

# **ST. MALACHY SCHOOL HANDBOOK**

## **PARENT/STUDENT HANDBOOK**

**ST. MALACHY SCHOOL  
GENESEO, ILLINOIS**

595 E Ogden Ave  
Geneseo, IL 61254  
Phone: 309.944.3230  
Fax: 309. 944.5319

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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 that wish to take advantage of the opportunities provided by the 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 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.**

### **Diocesan School Policies**

All diocesan school policies are available online at [www.cdop.org](http://www.cdop.org). The formation of school policy is the direct responsibility of the administration that will follow policies established by the Catholic Diocese of Peoria, Bishop of Peoria, and the Office of Catholic Schools.

The Commission on Education is an advisory group that promotes the participation of St. Malachy School in the educational mission of the Church. They may make recommendations to the pastor about how to fulfill this mission. The principal, in consultation with the pastor of the parish, has the right to establish or change policy

as deemed necessary. Parent/guardians and students will be notified of such changes.

Parents/guardians are required to read the Parent/Student Handbook each school year. This handbook is posted on the school website and a copy is retained in the principal's office. A printed copy can be given to families, if requested. Parent/guardians are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. The policies and regulations presented in this Handbook have been reviewed by the Commission on Education and accepted. St. Malachy School fully adopts and implements policies established by the Diocese of Peoria.

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

### **MISSION STATEMENT**

The mission of St. Malachy School (Kindergarten - Grade 6) is to teach that Christ is the center of our lives, and it is through Him that we educate and develop the whole child in a safe and nurturing environment.

### **PHILOSOPHY**

The people of St. Malachy School believe that Catholic education is centered on the life, death and resurrection of Jesus Christ. Catholic education seeks to bring together students, teachers and families as a community of believers in the gospel values.

We believe that children will develop best in a Christian atmosphere of love and respect. Individual differences and needs are recognized and effort is made to help children see themselves as valuable persons who can reach their full potential. We encourage the development of responsible behavior in individuals toward themselves and others.

Strong emphasis is placed on the basic skills of education. We provide opportunities for creativity and growth in academic and spiritual areas. Attention is given to the religious, social, intellectual, emotional and physical development of students.

We are a faith community that recognizes its membership in our larger parish family. We have made a commitment to create an environment that promotes learning, encourages celebration and strives to see all people united by the Father's love.

### **STATEMENT OF GOALS**

**St. Malachy's goals are:**

1. To provide opportunities for religious education through classroom instruction.
2. To provide opportunities for religious experiences through liturgies, paraliturgies, sacramental participation and daily prayer.
3. To promote a Christian atmosphere of love and respect.
4. To encourage the development of responsible behavior.

5. To provide opportunities for social, intellectual, emotional and physical growth.
6. To promote and support children in acquiring good study habits and basic skills, enabling them to achieve their own maximum levels of learning.

#### **School Admission:**

Students will be admitted to St. Malachy School until enrollment limits are reached.

#### **Enrollment limits for classes are as follows:**

Classes will be limited to 24 students. When enrollment reaches 24, enrollment will be closed and any non-parish family wishing to enroll a student will be placed on a waiting list for that class. Exceptions may be made by the principal for a non-parish family who already has a child in our school.

**No St. Malachy Parish family will be denied admission to our school because of class size.**

If a class reaches 25 students, due to a registration of a parish family, teacher aide time will be made available for that class.

If a class size exceeds limits, and if there are the funds and the space available, a second class may be created at the discretion of the principal and the pastor.

#### **Admission Priorities**

1. Parish families
2. Catholic families who are members of other parishes & non-Parish families with siblings already attending St. Malachy School
3. Non-Catholic families\*

\*Non-Catholic students, who have not been registered by June 15, will not be admitted to a class prior to August 1, if the enrollment in that class has already exceeded twenty-one (21).

#### **Out-of-Parish and Non-Catholic Families**

Students of out-of-parish and non-Catholic families may be admitted if they agree to follow the educational process at St. Malachy which included the religious education of our students.

