Well-balanced meals are served daily at the Central School cafeteria for those who wish a hot lunch. Lunch tickets (10 days) may be purchased in the Learning Center. Parents may send the money with the child in an envelope marked with the name, grade, and the amount paid. Envelopes may be given to the classroom teacher. Milk tickets may also be purchased in this way. ***Lunch prices for 2011-2012 are: K-6, \$2.00; Gr. 7-8, \$2.10; Adults, \$2.50; milk at St. Mary's, \$0.40.***

Since the lunch hour is short and there are many students to serve, the school asks that children talk quietly while they eat and do not leave their seats without permission from a supervisor. Our objective is a quiet, cheerful lunchroom with an atmosphere conducive to polite behavior and healthful eating. The children are in the lunchroom for approximately twenty minutes, and then they go outdoors or to the new gym for lunch recess.

Any student who is disobedient or disrespectful in the lunchroom or Central School cafeteria will be asked to eat lunch at home or other punishments will be given, depending on the seriousness of the offense.

Students are asked to follow these rules in the lunchroom:

1. There should be no running in the lunchroom.
2. There should be no throwing of food, paper, etc.
3. Students should talk quietly until dismissed.
4. Students must stay in their seats unless they receive permission from a supervisor.
5. Students may use the restroom with permission, but no more than two students will be allowed at a time.
6. Students may not get up to discard garbage until their table is dismissed.

7. Balls, jump ropes, etc. must be stored on the stage during lunch; they may not be taken to Central School.
8. All students are required to show respect for each other and for all supervisors and staff.

LUNCH DUTY FOR PARENTS

Each family who has a child who eats at the cafeteria or who brings lunch must take two turns of lunch duty or choose the option of paying \$40.00 at registration. A turn consists of one lunch hour on one day a week, for one month. Those parents assigned to duty are asked to find a substitute if they cannot work or to send \$5.00 so that a substitute may be hired. If unable to work this out on their own, parents should see the Lunchroom Coordinator in the Learning Center, and special arrangements will be made. **It is absolutely vital to the safety of our students that parents who are scheduled for duty on any given day do come promptly and faithfully to fulfill their supervisory assignments.**

Paid supervisors will be hired on an hourly basis to take the duties of those parents who choose to pay \$40.00 for the year. The number of supervisors hired each year will depend on the number of families choosing to pay for duty.

LUNCH - GOVERNMENT PROGRAM

St. Mary's School cooperates with the federal government in offering free and reduced price lunches to families if there is a need. Forms are always available in the school office. Families may apply any time during the year. Certain income criteria must be met. Other conditions under which a family may qualify are (1) an extended family illness, (2) exceptional expenses, or (3) a change in the economic status of the family.

No discrimination is made in regard to race, sex, color, religion, or national origin. Children participating in the government lunch program receive their lunches in accordance with the system used for all of the school children. There is no reason for these children to know their lunches are free or reduced in price.

MEDICATION AT SCHOOL & OTHER HEALTH ISSUES

If it becomes necessary for a student to take prescription or non-prescription medication during the school day, the parent (and doctor, in the case of prescription medication) must complete a medication form found in the school office. **Only authorized school forms will be accepted.** IN ADDITION, IF PRESCRIPTION MEDICINE IS TO BE ADMINISTERED, THE MEDICINE NEEDS TO BE SENT TO SCHOOL IN A CURRENT PRESCRIPTION VIAL WITH THE DIRECTIONS FOR DOSAGE ON THE LABEL. NON-PRESCRIPTION MEDICINES MUST BE IN THE ORIGINAL CONTAINERS. **FOR THE PROTECTION OF THE CHILDREN AND OF THE STAFF WHO MUST ADMINISTER MEDICATIONS, NO EXCEPTIONS TO THIS POLICY WILL BE CONSIDERED.**

If a child is on medication and the parent wishes to come to school to administer the medication, he/she may do so. If, however, the parent wishes the school personnel to supervise the child taking any medicine, the above rules must be followed.

All medication must be kept in the school office, with the possible exception of an inhaler for a child with severe asthma. Any prescription medications found in a student's possession during the school day will be considered in violation of the school policies concerning drug abuse.

Parents will be responsible for retrieving the unused medicine from the school at the end of the treatment schedule. Medicine not claimed by the parents will be discarded.

If a child has a medical problem, parents are expected to inform the school so that personnel can be prepared to assist the child in an emergency.

NON-PROMOTION OF STUDENTS

When considering non-promotion, the emotional, social, physical, and academic development of the child will be taken into consideration. Teachers will be expected to have one or more conferences with the parents as soon as non-promotion is being considered. The final decision regarding retention will rest with the principal.

In a situation where performance is not up to promotion standards and retention is not considered to be an option, a student may be “placed in,” rather than “promoted to,” the next grade level. It may then be suggested that parents obtain tutoring during the summer and/or that the student attend summer school with District #429, if that option is available, and the placement may be reviewed at the end of the first quarter of the following school year. Students who fail two or more subjects in the core curriculum (math, science, English, social studies, religion, reading, spelling) may not be promoted to the next grade, but may be placed in the next grade.

PARENTAL INVOLVEMENT

To obtain an outstanding Catholic education for each of our students, the school must have the support of all parents. When a parent renders service, a parent renders support, and this relays a message to the child that education is teamwork, with the team comprised of the parents, the child, and the school. **There is a wealth of educational research which shows a strong positive correlation between students’ success in the classroom and the degree of involvement of the parents in school activities.**

Close communication should exist between the parents and teachers. Parents should monitor graded school work that is sent home and should contact their child's teacher when they have questions. Teachers are urged to alert parents to problems quickly so that school and home can work together to solve them.

Parents are also encouraged to participate in the Teacher-Parent Organization (TPO), which sponsors fund-raising and social activities for S.M.S. families, and the St. Mary’s Booster Club, which sponsors all extra-curricular activities for S.M.S. students. Students directly benefit from the activities of both of these organizations.

In addition, many opportunities exist for volunteers who might help by transporting children to nursing home Masses or to fieldtrips, help with special projects in the classrooms, walk children to Central School classes, or do service jobs in the school, such as making copies for teachers. Parents with special expertise in a certain area are encouraged to let the school know if they are available for classroom presentations.

PLAYGROUND RULES

The following playground rules are to be followed:

1. No food (including candy and gum) or drinks should be taken onto the playground.
2. A supervisor must oversee the retrieval of balls from the street.
3. Students should not return to the building unless they have permission from a supervisor or they have an injury. Supervisors should report any serious injuries to the office immediately.
4. Only approved playground balls or Nerf balls may be used on the playground.
5. Rough play, unacceptable language, obscene gestures, and un-Christian behavior are not allowed.
6. Supervisors should report to the principal any students who consistently misbehave on the playground.
7. All students are required to show respect for each other and for all supervisors and staff.

