



**PARENT/STUDENT  
HANDBOOK  
*2017-2018***

***St. Paul Catholic School***

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SAINT PAUL SCHOOL PARENT/STUDENT HANDBOOK

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2014/2015 EDUCATION COMMISSION BOARD

Monsignor Richard Pricco	Sue Corey – Chairperson
Larry Adams - Religious Ed Director	Philip Rauschert – Secretary
Barbara Shrode – Principal	Katrina Daytner
Tony Ensenberger – RCIA	Carol Kersting
Pat Arnold	

Circumstances may arise in which St. Paul School determines that changes are required in these guidelines and procedures. For this reason, St. Paul School, reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, procedures set forth in this Handbook

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Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

*St. John Chrysostom*

Welcome to St. Paul Catholic School! In choosing St. Paul School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Laura Cody  
Principal

## 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 illuminated 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, which 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 Catholic 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

The mission of St. Paul Catholic School is to educate each child academically, spiritually, morally and socially in a safe Christ centered environment.

## PHILOSOPHY/GOALS

The following is a statement of the philosophy, purposes, and objectives of St. Paul School as formulated by the faculty and education commission and approved by the parish council.

Philosophy of St. Paul school:

We view St. Paul Catholic School as an environment

- where we strive to teach as Jesus did.
- where the history, beliefs and practices of the Catholic Church are taught and lived.
- where learning is valued and this value is transmitted to students by means of experience, study and instruction.
- where students are viewed as individuals with individual needs, interests, modes of learning and a respect for all of creation.
- where decision-making power and responsibility to self, to the present community and to the world are developed.
- where students and teachers share in the search for truth, where they recognize and develop talents and creativity.
- where teachers exercise authority, leading students toward self-regulation and self-discipline.
- where students are helped to have a sense of self-worth and purpose.
- where community is developed, providing students with the experience of living, working, and worshipping as members of a faith community.
- where Christian courtesy is esteemed and practiced so that students may learn by example.

Purposes of St. Paul School:

- to teach Catholic values and Catholic doctrine
- to facilitate active participation of the faculty-student community in making decisions that will affect their lives and the lives of others.
- to develop the capacity for critical scrutiny of society and of personal experience in the light of the Gospel for the building of a value system that will promote a just society.
- to build an appreciation for learning and the attitude that education is an ongoing, lifelong process.
- to provide appropriate instruction and resources for personal and cultural development and for the acquisition of basic skills.
- to provide recognition of individual talents and achievements.
- to give experience in living and worshipping in a religious atmosphere.
- to give an example of Christian courtesy and respect.

Objectives of St. Paul School:

- to provide a coordinated daily religious program.
- to provide opportunities for participation in liturgies and paraliturgical celebrations of the Sacraments, the feasts and the seasons of the Catholic Faith.
- to provide the educational needs of students through personalized instruction carried on through one-to-one, small group and small class work.
- to provide experiences which promote the ability to take responsibility and to make decisions, e.g., teacher-student planning of subject content, use of contracts and choosing among various learning activities.
- to encourage active participation in school, parish, local and world projects.
- to provide information, open discussion and experiences that bring about awareness of social issues and institutions in order to facilitate the formation of value judgments.
- to provide current course material, outstanding teachers, outside resource people and cultural experiences.
- to provide suitable multi-media materials and equipment.

to provide positive reinforcement.  
to promote good student-teacher interrelationships based on mutual respect.  
to promote teacher growth through in-service days, professional reading materials, workshops and supervision

## PARISH GOVERNING AND SUPPORT

St. Paul Parish Council – Chairperson – Bill Knox

Article II taken from the constitution and by-laws:

Objectives and Purpose

The objectives and purpose of the St. Paul Parish Council shall be:

1. the administration of the temporalities of St. Paul Church, School, and other properties which are hereby delegated by the Pastor and Lay Trustees of the Parish.
2. to prepare an annual budget for the operation of the church, school, and other properties owned by the parish; to approve and to coordinate all fund-raising projects.
3. to provide a teaching staff for the school consonant with the certification requirements of the Peoria Diocesan School Office and promote the highest standards of excellence consistent with the philosophy of Catholic education.
4. to analyze, plan and inaugurate programs to improve or to maintain the educational, financial or physical needs of the church, school and other facilities or properties owned by the Parish.
5. to serve as direct representatives of all parish families in all matters pertaining to the administration, financing and operation by the Church, School, Rectory and any other properties owned by the Parish.

St. Paul Education Commission – Chairperson – Sue Corey

Article II taken from the Constitution

This commission is an advisory body assisting with the operation of education programs at St. Paul Parish, subject to such regulations as might proceed from the Ordinary of the Diocese and/or Diocesan Board of Education as provided for by the Constitution of St. Paul Parish Council.

St. Paul Home and School Association – President – Theresa Young

Article II taken from the by-laws of the Association

The objectives of this association shall be:

1. to achieve a closer relationship and understanding among the parents, the Pastor, the Principal and the teachers of St. Paul School to the end that the education and social development of the children may be broadened and improved.

2. to cooperate with school authorities in specific projects and undertakings which will increase the educational opportunities of the children.
3. to assist the Pastor, the Principal and the teachers of St. Paul School in carrying out any program which they may suggest.

### Article III

#### Membership

All parents of children enrolled in St. Paul School shall be members of this Association.

