

Parent/Student Handbook 2018/2019 School Year

Holy Family School
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Non-Discrimination in Admissions Policy:

No students shall be refused admission to Holy Family School on the basis of race, color, sex, national or ethnic origin. Students of religious denominations, other than Catholic, may be admitted when room is available.
(Peoria Diocese Commission on Education, Policy D-111)



Holy Family School is a Catholic educational institution of the Diocese of Peoria, which is under the direction of the Bishop of Peoria. The Pastor, whom the Bishop appoints to Holy Family Parish, enacts policies locally based on the recommendation of Holy Family School's Commission on Education.

Circumstances may arise in which Holy Family School determines that changes are required in these guidelines and procedures. For this reason, Holy Family 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.

CATHOLIC SCHOOL STATEMENT OF PURPOSE

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

The Religious Dimension of Education in a Catholic School, #24

Catholic Schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the Diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each child develop a personal 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 curriculum, service projects, co-curricular activities and culture.

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

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

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

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



HOLY FAMILY SCHOOL PERSONNEL 2018/2019 SCHOOL YEAR

ADMINISTRATION & STAFF:

Father Gary Blake, Pastor
Mrs. Jennifer Newman, Parish Secretary
Mrs. Jyll Jasiek, Principal
Mrs. Sheri Harlow, Administrative Assistant
Mrs. Amber Maggi, Preschool
Mrs. Stacey Schirz, Preschool Aide
Mrs. Vicki Duttlinger, Kindergarten
Mrs. Rose Bender, Kindergarten Aide
Mrs. Suzan Cullinan, 1st Grade
Mrs. Angela Becker, 2nd Grade
Mrs. Beth Dellatori, 3rd Grade
Mrs. Mary Burgess, 4th Grade
Mrs. Shelly Breidenbach, 5th Grade
Mrs. Tina Borelli, 6th Grade
Mrs. Amy Ossola, 7th Grade
Mrs. Lynn Quick, 8th Grade
Miss Allie Coursey, Jr. High Aide
Mrs. Christine Kasprowicz, Art Associate
Miss Heather Friedlein, P.E.
Mr. Rey Arteaga, Spanish Teacher
Mr. David Gillio, Maintenance
Mrs. Krystal Pelka, Library Aide
Mrs. Jade Halm, Hot Lunch Aide

FI=Faculty In Service/No School
PT=Parent-Teacher Conferences/11:30 Dismissal

HOL=Holiday/No School
SI=School Improvement/2:30 Dismissal

*=Noon Dismissal
ED=Emergency Day

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	FI
12	13	14	15	FI	FI	18
19	20*	21*	22	23	24	25
26	27	SI	29	30	31	
First Day of School: Aug. 20 First Day of Preschool: Aug. 22						

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	HOL	4	5	6	7	8
9	10	SI	12	13	14	15
16	FI	18	19	20	21	22
23	24	SI	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	FI	2	3	4	5	6
7	HOL	SI	10	11	12	13
14	15	16	17	18	19	20
21	22	SI	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	SI	7	8	9	10
11	12	13	14	PT	PT	17
18	19	SI	21*	HOL	HOL	24
25	26	27	28	29	30	

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	SI	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19*	HOL	HOL	22
23	HOL	HOL	HOL	HOL	HOL	29
30	HOL					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		HOL	HOL	HOL	HOL	5
6	FI	8	9	10	11	12
13	14	SI	16	17	18	19
20	21	22	23	24	25	26
27	28	SI	30	31		
Catholic Schools Week Jan. 27 – Feb. 2						

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	SI	13	14	15	16
17	HOL	19	20	21	22	23
24	25	SI	27	28		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	FI	12	13	PT	PT	16
17	18	SI	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	SI	10	11	12	13
14	HOL	HOL	HOL	HOL	HOL	20
21	HOL	23	24	25	26	27
28	29	SI				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9*	10	11
12	13	SI	15	16	17*	18
19	20	21	22	23	FI	25
26	HOL	ED	ED	ED	ED	
Last Day of School: May 23						

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	ED	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PARENT/STUDENT HANDBOOK

SPECIAL DATES:	P/T CONF. 11:30 DISMISSAL	NOON DISMISSAL	2:30 DISMISSAL	TRIMESTERS
School Pictures: Oct. 16 Trivia Night: March 16 First Communion: May 5 Olympics: May 9 8 th Grade Graduation: May 17 Kdg Graduation: May 21	Nov. 15 & 16 Mar. 14 & 15	Aug. 20 & 21 Nov. 21 Dec. 18 May 9 May 17	Aug. 28 Sept. 11 & 25 Oct. 9 & 23 Nov. 6 & 20 Dec. 4 Jan. 15 & 29 Feb. 12 & 26 Mar. 19 Apr. 9 & 30 May 14	1 st) 8/20 – 11/9 2 nd) 11/12 – 2/22 3 rd) 2/25 – 5/24

2018/2019 SCHOOL YEAR

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Lay Employees or Volunteers	

MISSION STATEMENT

The Vision of Holy Family Catholic School is to educate each child academically, spiritually, morally, and socially in

ACADEMIC EXPECTATIONS OF STUDENTS

Holy Family School expects its students to perform to the best of their ability. The administration and staff will make every effort to help our students achieve to the best of their ability.

OUR PLEDGE TO PARENTS:

- *Your child will be given the attention he or she deserves. No child will be ignored. We are here to help.*
- *Your child will not be intimidated. Bullies are not tolerated at Holy Family School.*
- *We will listen and work with you for the benefit of your child.*
- *We will always do the very best we can to help your child.*
- *We will quickly notify you if your child is not performing well academically, and give suggestions for improvements.*

ACCREDITATION: Holy Family School is accredited by the Illinois State Board of Education and AdvancED.

Diocesan school policies for 2017-2018 are posted on the Catholic Diocese of Peoria website and can be found at:

www.cdop.org/CatholicEducation/ParentResources/PolicyBook

ADMISSION POLICY

Catholic schools are established primarily for the formation of students in preparation for living as Catholic adults within a Community inspired by faith. In fairness to the parishioners of Holy Family Church and with the desire to provide a Catholic education to as many Catholic children as possible, the following priority is given for enrollment *if registration exceeds student capacity*:

- 1) Registered Holy Family Parish members who have children currently enrolled at Holy Family School.
- 2) Registered Holy Family Parish members with children entering school for the first time.
- 3) Catholic non-parishioners who have children currently enrolled at Holy Family School.
- 4) Catholic non-parishioners with children entering school for the first time.
- 5) Non-Catholics with children currently enrolled at Holy Family School.
- 6) Non-Catholics with children entering school for the first time.

Class size may be a consideration in determining acceptance of a student or students. Generally, students are not permitted to enter our school once the school year has begun. Students who wish to enter during the school year will be evaluated on an individual basis by the Principal and Pastor, and may be subject to a probationary period. Holy Family School retains the right to complete background and/or reference checks from previous schools on any student entering Holy Family School. Holy Family School may refuse acceptance based on information received from these checks.

Admission Criteria

Age requirements for school admission follow the guidelines of the Illinois State Board of Education. Students entering kindergarten must be five (5) years of age on or before September 1 of the current school year.

Illinois law requires that all students entering preschool, kindergarten and 6th grade have a health examination with the required immunizations up to date. Students entering any grade level for the first time must also have current physical records on file. See Health Care, page 28.

Students entering Holy Family School, kindergarten through 8th grade, for the first time are required to present a birth certificate and baptismal certificate. All school families are expected to pay registration/book/technology fees as well as tuition, and sell football mania tickets.

Weekly attendance at Mass and Holy Days is expected of all Catholic students. Non-Catholic and Catholic students are expected to participate in the religious curriculum in its entirety. Religion is an important subject at Holy Family School and the participation of religious activities is a major part of our program, all students are expected to take part.

Holy Family School operates under the policies set forth by the Catholic Diocese of Peoria and therefore does not discriminate on the basis of race, color, sex, national and ethnic origin to the rights, privileges, programs, and activities administered by the school.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. As partners in the educational process at Holy Family School, we ask that parents:

- notify the school of any changes of address, phone numbers or emergency contact information
- meet all financial obligations on time
- keep the school informed of any special situation regarding the student's well-being, safety, and health
- complete and return to school any requested information promptly
- read school notes and newsletters and to show interest in the student's total education
- support the religious and educational goals of the school and the discipline policy of the school
- treat teachers, staff, coaches, students and staff with respect

Protocol for Concerns

Holy Family 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 follow the following procedures:

1. Contact the teacher first
2. Allow adequate time for the teacher to address the concern
3. If the concern has not been resolved in a reasonable amount of time, the Principal may be contacted.

An issue can be best resolved by contacting the teacher as soon as possible. The teacher may not know there is an issue until it is brought to his/her attention. Contact should be made either in writing, email, telephone or by scheduling a conference. Please do not interrupt class time. Since teachers have assigned supervisory duties before and after school, unscheduled visits should be avoided.

Staff members will only discuss the matter as it related to your child and to the classroom as a whole. Other individual students will not be discussed.

Student Admission from Another School

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 school of the Diocese of Peoria without written permission from the Superintendent of Schools.

Every student will follow local policies and procedures for admission. If the Principal believes there is merit in admitting a student who has been previously expelled from a school, asked to leave a school, or left a school to avoid expulsion, the Principal shall obtain written approval from the school's Canonical Pastor prior to petitioning the Superintendent of Schools. The Superintendent will review all pertinent information, with consideration being given, but not limited to:

- Nature and circumstances of the expulsion or withdrawal
- Attendance records
- Disciplinary records
- Academic records
- Counseling records

After reviewing all pertinent information, the Superintendent shall consult with the Bishop before making a final decision regarding admission to the school and inform the Vicar General of the process. Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the student. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the Pastor and Principal, not to exceed one semester.

Students With Special Needs

All schools in the Catholic Diocese of Peoria shall admit students with special needs whenever possible. (See Disability Issues Section)

ARRIVAL/DISMISSAL

Arrive at School	8:05 a.m.
School Begins	8:15 a.m.
School Dismissal	3:10 p.m.

Parents should send their children to school **no earlier than 8:05 a.m.** Staff supervision of the children begins at 8:05 a.m. Students dropped off before 8:05 a.m. will be placed in before school care and parents will be billed the daily rate.

Students will be allowed to enter the school after the 8:25 a.m. bell. Daily morning announcements begin at 8:25 a.m. and the school day begins immediately following morning announcements. Classes dismiss for the day at 3:10 p.m.

For safety purposes, students may not enter the school building before 8:15 a.m. unless given permission by the adult on duty. In the event of inclement weather, the adult on duty may give permission for students to wait in the vestibule of the school after 8:05 a.m.

Students are dismissed at the 3:10 p.m. bell. Parents are expected to pick up their children by 3:20 p.m. If a student is not picked up by 3:20 p.m., that student will be placed in after school care and the parents will be billed accordingly. Students may not be sent to the park or wait outside for parents after school.