Non-parish Catholic students, not already registered, will not be admitted to a class, prior to August 1, if the enrollment in that class exceeds the following: Kindergarten - 20 students.

#### **Statement of Non-Discrimination**

St. Malachy School is in compliance with federal and state non-discrimination and equal opportunity laws and regulations regarding admission and employment as stated in the Education Commission policy of the Diocese of Peoria.

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

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

Catholic Diocese of Peoria Policy

D-111  
P-CDOP

## **NON-DISCRIMINATION IN ADMISSION POLICIES**

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin. St. Malachy School complies with applicable federal and state laws prohibiting discrimination, including but not limited to Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Improvement Act, the Age Discrimination in Disabilities Act of 1990, the Illinois School Code, and relevant case law including Plyler v. Doe (1982). All schools in the Catholic Diocese of Peoria are subject to policies of the Catholic Diocese of Peoria, including Policy A-105 (Non-Discrimination in Employment) and Policy D-111 (Non Discrimination in Admissions). The Diocesan Policy Manual can be found on the Diocesan website at [www.cdop.org](http://www.cdop.org). It is the responsibility of the Pastor and principal to ensure these policies are followed.

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

Reviewed 7/17

### **D-111 AR-OCS**

## **NON-DISCRIMINATION IN ADMISSION POLICIES**

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

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

admittance is guaranteed for only one year.

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes. It is the primary responsibility of the principal, Pastor and Education Commission to ensure the Non-Discrimination policies are followed.

Reviewed 7/17

### **State Recognition**

St. Malachy School obtained Full Recognition by the State of Illinois for Recognition of Non-public Elementary Schools on June 19, 1992. The school has met the standards set by the Illinois State Board of Education and fulfilled application requirements. St. Malachy School received AdvancEd accreditation in 2017.

### **Gospel Values**

St. Malachy School is committed to integrating the Gospel Values throughout the school. This commitment flows from the pastoral TO REACH FULL KNOWLEDGE OF THE TRUTH written by our former bishop, Archbishop John J. Myers, and the teachings of the CATECHISM OF THE CATHOLIC CHURCH.

### **Right to Life Statement**

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

### **Right to amend**

The administration reserves the right to amend this Parent/Student Handbook. The Pastor of St. Malachy 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.

**THIS HANDBOOK IS DESIGNED TO GIVE YOU AND YOUR CHILD HELPFUL INFORMATION REGARDING ST. MALACHY SCHOOL. PLEASE READ IT CAREFULLY WITH YOUR CHILD.**

### **Textbook Fees**

A textbook fee will be charged each school year. This fee covers such things as consumable books, workbooks, copy machine paper, room supplies, art materials, testing, audio/visual materials, etc.

### **Tuition/Fee Refund Policies**

Registration fees will not be refunded if a student has actually begun to attend school. Advance tuition will ordinarily be refunded in full beginning with the first day of the month after which the student left our school. The school reserves the right to not refund advance tuition in the event of the expulsion of a student. Any questions in regard to refunds will be referred to the pastor of St. Malachy Parish who will consult with the school principal. Families are required to enroll in the FACTS online tuition management system.



## **Admission**

### **Each student must meet current State requirements:**

1. Have a physical examination by a physician before entering kindergarten and sixth grade. Dental examinations are required for grades K, 2, and 6. An eye exam is required for Kindergarten.
2. Must be immunized against measles, tetanus, polio, pertussis, small pox, diphtheria and chicken pox (varicella) (if not vaccinated, a doctor's statement as to reason immunization is not up to date must be provided). All students entering 6<sup>th</sup> grade must show proof of receipt of one dose of Tdap vaccine.
3. All children six months to six years attending daycare centers, nursery schools and kindergartens are required to be screened for lead poisoning.
4. Must show official birth certificate.
5. Physical examination for every student new to the State of Illinois.
6. Please see the [cdop.org](http://cdop.org) website for information regarding objections to examinations and/or immunizations and refer to CDOP D-152.
7. The above requirements apply to all students who enroll for the first-time in any public or nonpublic school.
8. Students will be excluded from school after October 15 if they are not in compliance for health exams and immunizations as referenced in CDOP D-152.

