

St. Paul Catholic School **Odell, IL**



2023-2024 **School Handbook**



St. Paul Catholic School

300 South West Street

Odell, Illinois 60460

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Pastor/Superintendent Father John Bosco Mujuni

Principal Mr. Richard Morehouse

Preschool/Kindergarten Mrs. Linda Hart

First/Second Grade Mrs. Peg Doran

Third/Fourth Mrs. Christin McDermott

Fifth/Sixth Mrs. Tammy Josefik

Seventh/Eighth Mrs. Carrie Lovell

Physical Education Mrs. Sarah Oswald

Music/Band Mrs. Amanda Hall

Computers Ms. Tiffany Aull

School Secretary Ms. Kelli Drechsel

**Paraprofessionals Mrs. Carolyn Austin
Miss Daniela Frauli**

**Cook Paula Cleary
Marie Bunting
Jan Graham**

School Custodian Hannah Abry

Education Commission Members

**Fr. John Bosco Mujuni
Mr. Ben Josefik - President
Mr. Chuck Verdun
Mr. Jason Moranville
Mr. Devin Sturms
Mr. Brian Cassady**

**Mr. Richard Morehouse
Mrs. Kimberlee Frauli - Secretary
Mrs. Amy Turner - Vice President
Mr. Ed Legner
Mr. Adam McDermott**

Right to Amend

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, or procedures set forth in this Handbook.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

Catholic School Statement of Purpose

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

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

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

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual activities, 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. Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect the 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

St. Paul School, under the guidance of St. Paul Roman Catholic Congregation, offers a Catholic education for pre-school through eighth grades. Our school is based on Gospel values and exists to promote the spiritual, intellectual, physical, psychological and social development of its students. These Gospel values are conveyed through Catechetical Instruction, "which illumines and strengthens the faith, develops a life in harmony with the spirit of Christ, stimulates a conscious and fervent participation in the liturgical mystery, and encourages (all) to take an active part in the apostolate." (Gravissimum Educationis, n. 4, Vatican II) In this sense, the mission of St. Paul School also embraces the task of evangelization, drawing all people to the message of salvation in the person of Jesus Christ. Parents, teachers, staff, and parishioners in general share the responsibility for maintaining St. Paul School's commitment to Gospel values.

NO STUDENT SHALL BE REFUSED ADMISSION TO ST. PAUL SCHOOL ON THE BASIS RACE, COLOR, SEX, OR NATIONAL/ETHNIC ORIGIN

Students of religious denominations other than Catholic may be admitted according to local policy.

SCHOOL MOTTO

Everyone is unique and precious in the eyes of God.

Our Philosophy...

- + To recognize each person's unique worth, gifts, talents, and dignity in a positive atmosphere;
- + To develop self-motivation, self-management, and self-control in our students;
- + To offer quality education based on religious, moral, virtuous and ethical values, which provides a foundation of knowledge and skill for life-long learning;
- + To practice open communication and support among parents, staff, students and parish communities;
- + To expect active participation by all;
- + To maintain state standards for Catholic schools and to promote responsible and educated citizenship in our students;
- + To respect all God's creation and to practice good stewardship (care for school, community, country, world, etc.);
- + To provide a learning environment filled with Catholic Faith manifested in prayer and worship;
- + To require an active role of family in the life, education, and spiritual development of the children and to support the viability of St. Paul School.

Goals and Objectives:

- 1. To foster a community of faith and caring by:**
 - a. Providing a regular program of religious instruction and sacramental preparation.
 - b. Practicing and encouraging attitudes of justice and understanding.
 - c. Teaching and expecting courtesy in speech and action.
 - d. Exemplifying such a community through a friendly, supportive, faith-filled faculty.
- 2. To extend the religious instruction given in the classroom and to develop a spirit of prayer and worship by:**
 - a. Continual prayer including community prayer and petitions.
 - b. Weekly Eucharistic liturgies planned by students.
 - c. Attendance at seasonal liturgical celebrations.
 - d. Participation in the sacraments.
 - e. Encouraging students in grades 4-8 to serve at the Altar.
- 3. To provide a program designed to develop the intellectual capacities of the students by:**
 - a. Using continuous and current programs in basic subject areas such as reading, math, language arts, science, and social studies.
 - b. Meeting individual needs with varying instructional strategies.
 - c. Using an annual standardized testing program.
 - d. Participating in extra academic activities, both intra and extra curricular.
 - e. Using technology to advance student skills.
- 4. To cultivate talent and appreciation for the arts by:**
 - a. Offering a regular schedule of music classes and liturgical music preparation.
 - b. Providing art instruction in each classroom.
 - c. Using supplementary literature available in each classroom.
 - d. Encouraging students' writing through school projects and displays.
 - e. Making use of dramatization in the classroom when possible.
- 5. To provide for development in health, safety, and physical education by:**
 - a. Offering a regular P.E. program in each grade.
 - b. Teaching lessons on health and hygiene.
 - c. Encouraging participation in extra-curricular sports activities.
- 6. To prepare students to live productively and harmoniously in their society**

by:

- a. Providing social studies instruction in each grade.
- b. Teaching students about the history and process of our government.
- c. Providing opportunities through which the child can develop self-reliance, self-discipline, leadership qualities, and a sense of responsibility.
- d. Emphasizing social justice throughout the curriculum.
- e. Participating in a Civics Club in Grades 7/8

Student Responsibilities

Ultimately, it is the student who must be responsible for his/her actions and who must be motivated to set high goals for himself or herself to be successful. To do this, the student should:

1. Realize responsibility for his/her own actions.
2. Approach studies with a seriousness of purpose and realization that learning is work.
3. Develop good study habits and make a sincere effort to do his/her best in all studies by having assignments and homework completed on time.
4. Be well prepared for classes each day both mentally and physically.
5. Develop a basic attitude of consideration and thoughtfulness for the rights, the welfare, and the happiness of other people.
6. Respect the authority of teachers and other members of the school staff.
7. Dress according to the policy book and practice habits of personal cleanliness.
8. Meet daily academic requirements before participating in or attending extra curricular activities.

Teacher Responsibilities

The teacher tries to the best of his/her ability to encourage, to motivate, to guide, and to instruct the students. To do this, the teacher should:

1. Respect each student as a distinct individual, recognize the difference in learning rates, and try to provide for these differences.
2. Prepare materials and plan lessons well in advance.
3. Develop strategies for motivating students to do their best at all times.

4. Have an attractive physical arrangement in the classroom and attractive, meaningful displays that will be inviting and interesting to the student.
5. Be available for parents' visits and calls during appropriate times.
6. Inform parents immediately if students are not working up to their abilities.
7. Establish and maintain a teaching atmosphere in the classroom.
8. Correct the intrusion immediately if an individual student disrupts the learning atmosphere.

Parent Responsibilities

The parents should realize that the more they assume their responsibilities, the more the student will be inclined to take an interest in his/her own responsibilities. Actions speak much louder than words. To do this, the parent should:

1. Provide opportunity at home for the child to assume responsibility for his/her actions; in other words, teach the child to be a responsible person.
2. Provide a learning atmosphere at home, realizing that they are the primary educators of their children.
3. See to it that the child is mentally and physically prepared for school. This includes nutritional meals, quiet study space, guidance regarding TV watching and electronics use, and sensible bedtimes.
4. Teach thoughtfulness and consideration for the rights of others, teaching children to compromise and settle differences by talking, NOT fighting.
5. Try to see that the child does not have unnecessary absences from school.
6. Understand that respectful communication with the teachers is recommended and is welcome.
7. Stand behind the teacher when the teacher is fulfilling all of his/her responsibilities toward the student, even if the student is not happy about this.
8. Make every effort to show that education is a high priority in their family.

DEFENSIVE DRIVING

All employees and volunteers of the schools of the Diocese of Peoria who are licensed drivers shall complete the *Be Smart – Drive Safe* defensive training module from the Catholic Mutual Group.

Adopted 7/2018

The purpose of this handbook is to furnish information to the students, teachers, and parents concerning the rules, policies, and activities of St. Paul School. The education of young people is not limited to the academic areas, however, and the student should also learn and practice social graces and courtesy. It should be clearly understood by the student and parents that if at any time a student's conduct is such that it brings discredit to the student or the school, the student will be subject to disciplinary action.

ACCESS TO BUILDING

All doors will be locked during the school day. Access to the main building will be through the security system installed on the East entrance door. All parents and visitors must check in at the school office upon entering the building.

ACCESS TO SCHOOL RECORDS

Parents or legal guardians of a St. Paul School student may request access to the education records of their children within a reasonable period of time not to exceed 14 days after the request has been made. Parents have the right to a hearing by the school to challenge the content of their child's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and to provide an opportunity for the correction or deletion of such records. St. Paul School will maintain a record in each student's file of all individuals (other than school officials, teachers, and local educational agency employees), agencies, or organizations which have requested or obtained access to the student's education records. The record also will indicate specifically the legitimate interest that each person, agency, or organization has in obtaining this information. This record of access will be available only to parents, to the principal and staff assigned to prepare and maintain the records, and to educational or government agencies authorized to audit the record-keeping system. "Education record" means records, files, documents, and other materials which contain information directly related to a student and which are maintained by the school or by a person acting on behalf of the school. It does not include the records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.

ADMISSIONS

Catholic schools are established primarily for the formation of students' morals and values as well as academic achievement, in preparation for their lives as Catholic adults within a community inspired by faith.

No student will be denied admission to our school on the basis of race, color, national or ethnic origin, gender, or disability (when with minor adjustments on the part of the school, the disabled person could be accommodated).

The school complies with applicable federal and state laws prohibiting discrimination, including but not limited to the following:

- A. Title IX of the Education Amendments of 1972
- B. The Individuals with Disabilities Education Improvement Act
- C. The Age Discrimination in Employment Act of 1967
- D. Title VI of the Civil Rights of 1964
- E. Title VII of the Civil Rights of 1964
- F. The Americans with Disabilities Act of 1990

- G. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- H. The school maintains a written description of its methods or procedures for complying with the applicable nondiscrimination requirements identified for A-G

All elementary and secondary schools of the Catholic Diocese of Peoria shall admit students with special needs whenever possible (Diocesan Policy D-105). When a family of a child with special needs applies for enrollment, the parents and school administration will meet to define the student's needs and to determine the school's ability to meet those needs. If accepted for enrollment, families of children with special needs may be required to pay for any extra services provided by the school.