In order to avoid classroom disruptions, parents are asked to wait outside the school building for their children.

Tardiness

A student will be considered tardy if they are not in the classroom by 8:20 a.m. Students arriving after 8:35 a.m. must be signed in at the school office by a parent or guardian. Failure to sign in at the school office will result in the student being marked absent for the entire day. When a student accumulates five (5) tardies, they will be given an after school detention. Perfect attendance status will be affected when a student is tardy five (5) or more times throughout the school year.

Bicycles

Students who ride their bikes to school must walk their bikes from Jordan and Alice Streets, or Park and Alice Streets to the bike rack. No riding of bikes in front of the school is allowed. Bikes must be parked in the bike rack in the park; bikes may not be parked behind or inside the school.

Bikes are to be used for coming to and from school only, not during recess or lunch periods. Students must follow the rules of the road for bicycle safety. The school accepts no responsibility for the theft or vandalism of bikes parked in the bike rack. Students may not ride motorized scooters to school.

Traffic Rules

1. Children may only cross at the crosswalks in front of the school and at the corner of Alice and Jordan Streets. There will be a teacher on duty to help the children cross after school. Please remind your children **NOT** to run between parked cars!
2. Please drop off and pick up your children AT THE CURB ONLY. Do not double park – it is dangerous and you may be blocking someone who needs to leave.
3. **Park only on the school side of the road (not on the park side).** We do not want children crossing the street to enter vehicles. This is a city parking rule and you may be ticketed.
4. **DO NOT PARK IN THE YELLOW ZONE IN FRONT OF THE SCHOOL.** This space is reserved for the bus.
5. Alice Avenue is a one way street – running south to north Please do not park on Alice Avenue if you plan to get out of your car Alice Avenue should be used for “drop & drive” ONLY and traffic should keep flowing. If you are getting out of your car to walk your child in, or to visit the school, please park in the south parking lot.
6. Bike riders must walk their bikes from the corners and park the bikes in the bike racks.
7. Please pick up your children on time. We cannot allow children to linger on the school grounds after hours.
8. Students and parents are to show respect, obedience, and courtesy to the supervisors on duty at all times.

**If someone else will be picking up your children, please inform them of our traffic rules.
We ask that you drive slowly and proceed cautiously at all times.**



ASBESTOS

Holy Family School has an Asbestos Management Plan on file at the school which is available during normal school hours in accordance with Federal regulations. Most recent asbestos inspection was held in October 2016.

ATHLETICS

Holy Family School offers a wide variety of athletic programs for boys and girls. Athletic programs at Holy Family School are operated by the Holy Family Athletic Association Commission and their adopted by-laws. The Principal shall maintain the overall administrative supervision of the school's athletic programs and activities.

The following are the programs offered for the 2018/2018 school year:

Girl's Basketball 5 th , 6 th , 7 th , 8 th	Boy's Basketball 5 th , 6 th , 7 th , 8 th	Volleyball/Girls 6 th , 7 th , 8 th	Track/Co-Ed 6 th , 7 th , 8 th
Girl's Cheerleading 7 th , 8 th	Scholastic Bowl 7 th , 8 th	Boy's Baseball 7 th , 8 th	Girl's Softball 7 th , 8 th

Athletic Fees

Athletic fees will be charged for all athletes as follows: \$25 per athlete/per sport, with a maximum of \$50 per family/per sport. Unpaid athletic fees will result in the athlete being ineligible to participate in athletic events, including practice.

Sports Physicals

Sports physicals must be received by the school office prior to participation in athletic events, including practice. Sports physicals must be on an IESA form and are valid for a period of one year.

ATTENDANCE

The process of education requires continuity of instruction, classroom participation, learning experiences and study. Frequent absences disrupt this continuity. Students should be in school everyday that school is in session unless excused for valid reasons. Valid reasons include: illness, death of a family member, family emergency or other situations beyond the student's control. A school calendar for the 2018/2019 school year is included in your red folder, and should be consulted as to when school is in session.

Absences

When a child is absent, a parent/guardian must notify the school by calling the school office by 8:30 a.m. --OR-- prior to, or on the day of the absence, parents must send a signed note indicating the date and reason for the absence. This note must be given to the child's teacher or the school office before 8:15 a.m. For the safety of all children, if a parent fails to call or send in a note, the school will call the parents at home or at work, or an emergency contact, to verify the absence. If a child is absent and the absence cannot be verified, the student will receive an unexcused absence for that day.

If your child is absent with a communicable disease, such as chicken pox, strep throat, pink eye, etc., the school should be notified immediately. A physician's note will be necessary upon your child's return to school. If your child misses five (5) or more consecutive days of school due to an illness, a doctor's release is required for the child to return to school.

When a child is absent during the day for an illness, they are not allowed to attend or participate in extracurricular events, including participation in a practice session or game. The Principal may allow a waiver if the absence is due to reasons other than an illness, such as funeral or other family emergency. Violations of this rule will result in the absence being considered unexcused, with all grades for that day counting as a zero. Exceptions for special events, such as Sacramento activities, may be granted with the approval of the Pastor and/or Principal.

***Your child should be kept home at the first sign of an illness.
Students should be fever free for 24 hours before returning to school.***

Excessive absences equivalent to 15%, including tardies, may be cause for a student to be retained in the current grade level for another school year.

Accidents or Illness During the School Day

An emergency card will be kept on file in the school office for each student. Please notify the school immediately if there are any changes of information. If a child becomes ill or is the victim of an accident during the school day, the school office will make every attempt to contact a parent first. If a parent cannot be reached, an emergency contact person, as indicated on the child's emergency form, will be contacted.

Family Vacations

Family vacations, which require the child's absence from school for five (5) or more days, are subject to the approval of the Principal. Parents are discouraged from taking students out of school for trips or vacations.

There is no replacement for classroom time, and teachers will not be expected to "re-teach" students who have missed class time due to a family vacation. Please note there is the potential for lessons, such as science labs, which will be missed entirely in the event of a vacation. Also, extra credit will not be allowed in the event the student's grades reflect poorly to material missed due to a vacation.

Parents must notify the student's teacher(s) at least five (5) school days prior to the family vacation. Students are responsible for asking for all missed work upon their return. Homework must be completed in a timeframe determined by the teacher, but will not exceed three (3) days. **There will be no homework or tests given prior to a vacation.**

Missed Assignments

If a student misses school due to illness, or other excused situations, the student is required to make up all tests and assignments missed upon his/her absence within the number of days the student has missed. (example: a child has missed two (2) days of school, that child has two (2) days to make up missed tests and assignments.) No work will be accepted after that time, resulting in a loss of credit. In Grades 5 through 8, the student, not the teacher, is responsible for obtaining any missed assignments.

Missed assignments may be picked up by a parent or guardian between 2:30 -3:30 p.m. in the school office on the day missed. Assignments may be given to a sibling, if other arrangements have not previously been made.

Release During the School Day

When it is absolutely necessary for a student to be excused from school for medical or dental appointments, a note must be sent to the teacher **24 hours in advance**, except in the case of an emergency. For the safety of all children, parents are required to come to the school office to get their child. No student will be permitted to leave the school building without a parent or an authorized adult.

Students will be marked absent according to the following: 1½ - 3 hours = half day absence / 3+ hours = full day absence.

Safety is a major concern to everyone involved with the child's welfare during the school day. The following practices for release of the child must be followed:

- 1) A parent or guardian **MUST** come to the school office to sign the student out. Parents are not to go directly to the classroom to pick up their child. The student will be called down by the school office.
- 2) A student may be released by school personnel only. A student may not leave the building without the permission of school personnel.
- 3) If someone other than a parent is to pick up the student, please notify the school office or include that information in the note.
- 4) When the student returns to school, the parent or guardian must then come back to the school office to sign the student back in.
- 5) No student will be released to a person who is not known to the school staff.

If a parent or guardian does not come back in to sign the student in, the student will be marked as absent for the entire school day.

Truancy

A truant student is defined as a child subject to compulsory school attendance and who is absent without valid cause from such school attendance for a school day or a portion thereof. Valid causes for absence shall be: illness, observance of a religious holiday, death in the family, family emergency, and shall include other situations beyond the control of the student, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- When a child is absent, a written excuse or phone call from a parent/guardian is required for a portion of full day.
- Upon the accumulation of ten (10) days of absence, or 10% of the days school has been in session, the school will contact the parent/guardian.
- A referral to the County Attendance Awareness Program will be made if absences continue.

BACKGROUND CHECKS

All volunteers must complete the following three (3) requirements in order to volunteer at or chaperone any school sponsored event. (1) DCFS CANTS background check, (2) Background Check through S2Verify*, and (2) attend a Safe Environment Training session.

(*volunteers are responsible to pay any fees associated with the cost of the S2Verify background check)

Information for DCFS and S2Verify are available in the school office. If either of these background checks are returned with negative results, the results will be forwarded to the Diocese of Peoria for approval or denial.

BIRTHDAYS

Students celebrating their birthday will be acknowledged during the morning announcements. Parents may send a simple treat to school to be shared with the child's class during the day. Please check with your child's teacher prior to bringing in treats regarding any potential allergies.

Invitations to parties (birthday or other) may be passed out in class **only** if the whole class is invited. If all of the students in the class are not invited, invitations may not be passed out at school.

BUS

Public bus transportation may be available for Holy Family School students living within the limits of the Oglesby Public School District bus route. Please contact Oglesby Public Schools for public bus transportation information.

CATHOLIC SCHOOL'S WEEK

Each year during the National Celebration of Catholic School's week, special activities are held. These activities involve the faculty, students, parents, and the Parish. The purpose of the week long celebration is to share our gifts, talents, and appreciation of Catholic education, and to acquaint the public with the many wonderful programs offered at Holy Family School. Catholic School's week for the 2018/2019 school year will be held January 27 – February 2.

CELL PHONE POLICY

Students of Holy Family School are permitted to bring cell phones to school according to the following guidelines. Failure to follow the guidelines below will result in the loss of the privilege to bring a cell phone to school. Holy Family School accepts no responsibility in the event of a lost, stolen or broken cell phone.

1. The cell phone must be kept in the student's book bag during the school day, this includes recess and lunch.
2. The cell phone must be turned off during the school day.
3. Cell phones may not be used to make or receive phone calls or text messages during the school day, including before and after school care.

CONFIDENTIALITY

Parents can expect that Holy Family School will give them the necessary information concerning the health, life and safety of their children. Students can expect that teachers and other staff members will keep confidences. However, if a student tells a teacher or staff member that he or she is going to harm self or others, the teacher/staff member must reveal that information even if a promise of confidentiality is given. Teachers and staff members will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concerns.

COMMUNICATION

Calendar

A monthly calendar will be sent home and is available on the school website. Please check the calendar periodically for updates.

Envelopes

Money or other forms sent to school should be in a sealed envelope, which includes the following information: the student or family's name and what the contents of the envelope are.