D-112  
P-CDOP

### **ADMISSION AGE**

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

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

Exceptions to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools.

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

Reviewed 7/17

D-112  
AR-OCS

### **ADMISSION AGE**

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

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

1. Name of child and parents of the child for whom the exception is being asked.
2. Reasons for exception.
3. Summaries of measures used to determine readiness level.
4. Recommendation of the administrator.

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

Reviewed 7/17

### **School Hours**

The bell rings at 8:10 A.M. for kindergarten through sixth grades and school begins at 8:15 A.M. with dismissal at 3:00 P.M. **The children not riding the bus may arrive between 7:35 a.m. and 8:10 a.m. Before school, students must not be dropped off on the side east of the building.** They must be dropped off on the west side by the playground. Students who live a mile and a half from school are eligible for bussing to and from school. Students not riding buses must be transported to and from school by their parents or other adults.

**NOTE: Students may walk or ride their bicycles to school.**

D-110  
P-CDOP

### **STUDENT ADMISSION FROM ANOTHER SCHOOL**

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

Reviewed 7/17

D-110  
AR-CDOP

### **STUDENT ADMISSION FROM ANOTHER SCHOOL**

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

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

After reviewing all pertinent information, the Superintendent shall make a final decision regarding admission to the school. Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the student. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the principal and not to exceed one semester.

Reviewed 7/17

## **D-111 P-CDOP**

Reviewed 7/17

D-113  
AR-OCS

### **RECORDING ABSENCES**

Attendance is important to the educational program at St. Malachy School. Daily attendance not only contributes to spiritual development and academic achievement, but also to the development of dependability and responsibility.

Absences from school shall be noted on the student's permanent record even though the absence has been excused. Parents shall be notified in the event a student is sent home during the day or if classes are dismissed at other than the regularly scheduled time.

If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present but excused, and are responsible for completing school work while in the suspension.

Reviewed 7/17

As a safety measure, parents are to call the school between **8:00 and 9:00 A.M.** when their child is absent. If parents do not call, the school will telephone the parents. Upon returning to school, the child must bring a note for the school nurse. Regular attendance is stressed so that students have the benefit of maximum instructional time. The school encourages appointments for children to be scheduled after school hours or days children are not in attendance. When a child is late for school, **he/she must report to the school office so he/she will not be counted absent.**

**Excellent attendance is based upon regular daily attendance (8:15 A.M. to 3:00 P.M.).**

D-101  
P-CDOP

### **PROVISION FOR ATTENDANCE OF THOSE IN FINANCIAL NEED**

Each pastor/canonical pastor shall adopt policies and procedures to insure that a reasonable amount of resources

is allocated to provide opportunity for participation in the educational programs of the school by those in financial need.

Reviewed 7/17

D-101  
AR-OCS

## **PROVISION FOR ATTENDANCE OF THOSE IN FINANCIAL NEED**

All financial assistance is to be based on financial need objectively assessed. All parishes and schools of the diocese shall use the service provider for needs assessment as determined by the Office of Catholic Schools.

Reviewed 7/17

### **Release During School Day**

Safety is important to the child's welfare during the school day. Therefore, the following procedures will be followed when a child leaves during the school day:

- 1. Parents must come to the school office and fill out a student release form or student release log. Their child will then be called to meet them.**
- 2. No student will be released to a person not known to the principal and/or secretary.**
- 3. When returning to school during the day, students must report to the school office before returning to their classrooms.**

### **Pledge of Allegiance**

The Pledge of Allegiance is recited in the classrooms at the beginning of each school day.

### **Emergency Closing of Schools**

Parents will be notified in writing if there are any changes in the school calendar. **If all public schools are closed in Geneseo due to inclement weather, St. Malachy School's classes will also be suspended.**

Messages regarding the closing of school will be carried on local radio and television stations. The school messenger system will be used to notify parents by telephone of school closures.