Admission to the school should be at the beginning of a grading period if possible. A child must be five years old by September 1st before entering kindergarten and six years old by September 1st before entering first grade. A Baptismal certificate and birth certificate are required on registration day. New families in the parish should register with the Pastor before enrolling their children in school. New students who are not in the parish should call for an appointment prior to registration.

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools.

ADMISSIONS PRIORITY POLICY

The priority for admission to St. Paul School will be as follows:

1. Catholic children of St. Paul and St. Patrick's Church parishioners.
2. Catholic children of parents from other parishes.
3. Non-Catholic children.

Once a child has been accepted into Kindergarten at St. Paul School, that child may remain at St. Paul School, except in case of expulsion or the inability of the school to provide for special education needs, through Grade Eight. If the oldest sibling of a family has been accepted into the school, younger siblings are automatically eligible for admission when they are of school age.

Decisions on student enrollment are based on the mission and philosophy of the school. The Pastor makes final decision on enrollment, with input from the Principal.

AMENDMENT OF HANDBOOK

While the administration and Commission on Education of St. Paul School wholeheartedly believe in the policies and procedures contained in this handbook, they reserve the right to alter, modify, or terminate any policy or procedure at any time as the

needs of the school or parish may require. Parents and students will be promptly and properly notified of any amendments.

ASBESTOS MANAGEMENT PLAN

Asbestos in non-friable form exists in St. Paul School. It is inspected every six months by Mr. Richard Morehouse. Parents have the right to examine the Asbestos Management Plan on file in the school office.

ATHLETICS

NOTE: The following section on “Athletics” applies to all sports activities shared by St. Paul School and Odell Grade School.

Athletics play an important role in the life of every school. We expect the highest quality of sportsmanship to be shown by our students on the teams, their parents or those supporting these teams. Unsportsmanlike conduct can never be justified no matter what the situation may be. Since our students participate in the sports program at the Odell Public Grade School, the following rules and regulations will be enforced (taken from the Odell Grade School Handbook):

ATHLETIC RULES AND CHEERLEADER RULES

All students who participate will follow all the rules and regulations contained in the By-laws of the Illinois Elementary Athletic Association on Athletic Teams. In addition to these rules and regulations, the following rules and regulations apply to students who participate in athletics at Odell Grade School.

PHYSICAL, INSURANCE, AND BIRTH CERTIFICATES

All athletes and cheerleaders must have a physical examination health card and an athletic insurance statement on file or buy school insurance. They must also furnish a copy of their birth certificate. These items must be completed before the first practice.

ATHLETIC FEE

All athletes in grades 5-8 must pay a \$30.00 athletic fee before August 1

ELIGIBILITY

All Illinois Elementary School Association rules apply.

Eligibility will be checked on a weekly basis and is accumulative for a nine-week grading period. Eligibility sheets are due in the office by 8:00 a.m. each Friday, or the last school day of the week. They should take into consideration all work completed in the marking period through the previous school day. Students must pass ALL classes, including PE, art, and all classes for which a student is awarded a letter grade. Students not meeting eligibility requirements are not allowed to participate in games (Monday through Saturday of the following week) until the academic requirements are met. The coach will decide if students who are ineligible should attend practice, come to games, etc. during the period of time the student is ineligible. Students who are not eligible in the same subject for three consecutive weeks will be dropped from the team. The coach will support the faculty in helping the students succeed academically.

DRINKING, SMOKING, VAPORING, AND ILLEGAL DRUGS

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

These rules are in effect from the beginning of the school year to the end of the school year. Reports must be eyewitness accounts by any Odell Public/St. Paul employee. Reports from law enforcement officers will also be accepted.

PRACTICE AND GAME RULES

Attendance - Any player at school during the day and not in attendance at a scheduled practice or game must inform the coach prior to the practice or game and present an excuse signed by the parent upon return.

ALL PLAYERS MUST BE IN ATTENDANCE AT SCHOOL BY 9:00 A.M. TO PLAY IN A GAME ON THAT DAY. An exception is a pre-arranged excused absence with the athletic director, coach or principal.

2. Excused and unexcused absences will be determined by the coach.
 - A. First unexcused absence - suspended from next game.
 - B. Second unexcused absence - suspended for the next two games.
 - C. Third unexcused absence - dismissed from the team.
3. Students suspended from the team may still practice with the team.

ATTENDANCE

Since even occasional absence constitutes a handicap to the pupil in his/her progress, parents should cooperate in keeping absence to a minimum. No child is excused before the regular time unless a written note is presented to the principal. The parents should then call personally for the child. Please try to schedule dental and doctor appointments at a time that will not take the child from his/her class work. Students who arrive after 10:00 a.m. or leave before 1:30 p.m. will be counted ½ day absent.

ABSENCE

The school recognizes two types of absences - excused and unexcused.

EXCUSED ABSENCES

1. Student's own illness serious enough to keep the student at home.
2. Illness in the immediate family of such a nature that the student's help is needed at home.
3. Death in the family.
4. Doctor or dental appointments that cannot be scheduled after school.
5. Family vacations - must be notified in advance by a phone call or visit to the principal or teacher.
6. Needed at home - students are allowed two days per year. If additional days are needed, the parents must talk with the principal.

In order for an excused absence to be approved, the parent/guardian must call the school on the day of the absence. Please try and call the school before 9:00 a.m. If the parents do not notify the school by 9:00 a.m. as to why their child is absent, then the school office will call the parents (at home or at work) for verification of the absence. If the parents are unable to be contacted, then a note from the parents will be required for the following day.

MAKE-UP WORK

Students with excused absences will have an equal number of days to complete make-up work. If a student is absent for 2 days, they have two days to complete missed assignments, 3 days absent, 3 days to complete assignments, and so on.

UNEXCUSED ABSENCES

Students will receive a zero for work missed for each unexcused absence.

1. Skipping class.
2. Shopping trips.
3. Oversleeping - third time offender.
4. Running errands
5. Hair appointments
6. School or class suspensions

7. Any absence throughout the school day if the student fails to check out through the office.
8. Family vacations without notification ahead of time with principal or teacher.

AUTHORITY

The immediate direction of the school and its instructional program is delegated to the principal. Whenever a problem arises concerning a child, the **first** person to be contacted is the classroom teacher. If the difficulty persists or cannot be handled at this level, it should be presented to the principal. Any problem with a child, teacher, or school worker is to be presented to the principal for solution, not to the School Commission, which is not a policy-forming body in the Catholic School System.

BAND

The students have the privilege of learning to play an instrument and of participating in the public school band. Band practice sessions are scheduled during the school day whenever possible. The parents schedule individual lessons with the band teacher (preferably they will be scheduled before or after school hours), and all transportation for individual lessons is the responsibility of the parents. Students who belong to band are fully RESPONSIBLE for any classroom work they might miss while at band. The availability of this program is dependent upon volunteers being available to provide transportation.

BATTERY AGAINST SCHOOL PERSONNEL

- A. The Principal shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.
- B. The Principal shall notify the Illinois State Police within 3 days of each incident of battery (A) through the School Incident Reporting System (SIRS) in IWAS

BOOK FEES

The book rental and supply fee is \$200 for children in grades K-8. This fee includes rental of textbooks, new workbooks, general art materials, visual aids, supplementary materials, and testing fees. In grades one and two, this also includes paper and pencils. Books must be brought to and from school in a book bag or plastic bag. Since books are on a rental basis, the CHILD is responsible for their care. ANY SERIOUS DAMAGE MUST BE REPORTED AND PAID FOR, AND WRITING IN TEXTBOOKS IS ABSOLUTELY FORBIDDEN AND WILL BE SUBJECT TO FINES.

All book fees must be paid by the last full day of the school year in order for students to receive their report cards or for cumulative files to be transferred to a new school. In the event that fees and tuition are not paid and the child is transferring to a new school, only health forms and a recommendation for grade placement will be sent to the new school,

and legal means will be sought for collection of the debt.

BOOSTER CLUB

St. Paul School Booster Club is an association of St. Paul School parents, which exists, in cooperation with the Education Commission, the Pastor, and the Principal, to help raise funds for the operation of St. Paul School. The Booster Club also works to promote active involvement among school parents in the life of the school, since this will make our school more effective as an educational institution and as a vehicle for evangelization.

All parents of St. Paul School students, the Pastor, the Principal, and faculty are automatic members of the Booster club. **At registration time, all families are asked to sign up for a Booster Club project/committee.** Hours spent on Booster Club projects or at Booster Club meetings are counted towards volunteer service hours required by each family (see Service).

Annual dues of \$25 are requested from each family, payable to the school office by the end of September.

There are also general fundraising activities in which all members will be asked to participate.

BUS RULES

The privilege of riding a school bus entails an obligation of good conduct. We expect the parents to take full responsibility for the conduct of their children on the buses. Parents of any child who is reported for habitual misconduct will be notified and proper measures taken.

School bus riders, while in transit, are under the jurisdiction of the school bus drivers.

The following rules apply:

1. The bus driver is in full charge of the bus and students. The students must obey the driver promptly.
2. Students must be at the designated pick-up point on time.
3. Students and drivers must refrain from unnecessary conversation.
4. Students may not smoke while being transported to any school function.
5. Students must not lower the window below the designated mark on the window nor may they extend any part of his or her body out of the window.
6. Students must not throw papers or other rubbish on the floor or out of the window.
7. Students must remain seated in their assigned seats at all times when the bus is in motion.
8. Students must stop all conversations when the bus approaches railroad crossings and intersections.
9. When students must cross the road to be picked up, the driver, after looking for approaching cars, will beckon the students to cross.
10. When leaving the bus, students must observe any directions given to them by the driver.
11. Students must report any damage that they observe at once.

The right of all students to ride a bus is conditional on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Students may be refused services due to misconduct, and, in cases of gross misconduct, the services may be refused without prior warning.

Bus safety education and bus evacuation drills will be expected of all students on a yearly basis.

BULLYING

Please see Appendix D.

