

ST. VINCENT DE PAUL SCHOOL

STUDENT/PARENT HANDBOOK



2011-2012
Peoria, Illinois

Catholic School Statement of Purpose

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

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

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

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

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

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

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

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FACULTY AND STAFF

ADMINISTRATION:

Msgr. Jason Gray, Pastor
Fr. Don Henderson, Parochial Vicar
Dr. James Minick, Principal
Mrs. Lisa Buck, Administrative Assistant
Mrs. Lori Donlan, School Secretary

TEACHERS:

Elementary:

K-1 Mrs. Eileen Lohr
K-2 Mrs. Joan Carlson
K/Aide Mrs. Julie Woolley
1-1 Mrs. Nancy O'Brien
1-2 Mrs. Suzie Babovac
2-1 Mrs. Theresa Burroughs
2-2 Miss Katie Schwenger

Middle:

6-1 Lang.Arts Mrs. Cindi Pelz
6-2 Religion Miss Sarah Hogan
7-1 Math Miss Pat Dwyer
7-2 Lang.Arts Mrs. Molly Winkler
8-1 Science Miss Margaret Couri
8-2 Soc. St. Mr. Mike Soldat

Intermediate:

3-1 Mrs. Brenda Harris
3-2 Mrs. Cara Campbell
3-3 Mrs. Froncie Clubb
4-1 Mrs. Jennifer Vonachen
4-2 Mrs. Mary Kelly
4-3 Mrs. Laurel Hancock
5-1 Mrs. Marilyn Smogorzewski
5-2 Mrs. Mary Ellen Bannon

Specials:

Technology Mrs. Jennifer Huss
Library Mrs. Christine Roten
Music Mrs. Carol Wake
Read/Math Mrs. Engelbrecht
Resource Mrs. Karen Terry
B/A Care Mrs. Mulvaney
Phys. Ed. Mr. Mat Wood
Foreign Lang. Mr. Luke Polillo

KITCHEN STAFF:

Mrs. Faye Dutart
Mrs. Kathy Rooney

MAINTENANCE:

Mr. Ron Riggen
Mr. Jack Glass

EDUCATION COMMISSION:

Msgr. Jason Gray
Mrs. Kathy Barnett
Mrs. Alona Dawson
Mrs. Noreen Dillon
Mrs. Jen Flaherty
Mrs. Katie Fulcher
Fr. Don Henderson
Mrs. Amy Kott

Mr. Jeff Martin
Dr. James Minick
Mr. Michael Smith
Mrs. Tricia Streitmatter
Mr. Patrick Sundstrom
Mr. Tony Thomas
Mrs. Rebecca Wise

MISSION STATEMENT OF ST. VINCENT DE PAUL SCHOOL

St. Vincent de Paul School staff in partnership with parents and parish families work together to instill the values of Jesus Christ and the Roman Catholic Church. Through a challenging education curriculum we generate outstanding academic achievement and expect students to be confident leaders with a strong positive and moral impact on the community.

ST. VINCENT DE PAUL SCHOOL PHILOSOPHY

St. Vincent de Paul School offers an educational program of academic excellence within a Christ-centered community. The school exists to provide its students with a strong foundation of academic and life skills that are developed and nurtured within a faith-filled environment.

St. Vincent de Paul School respects the uniqueness of each child and the diversity of talents within its school family. The school devises curriculum to meet the needs of each child – challenging each student to his or her full potential.

St. Vincent de Paul School strives to develop the many dimensions of a child. In the area of spiritual growth, the school, working with the parents, provides each student with the opportunity to grow in their faith, and, thereby develop a sound moral basis for life. In the area of academics, the school, working with the parent, provides each student with the opportunity to develop a sound basis for life. The extension of gospel values permeates the total curriculum. This integration of faith is an important factor in developing programs to meet the needs of the students intellectually, physically, socially, and emotionally.

The ideals of this philosophy can only be fulfilled through a spirit of cooperation shared by each of the three major groups of our school family – school staff, parents, and students. The school recognizes the need for each group to accept the responsibility of openness to one another – sharing ideas and growing together – in mutual respect and encouragement – thus building a valuable academic experience within a total faith community.

STATEMENT OF GOALS

St. Vincent de Paul School exists to provide its students with a strong foundation of academic and life skills that are developed and nurtured within a faith-filled environment. This is accomplished when these goals are achieved:

1. To proclaim the message of Christianity, and to provide a religion program based on Scripture and on Catholic Christian traditions.
2. To foster growth in a faith community, by providing valuable experiences of shared prayer and worship.
3. To encourage a spirit of service, by promoting positive Christian attitudes to one's responsibility toward God, others, and self.
4. To continually review and update curriculum needs and materials.
5. To offer staff opportunities to improve teaching methods through inservice, professional magazines, and further education.

6. To evaluate each student's strengths and weaknesses through testing in order to help students see their talents realistically, and reach their potential
7. To encourage students to take responsibility for their learning.
8. To foster cooperation among staff, parents, and students.

Reviewed: 5/06

PRO-LIFE

St. Vincent de Paul Parish and Grade School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of human life and the rights of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

Reviewed: 5/06

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

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

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

Peoria Commission on Education Policy

Adopted: 7/91 Revised: 1/03 Reviewed: 5/06

RELIGION PROGRAM: The goal of the Religion Department of St. Vincent de Paul School is to provide experience and instruction in the Catholic faith so that the graduate of St. Vincent's will have:

- learned God's message as proclaimed by the Church
- realized Jesus' presence in prayer and worship
- experienced community by witnessing to Jesus through word and deed among classmates and the larger community

- learn the essentials of Catholic doctrine

Objectives: By the end of elementary school, students:

- will have planned and participated in prayer services and liturgies
- will have learned formal prayers and grown accustomed to praying spontaneously
- will have learned the principle teachings of the Church as taught by Scripture and Tradition
- will understand and be able to explain the life of Jesus and His part in God's plan for salvation
- will have participated in social action projects
- will have prepared for and received the Sacraments of Reconciliation, Eucharist, and Confirmation
- will have learned the elements of appropriate behavior in church – reverence in prayer, posture, genuflection, silence, and the like
- will have learned about and learn to respect other Christian and non-Christian faiths

Reviewed: 5/06

COMMUNITY MASS AND LITURGICAL CELEBRATIONS: All-School Masses are held. Special liturgical celebrations will be scheduled during the year. All parents are invited to join in these activities. Non-Catholic parents are welcome to attend these services.

Parents have an obligation, not only to insure the fact that a child attends Mass, but also that he/she grows in understanding and participation in the Mass. The school supplements this training, but no amount of training in school can supplant the example of regular family participation. Monthly confession and frequent reception of Holy Communion should be encouraged both by the home and school. Parents of non-Catholic children also have an obligation to insure the fact that their child attends their Church services.

Reviewed: 5/06

RETREATS AND SERVICE HOURS: Students will participate in Religious Retreats before First Communion, Confirmation, and Graduation. Students will be required to perform 10 service hours during their preparation for Confirmation.

Reviewed: 5/06

ABSENCE/TARDINESS: Regular and punctual pupil attendance in school is essential to each child's continuous growth. Education is long-range and sequential and is hampered by absence or tardiness. The students should be in the classroom before the second bell rings at 8:25 AM. For your child's protection, if he/she will not be in school, please phone the school office (691-5012) before 9:15 AM. This is a requirement. A child who has been absent from school must present a dated written excuse from his/her parents explaining the reason for the absence. The telephone call does not cancel the need for the note. If at all possible, doctor or dentist appointments should be made outside of school time. Parents of students who will be absent should make arrangements with classroom teachers for make-up work. Make-up work should be completed promptly—1 school day per day absent as the general rule. For example, a student absent on Monday should have that work completed by the start of school Wednesday.

School begins at 8:25 AM. Students who arrive between 8:26 and 10:00 will be marked tardy; those arriving after 10:00 AM. will be marked a ½ day absent. Students leaving school before 1:30 PM and not returning will be marked a ½ day absent. A written excuse must also be presented in case of tardiness and the student must report to the office upon arrival. Students being dismissed early must report to the office before leaving school.

Students must be fever-free (without fever-reducing medication), diarrhea-free, and vomit-free for 24 hours before returning to school.

- a. Students diagnosed with strep throat must have taken prescribed antibiotics for 24 hours prior to returning to school.
- b. Students diagnosed with pink eye must use prescribed ointment for 24 hours prior to returning to school.

Reviewed: 6/11

ADMISSION POLICY: Students in Kindergarten shall be 5 years of age on or before September 1st. Students entering first grade shall be six years of age on or before September 1st. (D-112)

Admission will be based upon the following criteria: First, parish members, then Catholics who are not parish members, then non-Catholics.

Revised: 05/06

APPOINTMENTS: Parents wishing to make an appointment with the principal, a teacher, or staff member should call the office and request an appointment time mutually convenient, leaving their telephone number and time parents are available. (Please keep in mind that the teachers' day begins at 8:15 AM and ends at 3:30 PM.). Parents are encouraged to discuss student progress with their student's teacher.