Website

On our school's website, you will find the monthly calendar, and important updates from the Principal and school office, as well as links to class Facebook pages, and FACTS. School website: www.oglesbyhollyfamily.com

COMPUTER/DEVICE USAGE GUIDELINES

Students must have a valid, authorized account and may only use resources specified by the instructor. Students must never:

- 1.) Allow another user to use their account, unless authorized by the system administrator;
- 2.) Change, copy, delete, read or otherwise access files or software other than their personal drives, without permission of the system administrator. Students may not attempt to bypass security mechanisms to elude date protection or attempt to modify school software;
- 3.) Use school computer or other devices for non-productive activities, including, but not limited to:
 - a. Downloading unauthorized programs
 - b. Playing unauthorized games
 - c. Instant message
 - d. Any type of "chatting" or texting
 - e. Personal e-mailing during school hours
 - f. Purchasing of goods (e-bay, etc.)
 - g. Log on to any computer station without instructor's permission. In addition, no software programs should be used without direct permission from the instructor
 - h. Install programs or files without permission
 - i. Breach computer or network security to teach others how to break computer or network security
 - j. Post, publish, display or print obscene, profane, or sexually oriented materials, threats or offensive remarks
 - k. Damage devices, computers, computer systems, or computer networks
 - l. Visit social sites, ie: Facebook, Twitter, Instagram, etc.

At no time should students take pictures, records videos, etc during school hours with any device, nor should said pictures, videos be posted on any social media site. In addition, students may not text on their device during the school day. Parents, as well, should not text their children during the school day. Students caught texting, taking pictures or videos during the school day will have their devices taken away and kept in the Principal's office.

Students should promptly report any observed misuse of any device, computer or computer system to a staff member. If a student damages a computer/device or any lab equipment, the student is financially responsible for the repairs or replacement of the damaged property.

- Students may only log on to their computer/device using their Student ID and password.
- Students are responsible to report all problems pertaining to their computer/device to the teacher.
- Illegal practices include, but are not limited to: changing displays, leaving distasteful messages on devices, posting on social media sites during the school day, taking pictures or videos during the school day (unless part of an assignment.)

Internet Usage Guidelines

Holy Family School has chosen to permit students access to computer and telecommunication resources to further their educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications.

Privileges may be revoked if computer guidelines are violated. Students must be logged on to their authorized account using only their password. Students must have the instructor's permission to use the internet. Activities not permitted include, but are not limited to:

- Engaging in any illegal activities
- Revealing one's name or another's name and/or personal information
- Sending, forwarding, or reading personal e-mails; instant messages of any kind
- Posting anonymous messages
- Playing any internet games
- Sending or displaying any offensive messages and/or pictures; sending threats of violence
- Uploading or creating computer viruses
- Downloading any software or program without the system administrator's permission
- Violating copyright laws or protected materials
- Using the computer system for commercial or business purposes
- Intentionally wasting limited resources
- Visiting social sites, ie: Facebook, Twitter, Instagram, etc.

Revocation or Suspension of Computer/Device Privileges

First Offense

- 1.) The student is revoked of all computer/device privileges for two weeks.
- 2.) System administrator is notified and the student's account is suspended for the suspension period.
- 3.) Parents and teachers are notified of suspension.
- 4.) Students will receive no credit for all missed assignments during their suspension period.

Second Offense

- 1.) The student is revoked of all computer/device privileges for a nine week period.
- 2.) System administrator is notified and the student's account is suspended for the suspension period.
- 3.) Parents and teachers are notified of suspension.
- 4.) Students will receive no credit for all missed assignments during their suspension period.

Third Offense

- 1.) The student is revoked of all computer/device privileges for the remainder of the school year.
- 2.) System administrator is notified and the student's account is suspended for the suspension period.
- 3.) Parents and teachers are notified.
- 4.) Students will receive no credit for all missed assignments during their suspension period.

CRISIS PLAN

An Emergency Preparedness Crisis Plan will be adopted by the Holy Family School Commission on Education annually. This Crisis Plan lists the policies and procedures to be followed in crisis situations during school hours. The Crisis Plan will be reviewed and revised annually, and is available for viewing during school hours in the school office.

CURRICULUM

Holy Family School strives for excellence in education. The following subjects are taught at Holy Family School: Reading, English, Spelling, Mathematics, Social Studies, and Science. In addition to the ordinary academic subjects, we offer programs in physical education, Spanish and art.

Religion

Religion classes are held daily. The primary purpose of the Catholic School is to teach the children the tenants of the Catholic Church, but more important, our purpose is to teach our children to live and practice the Christian life. Each grade has the privilege of participation in a liturgical celebration, which has been planned and designed especially for them. Participation in Mass is a very important part of the child's life during his/her school years.

Mass

The entire student body attends school Mass each Friday and on Holy Days during the school year. School masses are held at Holy Family Church and begin at 9:15 a.m.

Sacramental Preparation

The Sacraments of First Reconciliation and First Communion take place when the children are in 2nd grade. The Sacrament of Confirmation is held every other year, and is conferred to 7th & 8th graders who complete the necessary requirements. Parents are expected to participate in the preparation of Sacraments, and attend required meetings. **CONFIRMATION:** Successful completion of all sacramental content and attendance at the practice and retreat is mandatory in order to be confirmed.

Library

Children are encouraged to read books provided in our library. The responsibility of taking out books and returning them is the child's. Students will be fined the actual replacement cost of any library books that have been lost or damaged.

Field Trips

Attending field trips is a privilege, not a right. Students may be prohibited from attending field trips for disciplinary and/or academic reasons. Field trips of educational value are encouraged as part of our school program. Each student must have a signed permission form from a parent expressing they have been informed of the nature of the field trip and waive the school of all liability, for each field trip before leaving the school. Verbal approval from a parent will not be accepted.

Band

Students in grades 4 through 8 are eligible and encouraged to participate in the Oglesby Public School's band program. Information regarding the band program can be obtained by contacting Oglesby Public School.

P.E.

Physical Education is held twice a week for grades K – 8, and once a week for preschool. Our P.E. curriculum is designed to encourage students to try their best and give 100%. The students are instructed on personal hygiene, sportsmanship, leadership, honesty, and fairness. The students are taught self-improvement and are expected to challenge themselves.

P.E. Dress Code

All students are required to wear athletic shoes for P.E. Students in grades 4–8 are required to change into appropriate P.E. clothing. Appropriate P.E. clothing includes: t-shirts (no tank tops or sleeveless shirts), athletic shorts or pants, and socks. P.E. clothes may not be tight fitting, and shorts must be no shorter than 3 inches above the knee. Students in grades 1st, 2nd, and 3rd, wear their school clothing with the appropriate athletic shoes for P.E. class.

Excuses from P.E. A student may be excused from P.E. classes if a note is brought in from a doctor or a parent. The note must state when that student may return to P.E. classes. It is expected that students who are excused from P.E. will not participate in other athletic practices or games.



ST. BEDE/LP ALGEBRA

Saint Bede Academy and LaSalle Peru Twp. HS offer an Algebra I course to those 8th grade students who qualify. This is a wonderful opportunity for students regardless of which high school they will be attending. Please be advised of the following TWO eligibility requirements for the algebra class:

- 1.) The student must meet ONE of the following as of the day St. Bede requests our recommendations, which is typically in the beginning of May:
 - Math grade average of all homework and tests of 96% or above; OR
 - Math grade average of all homework and tests of 94% or above, AND a national percentile rank of 55 or higher on the Iowa test; OR
 - Math grade average of all homework and tests of 92% or above AND a national percentile rank of 60 or higher on the IOWA test; OR
 - Math grade average of all homework and tests of 90% or above AND a national percentile rank of 65 or higher on the IOWA test.
- 2.) Students must not have been absent more than (ten) 10 school days during their 7th grade school year.

NOTE: regardless of the above requirements, the administration and faculty reserves the right to withhold recommendation of any student if a pattern of deficiencies or behavioral concerns are evident throughout the school year.

CUSTODY ISSUES

Holy Family School must have accurate custodial information on file. Holy Family School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Divorced parents should furnish the school with a court-certified copy of the custody section of the divorce decree. Parents who have never married should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parent.

DISABILITY ISSUES

Students with learning differences and/or physical disabilities are children of God. Holy Family School will make accommodations, within the financial means and staffing of the school, to meet the needs of a student with a disability. Students with disabilities will be admitted on a probationary status for 60 days to determine whether we can meet the student's needs before making acceptance of a student final.

DISASTER DRILLS

The safety of the students is insured by drills and precautionary measures, which are followed in the event of a disaster. Emergency directions are in every room by the doorways for quick reference.

Fire:

1. Fire alarm bell will ring (3 short rings).
2. Windows and doors should be closed.
3. Walk to the exits and remain orderly and quiet. Keep hands off others.
4. Teacher will take roll call.
5. Silence is necessary when coming and going during a fire drill.
6. When all students have been accounted for, wait quietly for the "all clear" signal. Do not go back inside until notification is given by the administration or designated official.
7. No students are to enter the school during a fire drill, and should not re-enter the building once they have exited.
8. If students are out of their classroom at the time of an alarm, they are never to return to their classrooms. They are to go to the nearest exit. Students are never to go against the flow of traffic.
9. The first student in the line must be alert to any blockage or danger areas. If an area is blocked, the teacher in the front, or the student in front of the line should hold up both arms to indicate a stop and then point to an alternative exit.
10. If smoke is present, crawl on the floor to safety.



Tornado:

1. The warning for a tornado is one long bell ring.
2. Windows and doors should be left open.
3. Lights should be turned off.
4. Bring a book, if possible.
5. Remain in order and quiet in line. Keep hands off others.
6. All students are to proceed to the location assigned to them by the teacher.
7. Assume correct body position for safety: face wall and cover head with book or hands.
8. If students are outside and there is no time to escape – lie flat in the nearest depression such a ditch or ravine.
9. Return in order and quietly to the classroom when the "all clear" signal is given.



DISCIPLINE

Holy Family School has jurisdiction over its students during the regular school day, while going to and from school and on school transportation. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location.

As professionally trained personnel, the teachers and staff will be expected to use their own methods of disciplining students who behave inappropriately. This approach shall always be of a consistent positive nature. An appropriate consequence, which relates to misbehavior will be given by the teacher and/or staff and seen to completion by the student(s) involved.

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of Holy Family School and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion. The Pastor shall be the final recourse in any and all disciplinary situations.

Bullying

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

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

Cyber-Bullying

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, staff member or coach by way of any technological tool, such as sending or posting inappropriate or derogatory email, messages, instant messages, text messages, digital images, or website postings (including blogs), which has the effect of:

- Physically, emotionally, or mentally harming a student, staff member or coach
- Placing a student, staff, or coach in reasonable fear of physical, emotional, or mental harm
- Placing a student, staff or coach in reasonable fear of damage or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process, offenders shall be subject to appropriate staff intervention, which may result in discipline falling under a Gross Offense.