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

All activities for minors, or where significant numbers of minors will be present without parents, require chaperones. The sponsor of the activity has the responsibility for recognizing this need and for arranging the presence of a reasonable number of adults to act as chaperones throughout the duration of the event. An event shall not take place in the absence of adequate numbers of chaperones. Parents or teachers are preferred chaperones. Individuals under the age of 21 years cannot fulfill the role of chaperone as required by this policy. (Catholic Diocese of Peoria Policy C-122; AR-CDOP)

ROLES AND EXPECTATIONS OF CHAPERONES

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

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

If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible. If there is a cancellation by a chaperone, a replacement shall be found within a reasonable time by the event's sponsor. Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties, and shall visit with the chaperones occasionally during the event to provide temporary break, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:

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

CIVICS CLUB

St. Paul School provides experience in student government to students in Grades 7 and 8. Up to five representatives are elected in the fall of the school year. These representatives plan a year of activities to enhance student life at St. Paul School.

CLASS TRIPS

Class trips may be taken throughout the year for the purpose of relating classroom learning to the real world and to fulfill the mission of St. Paul School. In order for a student to participate in any trip, a parent, prior to leaving, must sign a permission slip.

Class trips are considered a privilege and not a right. Any student who has displayed inappropriate behavior throughout the school year may be eliminated from such trips. The teacher and principal will make final decisions regarding such exclusion of a student with final decisions going to the principal.

During class trips, students are expected to follow all school and bus rules.

COMMISSION ON EDUCATION

The purpose of the St. Paul Education Commission is to broaden the decision-making policy process at the policy level. Specifically, the commission should (1) PROVIDE COUNSEL and advice in the operation of the school, (2) develop, define, and RECOMMEND policies which govern the operation of the school, in full accordance with the policies established by the Diocesan School Board, and (3) promote the implementation of the policies which have been developed and defined.

The School Commission will be as effective as the support it receives from all the parents and members of the parish. Parents are given the opportunity to attend all monthly commission meetings. Any individual or group wishing to appear before the commission should inform the principal to be placed on the agenda. The commission will listen to the matter or take no action until further investigation can be made. According to Diocesan Policy #G-210, the model for single parish commissions provides that the commission is CONSULTATIVE to both the pastor and the administrator.

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 to 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.

All software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.

It is the responsibility of pastor and principal to audit their employees' computers periodically for unlicensed software. The school 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.

If a school employee disposes of old computers, that employee has the responsibility of removing all software (including any operating software) before disposing of the computer.

Any employee who determines that there may be a misuse of software shall notify the pastor or principal. (see below "Technology Acceptable Use Policy")

CONFIDENTIALITY

In general, teachers will not disclose information that a parent or student shared in confidence. However, although the school respects the right to confidentiality, information shared in confidence will be disclosed if the life, health, and/or safety of a child would be compromised by nondisclosure.

CONFLICT RESOLUTION

Our school strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty, or problem. To address these in the most efficient manner, families are expected to adhere to the following procedures:

1. Parents contact the teacher either in writing or by phone stating the concern. Unscheduled visits are permitted before or after school as long as they are very brief and limited to checking student status or providing information.
2. The teacher addresses the concern, replying either in writing, by phone, or through a face-to-face conference.
3. Most concerns can be resolved in the preceding manner. If a concern has not been resolved, parents may contact the Principal, either in writing or by phone.

The Diocese of Peoria has established a process for the review of decisions made by the competent authority of any school or parish for which conflict or disagreement may arise. The diocesan process, outlined in Policy G-111 below, will be utilized if the procedures described above have not produced a resolution, and provided the particular concern or difficulty qualifies for administration review under the conditions defined in the policy.

APPEAL AND REVIEW POLICY OF THE DIOCESE OF PEORIA **DIOCESAN POLICY G-111**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools or parishes of the Catholic Diocese of Peoria may be requested by an individual who is directly aggrieved by the decisions 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 regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.

APPEAL AND REVIEW – Elementary and Consolidated Elementary Schools

The individual desiring the appeal or the review of a decision must make that request known to the pastor/canonical pastor responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded 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 above; and,
- The proposed resolution.

The pastor/canonical pastor, having received the request for appeal or review, is to respond to the individual making the request within thirty (30) days of receiving the request. A copy of this response letter is to be forwarded to the Superintendent of Schools.

In most cases, the decision of the pastor/canonical pastor is final. However, the individual who has requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The

Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual requests a further appeal or review of the Superintendent's decision, the individual may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

Adopted 7/2018

COUNSELING

Although St. Paul School does not employ a guidance counselor, the services of a school psychologist and a school social worker are available through the Livingston County Special Services Unit. Parish priests are available for family or individual counseling in matters of faith, and the school principal and classroom teachers also may provide information about outside guidance resources.

CUSTODY ISSUES

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of the court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is no information to be given, it is the custodial parent's responsibility to provide the school with a certified copy of the court order.

DAILY SCHEDULE

The doors will open at 7:30 AM. Students should report to their classrooms upon arrival. The school day begins at 8:00 AM with morning prayer. Students who arrive later will be considered tardy. Classes begin immediately after prayers. Dismissal is at 2:50 P.M. Please be prompt to pick up your child after school. Please call if you are going to be delayed or if your child is going somewhere different or doing something other than usual after school.

St. Paul School also offers an **After School Care program**. Students and parents must follow the guidelines set forth in the After School Care contract and may remain at the school under the supervision of a teacher or aide until 5:30 p.m. The cost is \$5 a day for regular attendees and \$8 a day for drop-in children. The program may be used as a drop-in basis for any parent providing they have a contract on file and have informed the school office before 2 p.m. on the school day in question.

DANCES

There will be dances at St. Paul School for fifth through eighth grade students of St. Paul School and other schools who are invited to attend. The following are points to be observed:

1. Sufficient chaperones, including parents and teachers, must be obtained.
2. Appropriate dress, depending on the occasion, must be worn.

3. Dances will last no longer than three hours and end by 10:00 p.m.
4. Once a student leaves the gym, he/she may not return to the dance.
5. An admission fee will be optional, depending on the purpose of the dance.
6. A note will be sent to parents to inform them of the time the dance will begin and end.

DISCIPLINE

GENERAL PRINCIPLES

Helping the child to grow in self-discipline and self-management must be the constant aim of both parents and teachers.

Any teacher may send a student directly to the office when the student's behavior is detrimental to the learning environment **and other punishments and consequences have proven to be ineffective.** Depending on the infraction, the principal or teacher may contact parents, and punishment shall be determined in accordance with the infraction. If additional classroom removals occur, the principal will contact parents to set up a conference between the school and the parents in order to resolve the on-going problems.

CORPORAL PUNISHMENT

It is the policy of the Diocesan Office of Catholic Education and of St. Paul School that the principal or teachers administer no corporal punishment.

DETENTION

Any faculty member may assign a student a detention for misconduct. For lesser infractions, a lunch detention (or loss of noon recess time) may be used. For repeated or more serious infractions, the detention will be served after school. The faculty member will give at least a 24-hour notice so that parents may arrange transportation in this case. Teachers must notify the parents of students by telephone or by written communication informing the parents that their child has been given a detention. The teacher who issues the detention will also supervise the detention. Detentions will start at 3:00 P.M. or at the end of the school day, and the maximum length of detention time will be 60 minutes per day. **Should a student receive three detentions in a given semester, the 4th infraction may result in an in-school suspension.**

DETENTION RULES

1. The teacher will determine what the student does in regard to homework, written work, etc. during the time the student is serving a detention.

2. Students will seat themselves upright in their seats with both feet on the floor. Absolutely no talking or turning around will be permitted.
3. Students who disregard detention rules will receive an additional detention.
4. Students who skip a detention without a good reason (as determined by the principal) will serve two (2) additional detentions.
5. Students who are absent from school on the assigned detention day will automatically be placed in detention the day of their return to school if the teacher's schedule can accommodate.

REFERRAL

A teacher may refer a student to the office for chronic behavior where other forms of discipline have proven to be ineffective or for any infraction that is grossly detrimental to the learning environment. Such infractions include but are not limited to fighting, use of profanity, blatant disrespect and insubordination, possession of drugs or weapons, harassment, etc.

A student will also be referred to the principal's office upon receiving his/her 4th detention.

SUSPENSION

Suspension, the temporary termination of the regular school program, is a serious matter and should be rarely invoked. Only the Principal determines suspension.

A letter indicating the reason(s) for the suspension, the starting/ending dates, and where the suspension will be served will be sent home.

IN-SCHOOL SUSPENSION

Students who receive an in-school suspension will spend a partial or entire day at school working in an isolated area. The student will not be permitted to leave the suspension area, except for necessary restroom periods as the principal permits. On the morning of the in-school suspension, the student will report directly to the principal. The student will bring his/her books and lunch. If a student desires a hot lunch, he/she will get the lunch and eat in an isolated area.

The teachers will provide work for the student to complete during the suspension. Credit will be given for all work assigned, however, any in class instruction will not be made up.

Any student who leaves the suspension during the day without permission or breaks any other rules during the suspension will be given additional suspensions pending a parent conference.

Parents of any student receiving an in-school suspension will be notified.

OUT-OF-SCHOOL SUSPENSION

This is the temporary removal of a student from school when circumstances are such that the student can no longer be kept in school without risk or detriment to the educational program or the student. The primary purpose of the suspension is to give the student, parents, and the school time needed for resolving the problem. This school is interested in arriving at a solution to the problem as quickly as possible.

EXPULSION – PERMANENT DISMISSAL

Expulsion, the permanent termination of a student's enrollment, is a most serious matter and will be invoked only as a last resort. Prior to expulsion, the student and his/her parents or guardian must be granted a hearing by the principal and teacher(s) involved. If, thereafter, expulsion is still contemplated, the principal shall inform the pastor of the church and school who in turn will meet in executive session to discuss the seriousness of the matter and the course of action to be pursued. The parents or guardians shall be requested by the administration through registered or certified mail to be present at this executive session. This notice shall state the time, place and purpose of the meeting.

Based on the evidence heard at the meeting, the administration shall take action, as it finds appropriate. In judging the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem, to the legality of the reason for dismissal, and to the maintenance of the school's philosophy and goals.

In order to protect the reputation of the persons involved, all matters discussed during such an executive session will be held in strict confidence.

If expulsion is determined, the parents or guardian shall be informed by the administration of the reason(s) and the date on which the expulsion is to become effective. A copy of this notification shall be filed in the school office.

