



ST. VINCENT
DE PAUL

CATHOLIC SCHOOL
PRAY. LEARN. LEAD. TOGETHER.

Parent/Student Handbook

2023-2024

Peoria, Illinois

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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.

RIGHT TO LIFE STATEMENT

St. Vincent de Paul Catholic Parish and 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: 05/2006)

FULL RECOGNITION STATEMENT

St. Vincent de Paul obtained **Full Recognition by the State of Illinois** under the guidelines for Recognition of Non-Public Elementary Schools on March 2022. The school has met the standards set by the Illinois State Board of Education and fulfilled application requirements.

PARENT-STUDENT HANDBOOK

RIGHT TO AMEND INFORMATION

The Parent-Student Handbook reflects current student policy. The formation of local school policy is the direct responsibility of the administration and will follow policies established by the Diocese of Peoria, the Bishop of Peoria, and the Office of Catholic Schools.

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

The Principal, in consultation with the Pastor of the parish, has the right to establish or change policy as deemed necessary. The Pastor of St. Vincent de Paul Parish is the final recourse in all disciplinary situations, and after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.

Please sign and return the “Signature Form” which verifies that you have read this handbook, that you agree to abide by all of its policies and guidelines, and that you have reviewed it with your child.

THE ADMINISTRATION

Administration in the *Parent/Student Handbook* shall be referred to as (the Pastor and the Principal).

PARENTS AS PARTNERS

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

(Adopted: 6/13)

GENERAL SCHOOL COMPLIANCE

The school agrees to comply with any other applicable State or federal law or regulatory requirement.

(Adopted: 03/2022)

MISSION STATEMENTS

ST. VINCENT DE PAUL CHURCH

St. Vincent de Paul Roman Catholic Congregation is a vibrant Christian Community within the Catholic Diocese of Peoria, Illinois. It is our role within the local Church to assist the Bishop and his administration to teach, govern, and sanctify the People of God within our membership. This task, given to us by Christ Himself, may be institutionally accomplished in three ways:

- By community celebration of our rich heritage of prayer developed over the centuries within the Roman Rite of the Church.
- By the proper celebration of the seven sacraments given to us for our sanctification.
- By the faithful education of our youth into the doctrines and practices of the faith.

ST. VINCENT DE PAUL CATHOLIC SCHOOL

St. Vincent de Paul Catholic 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 Catholic School – Philosophy Statement

St. Vincent de Paul Catholic 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 Catholic 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 Catholic 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.

St. Vincent de Paul - Statement of Goals

St. Vincent de Paul Catholic 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 in-service, 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)

EDUCATION COMMISSION

The Education Commission is an advisory group that promotes the participation of St. Vincent de Paul Parish in the educational mission of the Church. They may make recommendations to the Principal and the Pastor about how to fulfill this mission.

ADMISSION POLICIES/PROCEDURES

NON-DISCRIMINATION POLICY

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

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

(Reviewed: 9/2007, 7/17 – CDOP Policy D-111)

PRIORITY FOR ADMISSION (K-8)

Admission will be based upon the following Parish criteria:

1. First priority for admission is given to children with siblings already attending St. Vincent de Paul Catholic School who are in good standing with the school.

2. Second priority will be given to children of registered and participating members (defined below) of St. Vincent de Paul Catholic Church.
3. Third priority will be given to children of registered and participating members of other Catholic parishes.
4. Fourth priority will be given to children of families who are non-registered/non-practicing Catholics.
5. Fifth priority will be given to children of families from other religious denominations or faith backgrounds.

State of Illinois Admission Requirements

Students in 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.

All students must be in compliance with state physical examinations and immunization requirements. (See specifics under student health).

Required at Time of Application

1. Birth Certificate
2. Baptismal Certificate (if Catholic)
3. Previous school transcript(s) and copy of standardized test scores (if transferring from another school)
4. Letter of confirmation of registration/participation from home parish (if Catholic)
5. \$100 non-refundable application fee
6. Proof of medical exam and record of immunizations must be submitted by all new students before school begins. Additional medical/dental/vision exam requirements apply for certain grade levels.

As part of the admission process, families agree to maintain a commitment to the mission, goals, and religious values of St. Vincent de Paul Catholic School through support of the policies outlined in the parent-student handbook. Students transferring to St. Vincent de Paul Catholic School from other schools will undergo a screening process to ensure that the student's previous record and reason for transfer are consistent with St. Vincent de Paul Catholic School's mission and goals. Transferring students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules). In addition, if the information gathered indicates that St. Vincent de Paul Catholic School does not have the educational program to best serve the academic, behavioral, or social/emotional needs of the student, the student will not be accepted for admission. Any student with an Individual Education Program (IEP) must submit the IEP for review at the time the application is submitted.

Every Catholic is expected to join their parish community at Mass each Sunday and Holy Day to give thanks and praise to God. St. Vincent de Paul Catholic School offers a tuition discount to members of St. Vincent de Paul Catholic Church who are active participants. Because the parish makes this tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted "parish member" rate, families must observe the following requirements:

1. Be a registered parishioner at St. Vincent de Paul Catholic Church.
2. Participate in the celebration of Mass each Sunday and Holy Day.

3. Annually renew their sacrificial giving pledge to the parish by submitting a Vocare card.
4. Participation in at least one additional parish or school activity or ministry (e.g. lector, bible study, food pantry volunteer, Women's Guild, Men's Club, etc.).

Parishioner status will be monitored each December and June. Families who fail to maintain active parish membership at St. Vincent de Catholic Church will be charged the standard (non-parishioner) tuition rate beginning the next semester.

(Revised: 6/2018)

TRANSFERS

Students applying for admission in Grades 1-8, if requested, must grant permission for the sending/home school to provide a copy of the current report card, standardized test results, discipline record, and the opportunity to interview the sending school Principal. An interview with the parents, new student, and Principal is part of the admission process.

Probationary Statement

Any new student shall be on probationary status for one quarter.

Transferring Out of St. Vincent de Paul

If parents find it necessary to transfer their children to another school, they should notify the school in advance so that all records, reports, and accounts may be taken care of properly:

1. Parents must sign the necessary forms for release of records.
2. Student records will be mailed to the school to which the child is transferring upon request of that school for records.
3. Fees are non-refundable.
4. Tuition refund is prorated and will be handled through the business office of St. Vincent de Paul Church.

Special Needs Students

Parents of children enrolled in St. Vincent de Paul School are required to inform the school of any health problem, disability, or special needs and produce **updated** documentation from either a health care provider, physician, or school district learning plan (504, IEP, ISP, etc.). The school will make every effort to provide reasonable accommodations within the confines of its limited staffing resources.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Vincent de Paul reserves the right to terminate enrollment of the child. Additionally, if something happens to a child while enrolled in St. Vincent de Paul Catholic School, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, St. Vincent de Paul reserves the right to review and discuss the continued enrollment of the child.

If a child is found to be a danger to him/herself or to others, the school reserves the right to terminate enrollment of the child.

Parents of students wishing to be admitted to St. Vincent de Paul from other schools who have previously received special education services must sign a waiver from receiving the special education services or special services that St. Vincent de Paul cannot provide.

FACTS SCHOOL INFORMATION SYSTEM & TUITION MANAGEMENT

FACTS School Information System (SIS)

FACTS School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! This is the school system used for all student/family demographic information, most email communications, web forms, lunch information, access to FACTS Tuition Management and many other items.

FACTS SIS's Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

After you register, the school will enter your email address into the FACTS SIS database. To Create an Account:

1. Go to www.factsmgt.com.
2. Click **Family Log In, FACTS Family Portal**.
3. Click **Create a New Family Portal Account**.
4. Enter our school's **District Code: SVDP-IL** Enter your email address. Click **Create an Account**. An email is then sent to you.
5. Click the **Click to change password** link. This link is only valid for 30 minutes.
6. A web browser displays your Name and FACTS SIS ID.
7. Type a **User Name, Password** and **Confirm** the password.
8. Click **Save Password**. A message displays at the top of the browser, "**User Name/Password successfully updated.**"

You can now log into Family Portal using your new User Name and Password.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.

FACTS Tuition Management

Per the diocese instruction SVdP has partnered with FACTS, a tuition management company, whose services are used by over 13,000 schools. FACTS provides incidental billing that allows payments such as tuition, CARE, lunch, field trips, athletics, etc. to be put on the system.

Tuition and Fees Payments

Families will be able to pay their tuition in one of 5 ways:

1. Payment in full due in July
2. Semi-annually July/January-\$20 yearly family fee
3. 9 monthly payments beginning in September - \$50 yearly family fee
4. 11 monthly payments beginning in July - \$50 yearly family fee
5. 12 month payment plan starting in July - \$50 yearly family fee

Full payments will have the option to pay FACTS by Automatic Withdrawal or credit card (MasterCard, Discover, Visa, or American Express 2.95% “service fee”).

The semi-annual and monthly payments will be processed by FACTS in one of two methods. The first is having your payment withdrawn from your bank on the 3rd, 10th, 17th of the month. The family can select the date.

Parents can also use a credit card. Payments are also made on the 3rd, 10th, 17th and can be made by using Visa, MasterCard, Discover, or American Express. These credit card payments will have a “service fee” of 2.95%.

Parents can view all of their payment activity online, change payment method from month to month, make additional payments, and view previous / upcoming payments. Parents will also be able to view and print Tax Credit Statements from FACTS.

One of the universal challenges in Catholic education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the service of the FACTS Tuition Management and also why the Diocese has mandated the use of a company. With FACTS, St. Vincent de Paul still maintains all decision-making control.

ALL SVdP families **MUST** sign-up in FACTS to set up their payment plan. This is not an option. This policy includes parish families who participate in the FACTS – GRANT and AID program (see below, SPECIAL ARRANGEMENTS).

STEPS TO SIGN-IN TO FACTS TUITION MANAGEMENT

- 1) Log into FACTS SIS Family Portal
- 2) On the (L) side of the Home page, select “FINANCIAL” tab
- 3) On the FACTS Home page, far (R) box, select “Set up a Payment Plan” tab

TUITION AND FEES

Pre-K Tuition Rates and Fees

Parish Members - Tuition for the preschool is established annually. For the 2023-2024 school year, tuition and fees for St. Vincent de Paul parish members are as follows:

- **5 day Pre-Kindergarten** - Half-Day - \$244.17/monthly (12), \$266.36/monthly (11),
(and **Parish Member 3 y/o's**) \$325.56/monthly (9), \$1,465.00/semester,
\$2,930.00/annually
All Day - \$391.67/monthly (12), \$427.27/monthly (11),
\$522.22/monthly (9), \$2,350.00/semester,
\$4700.00/annually
- **3 Day 3 Year-olds** – Half Day - \$190.83/monthly (12), \$208.18/monthly (11),
\$254.44/monthly (9), \$1,145.00/semester,
\$2,290.00/annually
All Day - \$308.75/monthly (12), \$336.82/monthly (11),
\$411.67/monthly (9), \$1,852.50/semester,
\$3,705.00/annually
- **2 Day 3 Year-olds** – Half Day - \$162.92/monthly (12), \$177.73/monthly (11),
\$217.22/monthly (9), \$977.50/semester,
\$1,955.00/annually
All Day - \$261.25/monthly (12), \$285.00/monthly (11),
\$348.33/monthly (9), \$1,567.50/semester,
\$3,135.00/annually

Non-Catholic/Non-Parish Affiliated Rate - Tuition for families who are Non-Catholic or Non-Parish Members for the 2023-2024 school year are as follows:

- **5 day Pre-Kindergarten** - Half-Day - \$313.33/monthly (12), \$341.82/monthly (11),
\$417.78/monthly (9), \$1,880.00/semester,
\$3,760.00/annually
All Day - \$505.83/monthly (12), \$551.82/monthly (11),
\$674.44/monthly (9), \$3035.00/semester,
\$6070.00/annually
- **3 Day 3 Year-olds** – Half Day - \$245.83/monthly (12), \$268.18/monthly (11),
\$327.78/monthly (9), \$1,475.00/semester,
\$2,950.00/annually
All Day - \$381.25/monthly (12), \$415.91/monthly (11),
\$508.33/monthly (9), \$2,287.50/semester,
\$4,575.00/annually
- **2 Day 3 Year-olds** – Half Day - \$207.92/monthly (12), \$226.82/monthly (11),
\$277.22/monthly (9), \$1,247.50/semester,
\$2,495.00/annually
All Day - \$336.25/monthly (12), \$366.82/monthly (11),
\$448.33/monthly (9), \$2,017.50/semester,
\$4035.00/annually

Pre-K Cafeteria Fee

The cafeteria fee for children enrolled in all-day preschool will be charged in Facts Tuition Management. This fee is \$25.00 for the school year.