Conduct

In the School Building

- Students are to bring only school related items into the classroom. Electronic devices are not to be brought in the classroom, except during recess with teacher permission. Electronic hair devices (blow dryers, curling irons, etc.) may not be used in the school building at any time, including at athletic events.
- Treat classroom equipment with respect and use it correctly. Keep your desk clean and free of stickers, writing, scratches, etc. If damage occurs, the student is financially responsible for the repairs or replacement of the damaged property.

In the Lunchroom

- Obey all instructions given by lunch duty supervisors and helpers
- Use your best table manners and speak in a quiet tone of voice
- Food should be eaten, not played with, thrown, or passed around
- Hot lunch food items are for students who order hot lunch only, and should not be shared.

In the Playground

- All playground equipment is to be used in the manner for which it was intended
- Throwing of snowballs is strictly prohibited in the playground or on any school grounds.
- No game where tackling takes place will be tolerated
- Inappropriate language or gestures will not be allowed
- Obey all instructions given by the teacher on duty



During Classroom Recess

- When it is not possible to have recess outdoors, students are to report to their classrooms. Loud talking, running and throwing objects are not acceptable.

In the Bathroom

- Students should be quiet while in the bathroom and exit quickly when they are finished.
- Every attempt should be made to leave the bathroom neat and orderly.
- Brown paper towels should never be flushed in the toilet – they should be thrown in the trash can only.

Off Campus

- The administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. This off campus behavior includes, but is not limited to, cyber-bullying.
- Engagement in on-line blogs, such as, but not limited to: Instagram, Facebook, Twitter, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Eating, Drinking & Gum Chewing

Eating and drinking in the school building is limited to the lunchroom. Eating and drinking in the classroom is allowed at the teacher's discretion. There is to be no gum chewing during school hours.

Serious Offense

The following are examples of situations that should be handled by the teacher unless, in the judgment of the teacher, the offense makes the continuous presence of the pupil in the classroom intolerable:

- | | |
|------------------------|------------------------------------------------|
| excessive talking | annoying habits |
| poor work habits | throwing objects |
| uncooperative behavior | misrepresenting facts |
| dress code violations | use of profane/vulgar language and/or gestures |

Excessive abuse of a serious offense could result in an after school detention based on the nature of the offense and the judgment of the teacher and the Principal.

Social Networking Sites Policy

While Holy Family School respects students' privacy and freedom of speech, we reserve the right to conduct random reviews of any information posted to public social networking sites. Discovery of inappropriate content that is deemed contrary to the mission of Holy Family School, in violation of the Parent/Student Handbook, and/or indicates disrespect for oneself or others will result in the disciplinary consequences found under Gross Offense.

Gross Offense

The seriousness of the offense may warrant the passing of a warning system. It may be necessary to immediately suspend a student with the Principal and/or Pastor's sanction, and with the parent's knowledge, until such time that a conference can be set up with all parties concerned. The following are examples of actions that would result in special disciplinary action or dismissal. These offenses include, but are not limited to:

- 1) Fighting; Bullying/Cyber-bullying
- 2) Cheating/Plagiarism
- 3) Deliberate destruction or theft of school, private or public property. Restitution will be required.
- 4) Open defiance of school authority
- 5) Smoking, or the use of any illegal stimulant or depressant at school, or any school related activity
- 6) Chronic truancy from school
- 7) Inticing other students to participate in any activity, which is disruptive to the normal educative process, inside or outside of school.
- 8) Possession or use of any weapon
- 9) Outside misconduct situations dealing with faculty and staff
- 10) Repeated suspensions
- 11) Gross disobedience; Grave misconduct
- 12) Threats to the well being of students and/or school personnel; gang related activities
- 13) Pornographic/offensive/vulgar materials

Any gross offense will carry immediate consequences, which may be immediate expulsion based on the nature of the offense and as determined by the Principal and/or Pastor.

First Offense:

- 1) The teacher and Principal meet to discuss the problem.
- 2) The student will be sent to the Principal's office.
- 3) An after school detention notice is issued by the Principal and sent to the parents. The parents sign the detention notice and it is returned to the Principal the next day where it is filed in the child's permanent file
- 4) An after school detention or in school suspension will be served by the student.

Second Offense:

- 1) The student is sent to the Principal and the parents are called.
- 2) The student will be immediately suspended from school for up to three (3) school days. Student is further suspended from three (3) athletic games/meets. Student may not attend any athletic practices or events until three game/meet suspension has been served.
- 3) A student who is suspended may be penalized by not being able to make up the work missed. An additional assignment may be issued by the Principal at his/her discretion.

Third Offense*:

- 1) The student is sent to the Principal and the parents are called.
- 2) The student will be immediately suspended from school for seven (7) school days. Student is further suspended from seven (7) athletic games/meets. Student may not attend any athletic practices or events until seven (7) game/meet suspension has been served.
- 3) A student who is suspended may be penalized by not being able to make up the work missed. An additional assignment may be issued by the Principal at his/her discretion.

*Committing a third offense may be grounds for expulsion of the student.

Students who receive an out of school suspension will not be allowed on school grounds during the time of their suspension.

Detention

The primary purpose of a student being issued a detention is consequences for unacceptable behavior. When a student is assigned a detention, a Detention Notice will be sent home to be signed and returned the following school day by the parent/guardian. Detentions will be served according to the date and time indicated on the Detention Notice. Students who fail to serve their scheduled detention will be issued an additional detention. Upon receiving the fourth (4th) detention, a student may be issued an in-school suspension.

Athletes receiving an after school detention will suffer consequences directly related to the sport currently in season. For example: If an athlete receives one (1) detention, he/she will miss one (1) quarter of a basketball game (includes cheerleaders) / one (1) inning of a softball game / one (1) rotation of a volleyball game / one (1) event of a track meet / one (1) round of a Scholastic Bowl meet. If an athlete receives two (2) detentions, he/she will sit out two (2) quarters/innings/rotations/round of an event. Upon the receipt of a third detention given, such athlete will miss an entire game/meet/event.

Expulsion

Expulsion from school is a serious matter and should be used only in extreme cases. As soon as it becomes evident that expulsion of a particular student is necessary, the Principal should consult the Pastor; notify the parents of the child, the child's teacher, and the school commission of education. When a child has been expelled, the Office of Superintendent of Schools must be notified immediately in detail and in writing.

Search and Seizure:

Holy Family School retains the right to search and seize drugs, weapons, and other contraband when there is a belief that such contraband is in the possession of a student. Such possession is in violation of the rules, regulations, and policies of Holy Family School. Students who possess such contraband will be subject to discipline and/or expulsion. Holy Family School retains the right to search any property at any time, including, but not limited to: book bags, desks, lockers, etc. The school will assist local government authorities by reporting such possessions.

DRESS CODE
2018-2019 SCHOOL YEAR

Clothing must neat and clean.
Excessive fading, discoloration, and torn clothing are not acceptable.

DRESS CODE DURING THE SCHOOL DAY

Administration reserves the right to modify this dress code at any time.

BOYS – Grades Kindergarten through 8th :

- **Pants** must be khaki color, plain front, pleated front, or uniform corduroy. Cargo pants are not allowed. Hip hugger style pants are not allowed. Pants must be uniform style without pocket flaps on the back.
- **Shorts** may be worn during the months of August, September, October, April and May. Shorts must be khaki color, uniform style. Cargo shorts and athletic shorts are not allowed. Shorts must be no shorter than 3 inches above the knee.
- **Shirts** must be red, white or black, collared perma-press, or polo shirts. Emblems or logos on shirts must be the same color as the shirt. Shirts may be long or short sleeved. Students may wear plain white t-shirts under uniform shirts. (A red t-shirt may be worn under a red uniform shirt.) Uniform shirts must be tucked in at all times during the school day. When wearing a long sleeved shirt under a uniform shirt, the long sleeved shirt must be the same color as the uniform shirt.
- **Sweatshirts** Holy Family School crew neck (non-hooded) sweatshirts may be worn during the school day. Holy Family School sweatshirts may be red or white. A school uniform shirt must be worn under all sweatshirts with the collar showing. “Hoodies” are not acceptable. Names imprinted on the back of sweatshirts are not allowed.
- **Sweaters/Cardigans** may be red, white, or black and may be worn with a uniform shirt underneath
- **Shoes:** standard style shoes, or clean athletic shoes, must be worn. Shoes must brown, black, white, gray, or red, or a combination of those colors. No other colors will be allowed on shoes or shoelaces. No backless shoes, sandals, flip flops, heels, platforms, slippers, clogs, or crocs may be worn. Also, shoes must not have any glow in the dark features, light-up/flashing, glitter, sequins, embellishments, metallic emblems, nor contain loud patterns. Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Socks** must be worn. White, tan, or black socks are allowed. Socks must be plain in color, no markings on socks.
- **Hairstyles** must be neatly cut above the brow and above the collar. No unusual hairstyles will be allowed.
- **Hair Coloring** is allowed if the following criteria are adhered to: Subtle hair coloring and highlights of hair will be allowed. Color must be natural looking and any usual colors will not be allowed. Determination of acceptable coloring will be at the sole discretion of the administration and staff. Any color or highlight deemed not acceptable by the administration and staff will be required to be immediately changed back.
- **Earrings** are not allowed.
- **Scout Uniforms** may be worn on meeting days.
- **Belts:** black or brown belts must be worn by boys in 5th through 8th grade if pants have belt loops. Belts should be buckled at all times.
- **Hats:** hats are not to be worn inside the school building

GIRLS – Grades Kindergarten through 8th :