PUPIL STATUS DURING SUSPENSION OR EXPULSION

Students who have been suspended or expelled are not permitted to participate in or attend any school-sponsored activities either at school or away from school during the period of the suspension or expulsion. In addition, students who require this type of discipline may not be included in future field trips since it would not be fair to ask teachers or parents to accept liability for the student's behavior. Students suspended or expelled have the right to state their defense in any informal hearing, a conference held with the student, parent(s) or guardian(s), involved faculty members, principal, and pastor.

The following are policies regarding specific misbehavior:

FIGHTING

Any student involved in a fight, whether on school property, on school provided transportation or at a school-related event at St. Paul or Odell Grade School will be disciplined. Minor offenses will be handled at the discretion of the teacher in charge and/or the principal. More serious offenses will result in one or more detentions or an in-school suspension, depending on the circumstances and seriousness of the actions. Play fighting and physical aggression is also subject to the above disciplinary actions.

HARMFUL OBJECTS

Absolutely no weapons or harmful objects or substances of any kind are to be brought onto school property, on buses, or to school-related events. Based on the potential danger posed by the object and the circumstances surrounding the incident, severe penalties ranging from detentions to suspension or expulsion will be used at the discretion of the administration and pastor, and criminal charges may be filed if the situation warrants.

INTIMIDATION/HARASSMENT

Absolutely no intimidation, threats, or harassment is tolerated. Any such case will result in disciplinary action.

LANGUAGE

Any student using vulgar language or profane language (verbal or non-verbal) will receive a detention or an in-school suspension. If a student continues to use improper language, the student will be suspended from school.

Warnings may be issued for some vulgarities, but using God's name in vain will be considered totally unacceptable. Any language or gestures that show disrespect for another student is also subject to above disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Any student involved in a public display of affection on school grounds or at a school-related event will be subject to disciplinary action.

SMOKING/VAPORING

St. Paul School is a smoke-free environment, and smoking is not allowed in the building. A student using or attempting to use tobacco on school premises or at a

school sponsored event will:

FIRST OFFENSE - be suspended from school for one day.

SECOND OFFENSE – will be considered.

SMOKELESS TOBACCO IS ALSO COVERED BY THIS POLICY.

THEFT

Any student found stealing or assisting in any way with the theft of school property or personal belongings may be given a detention or an in-school suspension. Serious cases may be recommended for expulsion, and the appropriate law enforcement agencies may be called.

High standards of behavior from all St. Paul students are expected-whether during school hours, on school premises, or in connection with school activities. In the event of a violation of the school's standards and expectations of conduct, the school authorities reserve the right to invoke appropriate disciplinary steps including, but not limited to, detentions, suspensions, and expulsion. The level of discipline shall be determined on a case-by-case basis and will be subject to the principal or teacher's discretion. When offenses occur as listed below, the pastor will be informed as soon as possible, and the principal will take disciplinary action.

The following is a non-exhaustive list of infractions that are in violation of school policy and for which students will be disciplined, up to and including expulsion:

1. Insubordination and disrespect for authority.
2. Persistent name-calling, ridiculing, harassing, threats, etc.
3. Fighting, provoking a fight between other individuals, or participating in activities that result in violence toward any person (including "play" fighting).
4. Consistent refusal to obey classroom and school rules.
5. Possession and/or use of any type of weapon or firearm on school premises or at school-related functions.
6. Possession and/or use of drugs, alcohol or tobacco on school premises or at school-related functions.
7. Vandalism, theft, or destruction of school or parish property.
8. The setting off or ignition of fused devices or incendiary devices such as fireworks, stink, etc.
9. Possession and/or drawing of inappropriate pictures and literature.
10. Use of the school's computer network to obtain, copy and/or disseminate inappropriate materials.
11. Disregard for the Church's teachings on the dignity of human life from conception to natural death, for example the promotion of abortion, euthanasia, discriminatory activity, etc.
12. Frequent use of profanity or obscene language.
13. Any other conduct considered by the administration to be contrary to the best interests of the school and its mission, to students, and/or faculty and staff.

IN SUMMARY

Any student who engages in conduct, whether inside or outside of the school that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church will be subject to disciplinary action including suspension or expulsion.

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

- *Chickenpox—until 6 days after start of rash or when sores have dried/crusted.
- *COVID—refer to the most current guidelines from CDC and IDPH
- *Shingles—Only if sores cannot be covered by clothing or a dressing. If not, exclude until sores have crusted and are dry.
- *Rash with Fever or Joint Pain—Until diagnosed not to be measles or rubella.
- *Measles—Until 5 days after rash starts.
- *Rubella—Until 6 days after rash starts.
- *Mumps—Until 9 days after glands begin to swell.
- *Diarrhea—If 3 or more episodes of loose stools in previous 24 hours, or if accompanied by fever, until diarrhea resolves.
- *Vomiting—If 2 or more (verified) verified episodes of vomiting during the previous 24 hours, or if a fever is present; until vomiting is resolved or is determined to be due to noninfectious conditions.
- *Hepatitis A—For 1 week after jaundice appears or as directed by health department, especially when no symptoms are present.
- *Pertussis (Whooping Cough)—Until 5 days of antibiotic therapy.
- *Impetigo (A skin infection, usually on face, with golden oozing crusts)—Until 24 hours of antibiotic therapy and no draining lesions present.
- *Active Tuberculosis (TB)—Until the local health department approves return to school.
- *Strep Throat (or other streptococcal infection)—Until 24 hours of initial antibiotic completed AND no fever present.
- *Scabies/Head Lice/Body Lice—Until 24 hours after treatment has begun. Bring proof of treatment and have head rechecked before reentering classroom; recheck head in 7 to 10 days.
- *Pinkeye (Purulent Conjunctivitis)—Until 24 hours after treatment has begun.

DRESS CODE AND PHYSICAL APPEARANCE

All policies regarding dress code and physical appearance are designed to foster a professional working environment. Parents should exercise their authority in sending their children to school in accordance with the dress code. The teachers' main responsibility is education; however, they are also responsible for enforcing the school rules. Therefore, infractions of the dress code will result in **NOTIFICATION TO THE PARENT OR GUARDIAN**. Upon further violations, the parent/guardian will be asked by the principal to remove the child from school until the child has complied with the

dress code.

DRESS CODE REGULATIONS

According to the dress code, the following will be acceptable:

NOTE: The warm weather dress code can be used during the months of August, September, and May, or when the forecast temperature is above 70 degrees.

****Until further notice, cloth face coverings are required, considered a part of the uniform, and must be school appropriate.****

GIRLS

- Navy blue jumper
- Navy blue skirt- **should lie just above** the knee
- Navy blue front walking shorts (warm weather days only) - should lie **no higher than mid-thigh**.
- Navy blue uniform style pants such as Dockers. Pants should be **loose fitting** without emblems, patch pockets, adornments, etc. **Low-rise** and **hip-hugger** pants are **not permitted**.
- Plain white or gray collared blouse, polo (no emblem), or turtle neck- all shirts may be long or short sleeved and should not have blue trim.
- Shirts should be **long enough to be tucked in and remain tucked in with arms raised**.
- Solid navy blue or white cardigan or pullover sweater (may be crew or V neck. Sweater vests and solid navy blue sweatshirts are also acceptable.
- Skorts will be allowed as part of the girl's uniform, provided they are of the proper length (should lie just above the knee.)
- White or navy blue socks must be visible above the shoe.
- If students are wearing belts to school, they must be brown, black, or blue in color.
- Sweatshirts or hoodies must be navy blue St. Paul logo pullover or plain navy blue.
- Sweatshirts worn as coats that are not dress code must be hung up in the classroom closet until needed to go outdoors.
- All undershirts or camisoles need to be white, tucked in, and NOT A VISIBLE part of the uniform.
- No clothing should display any type of logo (i.e. Nike swoosh).

BOYS

- Navy blue uniform style pants such as Dockers.
- Navy blue walking shorts. (warm weather days only) – should lie just above the knee.
- Plain white or gray collared dress or polo shirt (no emblem), or turtle neck- all shirts may be long or short sleeved.

- Solid navy blue or white cardigan or pullover sweater (may be crew or V neck). Sweater vests and navy sweatshirts are also acceptable.
- Shirts should be long enough to be tucked in.
- White or navy blue socks must be visible above the shoe.
- Sweatshirts or hoodies must be navy blue St. Paul logo pullover or plain navy blue.
- Sweatshirts worn as coats that are not dress code must be hung up in the classroom closet until needed to go outdoors.
- Undershirts need to be white and tucked in.
- No clothing should display any type of logo (i.e. Nike swoosh, ETC.)

UNIFORM VIOLATION POLICY

Any student who does not comply with the dress code, including keeping shirts tucked in, after one reminder will be sent to the office. The student will fill out a violation form, after two violations he/she will be assigned a lunch detention to be served during recess the following day. The student will take the form home to be signed by the parent/guardian and return it to their teacher the next day.

CASUAL DRESS DAY

From time to time, students will be rewarded with a casual dress day or "comfy day." Boys' and girls' shirts must have sleeves. Shirts or blouses must cover the mid-drift. Slippers, thongs, flip flops, etc. are not permissible. Socks must be worn. Shorts should be no shorter than just above the knee.

COSMETICS, JEWELRY (ACCESSORIES), AND HAIRSTYLES

- Cosmetics are not allowed.
- Jewelry should neither create a safety hazard nor be in poor taste. Only small earrings should be worn. Large hoops and dangling earrings will be unacceptable.
- Ear piercing is the only acceptable form of body piercing allowed. Multiple ear piercing is unacceptable.
- Boys are not allowed to wear earrings during school hours or during any school functions (i.e. school programs, open houses, school fund-raising events, school athletic competitions and practices, etc.) **This applies to starter earrings as well.**
- If any accessories are determined to be in violation of these standards, the student will be asked to remove them upon notification from the teacher or principal.
- Hairstyles for both boys and girls should be conservative; that is, appearing neatly groomed and not drawing negative or undue attention.
- No tattoos will be allowed. This includes permanent or washable.

- The principal will make decisions regarding jewelry, accessories, and hairstyles that are not appropriate, and will address such issues with parents.
- The principal will also make decisions regarding other “fads” as problems occur.
- Hats or bandanas should not be worn in the school building. This includes headbands with attached scarf or bandana. All hats should be properly worn when outside the school building.