RELIGION PROGRAM

Religion is the prime subject taught at St. Mary's School and is incorporated in the curriculum of every subject area and practiced in many activities both within and beyond the classroom. Parents are expected to maintain strong Catholic values within their homes in order to reinforce the practice of the Catholic faith. **As practicing Catholics, parents should see that each Catholic child attends Mass on Saturday evening or Sunday and all holydays of obligation, along with the rest of the family, and that the family actively supports and participates in the parish community.**

The entire student body attends Mass on all Fridays of each month. On a rotating basis, classes prepare the weekly Friday Liturgy. Parents are welcome to join the students in these liturgies. In addition, classes rotate preparing and participating in Masses offered at three Pontiac nursing homes.

Students have the opportunity of confession on Fridays on a rotating class schedule. Student retreats are provided for the Confirmation class and to the 8th grade class in years when Confirmation is not held.

SAFE ENVIRONMENT PROGRAM

In cooperation with The Charter for the Protection of Children and Young People adopted by the United States Conference of Catholic Bishops, the Diocese of Peoria has mandated that all priests, teachers, staff members, coaches/sponsors, and volunteers, including chaperones, who work in any way with the children in our schools must meet three requirements: attending a class on safe environment training, undergoing a criminal background check (fingerprinting), and having a Department of Children and Family Services background check (CANT form). These mandates must be met before working with students.(1/05)

SAFETY PATROL PROGRAM

Participation in a school safety patrol program is offered to students in Grades 5 through 8. Students are assigned to assist faculty supervisors at dismissal.

SERVICE

An integral part of a St. Mary's School education is service to others. All grade levels incorporate service projects in their yearly curriculum, and all Confirmation candidates have a service component in their preparation activities. Some examples of service projects performed by students include singing and serving for parish funerals and at nursing home Masses, visiting nursing home residents, picking up litter, working at parish and community functions, setting up and taking down lunchroom tables and chairs, participating in the St. Jude Math-a-Thon, donating to the Holy Childhood Association and many other activities.

SMOKE-FREE ENVIRONMENT

The use of tobacco by any school personnel, student, or other person is prohibited within the St. Mary's School building.

Tobacco is defined as cigarette, cigar, or tobacco in any other form, including smokeless tobacco that is intended to be placed in the mouth without being smoked.

(2/20/96)

STUDENT COUNCIL

St. Mary's School provides experience in student government to students in Grades 5 through 8. Four representatives from each of these classes are elected in the fall of the school year. After elections, those students whose names were on the ballot, but were not elected, may become at-large members. These representatives plan a year of activities to enhance student life at S.M.S. They also participate in leadership activities offered through the Illinois Association of

Junior High Student Councils.

STUDENT INTERVENTION TEAM

When one of their students is experiencing exceptional difficulties in academics, behavior, or social relationships and ordinary teacher interventions have not worked, teachers may refer students in their classes to the St. Mary's School student intervention team, which is called S.A.I.N.T.S. (Students And Instructors Need to Succeed).

This team is composed of volunteer faculty members who assist the teacher in solving student problems before a referral to outside agencies becomes necessary. This team may seek advice from outside resources. Parents will be informed when their child has been referred to the team and may be asked to attend one or more team meetings.

SUSPENSION AND TERMINATION OF ENROLLMENT

When other forms of discipline have failed and/or when the nature of the misbehavior warrants, the principal may issue an in-school suspension, an out-of-school suspension, or, in consultation with the pastor, a termination of enrollment.

IN-SCHOOL SUSPENSION

During an in-school suspension, the student will spend the entire day in supervised isolation from his or her class and will not be allowed to leave the area except for necessary restroom periods as the principal permits. The student must complete work assigned by the classroom teacher(s), but all assignments will receive a grade of zero for the day. On the morning of the in-school suspension, the student will report directly to the principal with his or her books and lunch. If the student desires a hot lunch, a lunch, which will be eaten in the assigned area, will be obtained. Any student who leaves the suspension during the day without permission or breaks any other rules during the suspension will be given additional suspensions pending a parent conference. It should be noted by all students that even one grade of zero is devastating to a grade average; students should think carefully about the consequences BEFORE misbehaving.

OUT-OF-SCHOOL SUSPENSION

When it is deemed that a student's behavior in school is having a negative effect on the quality of education available to the rest of the class or when that behavior is potentially harmful to the student or to others, an out-of-school suspension may be issued. The primary purpose of this type of suspension is to give the student, parents, and the school time needed for resolving the problem. As with the in-school suspension, all work must be completed, and all work will receive a grade of zero. Parents will be responsible for the student during an out-of-school suspension.

TERMINATION OF ENROLLMENT

Termination of enrollment is the removal of a student from school for the remainder of the school year. The principal, with the pastor's approval, has the authority to terminate the enrollment of a student.

PUPIL STATUS DURING SUSPENSION OR TERMINATION OF ENROLLMENT

Students who have been suspended or whose enrollment has been terminated are not permitted to participate in or attend any school-sponsored activities either at school or away from school during the period of the suspension or termination. In addition, students who require this type of discipline would probably not be included in future fieldtrips since it would not be fair to ask teachers or parents to accept liability for the student's behavior.

Students suspended or whose enrollment has been terminated have the right to state their defense in an informal hearing, a conference held with the student, parent(s) or guardian(s), involved faculty members, principal, and pastor.

TESTING

Diocesan mandated standardized achievement tests and cognitive abilities tests will be administered in the fall to students in Grades 3, 5, 6, and 7. Standardized writing composition tests will be given to Grades 4 and 7, usually in February. Students from all schools which feed into Pontiac Township High School take the Explore test during their 8th grade year. Teacher-made or curriculum tests will be given periodically to assess the strengths and weaknesses of each child.

Under the auspices of the Office of Catholic Education for the Peoria Diocese, a test of religious knowledge is also given annually for Grades 5 and 8.

TEXTBOOKS

All texts, with the exception of the consumable workbooks, are rented. All books should be covered and carried to and from school in a book bag. If a book is lost, damaged, or destroyed, it must be replaced by the individual.

TRANSFER OF STUDENT RECORDS

St. Mary's School expediently provides for the transfer of student records to a new school as soon as the records are requested by that school. One exception to this rule is when the transferring parents have outstanding tuition, book, or other fees. In such a case, only the current physical, as mandated by state law, will be sent to the new school until all fees have been satisfied.

TRANSFER STUDENTS WHO WISH TO RE-ENTER

Students who move to another city and wish to return to St. Mary's School may do so with the approval of the school administrator with a review of the student's records.