- **Pants** must be khaki color, plain front, pleated front, or uniform corduroy. Cargo pants are not allowed. Hip hugger style pants are not allowed. Pants must be uniform style without pocket flaps on the back.
- **Shorts** may be worn during the months of August, September, October, April and May. Shorts must be khaki color, uniform style. Cargo shorts and athletic shorts are not allowed. Shorts must be no shorter than 3 inches above the knee.
- **Blouses/Shirts** must be red, white or black. Emblems or logos on shirts must be the same color as the shirt. Collared/button down, or polo shirts are acceptable. Blouses/shirts may be long or short sleeved. Students may wear plain white t-shirts under uniform shirts. (A red t-shirt may be worn under a red uniform shirt.) Uniform shirts must be tucked in at all times during the school day. When wearing a long sleeved shirt under a uniform shirt, the long sleeved shirt must be the same color as the uniform shirt.
- **Sweatshirts** Holy Family School crew neck (non-hooded) sweatshirts may be worn during the school day. Holy Family School sweatshirts may be red, white or black. A school uniform shirt must be worn under all sweatshirts with the collar showing. “Hoodies” are not acceptable. Names imprinted on the back of sweatshirts are not allowed.
- **Sweaters/Cardigans** may be red, white, or black and may be worn with a uniform shirt underneath.
- **Shoes:** standard style shoes, or clean athletic shoes, must be worn. Shoes must brown, black, white, gray or red, or a combination of those colors. No other colors will be allowed on shoes or shoelaces. No backless shoes, sandals, flip flops, heels, platforms, slippers, clogs, or crocs may be worn. Also, shoes must not have any glow in the dark features, light-up/flashing, glitter, sequins, embellishments, metallic emblems, nor contain loud patterns. Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Boots** may be worn if they are brown or black with no embellishments. Uniform pants must be worn over the boots. Uniform pants may not be tucked into the boots. Boots may be worn with skirts/jumpers, boots must be all brown or black in color, and tights must be worn.
- **Socks** must be worn. White, tan, or black socks are allowed. Socks must be plain in color, no markings on socks.
- **Tights** must be worn under skirts/jumpers/skorts from November 1 through April 1. Tights must be white, black or tan/beige.
- **Jumpers** can be worn by girls in grades K through 4. Khaki color jumpers are allowed, with a white or red uniforms shirt underneath.
- **Polo Jumpers** may be worn by girls in grades K through 4. Red pleated uniform style jumpers must have a collar and a pleated skirt.
- **Skirts** are allowed for girls in grades 5 through 8. Khaki color pleated or flat skirts are acceptable. Skirts must be no shorter than 2 inches above the knee. Wearing uniform pants under a skirt is not allowed.
- **Skorts** may be worn. Skorts must be khaki in color and no shorter than 3 inches above the knee.
- **Hairstyles** must be cut neatly. No unusual hairstyles will be allowed.
- **Hair Coloring** is allowed if the following criteria are adhered to: Subtle hair coloring and highlights of hair will be allowed. Color must be natural looking and any usual colors will not be allowed. Determination of acceptable coloring will be at the sole discretion of the administration and staff. Any color or highlight deemed not acceptable by the administration and staff will be required to be immediately changed back.
- **Make-up** modest nail color may be worn. Modest make-up may be worn by girls in 7th and 8th grade only. (teachers/administration will determine if the make-up is outside the boundaries of modest.)
- **Scout Uniforms** may be worn on meeting days.
- **Hats:** hats are not to be worn inside the school building

Non-Uniform Days

On non-uniform days the students must wear appropriate clothing. Types of inappropriate clothing include: midriff shirts, low hanging jeans, spaghetti straps, tank tops. All shirts must completely cover the student's stomach. T-shirts with vulgar or offensive writings or drawings will not be permitted. Flip flop style sandals are not allowed at any time.

Inappropriate clothing will be determined by the school faculty.

Hoodies may NOT be worn on non-uniform days, unless specified by the Administration.

Leggings may be worn, however, tops must cover the mid-thigh of the student.

Dresses/skirts/shorts must be no shorter than 3 inches above the knee.

Faculty/staff reserves the right to call parents for a change of clothes if appropriate attire is not worn.

Students may not use non-uniform coupons on Mass days, or other days as specified by the Principal.

Non-Compliance of Dress Code

Students found to be in non-compliance with the dress code will be subject to the following:

- 1) First Offense: a non-compliance form is sent home by school personnel. Parents must sign the non-compliance form and return it to school the next day.
- 2) Second Offense: a non-compliance form is sent home by school personnel; parents must sign the non-compliance form and return it to school the next day. In addition, the student may not participate in a non-uniform day, whether it be an all school/all class non-uniform day, or an individual non-uniform day certificate, for ten (10) school days,
- 3) Third Offense: parents will be contacted to bring the appropriate uniform clothing for the remainder of the school day. In addition, the student may not participate in a non-uniform day, whether it be an all school/all class non-uniform day, or an individual non-uniform day certificate, for ten (20) school days,

DRUG POLICY

It is an extremely serious violation of the policies of Holy Family School for a person to possess or transact any deal involving an illegal drug on school/parish property, or at any school/parish sponsored event or activity. Students found to have violated this policy will be subject to the following consequences:

1. At the minimum, the student will be suspended for the balance of the school year.
2. A student who has been suspended may apply for re-admission at the end of the suspension period. Prior to re-admission, the student and the family must successfully complete a family substance abuse program approved by the Pastor/Principal. It will be decided, in consultation with the program administrator, if completion requirements have been met. The student and family may also successfully complete any other stipulations or restrictions placed on the student and/or family by the Pastor/Principal. The Pastor/Principal have complete freedom and discretion in this regard.
3. If re-admitted, the student will be permanently placed on probation for the entire period of enrollment at Holy Family School. The Pastor/Principal have complete freedom and discretion in setting the terms of the probation.

Students who are directly contacted by anyone for the purpose to possess, use or deliver any illegal drug during school or at any school sponsored event or activity, must report the incident immediately to the principal, teacher, coach, chaperone, police, or other adult connected with the school. Failure to comply with this policy will result in disciplinary action. A maximum penalty of expulsion may be applied.

The Principal must report instances of drug violations to local law enforcement officials, as required by the School Reporting of Drug Violations Act.

EMERGENCY CLOSINGS/EARLY DISMISSAL

On days when unusual weather conditions exist, please do not call the school to find out if school will be closed. Official announcements regarding Holy Family School closings during inclement weather will be broadcast on radio stations:

WLPO 1220 AM WAJK 99.3 FM THE "Q" 103.3 FM You will also receive a phone text via our Text Alert system.

Only in extreme situations will school be dismissed before the regular dismissal times. If weather is inclement, please tune to the above radio stations for closing information. Parents can greatly assist the school in managing a severe weather situation by observing the following:

- Please do not call the school office for information regarding early dismissal, etc. tune in to the radio stations listed above for current information. The school phone lines need to be kept open for any communication which is necessary for the safety of the children.
- If an emergency call to the school is necessary, please keep the call as brief as possible to keep the phone lines free.
- Every attempt will be made to insure that all students have proper transportation home, or to an approved location.
- When severe weather is in the forecast, send your child to school adequately clothed.

If school is cancelled during the school day, children will be given an opportunity to call their parents to make arrangements, if needed. Parents are encouraged to have a family plan for such occurrences. Because conditions may vary depending on location, parents are free to pick up their children if school is not cancelled, but conditions in their area necessitate early dismissal. If school is cancelled due to bad weather, all evening sporting events are automatically cancelled, including practices.

EMERGENCY FORMS

Emergency forms will be sent home the first day of school and are required to be filled out and kept on file for each student. Emergency forms should be filled out in their entirety and signed by one or both parents.

The emergency form contains important information about each student, including medical information. Two (2) emergency contact phone numbers, other than the parents, are required. All information on the emergency forms will be kept strictly confidential. Please notify the school immediately of any change of information.

EXTENDED CARE

Hours: Before school: 7:15 a.m. until 8:05 a.m. After school: 3:10 p.m. until 5:30 p.m.

Per Day Fee Schedule: \$3.00 per child - morning session (maximum \$6.00 per family)
\$7.00 per child - afternoon session (maximum \$14.00 per family)

- Parents must sign in/sign out their child(ren) to extended care each time the service is used.
- Extended Care fees will be invoiced on a weekly basis, and payment is due upon receipt.
- Students dropped off before 8:05 a.m., will be placed in before school care and the parents will be billed accordingly.
- If your child will be attending after school care, please send a snack/drink.
- School dismisses at 3:10; please note that any student not picked up by 3:20 will be placed in extended care and the parents will be billed accordingly.
- You will not need to register your child for extended care for specific days per week.
- Extended care payments are due and payable when the invoice is received. Families with past due balances may be charged a re-billing fee of \$3.00 per week, and will be suspended from future extended care services.
- Students in Extended Care must obey all school rules and policies, including those concerning cell phone usage.

FIELD TRIPS

Educational field trips may be taken throughout the school year. All school trips will have an educational purpose. Permission forms must be completed in their entirety, signed by a parent, and returned to school, in order for a student to be able to attend a field trip. Field trips are privileges afforded to our students; therefore students may be denied participation if they fail to meet academic or behavioral requirements. Students who do not attend a field trip will remain at home with the parent and marked absent for that day.

FIELD TRIP GUIDELINES:

- 1.) All field trips will be approved by the Principal and/or Pastor.
- 2.) If private transportation is required for the field trip, all drivers must complete all required forms and documents, including all background checks.
- 3.) If bus transportation is used for a field trip, students may be charged a fee to help defray the cost.
- 4.) All field trips shall be adequately supervised by faculty members and other approved adults. Only those persons who have complete all of the necessary background checks will be allowed to chaperone and/or drive for school sponsored field trips.
- 5.) A permission form, signed by a parent must be obtained before the student will be allowed to attend the field trip. Verbal permission is not acceptable.

FOOTBALL MANIA

When registering their children at Holy Family School, parents take on the responsibility of participating in the Football Mania Fundraising program, which is Holy Family School's major fundraiser for the 2018/2019 school year. Parents of students in grades kindergarten through 8th and full day preschool, are given 45 consecutively numbered tickets, while parent of students in half day preschool only, are given 25 tickets, which are required to be sold at \$20 each. All ticket stubs and monies must be turned in to Holy Family School by August 31, 2018

A \$50 per month late fee will be assessed to football mania balances after the final turn-in date. If families have outstanding football mania money due by the end of the first quarter of the school year and have made no attempt to pay their balance, their children will be withdrawn from Holy Family School on the first day of the second quarter of the school year.

GRIEVANCES

Appeal and Review

A review or appeal of any decision concerning policies, procedures, or other serious matters regarding Holy Family School made by the Pastor or Principal of Holy Family School may be requested by any parent/guardian of a Holy Family School student under the following conditions, only if the:

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

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

An individual or group desiring the appeal or the review of a decision must make that request known to the Pastor of Holy Family Parish in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it;
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in Holy Family School's policy #G111.1, R-HFCOE; and
- The proposed resolution.

The Pastor of Holy Family Parish, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over Holy Family School and to the Superintendent of Schools.

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

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

Complaints and the Principle of Subsidiary

In keeping with the church principles of subsidiary, problems should be solved at the lowest level whenever possible. Parents with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the Principal be contacted. If a parent reluctant to confront a teacher alone, the Principal may be present at a conference at the parent's request.

Parents who wish to contact a teacher to request a conference may call the school and leave a message with the Secretary or on the teacher's voicemail.

HARASSMENT POLICY

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

DEFINITION

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

PROCEDURE

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.
4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.
5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.
6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.
7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.
8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.
9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.

10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.
11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.
14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.
15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.
16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.
17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.
18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.
19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.
20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.
21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination.
22. This policy shall be made known to alleged victims who report harassment.
23. This policy shall be reviewed on an annual basis.
24. This policy shall prevail over other Diocesan or parish harassment policies

HEALTH CARE

Health Physicals

Each student shall have a health examination within one (1) year prior to entering preschool, kindergarten, and 6th grade; and upon entering Holy Family School pursuant to a transfer, regardless of the child's grade level

Immunizations Required

Each student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied. A Tdap booster immunization is required for all students entering 6th grade.