### Article IV

#### Meetings

1. Regular meetings of this association shall be held on the second Monday of every other month, beginning with September of each year and ending with the Annual Meeting in May.
2. Meetings shall be called to order at 6:30 p.m. unless otherwise specified.
3. The Executive Committee upon seven days' notice may call special meetings.

### SPECIAL RESPONSIBILITIES

#### Administrative Responsibility – Principal – Laura Cody

To provide the educational leadership and the administrative skills to build a faith community through which the total development of each student is promoted.

To provide encouragement and understanding to the faculty and students, recognizing each as a unique individual.

To strive for harmony with the school community, providing an opportunity for honest, open communication.

To aid teachers in providing a total educational program whereby every child is given the opportunity to succeed.

#### Faculty Responsibility

To show acceptance and encouragement of each child as a unique individual.

To provide for the individual needs of each student.

To exemplify Christian principles and attitudes.

To maintain professional ethics at all times.

To communicate and interact with the adult personnel: faculty, principals, parents, priests and the St. Paul Education Commission.

To show a spirit of cooperation within each department and between departments.

To continue participation in professional activities and continuing education.



## Student Responsibility

To strive to achieve to the fullest of one's ability.

To exemplify a concern toward one's self and others.

To cooperate with the school laws and regulations.

To accept and respect the uniqueness of each person.

To assume, according to age level and intellectual capacity, co-responsibility with the faculty for development of individualized programs.

To play a supportive role in school activities.

## INTRODUCTION

This handbook may be amended as needed. Parents and students will be notified of any changes made during the school year.

## ACADEMIC POLICIES

### Academic Expectations

Each student is expected to work to the best of their ability. Assistance will be given in the classroom as needed. Parents will be informed of their child's progress throughout the year with conferences, notes, phone calls and reports.

### Homework

If a parent knows a child will be absent for several days, the parent may make a request to have the student's homework collected. It may be picked up that day after school. Students will be allowed to make up work for excused absences and should make arrangements with the individual teacher to complete make up work in a reasonable amount of time. Teachers may require students to obtain assignments and/or turn in work in advance for prearranged absences.

### Report Cards

Report cards will be given after the end of each nine weeks. Letter grades are used for grades 3-6. The grading scale is:

A – 94 – 100 Excellent

B – 86-93 Very Good

C – 76-85 Satisfactory

D – 68-75 Below Average

E – Effort Shown, but below grade level

F – Below 68

I - Incomplete

### Progress Reports

In grades 3,4,5, and 6 parents are notified mid-quarter through a progress report mailed to the home. It is the joint responsibility of the parent and teacher to keep on top of the progress of an individual student.

### Disability Issues

St. Paul School does not offer special education classes. Therefore, the acceptance of students in the categories noted below will be given individual consideration. This is done to determine if St. Paul can provide the services this student would need.

1. behavioral and discipline problems will be referred to the administration
2. physically handicapped will be referred to the administration

3. disabled learners will be referred to the administration
4. bi-lingual students will be referred to the administration

### Retention

The parents will be notified after the first semester, or as soon as possible, if a student shows an inability to master skills at the time they are presented and reviewed. Teachers will assist parents in suggesting remediation techniques to aid the student.

If, by the end of the year the student has not made expected progress and parents refuse to give consent to be retained, the parents must sign a statement of refusal and assume the responsibility for the child's future success at St. Paul School. This statement is kept in the student's file.

It is the responsibility of the administration to determine whether or not a student may re-register for St. Paul School when a recommended retention is refused.

## ADMISSION AND REGISTRATION REQUIREMENTS

### Priority of Admissions

1. Registered members of St. Paul Parish
2. Out of parish Catholic families
3. Families of other religious denominations

Non-Catholic students will be admitted if they fulfill the entrance requirements, and if class size permits. They will participate in all school activities at St. Paul including our school weekly mass.

### Enrollment Limit

The class size for grades K-6 shall be limited to 25 students per class. More than that would be admitted only if the families are registered members of St. Paul Parish.

### Parents

Parents who wish to enroll a child in St. Paul School must be registered, contributing members of St. Paul Church. Parents are expected to cooperate in preparing their children for the first reception of the sacraments.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### Parent Service Requirement

There are no specific parent service requirements at this time. Parents should volunteer for school activities and fundraisers as needed. As long as everyone steps up and helps, no specific mandates will be necessary.

### Students

Students entering a three-year-old program must be three years of age on or before September 1 of that academic year and for a four-year-old program they must be four years of age on or before September of that year.

Students entering kindergarten must be five years of age on or before September 1 of that school year. Students entering the first grade must be six years of age by September 1.

Verification of age is necessary for children entering school for the first time. The baptismal certificate and birth certificate (from the county courthouse – not hospital) needs to be in each student's file in the office.

Each student must meet current State of Illinois requirements. The current requirements are:

1. A physical exam by a physician before entering kindergarten and grade 5 must be on file by the first day of school. This is also required of every student new to the State of Illinois. Students in Kindergarten and new to the school from another State must have a Vision Exam and students in Kindergarten, Second and Sixth must receive a Dental Exam by May of that school year.
2. Immunization against measles, tetanus, polio, pertussus, mumps, diphtheria and chicken pox. A lead test will be given at the kindergarten physical.

These are State/Diocesan immunization requirements. Each student must meet current requirements of the Peoria Diocese. The current requirements are:

1. to meet all current state requirements
2. to show baptismal certificate and birth certificate
3. transfer students must show verification of grade level from last school attended

St. Paul School does not offer special education classes. Therefore, the acceptance of students in the categories noted below will be given individual consideration. This is done to determine if St. Paul can provide the services this student would need.