FOOTWEAR

Shoes and socks are to be worn at all times. Shoes designed with holes for shoestrings must have shoestrings, and they must be tied correctly. Shoes must have a back. Crocs and flip-flops are not allowed. Boots are allowed but pant legs may not be tucked inside the boots. The pant leg must sufficiently cover the boot.

OUTSIDE CLOTHES

Students must be dressed appropriately for outside weather, especially during the winter months. Students must have **BOOTS FOR SNOWY OR MUDDY WEATHER** to protect shoes and classroom floors. Students either may bring shoes to change or have a spare pair in the classroom. **HATS, COATS, AND GLOVES ARE REQUIRED FOR WINTER WEAR.** If snow is on the ground, boots and snow pants will be required to play in the snow; those without snow pants will play on the paved areas. Students in grades 1-4 are encouraged to wear snowsuits in any cold weather. All personal articles should be marked with the student’s name.

P.E. CLOTHES

For their own safety, students are required to wear tennis shoes for outdoor play and for PE class. **THOSE STUDENTS WITHOUT TENNIS SHOES MAY BE REQUIRED TO WATCH INSTEAD OF PARTICIPATE.** Please send a pair of shorts to stay at school for the girls in grades one through four to wear under dresses or skirts during PE time.

The PE outfit for grades five through eight will consist of navy or St. Paul purple shorts (shorts should fall just above the knee), a plain white t-shirt, white socks, and tennis shoes. Please do not send biking shorts, jean shorts, or cut-offs. **SWEATSHIRT AND SWEATPANTS OVER THE PE UNIFORM WILL BE CONSIDERED REQUIRED DRESS ON COOL MORNINGS.**

EMERGENCY CLOSING

Should the Odell Public School be closed due to inclement weather, St. Paul School will automatically be closed also. Pontiac – WJEZ 98.9 FM radio station will carry messages

regarding school closings. Parents will receive a text message regarding school closings and/or a change in the Dwight or Campus bus routes through the Remind program. PARENTS MUST SIGN UP FOR REMIND TO RECEIVE THESE ALERTS. Closings will also be posted on St. Paul's Facebook page.

Evacuation Routes

The administration is responsible for establishing safe evacuation routes from all school exits. These evacuation routes are to be posted in all classrooms and throughout the building. Alternate safe areas are St. Paul Church and former Rectory.

Parent Communication

All parents will complete a student release form for their child and designate other persons who are authorized to pick up their child in the event of an emergency.

EXAMINATIONS AND IMMUNIZATIONS

By the first day of school, all students entering pre-K, kindergarten, and sixth grade must have a completed health card on file indicating that a physical examination and immunizations have been completed. After October 15 of each school year, the principal is authorized to exclude from school any student who has not completed the physical examination and immunizations required until such time as those requirements are fulfilled. Students in kindergarten, second and sixth grade are required to have a dental exam by May 15th. All children entering kindergarten must have a vision exam by a licensed optometrist or physician licensed to practice medicine in all its branches and does eye examinations as defined by law within the previous year before October 15th of the school year.

In Illinois it became law on January 1, 1993, that all children between the ages of 6 months through 6 years must be screened for lead poisoning prior to admission into school. Check with your county public health department to see if your child requires this screening.

FIELD TRIPS

On occasion, teachers may request that their class be allowed to travel away from the school for educational purposes. Field trips are a privilege, not a right of each student. Participation in a school or class field trip may be denied if a student is not meeting academic or behavior standards. Forms mandated by the Diocese are required to be completed by parents in order for students to participate. For minor trips, such as the local library or a joint event at St. Mary's School, the blanket waiver parents complete at registration will suffice.

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

FIDGET SPINNERS

Fidget spinners are not allowed in the classroom, except with teacher permission. They should be kept in backpacks until recess times.

FIRE ALARM

A student who intentionally sets off a false fire alarm or is responsible for endangering the lives of others will be suspended from school and may be recommended for expulsion.

GRADE EQUIVALENT

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

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

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

HANDBOOK AGREEMENT

At least one parent will be required to sign the following commitment at the beginning of each school year. "I (We) have read and agree to be governed by the school policies as stated in the St. Paul School Student Handbook and to see that my (our) child(ren) follow these policies." This commitment will be added to the parent signature sheet given to parents in August.

HOMEWORK

One of the chief means of communication between parents and the school is homework. It provides the parents with an opportunity to follow what and how their children are doing in school. Cooperation of the parents in supervising homework is a vital element in the learning process of the child. Parents may provide guidance on homework assignments (such as helping the student narrow down the area where an answer may be found by using headings, etc.), but homework completed by a parent will be considered as a failed assignment. Parents can be invaluable in helping a student to develop good study and reading habits that will be beneficial throughout the entire school experience.

If a child finds it necessary to spend unreasonable amounts of time on homework, there is a problem; the teacher should be consulted. It is well to observe what influences - TV, phone calls, social activities - interfere with homework.

Written work is neither the only type of homework nor necessarily the most important type; study and oral assignments are also given. Whatever type of work is given, the child should realize early that homework is his/her responsibility and must be done consistently with an emphasis on completeness, accuracy, and neatness.

Although teachers are well aware of the problems involved with assigning homework during seasonal sports, students ARE expected to complete homework assignments on game nights as well as any other night.

HONOR ROLL

The honor roll will be computed as follows:

HIGH HONOR - 3.5 grade-point average or above, with no C grades.

HONOR - 2.5 to 3.4 grade-point average, with no C grades.

Those subjects used to compute the grade-point average include math, English, spelling, reading, social studies, science, religion, art, and PE.

The High Honor and Honor Rolls pertain only Grades 5 through 8.

LUNCH

The cost of a hot lunch will be \$3.50 for K-8 students and \$3.00 for Pre-K students. The price may rise in order to keep the cafeteria solvent. The child may eat hot lunch any day. Those not eating the hot lunch may purchase a carton of milk for 50 cents (price also dependent on current costs.) Lunch money should be turned in to the classroom teacher in an ENVELOPE WITH THE CHILD'S NAME AND DATE ON IT. All lunch accounts are tracked via computer with charges being added for each lunch/ milk purchased. Parents will be notified on a statement each month whether a student has a credit or owes lunch money. **LARGE BILLS FOR LUNCH WILL NOT BE ALLOWED TO ACCUMULATE.** All lunch bills must be paid by the last full day of pupil attendance in order for the child to receive a report card or to have records transferred to another school. Please make checks payable to St. Paul School. Make sure your child's lunch box is clearly labeled with his/her name on it. Extra milk may be paid for when the child takes it or can be charged to the account.

MAY QUEEN

The May Queen, an 8th grade girl, will be chosen by the vote of the 7/8th Grade Class and the staff, faculty, and administration. The privilege of crowning the statue of the Blessed Virgin Mary is a very great honor. The May Crowning Queen should embody many of the same qualities as Mary. She should have a great love for the Eucharist and the Church, devotion to the Rosary, kindness, generosity, humility, and modesty.

MEDICATION

Medications will be given out by St. Paul staff only if the medicine permission form is filled out, signed by a doctor and parent, and on file in the office.

If a child is on medication prescribed by a doctor and medicine must be taken during the school day, parents and student must follow these procedures:

1. The medication should be brought to the school office immediately upon being brought to school.
2. The medication must be accompanied by a parent note which contains the following:
 - a. Date
 - b. Instructions regarding time and method of administering
 - c. Name of medicine
 - d. Name and phone number of doctor
 - e. Number of days medicine is to be given
 - f. Phone number where parents can be reached that day in case of emergency
 - g. Parent signature

3. The medicine must be brought to school in the original container or in a container labeled with the following:
 - a. Child's name
 - b. Pharmacy name
 - c. Prescription number
 - d. Medication name/dosage
 - e. Administration directions
 - f. Date and refill
 - g. Doctor's name
4. The parent will be responsible for retrieving the unused medicine from the school at the end of the treatment schedule or school year. Medicine not claimed by the parents will be discarded.

ANY PRESCRIPTION MEDICATIONS FOUND IN A STUDENT'S POSSESSION DURING THE SCHOOL DAY WILL BE CONSIDERED IN VIOLATION OF THE SCHOOL POLICIES CONCERNING DRUG ABUSE.

Parents also may send over-the-counter medicine to have on hand for their child, such as pain reliever, allergy medicine, etc., provided they send a note with instruction for use. Parents will receive text, email, or a phone call when the student receives the medicine.

P.E. REQUIREMENTS

Grading is as follows for Grades 5-8:

Participation	30%
Written and/or skill tests	30%
Attitude and behavior	30%
Dress	10%

Points will be subtracted for each day without proper PE uniform.

PHONES

Students' personal cell phones should be kept in their back packs or given to the teacher at the beginning of class per classroom policy. Students who need to contact a parent during the school day should use the office phone. Children in the After School Care Program also should not be using phones until a parent has signed them out and they have been dismissed from the supervision of the program coordinator.

PLAYGROUND RULES

The following rules are intended to protect the health and safety of the youngsters on the playground:

1. Students will not throw rocks, snowballs, ice balls, etc.
2. The playground equipment is to be used only for the purpose for which it was designed. Abuse of the equipment will result in a student losing his/her privilege to use equipment.

3. No contact sports are allowed on the playground, i.e. TACKLE FOOTBALL.
4. Students are not to enter the building without special permission from the playground supervisor.
5. **ABSOLUTELY NO FIGHTING WILL BE TOLERATED.**
6. All students will immediately stop playing when the supervisor blows the whistle or indicates the end of recess.
7. The supervisors are responsible for the conduct of play under their supervision. Students will obey them without question. Teachers may enforce more stringent rules than those outlined above.
8. Golf balls, baseballs, roller skates, and skateboards are not acceptable for playground use, and no bombardment games are allowed unless sponge balls are used. Rubber balls will be used only for kick-catch. No bats will be allowed!
9. Students will remain in an assigned area of play when instructed.
10. Students may not cross West or Hamilton Street to retrieve balls without first asking the recess supervisor for permission.
11. Per recess supervisor instruction, sometimes students will only be permitted to play with students within their same age category. This is due to the difference in physical ability of younger students and to help prevent injury.

REPORT CARDS

At the end of each quarter, the children receive an evaluation sheet. The report shows the progress made scholastically and also the progress in the character formation of your child.