Tuition remains the same regardless of your child’s attendance regularity, holidays, and other closings. No tuition reminders will be given. For tax purposes, annual records of tuition payments are maintained and statements will be available to you through FACTS Tuition Management. If tuition is outstanding at the end of the semester, the child may be prevented from enrolling in the preschool or school for the upcoming semester.

No refunds of tuition or fees are given when a child is withdrawn from the program. Operating costs require full enrollment.

K-8 Tuition Rates and Fees

Parish Members

St. Vincent de Paul Catholic School is supported by the entire parish, with the parents/families of enrolled students assuming a portion of the educational costs for their child(ren). Tuition increases allow us to support our faculty with appropriate compensation for their work. In short, every student enrolled at St. Vincent de Paul Catholic School is on a partial scholarship.

TUITION 2023-2024

# of Children	Cost-Per-Student	<u>TUITION</u>	Scholarship <i>(Savings to family from parish)</i>
1	\$6,800	\$5,240	\$1,560
2	\$13,600	\$7,715	\$5,885
3	\$20,400	\$9,880	\$10,520
4	\$27,200	\$11,285	\$15,915
5+	\$34,000	\$12,680	\$21,320

SCHOOL FEES 2023-2024

<u>SCHOOL FEES</u>	Amount
Technology Fee	\$150 per family
Student Fee	\$250 per student

Non-Catholic/Non-Parish Affiliated rate \$6,800 tuition plus \$400 fees for \$7,200 total per student.

COMBINED TUITION AND SCHOOL FEES 2023-2024

# of Children	Total TUITION for all Children*	Total FEES for all Children*	ANNUAL	SEMI-ANNUAL	MONTHLY		
					9 Sept-May	11 July-May	12 July-June
1	\$5,240	+ \$400	= \$5,640	\$2,820.00	\$626.67	\$512.73	\$470.00
2	\$7,715	+ \$750	= \$8,465	\$4,232.50	\$940.56	\$769.55	\$705.42
3	\$9,880	+ \$900	= \$10,780	\$5,390.00	\$1,197.78	\$980.00	\$898.33
4	\$11,285	+ \$1,150	= \$12,435	\$6,217.50	\$1,381.67	\$1,130.45	\$1,036.25
5+	\$12,680	+ \$1,400	= \$14,080	\$7,040.00	\$1,564.44	\$1,280.00	\$1,173.33

** It is necessary that each family benefiting from the dedication of the parish-at-large be an active member of the community through the sharing of talent and treasure. Since the scholarships (reduced tuition) are a benefit of belonging to our Parish, it is understood that Mass attendance and Sunday giving will be used regularly for the support of the Parish, according to the means of each family.

School Fees

Fees do not include the non-refundable registration fee of \$100 per family which must be paid in advance when registering as a new student or re-enrolling as an existing student.

Arrearages

Arrearages would only occur because of insufficient funds in an account.

- Arrearages that exist at the time of report card distribution could result in the report card being withheld from the student(s) and not allow a Parent/Teacher conference to be held.
- Arrearages 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 next school year, respectively.

Special Arrangements (FACTS)

FACTS – GRANT AND AID APPLICATION exists for the equitable assessment of parish families in particular need. Those parish families believing that their particular situation warrants a further reduction in tuition must FIRST apply for the John Lancaster Spalding Scholarship using the FACTS Grant & Aid Assessment to meet all the requirements for tuition financial assistance. **Your FACTS application is due according to diocese deadline for the John Lancaster Spalding Scholarship as well as from the parish.** The results of the FACTS findings will be reviewed by the Pastor of St. Vincent de Paul and a representative of the St. Vincent de Paul Finance Commission. Following the review, each applicant family will be notified of their applicable tuition reduction. The reduced tuition level is paid through FACTS Tuition Management.

PROGRAMS

FAITH FORMATION

The goal of the Religion Department of St. Vincent de Paul Catholic School is to provide experience and instruction in the Catholic faith so that the graduate of St. Vincent de Paul 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: 5/2006)

Liturgy

Students in grades K through 8 participate in all-school celebrations of the Eucharistic liturgies on Fridays and Holy Days. Student plan and participate in the liturgy under the direction of the homeroom and religion teacher.

All parents, including Non-Catholic parents, are invited to join in these activities.

Sacrament of Penance

The sacrament of Penance is celebrated at least three (3) times during the year for students in grades three (3) through eight (8).

Rosary, Stations, and Adoration/Benediction

Teachers prepare students to pray the Rosary and Stations of the Cross. The Rosary is recited at least six times a year by the entire school. Stations are prayed three times during Lent under the direction of the parish priest or religion teachers. Adoration takes place throughout the day every Tuesday and ends with 3pm Benediction. (Updated 6/19)

Sacramental Preparation Programs

Parents are expected to participate with their children in preparing for the sacraments of Penance and Eucharist (grade 2) and the sacrament of Confirmation (grade 8). The coordinator of Parish Religious Education notifies teachers and parents in advance of the dates, times, and process of these special parent-student preparations. Students in a seventh and eighth grade participate in a retreat in preparation for Confirmation.

Retreats and Service Hours

Students will participate in Religious Retreats before First Communion, Confirmation, and Graduation. Students will be required to perform twenty (20) service hours during their preparation for Confirmation.

Reviewed: 5/06, 6/13

Virtue Formation/Chastity Education

We believe that parents are the primary educators of their child(ren). This school collaborates and assists the parents in this process. Chastity education is not synonymous with “sex education.” Chastity education is an overall education in virtuous behavior which the Catholic school has traditionally integrated into its total curriculum. St. Vincent de Paul Catholic School encourages parents to be the first formator of their children in chastity and will provide parents with resources to assist them with this important task.

Faith Assessments

The diocesan religion assessment, *Assessment of Religious Knowledge*, (ARK) is given to students in grades 2 and 8 in the spring semester. During the school year teachers evaluate students in all grades through written and verbal assignments, reports, tests, and projects. Students are given grades in Religion on their report cards.

Catholic Schools Week

The last Sunday of January begins Catholic Schools Week, which is a national celebration of Catholic Education. Liturgy is offered and parents, grandparents, parish and community are invited.

Parent Obligation

Parents have an obligation, not only to insure 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: 05/2006, Updated 05/2021)

ACADEMIC

St. Vincent de Paul follows curriculum guides with state student performance descriptors for each grade level. The Diocesan Office of Catholic Education, Region I Schools, and St. Vincent de Paul School faculty have aligned content for each subjects area based on national Common Core Standards.

Response to Intervention

St. Vincent de Paul Catholic School will offer a school-wide support system to try and meet all students' academic and behavioral needs through a Response to Intervention (RtI) framework. To ensure that our students succeed, high quality, research-based curriculum and instruction will be provided through differentiated instruction that is matched to student's needs. The use of research-based interventions and strategies, problem solving, ongoing progress monitoring, and evaluation of outcomes will ensure that all students will be provided the opportunity to succeed to their full potential.

Outcomes

- A common vision of teaching and learning will be evident in all classrooms.
- The curriculum will be aligned with the Common Core Standards.
- Classroom instruction will be differentiated to meet the needs of all students.
- Use of the RtI process will result in improved achievement, behavior, confidences and independence for all students.
- The RtI process will focus on prevention, early intervention, problem solving, continuous progress monitoring and data based decision making.
- Research-based interventions, strategies, and assessment tools will be utilized and documented.
- The school culture will promote trust, collaboration, and a shared responsibility for student learning across all grade levels and stake holders.

- The school staff will systematically evaluate the effectiveness of the core curriculum and make adjustments, as needed, based on an analysis of the data.

Academic Testing

The Measures of Academic Progress (MAP)

The Measures of Academic Progress (MAP) test is a state-aligned computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP test is administered three times a year – at the beginning (fall), middle (winter), and end (spring) – to measure student growth annually in grades Kindergarten through eighth (8). The content areas of reading, language usage, mathematics, and science are tested.

The cumulative results of all of these tests are analyzed by the Principal and faculty and used in planning curriculum and instruction.

Reporting Academic Progress

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 skills and concepts unique to that curriculum. St. Vincent de Paul has software that enables teachers to customize the report card to their needs. The principal must approve all customized report cards.

Grades and Grading

Grade K-1 (Academic Marking Code):

- S = Satisfactory
- I = Improving
- U = Unsatisfactory

Grade 2 (Academic Marking Code):

- S+ = 94-100
- S = 86-93
- S- = 76-85
- U = 75-0
- P = Progress shown, but working below grade level

Grade 2 (Performance/personal development code):

- + = Very Good
- = Satisfactory (blank)
- X = Showing Improvement
- # = Improvement Shown, More Needed
- NI = Needs Improvement
- I = Incomplete
- NA = Does Not Apply This Quarter

Grade 3 through 8 (Academic Marking Code):

- 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

Grades 3 and 4 (Performance/personal development code):

+ = Very Good
 = Satisfactory (blank)
 X = Showing Improvement
 NI = Needs Improvement
 NA = Does Not Apply This Quarter

Grades 5 through 8 (Performance/personal development code):

+ = Very Good
 = Satisfactory (blank)
 I = Improving
 N = Needs Improvement

- Attendance/punctuality shall be reported for each grading period.
- A statement regarding grade placement shall be included on the last report card of the school year.
- A system is in place for ensuring that parents receive the report card.
- 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.

Middle School Point Scale (Based on Notre Dame High School)

100-99	A+	4.33
98-96	A	4.00
95-94	A-	3.67
93-92	B+	3.33
91-88	B	3.00
87-86	B-	2.67
85-84	C+	2.33
83-78	C	2.00
77-76	C-	1.67

75-74	D+	1.33
73-70	D	1.00
69-68	D-	0.67
67-Below	F	0.00

Report Cards

The report card at every grade level shall include a general evaluation of the following subjects:

Religion	Spelling	Science and STEM	Music
Reading	Mathematics	Technology	Physical Education
English	Social Studies	Foreign Language (6-8)	Art

Report cards are emailed four times a year (every nine weeks). If a child is performing unsatisfactorily, parents will be notified at mid-quarter, or sooner, if necessary. Parents are encouraged to check their student's grades in Family Portal.