1. behavioral and discipline problems will be referred to the administration
2. physically handicapped will be referred to the administration
3. disabled learners will be referred to the administration
4. bi-lingual students will be referred to the administration

#### Non-Discrimination in School Admission

St. Paul School welcomes students regardless of race, color, sex, national or ethnic origin.

Students of religious denominations other than Catholic are admitted when space is available and tuition standards are acceptable to the requesting parent(s). Such students attend religion classes and ordinarily fulfill usual assignments.

All students and parents are made aware that the basic purpose of St. Paul School is for the formation of students in preparation for living as Catholic/Christian adults within a community inspired by faith. Children must be capable, emotionally and intellectually, of meeting St. Paul Catholic School behavior and academic standards.

Student/family requests for admission for students with unique needs, requiring minor adjustments in academic programs will be considered on an individual basis. Determinations will take into account the needs of the students and the resources of St. Paul School. Any such admissions shall include a trial period with timely reviews of progress during the first year of attendance.

Parents of children enrolled in St. Paul School are required to inform the school of any health problem, disability, or special needs. The school can only make reasonable accommodations since there is no special education program.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Paul School reserves the right to terminate enrollment of the child.

St. Paul School reserves the right to terminate enrollment of a student if custodial parents have not disclosed the student's special need.

#### ASBESTOS MANAGEMENT

This is to inform you of the status of St. Paul School's asbestos management plan. As required, our building was initially inspected for asbestos. Our most recent re-inspection was conducted in June 2017. The Asbestos hazard Emergency Response Law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The inspection/management plan is available for public review in the main office.

#### ATTENDANCE GUIDELINES

##### Absences

A student's absence needs to be reported to the school office by the parent or guardian no later than 8:30 a.m.

##### Appointments

Permission for medical and dental appointments during school time should be given at the discretion of the principal; however, parents are encouraged to schedule these for non-school time whenever possible. The parent or guardian must write all requests for early dismissal for appointments, etc. This note must be shown to the classroom teacher, who will initial it. The student will then take it to the office where the note will be kept on file.

##### Excuses

An excuse written by a parent is required for each absence. These are to be initialed by the classroom teacher and sent with the student to the office.

##### School Hours

The school day begins with the second bell at 8:00 a.m., and ends with the bell at 2:30 p.m.

It is essential that all students be in school as often as physically possible.

Good attendance is important at all grade levels to ensure each student's continuing academic progress.

Attendance is kept on the basis of full or half-day sessions. A student is counted present for that half day if he/she attends over half of said time period.

Students will be counted tardy if they arrive after the beginning of the morning session – 8:00 a.m. and after the start of the afternoon session 12:10 p.m.

Supervision will be provided at 7:40 a.m. for all students. We request students not arrive before this time. Students will be dismissed at 2:30 p.m., at which time they should be promptly picked up or should immediately walk home. Any student not picked up by 2:45 p.m. will be placed in the Extended Care Program provided by St. Paul School and is charged the daily fee.

##### Tardiness

Students arriving at school after 8:00 a.m. will be marked tardy. A tardy student should present to the office a written excuse from the parents/guardians stating the reason for the tardiness so that they may be admitted to their class.

A record of each time a student is tardy, including the date the tardiness occurred shall be kept by the teacher and in the office. The total number of times tardy is entered on the student's permanent record.

## BICYCLES

Bicycles must be placed in proper racks on the school grounds. Riding bicycles on walks or on blacktop is a safety hazard and therefore is not permitted. Children are asked to walk bicycles from the edge of the parking lot to the bicycle racks upon arrival. When dismissed, children must walk their bicycles until they cross the nearest intersection. Children will lose their bicycle privilege for one week if this rule is broken. **Locks are recommended to secure bicycles during school hours. St. Paul cannot be held responsible for lost or stolen bicycles.**

## BOOKS

An annual book fee is charged for each child and will be collected at the spring registration.

## COMMUNICATIONS

### Complaints

Complaints should be handled at the lowest possible level. Person with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the administrator or pastor be contacted.

### Parents

It is generally unnecessary for a student to make phone calls during the school day. If, however an emergency should arise, the student at the discretion of the principal, teacher or secretary may make a phone call.

Students will not be given permission to use the phone for forgotten homework or other items which students are responsible for bringing to school each day. Students will not be allowed to make phone calls regarding social plans for that evening or days to follow.

If students bring a cell phone to school, it must remain in their backpack on silence the entire day. No student is allowed to use their cell phone within the building. Cell phone usage is permitted outside only after school hours.

### Requests

Requests in writing by the parent asking permission for a student to remain indoors for a good reason must be signed by the classroom teacher. These requests are kept on file by the principal.

### Snow Days

St. Paul School will close for bad weather **only** when the Macomb Public Schools close. The announcement will be made over local radio stations –WJEQ, WIUM, WGEM TV and Ren Web voicemail.

Please do not call the rectory or school to inquire whether classes will be held on bad weather days. Listen to the local media.

### With Students

Parents should not go directly to their child's classroom during the school day. In the event that parents need to communicate with their child(ren) during the day, phone messages will be sent to the classrooms, or students will be called to the school office to meet the parent.