If a child in his schoolwork has not attained satisfactory results, or if a problem arises between the teacher and the child, it is recommended a parent-teacher conference be arranged. Please note that each report card indicates the appropriate percent equivalent for a particular letter grade. Scheduled parent-teacher conferences will be held in November. Open house days also acquaint the parents with various types of work done by the children.

RETENTION OF STUDENTS

The teacher will keep the parent(s) informed of the student progress throughout the year. When a student is struggling, the teacher should offer a variety of remedial work to aid the student and may recommend diagnostic testing. Communication should be maintained between conferences.

Students failing two core subjects must either attend summer school and receive passing scores in those subject areas, or they may be retained at their present grade level for the next school year.

RIGHT TO LIFE STATEMENT

St. Paul Parish and School uphold the disciplines and teachings of the Roman Catholic Church concerning the dignity of all human life at every age. This includes the rights of the unborn child. To compromise these doctrines, in word or action, may be cause for immediate expulsion.

SAFE ENVIRONMENT PROGRAM

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

SERVICE

Each family is asked to contribute a minimum of 20 hours to St. Paul School during the school year. These service hours can come from any adult member of the family and can be gained by attending Booster Club meetings, working concessions, planning fund-raising events, etc. If a family chooses not to meet the minimum service hour requirement, they will not receive a \$250.00 tuition credit.

Hours gained for the school year can be acquired starting July 1st.

It is important to realize that the success of schools is in direct correlation to the time and effort spent of all people in that school community. Please make the best effort to be part of this school and all its offerings.

SMOKE-FREE ENVIRONMENT

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

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

SICKNESS AND INJURY

If a child becomes ill in school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The family emergency form, which is kept on file in the office, lists names of persons to be contacted in the event that parents are not available.

Parents should be certain that the person's name listed on the emergency card is available during the school day. A child who is sick or has been injured cannot remain at school. The parents must make arrangements to pick up the child. Anyone picking up the child must be on the emergency card or must have a written note. **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UPDATED!** The school will not be responsible for sending out a child alone. **IF PARENTS WILL BE OUT OF TOWN FOR AN EXTENDED PERIOD, PLEASE INFORM THE SCHOOL AND MAKE EMERGENCY ARRANGEMENTS.** In the event of a serious health crisis or injury, 911 will be called and your child will be transported to the hospital selected on the emergency form. Staff may perform the Heimlich Maneuver or CPR if necessary.

SPECIAL NEEDS

Parents and guardians of enrolled students are requested to inform our school of any previously diagnosed health problems or special learning needs for which special accommodations are needed. Special needs may include but are not limited to learning disabilities, attention deficit disorder, food allergies, asthma, and diabetes. (See above "Admissions")

Speech therapy and special learning services are available through District # 435 Special Services Program. Students experiencing significant learning problems are eligible to participate in special services if eligibility criteria are met. Either parents or teachers may request that a child be referred for diagnostic testing. Parental permission is required. If diagnostic testing is warranted, a District #435 school psychologist will complete an evaluation.

Our school participates in the federally funded NCLB Title I Remedial Program. The purpose of the program is to give small groups of children in Gr. 1-4 special assistance in reading and/or math. Eligibility for participating in Title I services is determined by the criteria established by the federal government and District #435.

Counseling services for students with social or emotional needs or difficulties is available from Catholic Social Services. Please contact the school administrator for more information.

SPIRITUAL EXERCISES

In addition to daily prayers and devotions, students will participate in the Holy Sacrifice of the Mass on a weekly basis. However, this does not fulfill one's Sunday Mass obligation.

Confessions will be heard for Catholic students once a month. Non-Catholic students are welcome to speak privately with a priest like the other children, but this will not be considered a confession. Additionally, students will participate in special devotions (Rosary, Stations of the Cross, Eucharistic Adoration) from time to time.

Prior to receiving the sacrament of Confirmation, students will participate in a retreat experience.

SPORTS

Sportsmanship is the aim...anything hindering that is discouraged. Practices for all sports take place after school hours. The principal may remove from a team any student who does not work up to his scholastic ability. St. Paul School will adhere to disciplinary policies and eligibility requirements established by the Odell Grade School athletic department.

STUDENT MEDICAL RIGHTS

St. Paul School has notified parents and guardians in writing that the school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. The parents or guardians must sign a statement acknowledging this protection.

St. Paul School allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents.

St. Paul School has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent/guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33

STUDENT WELLNESS PLAN

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

1. We will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in grades K-12 will have opportunities, support, and

encouragement to participate in physical activities on a regular basis.

3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. St. Paul School will engage students, parents, teachers, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the St. Paul School Student Wellness Plan. (Catholic Diocese of Peoria Policy)

TARDINESS

The arrival of a student after 8:00 A.M. constitutes tardiness. Since tardiness interferes with a pupil's progress and is a disturbance to the other pupils and to the teacher, it should be avoided. Missed instructions will not be repeated. Late bus arrivals will not be counted against any student. If a student is in 5th-8th grade and arrives late on a P.E. day, the family is responsible for transporting the student to OGS.

TECHNOLOGY (ACCEPTABLE USE POLICY)

Purpose

St. Paul Catholic School is committed to combining technology with a restructured learning environment to prepare our students in the 21st century. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student—one that enhances learning, instruction, and management.

The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs & learning styles of our students.

Authority

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

St. Paul School shall not be responsible for any unauthorized charges or fees resulting from access to the internet. We reserve the right to log network use and to monitor fileserver space utilization by computer users. The use of the internet is

a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

Saint Paul School shall make every effort to ensure that students and staff use this educational resource responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, to identify appropriate information, and to evaluate and use information to meet their educational needs.

Teachers and staff have the responsibility to respect and protect the rights of every user in St. Paul School. The administration shall determine what is appropriate use, and their decision is final.

Guidelines

When applicable, network users shall respect the privacy of other users on the system. *Acceptable Use Policy* applies on premises and other facilities: St. Paul School, Odell Grade School, the library, high school, etc.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. Specifically, the following use of computer hardware and software, the internet, E-mail, and/or the network are strictly prohibited:

- Use of chat rooms.
- Use of e-mail for other than educational purposes.
- To transmit material likely to be offensive or objectionable to recipients.
- For hate mail, discriminatory remarks, and offensive or inflammatory communication.
- To access or send obscene or pornographic material, including language, sound, or images.
- To disrupt the work of other users.
- To intentionally obtain or modify files, passwords, and data belonging to other users.
- For commercial or for-profit purposes.
- For product advertisement.
- For fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of authorized games, programs, files, or other electronic media.

- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activities.
- Bullying of any other person on any social media platform

Safety

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

Social Media

St. Paul School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website

St. Paul School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.

St. Paul School may require the student to share content in the course of such an investigation.

Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the internet. Loss of access and disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.(See above "Computer Software Use & Copyright Laws")

TELEPHONE**SCHOOL: 815-998-2194****FAX: 815-998-1514**

If you have any questions regarding the education of your child, please feel free to call the child's teacher and explain your problem. Going directly to the teacher is the best way of checking your child's progress. If these calls are made during the school day, the teacher will return the call after school has been dismissed. Also, the teachers have been notified to call you at any time that the interests of your child need to be discussed.

No child is to be called to the phone during school hours unless there is a serious family emergency. If it is necessary to contact your child during the day, please leave the message with the secretary or with the principal. Please keep such calls to a minimum.

TESTING

Diocesan mandated standardized achievement tests and MAP tests will be administered in the fall, winter, and spring to all students grades K-8. Students from all schools which feed into Pontiac Township High School take the Aspire test during their 8th grade year. Teacher-made or curriculum tests will be given periodically to assess the strengths and weaknesses of each child. Under the auspices of the Office of Catholic education for the Peoria Diocese, a test of religious knowledge may be given annually.

TRANSFER

If a student transfers from school, the principal should be notified at least two weeks in advance. When the receiving school requests scholastic and health records, these records will be sent within ten days of request given that the child is in good standing and no outstanding fees or tuitions are due. In the event that fees and tuition are not paid and the child is transferring to a new school, only health forms and recommendation for grade placement will be sent to the new school, and legal means will be sought for collection of the debt.

Upon transfer or withdrawal from St. Paul School, the student's tuition will be prorated and amounts will be refunded if applicable. There will be no refund given for book fees; however, the student may take with them any consumable workbooks.

TUITION, FEES AND FINANCIAL ASSISTANCE:

Financial assistance is available; please contact St. Paul School or the Pastor at St. Paul Church.

If complete payment creates a financial burden, parents are asked to confer with the pastor and principal of the school prior to registration day.

All tuition payments must be paid by the last full attendance day of the school year in order for students to receive their report cards or for cumulative files to be transferred to a new school. In the event that fees and tuition are not paid and the child is transferring to a new school, only health forms and recommendation for grade placement will be sent to the new school, and legal means will be sought for collection of the debt.

ALL TUITION PAYMENTS SHOULD BE MADE DIRECTLY TO ST. PAUL SCHOOL.

TUITION SCHOLARSHIPS

All families interested in financial assistance for tuition should apply for a John Lancaster Spalding Scholarship through the Office of Catholic Schools for the Peoria Diocese. These applications are completed in January, and the scholarships are announced in April for the next school year.

Families also can seek assistance through the Juli Sullivan Scholarship Fund, which was set up in memory of St. Paul School's late teacher. Anyone interested in seeking assistance through this fund should contact the principal.

VACATIONS

We do not encourage students to miss school because of vacations, and the teachers will not be expected to prepare work in advance or try to make up for time missed in the classroom. Students will be allowed to make up work in a reasonable amount of time set by the teacher. In most cases, the child has the same number of days to make up the work as the number of days that the child was absent. If the work is not turned in by the allowed time, the student will receive a zero for the missed work.

VISITORS

Visitors are currently not allowed in the school building. Anyone that does need to enter the building will be met by the school secretary, must wear a face covering, and have their temperature taken. Two drop boxes have been installed at the front door for parents or other visitors to drop items off.

WEAPONS

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

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

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or

school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

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

Weapons include:

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

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

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

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

**APPENDIX B
DIOCESE OF PEORIA**

Harassment Policy

C-401

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 any cleric, religious, a lay person employed by or in the Diocese or its parishes, or by any volunteer of the Diocese or its parishes.*

2. *If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single*

instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, or Vicar General. 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 (unless the charge is made against the pastor) and the Vicar General in a case at the parish level, and to the Vicar General in a case at the diocesan level (unless the Vicar General is charged, in which case the report should be made to the Bishop and the Bishop or his designee shall undertake the Vicar General's role hereunder). The Vicar General shall immediately inform the diocesan insurance carrier/administrator and the diocesan attorney.