Sometimes, weather conditions force the closing of schools during the school day. Parents must make arrangements with neighbors now so that someone will be responsible for their children if school is dismissed early. This information must be shared by parents with their children so that they know where they are to go on these days.

### **Emergencies**

St. Malachy School has an approved Emergency Preparedness Plan which parents may review upon request.

### **Severe Weather Crisis – Tornadoes or Severe Wind Storms**

**A TORNADO WATCH** simply means that conditions are favorable for tornadoes to develop. In this case, precautions need to be taken to monitor weather conditions.

#### **Principal's Office Will**

- Activate pre-designated staff to monitor weather radio.
- During a tornado WATCH, a student MAY be released to a parent or to someone listed on the student's emergency release form. Parents must come to the school office when picking up students. They will be asked to sign their name and list the students they are taking. Students will only be released to parents or other adults whose names have been listed on the Emergency Student Release Form.
- If at dismissal time the weather is threatening, consideration should be given to retain students until the threatening period is over.

**Teachers will**

- Close windows where necessary.
- Remind students of tornado drill procedures.
  - Define shelter area to be moved to.
  - Review “drop and tuck” position facing wall.
  - If immediate action is called for over Intercom, drop and tuck UNDER DESKS if instructed to do so.

**A TORNADO WARNING** means that a tornado has actually been sighted. An outdoor warning siren is activated and may be repeated if necessary.

**Principal’s Office will**

- Immediately make Intercom announcement:
  - Move all occupants to tornado shelter.
  - IMPORTANT: If a tornado is spotted or is imminent, issue a command to “drop and tuck” immediately where they are, under desks.
- It is the practice of St. Malachy School to not release children from school until the all-clear has been declared. Parents arriving at school to pick up students will be invited to shelter inside.
- Keep all exterior doors CLOSED.
- Monitor the weather alert radio.
- A battery operated AM/FM radio receiver will be maintained in the Principal’s office to receive updated weather reports and instructions.

**Teachers will**

- Evacuate students to designated shelter areas.
  - Take roster to shelter.
  - Leave classroom door open.
  - Have students sit quietly on the floor.
  - Take roll and account for all students.
  - If you are given a “drop and tuck” command, ensure that students face the wall in the disaster position.

**Blizzard or Severe Snowstorm**

- **NOTE:** If the Geneseo School District cancels classes, St. Malachy School will cancel class
- Parents will be notified by phone of school closing through the school messenger system.

**Trips/Vacations**

Parents must notify the principal and teacher as soon as they are aware their child will miss school.

Assignments will be due in a reasonable amount of time. It is the student’s responsibility to hand in all work to the satisfaction of the teacher.

**Change of Address**

Parents and guardians must notify the school immediately of a change of address, in telephone number, or in parenthood or guardianship.

**Access to School Records**

Parents or guardians have access to their child’s school records on file in the principal’s office. An appointment needs to be made to examine folders.

## **STUDENT RECORDS**

A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet.

A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution.

D-115  
AR-OCS

## **STUDENT RECORDS**

The following student records are considered to be permanent records, and must be retained for a minimum of 60 years after a student has transferred, graduated, or withdrawn from the school:

- Student name and address
- Parent (or legal guardian) name and address
- Official birth certificate or certificate of live birth verifying date of birth (school takes copy of the official document for school file)
- Highest grade level attained
- Grades received in each subject area
- Attendance records
- Medical/immunization records
- Academic achievement test scores

The following are considered student temporary records, and shall be retained no longer than their usefulness to the student and the school (generally, no longer than 5 years after a student graduates, transfers, or withdraws from the school):

- Family background information
- Psychological evaluations and test scores
- Personality test results
- Teacher or administrator notes/evaluations/comments
- Parent notes/comments
- Awards, recognitions, recommendations
- Disciplinary records

A standard attendance form for use in diocesan schools is available from the Office of Catholic Schools.