### With Teachers

Ordinarily teachers are in their classrooms thirty minutes before and after school. In the event that parents need to communicate with a teacher during the school day, parents should phone the office requesting that calls be returned when the teacher becomes available. Please respect the need for teachers' privacy at home during the evenings. Parents are encouraged to call teachers at home only for crucial, school-related matters.

### Custody of Student

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

St. Paul School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student.

## CONFIDENTIALITY

All information concerning students' behavior or academic progress is confidential information to be shared with parents only. Records will be kept in the office and will be accessed by authorized personnel only.

## COUNSELING

All students will be made aware of the necessity to talk with teachers, administrators or the pastor as needed. Whenever the faculty feels the need for extra support in counseling, the parents and faculty will determine what counseling venue to utilize that is best for each individual situation. Any counseling provided will be at no expense to the school.

## CRISIS PLAN

Please refer to the crisis plan on file in the school office during regular school hours. This plan is reviewed yearly by the faculty and staff. Our plan ensures where we will take students in case of immediate danger within our building.

## CURRICULUM

### Preschool Program

The early childhood program will nurture the child's love of God, love of family, and love of learning. It will expand the child's world of ideas through play and discovery. The program will promote growth of the whole child addressing spiritual, intellectual, social, emotional, and physical development through developmentally appropriate activities. Parents will be supported as the primary teachers of their children.

### Kindergarten Program

The purpose of the St. Paul School Kindergarten program is to provide a Christian environment that will help the student to his/her fullest potential. The carefully designed all-day program provides experiences in a language-enriched environment that fosters individual expression through learning. Students must be five years old by September 1 in order to be eligible.

### Primary Program

The basic goal of the primary program (grades 1, 2 and 3) of St. Paul School is to meet the student at his/her own level of ability and to guide and encourage him/her in developing the desire to continue learning so that he/she will ultimately experience a sense of success and achievement.

### Intermediate Program

The intermediate department of St. Paul School consists of grades 4, 5 and 6. Grades 5 and 6 are departmentalized for social studies and math. This semi-departmental arrangement provides opportunity for the student to develop personal responsibility and to experience variety in teaching approaches.

### Athletic Program

The athletic program of St. Paul School supports and carries out the philosophy of the school. The program provides for the growth and enrichment of the total individual. The objectives are directed toward guiding and assisting each student's mental, social and physical abilities to their fullest capacity. Emphasis placed on sportsmanship as well as on the development of skills.

Participation in athletics is a privilege, not a right. Therefore, students forfeit this privilege if behavior and academic standards are not met. Athletic events do not take precedence over academics; they work in cooperation with academics.

### Band and Chorus

Band and chorus programs are provided through the Macomb School District #185 for those students that are part of the Macomb School District. Students are eligible for band and chorus during their 6<sup>th</sup> grade year. Parents are asked to help provide a shuttle from Edison to St. Paul after band/chorus classes.

### Computer Program

Students at St. Paul have access to computers, netbooks, iPads, SmartBoards. They have experience with guidance from their classroom teachers and from parent volunteers. Accuracy in keyboarding is stressed, and the students are very comfortable with problem solving techniques taught by the class. It is the goal of the program to give each student a working knowledge of the database, word processing and spreadsheet by the end of the 6<sup>th</sup> grade. Students will have access to internet research under the strict supervision of adults.

### Music, Art and Physical Education Program

St. Paul School provides music, art and physical education classes for grades K-6. The teachers involved are certified in those areas of study.

## CUSTODY ISSUES

The school will abide with all custodial issues by the court system. If a parent is not to pick up or visit our school site, the custodial parent must produce an official document with the information for the faculty to follow.

## DISASTER DRILLS

Drills ensure the safety of students and precautionary measures that are followed in the event of a disaster from fire, storm, tornadoes, threats or civil defense alerts. The faculty makes students aware of these precautions during the course of the school year. Evacuation plans are posted in each classroom.

## DISCIPLINE

St. Paul Catholic School places a high value on respect, self-discipline and good behavior. It is our firm belief to have respect and dignity for all. Therefore, St. Paul has established the following policies and guidelines regarding discipline, all which have been established within the philosophy and objectives of school.

The following behaviors are unacceptable:

1. Verbal abuse
  - a. Verbal disruption in the classroom
  - b. Verbal disrespect for teachers and students.
    1. talking back
    2. name calling
    3. rude/discourteous language
2. Bodily contact
  - a. pushing, shoving, jumping on another person
  - b. tripping, pinching, kicking or biting
  - c. fighting
3. Disrespect for property
  - a. removing hats, scarves or other items belonging to another student
  - b. stealing or destroying school supplies or lunch items
  - c. vandalism
4. Disobeying established classroom, school or bus rules

St. Paul School accepts the following **consequences** as appropriate for correcting students' inappropriate behavior:

1. **Teacher correction**, which may involve verbal correction, detention (temporary delay in dismissal from school after notifying parents in advance) or assigned task appropriate to the age and maturity of the student.
2. **Conference**, which may include the teacher, student, parent(s) and principal. Plans are made to bring about understanding and a change in behavior. The need for counseling is to be explored.
3. **Students** will not have academic consequences to behavioral problems.

Procedures for expulsion are as follows:

1. When the principal is made aware of or determines that there may be cause for the permanent dismissal of a student, he/she will meet with the parents of the student, the student and the pastor to specifically discuss the matter.
2. If the principal determines that there is sufficient cause for expulsion, he/she will notify the president of the St. Paul Education Commission and request that a special meeting of the commission be held.