Reviewed: (05/2006, 06/2018)

Recognition of Achievement

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 – 3.9 grade point average)
- COMMENDED (achieving a 3.0 – 3.4 grade point average)

(Reviewed: 05/2006, 05/2008)

Homework

Philosophy and Purpose

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: 05/2006)

Field Trips

Educational Field Trips

St. Vincent de Paul 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 and behavioral reasons. If parents are driving students for a field trip they must have completed not only a Criminal History Background Search form, a DCFS Child Abuse and Neglect Tracking System (CANTS) form, and Safe Environment program, but also must view the Safe Driving video and turn in their certificate of completion to the school office for their files.

E-Learning Plan

In the event of an emergency closing due to weather, health issues, or other emergency approved by the superintendent, St. Vincent de Paul Catholic School has the option of providing an E-learning day. Teachers will deliver the student's instruction and feedback electronically. Our goal is to provide developmentally appropriate lessons while still maintaining relationships with the students that supports an effective learning environment. **The E-Learning Plan** outlines the specific responsibilities of teachers, parents, and students on E-learning days.

Student and Parent Expectations:

- Students assignments will be given through their school assigned Google account.
- Parents and students should contact their teacher by email if there are any questions or concerns about an assignment.
- Some assignments will require online resources. These sites will be explained in their assignments. Flipgrid, SeeSaw, Google Meets, IXL Math and Reading, Epic, Wonders online, Zearn, Class Dojo, Scholastic, Ed Puzzle, Khan Academy, Eureka Math (Great Minds) are just some of the possible online resources teachers may use.

- Students submit their assignment by the deadline posted by that teacher for that specific assignment. We know, especially in the younger grades, that parents who have their own work and household responsibilities are assisting their child(ren) in the E-Learning process. The teachers will be flexible and understanding. Please contact your child's teacher if accommodations need to be made.
- Some assignments may be submitted by taking a picture of the finished assignment. The teacher will specify the mode of submitting the assignment when it is assigned.
- All teachers will use Google Meet as the platform for live classes, small group meetings, individual meetings, and office hours. For those unfamiliar with this format, a video will be sent to acclimate you to the procedures to access it.
- The homeroom teacher will email the parent with the schedule for the e-learning day.
- For all virtual meetings, students are required to be in attendance. The same classroom rules and expectations will apply virtually as in person. Points will be given for attendance and participation in a virtual meeting. Appropriate clothing is required and **the student's face must be visible**. The teacher will control the muting of students while encouraging students to fully participate.
- The student's assignments during the E-Learning period will all have a direct correlation to the standards being taught at the time in that class.
- If there are technology issues, notify the teacher immediately. Every effort will be made to resolve the issue and/or to arrange an alternative means for learning. (See "Technology" section of this document)

Attendance:

Submit attendance using the procedure below:

- An attendance link will be sent to the parent's email at 8:15am every morning.
- Click on the link to complete the attendance form anytime from 8:15am-10:00am.
- If your child is ill and unable to complete that day's work, email the office at: svdpoffice@svdpvikings.com by 10:00am.
- If we do not hear from you for the attendance, we will make every effort to notify the parent to verify attendance. If we cannot make contact with the parent then your child will be marked as absent that day.

Grading:

- In-person grading policies will apply for E-learning. Please consult the handbook for policies.
- A participation grade will be given for student attendance and participation in Google Meets classes.
- Assessments are expected to be completed and submitted by the student. All forms of cheating of any kind will result in consequences outlined in our handbook. Copying and plagiarism are forms of cheating.
- If an assignment does not meet up to the expectations of the requirement, the teacher may return work to be revised or completed, or may require a one on one virtual meeting.

Until the student returns the completed work, the student will have an incomplete/missing assignment.

- In the event that a student appears to be working below grade level expectations, teachers will provide interventions, such as one on one virtual instruction or recompletion of assignments to assist the student.

Technology:

- All students are required to take home and use their school-issued Chromebook during an extended E-Learning period.
- All Technology Use rules apply to use of school computers at home.
- Staff will monitor student Chromebook use through Go Guardian for Grades 3-8. Teachers receive notifications any time a student attempts to view or engage in anything inappropriate while using the device. Should this occur, the students family will be contacted and disciplinary actions will take place on the specific situation.

Student Support Services:

- Our Special Services Teacher will work to support our students with ISP’s and/or learning challenges.
- Every effort will also be made by the teacher to support any of the students that have difficulty in their individual classes.
- School Mass is Friday, 9:15 AM. We will make every effort to live stream the Mass for home viewing.

(Adopted 11/2020, Revised 6/2022, 11/2022, 6/2023)

STUDENT RECORDS

Examination of Student Records by Parents

A parent who requests to examine records of their child(ren) may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal sign a form indicating that such a review has taken place. This form is then placed on file. The birth certificate on file should be the legal birth certificate issued by the State of Illinois.

Transfer of Student Records

School records are transferred between schools. Elementary schools use the student transfer form when transferring student records. Parents sign a release form and records ordinarily are mailed to the new school immediately. Official records may be retained until outstanding fees have been paid to the school/church. Transfer of records cannot be completed if the previous parish/school is withholding records.

RIGHTS OF NON-CUSTODIAL 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. St. Vincent de Paul 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: 05/2006)

STUDENT CLASS PLACEMENT

Teacher/Principal Procedure

Student placement in a homeroom class is directed and decided by the Principal in consultation with teachers. A parent may express to the Principal any concerns he or she may have about his/her child's placement for the subsequent school year by May 15. Parents may not request a particular teacher.

Promotion/Retention of Students

St. Vincent de Paul Catholic 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 decisions 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 to which that each grade level should adhere. 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 Catholic School will uphold the previous school's grade placement.

(Adopted: 4/2002 Reviewed: 5/06)

CO-CURRICULAR INFORMATION

Statement of 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 Catholic School by the Christian faith that we display at each extracurricular function.

The purpose of the athletic programs at St. Vincent de Paul Catholic 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.

Athletic Programs

St. Vincent de Paul Catholic School Extra-Curricular Handbook

Additional information and full policy can be found in the "St. Vincent de Paul Catholic School Extra-Curricular Handbook," which can be found on the website at www.svdpvikings.com under the *Athletics* link or in the school office.

Participation

St. Vincent de Paul Catholic 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.

An Athletic Participation Fee may be required for some sports.

(Adopted: 9/89 Revised 9/97, 9/97, 5/08, 6/09, 5/13)

Programs

St. Vincent de Paul offers the following sports programs:

Golf	IESA	Grades 6-8 (Girls/Boys)
Soccer	PPSA	Grades 1-8
Cheerleading		7 th & 8 th Grade Girls
Basketball	IESA	Grades 5-8 (Girls/Boys)
Volleyball	IESA	Grades 5-8 (Girls)
Track	IESA	Grades 6-8 (Girls/Boys)

Cross Country	IESA	Grades 5-8 (Girls/Boys)
Baseball	IESA	Grades 5-8 (Co-op)
Softball	IESA	Grades 5-8 (Co-op)
Wrestling	IESA	Grades 5-8 (Co-op)

Other Opportunities

In addition to Athletics, there are numerous other co-curricular opportunities offered to St. Vincent de Paul students. These include: Art Club, Chess Club, Drama, Scholastic Bowl (IESA), Lego League, Declamations, Band, Scouting, Student Council, and Viking Voices. Information about all of these activities is located on the St. Vincent de Paul website under *Student Life, Activities/Programs* tab. Eligibility requirements and behavior guidelines outlined below apply to all co-curricular activities.

GUIDELINES FOR PARTICIPATION IN ATHLETIC/CO-CURRICULAR ACTIVITIES

Eligibility Guidelines and Requirements

Age Eligibility

Teams will be compiled of same gender individuals.

- 8th grade students shall not have reached their 16th birthday prior to the beginning date of practice.
- 7th grade students shall not have reached their 15th birthday prior to the beginning date of practice.
- 6th grade students shall not have reached their 14th birthday prior to or during the season of the sport the athlete is participating in.

Academic/Behavioral Eligibility

Eligibility of the students will be determined by the Principal. To maintain eligibility:

- A student will not fail any of the academic subjects, including Religion. Mid-term first quarter grades and weekly grades thereafter will be used. Students failing to meet academic standards will be suspended from practice and games until grades meet the academic standards. Suspensions will be from Monday through Saturday with notification given to the student on Friday or last day of the school week. Students that become ineligible will be monitored weekly for the remainder of the season. If a student is ineligible three times within the school year, they will not be eligible to participate in ANY extra-curricular activities that follow the third ineligibility offense.

EXAMPLE:

1. A student is ineligible during fall golf, again during winter basketball, and again for spring track, they will no longer be eligible to participate in ANY extra-curricular activities.
 2. If a student is ineligible three times during the same sport season, they would be ineligible for ANY extra-curricular activities that would follow.
- A student will cooperate with home and school in maintaining academic standards and Christian conduct.
 - A student will conduct himself/herself in a manner appropriate as a student of St. Vincent de Paul. The highest ideals of a young Christian man or woman should always be exemplified. As a team member, the student must understand that his/her

actions, works, and behavior reflect on him/her, the team, and St. Vincent de Paul School.

- A student will follow the directions and instructions given by the coach or moderator. Coaches and moderators are responsible for making the decisions and participants are responsible for executing those decisions.
- A student will ensure that academic work is completed, preparation for tests takes place, and proper conduct at school is maintained.
- Use or possession of tobacco, alcoholic beverages, drugs and/or look-alike drugs will result in immediate dismissal for all extracurricular participation for the school year.
- Any student involved in theft/stealing will result in immediate dismissal for all extracurricular participation for the school year.
- Attending a social function where alcoholic beverages and/or look-alike drugs are being consumed illegally will result in:

First offense – 20 school day suspension from extracurricular participation

Second offense – immediate dismissal from extracurricular participation

- Any violation of school rules or gross misconduct which results in a suspension from school or an in-school suspension will result in a suspension varying from participation from extracurricular activities until the school suspension or in-school suspension is served to immediate dismissal from all extracurricular activities. Final determination will be made by the Principal.

BEHAVIOR GUIDELINES FOR SCHOOL FUNCTIONS

Parent assistance and supervision are needed to guarantee both student safety and better control at school functions. Children should be made aware of the following:

Safety

- Under no circumstances should students be climbing on the roofs of the school building.
- Under no circumstances should children be outside the school building without adult supervision.
- The blacktop near the gym door is not a play area while it is being used as a parking lot or for play after dark.
Students attending school and school-sponsored events are expected to remain in the building and NOT wander in and out during the time of the event.
- Students in the fourth grade and younger must be accompanied by an adult at extracurricular activities (such as volleyball and basketball games).
- The following areas are OFF LIMITS for all students at all times and at all functions:
 - under the bleachers
 - in the kitchen
 - on the stage
 - “Habitat”
- All students should be aware that their conduct represents St. Vincent de Paul Catholic School and that good conduct is expected and required to make any event successful.