Students who leave St. Mary's and enter a public school in Pontiac may return to St. Mary's with the approval of the school administrator and the Commission on Education. Student's records must be reviewed, and parents will be interviewed and asked to give an explanation as to the reason they wish their child/children to return to St. Mary's School.

(1/5/88)

UNIFORM DRESS CODE for 2011-12

Please Note: The changes to the Uniform Policy will be transitioned in over a two-year period including 2011-12 and 2012-13. During that time, both the old uniforms (as stated in the 2010-11 Handbook) and the new will be acceptable. Changes to the current uniform are in bold italics.

The students of St. Mary's Catholic School in Pontiac have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. Students should wear the uniform with pride and respect for the long tradition of Catholic education at St. Mary's.

If due to an emergency, it is necessary for a child to come to school without the entire uniform, the child should bring a note from home as to the reason he/she is unable to wear the entire uniform.

Hair is not to cover the eyebrows of students, or, in the case of boys, be down to the collar or more than midway on the ears. Hair coloring and cut-out hair styles are not allowed. The principal will make the final decision if a hairstyle is not satisfactory. A note will be sent home to the parents to take care of the situation.

St. Mary's School has a uniform dress code to establish a business-like atmosphere in the classroom. It is mandatory that parents support this dress code. They should see that children leave their homes well-groomed and in uniform. There is a correlation between the pride students take in their appearance and the pride they take in their schoolwork and in their school.

BOYS' UNIFORM

Navy blue ***or khaki*** cotton/polyester or corduroy pants must be worn with a belt. ***No jeans, cargo pants, hip-hugger pants, or sweatpants are permitted*** Shirts must be white ***or navy blue (long- or short-sleeved)*** knit polo shirts, turtlenecks, or mock turtlenecks. No T-shirts or emblems on shirts are allowed. Shirts should be tucked in at all times. Socks are to be solid navy blue, ***khaki***, or white with no emblems or stripes. A plain navy cardigan or school-designated sweatshirt may be worn over the uniform.

GIRLS' UNIFORM

Girls in Kindergarten through Grade 3 may wear solid navy blue or khaki jumpers found at JC Penney's (IZOD style - \$25) or Old Navy (Old Navy Twill Uniform Jumper - \$16.50) with navy or white long or short-sleeved polo shirts. Girls will also have the option of wearing navy blue or khaki slacks with a belt. ***No jeans, cargo pants, hip-hugger pants, or sweatpants are permitted.*** For girls in ALL grades, a navy blue or khaki JC Penney IZOD scooter style skirt (\$22) with built-in shorts may also be worn. ***Skirts should be of modest length, no shorter than two inches above the knee.*** Shirts must be white ***or navy blue*** long- or short-sleeved knit polo shirts, turtlenecks, or mock turtlenecks. Shirts should be tucked in at all times. Socks are to be solid navy blue, ***khaki***, or white with no emblems or stripes; knee socks or tights in those colors may also be worn. In colder months, a navy blue or white cardigan sweater or a navy school-designated sweatshirt may be worn over the uniform.

PHYSICAL EDUCATION UNIFORM

Students in Grades 1 through 8 will wear a P.E. uniform consisting of light blue T-shirts, plain navy gym shorts, white or navy socks, and tennis shoes. No emblems should be worn on clothing. **P. E. shorts should be no shorter than three inches above the knee.**

SHOES, MAKE-UP, JEWELRY

For safety's sake, no flip-flops or sandals are allowed. **This includes fieldtrips and casual days.** Boots should not be worn during the school day except for recess during cold or wet weather.

The use of age-appropriate or natural make-up during the school day or to school events is acceptable, but not encouraged. Natural shades of nail polish (peach, pink, tan, clear) are acceptable for girls.

Tasteful jewelry will be allowed. Long, dangling earrings or noisy or excessive jewelry should not be worn. Boys are not allowed to wear earrings. No body piercing or tattoos are allowed. The principal may make decisions regarding other "fads" as problems occur.

HOT WEATHER DRESS AND CASUAL CLOTHES DAYS

During the months of August through September and **April 15** through June both boys and girls will have the option of wearing navy blue **or khaki** walking shorts with their uniform shirts. All other times will be at the discretion of the principal. The walking shorts must be of a style such as those purchased through J. C. Penney's school uniform catalog. The shorts must be no higher than 3 inches above the top of the knee on both boys and girls. **Girls may also choose to wear uniform-style Capri pants in navy blue or khaki.** If the shorts have a belt loop, a belt must be worn. White, **khaki**, or navy socks must be worn.

For an announced casual clothes day, students may wear jeans, sweatshirts, sweatpants, T-shirts, and so on. Shorts are only allowed when announced by the principal, and only uniform shorts or capris are allowed. **For the sake of modesty, any shorts, including those worn for P.E. and/or as part of the uniform, should be no shorter than three inches above the knee.** Emblems supporting drug or alcohol use or containing obscenities or material in poor taste are never allowed. Bike shorts, leggings, or other immodest articles of clothing are not allowed. T-shirts must be worn under tank tops.

COMPLIANCE WITH THE UNIFORM POLICY

Teachers are to monitor student dress to see that it is in accordance with the dress code described in this handbook. If a student's dress does not conform to the code, the student will be sent to the office to call a parent and will be required to conform to the code before returning to the classroom. In the event that a parent is not available to take the student home or to bring the necessary clothing, the student will be issued a written warning regarding the infraction, and the parents will be required to sign and return the notice. Consistent failure to conform to the uniform dress code will be considered a disciplinary matter and will be handled in accordance with the discipline policy. After three warnings have been issued for uniform infractions, the student will be given detentions for further violations.

USE OF SCHOOL GROUNDS

The school grounds are reserved for the use of school or parish sponsored activities. Any other use must be approved by the pastor.

USE OF STUDENT INFORMATION AND PICTURES

At the beginning of each school year, parents are asked to sign a release allowing the school to publish their child's picture, and basic information related to it, such as name and grade, for possible use in the newspapers, on the school website, or for other educational presentations.

WEAPONS

St. Mary's School is mandated to follow Diocesan Policy D-150, entitled "Possession or Use of Weapons or Look Alike Weapons in School." The policy is as follows:

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Airguns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stiletos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. (Catholic Diocese of Peoria Policy; adopted 4/04)

A complete copy of the policy and its administrative regulations is available in the school office or on the Diocesan website

WEATHER CLOSINGS

Sudden weather changes during the winter may make it necessary to close school. If weather problems should arise prior to, or during, the school day, an announcement will be made on the local radio station WJEZ-FM (98.9) or WTRX-FM (93.7). Generally, whatever is announced for Pontiac Grade School District #429 will apply also to St. Mary's. If school is canceled during the day, children will be given an opportunity to call their parents to make arrangements. Parents are encouraged to have a family plan for such occurrences. Because conditions may vary depending on location, parents are free to pick up their children if school is not canceled during the day but conditions in their home area necessitate early dismissal.