Reviewed: 5/08

ARRIVAL/DISMISSAL: Students are not to arrive at school before 8:00 AM unless they are attending Pre-Care, Mass, or a school approved activity. If students arrive before 8:00 AM they are expected to go to Mass or register for Pre-Care. School will begin at 8:25 AM

Students arriving between 8:00-8:15 AM are expected to go directly to the old gymnasium. Students arriving after 8:15 AM may go directly to class.

School responsibility for students ends when a parent or other designated person assumes responsibility. Please send a note with your student if he/she will be departing school in a manner outside their usual pattern. After school supervision commences with the dismissal bell and continues until the last bus departs or 3:25 PM, whichever is latest. Students who are not picked up by the time the last bus departs must wait in the school foyer until parents arrive. In the event that parents will be late picking up their children, they must phone the school. Students who walk or ride bikes to school are expected to leave promptly after the dismissal bell. Students who do not normally ride the bus must bring a note from home in order to ride the bus home with another student. This should be a rare occasion as students pay a separate fee to use bus service.

Reviewed: 6/09

ASBESTOS MANAGEMENT PLAN AND WARNING: In accordance with the AHERA Regulations of the United States Government, parents, students, and employees of St. Vincent de Paul School should be aware that some materials used in the construction of the school buildings do contain asbestos fibers. The materials that contain asbestos are monitored, inspected and repaired as need requires, according to the St. Vincent de Paul Asbestos Management Plan. The Management Plan is available to interested parties for inspection in the Principal's office. Questions regarding the location of the asbestos, the Management Plan, and the AHERA Regulations should be directed to the Principal. No decorating, construction, or repair work inside St. Vincent de Paul School can begin without first obtaining the permission of the Principal.

Reviewed: 5/06

BEFORE/AFTER CARE PROGRAM: SVdP maintains a Before and After Care Program to assist parents requesting such a service. Detailed information concerning the program and its fees will be sent home with registration information.

Reviewed: 5/06

BICYCLES: Bicycles are to be parked in the racks provided on the main playground. Riding double is prohibited by state law and will disqualify a child from riding the bicycle to school. It is recommended that bike locks be used when bikes are on the school grounds. Bikes must be parked in an orderly manner in the designated area.

Reviewed: 5/06

BOOK RENTAL AND SUPPLIES: A book fee is paid per year at Registration. This includes textbooks, workbooks, CD's, use of library books, videos, DVD's, visual aids, art supplies, tests, etc.

Since books are on a rental basis, the child is responsible for their care, and any serious damage must be reported at once and paid for. All books must be covered the first week of school and kept covered throughout the school year. We ask that you take care not to fasten covers to the books with tape. Contact paper should not be used to cover books. Books must be carried to and from school in book bags.

Revised: 5/06

BUSES: Bus transportation is provided in coordination with District #150. Fees for the riders living less than 1½ miles from school are determined by District #150. Students living more than 1½ miles away, ride free. Arrangements for bus transportation may be made during Registration.

The privilege of riding the bus entails an obligation of good conduct. Any child who is reported for misconduct threatens his/her use of bus transportation. If he/she persists in this type of behavior, he/she will be disqualified from riding either temporarily or for the remainder of the year without refund. Students are not allowed to ride other buses to and from school; this is a policy of District #150.

Reviewed: 5/06

CAFETERIA/HOT LUNCH PROGRAM: SVdP operates a federally subsidized cafeteria program. Families whose income falls within state-determined guidelines are eligible to apply for free or reduced hot lunches. An application containing the guidelines will be available at Registration. Applications are confidential and may be requested throughout the school year.

Hot lunches are available to the students for \$1.80/each. Checks for the lunch program should be made out to SVdP Hot Lunch Program. Those who bring a sack lunch may purchase milk each day for \$.35. Extras cost \$.75.

Lunch menu calendars are available online at www.svdpvikings.com. If the children do not like an item on the menu, the choice is theirs to bring a sack lunch.

Revised: 5/05, 6/09 Reviewed: 6/10

CELL PHONES, RADIOS, CASSETTE PLAYERS, IPODS, INTERNET ACCESSIBLE ELECTRONIC DEVICES, ETC.: Students are not authorized to use cell phones, radios, cassette players/recorders, iPods, internet accessible electronic devices, etc., during the school day. Cell phones are to be turned off. These items are to be stored in book bags or in lockers (6th-8th). Students may not have them in their possession during school hours. Students who display these items during the day will have them confiscated and turned into the office. Students may retrieve these items, in the office, at the end of the day. Students who do not comply with these regulations are subject to disciplinary action and phone privileges taken away. The school is not responsible for lost or stolen items.

Adopted: 6/09

CONFERENCES: Parent/Teacher conferences are held in order to foster mutual understanding between parents and teachers regarding the child, his/her progress, and the means to assist his/her development. Conferences are scheduled at the end of the first quarter after the teacher has had sufficient time to become acquainted with, observed, and interacted with the child so as to make sound professional judgments regarding his/her abilities. At any time a concern exists a teacher or parent may request a conference.

Reviewed: 5/06

CONFIDENTIALITY AND PROFESSIONAL CONDUCT: All SVdP staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and all SVdP employees share that responsibility. All SVdP staff members are reminded that professional standards for confidentiality should be adhered to at all times. As a SVdP employee or regular volunteer you may learn confidential information about the school or a student. This confidential information may not be shared with non-employees of the school and may only be shared with school employees on a need to know basis. Should there be a question about the confidential nature of information, please see the principal for clarification. Significant violations will be discussed with the staff member, documented, and added to personnel files. Maintaining good public relations is a job requirement of all SVdP employees.

Reviewed: 5/06

COUNSELING: SVdP does not offer counseling services. However, should a parent feel that there is need for such services we will recommend agencies that could be of service. Such agencies include but are not limited to: Catholic Charities, The Antioch Group, and the Mental Health Association.

Reviewed: 5/06

CUSTODIAL/NONCUSTODIAL PARENTS: After legal counsel and for the safety and security of students, all divorced parents are asked to supply the principal with a copy of the custody section of the divorce judgment, or any other modifying judgment. Any changes made in custody agreements should be promptly reported in writing to the principal. SVdP complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

Reviewed 5/06

DISCIPLINE: It is the intent of St. Vincent de Paul School that its Discipline Policy be based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

The parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents the school has the right, just as the parents have the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

KINDERGARTEN-4TH GRADE DISCIPLINE PROCEDURE:

Classroom violations are less serious infractions that will be handled by faculty or staff as the incident(s) occurs. The teacher will correct the situation, which may require a punitive action. The teachers will furnish classroom rules and consequences to students at the beginning of the school year. Examples of classroom violations include, but are not limited to: annoying others, failure to follow classroom, cafeteria, and playground rules, misconduct in halls, cheating, lying, chewing gym or snacking, and missing assignments. Consequences of Classroom Violations could be: "time out" in the classroom, missing recess, conference with parents, or referral to the Principal for disciplinary action. Recurring infractions of any type may result in referral to the Principal for disciplinary action.

MIDDLE SCHOOL DISCIPLINE PROCEDURE:

Situation: All offenses in one class

1. 1st Offense: Verbal warning from classroom teacher
2. 2nd Offense: Student sent out of the room and given a Written Reflection to complete.
 - a. After about a 10-minute reflection time, the student is sent back to classroom with reflection to classroom teacher who reads and verifies the reflection.
 - b. End of day: classroom teacher sends these reflections to “Out of Class” teachers so it can be compiled
3. 3rd Offense:
 - a. Student is sent out of the room with both reflections to Dr. Minick for probable suspension.
 - b. End of day: Paper trail returns to “Out of Class” teacher so they can be compiled

Situation: Offenses in multiple classes

First class

1. 1st Offense: Verbal Warning from classroom teacher
2. 2nd Offense: Out of the room + Written Reflection
 - c. Student is sent back to classroom with reflection to classroom teacher who reads and verifies the reflection.
 - a. End of day: classroom teacher sends these reflections to “Out of Class” teachers so they can be compiled

New class

1. 1st Offense: Verbal Warning
2. 2nd Offense: Out of the room + Written Reflection
 - a. “Out of class” teacher sends person to Dr. Minick for probable suspension.
 - b. End of day: Paper trail returns to “Out of Class” teacher so it can be compiled

The usual procedure for Middle School students sent to the Principal:

1. First Offense
 - a. Phone call to parents from principal.
 - b. Optional conference including principal, parents, student and teacher(s).
 - c. In-school suspension.
2. Second Offense
 - a. Phone call to parents from principal.
 - b. In-school suspension.
 - c. Suspension from all extra-curricular activities, as warranted.
3. Third Offense
 - a. Phone call to parents for conference with principal.
 - b. Suspension from all extra-curricular activities, as warranted.
 - c. In-school or out-of-school suspension.
4. Fourth Offense
 - a. Phone call to parents from principal for conference to discuss the future of the student at St. Vincent de Paul.
 - b. Follow Policy D-114, (see Expulsion)

Note: The administration reserves the right to abridge or by-pass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with St. Vincent de Paul philosophy, the administrator reserves the right to remove the student from St. Vincent de Paul School.