OPERATIONS

ATTENDANCE GUIDELINES

Arrival and Dismissal Times

All school entrances will be locked until 8:00 AM. Students are not to arrive at school before 8:00 AM unless they are attending Before Care, Mass, or a school approved activity. If students arrive before 8:00 AM they are expected to go to Mass or enter school through the care entrance. School will begin at 8:25 AM. Students arriving between 8:00-8:15 AM are expected to go directly to the cafeteria/small gym. 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 at 3:15 PM (2:30 PM on Wednesdays). Students who are not picked up by 3:25 PM (2:35 PM Wednesdays) must go to Care 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.

(Reviewed: 06/2017)

Bell Schedule

8:25 a.m. SCHOOL BEGINS AT OPENING BELL – **THERE IS NO TARDY BELL**
3:15 p.m. DISMISSAL FOR 1st-8th STUDENTS (3:10 p.m. for KINDERGARTEN STUDENTS)
2:30 p.m. DISMISSAL FOR K-8th STUDENTS (on WEDNESDAYS)

Absence

St. Vincent de Paul Catholic School requires students to attend **daily** during the entire regular school year. 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 if the absence has not been previously reported either by phone or email.

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.

St. Vincent de Paul Catholic School recognizes three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absences)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family

- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

A health care provider's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Guidelines:

1. Students must be fever-free (without fever-reducing medication), diarrhea-free, and vomit-free for 24 hours before returning to school.
 - a. Students with an elevated temperature (above 100.4) are not permitted to attend school until temperature has returned to normal for 24 hours.
 - b. Students diagnosed with strep throat must have taken prescribed antibiotics for 24 hours prior to returning to school.
 - c. Students diagnosed with pink eye must use prescribed ointment for 24 hours prior to returning to school.
2. Students that are absent from school due to illness, for three (3) or more consecutive school days, are required to submit a note to the office from the health care provider, giving permission for the student to return to school. See examples below:
 - a. If a student is ill on Thursday, Friday and Monday, a doctor's note is required to return to school on Tuesday.
 - b. If a student is ill Tuesday and Friday of the same week, no doctor's note is required to return to school on Monday.
3. Parents of students who are absent for more than nine (9) days without a valid excuse will be contacted by the principal in order to determine what action the school should take including, but not limited to, retention, suspension, expulsion or contacting the District 150 Truancy Office. Valid excuses include:
 - a. Illness verified by the parent/guardian or by a doctor with a written note.
 - b. Attendance at a family funeral with advance notification to the office.

c. Emergency verified by parent.

4. **Extended Absences**

Excessive Absences, due to vacations or visits with friends and relatives outside of the scheduled vacation times in the school calendar, are highly discouraged; excessive absence is disruptive to the classroom environment for those students and other students in the classroom. Vacations scheduled during MAPS (3 times per year) testing is highly discouraged.

The principal must approve in advance excessive absence of more than 3 days due to vacation. An “Extended Absence Form,” located on SVdP website under *For Parents, Common Forms* or in the school front office, must be completed and returned to principal before absence. If approved, parents will receive their students’ homework on the last day of attendance before the vacation. Assignments must be turned into the classroom teacher(s) on the day the student returns from vacation to receive full credit; the student must also take any tests missed on the day of return or an agreed date with the teacher. Assignments turned in on the second day of return from vacation or tests taken the 2nd day will result in a 10% deduction from the grade earned; the third day 20% will be deducted. Assignments and tests will not be accepted or taken beyond the third day of return to school from vacation.

All of the missed work may not be able to be given to you on the day the students leave for vacation. It is not always possible to predict the work completed in class ahead of time. If this is the case, the turn-in-time will be adjusted. Teacher lesson plans should not be manipulated by excessive vacations plans.

5. **Absence/Evening Events**

Students **MUST** be in school by 1:00 PM in order to attend that night’s events or co-curriculars.

(Commission on Education Approved 5/16; Revised: 6/17, 6/18)

Tardiness

Respect for the learning atmosphere requires that students be on time for school. The students should be in the classroom before the second bell rings at 8:25 AM. The all school prayer, Pledge of Allegiance, and daily announcements begin immediately following the 8:25 a.m. Opening Bell. **THERE IS NO TARDY BELL.** Therefore, all students arriving after 8:25 a.m. but before 10:00 a.m. will be marked tardy and **must first report to the main office** to receive a tardy slip before going to class.

Students are allowed three tardies each semester. For every 3rd tardy the student will receive a walking detention that will be served that day during their recess time.

(Revised 5/22)

If tardiness is frequent or habitual, the teacher will first address the issue with the parent/guardian. If the problem continues, the teacher will notify the office and a

mandatory meeting with the teacher, parent, and principal will take place in order to discuss disciplinary action and/or continuation of enrollment at St. Vincent de Paul.

Half-Day Absences

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. (Reviewed: 6/11)

Truancy

Regular school attendance is required by law for those students under the age of seventeen. Should a student miss more than nine (9) days of school without a valid excuse that student is considered 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, expulsion or contacting the District 150 Truancy Office.

(Adopted: 3/08; Revised 9/2014)

Release During the School Day by Parent Request

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: 05/2006)

Homework Pickup

You may direct the teacher or office to send homework with a sibling or neighbor when reporting a student's absence. Homework assignments can also be accessed through Family Portal.

If homework is being picked up after school hours, teachers will place the homework in the After Care Room. Please do not ask teachers to gather a student's homework for pick-up during the school day, only for pickup after school.

TRANSPORTATION

Departing School Grounds

Students are not to leave school grounds (go to the gas station) and then return to wait for rides. This includes all after-school activities (athletics, Scholastic Bowl, Spring Musical, etc.)

(Reviewed: 06/2017)

Walkers

If your child is walking to/from school, please send a note to the school office. 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: 05/2006, 06/2017)

Bicycle Riders

Bicycles are to be parked by the Pre-K fence. Riding double is prohibited by state law and will disqualify a child from riding the bicycle to school. Bike locks must be used when bikes are on the school grounds. Bikes must be parked in an orderly manner in the designated area.

(Reviewed: 05/2016)

CARE PROGRAM

Before and After Care

St. Vincent de Paul offers a Before and After Care Program for students in Pre-K through 8 during the following session time periods to assist parents requesting such a service:

BEFORE SCHOOL CARE	6:30 A.M. – 8:00 A.M.
AFTER SCHOOL CARE	3:05 P.M. – 6:00 P.M. (PRE-K, K, AND 1)
AFTER SCHOOL CARE	3:15 P.M. – 6:00 P.M. (2-8)
AFTER SCHOOL CARE	2:30 P.M. – 6:00 P.M. on Wednesdays

A LATE FEE OF \$10.00 FOR EVERY 15 MINUTES will be added to your bill.

The programs operate on days when school is in session. When half-day sessions of school are scheduled, the program operates from dismissal to 6:00 p.m.

Detailed information concerning the program and its fees will be sent home with registration information.

(Reviewed: 05/2006)

COMMUNICATION BETWEEN HOME AND SCHOOL

Confidentiality and Professional Conduct

All St. Vincent de Paul 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 St. Vincent de Paul employees share that responsibility. All St. Vincent de Paul staff members are reminded that professional standards for confidentiality should be adhered to at all times. As a St. Vincent de Paul

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 St. Vincent de Paul employees.
(Reviewed: 05/2006)

Methods of Communication

Phone

During the school day, dial 309-691-5012 to reach a school secretary.

Voice Mail

During the school day, dial 309-691-5012 and the school secretary will forward your call to the party in which you would like to leave a voice mail.

Email Contact

To contact a St. Vincent de Paul employee, simply use the first initial of their first name, followed by their last name (bsmith) and add: @svdpvikings.com. Texting a teacher is not advised. Please use the school phone or email.

A full staff directory of email addresses can be found on the St. Vincent de Paul website (<http://www.svdpvikings.com>) through the “About Our School,” “Faculty/Staff” link. Because the teacher is teaching throughout the day an immediate answer to an email may not be possible. A response may not be possible until after school has dismissed.

Notification System

A voice/phone/email notification system communicates important messages to our St. Vincent de Paul families. Emergency information is collected at the time of registration/re-enrollment. **It is imperative that changes to addresses, phone numbers, and email addresses are updated and reported to the school office. IN CASE OF AN EMERGENCY ALL NUMBERS/EMAIL ADDRESSES LISTED WILL BE CALLED/CONTACTED** (unless otherwise noted).

Weather Related Information

The school usually follows Peoria Notre Dame’s decision to close. If Peoria Notre Dame closes, we are most probably closed. The following stations will carry the message: NBC 25 and WMBD 31 or go to <http://centralillinoisproud.com>. It is not necessary to call the school or parish office for verification once it has been announced. Parents will be notified through the Emergency Notification System via phone and email. Also, PLEASE watch or listen to the television/radio stations listed any time there is hazardous weather.
(Revised: 05/2016)

Newsletter

The Viking Newsletter link is emailed every other Thursday throughout the school year. The newsletter includes comprehensive articles about student events, and happenings at St. Vincent

de Paul School as well as organization news. Hard copies are available in the front office or can be accessed through our website and FACTS SIS Family Portal.

Website Information

- **St. Vincent de Paul Website** – Found on-line at <http://www.svdpvikings.com>, you can find out information about all things school-related on this one-stop information resource. This includes the Parent/Student Handbook, School Calendar, Staff contact information, School Lunch and much more.
- **FACTS School Information System (SIS)** – St. Vincent de Paul uses a web-based school administration system called FACTS School Information (SIS) to enhance communication among teachers, parents, and students. FACTS SIS is a fully integrated information system and can be accessed 24/7 from work, home, school or on the road. FACTS SIS is the **MAJOR** source for school information, and must be checked by all school families on a regular basis. Parents and students utilize a component of FACTS SIS which is called **Family Portal**. The Family Portal component of FACTS SIS provides parents and students password-secure access to St. Vincent de Paul student information such as: Attendance – Daily Grades – Progress Reports – Report Cards – Medical Information – Homework – Missing Assignments – Discipline – Teacher Websites – School Lunch Information – School Directory

[Family Portal Access \(District Code: SVDP-IL\)](#)

[Family Portal Log In Instructions](#)

Parent Night

A parent night orientation will be held in August/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.

Parent 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 and required near 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 is identified, a teacher or parent may request a conference. An optional Parent/Teacher conference will be available in March, around the 3rd quarter report cards.

(Reviewed: 5/06)

Appointments with Administrator/Faculty/Staff

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 prior to meeting with an administrator.

Classroom Interruptions

Student classroom time is important. Every effort is made to keep classroom interruptions to a minimum. We will not be interrupting class for the following issues:

1. Parent messages will be placed in the teacher's mailboxes except in the case of an emergency.
2. Student appointments must be in writing/email and given to the front office where the information will be sent to the teacher, who will be responsible for sending the student to the front office.
3. Late lunches must have students name on them. Students who have forgotten their lunch should check with the office on their way to lunch.
4. Late homework will be dated/timed and placed in the classroom or homeroom teacher's mailbox.
5. All changes in dismissal instructions ***MUST BE IN WRITING*** either through email or a handwritten note by parent/guardian delivered to school secretary. NO phone calls will be accepted.

Announcements to the Classroom

PA announcements are limited to twice a day – at 8:25 a.m. and 3:00 p.m. The office asks that any information regarding extracurricular activities be sent to the office the day before the event.