IF SCHOOL IS CANCELLED FOR BAD WEATHER, ALL EVENING SCHOOL-SPONSORED EVENTS ARE AUTOMATICALLY CANCELLED, INCLUDING PRACTICES.

STUDENT WELLNESS PLAN (Local Policy D-151)

St. Mary's School will be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the St. Mary's School that:

1. We will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. To the extent practical, St. Mary's School will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
6. St. Mary's School will engage students, parents, teachers, food service providers, health professionals, and interested community members in monitoring

and reviewing the implementation of the St. Mary's School Student Wellness
Plan.Catholic Diocese of Peoria Policy Adopted: 5/06;
St. Mary's School Policy Adopted: 8/22/06

APPENDIX A

D-147
P-CDOP

BULLYING

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

Catholic Diocese of Peoria Policy

Adopted: 1/03

D-147
AR-OCS

BULLYING

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. An anti-bullying program will be conducted with each class annually. This will be supported by school-wide messages on the issue and, when appropriate, a parent information evening.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.
7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

Office of Catholic Schools

Administrative Regulation

Issued: 1/03

APPENDIX B
DIOCESE OF PEORIA

C - 401

DIOCESE OF PEORIA HARASSMENT POLICY

POLICY

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

DEFINITION

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

PROCEDURE

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.
4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.

5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.

6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.

7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.

8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.

9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.

10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.

11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.

12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.

13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.

14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.

15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.

16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.

17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.

18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.

19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.

20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.

21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination

22. This policy shall be made known to alleged victims who report harassment.

23. This policy shall be reviewed on an annual basis.

24. This policy shall prevail over other Diocesan or parish harassment policies.

03/08

C - 402

SEXUAL ABUSE
DIOCESE OF PEORIA POLICIES AND PROCEDURES
RELATING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS
BY PRIESTS OR DEACONS OR BY LAY EMPLOYEES OR
VOLUNTEERS

I. PREAMBLE

In accord with the “Charter for the Protection of Children and Young People”, the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church’s commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers). The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals.

II. PROHIBITION OF SEXUAL ABUSE OF MINORS

Under the Universal Law of the Church, the sexual abuse of minors by a cleric is a grave delict (offense) reserved to the Holy See, and the offender is subject to severe penalties, including dismissal from the clerical state, if the case so warrants. Even a single verified act of sexual abuse of a minor — past, present, or in the future — by a priest or deacon will lead to the permanent removal from the ministry. An act of sexual abuse of a minor by a lay employee or volunteer — past, present, or in the future — will lead to a permanent dismissal from any role within the Diocese or any Diocesan organization or institution.

Additionally, under both Federal and Illinois civil and criminal law, the sexual abuse of minors is a grave crime and an offender may be subject to severe penalties, including but not limited to incarceration, fines, and/or monetary damages.

III. CAVEAT AND OTHER OBJECTIONABLE CONDUCT

Even conduct that does not constitute sexual abuse may be offensive or may create misunderstanding or embarrassment. Experience has shown that actions by a priest or deacon with minors such as hugging, patting, tickling, or similar “horseplay,” even if intended innocently, may be misconstrued.

Priests and deacons must be especially careful, therefore, to avoid such conduct, especially when other adults are not present. The Diocese of Peoria will provide separately a Code of Conduct applicable to all personnel (use of such term includes volunteers working regularly with children) and all personnel will receive training regarding the Code of Conduct.

Similarly, lay employees and volunteers should refrain from engaging in any non-sexual physical contact with minors under their care, if there is any realistic possibility that the contact may be misunderstood by the minor or found objectionable by the minor's parents.

IV. DEFINITION OF SEXUAL ABUSE OF MINORS

- Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. This includes, but is not limited to, sexual contact with the intimate parts (genital area, groin, anus, inner thighs, buttocks, or breasts) of a minor for the purpose of sexual gratification or arousal or for the purpose of degrading or humiliating the minor. Deliberate touching of the intimate parts of a minor, a request to touch the intimate parts of the adult, the exposure of the intimate parts of the adult to a minor, or requesting the minor to expose his or her intimate parts also constitute sexual abuse. A minor is a person who has not yet reached his or her eighteenth birthday.
- The transgressions in question relate to obligations arising from Divine commands regarding human sexual interaction as conveyed to us by the Sixth Commandment of the Decalogue. Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the Sixth Commandment (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, USCCB, 1995, p. 6).
- A canonical offense against the Sixth Commandment (c. 1395, §2) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, imputability (moral responsibility) for a canonical offense "is presumed upon external violation." (c. 1321, §3. Cf. cc 1322-27)
- If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians may be consulted and the opinions of recognized experts may be obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the Bishop of Peoria, with the advice of the Diocese's Sexual Misconduct Review Board, to determine if the allegation warrants further action.

V. DEFINITIONS

- "Credible" allegation, accusation, or information means that, under all the circumstances known at the time of the determination, a prudent person would conclude that there is a significant possibility that an incident occurred or has been perceived as having occurred.
- "Diocese" encompasses the Roman Catholic Diocese of Peoria in accord with canon 369 of the Code of Canon Law; all parishes and other inferior canonical juridical persons whose competent ecclesiastical superior is the Bishop of Peoria or Administrator of the Diocese of Peoria; The Catholic Diocese of Peoria Corporation as chartered by the State of Illinois; all other corporations (including parish corporations) having the Bishop of Peoria or Administrator of the Diocese of Peoria as their presiding officer; and all institutions, agencies, and

organizations sponsored by these canonical or civil entities.

- “Personnel” includes all persons (clergy, religious, and laity) who are employed by, or volunteer in any of the entities encompassed by the Diocese. Of special concern are those in supervisory capacities or in particularly sensitive areas, such as: those who work with or around children, the very elderly and the physically or mentally infirm, those who counsel others, and generally those who work with people who are less capable of protecting themselves.
- “Reasonable cause” means a prudent estimation based on trustworthy information that an incident occurred or has been perceived as having occurred.

VI. DISTRIBUTION OF POLICY

- A copy of this Policy will be posted on the Website of the Diocese.
- This Policy will be incorporated into all Diocesan personnel guidelines and printed in the Employee Handbooks.
- This Policy will be communicated to the competent ecclesiastical superiors of all members of religious institutes and societies of apostolic life who serve as personnel of the Diocese.
- All clergy, religious and lay staff of the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the sexual abuse policy of the Diocese. Pastors should inform parish employees/volunteers of this policy. Principals should inform all school employees of this policy. The Diocese shall so inform Diocesan employees.
- This policy shall be made known to alleged victims who report sexual abuse.
- This policy shall prevail over any contradictory policy or procedure in the Diocese.
- A signed acknowledgment of receipt and understanding as well as an agreement to be governed by this policy will be required of all personnel of the Diocese. The signed acknowledgments of receipt and understanding of these guidelines will be returned by the above personnel to the superior or supervisor and filed in the appropriate personnel file. All priests incardinated in the Diocese of Peoria will be required to have a signed acknowledgment of receipt and understanding on file in the Office of the Chancellor. A copy of the required acknowledgment is attached to this policy as Appendix A.