MAJOR VIOLATIONS

Major violations are serious rule violations or serious patterns of behavior that must be corrected for the benefit of the student and the benefit of St. Vincent de Paul School. Such offenses may occur in the school building, on school property, or parish property. Parents will be responsible for paying any repair or replacement of school property made necessary due to the actions of their child/ren. These rules will be handled by the Principal's Office where a disciplinary file will be kept. School violations include, but are not limited to: damaging school property, disrespect, fighting, insubordination and gross misconduct, offensive language, stealing, subversion, and truancy. Any illegal activity or illegal substance abuse (including drugs, look-alike drugs, alcohol and tobacco), weapons, toy weapons and any gang-related dress, behavior or activity will be considered a major offense.

Any student found in violation may be suspended or expelled in accordance with the school's discipline policy. Students will be accountable for their action both on and off school property. For any public act or police involvement that jeopardizes the image of St. Vincent de Paul School will be considered a major violation and punitive action will be taken against the student. This will include degrading remarks made about SVdP students or staff on internet web pages (i.e. Facebook.com), blogs, or other social-networking websites.

CORPORAL PUNISHMENT: Corporal punishment shall not be permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment shall include but it is not limited to slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm.

Catholic Diocese of Peoria Policy
Adopted 9/92 Revised 1/03

IN-SCHOOL SUSPENSION: At the discretion of the principal, a student may be placed on in-school suspension for the first, and possibly second, suspensions. The parents or guardian will be notified. In-school suspension will be spent in isolation from peers under the supervision of an adult. While in In-school suspension, the student will work on their classroom work and receive full credit for work completed.

EXPULSION: Conduct by a student who consistently disrupts the learning of others, involves constant belligerence to a teacher, impairs the safety of others or recognition that the school's program is not suitable for a student, may result in permanent dismissal:

Procedures are as follows:

1. Other means should first be used to correct the situation, including a parent-teacher conference at which the principal will preside. (Professional help may be required.)
2. A record should be kept of a child's behavior showing at least some instances when problems developed.
3. A probationary period may be awarded to allow for improvement.

4. The principal has the final decision.

Students who are suspended out of school will receive zeros in all subjects during their suspension. In all cases, the Pastor of St. Vincent de Paul Parish has the power to take immediate action to expel the student.

SUBSTANCE ABUSE: The consumption of alcoholic beverages and/or non-medical use of drugs is illegal and hazardous to the health of students.

Student consumption, possession, or distribution of alcoholic beverages, illicit drugs, and/or look-alikes, are not tolerated. Any student found in violation may be suspended or expelled, according to the school's discipline policy.

***Note: Any new student accepted in the school shall be on probationary status for one semester.

SVdP Discipline Policy Revised 5/06, 6/11

DRESS CODE: The uniform policy was adopted in adherence to our mission statement that will enhance our learning environment. Christian modesty, personal appearance, and hygiene should reflect an attitude of self-worth and school pride on the part of every student.

GENERAL REGULATIONS FOR ST. VINCENT'S STUDENTS

1. The Principal is the ultimate authority in interpreting every facet of the dress code.
2. Students are expected to be clean and well groomed. **Shirts are to be fully tucked in at all times.**
3. Hair on boys will be neatly trimmed with at least the bottom half of the ears exposed and a length not touching the top of the shirt collar. No gaudy or unusual cuts, designs, or colors are allowed for boys. Girls may wear any tasteful hairstyle. No gaudy or extreme cuts, designs, or colors are allowed for girls. Hair must be clean and groomed.
4. Students are required to bring a written excuse from a parent if an exception to the dress code becomes necessary. This note is presented to the homeroom teacher and forwarded to the Principal.
5. Boy and Girl Scouts may wear their scout uniforms on meeting days.

SCHEDULE FOR WEARING UNIFORMS

Students shall wear uniform dress from the first day of school through the last. During the months of August through October and April through May, St. Vincent students have the option of wearing the uniform dark navy blue walking shorts purchased at Lagron-Miller (681-9171).

UNIFORM VIOLATION POLICY

1. The teacher fills out the violation form and sends it home to be signed.
2. The student is to return the signed form to the homeroom teacher the next day. The homeroom teacher will keep all violation forms for tracking and record keeping.
3. Parents will be called, if necessary, to come and take the students home to remedy the situation when the violation is considered grave or repetitive.
4. Consequences for multiple violations will be at the discretion of the Principal.

BOYS JEWELRY

- One Friendship bracelet
- Religious medal worn on a chain (tucked inside of shirt)
- Watch
- Earrings are not permitted

BOYS SHOES

- Tennis shoes
- Dress shoes
- The following are not permitted:
 1. Hiking, hunting, or any type of boot. Boots are for outside only on rain or snow days.
 2. Heels over an inch high

BOYS SOCKS

- Solid white or solid navy blue. Socks must be visible above top of shoes

BOYS UNDERSHIRTS

- Solid white, no lettering

GIRLS CAMISOLES

- Must be solid white, if worn

GIRLS JEWELRY

- One Friendship bracelet
- Religious medal worn on a chain (tucked inside of shirt)
- Watch
- For safety reasons, rings are not permitted
- **If wearing earrings, only one earring per ear must be worn on ear lobe only.** For safety reasons, must not go below the ear lobe.

GIRLS MAKE-UP

- **NOT PERMITTED**
- This included artificial nails and lip gloss.
- Only clear fingernail polish is allowed.

GIRLS SHOES

- Tennis shoes
- Dress shoes
- The following are not permitted:
 1. Clogs, sandals, mules, etc. Shoes must enclose and cover the toes and heels of their feet.
 2. Hiking, hunting, or any type of boot. Boots are for outside only on rain or snow days.
 3. Heels over an inch high

GIRLS SOCKS/TIGHTS/KNEE SOCKS

- Solid white or solid navy blue with no sport logos or patterns
- Socks must be visible above top of shoes. Leggings are NOT permitted

ALL BOYS AND GIRLS

SHIRTS

- All white, long or short sleeve, 2-3 button polo shirt. Emblems are not allowed on shirts. May be purchased at any retailer.
- All white turtleneck. May be purchased at any retailer.
- All white polo shirt with SVdP embroidery, purchased through the SVdP_Women's Guild may be worn.
- All shirts must be tucked into pants or shorts.

SHORTS

- Navy blue walking shorts must be purchased at Lagron-Miller (681-9171), Luers, or Harris.
- Hemline must be no shorter than 3 inches above the middle of the knee. Shorts may be worn during the months of August through October and April through May.

SWEATSHIRTS

- Navy blue or gray St. Vincent de Paul purchased at Identity Apparel (682-5400).
- Navy blue or gray Peoria Notre Dame purchased at Identity Apparel (682-5400).
- Length should be approximately waist length.

HOODED SWEATSHIRT

- Navy blue St. Vincent de Paul purchased at Identity Apparel (682-5400).
- NO other hooded sweatshirts will be allowed to be worn in classroom.

SWEATERS

- Navy blue cardigan must be purchased at Lagron-Miller (681-9171).

GRADES K-2: BOYS DRESS CODE

PANTS

- Navy blue twill pants must be purchased at Lagron-Miller, Luers, or Harris.

BELTS

- Optional for K-2. Belts must be solid navy, black, or brown leather look-a-like.

GRADES K-2: GIRLS DRESS CODE

JUMPERS

- Grades K-2 may wear uniform jumpers and must be purchased at Lagron-Miller. Hemline must be no shorter than 3 inches above the middle of the kneecap. Solid color bike shorts or gym shorts that are shorter than the hemline must be worn underneath jumpers.
- Grades K-2 may NOT wear the uniform skirt.

PANTS

- Navy blue twill pants must be purchased at Lagron-Miller, Luers, or Harris.

BELTS

- Optional for K-2. Belts must be solid navy, black, or brown leather look-a-like.

GRADES 3-6: BOYS DRESS CODE

PANTS

- Navy blue twill pants must be purchased at Lagron-Miller, Luers, or Harris.

BELTS

- Optional for 3-6. Belts must be solid navy, black, or brown leather look-a-like.

GRADES 3-6: GIRLS DRESS CODE

JUMPERS AND SKIRTS

- Grades 3-6 may wear jumpers OR skirts and must be purchased at Lagron-Miller. Hemline must be no shorter than 3 inches above the middle of the kneecap. Skirts must be worn at the waist. Solid color bike shorts or gym shorts that are shorter than the hemline must be worn underneath jumpers or skirts.

PANTS

- Navy blue twill pants must be purchased at Lagron-Miller, Luers, or Harris.

BELTS

- Optional for 3-6. Belts must be solid navy, black, or brown leather look-a-like.