Use of Student Information/Pictures

Student pictures and student work are frequently used in school publications and on the school's website. Parents must sign a form to allow or deny permission for students' pictures or their work to appear in school publications and on the school website. Permission forms are distributed as part of the "Registration e-mailing" sent to all school families at the end of June. Forms are also available in the school office.

LUNCH AND RECESS

Lunch Program Schedule – Lunch/Recess Period area as follows:

<u>Grade</u>	<u>Lunch Period</u>	<u>Recess Period</u>
*Preschool-K-1-2	10:50 a.m. – 11:20 a.m.	11:20 a.m. – 11:45 a.m.
3-4-5	11:30 a.m. – 11:50 a.m.	11:50 a.m. – 12:10 p.m.
6-7-8	12:15 p.m. – 12:35 p.m.	12:35 p.m. – 12:50 p.m.

*Preschool will be eating in their classrooms.

Cost of Lunch

Hot lunches - \$3.00/each.

Milk - \$0.50

Extras - \$1.00

Checks for the lunch program should be made out to SVdP Hot Lunch Program.

Cold Lunch

Those who bring a sack lunch may purchase milk each day for \$0.50. Late lunches must have students name on them. Students who have forgotten their lunch should check with the office on their way to lunch. If a parent chooses to send fast food/restaurant food, the child will be asked to eat it in the office conference room. No soda or candy from home is to be brought to school as part of their lunch.

Free and Reduced Lunches

St. Vincent de Paul 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. No student shall be refused approval on the basis of race, color, biological gender, national or ethnic origin.

Menu

Lunch menu calendars can be printed off every month from the website at www.svdpvikings.com, click on the “What’s For Lunch?” link at the top of the HOME page. Lunch menus can also be viewed on Family Portal, under Student Information tab, Lunch. 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; Reviewed: 6/17)

Program

All hot lunches are charged to your FACTS Prepay Family Lunch Account. There is no exchange of money in the cafeteria. Family Lunch Account balances and charges are available to be viewed in Family Portal, Financial, under the FACTS Links box (bottom right) “FACTS Home.”

Depositing Money into Family Lunch Accounts

There are two ways to deposit money into your Family Lunch Account for your student/s lunch charges:

- 1) Log into Family Portal, click on the “Financial” link, click on “Add Funds” in the Prepay Accounts box (middle of page)
- 2) Send money into the school office (if sending cash you MUST put in an envelope with your Family Name clearly marked). Checks for the lunch program should be made out to SVdP Hot Lunch Program).

Instructions for Ordering from Home

Your Family Prepay Lunch Account will NOT be charged for orders. Family Prepay Lunch Accounts are charged AFTER orders have been VERIFIED that the student received them.

- 1) Log into Family Portal
- 2) Student Information tab, Lunch
- 3) Create Web Order (top of page)
- 4) Pick items for each student (milk is included in any hot lunch ordered)

YOU MUST ORDER MILK FOR DAYS STUDENT BRINGS A COLD LUNCH

(unless they bring their own drink or want water). You MUST “order” just milk if that is what your student wants to drink.

5) Order Items (very bottom at end of all your student/s) - screen will show:

Grand Total = amount of unprocessed ordered items, click on “Order Items”

Recess - Outdoor Recess – Playground Rules

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. Parents should ensure proper clothing to fit the weather this includes coats, boots, hats, and mittens/gloves.

Regulations:

- All students will exit through the school front 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 four main play areas for the children:
 - field
 - basketball court
 - a section of the black top
 - play equipment

(Reviewed: 5/06, 5/08, 5/16)

Indoor Recess

When supervisors monitor students in the classroom or small gym during inclement weather, the following rules apply:

- Students return directly to their homeroom after lunch or to the small gym.
- In the classroom, students may be permitted by the supervisor to play games while seated on the floor.

- Conversations should be in moderate tones; running is not permitted in the classroom or in the hallway.
- Teacher will post “inside rules” near the classroom door so that supervisors know the expected guidelines.
- No electronics are allowed during indoor/outdoor recess (iPads, cellphones, digital games, etc.)

Inclement Weather

Students will remain inside during recess time if the weather is 15 degrees or below (wind-chill included). Parents should ensure proper clothing to fit the weather this includes coats, boots, hats, and mittens/gloves.

TREATS AND PARTIES

Treats

Birthday treats are an option. A simple birthday treat, individually wrapped, may be given to the children in their room or homeroom at a time designated by the teacher. In accordance with the school wellness plan, all treats and snacks are to be nutritionally healthy. **PLEASE CHECK WITH THE TEACHER FOR STUDENTS IN THE CLASS WITH FOOD ALLERGIES.** Neither soda nor gum is permitted for any occasion.

Parties

- Teachers are responsible for planning and may seek the assistance of Room Parents.
- Invitations to home parties that do not include **ALL STUDENTS IN THE CLASS** may not be distributed at school.

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 de Paul 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.
6. No hats may be worn during the school day.

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.

HAIR: BOYS AND GIRLS

- 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, or covering the eyes.
- Girls may wear any tasteful hairstyle.
- No gaudy or unusual cuts, designs, styles or colors are allowed.
- Hair must be neat and clean.
- The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

JEWELRY: BOYS AND GIRLS

- One bracelet
- Religious medal worn on a chain (tucked inside of shirt)
- NO watches permitted
- Girls may wear only one stud earring per ear (on ear lobe only).
- Boys are not permitted to wear earrings.

SHOES: BOYS AND GIRLS

- Solid white, gray, navy or black athletic shoes (small visible manufacturer's name is acceptable; however, no neon allowed) OR brown, black, gray or navy dress shoes only (NO BLACK BOTTOM SOLES)
- Toes and heels of feet must be covered.
- NOT PERMITTED:
 - Heels over an inch.
 - Clogs, sandals, mules, crocs, or moccasins etc.
 - Hiking, hunting, UGG, or any type of boot (Boots are for outside only on rain or snow days.)
 - No glitter or light-up shoes allowed

SOCKS: BOYS AND GIRLS

- **Solid white** socks (small visible manufacturer's name is acceptable; however, no neon allowed)
- No emblem, logo or brand name
- Socks must be visible above the tops of the shoes.

LEGGINGS/TIGHTS: GIRLS

- Leggings must be solid navy blue.
- Leggings must be ankle length.
- Solid white or solid navy tights are allowed.
- No rhinestones, stripes, lace or decorations on either leggings or tights.
- No leggings/jeggings may be worn as the uniform pants. Twill uniform pants only.

SHIRTS: BOYS AND GIRLS

- Solid white or solid navy, long or short sleeve, 2-3 button polo shirts
- Emblems, brand names, or logos are not allowed on shirts
- Solid white or navy turtlenecks
- Shirts must be tucked in at all times.

PANTS: BOYS AND GIRLS

- Navy blue twill uniform pants
- NOT PERMITTED:
 - Cargo pants
 - Patch-pockets
 - Color top stitching
 - Pockets on legs
 - Elastic cuff pant legs
 - Faded light color or jean-like
 - Rivets or brads
 - Frayed hem lines, rips tears, or holes
 - Jeans of any kind

SHORTS: BOYS AND GIRLS

- Navy blue twill uniform walking shorts
- Hemline must be no shorter than 3 inches above the middle of the knee.
- Shorts may be worn during the months of **August through mid-October** and **through May and June**.
- NOT PERMITTED:
 - Cargo shorts
 - Patch-pockets or pockets on legs
 - Color top stitching
 - Elastic cuff shorts
 - Faded light color or jean-like
 - Rivets or brads
 - Frayed hem lines, rips tears, or holes
 - Jeans of any kind

SWEATERS: BOYS AND GIRLS

- Navy blue cardigan, crew, or V-neck
- Navy blue vest
- Sweaters and vests cannot have hoods.

SWEATSHIRTS: BOYS AND GIRLS

- Navy blue SVdP embroidered crew neck sweatshirts purchased at Sam Harris or Lands' End. Plain navy blue sweatshirts are also allowed (NO logos allowed).
- Navy blue SVdP embroidered ¼ zip pullover also allowed
- Fleece jackets not to be worn in the school building

BELTS: BOYS AND GIRLS

- Belts are optional for grades K through 6.
- Belts are mandatory for grades 7 and 8.
- Belts must be solid navy, black, or brown leather look-a-like.
- St. Vincent's blue uniform plaid belts are allowed.

JUMPERS AND SKIRTS: GIRLS

- Grades K-6th may wear the SVdP uniform plaid jumper, available at Lagron Miller (681-9171), Sam Harris (671-4543) or at the Women's Guild Used Uniform Sale.
- Grades 3-6 may wear the SVdP uniform plaid skirt, available at Lagron Miller, Sam Harris or at the Women's Guild Used Uniform Sale.
- Hemlines for jumpers and skirts **MUST** be no shorter than 3 inches above the middle of the kneecap.
- Skirts must be worn at the waist.
- Solid navy or black bike/gym shorts that are shorter than the hemline must be worn underneath jumpers and skirts.
- Leggings can be worn under jumpers and skirts. Leggings must be solid navy blue with no rhinestones, stripes, lace or decorations. Leggings must be ankle length.

UNDERGARMENTS

- Camisoles must be solid white, with no lettering.
- Bras must be solid white or skin tone.
- Undershirts must be solid white, with no lettering.

MAKE-UP

- Make-up is not permitted. This includes foundation, mascara, eye liner, and colored lip gloss.
- No colored nail polish or artificial nails
- Only clear fingernail polish is permitted.

Out of Uniform Day

- Anything appropriate for school may be worn however **NO** holes in any clothing.
- Hemlines for dresses and skirts **MUST** be no shorter than 3 inches above the middle of the kneecap. **NO** short shorts; shorts only allowed during August, September, and May.
- **NO** pajamas; no leggings.
- **NO** hats of any kind.
- **NO** overly exposed shoulders or skimpy tops.
- **NO** open toed/open backed shoes

- NO garments not in keeping with the teachings of the Catholic Church.

Grades 7th and 8th: Boys and Girls Exceptions

- An option for our 7th and 8th graders is to purchase the Peoria Notre Dame High School uniform pants and shirts Sam Harris Uniform (671-4543). The PND uniform oxfords are the only white and light blue oxford shirts that will be allowed.
- The 7th and 8th graders, ONLY, are allowed to wear khaki twill uniform walking shorts during the months of **August through mid-October, and through May and June**. Hemlines must be no shorter than 3 inches above the middle of the knee. Shorts may be found at Identity Apparel and Sam Harris Uniform.
- The 7th and 8th graders are allowed to wear white and navy polo shirts.

The St. Vincent Women’s Guild has a used uniform sale during the summer, selling uniform shirts, shorts, pants, skirts and jumpers. Sale dates will be listed in the church bulletin and registration email.

(Revised: 6/22, 6/23)

SAFETY AND SECURITY

BUILDING SAFETY

Maintenance and Upkeep

St. Vincent de Paul will promote, as reasonably possible and as regulated by state law and diocesan regulations, the safety and well-being of all students and staff in the educational structure during school activities. This will include, but is not limited to:

- Maintaining an educational environment as free as possible from physical hazards to life and limb.
- Teaching an appropriate range of safety subjects within the curriculum to prepare student to live safely in an increasingly technical and dangerous environment.
- Promotion of essential safety and survival education.
- Cooperating with and coordinating all crisis safety plans and actions with other community agencies.