Proof of Health Exam and Immunizations Required

A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the first day of school.

Non-Compliance with this Policy

Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and immunizations. The parent/legal guardian is deemed in violation of the Illinois School Code during the period of non-compliance.

Objections to Examinations and/or Immunizations

A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- **Medical Objection.** Any medical objection to an immunization must be presented by a physician, licensed to practice medicine in all its branches, indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.
- **Religious Objection.** An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and/or immunizations. Each objection will be addressed on a case by case basis. Holy Family School will forward all religious objections to the Diocese of Peoria for determination as to whether the written statement constitutes a valid religious objection.

Dental Physicals

The State of Illinois requires a dental physical for students entering kindergarten, 2nd and 6th grade. This dental physical must be completed by May 15 of the school year. Holy Family School is required to withhold year-end report cards for any student in non-compliance with this requirement. Students may be exempt from this requirement if they meet the criteria on the Dental Examination Waiver Form and such form is submitted to the school by May 15, 2019.

Eye Examinations

All children enrolling in kindergarten, or enrolling in school for the first time, must have an eye examination. The school must be provided with proof of such exam by October 15 of the current school year. Holy Family School is required to withhold cards for any student in non-compliance with this requirement. Students may be exempt from this requirement if they meet the criteria on the Eye Examination Waiver Form and such form is submitted to the school by October 15, 2018.

Sports Physicals

Sports physicals are required for all students participating in athletic events. Sports physicals must be on an IESA form and are valid for a period of one year and will be kept in the school office. Students may not participate in a practice or athletic event until a valid sports physical is received by the school office.

Medication

All medications should be administered by the parents outside of school hours. If necessary, parents may come during school hours to administer medication to their child. If determined by a doctor that it is necessary for a child to receive medication during school hours, and parents wish school personnel to **supervise** the child taking the medication, the following rules must be followed:

- 1) Children may not carry or use medication themselves during the school day, including aspirin and/or cough drops. This excludes the use of asthma medication; see procedures for asthma medication below.
- 2) A signed consent from the parent authorizing the supervision of the use of medication must be on file in the school office, in addition to the doctor's prescription instructions. School personnel will **not administer medication**, but will only **supervise** the students administering their own medication.
- 3) All consent forms must be renewed annually. Forms are available at the school office.
- 4) All medication must be brought to school in its original packaging.
- 5) **Over the counter drugs are not to be administered at school, unless prescribed by a doctor. This includes cough medicine and/or aspirin.**
- 6) The school will provide safe storage for all medication and will keep a basic record of any drug a child takes.

Asthma Medication

Students are allowed to carry and self-administer prescribed asthma medications. Public Act 92-0402 amended the Illinois School Code to ensure that students with asthma have immediate access to life-saving asthma medications. In order for students to carry and self-administer their asthma medication, the appropriate authorization forms must be completed and kept on file in the school office. Authorization forms are available at the school office and must be renewed annually.



LUNCH/RECESS

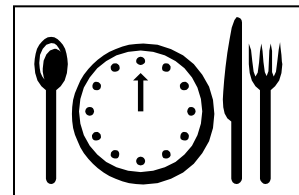
Times for lunch and recess are as follows:

Grades PS-4

Lunch 11:45 – 12:10 Recess 12:10 – 12:30

Grades 5-8

Recess 11:45 – 12:10 Lunch 12:10 – 12:30



As a safety precaution, no student is allowed to leave the school grounds during lunch or recess. Parents are **NOT** permitted to bring in "fast food" lunches (ie: McDonald's, Subway, etc.) or other hot meals for their children. Students will not be allowed to call home for forgotten lunches. The school will provide a cold lunch if a student does not have a lunch, and the parents will be charged a fee of \$3.50 per lunch on their FACTS account.

Students should bring a sack lunch if hot lunch is not ordered. Students are not allowed the use of a microwave or oven to heat up items in their lunch; nor should students ask a teacher or hot lunch helper to heat items in their lunch for them. Soda is not allowed to be brought in for lunch.

Hot Lunch

Hot lunch is typically offered whenever school is session for a full day. Our hot lunch program is catered by HyVee Foods in Peru. A hot lunch menu is sent home on a monthly basis which needs to be returned by the due date specified. Late orders cannot be accepted. Students who are absent on a day when they have ordered lunch will be given a credit of \$3.50 on their FACTS account, **if the absence is called into the school by 8:15 a.m. on the day of the absence.** The cost of daily hot lunch for the 2018/2019 school year is \$3.50, which does not include milk. Hot lunch charges will be invoiced through the family FACTS account on a monthly basis, with a payment date as determined on the menu/order form.

Milk

Milk order forms are sent home at the beginning of the school year. The school office will accept additional milk orders anytime during the school year. White or chocolate milk is available. Milk may be purchased on a daily basis at a cost of .50¢ per half pint, which is subject to change due to distributor increases.

MORNING ANNOUNCEMENTS

Morning announcements begin each day at 8:25 a.m. Announcements begin with a prayer and personal petitions, followed by the Pledge of Allegiance. Each Tuesday, announcements are held in the gym with the entire student body in attendance. Students may request a personal petition or announcement be made by putting their request in writing. and turned into the school office by 8:20 a.m.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held at the end of the first and third quarters. First and third quarter report cards are issued at the time of the conference by the teacher. Schedule signup is done on-line – signup information will be sent home when conference time nears. Teachers are available for conferences at other times during the school year by appointment. If you need to speak to your child's teacher, please report to the school office first and the teacher will be contacted. You may also contact teachers by phoning the school between 3:00 -3:30 p.m. Conference dates for the 2018/2019 school year will be: November 15 & 16; and March 14 & 15.

REGISTRATION

Kindergarten and preschool registration for the next school year begins in the Spring and is ongoing until classes reach maximum capacity. Registration for grades 1 through 8 is held in April, registration is ongoing until classes reach maximum student capacity. We ask that you return completed registration forms by the designated due date so the appropriate workbooks and supplies may be ordered. Registration fees are due at the time of registration, and are non-refundable.

REPORT CARDS/GRADES

Report cards will be issued four (3) times a year. (See school calendar for distribution dates) A report card is the criteria for recognizing the progress of an individual child in accordance with his or her capabilities. After carefully reviewing the report card, the parents must sign and return the report card envelope to the teacher as soon as possible. Reports cards issued are to be kept by the parents. Parents may check their child's grades on-line using our Option C program. A user name and password will be provided at the beginning of the school year.

Academic Probation

Any student who receives two (2) or more failing grades at the end of a trimester is automatically placed on academic probation. Students on academic probation are not permitted to participate or attend any extra-curricular activities (ie: field trips, athletics, etc) and may only attend school required events. Parents will receive a letter from the Principal, which states their child is on academic probation, if the student receives two (2) or more failing grades the following quarter, the student will be dismissed from Holy Family School. Any student who receives four (4) or more failing grades in any given trimester is liable for dismissal.

Athletic Ineligibility

In order for a child to participate in athletic activities, a student may not receive 2 D's or 1 F in any academic subject or 2 NI's in personal development/performance/conduct. A student receiving any of the above will be suspended from participating in athletics.

A suspension from participation declares a student ineligible for activities for one D-F period (two weeks), or a minimum of one game. The suspension period commences from the date the D-F slips are issued. The student suspended may attend practice sessions at the discretion of his/her parents, but he/she may not participate in any games. If at the end of the two weeks of suspension, the student is still receiving 2 D's or more, or 1 F, or meriting 2 NI's, he/she will be suspended for an additional D-F period (two weeks) or a minimum of one game, and will be excluded from practice sessions and games. These standards are considered minimal and either the Principal or parents, with the advisement from the teachers, may impose more stringent requirements or penalties. Any student who has received deficiency notices to deem athletic ineligibility for three (3) consecutive deficiency periods will be removed from the team's roster.

If a student is unable to fulfill academic eligibility due to personal limitations in scholastic ability, the Principal, with advisement from the faculty, may allow a waiver. In addition, students who are absent from school may not participate in a practice session or game on the same day of the absence. The Principal may allow a waiver if the absence is due to reasons other than illness, such as funerals, or other family emergencies.

It is expected that students who are excused from P.E. classes will not participate in athletic practices or games for that day.

Athletic Detention

Athletes receiving an after school detention will suffer consequences directly related to the sport currently in season. For example: If an athlete receives one (1) detention, he/she will miss one (1) quarter of a basketball game (includes cheerleaders) / one (1) inning of a softball game / one (1) rotation of a volleyball game / one (1) event of a track meet / one (1) round of Scholastic Bowl meet. If an athlete receives two (2) detentions, he/she will sit out two (2) quarters/innings/rotations/event. Upon the receipt of a third detention given, such athlete will miss an entire game/meet/event.

Deficiency Notices

Deficiency notices are issued every two weeks to students who are receiving a D or F in any subject. Parents must sign the deficiency letter included with the deficiency notice, and return the signed letter the very next school day. In addition to athletic ineligibility, students with multiple deficiency notices may be excluded from extra-curricular school activities at the discretion of the Pastor/Principal.

Grades and Grading

The following grading system is used:

Kindergarten:

+ = Very Good
△ = Showing Improvement
- = Needs Improvement

Grades 1 & 2:

S+ = Exceeds Basic Requirements
S = Satisfactory Progress; Consistent With Ability
S- = Having Difficulty Meeting Basic Requirements
U = Unsatisfactory

Grades 3 – 8:

A = (94-100) Excellent
B = (86-93) Very Good
C = (76-85) Satisfactory
D = (68-75) Below Average
F = Below 68
I = Incomplete
E = Effort Shown, But Below Grade Level



High Honor Roll/Honor Roll

In order to attain high honor roll or honor roll, the student must attain the following criteria:

High Honor Roll: 3.6 – 4.0 g.p.a.

Honor Roll: 3.0 – 3.5 g.p.a.

To determine the g.p.a. (grade point average), the subjects of religion, spelling, math, science, social studies, reading, English, Spanish/Art/PE are averaged using the following scale:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Exact numbers are used when determining high honor roll/honor roll. There is no rounding of numbers to the nearest whole number. Honor Roll lists are published in the News Tribune. Honor roll recognition is given to students in grades 5th through 8th at our honors assembly. Perfect attendance is accumulative, students who achieve perfect attendance will also be recognized at our honor assembly. Any student receiving an “F” as an accumulative grade in any subject will be disqualified from achieving honor roll.

Homework

Homework assignments are given with great care and for the purpose of fostering habits of independent study, as well as reinforcing what has been taught during the school day. Sending your child to his or her room to complete their homework is no guarantee that the work will be completed - most children need supervision. Inappropriate forms of help with homework may be called into question by the teacher.