3. As soon as feasibly possible, the parents and the student will meet in executive (closed) session with the elected and ex-officio members of the St. Paul Commission for the purpose of detailing the infraction. Once the situation has been fully discussed, the parents and the student will be temporarily excused from the meeting at which time the commission will make a decision as to whether the student should be allowed to remain or be permanently dismissed from the school. The parents and the student will then be asked to rejoin the meeting.
4. Additional time will be granted to the commission, if needed, for further consideration or deliberation, not to exceed three days.
5. If the decision to expel is made, the parents of the student will have the option of withdrawing their child from the school. If they proceed in this manner, no notation of the expulsion will be made on the student's permanent record.
6. If the decision of the commission is to allow the student to remain at St. Paul, the principal will determine the disciplinary action, referring to the disciplinary policy set in the Parent/Student Handbook.

***Any student who engages in conduct, whether inside or outside of school, 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.***

#### Pastor's Jurisdiction

The pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion. The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations of the parish.
- Following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

#### DRESS CODE

The St. Paul student is expected to wear clean, neat clothes to school and to keep him/herself clean and well groomed. Clothes should not draw unusual attention to the wearer, such as tee shirts with offensive wording or advertisements of tobacco or alcohol. If a parent has a question concerning whether a student will be referred to the principal, the best rule of thumb would be to save that outfit for an occasion other than school. Parents will be telephoned to bring the child another outfit if the child is sent to the office for wearing offensive clothing.

Outerwear should be clearly marked to avoid loss.

Shorts may be worn through October and during April and May, providing that they are tasteful (no short-shorts), and that it is the **appropriate** weather for shorts. Students should be able to touch their shorts with their hand when their arms are hanging at their side. Students are not to wear halter tops, spaghetti strap tops or camisoles, all shirts must have a two inch strap if they are sleeveless.

Students who have a part in mass are asked NOT to wear shorts on the alter.

## EMERGENCY INFORMATION

Emergency cards are distributed in the fall of the year for pertinent information in case of emergencies during the school day. It is imperative that the office has a work number for both parents. The school requests that the phone numbers of baby-sitters be written on the cards also, since these are frequently needed during the year. Cell phone numbers are also requested.

A current address and phone number for each family must be in the school files at all times. If your number changes, notify the office right away.

It is essential that parents provide all the numbers asked for on the card and in the health information form. Only the administrator, teachers and secretary use the information.

## EXTENDED CARE

St. Paul School provides an extended day care to help parents who cannot pick their children up right after school because of work or other appointments. The program runs from 2:30 until 5:15 each day, and from the time of dismissal until 5:15 when school is dismissed early. The program does not run on days that lunch is not served. Students abide by the same rules at the extended care that they have throughout the school day. If there is a problem with discipline, a student may be expelled from the service, at the discretion of the program director. Each day the students will be served a nutritious snack, have time to do homework, and have playtime during extended care.

## FIELD TRIPS

A well-planned field trip is considered an enriching experience that can contribute to the total education of children. The trips planned by St. Paul teachers are educational by nature and are sponsored by the St. Paul School administration. Field trip attendance is a privilege, not a right.

The homeroom teacher and/or academic teacher in consultation with the principal plans field trips. The teacher arranges transportation plans. Permission forms are signed at the beginning of each school year and individual trips are described in the weekly newsletter. If the individual trip needs specific items or arrangements, the classroom teacher will send home this information with the students prior to the trip.

Durham Busing can be contracted for transportation, or parents may be asked to help with transportation and supervision.

## HEALTH RECORDS

Up to date health records are kept in each student file. The Illinois State Code requires health examinations for all students entering school in kindergarten and grade 6 or from students transferring from outside Illinois. Dental and vision examinations are required for grades 2 and 6 at St. Paul for the continued well being of each student.

### Immunizations

A complete immunization record must be on file for each student in school. In compliance with the Illinois State Health Code, proof of immunization must be updated on the first day of school or the student will be excluded from school until the requirement is met. If, for medical reason, one or more required immunizations cannot be completed by the first day of school, then the student shall present, by October 15, a schedule for the administration of the immunization and a statement of the medical reason for the delay. Students enrolling after October 15 must present the immunization record and their latest health examination as soon as possible.

### HOME AND SCHOOL ASSOCIATION

The St. Paul Home and School Association provides extensive support for the school through fundraising, serving as room parents, athletic programs, teacher appreciation and many other activities. Meetings are open and are generally held bi-monthly on the second Monday of the month at 6:30 in the Upper Room with babysitting provided by the current 6<sup>th</sup> grade class.

### INVITATIONS

Invitations to a party may be sent through the school only when the entire groups (all the boys or all the girls in the classroom) are invited. It becomes quite hurtful to children when a select subgroup is singled out with invitations. No “lunch time” parties may be hosted in the classroom or lunchroom unless planned and supervised by the classroom teacher.

### LIBRARY

It is the mission of the St. Paul School Library to support and enhance the education of St. Paul School. **Library materials** will reflect the following emphasis, in order of importance:

- ◆ Materials that teach or reflect the Catholic faith and its traditions
- ◆ Materials that support the curriculum
- ◆ Classic Children’s Literature – As an educational institution, St. Paul’s Library will first provide titles that will have an educational impact on students. Also, because St. Paul is a small library (with small resources), Classic literature will always be given priority over “trendy” titles.