Software programs may also be utilized for keeping attendance records. The Office of Catholic Schools can be consulted for software options.

Reviewed 7/17

### **Non-Custodial Parents**

St. Malachy School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, then it is the responsibility of the custodial parent to provide the school with an official copy of the order.

### **Transfer of Students and Student Records**

The school must be notified as soon as possible if a student is to transfer to another school. A request for the transfer of records, signed by the parent or guardian, must be received from the school the student will be attending. Records will then be forwarded to the school within ten days.

D-116  
P-CDOP

### **TRANSFER OF STUDENT RECORDS**

Elementary and secondary schools shall adopt procedures that are in accordance with State regulations for the transfer of student records from non-public schools.

Reviewed 7/17

D-116  
AR-OCS

### **TRANSFER OF STUDENT RECORDS**

Elementary and secondary schools shall use the diocesan student transfer form when transferring student records.

Schools that are permanently ceasing operations shall follow the procedures for the transferring of student records outlined in the administrative regulation for Policy A-436.

Reviewed 7/17

### **Parental Cooperation as a Condition for Enrollment**

Parents who send their children to St. Malachy School must agree to be governed by the provisions of the parent/student handbook. Parent involvement and cooperation in the affairs of the school is necessary to develop a partnership between the parents and the educators at school.

### **Parental Responsibility**

As the primary educators of their children, parents are responsible for the religious, moral, intellectual and social development of their children. The school reinforces basics learned at home and provides the structure for instruction in the hierarchy of educational skills.

Because the education of children is the primary responsibility of the parents, it is desired that the parent:

- Be a Christian example.
- Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.
- Teach basic prayers before entrance into school.
- Pray with the child in family prayer and at Sunday liturgy.

- Teach respect for authority and the rights of others.
- Participate in sacramental preparation programs.
- Encourage the child to accept and be friendly with all children.
- Respect each child's abilities by not comparing him/her to others.
- Be alert to moments when one can praise and compliment the child.
- Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or of difficulties.
- Provide time, place and atmosphere in the home that allows for mutual sharing of positive experiences or of difficulties.
- Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.
- Support school policies by helping the child to understand the rules and by enforcing those rules.
- Attend scheduled parent-teacher conferences.
- Approach the teacher initially with questions and/or problems relating to students; exercise discretion in discussing these with the child or others.
- Assume responsibility for the conduct of one's children when present with them at school activities.
- Support Parents Club through attendance at meetings and participation in activities.
- Parents who come from non-Christian traditions are expected to fulfill these stated responsibilities in light of their own respective traditions.

### **Visitors**

**All visitors must first come to the school office.** Forgotten items from home must be brought to the school office and will then be taken to the classroom. Visitors must sign in and report to the school office prior to entering the school.

D-105  
P-CDOP

## **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.

Reviewed 717

D-105  
AR-OCS

## **INCLUSION OF STUDENTS WITH SPECIAL NEEDS**

The Office of Catholic Schools' *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 student with special needs 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 *Students with Special Needs Guidance Document*, an annual written agreement between the school and the student's family should be developed and discussed 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, if so agreed. 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 faculty and staff 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 students with special needs 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.

Reviewed 717

### **Special Education Classes**

St. Malachy students who have been identified for Speech, Title I Reading, and Learning Disability classes will receive services through Henry Stark Special Education. These teachers provide onsite services on a regularly scheduled basis.

### **Special Education Policy**

The purpose of St. Malachy School is to meet the educational needs of its students. St. Malachy School will provide on site services for Special Education. Occasionally, requests for enrollment are made for students with special needs that are met more appropriately in another setting.

When the needs of the student require special education facilities or programs that are not available at St. Malachy School, the student will attend special education classes in the public school district as mandated by federal and state law.