GRADES 7 & 8: BOYS DRESS CODE

PANTS

- Navy blue twill pants must be purchased at Lagron-Miller, Luers, or Harris.
- Grades 7-8 may wear khaki pants must be purchased at Lagron-Miller, Luers, or Harris.

BELTS

- Mandatory for grades 7 & 8. Belts must be solid navy, black, or brown leather look-a-like.

GRADES 7 & 8: GIRLS DRESS CODE

JUMPERS AND SKIRTS

- Grades 7-8 will NOT wear jumpers or skirts.

PANTS

- Navy blue twill pants must be purchased at Lagron-Miller, Luers, or Harris.
- Grades 7-8 may wear khaki pants must be purchased at Lagron-Miller, Luers, or Harris.

BELTS

- Mandatory for grades 7-8. Belts must be solid navy, black, or brown leather look-a-like.

PEORIA NOTRE DAME-IDENTITY APPAREL PRODUCTS

An option for our 7th and 8th graders is to purchase the PND uniform through Identity Apparel. If purchased, these will be the only oxford and nonwhite shirts that will be allowed at SVdP. Pants and shirts must have the PND bar logo. **White polos may be worn with PND pants.** Identity Apparel can be contacted at 682-5400.

Revised 3/07

EMERGENCY CLOSING: The school follows District #150 decision to close. If District #150 closes we are automatically closed. The following stations will carry the message: WMBD, WHOI, and WEEK or go to www.centralillinoisproud.com. It is not necessary to call the school or rectory for verification once it has been announced on the radio. There may be occasions when SVdP will close and District #150 remains open. In the event SVdP closes, parents will be notified through the AlertNow System via phone and email. Also, PLEASE watch or listen to the T.V/ radio stations listed any time there is hazardous weather.

Revised 5/06

EMERGENCY INFORMATION: Emergency sheets are distributed in the fall of the year, for pertinent information, in case of emergency during the school day. It is imperative that changes in address, phone numbers, or persons to call in the event of an emergency be reported to the school office. Without prior parental consent, your student will not be released to any person whose name is not listed on your emergency sheet.

FIELD TRIPS: SVdP permits and encourages field trips that have a stated educational objective. Proper diocesan forms completed and signed by parents must be completed for students to participate in field trips. Participation in field trips is a privilege that can be denied for academic or behavioral reasons.

Reviewed 5/06

FINANCIAL AGREEMENTS: Book Fees and Tuition amounts for the 2011-12 school year are as follows: (Tuition monthly payment based on eleven months)

\$340.91 (per month)	Families with 1 child	\$3,750 (total)
\$440.91(per month)	Families with 2 children	\$4,850 (total)
\$481.82 (per month)	Families with 3 children	\$5,300 (total)
\$513.63 (per month)	Families with 4 children	\$5,650 (total)
\$531.82 (per month)	Families with 5 children	\$5,850 (total)
\$540.91 (per month)	Families with 6 children	\$5,950 (total)
\$363.64 (per month)	Non-Parish students	\$4,000 per student

Tuition is charged for attendance in Grades K-8. The burden of school expense is borne by the entire Parish. Tuition for the 2010 - 2011 school year will be paid in one of three ways. These options pertain to both parish and out-of-parish families.

- One (1) annual payment of the entire tuition amount, due by the beginning of August
- Two (2) equal payments of half the tuition amount, due by the beginning of August and the first day of classes in January
- Eleven equal payments through the Automatic Debit Plan. Payments begin in July and end in May. They are due on either the 3rd or the 17th of the month.

It is understood that past due bills will be paid as soon as possible. Arrearage that exists at the time of report card distribution will withhold the report card from the student(s). Past due bills that exist at the change of semester or at the end of the school year will render the student(s) ineligible for enrollment for the second semester or the next school year, respectively.

Tuition and fees will be prorated should a student be admitted or leave during the school year. The registration fee is nonrefundable.

Revised 5/06

FIRE/TORNADO/EARTHQUAKE DRILLS: Fire, tornado, and earthquake drills are conducted periodically. Students are instructed in proper procedures based on local, federal, and state guidelines. The school has developed and maintains an Emergency Preparedness and Crisis Management Plan. All SVdP faculty members have been oriented to the proper responses in the case of an actual emergency. This plan is available for parent review in the school office.

In the event an actual tornado emergency occurs at or near the end of the school day, the routine procedure is that students will not be dismissed until an all clear is sounded. Parents arriving to pick up students will be invited to safe areas in the building. However, should parents wish to have his/her child(ren) released during the emergency, the parent will be allowed to remove his/her child(ren) from the school so long as removal does not, in the opinion of the principal, create a hazardous situation for other children or staff. Parents who have his/her child(ren) released to him/her will also need to sign his/her child(ren) out so that an accurate head count of remaining children and personnel can be kept. During the emergency, do not call the school as it is essential that telephone lines remain open. When the emergency is over, students will be dismissed according to regular procedure.

Reviewed 5/06

GRADING: To achieve a sound educational philosophy and professionalism in reporting student progress, each school shall use the diocesan objectives and criteria, however at the encouragement of the Superintendent of Catholic Schools, schools may craft a report card for each grade specific to skills and concepts unique to that curriculum. SVdP has software that enables teachers to customize the report card to their needs. The principal must approve all customized report cards.

CRITERIA:

The report card at every grade level shall include a general evaluation of the following subjects: Religion, Reading, English, Spelling, Mathematics, Social Studies, Science, Music, Technology, Foreign Language (6-8) and Physical Education. Assessment of Art is optional.

1. In Grades K and 1 the marking code is:
 - S = Satisfactory
 - I = Improving
 - U = Unsatisfactory
2. In grade 2 the academic marking code is:
 - S+ = 94-100
 - S = 86-93
 - S- = 76-85

- U = 75-0
P = Progress shown, but working below grade level
3. In grade 2 the performance/personal development code is:
 - + = Very Good
 - = Satisfactory (blank)
 - X = Showing Improvement
 - # = Improvement Shown, More Needed
 - NI = Needs Improvement
 - I = Incomplete
 - NA = Does Not Apply This Quarter
 4. In grades 3 through 8 the academic marking code is:
 - A+ = 100-99
 - A = 98-96
 - A- = 95-94
 - B+ = 93-92
 - B = 91-88
 - B- = 87-86
 - C+ = 85-84
 - C = 83-78
 - C- = 77-76
 - D+ = 75-74
 - D = 73-70
 - D- = 69-68
 - F = Below 68
 - P = Progress shown, but working below grade level
 - IN = Incomplete
 - S = Satisfactory
 5. In grades 3 and 4 the performance/personal development code is:
 - + = Very Good
 - = Satisfactory (blank)
 - X = Showing Improvement
 - NI = Needs Improvement
 - NA = Does Not Apply This Quarter
 6. In grades 5-8 the performance/personal development code is:
 - + = Very Good
 - = Satisfactory (blank)
 - I = Improving
 - N = Needs Improvement
 7. Attendance/punctuality shall be reported for each grading period.
 8. A statement regarding grade placement shall be included on the last report card of the school year.
 9. A system for ensuring that parents receive the report card used.
 10. All locally designed cards shall include the words Diocese of Peoria in the heading. Parents shall be aware that the reporting system has approval of the Office of Catholic Education.

Reviewed 5/06, 5/08

HEALTH EXAMINATIONS AND IMMUNIZATIONS: Illinois State Law requires that all students entering Kindergarten, 6th, and 9th grades must have a complete physical. Please make sure that the form shows the date (month, day and year) of every DPT, POLIO,

MEASLES, MUMPS, AND RUEBELLA immunization the student has received. For all children age six or below and commencing with the 1995-1996 school year, a lead screening must be part of the health examination, which is required prior to admission to a childcare or educational program. Also, as of April 10, 2002, all Kindergarten students and pre-school students are required to show proof of having received one dose of the Chickenpox vaccine on or after their first birthday or a physician's note confirming that the child was infected in lieu of vaccination. These records must be complete by the first day of the new school year. No one will be allowed to enter the first day of school without providing the proper medical records.

Revised 5/06

DENTAL EXAMS – Public Act 93-946 (HB752) was signed into law by the governor and went into effect on July 1, 2005. This act changed the Illinois School Code to require students entering Grades K, 2, and 6 to have a dental exam. Schools must notify parents of this regulation at least 60 days prior to May 15 of each school year. The law states that "...all children in Kindergarten and the second and sixth grades of public, private, or parochial school must have a dental examination. Each of these children shall present proof of having been examined by a dentist in accordance with this section and rules adopted under this section by May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th. Please give your student's dental examination to the school office when completed.

Adopted 7/05

EYE EXAMS - A new state law aimed at cutting down on the number of children who unnecessarily suffer from eye and vision disorders took effect on January 1, 2008. ALL children beginning Kindergarten for the first time are required to have an eye examination. Children will be required to have the eye exam performed only by qualified eye doctors – such as optometrists and ophthalmologists. Although parents have until October 15 to provide proof of an eye exam, doctors of optometry are asking parents to make appointments now for their children to avoid long wait times and to reduce the instances of eye and vision problems going undiagnosed and untreated in children. Please give your student's eye exam to the school office when completed.