The school library is open during school hours each day that school is in session. Students may use the library for research and to select books whenever the library is open.

Students may check out up to four books at a time for two week periods unless otherwise indicated. Books may be renewed unless another student or teacher is requesting them.

Students are responsible for lost books. A replacement fee of \$20.00 per lost book will be charged to cover the cost of the book and processing.

Students go to the library weekly as a class. During the class library times, **Library programs** and activities will:

- ◆ Strive to instill a love for reading and literature through book, author or genre talks, storytime and reader’s advisory
- ◆ Educate students on how libraries work
- ◆ Begin the concept of research

4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students receive evaluations in the report cards based on work and participation in class activities.

## LITURGIES

The students of St. Paul School will participate in a weekly celebration of the Eucharist. Any adult is welcome to join the students at these Masses, and parents are especially welcome to sit with their children's class. Some special liturgies are celebrated throughout the year, where students plan the parts of the Mass as a class. During Advent and Lenten seasons, student in grades 3-6 attend reconciliation services. During Lent, students in grades 2-6 attend the Stations of the Cross weekly. On the Thursday, before Easter (Maundy Thursday), all grades participate in a celebration of Holy Week as Jesus lived it. Children in grades 3-6 attend the Rosary one Friday a month. Students are asked to not wear shorts if they have a part in the mass. Everyone is welcome to come to this celebration. Prayer services are held throughout the school year.

## LUNCH PROGRAM

The hot lunch program for St. Paul School is provided by Sodexo. A menu will be sent home before the beginning of each month. Lunch money should be sent to school in an envelope on Monday (checks written to St. Paul School) and marked with the days the student will be eating lunch.

St. Paul students are expected to be orderly and courteous in the lunchroom. They are to talk quietly in soft voices. The children must stay in their seats unless they have permission to do otherwise.

## MAKE-UP WORK

Students who do not complete their work before the quarter grading shall receive an "I" (incomplete). The "I" will be changed to a grade when the make-up work is submitted, graded and approved. Make-up work must be completed within two weeks after report cards are issued.

## MEDICATION

No over the counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may receive the listed over the counter medication. If it is determined that the student should receive prescribed or over the counter medication(s) at school the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
  - a. Name of student
  - b. Type of disorder
  - c. Name of the drug
  - d. Dosage amount
  - e. Time interval in which the medication is to be taken
  - f. An emergency number where the physician can be reached
3. All medications are brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office will make arrangements.

4. Medication may not be kept in book bags, lunchboxes, or classrooms. Asthma inhalers or epipens are the exception.

#### Asthma Inhalers

Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization.

1. A written authorization from the parents of the student.
2. A dated parent signature agreeing to the statement, contained in St. Paul School authorization form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information.
  - a. The name of the student/patient
  - b. The name and purpose of the medication
  - c. The prescribed dosage
  - d. The time or times at which (or the special circumstances under which) the medication is to be administered

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Paul School.

#### MILK PROGRAM

St. Paul School will provide a morning milk break for those students who would like to drink milk after morning recess. Milk for lunch and recess can be purchased on a semester basis. A form will be sent home the first day of school, and another the week before the beginning of the second semester to inform the office of the child's wish to order milk. Milk money should be sent to school in an envelope with the student's name on it and the amount enclosed.

#### NEWSLETTER

A weekly newsletter is written by the principal and sent home with the oldest child in each family every Friday. This newsletter is the school's best tool of communication with the parents, so it is very important that it is read **every week** by parents. Any approaching meetings or changes made in scheduling will be mentioned in the newsletter.

#### PARENT-TEACHER CONFERENCES

Conferences concerning students are scheduled for all students at the end of the first quarter. Other conferences are scheduled throughout the year when requested either by parent or teacher.

#### PARKING AND SAFETY PRECAUTIONS

#### Arrival time procedures

Children are asked not to arrive on the school grounds before 7:40 a.m. Adult supervision starts at that time. During the months of good weather the children will line up on the school parking lot. When the weather is not suitable, the children will be in the gym until the first bell at 7:50 a.m.

#### Dismissal time procedures

Children not taking the bus must be picked up in the school parking lot. A teacher will be present on a weekly basis. The teacher will assist the children to safely enter their cars as each car drives through the lot.

Parents are asked to show extreme caution as the children are moving to their cars.

St. Paul School dismisses at 2:30 p.m. The teacher in charge will place the children in the St. Paul Extended Care Program if the parents do not arrive before 2:45 p.m.

If someone other than the parent is taking the child home, a note is required from the parent to be given to the homeroom teacher.

Bus children will be dismissed at the front door with one teacher presiding on a weekly basis.

A teacher at the corner of Washington and Johnson Street will assist children who walk or ride bikes home.

## PARTIES

A simple birthday treat may be passed to the children in their homeroom.

St. Paul School has three classroom parties per year, including Halloween, Christmas and Valentine's Day. The Home and School Association delegates a planning committee with room parents each year to help plan and provide treats and games for each class.

## PERMISSION FORMS

All standard Diocesan permission forms are found at the back of the handbook.

## PLAYGROUND

St. Paul School has two areas used for playgrounds. West of the school is the grassy area with the playground equipment. East is the parking lot that is used when the grassy area is too wet on which to play.

In playing ball, the students are to be careful of all windows. The balls should not be thrown so high that they go on the roof of the various buildings. Under no circumstances is any student allowed to get a ball off any roof.