Traffic Patterns

In order to create a safe school environment for our children, the following procedures will be followed:

- The gate will remain open during morning drop-off and pick-up. The gate will be closed during the school day.
- Main drop-off will be either at the front of the school, middle school side, preschool, and the new gym entrance.
- Drop-off begins at 8:00 AM. Students arriving at school will report to cafeteria until the first homeroom bell rings.

- Cars can exit via University Ave or Northmoor Road, in the AM and PM. When exiting via Northmoor Road please use the 2nd traffic lane of the parking lot to head north.
- In the afternoon, cars should pull forward into parking spots and pull forward when leaving. Avoid backing up, please. It's difficult to see children behind you.
- Parents and students should communicate which doors they will exit at the end of day.

NOTE: All visitors/staff planning to park LONG-TERM or for Mass are asked to park in perimeter spots avoiding the entrance of church off University and the lot in front of the NEW gym.

(Adopted 6/2016)

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)

BUILDING SECURITY

Visitor Access

Parents and visitors are always welcome at St. Vincent de Paul Catholic School. For the safety of our community, all exterior doors of St. Vincent de Paul School are locked during the regular school hours. Visitors enter the school through the main office doors facing University Street. To enter the building, pass through the first glass doors, take a left to be "buzzed" in to the school office where you will be asked to sign in and leave your car keys at the front desk. At the end of the visit, visitors must return to the front office, sign out, and your keys will be returned at that time. Visitors are asked not to let anyone into the building through a side door or the main entrance. Students have also been instructed not to open the doors for anyone waiting outside.

Volunteers and Parents

St. Vincent de Paul Catholic School community recognizes the value of volunteers in the overall function of the school and encourages their involvement.

All volunteers who engage in activities with St. Vincent de Paul students are required to comply with the philosophy and policies of St. Vincent de Paul School as well as Diocesan requirements. These include completion of a Criminal History Background Search form, a DCFS Child Abuse and Neglect Tracking System (CANTS) form, and completion of the Safe Environment program. Information regarding this process and forms may be obtained from the school office.

Background Checks – Diocesan Policy

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer. This

background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. In addition, all employees and volunteers must complete the diocesan Safe Environment program.

Catholic Diocese of Peoria

Policy C-400 Adopted: 2/94; Revised: 9/04

Background Checks – Administrative Regulation

The background check consists of two separate procedures: a criminal history records check (fingerprint-based for employees) as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS).

The following adults are subject to the background check requirements:

- All employees (full and part-time), including personnel who work in the school under a contract with another business or organization (e.g. food service, janitorial service, etc.)
- Substitute teachers
- All coaches (head coach and assistants)
- All volunteers, even those who come to school for a one-time event
- All vendors/contractors who work consistently inside the school and/or for an extended period of time in the school must have background checks (see Policy C-403). Vendors who just deliver milk, food, mail, etc. do not have to go through a background check.

As long as the criminal history records check and CANTS check are in process, an adult can begin working/volunteering in the school.

Special guest speakers are not required to have background checks. They should never be left alone with children. Classroom teachers should be with their class at all times.

EMERGENCY INFORMATION

Emergency Preparedness Plan

The school has developed and maintains an Emergency Preparedness and Crisis Management Plan. All St. Vincent de Paul faculty members have been oriented to the proper response in the case of an actual emergency. This plan is available for parent review in the school office. Fire, tornado, earthquake, and intruder drills are conducted periodically. Students are instructed in proper procedures based on local, federal, and state guidelines.

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 St. Vincent de Paul 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)

Emergency Dismissals

In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. Parents are asked to discuss with their child(ren) an alternative plan and make appropriate arrangements for use of the plan.

Weather Dismissals

The decision to close or dismiss school early is a judgement call. Since weather is unpredictable SVdP makes every effort to consider the students and family safety to/from school. Snow, road conditions, and cold are all conditions that must be considered when school is closed or dismissed early. Announcements will be given through FACTS SIS's (Renweb) Parent Alert voice/phone/email notification system and over local radio and TV stations. Ordinarily, St. Vincent de Paul School follows the Peoria Notre Dame announcements.

Drills

The State of Illinois requires all schools to perform three (3) evacuation drills to address and prepare students and school personnel for fire incidents. One of these must involve the local fire department. During each academic year, schools must conduct one (1) bus evacuation drill. Each school must conduct a minimum of one (1) severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents. Finally, schools must conduct a law enforcement drill to address a school shooting incident.

Diagrams of Procedures

Diagrams of procedures for fire and tornado are posted in each room. These reminders are appropriate for all who may be located in the school should an event occur.

PARENT COOPERATION POLICY

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

Process

When any situation between a parent/guardian and teacher/school staff member begins to escalate, the principal will consult with the school pastor. If the pastor agrees that action needs to be taken, the principal will request a meeting with the parent and share the concerns regarding

the parent's unacceptable behavior and the consequences if it continues. If the parent continues the unacceptable behavior, then a written notice will be sent to the family. A third occurrence can result in the students withdrawal, notice of which will be sent by certified mail, return receipt requested as well as a copy by regular mail.

Any tuition paid for the current academic year will be refunded to the family on a pro-rated basis.

ANTI-BULLYING POLICY AND PROCEDURE

D-147
P-CDOP

BULLYING PREVENTION

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

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

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

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

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

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

Adopted 7/2018
Reviewed 6/2020, 7/2021, 7/2022

BULLYING PREVENTION

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

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

Types of Bullying

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

Bullying conduct may include but is not limited to:

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

Adopted 7/2018; Reviewed 6/2020, 7/2021, 7/2022

ST. VINCENT DE PAUL POLICY: BULLYING

St. Vincent de Paul Catholic School provides a supportive, caring and Christ-like environment that is safe from all forms of intimidation, including bullying.

What is Bullying?

Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose.

Types of Bullying

Physically hurting or threatening to hurt someone.

Examples could include, but are not limited to:

- Keeping someone from getting a drink
- Shoving someone up against a wall
- Taking someone's homework and refusing to give it back

Social exclusion

Examples could include but are not limited to:

- Saving seats at lunch and not letting someone sit down
- Whispering a secret in front of someone but not letting that person know the secret

Insults

Examples could include but are not limited to:

- Sending around nasty notes
- Saying things about the other person in front of peers

Name-calling

Examples could include but are not limited to:

- Repeatedly calling someone a name they don't wish to be called

Mean gossip or rumors

Examples could include but are not limited to:

- Passing a note saying someone's shoes are cheap
- Telling a lie about someone
- Spreading put downs about someone

Bodies in bullying (sexual bullying)

Examples could include but are not limited to:

- Grabbing at a private body part
- Showing pictures/drawing pictures of another person
- Looking in the bathroom stalls at others

Cyber-bullying

Examples could include but are not limited to:

- Using a phone or digital device to make harassing calls, leaving voice messages or sending text messages and pictures

- Using e-mail, instant messaging, or social media sites like Facebook to send mean, threatening or untrue messages to or about a person to make them feel unwanted and not accepted at school
- Creating a website or social media account to make fun of other people

St. Vincent de Paul School does not tolerate bullying in any form.

This requires STAFF to:

- Watch for change in behaviors or signs of distress
- Investigate every report of bullying
- Report suspected incidents to the appropriate staff
- Keep a written record
- Support and reinforce coaching techniques

This requires STUDENTS to:

Recognize bullying. If a student is involved or witnesses behavior ask yourself:

- Is it fair?
- Is it one sided?
- How does it feel?
- Does it keep happening?

Refuse bullying.

- Tell the student to stop.
- Say that you will report it.

Report bullying

- Report incident to staff member

This requires PARENTS to:

If your child is bullied and/or if your child is using bullying behavior:

- Advise your child to tell a staff member
- Inform the school of suspected bullying behavior
- Do not encourage your child to retaliate
- Support and reinforce coaching techniques and consequences
- Follow up with school staff

SUGGESTED PROCEDURE OF CONSEQUENCES

Instances of bullying to any student will be handled at the discretion of school officials. Possible procedure of consequences includes, but are not limited to:

1. First Offense:

- Referral to principal
- Contact parents
- Meet with behavior coach
- Warn of suspension

2. Second Offense:

- Referral to principal
- Contact parents
- Meet with behavior coach
- 2-Day Out-of-School Suspension

- Suspension from all extracurricular activities through the end of the suspension period
- All missed academic work will be counted as a zero

3. Third Offense:

- Referral to principal
- Contact parents
- Meet with behavior coach
- One Week Out-of-School Suspension
- Suspension from all extracurricular activities through the end of the suspension period
- All missed academic work will be counted as a zero
- Recommend counseling
- Recommendation for expulsion is possible

In specific instances of serious threats, the school may notify civil authorities.

STRATEGIES FOR BEHAVIORAL CHANGE

Student education

- How to recognize, refuse, and report bullying when it happens to them or to someone else.
- Friendship skills that reduce the risk of being bullied, including how to make friends, join group activities, and manage conflicts.
- Emotional skills, such as understanding the feelings of others and managing emotions.
- How to use positive values (responsibility, respect, and caring for others) as a guide for behavior

Behavior Coaching

Both the student who was bullied and the student who used bullying behavior will meet individually with a coach to:

- Ask questions
- Help student identify what has not worked in the past
- Generate solutions for the future
- Create a plan with the child
- Follow up with the student

RETALIATION PROHIBITED

Retaliation and/or intimidation is prohibited against anyone who reports bullying behavior. Anyone who engages in retaliation and/or intimidation will be treated as another incidence of bullying.

Adopted: 05/12; Reviewed 7/2022

STUDENT HEALTH

STUDENT WELLNESS PLAN

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

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

Catholic Diocese of Peoria Policy

Adopted: 5/06: Reviewed: 9/07, 7/2022

MEDICAL CARE

Emergency Medical Information

Parents are asked to update new emergency information in FACTS SIS ParentsWeb throughout the year.

Faculty/Staff Training

All employees of St. Vincent de Paul have been trained according to OSHA Blood Borne Pathogen Standards. Besides being in compliance with the Exposure Control Plan, the administration provides in-service education. The school encourages and provides CPR training for teachers and staff members annually.

Special Medical Needs

If a child has a special medical need, please inform the homeroom teacher and school office immediately. Parents and a doctor must authorize self-administration of asthma medication.

Examinations

Health Examinations and Immunizations

Illinois State Law requires that all students entering Kindergarten and 6th 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 RUBEOLA 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. These records must be complete by the **first day of the new school year**. Students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

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. Second graders are screened for both vision and hearing; the eighth graders for vision only; and kindergarten, 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

Speech Evaluations

Parents may request an initial evaluation through District #150 for Speech evaluation and therapy.

Illness, accidents, or Disease Exposure

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency form will be contacted. This process is channeled through the office. Parents are also notified by note if a child has been exposed to lice or other contagious contact.