Homework assignments need not always be written assignments. Reading and studying are very much a part of a child's homework assignment. All written work should be completed neatly and to the best of the child's ability. Children are responsible for work assigned as homework, and habitual carelessness in not completing the homework is a deterrent to the child's progress. If a child habitually fails to complete his/her assignments, parents will be contacted to determine the proper course of action for correcting the reason or problem.

When a student is absent, homework will be sent home with a sibling, unless prior arrangements have been made. Parents may pick up a student's homework in the school office between the hours of 2:30 – 3:30 p.m.

Promotion

Grade promotions are made annually. Students who complete the work of a grade successfully and satisfactorily are promoted to the next grade level. Students who do not meet at least the minimum requirements for their grade level will not be recommended for promotion. Promotion to the next grade level should not be taken for granted. In considering a student for promotion, the teacher evaluates the academic achievement demonstrated by the student of the required skills in the subject areas appropriate to the given grade. This achievement is viewed in relation to the child's overall development and personality traits.

Graduation Requirements: Any 8th grade student with an accumulative end of year grade of F, in any two (2) subject does not meet graduation requirements. All 8th grade students must pass the Federal and State Constitution tests to be eligible for graduation. Students will be allowed one re-take of each test if they fail the first test. All unpaid balances due to the school must be paid in full prior to graduation.

Retention

A student becomes eligible for retention when two or more subjects* are failed during one grading period. (*reading, English, science, math, social studies, religion)

When a student becomes eligible for possible retention, the teacher will send a Notification of Possible Retention form to the parents, and following steps will be taken.

- 1.) Classroom teacher will establish a meeting with the parents and Principal
- 2.) A remediation plan will be completed and discussed with the student and parents

It is necessary to send a second and third Notice of Retention in order for a student to be retained at the end of the school year.

SCHOOL INCIDENT REPORTING

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police within one (1) to three (3) days of the occurrence of the incident.

Mandated incidents to be reported:

Drug-related incidents/firearms in school: upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in school or on school owned property, the Principal shall report such drug-related incident to the local law enforcement immediately and to the Department of State Police in a form, manner, and frequency prescribed by the Department of State Police.

Firearms in school: upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in school or on school owned property, the Principal shall report such firearm incident to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Attacks on school personnel: upon receipt of a written complaint from any school personnel, the Principal shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than three (3) days after the occurrence of the attack.

SCHOOL ORGANIZATIONS

Altar Servers Girls and boys in 4th grade and higher are encouraged to become active participants in the Mass by serving as altar servers. They will be contacted by the Pastor for information concerning training times.

Holy Family School Commission on Education: The Commission on Education is an advisory body to both the Pastor and Principal, who help set and regulate school policy. There are several committees which are overseen by the Commission.

All Catholics who are 18 years of age or over and are registered, contributing members to Holy Family Parish, and/or their parents, and all parents who have a child or children enrolled at Holy Family School shall be eligible to vote at the elections or to hold an office as a member of the Commission on Education. The Commission on Education meets bi-monthly. The meeting dates will be posted in the monthly calendar. Meetings are open to all school parents and other interested parties. It is necessary to contact the Principal or Commission President ten (10) days prior to the meeting date to place an item on the agenda.

Holy Family School Cub: Every parent is considered a member of the school club. The purpose of school club is:

- To bring about a closer cooperation between teachers, parents, and pupils
- To bring about a closer union of the mothers and fathers so that they can work in harmony and as one solid unit for the best interest of the school
- To sponsor activities for the benefit of the school and students

Holy Family Athletic Association: The goals of the athletic programs at Holy Family School support and carry out the philosophy of the school. The objectives are directed toward guiding and assisting each child's mental, social, and physical abilities to their fullest capacity. Emphasis is placed on sportsmanship, as well as development of skills.

Room Parents: The children celebrate the holidays of Halloween and Valentine's Day with classroom parties. The room parents plan the room parties with the approval of the teacher. Room moms/dads are also responsible for supplying their grade's teacher with a gift on Teacher Appreciation Day during Catholic School's Week. In addition, room parents may be called upon for other events or activities.

SMOKE-FREE ENVIRONMENT

The use of any tobacco on school property whenever such property is being used for any school purpose is prohibited. This includes school related meetings and school activities. ***Holy Family School is a smoke-free environment.***

SPRING FEVER

Spring Fever is the school's annual cash raffle. Each family is required to sell five (5) raffle tickets at a cost of \$10 each and are responsible for returning their sold ticket stubs by the specified due date. Outstanding ticket stubs not returned by the specified due date will be invoiced on the FACTS payment system. Families may sell more tickets if they are able to do so.

STUDENT RECORDS

All student records are kept strictly confidential and are stored in a locked file in the school office. Records will be made available to parents upon request and with reasonable notice. Staff members have access to student records for educational purposes only.

Holy Family School maintains certified copies of birth certificates for each student enrolled. Parents/guardians are notified that such documentation must be submitted within thirty (30) days of enrollment. Certified copies of transfer students' records will be requested within fourteen (14) days of enrollment; Holy Family School will send unofficial records of students transferring to other schools within ten (10) days of the request.

TELEPHONE

Student use of the telephone is strongly discouraged. However, in the case of an emergency, school personnel may give a student permission to use the phone. Emergencies do not include forgotten lunches, homework, or athletic clothes. ***Parents are to call to leave a message for a student only in the case of an emergency.*** Students will not be called from class to receive a phone call. Teachers will not be interrupted from class to receive phone calls. You may leave a message for a teacher with the school office or on the teacher's voice mail.

Parents should make transportation arrangements with their child before they come to school. All after school plans should be made outside of school hours. If a student will be visiting a friend's house after school, a note must be received from **both** sets of parents before a staff member will dismiss the students. If a note is not received by both sets of parents, the students will be sent to their respective homes upon school dismissal.

TEXT ALERTS

At times throughout the school year, the Principal will send out a text message to families through our Text Alert system. This system allows us to send messages to the entire school body or to a select group affected by the announcement, such as a class or a sports team. This system will also be implemented in the case of school closings due to inclement weather. You will be asked to provide a cell phone number we can forward text alerts to on your child's emergency form.

TESTING

All students in grades 3, 4, 5, 6, 7, and 8 will take the Iowa Test of Basic Skills for all subject areas in the fall of each year. Results are usually available for parents at the parent/teacher conferences in the fall. 2018/2019 testing dates are September 17 – October 5.

All students in grades 5 and 8 are administered the Diocesan Religious Education Assessment in January of each year. A minimum standard score for passing these assessments is set by the Diocese. Parents will be notified of testing dates and should make every effort to avoid making appointments for students during testing times.

TEXTBOOKS

All textbooks, with the exception of consumable workbooks, are considered rented. All textbooks are the property of Holy Family School, and are to be treated with respect and care. Defacing any books will not be tolerated. All textbooks will be checked periodically and fines or replacements costs will be assessed if the school finds a book has been defaced. Students who lose a textbook will be charged the replacement cost for that book. All textbooks should be carried to and from school in a book bag.

TUITION

Tuition for the 2018/2019 school year is as follows:

	<u>Catholic, Parishioner</u>	<u>Catholic, Non-Parishioner</u>	<u>Non-Catholic</u>
1 Child	\$3150	\$3480	\$3885
2 Children	\$4900	\$5720	\$6400
3 or more children	\$6400	\$7550	\$9030

A registration/book/technology fee of \$250 per student is due at the time of registration. Tuition and registration fees are non-refundable.

The following tuition categories will be assigned to families:

Catholic, Parishioner is defined as a family which is registered at, and contributes to Holy Family Catholic Church.

Catholic, Non-Parishioner is defined as a family which is registered at, and contributes to a Catholic church other than Holy Family Catholic Church.

Non-Catholic is defined as a family which does not fulfill the requirements of the previous two categories.

In addition to tuition and registration fees, all families are required to sell 45 football mania tickets.

Non-Active Holy Family Parishioners will be assessed a fee of \$300. Non-active status is based on weekly mass attendance and envelope contribution, as determined by the Pastor.

Preschool Tuition

Preschool tuition is as follows: 5 full days - \$3400 5 half days - \$2300 3 full days - \$2100 3 half days - \$1800

FACTS Payment System

All tuition payments will be collected using the FACTS system. To set up your FACTS account, please go to the school website (oglesbyhollyfamily.com) and click on the FACTS link. You will need to set up a user name, password, and select your payment option.

Non-Payment of Tuition

Holy Family School requires payment of tuition and other fees for children to attend school. If these payments are not made, the following procedures will be followed:

- 1.) Should an automatic bank payment or credit card payment be returned, a \$30 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any penalty your bank may assess. You will be notified by FACTS of the returned payment. For payments scheduled on the 5th of the month, the re-attempt will occur on the 20th; for payments scheduled on the 20th, the re-attempt will occur on the 5th of the following month.
- 2.) If after the third attempt to collect payment fails, your tuition account will be considered delinquent. The Pastor of Holy Family School, through the Administration and Finance Committee, reserve the right to impose any or all of the following penalties: removing the students from Holy Family School; withholding student report cards; and, not allowing students to register for the next school year at Holy Family School.

8th grade students with outstanding balances will not receive a diploma,
nor will they be allowed to participate in the graduation ceremony.

There will be a \$25 returned check fee for any and all checks that do not clear the bank.

All tuition payments are non-refundable

Provision for Attendance of those in Financial Need

Holy Family School is dedicated to offering a quality Catholic education to interested families, regardless of their financial situation. Holy Family School will make a reasonable attempt to provide a Catholic educational opportunity for families in financial need.

Parents/guardians requesting financial aid **must** to do the following:

- Complete a "FACTS Grant and Aid Assessment" packet by the date required. (factstuitionaid.com)
- Pay a tuition fee in the amount based on the results as determined by FACTS.
- Sell 45 football mania tickets
- Complete any local or diocesan scholarships packets available for students attending Holy Family School
- Be open to assisting Holy Family School in various ways

The Pastor of Holy Family School may waive any or all requirements at his discretion.

Withdrawal During the School Year

All tuition payments are non-refundable. If a student withdraws from Holy Family School, the tuition due will be pro-rated as follows: withdrawal between August 20, 2018 – December 19, 2018 50% of the total yearly tuition will be due and payable; withdrawal between January 8, 2019 – May 23, 2019 100% of the total yearly tuition will be due and payable. Student records may be withheld until payment in full is received.

USE OF SCHOOL GROUNDS

Student should not arrive on school property before 8:05 a.m. Teacher supervision of students begins at 8:05 a.m. All students are expected to be picked by after school by 3:20 p.m.

If a student is on school grounds at a time when no supervision is provided, the parents will be notified. After repeated offenses, parents may be called in for a conference which may include representatives from the Commission on Education.

USE OF STUDENT INFORMATION/PICTURES

Holy Family School reserves the right to use student pictures in publications and on the school's website. It is the practice of Holy Family School to take pictures of students for yearbook, newspaper articles, etc. to market the school and to have a remembrance of an event. A Publicity Form must be signed for each student in order to utilize these photos.