When the balls go into the street, students should ask the playground monitor to go after the ball.

Snowballing or throwing snow is not permitted on school grounds. Students are not allowed to climb or pull on fences. Neither tackling nor wrestling is allowed on the playground. Harmful or dangerous objects are not permitted.

A student may not leave the playground without permission of the principal. Students are to report any difficulties to the teacher or supervisor in charge of their area. Each supervisor is requested to report to the office any grave disrespect, misbehavior or language problems. The principal is available to the supervisors who may wish to discuss difficulties.

## PUBLICITY FORMS

Parents will be asked to complete a signed publicity form for each of their children registered at St. Paul School. This form will allow St. Paul School to use pictures for public relation purposes.

## RELEASE OF STUDENTS DURING THE SCHOOL DAY

Permission to leave the school grounds or classes for any reason is to be obtained from the principal. Students will be released from school only on personal or written request by the parent or guardian.

## SACRAMENTAL PROGRAM

Parents are expected to participate with their children in preparing for the first reception of the sacraments of Reconciliation and the Eucharist. Parents are notified in advance of the dates and times of the special parent-student preparation sessions.

## SAFETY

Students are expected to conduct themselves in a Christian manner. Therefore, the following safety measures are to be observed:

1. Students are expected to walk in hallways.
2. Throwing objects in the school or on the playground (except appropriate playground equipment) is not permitted.
3. Tripping, shoving and pushing in lines are prohibited.
4. Playground, recess and lunchroom rules are to be followed at all times.

If a student witnessed an accident at school, he/she is to report this to the nearest adult. Anyone who notices a hazardous condition such as broken glass or faulty equipment should report this to the principal.

## SCHOOL PROPERTY

### Care of Textbooks

At the beginning of the school year each child should have a book bag so that no damage to the books results. Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged. Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.

### Care of School Property Including Desks, Tables and Chairs

Students are responsible for good care of their desks, tables, and chairs. Students should not sit on desks or tables. Desks should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks. No writing on or around desks is permitted. Any damage to school desks is considered vandalism. Desks and coat racks are property of St. Paul School and school personnel reserve the right to inspect desks or backpacks at any time.

Students may not hang on doors, overhead pipes, basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff. If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office.

## SPECIAL SERVICES

### Title I

St. Paul School participates in the federally funded Title I Remedial Program. The purpose of the program is to give small groups of children in grades K-3 special assistance for approximately thirty minutes per day, according to the schedule of the classroom teacher.

### Macomb Public School Services

St. Paul School students are eligible to participate in the Macomb Public Schools Special Service Program, assuming that state and federal criteria are met. Either parents or teachers may request a student to be referred for possible evaluation. Parental approval is required. The teachers complete a questionnaire regarding the child's academic and social behavior. If testing is warranted, an evaluation report and recommendations are forwarded to the school. A staffing is scheduled during which parents and appropriate parochial and public school personnel discuss the report. There is no charge for this service.

## STUDENT SERVICE PROGRAMS

Students throughout the building are involved in a service project during Thanksgiving in collecting food for our local Loaves and Fishes Food Pantry. During the Christmas holiday, students contribute money for Coats for Kids and also purchase Angel gifts for children through WIRC and Catholic Charities. Some classrooms adopt a family to buy Christmas gifts for during the holidays. As national or local events take place, our school will become involved in needed service projects.

## STUDENT SUPPLIES

A supply list is available to parents at the time of registration. This list of supplies are also available at local stores.

## TESTING

Standardized tests of basic skills are given each September to students in grades 3-6. All schools in the Peoria Diocese are given the same approved test, Iowa Test of Basic Skills Achievement Test. Parents are given the results of this test around the fall Parent/Teacher conference. The NCEA ACRE test is given in grade 5.

## TRIPS/VACATIONS

Occasionally, plans for vacation will be made during the school year and sometimes these plans conflict with the school calendar. Parents should notify the principal as soon as they are aware that their child(ren) will miss school. Teachers may give assignments ahead of time **if it is possible**. Parents are responsible for making certain that all missed class work is completed **within three days of the student's return to school**.

## TUITION/FEE REFUND POLICY

Students withdrawing from school before the school year is finished are entitled to a prorated refund of tuition to be calculated on a daily basis. \$100 of the tuition is non-refundable to cover administrative expenses. Registration fees are not refundable after the first month of school attended by student. Payment of any outstanding tuition will be due at the time of withdrawal from the school. An unofficial transcript will be sent to the new school if tuition payments are not up to date at the time of withdrawal.



## USE OF SCHOOL GROUNDS

Any member of St. Paul Parish that wishes to use the facilities of St. Paul School should notify the office for all details and any cost involved. Activities for the school and parish organizations will take precedence to all requests.

## VISITORS/PARENTS

All who come to visit the school building are requested to first report their presence to the school office.

## VOLUNTEERS

Volunteers are parents, grandparents, high school and college students and any other interested individuals. They play a vital role in the total educational picture of our school. As classroom assistants or “teacher aides” they help with many important non-teaching tasks such as: setting up displays, getting supplies, correcting papers, reading stories to the children, giving individual tests, taping stories, listening to children read or spell, etc. Under the direction of the teacher, a volunteer may help an individual child who may be having special difficulties in learning certain subject matter. By helping in this way the aide frees the teacher so he/she can provide more direct teaching help.