4. At the direction of the Vicar General, an investigation will be conducted of the alleged harassment. The 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. Written reports shall be made of all interviews. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.

5. The 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 Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Vicar General and pastor (if that person is not the accused party) to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the Vicar General and pastor cannot make this determination, it shall be the responsibility of the Bishop, in consultation with the Vicar General and pastor, to make such a determination.

7. If it is determined that harassment has occurred, the 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 Vicar General, in

consultation with the pastor (unless the pastor is the accused party), 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 but shall be kept separate and apart there from. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.*

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

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

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

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

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

14. *It is against the policy of this Diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on*

citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this diocesan policy and/or under the Illinois Human Rights Act.

15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Room 101 A, Springfield, IL 62706, or the Illinois Human Rights Commission at 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. These procedures shall include the right of the aggrieved party to file a charge with the Department within 180 days after the date that a civil rights violation allegedly has been committed, notification of the respondent, investigation of the allegations by the Department, completion of a report by the Department and Commission, participation in a conciliation conference where deemed appropriate by the Department, and, where conciliation is unsuccessful, preparation of a complaint by the Department to be filed with the Commission as provided by law.

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 Vicar General, and at the diocesan level, the supervisor shall advise the Vicar General. The 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 Behavioral Health Advantages at (309) 671-3822 to discuss the availability of counseling. Behavioral Health Advantages is not an agency of the Peoria Diocese. 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 policies regarding sexual abuse by diocesan clerics and laity). This information shall be a routine part of in-service for new personnel. Pastors should inform parish employees of this policy. The Diocese shall so inform diocesan employees.

19. *The Vicar General and Bishop 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 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 Bishop.*

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 sexual abuse has occurred or that sufficient evidence does not exist to warrant a finding, the Bishop may advise the alleged offender's supervisors of the claim made in the Diocese and this Diocese's determination*

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

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

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

-End of Harassment Policy-

APPENDIX C

DIOCESE OF PEORIA

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

I. PREAMBLE

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

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

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

II. PROHIBITION OF SEXUAL ABUSE OF MINORS

Under the Universal Law of the Church, the sexual abuse of minors by a cleric is a grave delict (offense) reserved to the Holy See, and the offender is subject to severe penalties, including dismissal from the clerical state, if the case so warrants. Even a single verified act of sexual abuse of a minor — past, present, or in the future — by a priest or deacon

will lead to the permanent removal from the ministry. An act of sexual abuse of a minor by a lay employee or volunteer — past, present, or in the future — will lead to a permanent dismissal from any role within the Diocese or any Diocesan organization or institution.

Additionally, under both Federal and Illinois civil and criminal law, the sexual abuse of minors is a grave crime and an offender may be subject to severe penalties, including incarceration, fines, and/or monetary damages.

III. DEFINITION OF SEXUAL ABUSE OF MINORS

1. 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.

2. 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, USCC, 1995, p. 6).

3. 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)

4. If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians may be consulted and the opinions of recognized experts may be obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the Bishop of Peoria, with the advice of the Diocese’s Sexual Misconduct Review Board, to determine if the allegation warrants further action.

IV. CAVEAT; OTHER OBJECTIONABLE CONDUCT

1. *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 promulgate and publish 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.*
2. *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.*

V. DEFINITIONS; DISTRIBUTION OF POLICY

1. *“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.*
2. *“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.*
3. *“Reasonable cause” means a prudent estimation based on trustworthy information that an incident occurred or has been perceived as having occurred.*
4. *“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.*
5. *A copy of this Policy will be distributed to all personnel of the Diocese and posted on the website of the Diocese.*

6. *This Policy will be incorporated into all Diocesan personnel guidelines and printed in the Employee Handbooks.*
7. *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.*
8. *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. This information shall be a routine part of in-service for new personnel. 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.*
9. *This policy shall be made known to alleged victims who report sexual abuse.*
10. *This policy shall prevail over any contradictory policy or procedure in the diocese.*
11. *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.*

VI. MAINTENANCE OF SAFE ENVIRONMENT; 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 develop 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 and a criminal records check, 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. Specific criteria for background checks for specific positions will be developed by the Office of the Chancellor.

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. It is the policy of the diocese that victims must be treated justly. The Bishop of Peoria will appoint a Victims Assistance Coordinator.

2. When credible accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, contact by the Victims Assistance Coordinator with the alleged victim and family 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 if applicable and, in appropriate instances, economic assistance may be offered in the spirit of Christian justice and charity, determined according to the specific situation presented in accord with the provisions of this policy.

3. Under the direction of the Victims 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:

- A. 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;*
- B. Reviewing Diocesan policies for dealing with sexual abuse of minors; and*
- C. 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 in full communion with the Church. The members of the Review Board will be selected to bring to their deliberations 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 (and possibly their families) who have been sexually abused as minors. The members will be appointed for a term of five years, which may be renewed. If not a member of the Review Board, 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.

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

A. OBLIGATION TO REPORT SUSPECTED SEXUAL ABUSE; COMPLAINT PROCEDURE

- 1. 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.*
- 2. 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.*
- 3. 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.*

**VIII. INVESTIGATION OF INCIDENT REPORTS;
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 designated Vice-Chancellor shall notify the alleged offender of the allegations made against him or her. The Chancellor and/or designated Vice-Chancellor 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 designated Vice-Chancellor shall further notify the diocesan attorney and insurance carrier/administrator as appropriate. They shall also notify, if applicable, religious superior or supervisor in the case of a lay employee, that charges have been made against the alleged offender and should keep the superior advised of the status and outcome of the proceedings.

B. REQUIREMENT OF INVESTIGATION

When an allegation of sexual abuse of a minor is received, a preliminary investigation will be initiated and conducted promptly and objectively. In the case of a priest or deacon, the investigation will be conducted in harmony with canon law including appointment of an Investigator for this purpose. The Diocese will obtain legal advice, both civil and canonical, as soon as possible. (c. 1717)

C. CONFIDENTIALITY

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

D. INTERIM MEASURES

The Bishop of Peoria may immediately place on administrative leave the priest or deacon from ministry temporarily and may immediately suspend any lay employee or volunteer, if the circumstances appear to the Bishop to warrant immediate action pending completion of the investigation. The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the Diocese and to the accused. 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. A report 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 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, Monsignor Steven P. Rohlf, or the designated Vice-Chancellor, Patricia M. Gibson, at (309) 671-1550. 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 or designated Vice-Chancellor 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 Office of the Chancellor, who will inform the Bishop immediately.*
3. *All appropriate steps will be taken to protect the reputation of the accused during the investigation. The accused 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 Office of the Chancellor 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 Office of the Chancellor 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 Office of the Chancellor will promptly notify the accused person about the substance of the report. The Office of the Chancellor will interview the accused person to obtain the accused's response to the allegations contained in the report. The accused person will be informed of the right to obtain counsel in connection with the investigation and any ensuing proceedings.*
7. *The Office of the Chancellor 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 Office of the Chancellor 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 accused person together with a description of the accused'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 lead 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 Office of the Chancellor recommends be taken before the Review Board makes any final recommendations to the Bishop;*
- 8. Any conclusions the Office of the Chancellor wishes 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 conveyed by the Office of the Chancellor, the Review Board:

- A. May request that further information be pursued by the Office of the Chancellor or by other personnel of the Diocese; or*
- B. 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:

- A. The allegations are not supported by sufficient evidence or otherwise are not credible and the matter should be closed without adverse action regarding the accused;*
- B. The allegations appear credible, but no final conclusions should be reached pending receipt of:*
 - (i) a report of psychiatric or psychological evaluation of the accused, if the accused 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.*
- C. 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 or designated Vice Chancellor to notify the accused of the Bishop's determination and the alleged perpetrator may be permitted to freely resign from his/her ministry, or may be relieved from the exercise of any function or responsibility or ministry and/or employment in the Diocese and placed on administrative leave pending the outcome of any further investigation, including an outside investigation, such leave to be with or without pay and/or benefits as the Bishop may decide.

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

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

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

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

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

K. NOTIFICATIONS OF DECISION

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

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

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

4. *Alleged victims who report alleged sexual abuse have the right to know the general disposition of the sexual abuse investigation.*

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. REPORT TO COMPLAINANT

Except in unusual circumstances, the Office of the Chancellor of the Diocese will notify the person who submitted the complaint about the results of the investigation and about any personnel action taken as a result of the investigation.

N. 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).

O. 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.

P. ASSISTANCE OF COUNSEL

For the sake of due process, the accused 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 pendency of the penal process.

Q. 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 accused 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.

R. SANCTION IN LIEU OF DISMISSAL FROM MINISTRY

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.

S. 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:

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

T. “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.

U. 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):

- A. He may request that the accused freely resign from any currently held ecclesiastical office (cc. 187-189).*
- B. If the accused declines to resign and if the Bishop judges the accused 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).*
- C. 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).*

- D. *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.*
- E. *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).

V. 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.

W. 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.*

IX. 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 of the Diocese, with the assistance of the Director of Communications, 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 public record, including a 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 victim and noted in the text of the agreement.