VII. MAINTENANCE OF SAFE ENVIRONMENT AND PASTORAL CARE FOR VICTIMS

A. SAFE ENVIRONMENT PROGRAM

1. In order to guard against incidents of sexual abuse of minors by personnel of the Diocese, the Diocese will establish and maintain a Safe Environment Program designed to prevent, identify, and respond to abuse, to provide appropriate education and training to Diocesan personnel about inappropriate behavior and about warning signs of possibly abusive behavior.
2. The Bishop of Peoria will appoint a Safe Environment Director, who will be charged with operation of the Safe Environment Program and education training and monitoring of programs.

3. The Office of the Chancellor will assist in developing a protocol to be followed to evaluate the background of all Diocesan personnel who have regular contact with minors in their ministerial or employment duties. Depending upon the position involved, such background checks may include: fingerprinting, criminal records check, a records check through the Department of Children and Family Services, validation of Social Security number, verification of educational and professional degree(s), verification of previous employment, reference checks, mental health evaluation, illegal substance screening, and/or credit history check. The Office of the Chancellor in conjunction with other Departments of the Diocese of Peoria will develop specific criteria for background checks depending on the position involved.

B. ASSISTANCE TO VICTIMS

1. The Diocese of Peoria recognizes that sexual abuse of minors often causes serious and continuing emotional and psychological problems for the victim. Therefore, the Diocese is committed to providing victims of such misconduct with appropriate professional assistance to address these consequences of abuse by any personnel of the Diocese. The Bishop of Peoria will appoint a Victim Assistance Coordinator to provide such assistance. It is the policy of the Diocese that victims must be treated justly.

2. When credible accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, contact by the Victim Assistance Coordinator with the alleged victim will be promptly initiated. Contact should be made for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation. Medical, mental health, and spiritual assistance may be offered according to the specific situation presented.

3. Under the direction of the Victim Assistance Coordinator, competent counselors and social workers will offer to provide for appropriate assistance to persons who make a credible claim that any personnel of the Diocese sexually abused them when they were minors. This outreach will be made regardless of whether the alleged abuse was recent or occurred many years in the past. The outreach will include the offer of counseling, spiritual assistance, support groups, or other social services agreed upon between the victim and the Diocese.

C. SEXUAL MISCONDUCT REVIEW BOARD

1. The Diocese will maintain a Review Board that will function as a confidential consultative body to the Bishop of Peoria in discharging his responsibilities. The functions of this Board may include:

i. Advising the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry or dismissal from employment or service to the Diocese as a lay person;

ii. Reviewing Diocesan policies for dealing with sexual abuse of minors; and

iii. Offering advice on all aspects of these cases, including the offering

of assistance to victims whether retrospectively or prospectively.

2. The Review Board will be appointed by the Bishop and will be composed of at least five persons of outstanding integrity and good judgment. The members of the Review Board will be selected based on a variety of relevant skills and experience. The skills and experience may include psychology, social work, children's rights, law enforcement, Canon law, civil law, personnel administration, and pastoral care. The majority of the Review Board members will be laypersons who are not in the employ of the Diocese. At least one member will be a priest who is an experienced and respected pastor of the Diocese of Peoria. At least one member should have expertise in treating individuals who have been sexually abused as minors. The Bishop will appoint the members. The Promoter of Justice will participate in the meetings of the Review Board. The Bishop may designate a member to chair the Review Board in his absence.

VIII. PROCEDURES FOR REPORTING TO THE DIOCESE SUSPECTED SEXUAL ABUSE OF A MINOR OR FOR MAKING A COMPLAINT OF SEXUAL ABUSE

A. Any personnel of the Diocese, including, but not limited to, mandated reporters who have actual knowledge of or who have reasonable cause to suspect sexual misconduct against a minor by any personnel of the Diocese (including a priest or deacon), must report that information (unless to do so would violate the priest/penitent relationship of the Sacrament of Penance). First and foremost, an individual should contact the Illinois Department of Child and Family Services at 1-800-252-2873. A report should also be made to Diocesan officials by contacting the Office of the Chancellor.

B. The reporting statement may be made by telephone, by mail, or by e-mail. The reporting statement should include the name and contact information of the complainant, the name and position of the person alleged to have engaged in the misconduct, and the details of the incident or practice.

C. If a cleric is advised in a confessional setting of sexual abuse by a cleric of this Diocese, he shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged sexual abuse outside the confessional setting.

IX. INVESTIGATION OF INCIDENT REPORTS AND INTERIM PROTECTIVE MEASURES

A. NOTIFICATIONS OF REPORT

Once the Office of the Chancellor is in receipt of any report of sexual misconduct against a minor by any personnel of the Diocese of Peoria, the Bishop will be informed immediately. The Chancellor and/or Vicar General shall notify the alleged offender of the allegations made against him or her. The Chancellor and/or Vicar General shall notify the associate pastor(s) of any pastor so accused, or shall notify the pastor of any associate pastor so accused or the appropriate supervisor or religious superior, that charges have been made against the alleged offender. The Chancellor and/or Vicar General shall further notify the Diocesan attorney and insurance carrier/administrator as appropriate. They shall also notify, if applicable, religious superior or supervisor in the case of a lay employee, that charges have been made against the alleged offender and should keep the superior advised of the status and outcome of the proceedings.

B. REQUIREMENT OF INVESTIGATION

When an allegation of sexual abuse of a minor is received, a preliminary investigation will be initiated and conducted promptly and objectively. In the case

of a priest or deacon, the investigation will be conducted in harmony with canon law including appointment of an Investigator for this purpose. The Diocese will obtain legal advice, both civil and canonical, as soon as possible. (c. 1717)

C. CONFIDENTIALITY

All personnel of the Diocese who are involved in the investigation and disposition of the report of sexual abuse, including the members of the Review Board, will refrain from publicly commenting on the report. Any public statements about the report or about any action taken in response to it may be made only with the explicit approval of the Bishop. Any media contact or inquiries regarding an incident of sexual misconduct by personnel of the Diocese must be directed to the Office of the Chancellor.