Qualifications for volunteers:

1. A desire to help children
2. A willingness to work with the teacher in a way that is most needed.

**Volunteers may give any amount of time agreed to by him/herself and the teacher involved.**

## WELLNESS

St. Paul School follows diocesan policy D-151, P-CDOP and implements a local student wellness plan.

## WITHDRAWAL/TRANSFERS

In the event that a child will be withdrawn from St. Paul School, parents should notify the principal as soon as possible prior to the date of withdrawal. A “Release of Records” form for transferring both academic and health record is usually signed by the parent at the new school and forwarded to St. Paul School. Copies of the record will be sent within 10 days of the transfer. An official transcript is sent within 10 days after all fees and fines have been paid.

## RIGHT TO AMEND

The administration of St. Paul School reserves the right to amend this Handbook. Parents and students will be notified of any amendments.

# DIOCESAN POLICIES

D-111  
P-CDOP

## NON-DISCRIMINATION IN ADMISSION POLICIES

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin.

Students of religious denomination other than Catholic may be admitted according to local policy.  
Catholic Diocese of Peoria Policy  
Adopted 4/71  
Revised: 11/73; 5/78; 5/78; 2/88; 7/91  
Reviewed: 1/03; 9/07

D-111  
AR-OCS

## NON –DISCRIMINATION IN ADMISSION POLICIES

The norms for the acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish(es). When non-Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish(es). *cf. E-151, AR-OCS*

Once non-parishioner or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year.

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year they must also satisfactorily pass all the course requirements of the school's religious education classes.

Office of Catholic Schools  
Administrative Regulation  
Issued: 7/91  
Reviewed: 1/03; 9/07

G-111  
P-CDOP

## APPEAL AND REVIEW

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:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- 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
- 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.

Catholic Diocese of Peoria Policy  
Adopted: 5/00  
Revised: 1/03

G-111

### APPEAL AND REVIEW

The individual or group desiring the appeal or the review of a decision must make that request known to the governing pastor or pastors' board responsible for the school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.

The governing pastor or pastors' board, having received the request for appeal or review, is to respond 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 local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.

Catholic Diocese of Peoria  
Administrative Regulation  
Issued: 1/03

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, put downs, 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

### DIOCESAN CONFLICT RESOLUTION PROCESS

#### 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:

- The decision that is being questioned and which competent authority made it.
  - The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above, and
  - The proposed resolution.
- (1) 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 30 days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools of the Catholic Diocese of Peoria 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 school of the Catholic Diocese of Peoria.

Approved and Dated by the Bishop of the Catholic Diocese of Peoria – May 19, 2000

**C-404  
P-CDOP**

**COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW**

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

Catholic Diocese of Peoria Policy

Adopted: 4/95

Revises: 1/03

**C-404  
AR-CDOP**

**COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW**

The diocese recognizes that software written for all computers is intellectual property, and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property:

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understand that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastor, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.
7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.

8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manger, or immediate supervisor.

Catholic Diocese of Peoria  
Administrative Regulation  
Issued: 1/03

### NON-DISCRIMINATION IN EMPLOYMENT

The Catholic Diocese of Peoria, the Diocesan Office of Catholic Education and the Catholic Schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, handicap, veteran status or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Diocesan Office of Catholic Education and the Catholic Schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.
2. Insure that all personnel actions such as compensation, benefits, transfer, layoffs, sponsored training, education, tuition assistance and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

C-401  
P-CDOP

### 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 abuse. 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 and 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 is 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. 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 clergy 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 person, 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 Diocesan 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.

Catholic Diocese of Peoria Policy  
 Adopted: 5/94  
 Revised: 1/03, 3/08

**C-407**  
**P-CDOP**

**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.*<sup>1</sup>

- 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 pre-existing 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.*

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<sup>1</sup>Pastoral Counselors and Spiritual Directors: Clergy, staff, and volunteers who provide pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.

- 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 clergy'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:  
B a condition of employment, or  
n 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.

Catholic Diocese of Peoria  
 Adopted: 3/08

D-150  
 P-CDOP

#### **POSSESSION OF USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL**

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 student. 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, backpack, 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 intimidation, 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)
- Air-guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look a-likes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billys, 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, baton, chains, etc.
- Projectiles including shurikens and similar pointed star-like objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devises 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 student 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 student 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

C-402  
P-CDOP

**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 Diocesan 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. REQUIREMENTS 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.
  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.

Catholic Diocese of Peoria  
Administrative Regulation  
Issued: 1/03, 3/08

**D-151  
P-CDOP**

#### **STUDENT WELLNESS PROGRAM**

All elementary and secondary schools of the Diocese of Peoria shall 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 Diocese of Peoria that:

1. Each school 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 early childhood programs and 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 student; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. To the extent practical, the schools in the Diocese 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. Each school will engage student, parents, teachers, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

Catholic Diocese of Peoria Policy  
Adopted: 5/06

## ST. PAUL SCHOOL HANDBOOK PARENT NOTIFICATION

Thank you for reading and using this publication. The purpose of the handbook is to inform parents and students and to ensure the safety of all students.

“I have read the rules and policies listed in this handbook. I understand that the St. Paul School rules and policies apply to all students enrolled at St. Paul School.” I acknowledge the receipt of the St. Paul School Handbook:

Student  
Signature \_\_\_\_\_

Student  
Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

Parent/Guardian  
Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN BY SEPTEMBER 8, 2017