Adopted 5/08

HEARING AND VISION SCREENING: Private contractors, trained and certified, will do the vision and hearing screening for our children this school year. Kindergartners and second graders are screened for both vision and hearing; the eighth graders for vision only; and the first and third graders for hearing only. In addition, any special placement children, any new students, and those referred by the classroom teacher are screened for both. Those children with a "possible" hearing or vision problem are referred to a doctor for examination and/or treatment and will be followed up by the Health Department. Parents who do not receive a letter from the Health Department or a call can assume their child "passed."

Reviewed 9/09

HOMEWORK: Quite frequently your child will have homework assignments to complete after school. It is important to cooperate with your child's teacher to be certain that homework is finished. Homework may be given at any level for a variety of reasons:

- to finish what was begun in class
- to reinforce what was learned in class
- to study independently a topic initiated in class
- to research a topic chosen in class
- to visit the library and explore new fields

You can help your child when you:

- check each day to see if your child has an assignment and if he/she understands how to do it
- help him/her set a specific time for doing homework without interruptions...preferably in the afternoon and early evening...provide a quiet place to study
- let your child do his/her own work...ask what he/she is studying and what he/she has learned

You hinder your child if you:

- do his/her homework for them
- disagree or criticize with his/her teacher or other school personnel in front of your child
- nag or argue about homework

As a basic guide (these times are approximate; it will take some students more or less time to complete assignments):

Grades 1-3 should spend twenty to thirty minutes

Grades 4-6 should spend forty-five to sixty minutes

Grades 7-8 should spend sixty to ninety minutes.

When no homework is assigned, reading is encouraged. If you feel your child has an excessive amount of homework, please contact the teacher.

Reviewed 5/06

HONOR ROLL: For grades 6-8, in keeping with Peoria Notre Dame's College Prep Point system, three distinct Honor Roll categories are recognized: **HIGH HONORS** (achieving a 4.0 or better grade point average), **HONORS** (achieving a 3.5 – 3.99 grade point average), and **COMMENDED** (achieving a 3.0 – 3.49 grade point average)

Reviewed 5/06, 5/08

LOST AND FOUND: There is a spot in the school cafeteria for lost and found articles. Please have your children check this area if they lose an item. We ask the parents to check this spot also when they are in school. Articles are donated to charity if not claimed.

MEDICATION PROCEDURES: No unauthorized medications will be allowed on school property. The procedure below must be followed to ensure safe administration of medications (prescriptions and over-the-counter) to your child during school hours.

1. A medication label provided by school must be completed in full by the parent/guardian.

2. Additional instructions that are not contained on the label should accompany medication.
3. Medication shall be brought to school in its original container, appropriately labeled by the druggist/manufacturer. Medications brought in an unlabeled container will not be accepted by office staff and must be administered by the parent.
4. Parents are responsible for picking up and disposing of all medications if expired, as well as the end of the school year.
 - a. The school's medication cabinet will be reviewed for expired and depleted medications in December, prior to Christmas break.
 - b. If office staff recognizes that medications are depleted prior to this time frame, parent/ guardian will be contacted.
5. If a child is on medication and the parent wishes to come to school to administer the medication, please feel free to do so. If, however, you wish school personnel to administer the medication, we must follow the rules outlined above.

Revised: 6/11

PARENT NIGHT: A parent orientation will be held in September to acquaint parents with the new school year. The objectives of Parents' Night are:

- to encourage direct communication between parents and teachers in order to create a consistent, positive learning environment, that is equally supportive of teachers, parents and students
- to encourage the active involvement of parents in the educational process
- to inform parents of the teacher's expectations of the student

Reviewed 5/06

PARENT VOLUNTEERS: Parents are needed each year to assist the faculty and administration in their work. Areas where parents can be of help are: teacher aids, room mothers and fathers, and clerical helpers. All volunteers must go through a fingerprint background check, fill out the DCFS CAANT form, and complete the Virtus Workshop.

Revised 5/04

PLAYGROUND: The following regulations are used for the well-being and safety of the children. The students are expected to follow the regulations listed below and will be held accountable for their behavior. The St. Vincent de Paul students will respect the playground supervisors. At all times the students will conduct themselves in a manner appropriate for a student of St. Vincent de Paul School.

Regulations:

- All students will exit through the North lunchroom doors only
- Students will walk to and from the building
- Students will remain on the playground, unless given permission to leave by a supervisor
- Eating is not allowed on the playground
- Fighting, disrespect to supervisors and other students, abuse of playground equipment (including slam dunking the basketballs), foul language, tackling or pulling others to the ground is not allowed

- The following areas are “off limits” for the safety and respect for others property: parked cars, the south hill near private homes, the grass around the school buildings, and the areas around the church and rectory
- Throwing of stones, snowballs, frisbees, and items other than the balls out for play is not allowed.
- Students are to ask permission to get a ball that has left the playground
- During winter months the children are not to play on piled snow or run on ice patches
- If a student chooses to disregard any of the regulations listed, disciplinary action will be taken.
- There will be three main play areas for the children:
 - field
 - basketball court
 - a section of the black top

Reviewed 5/06, 5/08

PROMOTION/RETENTION POLICY: St. Vincent de Paul School places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student’s need. Retention’s are made only after thoughtful consideration and after possible alternatives have been explored by teacher, parent, and principal. Determination of a student being promoted or retained is a function of the teacher (s) and the principal after consultation with the parents. The principal assumes final responsibility for grade placement.

There are a variety of factors and guidelines that should be considered in promotion and retention. These factors are, but not limited to: academic performance (grades, work completed, effort and purpose), chronological age, mental age, social growth, physical development, emotional status, and standardized test scores.

There are academic performance guidelines that each grade level should adhere to. But, because our goal of promotion/retention is for each student to be considered individually, a student could fail to meet the academic guidelines for promotion yet not be retained if teacher (s) and principal, after consulting with the parents, feel that retention would not be in the best interest of the student. Conversely, a student could meet the guidelines for promotion but if the teacher (s) and principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.

These are the following grade level academic guidelines:

Grades K-4

If a student has not been previously retained:

- the student will be retained if the yearly average is failing in reading or math

Grades 5-8

A student will be retained if his/her yearly average is failing in three or more of their academic subjects. Academic subjects are religion, reading, mathematics, English, science, and social studies. In case of retention consideration, a parent/teacher conference will be scheduled after the end of the first semester to confirm and consult with the parent about the possibility of retention. Another conference will be scheduled when the final determination has been made

In the case of a transfer student, St. Vincent de Paul School will uphold the previous school's grade placement.

Adopted: 4/2002 Reviewed: 5/06

REGISTRATION: SVdP offers online registration through our website at www.svdpvikings.com. To complete registration, the tuition, book fee, playground, bus, computer fee, sacramental fee and lunch fees will be paid. An opportunity to sign-up for various volunteer programs will be available.

Reviewed 5/06, 5/08, 6/10

RELEASE DURING SCHOOL DAY: Safety is a major concern to everyone involved with the child's welfare during the school day. Therefore, the following practices for release of the child are necessary:

- If it is necessary for parents to take their child out of school for any reason once the school day begins, the secretary will arrange to have him/her at the office.
- Parents should come into the school office for pick-up unless other arrangements have been made.
- No child will be released to a person who is not known to the principal or the secretary.
- Unless parents are notified, no child will be sent home during the school day.

Parents are encouraged to schedule doctor, dental, orthodontic, etc., appointments outside of school time. Should it be necessary for a child to have an appointment during the school day, a written notice stating the time and type of appointment should be brought to school office the day before it occurs. The student will be responsible for work missed during the appointment time.

Reviewed 5/06

REPORT CARDS: Report cards are distributed four times a year (every nine weeks). If a child is performing unsatisfactorily, parents will be notified at mid-quarter, or sooner if necessary.

Reviewed 5/06

SCHOOL HOURS AND PROCEDURES:

School hours are as follows:

8:15 AM – First Bell	Students may go to Homeroom
8:25 AM – Second Bell	Homeroom period begins
3:15 PM – Last Bell	Dismissal

Students are not to arrive at school before 8:00 AM unless they are attending Pre-Care, Mass, or a school approved activity. If students arrive before 8:00 AM they are expected to go to Mass or register for Pre-Care.

Students arriving between 8:00-8:15 AM are expected to go directly to the old gymnasium. Students arriving after 8:15 AM may go directly to class. School will begin at 8:25 AM

Parents are asked to observe the orange cones placed in front of the school when dropping students off in the morning. Pull to the furthest unoccupied space before allowing your students to leave the car. In the afternoon please do not park inside the designated safety zone. The zone will be outlined with orange cones. At the end of school bus riders are to immediately get on their bus and be seated. Students are not to leave school grounds (go to the gas station for candy) and then return to wait for rides.