D.111.2M      Adopted 4/20/92   Re-enacted 9/11/00   Revised 11/2007

D-121  
AR-OCS

### **Guidelines for Reporting Student Progress**

#### **PHILOSOPHY STATEMENT**

The primary function of reporting student progress is to establish, encourage and maintain communication

between the home and school, the child and parent/guardian, and the learner and teacher. Understanding and cooperation serve the best interest of the child. The philosophy of Catholic education recognizes the important role of the parent as the primary educator of the child. Parents not only have the right to know the educational objectives and expectations of a school, but they must also be informed of the measure of success with which their child is meeting those objectives and expectations. Therefore, reports formulated on a learner's progress must be communicated effectively to foster healthy home/school cooperation.

Personalities, attitudes, interests and abilities of all children are different. The school, recognizing the uniqueness of each child, approaches education holistically: spiritually, academically, socially, physically and aesthetically. Catholic education is committed to maximizing an individual learner's talents and abilities while at the same time requiring accountability and responsibility from the child as he/she moves through the educational process.

The reporting of student progress is one of the school's major responsibilities. Assessing student achievement is a task that calls for justice and fairness in recording and reporting.

Therefore, it is incumbent for each teacher to set and maintain standards of student performance that are concurrent with child development theory, curricular requirements and Diocesan and local school policies. In addition, for the teacher this means continuous educational development and a regular review of curricular guidelines, school level expectations and current educational research.

### **Grading Symbols for St. Malachy School**

**Kindergarten**    **E** - Excellent  
                              **S** - Satisfactory  
                              **N** - Needs Improvement

**Grade 1**            **E** - Excellent  
                              **S** - Satisfactory  
                              **N** - Needs Improvement  
                              **I** - Improving  
                              **NA** -Not assessed at this point  
                              + Excellent  
                              **P** Proficient  
                              **M** Meets Standard  
                              - Below Standard

**Grade 2**            **E** - Excellent  
                              **S** – Satisfactory  
                              **N** - Needs Improvement  
                              **I** – Improving  
                              + Excellent  
                              **P** Proficient  
                              **M** Meets Standard  
                              - Below Standard

**Grade 3**            **E** - Excellent  
                              **S** – Satisfactory  
                              **N** - Needs Improvement

I – Improving  
+ Excellent  
P Proficient  
M Meets Standard  
- Below Standard

### Grades 4,5,6

#### Grading Key:

<b>A (94-100)</b>	Excellent	S – Satisfactory
<b>B (85-93)</b>	Above Satisfactory	N - Needs Improvement
<b>C (76-84)</b>	Satisfactory	I - Improving
<b>D (70-75)</b>	Below Satisfactory	
<b>F (Below 70)</b>	Failing	
	+ Excellent	
	P Proficient	
	M Meets Standard	
	- Below Standard	

### Report Cards

Report cards are sent home quarterly for students in grades 1-6. Kindergarten report cards are sent home at the end of the first semester and again at the end of the second semester. Report card envelopes are signed by a parent and returned to the homeroom teacher.

### Promotion of Students

Students who are passing at least 4 of their academic subjects will be promoted to the next grade.

### Non-Promotion of Students

It shall be the responsibility of each classroom teacher in conjunction with the principal to notify parents of students, who because of unsatisfactory work, face non-promotion.

**This initial contact ordinarily should be made no later than the end of the first semester. A conference will then be arranged with the principal, teacher and parents present.**

D-112-M

Adopted: 7/19/79; Re-enacted 9/11/00

Students who are failing in 2 or more subjects may not be promoted to the next grade. He or she may have to repeat the grade.

D-122  
P-CDOP

### Communications

Communications between parent or guardian and school is important to your child's educational growth. **Important information will be mailed to the parent or guardian,** or sent home with your oldest child.

Information will also be sent to parents via e-mail. If there is anything you wish to discuss with the teacher, please let her/him know so she/he can schedule a time to discuss matters of concern with you. **Students and teachers will be called to the phone only in cases of emergency.** Messages may be left and will be delivered.

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Parents should first contact the teacher if a problem exists. Parents should make an appointment with the teacher by letter or telephone. If the problem is not resolved, the principal should be contacted. If the problem is still not resolved, the pastor should be contacted.