VISION/HEARING SCREENING

Vision and hearing screening is mandated in the State of Illinois. Each year, the LaSalle County School Health Service conducts vision and hearing screening on every student. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

VISITORS

Parents and visitors are always welcome to visit the school. If a parent wishes to observe a classroom, they must call the teacher ahead of time to schedule a time.

All visitors must check in when entering the building and check out when leaving. Visitor sign in sheets are located outside the Principal's office; all visitors must wear a visitor pass when in the school building.

Access to the Building

All parents and visitors should report to the school office upon entry to the school. Access to the building will be at the discretion of the Principal and/or Pastor. Access to the school will only be allowed through the front doors. All doors of the school will be locked during school hours. All parents and visitors must observe the security system for entry to the school. Please push the security system button, you may be asked for identification. Only school personnel are allowed to unlock the doors to allow entry. Students are forbidden to open the doors for any parent or visitor.

Only school personnel may go directly to a classroom when school is in session. This rule is enforced for the safety of all children. Parents may not disrupt a class at any time for any reason.

VOLUNTEERS

Volunteers are a vital asset to Holy Family School, and we appreciate their dedication. We depend on volunteers to help us out with numerous events and projects throughout the school year. As per Diocesan Policy, all volunteers are required to complete the following: (1) Department of Children & Family Services background check; (2) S2Verify Background Check; (3) attend a Safe Environment session; and (4) complete any necessary volunteer forms. Background checks will be kept on file in the school office. (see Background Checks on page 13)

Volunteer drivers must take the brief Be Smart-Drive Safe course on-line at: www.catholicmutual.org. and present the school with a certificate, upon completion.

Each family will need to sign up for their volunteer assignments using our on-line sign up at www.signupgenius.com (enter email: holyfamilyschoolclub@yahoo.com, for a list of our events).

Each family will need to acquire three (3) volunteer points for the 2018/2019 school year. Please refer to the event list and point value provided to you in your red folder. If you choose not to sign up for your events by the due date specified, events will be assigned to you.

In the event you are unable to work your event, you are responsible for finding a replacement. Should your event be cancelled, you will be assigned to work another event.

WEAPONS POLICY

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 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, and backpacks. 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, paintball guns, etc.
- Look-alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade, including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club-like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Marital arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed 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 shall be immediately suspended and is cause for expulsion to be determined by the Principal. The weapon will be confiscated and police officials will be 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 or Principal 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 to 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.

WITHDRAWALS

Parents should notify the school in advance of withdrawal of a student so the necessary documents may be prepared. School records will be transferred to another school when a request is received by Holy Family School.

Non-Release of Records

If all financial obligations have not been satisfied, an unofficial record only will be forwarded. Official records will be held by the school and sent out within ten (10) days of all financial obligations having been met.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

**The school principal retains the right to amend the parent/student handbook for just cause.
Parents will be given prompt notification if changes are made.**

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

I. Preamble

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

II. Responsibility

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

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

III. Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors

*Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.*¹

- 1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). [See Section 7.2.2]
- 1.3 Pastoral Counselors and Spiritual Directors shall not audiotape or videotape sessions.
- 1.4 Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
- 1.5 Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client—when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.6 Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 1.7 Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.
- 1.8 Sessions should be conducted in appropriate settings at appropriate times.
 - 1.8.1 No sessions should be conducted in private living quarters.
 - 1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

2. Confidentiality

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

- 2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
 - 2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose
 - 2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.
- 2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling only the information necessary to protect the parties affected and to prevent harm.
- 2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.
- 2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.⁵ While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:
 - # Attempt to secure written consent from the minor for the specific disclosure.
 - # If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

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

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

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

3. Conduct With Youth

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

- 3.1 Clergy, staff, and volunteers must be aware of their own and others= vulnerability when working alone with youth. Use a team approach to managing youth activities.
- 3.2 Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- 3.3 Clergy, staff, and volunteers should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with youth.
- 3.4 Clergy should not allow individual young people to stay overnight in the cleric=s private accommodations or residence.
- 3.5 Staff and volunteers should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
 - 3.5.1 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.
 - 3.5.2 Use a team approach to managing emergency situations.

4. Sexual Conduct

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

- 4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.
- 4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.
- 4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.
- 4.4 Allegations of sexual misconduct should be taken seriously and reported first to civil authorities if the situation involves a minor and then to the Victim Assistance Coordinator of the Diocese of Peoria.
The Catholic Diocese of Peoria=s procedures will be followed to protect the rights of all involved.
- 4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Illinois and should follow those mandates.

5. Harassment

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

- 5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
 - # Physical or mental abuse.
 - # Racial insults.
 - # Derogatory ethnic slurs.
 - # Unwelcome sexual advances or touching.
 - # Sexual comments or sexual jokes.
 - # Requests for sexual favors used as:
 - B a condition of employment, or
 - n to affect other personnel decisions, such as promotion or compensation.
 - # Display of offensive materials.
- 5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
- 5.4 Allegations of harassment should be taken seriously and reported immediately to the Victim Assistance Coordinator.

The Catholic Diocese of Peoria=s procedures will be followed to protect the rights of all involved.

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

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

- 6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.
- 6.2 Most sacramental records older than 70 years are open to the public.
 - 6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.
 - 6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.
- 6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by the Catholic Diocese of Peoria or by law. Contact the Office of the Chancellor upon receipt of any request for release of financial records.
- 6.4 Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

7. Conflicts of Interest

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

- 7.1 Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.
- 7.2 Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.
 - 7.2.1 No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
 - 7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.
 - 7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:
 - # Clarify with all parties the nature of each relationship,
 - # Anticipate any conflict of interest,
 - # Take appropriate actions to eliminate the conflict, and
 - # Obtain from all parties written consent to continue services.
- 7.3 Conflicts of interest may also arise when a Pastoral Counselor=s or Spiritual Director=s independent judgment is impaired by:
 - # Prior dealings,
 - # Becoming personally involved, or
 - # Becoming an advocate for one (person) against another.

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

8. Reporting Ethical or Professional Misconduct

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

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

Also notify the Office of the Chancellor.
- 8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor
- 8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:
 - # Report the issue to a supervisor or next higher authority, or
 - # Refer the matter directly to the Office of the Chancellor.
- 8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.5.

9. Administration

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

- 9.1 Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*.
- 9.2 No clergy, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

10. Staff or Volunteer Well-being

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

- 10.1 Clergy, staff, and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
- 10.2 Clergy, staff, and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
- 10.3 Clergy, staff, and volunteers must address their own spiritual needs. Support from a Spiritual Director is highly recommended.
- 10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

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

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.

PROHIBITION OF SEXUAL ABUSE OF MINORS

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

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

CAVEAT AND OTHER OBJECTIONABLE CONDUCT

Even conduct that does not constitute sexual abuse may be offensive or may create misunderstanding or embarrassment. Experience has shown that actions by a priest or deacon with minors such as hugging, patting, tickling, or similar "horseplay," even if intended innocently, may be misconstrued. Priests and deacons must be especially careful, therefore, to avoid such conduct, especially when other adults are not present. The Diocese of Peoria will provide separately a Code of Conduct applicable to all personnel (use of such term includes volunteers working regularly with children) and all personnel will receive training regarding the Code of Conduct.

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

DEFINITION OF SEXUAL ABUSE OF MINORS

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

DEFINITIONS

- "Credible" allegation, accusation, or information means that, under all the circumstances known at the time of the determination, a prudent person would conclude that there is a significant possibility that an incident occurred or has been perceived as having occurred.
- "Diocese" encompasses the Roman Catholic Diocese of Peoria in accord with canon 369 of the Code of Canon Law; all parishes and other inferior canonical juridical persons whose competent ecclesiastical superior is the Bishop of Peoria or Administrator of the Diocese of Peoria; The Catholic Diocese of Peoria Corporation as chartered by the State of Illinois; all other corporations (including parish corporations) having the Bishop of Peoria or Administrator of the Diocese of Peoria as their presiding officer; and all institutions, agencies, and organizations sponsored by these canonical or civil entities.
- "Personnel" includes all persons (clergy, religious, and laity) who are employed by, or volunteer in any of the entities encompassed by the Diocese. Of special concern are those in supervisory capacities or in particularly sensitive areas, such as: those who work with or around children, the very elderly and the physically or mentally infirm, those who counsel others, and generally those who work with people who are less capable of protecting themselves.
- "Reasonable cause" means a prudent estimation based on trustworthy information that an incident occurred or has been perceived as having occurred.

DISTRIBUTION OF POLICY

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

MAINTENANCE OF SAFE ENVIRONMENT AND PASTORAL CARE FOR VICTIMS

SAFE ENVIRONMENT PROGRAM

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.

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.

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

ASSISTANCE TO VICTIMS

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

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

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

SEXUAL MISCONDUCT REVIEW BOARD

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:
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;
Reviewing Diocesan policies for dealing with sexual abuse of minors; and
Offering advice on all aspects of these cases, including the offering of assistance to victims whether retrospectively or prospectively.

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

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

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.

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.

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.

INVESTIGATION OF INCIDENT REPORTS AND INTERIM PROTECTIVE MEASURES NOTIFICATIONS OF REPORT

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

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)

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.

INTERIM MEASURES

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

INVESTIGATION OF INCIDENT REPORTS

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

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

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

PROCESS FOR INVESTIGATION

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

Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.

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

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

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

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

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

REPORT TO SEXUAL MISCONDUCT REVIEW BOARD

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

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

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;

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

The circumstances that led to the person's decision to make the report, especially if the alleged incident occurred a long time in the past; and

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

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);

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;

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;

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

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

RECOMMENDATIONS BY REVIEW BOARD

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

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

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

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

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

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

Additional specific information that still may be available.

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

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

DETERMINATION BY THE BISHOP

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

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.

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.

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.

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.

NOTIFICATIONS OF DECISION

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.

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.

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.

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

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.

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).

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.

ASSISTANCE OF COUNSEL

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

FINDING OF CULPABILITY

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

SANCTION IN LIEU OF DISMISSAL FROM CLERICAL STATE

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

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 the 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:

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

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

"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.

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):

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

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

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).

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.

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).

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.

RESTRICTION ON TRANSFERS BETWEEN DIOCESES

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).

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.

TRANSPARENCY AND OPENNESS; PROTECTION OF PERSONAL PRIVACY AND REPUTATION

A. DANGER OF FALSE ALLEGATIONS

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

B. PUBLICATION OF DIOCESAN ACTION

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

C. CONFIDENTIALITY AGREEMENTS

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

D. OUTREACH TO AFFECTED PARISHES

The Chancellor, Vicar General and Victim Assistance Coordinator will be responsible for taking immediate steps to assist and support parish communities directly affected by ministerial misconduct involving minors. The outreach may consist of a parish and/or school meeting at the affected parish, an offer of counseling to members of the affected community, explanation of the response process and informing the affected community of the action taken in response to the allegation.

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

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

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

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