D. INTERIM MEASURES

The Bishop of Peoria may immediately place on administrative leave the priest or deacon from ministry temporarily and may immediately suspend any lay employee or volunteer, if the circumstances appear to the Bishop to warrant immediate action pending completion of the investigation. The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the Diocese and to the alleged offender. This policy favors immediate restriction to protect any possibility of abuse. Clergy should understand that this policy is necessitated by their status.

E. INVESTIGATION OF INCIDENT REPORTS

1. Each reported incident will be promptly investigated under the direction of the Office of the Chancellor, with care taken not to interfere with any confidential or civil/criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator. Ongoing information about the investigation of the incident will be provided to the Bishop of Peoria.

2. The alleged offender shall be given the opportunity to rebut before the Bishop or his designee any evidence against him.

3. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines.

F. PROCESS FOR INVESTIGATION

1. When there is a report made or cause to believe that sexual abuse by a priest, deacon, lay employee or volunteer of this Diocese is threatened or has occurred, notice should be given immediately to the Chancellor, Patricia M. Gibson, at (309) 671-1550; Vicar General, Monsignor Paul Showalter, at (309) 671-1550; or the Victim Assistance Coordinator, Ann Slaughter, at (309) 635-2141. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or parish to whom such a report is made or who has reasonable cause to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.

2. Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document

the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.

3. All appropriate steps will be taken to protect the reputation of the alleged offender during the investigation. The alleged offender will be encouraged to retain the assistance of civil counsel (and in the case of a priest or deacon, canonical counsel).

4. If the alleged victim is not the source of the report, the Victim Assistance Coordinator will endeavor to contact the alleged victim to obtain information directly from her or him. The alleged victim and any other witnesses will be encouraged to submit a written description of the incident or incidents, but it will be made clear that the report will be investigated even without a written complaint.

5. The Victim Assistance Coordinator will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.

6. The Chancellor and/or Vicar General will promptly notify the alleged offender about the substance of the report. The Chancellor and/or Vicar General will interview the alleged person to obtain the offender's response to the allegations contained in the report. The offender will be informed of the right to obtain counsel in connection with the investigation and any ensuing proceedings.

7. The Chancellor and/or Vicar General will immediately notify the Bishop of any information developed in the course of the investigation that, in their judgment, warrants immediate attention. In all events, within approximately thirty days following the initial receipt of the report, the results of the investigation, even if not yet completed, will be conveyed to the Bishop and to the Sexual Misconduct Review Board.

G. REPORT TO SEXUAL MISCONDUCT REVIEW BOARD

The information conveyed to the Sexual Misconduct Review Board by the Chancellor, Vicar General and Victim Assistance Coordinator must include the following information:

1. Unless the allegations are already well-known or unless personally identifying information is otherwise necessary, an anonymous reference to the alleged offender together with a description of the alleged offender's age, current clerical assignment and date of ordination, if applicable, and a general history of prior assignments;

2. An anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment;

3. A complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including:

i. The circumstances that led to the person's decision to make the

report, especially if the alleged incident occurred a long time in the past; and

ii. Any professional psychological counseling or treatment the alleged victim has received that may be related to the alleged incident.

4. A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person);

5. A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report;

6. A complete and thorough recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations;

7. A description of further investigative steps the Chancellor, Vicar General, and Victim Assistance Coordinator recommend be taken before the Review Board makes any final recommendations to the Bishop;

8. Any conclusions the Chancellor, Vicar General, and Victim Assistance Coordinator wish to offer about the weight of the allegations and the reliability and credibility of any persons who submitted information, including the alleged victim and the accused priest, deacon, lay employee or volunteer.

H. RECOMMENDATIONS BY REVIEW BOARD

After receiving the information obtained in the investigation, the Review Board: May request that further information be pursued by Diocesan Officials, or immediately proceed to make a recommendation to the Bishop.

The recommendations the Review Board may make to the Bishop include (but are not limited to) the following:

1. The allegations are not supported by sufficient evidence or otherwise are not credible and the matter should be closed without adverse action regarding the alleged offender;

2. The allegations appear credible, but no final conclusions should be reached pending receipt of:

i. A report of psychiatric or psychological evaluation of the alleged offender, if the alleged offender is willing to allow the release of such report to the Review Board;

ii. A similar report from the alleged victim's professional psychiatric or psychological counselor, if the alleged victim is willing to authorize their release to the Review Board; or

iii. Additional specific information that still may be available.

3. The allegations appear to be supported by sufficient, credible evidence and steps should be taken:

i. To remove the priest or deacon from the ministry, either by

consent (including retirement) or in accordance with the procedures provided by canon law, if the priest or deacon contests the findings; or

ii. To terminate the employment of a lay employee or to terminate the service of a lay volunteer.

I. DETERMINATION BY THE BISHOP

1. The Bishop of Peoria and his advisors will review the report reflecting the results of the investigation as well as the recommendations of the Review Board. If the alleged claim appears substantiated, then after consultation with competent Diocesan officials the Bishop of Peoria will instruct the Chancellor and/or Vicar General to notify the alleged offender of the Bishop's determination and the alleged perpetrator may be permitted to freely resign from his/her ministry, or may be relieved from the exercise of any function or responsibility or ministry and/or employment in the Diocese and placed on administrative leave pending the outcome of any further investigation, including an outside investigation, such leave to be with or without pay and/or benefits as the Bishop may decide.

2. If sexual abuse has been found not to have occurred, the alleged offender shall be reinstated or placed as the Bishop deems appropriate. The information obtained during the investigation shall be retained confidentially and apart from the alleged offender's regular employment file.

3. If a determination is made that sufficient evidence does not exist to warrant a finding, the Bishop (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.

4. Notwithstanding any of the foregoing, the Diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.

J. ACTIONS TO ADDRESS INCIDENTS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS

When even a single act of sexual abuse by a priest or deacon is admitted or is established after an appropriate process in accord with Canon Law, the offending priest or deacon will be removed permanently from ecclesiastical ministry. In addition, in appropriate cases, other canonical penalties may be imposed, which may include dismissal from the clerical state. Removal from ministry is required whether or not the cleric is diagnosed by qualified experts as a pedophile or ephebophile or as suffering from any other sexual disorder that may require professional treatment.

K. NOTIFICATIONS OF DECISION

1. If the alleged perpetrator is a clergyman incardinated in the Diocese of Peoria, the report and investigation will be referred to the Bishop of Peoria in accordance with Canon Law and subject to the provisions of canon 1722.

2. If he is a clergyman incardinated in another Diocese, the Bishop of Peoria will immediately refer the matter to his proper Ordinary for deliberation or

further action.

3. If the alleged perpetrator is a member of a religious institute or a society of apostolic life, the Bishop of the Diocese of Peoria will immediately contact the competent ecclesiastical superior of such member for consultation on the proper procedure to be followed.