Kindergarten hours are as follows;
All day Kindergarten 8:25 AM – 3:10 PM

Reviewed 5/06, 5/08

TELEPHONE: The school telephone is for business use only. Only in case of an emergency (illness, etc.) may children use the phone. All arrangements for rides, etc., should be settled before the students come to school.

Reviewed 5/06

TESTING: Diocesan wide Assessment of Catechesis/Religious Education (ACRE) Tests are administered in January in grades 5, and 8.

The Peoria Diocese uses the Iowa Basics Skills Test throughout the elementary schools. SVdP tests in grades 3, 5, and 7 in September. Each of these grades will take the basic battery of tests plus the cognitive ability tests.

The Metri-Tech Test, a writing assessment, will be administered to grades 4 and 7 during the month of February.

Reviewed 5/08

TRUANCY: Regular school attendance is required by law for those students under the age of seventeen. Should a student miss more than eighteen (18) days of school without a valid excuse that student is considered a “chronic truant.” The school will contact the parent/guardian and review the student’s academic record to determine what action the school should take including, but not limited to, retention, suspension, or expulsion.

Adopted: 3/08

WALKERS: There are NO crossing guards on Northmoor or University. Students who walk to and from school must be very cautious and must be sure to cross the streets with the traffic lights.

Reviewed 5/06

WOMEN’S GUILD/MEN’S CLUB: All parish members are encouraged to join the Women’s Guild or Men’s Club. Both organizations are designed to assist the parish both financially and in service. Anyone with questions on either organization, please contact the parish or school office.

VISITORS: Parents are welcome to visit the classrooms provided arrangements have been made in advance. They, as well as other visitors, must stop at the office for identification. If

the parents wish to have a conference with any of the teachers, they should call the school for an appointment.

Reviewed 5/06

ATHLETICS AT ST. VINCENT DE PAUL

ATHLETIC PARTICIPATION: St. Vincent de Paul School is a member of the Illinois Elementary School Association (IESA) and the Peoria Area Catholic League (PACL) and abides by their rules and regulations. The Athletic Program is one of the extra curricular activities provided for St. Vincent de Paul students. The program is considered a privilege in which to participate.

ATHLETIC POLICY:

PHILOSOPHY AND PURPOSE: St. Vincent de Paul believes that athletics exist to guide young people in their self-development spiritually, morally, socially, and physically, through learning and applying Christian principals in all extracurricular activities. A student who participates in any extracurricular activity no longer acts only as an individual but assumes the obligations of being a member of a team and representative of the school. We must remember as coaches, players, fans and parents that people will judge our athletic program and St. Vincent de Paul School by the Christian faith that we display at each extracurricular function.

The purpose of the athletic programs at St. Vincent de Paul School is to provide a healthy outlet for students in the areas of intramural and interscholastic sports. The learning of skill, the fostering of sportsmanship, the encouragement of self-discipline, the recognition of the importance of the team and the individual, the practice of positive health habits, and the placement of athletics in a proper perspective are points of emphasis that shall be made in all athletic programs.

PROGRAMS: St. Vincent de Paul offers the following sports programs:

Soccer	PACL	Grades K-8
Cheerleading	IESA	8 th Grade Girls
Basketball	IESA	Grades 6-8
Volleyball	IESA	Grades 6-8 (Girls)
Track	IESA	Grades 6-8

ATHLETIC PARTICIPATION FEE AND UNIFORM DEPOSIT

An Athletic Participation Fee may be required for some sports. (Basketball and Cheerleading definitely).

Adopted:9/89

Revised 9/97, 9/97, 5/08, 6/09

ST. VINCENT DE PAUL SCHOOL FORMS

INTERNET ACCEPTABLE USE POLICY

Purpose

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

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

Authority

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

St. Vincent de Paul School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. We reserve the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

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

Teachers and staff have the responsibility to respect and protect the rights of every other user in St. Vincent de Paul School. The principal shall determine what is inappropriate use, and his/her decision is final.

Guidelines

Only the authorized owner of the account will use any network accounts for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Roman Catholic Church, accepted rules of network etiquette, and federal and state law. Specifically, the following uses of

computer hardware and software, the Internet, E-mail, and/or the network are strictly prohibited:

- To facilitate illegal activity.
- To access obscene or pornographic material.
- To disrupt the work of users.
- To transmit material likely to be offensive or objectionable to recipients.
- To intentionally obtain or modify files, passwords, and data belonging to other users.
- For commercial or for-profit purposes.
- For non-work or non-school related work.
- For product advertisement.
- For fraudulent copying, communications, or modifications of materials in violation of copyright laws.
- For hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in another's name.
- Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

Safety

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

Consequences of Inappropriate Use

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

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

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

Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to “fair use” guidelines and copyright law.

**St. Vincent de Paul School
Dress Code Violation
Parent Notification**

Student Name: _____

Date of Infraction: _____

- Infraction: _____ Inappropriate short/skirt length
- _____ Brand name exposure on clothing
- _____ Non-uniform shirt/blouse
- _____ Shirt/blouse untucked
- _____ Non-uniform sweater/sweatshirt
- _____ Make-up/nail polish
- _____ Inappropriate jewelry
- _____ Other _____

For dress code guidelines, please refer to the *St. Vincent de Paul Student/Parent Handbook*. Please discuss this infraction with your student and take action to correct it.

Please sign this form and return to issuing teacher on the next school day following the date of issue to avoid additional disciplinary action.

SVdP Staff: _____

Student: _____

Parent: _____

**ST. VINCENT DE PAUL SCHOOL
PUBLICITY PERMISSION FORM
2011-2012**

On occasion, St. Vincent de Paul School takes photographs or makes an audio or video recording of students and/or adults involved in school/parish activities. Such photographs or video recordings may be used by staff and participants to remember the activity or participants. In addition, such photographs and audio/visual recordings may be used in St. Vincent de Paul School/Parish publications or advertising materials to let others know about our school/parish. Also, local news organizations may learn about St. Vincent de Paul's School/Parish activities or events, and may invite or allow them to photograph or record our events to be used, distributed, or displayed as agents of the school/parish as they see fit.

_____ Yes, I hereby expressly grant to St. Vincent de Paul School/Parish, and Diocese of Peoria the right, privilege, and license to use the picture or likeness of my child/ren in any photograph, movie, video production or any other forms of media publication and to use the verbal or written statements or declarations of my child/ren for the purpose of publicizing, fostering and promoting the school and its programs, or for any other purpose in furtherance of the mission of the school/parish, and the Diocese of Peoria.

Signature of Parent/Guardian

Date

Print name

- **OR** -

_____ No, I do NOT grant permission for St. Vincent de Paul to publicize my child's name, picture, etc. for any purpose or use.

Signature of Parent/Guardian

Date

Printed Name

Diocese of Peoria Field Trip Permission Form
(This form is required for all school field trips)

TO BE COMPLETED BY THE SCHOOL

Date of Trip:	Destination:
Departure Time:	Return Time:
Educational Purpose:	
Trip Supervisor (name of teacher, group leader, etc.):	Student Cost for Trip (if any):

TRANSPORTATION BEING PROVIDED (check all that apply):

School bus Private vehicle Commercial carrier Walking Other:

DRIVERS OF PRIVATE VEHICLES (check all that apply, if applicable):

Parents Teachers School staff Other:

PLEASE RETURN THE COMPLETED PERMISSION FORM WITH ANY MONEY DUE BY:

STUDENT AGREEMENT

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance. I will listen attentively to the supervisor's directions at all times. I understand that the school has the right to terminate my participation in the field trip at any time that is not appropriate and/or if I fail to follow the supervisor's directions.

Signature of Student

Date

MEDICAL INFORMATION

Does the student have any known allergic reactions or chronic illnesses? Yes No

If yes, please describe: _____

Will the student need to take any medication while on this trip? Yes No

If yes, list name of medication: _____

Name of Insurance Company: _____ Group Identification/Policy #: _____

Name of Primary Physician: _____ Physician's Phone # (including area code): _____

PARENTAL AUTHORIZATION

I request that my child, _____, be allowed to participate in the field trip listed above. I understand that this is away from the school/parish grounds, and I grant my consent to the method of transportation. I further understand that this trip involves unpredictable risks and dangers. If emergency medical treatment is required due to accident, injury or illness, and I cannot be reached, I hereby empower school officials to exercise their discretion to transport my child to a hospital emergency room or other medical facility and to sign any releases that may be required in order to obtain medical treatment for my child.

If private vehicles are used for transportation, I give permission for my child to (check all that apply, if applicable):

Ride with another parent Ride with teacher/staff Ride with another student Drive himself/herself

Signature of Parent

Date

Phone # (with area code) where I can be reached during trip: _____ (cell) _____ (work)

If I cannot be reached, please contact: _____ Relationship to student: _____ Phone #: _____

DRIVER INFORMATION (if applicable)

If private vehicles will be used for transportation on this field trip, please complete the following:

Yes, I will drive for the field trip. I can accommodate _____ students with seat belts. *Please note: if you have a front passenger seat, do not use that seat for a student.*

A copy of my driver's license is on file in the school office. Yes No

My automobile liability insurance carrier is: _____

Policy #: _____

Expiration: _____

(the minimum acceptable liability limit for private vehicles is \$100,000/300,000).