D. OUTREACH TO AFFECTED PARISHES

The Victims Assistance Coordinator will be responsible for taking immediate steps to assist and support parish communities directly affected by ministerial misconduct involving minors. This outreach will be accomplished by an Emergency Response Team under the direction of the Victims Assistance Coordinator. 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, and appropriate sanctions may be imposed for failure to do so.*

2. *The Diocese supports any person's right to make a report to public authorities concerning such allegations.*

X. REPORTING INCIDENTS OF CHILD SEXUAL ABUSE OR MALTREATMENT OR ENDANGERMENT

A. OCCUPATIONS REQUIRED TO REPORT

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 or her in a professional capacity may be an abused child.*

-End of Sexual Abuse Policy-

School Employee Code of Professional Conduct

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in

Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

Effective 7/1/202

APPENDIX D

D-147
P-CDOP

BULLYING PREVENTION

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring, environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of *this* policy, Illinois law shall be used to define bullying in our diocesan schools:

Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; and/or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b)

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

Adopted 7/2018

D-147
AR-OCS

BULLYING PREVENTION

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up

to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Types of Bullying

1. Relational: ostracizing another student, psychological and manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another.
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails.
- Verbal threats made to another; blackmail or demands for protection money.
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.
- Blocking access to school property or facilities.
- Stealing or hiding or otherwise defacing books, backpacks, or other personal possessions.
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student.
- Any of the proceeding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

Adopted 7/2018

St. Paul PreSchool Program

300 S. West St.
Odell, IL 60420
815-998-2194

Pastor

Father John Bosco Mujuni

Principal

Mr. Richard Morehouse

Teacher

Mrs. Linda Hart

Aides

Miss Daniela Frauli

PHILOSOPHY

St. Paul Preschool serves as an extension of the mission of St. Paul School, reaching out to children in the early childhood years. Preschool in general is meant to be a place of self-discovery through interaction with others. Children are introduced to experiences that foster development of their Christian values, emotional relationships, creativity, language, physical skills, and social awareness.

At St. Paul Preschool, a Catholic preschool for three and four year old children, students are exposed each day to individual and small group activities in which they practice problem solving using reasoning, play, and social interaction. These activities take place in a low-pressure environment that encourages the children to develop at their own pace. In addition to mental stimulation, gross and fine motor skill development is developed through exercise and art. Structured play, literature, pre-writing and pre-reading activities further encourage language awareness and expression and contributes to social development. Religious activities introduce the children to Catholic religious prayers and practices that are age appropriate.

OUR GOALS AND OBJECTIVES

****St. Paul Preschool will help children grow as Christians in an environment of love and respect.**

1. By helping children to appreciate that Christian love consists of willing and working for the good of another.
2. By teaching children that God is the maker of the natural world around us.
3. By providing an environment where all people are treated as brothers and sisters in God's family.
4. By introducing the children to the mystery and joy to be found in the Faith of the Church, especially the Eucharist.

****St. Paul Preschool will assist children in building social relationships with other children and with adults.**

1. By fostering a positive self-concept which will enable the child to appreciate spiritual, academic, personal, social, and physical growth.
2. By providing play activities which foster sharing, problem solving, and reasoning.
3. By teaching the children that they are responsible for their actions.
4. By encouraging the obligations of good citizenship.
5. By modeling and encouraging respect for individual differences.
6. By developing an awareness of group membership and responsibility while at the same time encouraging independence.

****St. Paul Preschool will help students to better understand the language of others and to express their own ideas in common language patterns.**

1. Expose the children to quality children's literature and storytelling.
2. Increase vocabulary through classroom activities and experience.
3. Provide experiences in which children are free to verbally express their ideas.
4. Model correct grammar
5. Encourage oral sentence development.
6. Provide opportunities for the children to use descriptive language.
7. Initiate activities that will develop pre-writing and pre-reading skills.

****St. Paul Preschool will help the children to learn to explore, to understand, and to control their physical world.**

1. Provide field trips, nature walks, and outdoor activities that make children aware of the community around them.
2. Provide activities in which children experiment with the physical properties of their environment.
3. Encourage the children to gather information, ideas, and materials from various sources in order to solve problems and satisfy curiosity.
4. Provide activities in which children are allowed to express their own artistic creativity and to develop an awareness of the beauty in their environment.

ADMISSIONS

A child must be three years old and be potty trained to enter the preschool. An attempt is made to group the children by age level.

NON-DISCRIMINATION IN ADMISSION POLICIES

No student shall be refused admission to St. Paul Preschool on the basis of race, color, sex, national or ethnic origin. Diocesan Policy D-111 P-COE

ARRIVAL AND DISMISSAL

Parents may bring their children into the school. If the child is comfortable with coming into the building alone, parents may leave the child at the front door. Students should arrive no sooner than 7:45 a.m. unless they are participating in the early drop-off program.

Please do not be late when picking up children. If you are delayed, please call the school. **IF YOU ARE SENDING SOMEONE NOT KNOWN TO SCHOOL PERSONNEL OR WHO DOES NOT USUALLY PICK UP YOUR CHILD, PLEASE SEND A SIGNED NOTE WITH CHILD OR CALL THE SCHOOL.** This is for the protection of your child.

The teacher will bring the children to the front door at dismissal and will supervise departures. Students should be picked up no later than 2:55 pm.

ATTENDANCE

Children are encouraged to have regular attendance. **IF A CHILD WILL BE ABSENT, PARENTS MUST CALL THE SCHOOL BY 7:45 am.** This allows us to know that you know your child's whereabouts.

AUTHORITY

The immediate direction of the school and its instructional program is delegated to the principal. Whenever a problem arises concerning a child, the **FIRST** person to be contacted is the classroom teacher. If the difficulty persists or cannot be handled at the level, it should be presented to the principal.

CALENDAR

The teacher will publish a monthly calendar packet which will include a newsletter of the month's event, snack assignments, birthdays, upcoming events, and so on.

CONFERENCES

Parents may request a conference with the teacher at any time throughout the year, but formal conferences will be held in the fall. An all-school open house is also held in September. Local preschool screenings are held each spring. These screenings can be very beneficial even if a child is in a class. You will be notified of times and dates.

CONFLICT RESOLUTION

Our school strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty, or problem. To address these in the most efficient manner, families are expected to adhere to the following procedures:

1. Parents contact the teacher either in writing or by phone stating the concern.
Unscheduled visits are permitted before or after school as long as they are very brief and limited to checking student status or providing information.
2. The teacher addresses the concern, replying either in writing, by phone, or through a face-to-face conference.
3. Most concerns can be resolved in the preceding manner. If a concern has not been resolved, parents may contact the Principal, either in writing or by phone.

The Diocese of Peoria has established a process for the review of decisions made by the competent authority of any school or parish for which conflict or disagreement may arise. The diocesan process, outlined in Policy G-111, will be utilized if the procedures described above have not produced a resolution, and provided the particular concern or difficulty qualifies for administration review under the conditions defined in the policy. Copies of this policy are available online if needed.

CURRICULUM

The curriculum of St. Paul Preschool will use the Early Childhood Curriculum Guidelines on file in the school office. These guidelines include goals and objectives in the following areas: social development, language development, reading readiness, number development, aesthetic development in science/nature, art, music, physical development health, and free play.

DAILY SCHEDULE

Classes will meet every day from 8:00 a.m. to 2:55 p.m.
Half day will meet every morning from 8:00 a.m. to 12:00 p.m.

DRESS

Children should wear clothing appropriate to the season, including outdoor wear. Please remember that your children use the bathroom without assistance so clothing should be easily fastened and unfastened.

If your child tends to have bladder problems, you might want to send a change of clothing in the child's book bag or backpack each day. Pull-ups may be used during nap time if necessary.

DRILLS

Children are taught and will practice proper safety precautions in case of fire and tornado. Parents may want to discuss the ideas of drills with your children.

FEES

St. Paul Preschool is a non-profit organization, which means that the fees charged are absolutely necessary to pay the instructor and to purchase supplies. For this reason, it is vital to the life of the preschool that fees must be paid at the beginning of each month. If fees are two months in arrears, you will be asked to withdraw your child from the school. If tuition cannot be paid by the first of the month, please let the office know; we understand that family finances must often include unexpected expenses.

Fees will be as follows:

All Day	\$440 per month
Half Day	\$250 per month

\$50.00 will be collected in August for Weekly Reader and book fees.

FIELD TRIPS

In the spring, a local field trip will be planned to acquaint children with their community. Field trips will be announced by the classroom teacher.

IMMUNIZATIONS

In compliance with the rules and regulations set forth by the Illinois Department of Public Health, all children entering Preschool shall have a health examination. If a child does not submit proof of having had the school physical by October 15th, then that child can be excluded from school until the child presents proof of the physical.

Please be advised that the school health code requires all children 2 years of age or older who are entering a child care facility or school-operated program to show proof of immunity to Hepatitis B.

SCHEDULE

A typical day will include the following activities:

1. Free exploration of center areas (ex: art, blocks, puzzles, housekeeping, board games, writing activities, rice box, etc).
2. Circle time: (prayer, give thanks for the day, talk about main topic of the day or month, work on calendar activities, do finger plays, participate in sharing

time, etc. Games or manipulative activities are also used to incorporate pre-reading, pre-math, and pre-writing skills).

3. Large motor activities: (play physical games that involve running, hopping, catching, jumping, etc).
4. Snack time and free play time: (time for eating, conversing, developing table manners, and playing).
5. Clean up: (children clean snack table and put away utensils).
6. Music activities: (listening, band, singing, etc).
7. Story time: (listening to stories, watching video stories, etc. Activities incorporated here include predicting, building listening skills, and discussing characters and themes of stories).

SCHOOL BEHAVIOR

Basic rules are followed:

1. Prayer is the most important time of the day.
2. Keep hands and feet to ourselves.
3. Use “inside voices” in the building.
4. Listen the first time.

SNACKS

Parents are assigned times to bring snacks on a rotating basis. The number of snack times you are responsible for depends upon the number of children in the class.

Snacks should be nutritious and easily handled by the children. Some ideas are fruit cups, Jello squares, pudding cups, muffins, Chex Mix, popcorn, peanut butter sandwiches, apple slices, orange slices, graham crackers, saltine crackers, pretzels, cupcakes, cookies, Rice Krispie treats and so on. The school provides a drink for snack time.

SPECIAL HEALTH NEEDS

An emergency form must be completed and on file by the first day of class. If your child has special health needs (allergies, bladder problems, etc. please inform the school.

VISITS

****These visits have been suspended until further notice due to the pandemic.****

Family members are invited to visit the preschool. Please call the school or send a note the day before the visit so the children can be prepared in advance.

Family members also are invited to participate in activities throughout the school year, such as storytelling, reading books, giving demonstrations, chaperoning field trips, assisting with special projects, and so on. Parents are welcome to spend one or more days in the preschool assisting the teacher with daily activities. Please let the teacher know of any special talents or interests you may have that might be useful or of interest to the children.

DEFENSIVE DRIVING

All employees and volunteers of the schools of the Diocese of Peoria who are licensed drivers shall complete the *Be Smart – Drive Safe* defensive driving training module from the Catholic Mutual Group.

Adopted 7/2018