4. Alleged victims who report alleged sexual abuse have the right to know the general disposition of the sexual abuse investigation. Furthermore, the victim will be notified if any action has been taken as a result of the investigation.

L. RECORDS

The Diocese will keep appropriate written records of each reported incident, the investigation, and the results thereof. The records will be marked confidential and be kept in the custody of the Diocesan attorney.

M. JURISDICTION

In every case involving canonical penalties, the processes provided for in Canon Law must be observed, and the various provisions of Canon Law must be considered (cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith, May 18, 2001). Unless the Congregation for the Doctrine of the Faith, having been notified, assumes direct responsibility for the case because of special circumstances, the Bishop of Peoria will proceed according to the directives of the Congregation for the Doctrine of the Faith (Article 13, "Procedural Norms" for Motu Proprio Sacramentorum sanctitatis tutela, AAS, 93, 2001, p. 787).

N. WAIVER OF PERIOD OF LIMITATIONS

Since sexual abuse of a minor is a grave offense, if the case would otherwise be barred by the statute of limitations prescribed by Canon Law, the Bishop of Peoria will petition the Congregation for the Doctrine of the Faith for a dispensation from this prescription, while indicating appropriate pastoral reasons rendering so.

O. ASSISTANCE OF COUNSEL

For the sake of due process, the alleged offender is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the Diocese will supply canonical counsel to a priest or deacon. The provisions of canon 1722 will be implemented during the pending penal process.

P. FINDING OF CULPABILITY

When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation of the Doctrine of the Faith will be notified. The Bishop will then apply the precautionary measures mentioned in canon 1722; that is, the Bishop will remove the offender from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.

Q. SANCTION IN LIEU OF DISMISSAL FROM CLERICAL STATE

If the priest or deacon has either admitted culpability or been found culpable after a trial in accordance with Canon Law and if the penalty of dismissal from the clerical state has not been applied for (e.g., for reasons of advanced age or infirmity) or prescribed by the tribunal after a trial, the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or

to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest.

R. ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE ADMINISTRATIVE ACTION

In addition to the sanctions that the Bishop of Peoria or the Congregation for the Doctrine of Faith may impose under Sections 2, 6, and 7 of this Policy, the Bishop of Peoria has the executive power of governance, through an administrative act:

1. To remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. (see canons 35-58, 149, 157, 187-189, 192-195, 277 §3, 381, 383, 391, 1348, 1740-1747); and

2. To limit, suspend, or terminate the employment of any “at will” lay employee and to terminate the service of any lay volunteer.

S. “SINGLE INCIDENT” POLICY

Because sexual abuse of a minor is a crime in all jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the Bishop of Peoria will exercise this power of governance to ensure that any priest or deacon who has committed even one act of sexual abuse of a minor as described above will not continue in active ministry.

T. POSSIBLE ADMINISTRATIVE MEASURES

The Bishop may exercise his executive power of governance to take one or more of the following administrative actions relating to a priest or deacon (cc. 381, 129ff):

1. He may request that the offender freely resign from any currently held ecclesiastical office (cc. 187-189).

2. If the offender declines to resign and if the Bishop judges the offender to be truly not suitable (c. 149, §1) at this time for holding an office previously freely conferred (c. 157), then he may remove that person from office observing the required canonical procedures (cc. 192-195, 1740-1747).

3. For a cleric who holds no office in the Diocese, any previously delegated faculties may be administratively removed (c. 391, §1 and 142, §1), while any de lege faculties may be removed or restricted by the competent authority as provided in law (e.g., c. 764).

4. The Bishop may also judge that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to be allowed to celebrate the Eucharist with no member of the faithful present (c. 906); for the good of the Church and for the priest’s own good, the Bishop may urge the priest to celebrate the Eucharist only under such circumstances and not to administer the sacraments.

5. Depending on the gravity of the case, the Bishop may dispense the cleric from the obligation of wearing clerical attire and may prohibit him from doing so (cc.85-88, 284).

Any of these administrative actions will be taken in writing and by means of decrees (cc. 47-58) so that the cleric affected is afforded the opportunity of recourse against them in accord with Canon Law (cc. 1734 ff).

U. LOSS OF THE CLERICAL STATE

A priest or deacon may at any time request a dispensation from the obligations of the clerical state. In exceptional cases, the Bishop may request of the Holy Father the dismissal of the priest or deacon from the clerical state ex officio, even without the consent of the priest or deacon.

V. RESTRICTION ON TRANSFERS BETWEEN DIOCESES

1. No priest or deacon who has committed an act of sexual abuse of a minor may be temporarily or permanently transferred (released or incardinated) for ministerial assignment to another Diocese/eparchy or religious province. Before a priest or deacon of the Diocese of Peoria may be transferred for residence to another Diocese/eparchy or religious province, the Bishop will forward in a confidential manner to the local bishop/eparch and religious ordinary (if applicable) of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people. This requirement applies even if the priest or deacon will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a society of common life according to the manner of religious, in a secular institute, or in another form of consecrated life or society of apostolic life).

2. Before the Bishop of Peoria receives a priest or deacon from outside his jurisdiction, the Bishop will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question.

X. TRANSPARENCY AND OPENNESS; PROTECTION OF PERSONAL PRIVACY AND REPUTATION

A. DANGER OF FALSE ALLEGATIONS

Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. When an accusation has proved to be unfounded, every step possible will be taken to restore the good name of the person falsely accused.

B. PUBLICATION OF DIOCESAN ACTION

When an allegation of sexual abuse of a minor has been verified, the Chancellor and/or Vicar General will publish an appropriate announcement of the action taken in response to the abuse. Particular announcements and information may be published to assist and support parish communities directly affected by ministerial misconduct involving minors. The Diocese will maintain a record, including information on the Diocesan Website, that lists the names of priests and deacons who have been removed from ministry under this Policy.

C. CONFIDENTIALITY AGREEMENTS

The Diocese will not enter into confidentiality agreements regarding allegations of sexual abuse of minors except for grave and substantial reasons advanced by the victim and noted in the text of the agreement.

D. OUTREACH TO AFFECTED PARISHES

The Chancellor, Vicar General and Victim Assistance Coordinator will be responsible for taking immediate steps to assist and support parish communities directly affected by ministerial misconduct involving minors. The outreach may

consist of a parish and/or school meeting at the affected parish, an offer of counseling to members of the affected community, explanation of the response process and informing the affected community of the action taken in response to the allegation.

E. COMPLIANCE WITH CIVIL LAWS; REPORTING TO CIVIL AUTHORITIES ALLEGATIONS OR SUSPICIONS OF ABUSE OR MALTREATMENT OF MINORS

1. The Diocese of Peoria will comply with all applicable civil laws with respect to the reporting to civil authorities all allegations of sexual abuse of minors and will cooperate in their investigation. The Diocese of Peoria requires all personnel of the Diocese to comply with these requirements.