Management and Procedures of Medication in School

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. **All prescription and non-prescription (over-the-counter) medications require written authorization from the student’s health care provider (licensed to prescribe the medication) as well as written parental consent for the office to dispense.**
2. If your child will be requiring staff to administer inhalers, medicine, including any over-the-counter (OTC) medicines, during the school day a “*School Medication Authorization Form*” (available in the school office or on SVdP website) **MUST** be completed annually and returned to the school office with their medication. **NOTE:** this form requires a doctor to complete a section and sign for both **over-the-counter** and prescription medication. If the school does not have this completed form for your child, they will not be able to dispense any medication including OTC. Parents are always welcome to come during the school day and administer medication to their child as needed.
3. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student’s name affixed to the container. 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.

(Revised: 6/1, 7/18, 6/19)

Self-Administered Asthma Medication

Under the Illinois School Code, Section 22-30, students with asthma are allowed to keep their inhalers with them. Parents and doctor sign an authorization form annually.

No medication will be given without direct written (through note or email) authorization by a parent or guardian. (The exception to this would be the case of a life threatening condition).

Concussion

Please refer to the following link for information on concussions and “return to learn” guidance.

https://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf

Counseling

St. Vincent de Paul 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)

SCHOOL PROPERTY

CARE OF BOOKS

A book fee is paid per year at Registration. This includes textbooks, workbooks, use of library books, videos, , visual aids, art supplies, tests, etc.

All hardbound and some softbound textbooks are on a loan basis. At the beginning of each year, the student is expected to have his/her loaned books covered in a manner that fully protects the book but does not cause damage to it. Teachers may examine textbooks at any time and charge a fine if the book is damaged. If a student marks, bends pages or cover, or damages the book in any other way, he/she will be asked to purchase a replacement text.

CARE OF STUDENT DESKS/CHAIRS/PROPERTY

As with all school property, students are responsible for good care of their desks and chairs. If these are scratched, marred, or broken by the student, a fine will be set according to the cost of the furniture. Students are fined for property damage of any kind.

LIBRARY

General Information - The Rules of the Library are:

- Renewals will be allowed up to three (3) times but the books must be at school to be renewed.
- If absent, students will have the day they return to school and two (2) more days to return their books. After the three (3) days the books will be overdue

Fines

Fines - \$0.05 a day – a book and books will be checked in every school day.

Replacements will be necessary if the book is lost or damaged beyond repair. Parents will be contacted in writing about the cost.

DISCIPLINE

GENERAL INFORMATION

It is the intent of St. Vincent de Paul Catholic 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 PROCEDURES

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 gum 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 AND BEHAVIOR MANAGEMENT PROCEDURES

Behavior Management:

The St. Vincent de Paul School Middle School procedure for behavior is 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 and classroom regulations. In the event that rules are not upheld, the following consequences may occur.

1st Offense: Verbal warning from classroom teacher

2nd Offense: Student will be issued a detention.

- Detentions issued on Thursday, Friday, and Monday will be served from 3:20-4:00pm on the following Tuesday. Detentions issued on Tuesday and Wednesday will be served from 3:20-4:00pm on the following Thursday.
 - Students issued with a detention must report to detention at the assigned time without exception. Extra-curricular activities do not exclude a student from detention.
 - Failure to appear for detention will result in a second detention.
- 3rd Offense:* The student will be escorted out of class to the school principal. The school principal will determine the appropriate consequences.
- For 3rd Detention student will serve a ½ day In-School Suspension.

Note: The teacher and administration reserves the right to abridge or by-pass the above procedures depending upon the severity of the offense. All students who receive 5 or more detentions are subject to an Out-of-School Suspension.

Daily Procedures:

- ARRIVAL:** No student will be in the hallways or at their lockers before 8:10A.M. All students with a bottom locker are to go directly to class. All students with a top locker may go directly to your locker.
- ATTENDANCE:** Parents should notify the school if their child is absent. Another student in that child's homeroom will collect the homework for the absent student and take it to the office or to a sibling at the end of the day. It is the responsibility of the family to designate someone to pick up those assignments from the office. You will also find homework posted on RenWeb. Consult the handbook for policy concerning absent work.
- TARDINESS:** Tardy student need to pick up a pass from the office to be given to their teachers. Students are expected to be prepared for their classes and seated in their homerooms when the morning bell rings. The consequences for being tardy three times for any class period will be a walking detention served during their recess time.
- HALLWAYS:** Students are expected to transition in single-file, quiet lines specifically to and from core classes, lunch, recess, and assemblies. Students are responsible for keeping their personal belongings orderly and within lockers. If a student needs to be excused into the hallway for the bathroom, to run an errand, etc. they are expected to sign out/time out, and sign in/time in. In all events, we students will be expected to maintain our quick, clean, and quiet motto.
- LOCKERS:** Students may access their lockers only at the given times during the day. They may organize their books and needed materials before the morning bell, at lunchtime, and at the end of the day. All locks must be on the locker and must be locked. Any material in the locker is the responsibility of the student. All decorations must be approved by the office. They may only relate to upcoming sporting events and religious recognition. No

birthday decorations are allowed on the outside of lockers. No message boards are allowed on the outside of lockers.

TEXTBOOKS: All textbooks should be treated with respect. Books should not be written in and should be covered.

CHEATING: All forms of cheating are unacceptable. A student caught cheating will receive a grade of zero and will not be allowed to make it up. This includes any form of plagiarism or copying.

LATE WORK: Students are expected to turn in all assignments on time for full credit. On time means when the teacher asks them (not later during that class period or day). All late work will be marked as a zero until the assignment is submitted. Work will be accepted at a later date for partial credit (less than 24 hours late = 90% credit, more than 24 hours late = 50% credit). All work more than one week late will result in a zero.

CELL PHONES: **CELL PHONES, SMART WATCHES, FITBITS AND OTHER INTERNET ACCESSIBLE DEVICES STORAGE DURING THE SCHOOL DAY:**
Every homeroom teacher will collect all of the student's cell phones AND OTHER INTERNET STORING DEVICES at the start of the day. These devices are no longer being stored in the student's lockers or backpacks. The students will turn off their devices and will then place their phone in a pocket pouch, specific for every student, located by the teacher's desk. The cell phones will remain in that pouch the entire day and will be distributed back to the student before they leave for dismissal. If any family chooses not to follow this procedure your child is welcome to keep their devices at home. There are plenty of phones in our school that if a student would need to call their parent for any reason, they would be allowed to use our school phones. If a student is found with their cell phone it will be confiscated and kept with the teacher to be picked up by the student at the end of the day. If a second cell phone violation occurs the cell phone will be confiscated and must be picked up by the parent in the office. In the event of a third violation of cell phone rules, the office will keep the cell phone for 3 days.

PE: Separate PE shoes are not required. Please make sure appropriate shoes are worn. See dress code section of handbook.

OTHER: No toys (This includes spinners and all laser pointers), gum, candy, or food.

(Revised: 6/2020, 8/2021, Reviewed 6/2022)

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, tobacco, and vaping), 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 St. Vincent de Paul 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

Reviewed 7/17)

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, and 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.
5. In all cases, the Pastor of St. Vincent de Paul Parish has the power to take immediate action to expel the student.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended out of school will receive zeros in all subjects during their suspension.

SUBSTANCE ABUSE

The consumption of alcoholic beverages and/or non-medical use of drugs are 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.

BATTERY AGAINST SCHOOL PERSONNEL/FIREARMS AND DRUGS

If a complaint in writing (including email) has been received, the administrator by law must report it to Illinois State Police/local law enforcement.

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

(SVdP Discipline Policy Revised 5/06, 6/11, 4/14, 6/22)

RIGHT TO RECOURSE

The individual desiring an appeal or review must make that request known to the Pastor following the APPEAL AND REVIEW POLICY OF THE DIOCESE OF PEORIA.

USE OF TECHNOLOGY

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

The diocese recognizes that software written for all computers is intellectual property and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

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

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

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 inappropriate use is, and his/her decision is final.

Parent Responsibilities in a Cyber Age

At St. Vincent de Paul Catholic School, we understand that the Internet is a powerful but useful tool in just about every facet of our everyday lives. We embrace the use of the Internet to help expand the educational horizons of all our students, especially as they align with our mission and goals. We expect our students to abide by the Acceptable Use Policy (AUP) as adopted by the Diocese of Peoria. It is increasingly important to keep our children safe while on the Internet. In order to keep them safe, and to keep them focused on the benefits that can be had from this tool, we recognize that their privacy is an utmost concern. Additionally, we reinforce the concept of “netiquette,” which reminds them that they are valuable members of a community whose input is important.

St. Vincent de Paul Catholic School recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that our administration, faculty/staff, parents, students and volunteers join together and help shape the way our school is perceived in the community via interaction in social media. The following guidelines are provided to help everyone make appropriate decisions about utilizing various social media.

- Parents, students, school employees, and volunteers are personally responsible for the content that they post, share and respond to online.
- Online posting and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff or the school in general.
- Social media sites using the St. Vincent de Paul Catholic School name may not be created without permission.
- Do not use any school logo or pictures with SVdP athletic or logo wear without permission.

St. Vincent de Paul Catholic School reserves the right to require parents, students, school employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to our belief that the comments violate this social media policy. The core values of St. Vincent de Paul Catholic School apply to behavior both on and off campus

including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment.

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.

Social Media

- A. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- B. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy and use of technology policy; and,
- C. The school may require the student to share content in the course of such an investigation. The administrators will carry out an investigation.

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.

(Revised: 5/2022)

CHROMEBOOK 1:1 POLICY

As part of our commitment to integrating technology into the curriculum, St. Vincent de Paul Catholic School has purchased Chromebooks and their related accessories for students' individual use at school. The mission of this program is to create an engaging and collaborative classroom environment that broadens the scope of learning to the ever changing global world. This program significantly extends the learning exercise, triggering information pursuit, creative thinking, interpersonal communication, and collaboration. The use of Chromebooks shall be consistent with the Roman Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional need and learning styles of our students.

Each student in grades 5-8 will be loaned a Chromebook for the upcoming school year. In order for a student to be loaned a Chromebook, you and your child must read, sign, and return the

attached acknowledgement. Access to the technology resources of the school is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Chromebook as outlined in this policy. If the school changes this policy at any time during the school year, the school will notify you of the change(s).

A. Using the Chromebook

- 1. Acceptable Use of Chromebook** Your child's use of the Chromebook is to be for educational purposes consistent with the curricular goals of the school and in adherence of school and diocesan policies. Your child may not use (or allow others to use) the Chromebook loaned to him/her in a way that violates the school or diocesan policy on acceptable use of its electronic network (St. Vincent de Paul Catholic School Parent Student Handbook). By using the Chromebook, you and your child agree to abide by school and diocesan, *Computer Software Use and Federal Copyright Law; Internet Acceptable Use Policy; Limitation of Liability; Computer Use and Federal Copyright Law; Diocese of Peoria Harassment Policy; Anti-Bullying Policy and Procedure; Discipline*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this policy. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Chromebook; discipline, up to and including suspension or expulsion; and referral to law enforcement.
- 2. Using the Chromebook** Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud and can be accessed through any internet device for home use. Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with others, unless requested by the teacher or administrator.
- 3. Email Accounts** All students are issued a school email address through Google's Gmail service. Email accounts will have restricted access as determined by the school.

Every email sent and received from a school email account, whether at home or school, is archived and property of the St. Vincent de Paul Catholic School. The school makes every attempt to block objectionable material, however, if your child receives an inappropriate email, your child should report it immediately to school personnel and forward it to the school technology department.