Sorry, I am not available to drive for the field trip.³⁵

TO BE COMPLETED AT HOME

ADDENDUM

POLICIES OF THE DIOCESE OF PEORIA

NOTE: In all cases where the policies of the Diocese of Peoria differ from the policies of St. Vincent de Paul, the policies of the Diocese will take precedent.

1. Inclusion of Students with Special Needs
2. Kindergarten and First Grade Admissions
3. Bullying
4. Possession or Use of Weapons or Look Alike Weapons
5. Harassment
6. Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests, Deacons, or by Lay Employees or Volunteers
7. Appeal and Review

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

All elementary and secondary schools of the Catholic Diocese of Peoria shall admit students with special needs whenever possible.

Each school shall have the responsibility to annually provide a minimum of one (1) in-service program for the teachers of the school on the subject of the inclusion of students with special needs into the regular classroom.

Catholic Diocese of Peoria Policy

Adopted: 7/94

Revised: 1/03

Reviewed: 9/07

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

The Section 504 Handbook shall be considered to be part of this Administrative Regulation and must be consulted by all elementary and secondary schools regarding the inclusion of students with special needs. In addition, schools should consider the following guidelines when enrolling special needs students at the local level:

1. The goal of inclusion requires the cooperation of the school and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a special needs student applies for enrollment, the administration and the parents/guardians should meet to define the student's special needs and the school's ability to meet those needs. This meeting might include a conference with the student.
3. In accordance with the procedure outlined in the Section 504 Handbook, an annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student's family.
4. The annual agreement should specifically identify the extent of the need for a teacher's aide for the student. The cost of a teacher's aide might need to be borne in whole or part by the student and his/her family, with such public or private assistance as may be obtained. Failure to reach agreement on these points in advance of the academic year may result in the student not being allowed to enroll.
5. The school, to the extent practical, should work with the student's family in exploring public and private agencies for financial, academic, and /or other assistance.
6. Extensive in-service programs should be given to educational commission members, faculty, and students on an annual basis or more frequently if needed.
7. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.

8. Failure of the student or his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) shall be grounds for dismissal.

9. "Inclusion" as used herein contemplates including the student in a normal classroom and classroom activities.

10. Some consideration of partial inclusion may be appropriate. Where some special services are available without charge to the family from the public schools or other sources (such as speech therapy, occupational therapy, etc.), these services might be coupled with part-time inclusion in the normal parochial school classroom.

Local schools may develop additional conditions for the inclusion of special needs students in their own schools. This should not be construed, however, as to encourage the setting of "quotas" or overly restrictive standards that violate the underlying philosophy of Policy D-105.

Office of Catholic Schools
Administrative Regulation
Issued: 9/07

D-112
P-CDOP

ADMISSION AGE

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year.

When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year.

Exceptions to age requirements may be made only at the discretion of the principal in consultation with the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

Catholic Diocese of Peoria Policy
Adopted: 2/71
Revised: 11/73; 5/78; 10/81; 1/86; 7/91; 1/03; 9/07

D-112
AR-OCS

ADMISSION AGE

It is expected that the admission ages defined by this policy will be followed. Any exceptions require the prior formal approval of the Superintendent of Schools. No exceptions will be considered without the recommendation of the administrator.

Any request for an exception shall be made in writing to the Superintendent of Schools by the principal. The request shall include:

1. Name of child and parents of the child for whom the exception is being asked.
2. Reasons for exception.

3. Summaries of measures used to determine readiness level.

4. Recommendation of the administrator.

The Superintendent of Schools will consider the judgment of the principal when granting exceptions. Therefore, the administrator retains the major responsibility for determining if a child younger than state regulation and/or diocesan policy allows may enter preschool, kindergarten, or first grade in a particular school. Before making a determination, the principal shall consider several facets of readiness: physical maturation including size, speech and motor skills; social maturity including behavior, language development; and mental age level.

Office of Catholic Schools
Administrative Regulation
Issued: 9/07

D-147
P-CDOP

BULLYING

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

Catholic Diocese of Peoria Policy
Adopted: 1/03
Revised: 9/07

D-147
AR-OCS

BULLYING

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

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. When appropriate, a parent information meeting on dealing with bullying issues will be offered.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they have acted correctly in reporting bullying.
6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.

7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

Office of Catholic Schools
Administrative Regulation
Issued: 9/07

D-150
P-CDOP

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

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

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

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

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

Catholic Diocese of Peoria Policy

Adopted: 4/04

Revised: 9/07

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call *911* and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:
 - Is the violation merely technical in nature (e.g. squirt guns)?
 - Was the weapon displayed or used in a threatening manner?
 - Has the weapon caused any harm, injury, destruction, or damage?
 - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
 - Did verbal threats precede the possession of the weapon?
 - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the canonical pastor shall be final (cf.D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.

11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.

12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:

- Possession and/or use is required as part of an authorized class or course
- Possession is part of an authorized school and/or class display or presentation
- Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
- Possession is authorized as a stage prop
- Possession and/or use is part of an authorized interscholastic sports activity

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Office of Catholic Schools
Administrative Regulation
Issued: 9/07

C - 401

DIOCESE OF PEORIA

HARASSMENT POLICY

POLICY

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

DEFINITION

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

PROCEDURE

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.

2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.
4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.
5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.
6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.
7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.

8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.
9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.
10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.
11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.
14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.
15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.

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

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

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

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

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

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

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

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

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

03/08

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

I. PREAMBLE

In accord with the “Charter for the Protection of Children and Young People”, the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers).

The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago.

They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

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

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

II. PROHIBITION OF SEXUAL ABUSE OF MINORS

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

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

III. CAVEAT AND OTHER OBJECTIONABLE CONDUCT

Even conduct that does not constitute sexual abuse may be offensive or may create misunderstanding or embarrassment. Experience has shown that actions by a priest or deacon with minors such as hugging, patting, tickling, or similar “horseplay,” even if intended innocently, may be misconstrued. Priests and deacons must be especially careful, therefore, to avoid such conduct, especially when other adults are not present.

The Diocese of Peoria will provide separately a Code of Conduct applicable to all personnel (use of such term includes volunteers working regularly with children) and all personnel will receive training regarding the Code of Conduct.

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

IV. DEFINITION OF SEXUAL ABUSE OF MINORS

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

V. DEFINITIONS

- “Credible” allegation, accusation, or information means that, under all the circumstances known at the time of the determination, a prudent person would conclude that there is a significant possibility that an incident occurred or has been perceived as having occurred.

- “Diocese” encompasses the Roman Catholic Diocese of Peoria in accord with canon 369 of the Code of Canon Law; all parishes and other inferior canonical juridical persons whose competent ecclesiastical superior is the Bishop of Peoria or Administrator of the Diocese of Peoria; The Catholic Diocese of Peoria

Corporation as chartered by the State of Illinois; all other corporations (including parish corporations) having the Bishop of Peoria or Administrator of the Diocese of Peoria as their presiding officer; and all institutions, agencies, and organizations sponsored by these canonical or civil entities.

- “Personnel” includes all persons (clergy, religious, and laity) who are employed by, or volunteer in any of the entities encompassed by the Diocese. Of special concern are those in supervisory capacities or in particularly sensitive areas, such as: those who work with or around children, the very elderly and the physically or mentally infirm, those who counsel others, and generally those who work with people who are less capable of protecting themselves.

- “Reasonable cause” means a prudent estimation based on trustworthy information that an incident occurred or has been perceived as having occurred.

VI. DISTRIBUTION OF POLICY

- A copy of this Policy will be posted on the Website of the Diocese.

- This Policy will be incorporated into all Diocesan personnel guidelines and printed in the Employee Handbooks.

- This Policy will be communicated to the competent ecclesiastical superiors of all members of religious institutes and societies of apostolic life who serve as personnel of the Diocese.

- All clergy, religious and lay staff of the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the sexual abuse policy of the Diocese. Pastors should inform parish employees/volunteers of this policy. Principals should inform all school employees of this policy. The Diocese shall so inform Diocesan employees.

- This policy shall be made known to alleged victims who report sexual abuse.

- This policy shall prevail over any contradictory policy or procedure in the Diocese.

- A signed acknowledgment of receipt and understanding as well as an agreement to be governed by this policy will be required of all personnel of the Diocese. The signed acknowledgments of receipt and understanding of these guidelines will be returned by the above personnel to the superior or supervisor and filed in the appropriate personnel file. All priests incardinated in the Diocese of Peoria will be required to have a signed acknowledgment of receipt and understanding on file in the Office of the Chancellor. A copy of the required acknowledgment is attached to this policy as Appendix A.