2. The Diocese of Peoria will comply with all applicable civil laws with respect to the reporting to civil authorities all allegations of sexual abuse of minors and will cooperate in their investigation. The Diocese of Peoria requires all personnel of the Diocese to comply with these requirements.

XI. OCCUPATIONS REQUIRED TO REPORT INCIDENTS OF CHILD SEXUAL ABUSE OR MALTREATMENT OR ENDANGERMENT

All Diocesan personnel are required to report suspected child abuse, including sexual abuse, to the Diocese as set forth in this Policy. In Illinois, the Department of Children and Family Services requires that persons engaged in certain occupations report incidents of suspected child abuse, including sexual abuse, to state or local authorities. Occupations subject to these requirements include medical personnel such as physician, dentist, LPN, RN, medical social worker, emergency medical technician, nurse practitioner, chiropractor, hospital administrator; school personnel such as teacher, principal, school counselor, school nurse, school social worker, assistant principal, truant officer, school psychologist; social service/mental health personnel such as mental health personnel, social workers, psychologists, domestic violence personnel, substance abuse treatment personnel, staff of state agencies dealing with children such as Department of Human Services, Department of Public Aid, Department of Public Health, Department of Corrections, and Department of Children and Family Services; law enforcement personnel such as employees of the court, parole/probation officer, emergency services staff, police, states attorney and staff, juvenile officer; coroner/medical examiner personnel; child care personnel including all staff at overnight, day care, pre-school or nursery school facilities, recreational program personnel, foster parents; and members of the clergy which includes any member of the clergy that has reasonable cause to believe that a child known to him in a professional capacity may be an abused child.

03/08

APPENDIX D

C - 407

CODE OF PASTORAL CONDUCT FOR PRIESTS, DEACONS, PASTORAL MINISTERS, ADMINISTRATORS, STAFF, AND VOLUNTEERS

I. Preamble

Priests, deacons, pastoral ministers, administrators, staff, and volunteers in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers (Code of Pastoral Conduct) provides a set of standards for conduct in certain pastoral situations.

II. Responsibility

The public and private conduct of clergy, staff, and volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Clergy, staff, and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to the Code of Pastoral Conduct rests with the individual. Clergy, staff, and volunteers who disregard this Code of Pastoral Conduct will be subject to remedial action by the Catholic Diocese of Peoria. Corrective action may take various forms from a verbal reproach to removal from the ministry depending on the specific nature and circumstances of the offense and the extent of the harm.

III. Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors

Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person. (Pastoral Counselors and Spiritual Directors: Clergy, staff, and volunteers who provide pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.)

1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.

1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other preexisting relationship). [See Section 7.2.2]

1.3 Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.

1.4 Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.

1.5 Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client, such as relatives or friends of the client, when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.

1.6 Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling related relationships.

1.7 Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.

1.8 Sessions should be conducted in appropriate settings at appropriate times.

1.8.1 No sessions should be conducted in private living quarters.

1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.

1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

2. Confidentiality

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.

2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.

2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.

2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.

2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.

2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.

2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:

Attempt to secure written consent from the minor for the specific disclosure.

If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

Consultation with the appropriate Church supervisory personnel is required before disclosure.

These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure, even indirect disclosure, of information received through the confessional.

3. Conduct With Youth

Clergy, staff, and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

3.1 Clergy, staff, and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.

3.2 Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.

3.3 Clergy, staff, and volunteers should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with youth.

3.4 Clergy should not allow individual young people to stay overnight in the cleric's private accommodations or residence.

3.5 Staff and volunteers should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

3.5.1 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

3.5.2 Use a team approach to managing emergency situations.

4. Sexual Conduct

Clergy, staff, and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.

4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.

4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.

4.4 Allegations of sexual misconduct should be taken seriously and reported first to civil authorities if the situation involves a minor and then to the Victim Assistance Coordinator of the Diocese of Peoria. The Catholic Diocese of Peoria's procedures will be followed to protect the rights of all involved.

4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Illinois and should follow those mandates.

5. Harassment

Clergy, staff, and volunteers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other Church staff or volunteers.

5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:

- # Physical or mental abuse.
- # Racial insults.
- # Derogatory ethnic slurs.
- # Unwelcome sexual advances or touching.
- # Sexual comments or sexual jokes.
- # Requests for sexual favors used as:
 - * a condition of employment, or
 - * to affect other personnel decisions, such as promotion or compensation.
- # Display of offensive materials.

5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4 Allegations of harassment should be taken seriously and reported immediately to the Victim Assistance Coordinator. The Catholic Diocese of Peoria's procedures will be followed to protect the rights of all involved.

6. Parish, Religious Community/Institute, and Organizational Records and Information

Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of parish, religious community/institute, or organizational records.

6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.

6.2 Most sacramental records older than 70 years are open to the public.

6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.

6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.

6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by the Catholic Diocese of Peoria or by law. Contact the Office of the Chancellor upon receipt of any request for release of financial records.

6.4 Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

7. Conflicts of Interest

Clergy, staff, and volunteers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

7.1 Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

7.2 Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

7.2.1 No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- # Clarify with all parties the nature of each relationship,
- # Anticipate any conflict of interest,
- # Take appropriate actions to eliminate the conflict, and
- # Obtain from all parties written consent to continue services.

7.3 Conflicts of interest may also arise when a Pastoral Counselor=s or Spiritual Director=s independent judgment is impaired by:

- # Prior dealings,
- # Becoming personally involved, or
- # Becoming an advocate for one (person) against another.

In these circumstances, the Pastoral Counselor or Spiritual Director shall advise the parties that he or she can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

8. Reporting Ethical or Professional Misconduct

Clergy, staff, and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

8.1 Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff, or volunteers, you should notify the proper civil authorities immediately.

Also notify the Office of the Chancellor.

8.2 When an uncertainty exists about whether a situation or course of conduct violates this Code of Pastoral Conduct or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor

8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this Code of Pastoral Conduct or other religious, moral, or ethical principles:

- # Report the issue to a supervisor or next higher authority, or
- # Refer the matter directly to the Office of the Chancellor.

8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.5.

9. Administration

Employers and supervisors shall treat clergy, staff, and volunteers justly in the day-to-day administrative operations of their ministries.

9.1 Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canon law obligations and also reflect Catholic social teachings and this Code of Pastoral Conduct.

9.2 No clergy, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

10. Staff or Volunteer Well-being

Clergy, staff, and volunteers have the duty to be responsible for their own spiritual, physical, mental, and emotional health.

10.1 Clergy, staff, and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.

10.2 Clergy, staff, and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3 Clergy, staff, and volunteers must address their own spiritual needs. Support from a Spiritual Director is highly recommended.

10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

03/08