- 4. Accessories** The school will provide a mandatory carrying case necessary for use of the Chromebook. The decision whether to purchase additional accessories (such as a wireless mouse) for the device rests with you and your child. As with any personal property brought to school, the school reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the school cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

5. Caring for the Chromebook The Chromebook assigned to your child remains the property of the school and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook, your child must care for the Chromebook as follows:

a. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damages. It remains the student's responsibility to protect his/her device.

b. Carrying Chromebook

- Always transport Chromebooks with care and in the school- issued protective cases. Failure to do so may result in disciplinary action.
- Never lift the Chromebook by the screen.
- Never carry Chromebook with the screen open.

c. Screen Care The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid. (i.e. pens & pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. General Care

- At the end of use, students are responsible for returning their Chromebook to their homeroom and plugging them in to charge for future use. Insert and remove cords and cables carefully to prevent damage to the connectors.
- Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Chromebook or case.
- Keep food and beverages away from the Chromebook and case.
- Students are to make sure the Chromebook is always secure. Don't leave it in an unlocked locker, a desk, or other location where someone might take it.
- Your child's Chromebook and case will have a service tag/asset tag to identify it.

B. Chromebook Data and Software

1. **Content Filter** The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked.
2. **Personal Content on Google Drive** Your child should be aware that any content (including, but not limited to, documents, music or audio files, backgrounds, and photographs) stored on the Chromebook potentially could be subject to access by the school and third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting.
3. **Sound**
 - Sound must be muted at all times unless permission is obtained from a teacher.
 - Headphones may be used at the discretion of the teachers.
 - Students should have their own personal set of headphones for sanitary reasons.
4. **School-Required Software** The school will provide any software/apps required to use the Chromebook for school purposes. This software may not be removed. The school may update, add, or remove software at any time for any reason, without prior notice.
5. **Prohibited “Jailbreaking”** “Jailbreaking” is the act of replacing the manufacturer’s operating system with custom software, allowing the user to circumvent the manufacturer’s security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Chromebook voids the manufacturer’s warranty and is a violation of this policy. Removal of any school-installed configuration is prohibited and will be considered a violation of this policy.
6. **Personal Software** Your child is not permitted to install additional software or apps on the Chromebook.
7. **Compliance with Copyrights** In using the Chromebook, your child must follow the School Policy pp. 66-67, Copyright, governing use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy** There is no expectation of privacy for any communication made using the Chromebook or for any content created, accessed, or stored on the Chromebook or in the Google Suite. The school reserves the right to inspect the Chromebook and its contents at any time and for any reason.

C. REPAIR OF, LOSS OF, OR DAMAGE TO CHROMEBOOK

1. **Technical Support & Chromebook Loaners** During the school year, if your child's Chromebook is not functioning properly, students should alert his/her homeroom teacher, where a repair form will be completed. If necessary, the technical support employee of the school will assess the Chromebook and attempt to correct any problems with it. Students will be issued a loaner device, if available, while this student's Chromebook is being repaired. The loaner Chromebook should be treated the same as the student's device as set forth in this policy.
2. **Responsibility for Lost or Damaged Chromebook** If your child's Chromebook is lost or damaged, you or your child must report it immediately to your homeroom teacher where a repair form will be completed. In the event that this occurs, you will be responsible for replacement or repairs as follows:
 - a. If the school determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.
 - b. If the damage is the result of a student's negligence or intentional destruction, or if the Chromebook is lost, you will be required to pay in full for the repair or replacement of the equipment.

D. Waiver and Indemnification

1. **Waiver of Chromebook-Related Claims** By signing the "Chromebook Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this policy and agree to be bound by it. You also agree and represent that the Chromebook (including any related accessories) was delivered in good working order and that it must be returned to the school in good working order consistent with this policy. By signing this acknowledgement, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against St. Vincent de Paul Catholic School, and its individual members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook or this policy.
2. **Indemnification for Chromebook-Related Claims** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless St. Vincent de Paul Catholic School, the Diocese of Peoria, and its individual members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any school Chromebook issued to your child.

(Adopted 06/2020, Revised 08-2021)

Technology Lease Agreement

Description/Serial # of Device Issued to Student: _____

This form must be filled out and returned to the school office before a technology device (laptop, iPad, or Chromebook) will be issued to the student. By completing and signing this form, you are agreeing to the terms of the agreement described below and acknowledge that you are financially liable for any accidental damage and/or abuse of the equipment. Failure to abide by the terms described in this document may result in disciplinary action.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Technology Equipment Usage

1. All usage of the device must be school related.
2. Altering the settings or configuration of the device is strictly prohibited.
3. Families must provide their own Internet access for the device when outside of the school building. Such content might not be filtered, so adult supervision is highly encouraged.
4. The lease and usage of the device shall also be subject to the following requirements:

Responsibility

The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its device or for any information that is retrieved via the Internet. The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It also reserves the right to log network use and to monitor fileserver space utilization.

Prohibitions

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

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing/sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.

- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted material.
- 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, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

Safety

Any user who receives threatening or unwelcome communications shall immediately bring them to the school. Users shall not reveal personal addresses or telephone numbers to others.

Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate 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 this agreement and loss of privileges, and shall be grounds for appropriate disciplinary action. 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 is strictly prohibited. Anything uploaded to or downloaded shall be subject to "fair use" guidelines and copyright law.

(Adopted 06/2020)

LIMITATION OF LIABILITY

The Diocese of Peoria, St. Vincent de Paul Parish, St. Vincent de Paul Catholic School, and the employees of each will not be responsible for any damage that a user may suffer, including but not limited to, access to inappropriate areas, loss of data or interruption of service. The above will not be liable for any financial obligation arising from unauthorized use of the system. This responsibility resides with the parent/staff member/volunteer.

The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property

of the school/Diocese of Peoria and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Inappropriate use of SPS computers may result in a loss of access to use them as well as other disciplinary and/or legal actions.

C-404
P-CDOP

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

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

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

Catholic Diocese of Peoria Policy

Adopted: 4/95

Reviewed: 1/03; 9/07, 6/202, 7/2021, 7/2022

C-404
AR-CDOP

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

The diocese recognizes that software written for all computers is intellectual property, and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

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

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal

- reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
 5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.
 6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.
 7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.
 8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

Catholic Diocese of Peoria
Administrative Regulation

Issued: 4/95

Reviewed: 1/03; 9/07, 6/2020, 7/2021, 7/2022

POSSESSION AND USAGE OF ELECTRONIC DEVICES

CELL PHONES, RADIOS, IPODS, INTERNET ACCESSIBLE ELECTRONIC DEVICES

Students are not authorized to use cell phones, radios, iPods, internet accessible electronic devices, etc., during the school day. Cell phones are to be turned off. 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 curtailed. The school is not responsible for lost or stolen items. Due to the ever-changing world of electronics, the school retains the right to exclude any digital devices that distract from the educational process.

- 1ST Offense:* Device will be confiscated, held in the school office, and returned to student at the end of the day.
- 2nd Offense:* Device will be confiscated, held in the school office, and returned to the parent at the end of the day.
- 3rd Offense:* Device will be confiscated, held in the school office, and returned to parent and the end of three days.

CELL PHONES, SMART WATCHES, FITBITS AND OTHER INTERNET ACCESSIBLE DEVICES

STORAGE DURING THE SCHOOL DAY:

Every homeroom teacher will collect all of the student's cell phones AND OTHER INTERNET STORING DEVICES at the start of the day. These devices are no longer being stored in the student's lockers or backpacks. The students will turn off their devices and will then place their phone in a pocket pouch, specific for every student, located by the teacher's desk. The cell phones will remain in that pouch the entire day and will be distributed back to the student before they leave for dismissal.

If any family chooses not to follow this procedure your child is welcome to keep their devices at home. There are plenty of phones in our school that if a student would need to call their parent for any reason, they would be allowed to use our school phones. Any student found with a cell phone on them after this procedure is in place, the phone will be sent to the office for pick up at the end of the day. See above for consequences to keeping their device.

Adopted: 6/09, revised 9/12, revised 2/21

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.

Reviewed 7/17, 7/2021, 7/2022

D-153
P-CDOP

ADMINISTRATION OF MEDICATION

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication.

Adopted 7/2018; Reviewed: 6/2020, 7/2021, 7/2022

D-153
AR-OCS

ADMINISTRATION OF MEDICATION

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self-carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to

restrict the self-carry and self-administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.

10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.

11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.

12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

Adopted 7/2018

Reviewed 6/2020, 7/2021, 7/2022

School Employee Code of Professional Conduct

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

I. Educator Code of Conduct

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

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

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

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

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

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

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

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

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written

communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

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

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

IV. School employees are mandated reporters

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

V. Employee training related to child abuse and educator ethics

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois'

Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

Effective 7/1/2023

**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, Deacon Bob Sondag, at (309) 671-1550. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or parish to whom such a report is made or who has reasonable cause to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor 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, state 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.

In accordance with Illinois law (325 ILCS 5/4), all personnel of the Diocese of Peoria who are mandated reporters, including school personnel and members of the clergy, shall sign a statement acknowledging their status as mandated reporters prior to commencement of employment. The official DCFS form (**Cants 22 – Acknowledgment of Mandated Reporter Status for Employees** or **Cants 22a – Acknowledgment of Mandated Reporter Status for Clergy**) shall be used for this purpose. The signed acknowledgment form shall be retained by the employer (i.e. parish, school, institution or agency of the Diocese of Peoria) in each individual's personnel file.

Revised 6/2020, 7/2021; Reviewed 7/2022

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.

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

The Office of Catholic School's *Students with Special Needs Guidance Document* 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. In-service programs should be given to educational commission members, faculty, staff and students on an annual basis or more frequently if needed.
6. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.
7. 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.
- 8 "Inclusion" as used herein contemplates including the student in a normal classroom and classroom activities.
9. 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.

Revised 7/2018

Reviewed 6/2020, 7/2021, 7/2022

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 any time 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

Reviewed: 7/17, 7/2018, 6/2020, 7/2021, 7/2022

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

Reviewed: 7/17, 6/2020, 7/2021, 7/2022

APPEAL AND REVIEW

A review or appeal of any decision concerning policies, procedures, other serious matters made by the competent authority of any of the Elementary and Consolidated Elementary 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: 7/2018

Reviewed: 6/202, 7/2021, 7/2022

APPEAL AND REVIEW – Elementary and Consolidated Elementary Schools

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

In most cases, the decision of the pastor/canonical pastor is final. However, those who have requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual or group requests a further appeal or review of the Superintendent's decision, they may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

Catholic Diocese of Peoria

Administrative Regulation

Adopted: 5/00

Revised: 7/2018

Reviewed: 6/202, 7/2021, 7/2022

APPEAL AND REVIEW – Secondary and Pre-K Through 12 Schools

The individual or group desiring the appeal or the review of a decision must make that request known to the principal of the school in the form of a written letter.

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 principal, 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 principal's response letter is to be forwarded to the Superintendent of Schools as a matter of record.

In most cases, the decision of the principal is final. However, those who have requested the appeal or review may further appeal the decision of the principal to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual or group requests a further appeal or review of the Superintendent's decision, they may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

Catholic Diocese of Peoria
Administrative Regulation
Adopted: 5/00
Revised: 7/2018
Reviewed: 6/2020, 7/2021, 7/2022