VII. MAINTENANCE OF SAFE ENVIRONMENT AND PASTORAL CARE FOR VICTIMS

A. SAFE ENVIRONMENT PROGRAM

1. In order to guard against incidents of sexual abuse of minors by personnel of the Diocese, the Diocese will establish and maintain a Safe Environment Program designed to prevent, identify, and respond to abuse, to provide appropriate education and training to Diocesan personnel about inappropriate behavior and about warning signs of possibly abusive behavior.

2. The Bishop of Peoria will appoint a Safe Environment Director, who will be charged with operation of the Safe Environment Program and education training and monitoring of programs.

3. The Office of the Chancellor will assist in developing a protocol to be followed to evaluate the background of all Diocesan personnel who have regular contact with minors in their ministerial or employment duties.

Depending upon the position involved, such background checks may include: fingerprinting, criminal records check, a records check through the Department of Children and Family Services, validation of Social Security number, verification of educational and professional degree(s), verification of previous employment, reference checks, mental health evaluation, illegal substance screening, and/or credit history check. The Office of the Chancellor in conjunction with other Departments of the Diocese of Peoria will develop specific criteria for background checks depending on the position involved.

B. ASSISTANCE TO VICTIMS

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

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

Medical, mental health, and spiritual assistance may be offered according to the specific situation presented.

3. Under the direction of the Victim Assistance Coordinator, competent counselors and social workers will offer to provide for appropriate assistance to persons who make a credible claim that any personnel of the

Diocese sexually abused them when they were minors. This outreach will be made regardless of whether the alleged abuse was recent or occurred many years in the past. The outreach will include the offer of counseling, spiritual assistance, support groups, or other social services agreed upon between the victim and the Diocese.

C. SEXUAL MISCONDUCT REVIEW BOARD

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

- i. Advising the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry or dismissal from employment or service to the Diocese as a lay person;
- ii. Reviewing Diocesan policies for dealing with sexual abuse of minors; and
- iii. Offering advice on all aspects of these cases, including the offering of assistance to victims whether retrospectively or prospectively.

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

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

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

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

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

IX. INVESTIGATION OF INCIDENT REPORTS AND INTERIM PROTECTIVE MEASURES

A. NOTIFICATIONS OF REPORT

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

B. REQUIREMENT OF INVESTIGATION

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

C. CONFIDENTIALITY

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

D. INTERIM MEASURES

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

E. INVESTIGATION OF INCIDENT REPORTS

1. Each reported incident will be promptly investigated under the direction of

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

2. The alleged offender shall be given the opportunity to rebut before the Bishop or his designee any evidence against him.
3. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines.

F. PROCESS FOR INVESTIGATION

1. When there is a report made or cause to believe that sexual abuse by a priest, deacon, lay employee or volunteer of this Diocese is threatened or has occurred, notice should be given immediately to the Chancellor, Patricia M. Gibson, at (309) 671-1550; Vicar General, Monsignor Paul Showalter, at (309) 671-1550; or the Victim Assistance Coordinator, Ann Slaughter, at (309) 635-2141. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or parish to whom such a report is made or who has reasonable cause to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.
2. Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.
3. All appropriate steps will be taken to protect the reputation of the alleged offender during the investigation. The alleged offender will be encouraged to retain the assistance of civil counsel (and in the case of a priest or deacon, canonical counsel).
4. If the alleged victim is not the source of the report, the Victim Assistance Coordinator will endeavor to contact the alleged victim to obtain information directly from her or him. The alleged victim and any other witnesses will be encouraged to submit a written description of the incident or incidents, but it will be made clear that the report will be investigated even without a written complaint.
5. The Victim Assistance Coordinator will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.

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

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

G. REPORT TO SEXUAL MISCONDUCT REVIEW BOARD

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

1. Unless the allegations are already well-known or unless personally identifying information is otherwise necessary, an anonymous reference to the alleged offender together with a description of the alleged offender's age, current clerical assignment and date of ordination, if applicable, and a general history of prior assignments;
2. An anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment;
3. A complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including:
 - i. The circumstances that led to the person's decision to make the report, especially if the alleged incident occurred a long time in the past; and
 - ii. Any professional psychological counseling or treatment the alleged victim has received that may be related to the alleged incident.
4. A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person);
5. A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report;

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

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

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

H. RECOMMENDATIONS BY REVIEW BOARD

After receiving the information obtained in the investigation, the Review Board:

May request that further information be pursued by Diocesan Officials, or immediately proceed to make a recommendation to the Bishop.

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

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

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

- i. A report of psychiatric or psychological evaluation of the alleged offender, if the alleged offender is willing to allow the release of such report to the Review Board;
- ii. A similar report from the alleged victim's professional psychiatric or psychological counselor, if the alleged victim is willing to authorize their release to the Review Board; or

iii. Additional specific information that still may be available.

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

- i. To remove the priest or deacon from the ministry, either by consent (including retirement) or in accordance with the procedures provided by canon law, if the priest or deacon contests the findings; or
- ii. To terminate the employment of a lay employee or to terminate the service of a lay volunteer.

I. DETERMINATION BY THE BISHOP

1. The Bishop of Peoria and his advisors will review the report reflecting the results of the investigation as well as the recommendations of the Review Board. If the alleged claim appears substantiated, then after consultation with competent Diocesan officials the Bishop of Peoria will instruct the Chancellor and/or Vicar General to notify the alleged offender of the Bishop's determination and the alleged perpetrator may be permitted to freely resign from his/her ministry, or may be relieved from the exercise of any function or responsibility or ministry and/or employment in the Diocese and placed on administrative leave pending the outcome of any further investigation, including an outside investigation, such leave to be with or without pay and/or benefits as the Bishop may decide.
2. If sexual abuse has been found not to have occurred, the alleged offender shall be reinstated or placed as the Bishop deems appropriate. The information obtained during the investigation shall be retained confidentially and apart from the alleged offender's regular employment file.
3. If a determination is made that sufficient evidence does not exist to warrant a finding, the Bishop (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
4. Notwithstanding any of the foregoing, the Diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.

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

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

K. NOTIFICATIONS OF DECISION

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

will immediately refer the matter to his proper Ordinary for deliberation or further action.

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

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

L. RECORDS

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

M. JURISDICTION

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

N. WAIVER OF PERIOD OF LIMITATIONS

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

O. ASSISTANCE OF COUNSEL

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

P. FINDING OF CULPABILITY

When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation of the Doctrine of the Faith will be notified. The Bishop will then apply the precautionary measures mentioned in canon 1722; that is, the Bishop will remove the offender from the sacred ministry or from any ecclesiastical

office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.

Q. SANCTION IN LIEU OF DISMISSAL FROM CLERICAL STATE

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

R. ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE ADMINISTRATIVE ACTION

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

1. To remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. (see canons 35-58, 149, 157, 187-189, 192-195, 277 §3, 381, 383, 391, 1348, 1740-1747); and
2. To limit, suspend, or terminate the employment of any “at will” lay employee and to terminate the service of any lay volunteer.

S. “SINGLE INCIDENT” POLICY

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

T. POSSIBLE ADMINISTRATIVE MEASURES

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

1. He may request that the offender freely resign from any currently held ecclesiastical office (cc. 187-189).
2. If the offender declines to resign and if the Bishop judges the offender to be truly not suitable (c. 149, §1) at this time for holding an office previously freely conferred (c. 157), then he may remove that person from office observing the required canonical procedures (cc. 192-195, 1740-1747).

3. For a cleric who holds no office in the Diocese, any previously delegated faculties may be administratively removed (c. 391, §1 and 142, §1), while any *de lege* faculties may be removed or restricted by the competent authority as provided in law (e.g., c. 764).
4. The Bishop may also judge that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to be allowed to celebrate the Eucharist with no member of the faithful present (c. 906); for the good of the Church and for the priest's own good, the Bishop may urge the priest to celebrate the Eucharist only under such circumstances and not to administer the sacraments.
5. Depending on the gravity of the case, the Bishop may dispense the cleric from the obligation of wearing clerical attire and may prohibit him from doing so (cc.85-88, 284).

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

U. LOSS OF THE CLERICAL STATE

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

V. RESTRICTION ON TRANSFERS BETWEEN DIOCESES

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

X. TRANSPARENCY AND OPENNESS; PROTECTION OF PERSONAL PRIVACY

AND REPUTATION

A. DANGER OF FALSE ALLEGATIONS

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

B. PUBLICATION OF DIOCESAN ACTION

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

C. CONFIDENTIALITY AGREEMENTS

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

D. OUTREACH TO AFFECTED PARISHES

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

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

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

XI. OCCUPATIONS REQUIRED TO REPORT INCIDENTS OF CHILD SEXUAL

ABUSE OR MALTREATMENT OR ENDANGERMENT

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

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APPEAL AND REVIEW

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

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

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

Catholic Diocese of Peoria Policy

Adopted: 5/00

Revised: 1/03

Reviewed: 9/07

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APPEAL AND REVIEW

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

This letter must clearly cover each of the following points:

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

The governing pastor or pastors' board, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

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

Catholic Diocese of Peoria
Administrative Regulation
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