### **Conferences**

Positive, constructive communication between teacher and parent is encouraged. Conferences may be initiated by a parent or teacher at any time. Appointments are to be scheduled for the convenience of both parties.

Procedures that would facilitate the scheduling of a conference by parents are:

1. Send a note or email requesting a conference with the teacher.
2. Contact the school office and ask the secretary to have the teacher return your call at the end of the day or during a preparation period.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled for parents of students in grades K-6 by the teacher and school after the first quarter has been completed. Because communication between home and school is important, a conference should be scheduled whenever the need arises.

D-121  
P-CDOP

## **PARENT-TEACHER CONFERENCES / REPORTING STUDENT PROGRESS**

Parent-teacher conferences shall be conducted in accord with the norms established by the local school. The reporting of student progress to parents shall be done on a regular basis.

Reviewed 7/17

### **Homework/Study Time**

Homework serves as a link between home and school. Cooperation of the parents in supervision of homework is a vital element in the learning process of the child. Children should realize homework is their responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Homework is to be turned in the following morning. If necessary, a study session will be arranged during lunch recess so that a child does not fall behind. If lunch recesses are used, parents will be notified.

It is recommended that students spend time each evening studying or reading for a designated period. The amount of homework and age of a child should determine the appropriate time.

### **Incomplete Work**

Each student has a responsibility to complete his/her assignments in the time frame established by the classroom teacher. Steps taken for incomplete work will vary from teacher to teacher. It is the responsibility of the classroom teacher to inform the students and parents to be aware of the rules and to get the work in on time. If the work is not completed within an allotted time, the teacher may record a mark of zero.

### **Make-up Work**

Students will be given 2 days to make-up work for each day of absence from school.

### **Curriculum**

Academic instruction is based on subject matter recommended by the Diocesan Office of Catholic Education, which in turn meets the requirements of the Illinois State Board of Education. Current publications of established textbook companies are used. Recommended supplementary materials are utilized in conjunction with textbooks.

### **Technology**

St. Malachy Catholic School is committed to combining technology with a restructured learning environment to prepare our students for the 21<sup>st</sup> century. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student—one that enhances learning, instruction, and management. Computers are integrated into the curriculum to teach/reinforce skills and concepts. Students have networked access to the Internet as directed by the teacher and individually as authorized by the parents in accordance with the Acceptable Use Policy. The computer teacher assists the teachers and students in their classrooms as well as in the Computer Lab. All students and their parents/guardians must sign the acceptable use policy.

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 Revised 1/03

D-150

## **ST. MALACHY SCHOOL COMPUTER USE POLICY**

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

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

E-165 AR-OCS

### **Authority**

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

St. Malachy 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. Malachy 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. Malachy School. The principal shall determine what is inappropriate use, and his/her decision is final.

### **Guidelines**

Any network accounts will be used only by the authorized owner of the account 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.

E-165 P-CDOP

### **Prohibitions**

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

- Use of chat rooms
- Use of E-mail for other than educational purposes
- Unauthorized disclosure of personal identification information
- To facilitate illegal activity
- To access obscene or pornographic material
- To disrupt the work of other 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 product advertisement
- For fraudulent copying, communication, or modification of materials in violation of copyright laws
- For hate mail, discriminatory remarks, and offensive or inflammatory communications
- 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:

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

## **Social Media**

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

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings 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 nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings. The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the 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 and/or volunteer activities.

## **Filtering System**

St. Malachy School implemented the installation of the iBoss filtering system on our computer server for the purpose of blocking computer access to objectionable websites and providing security from unauthorized

access.

Students will be allowed to access St. Malachy's school network within the school building, the internet, and Google Applications for Education (GAPE).

### **Safety**

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

### **Consequences for Inappropriate Use**

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and 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.  
D-150; Approved 10/14/02

## **St. Malachy School Student Acceptable Use Policy for Computers, Internet and Network Access**

St. Malachy School's Acceptable Use Policy for Computer, Network and Internet Access is based on the existing computer use policy and its prohibitions.

The goal of using the Internet is to provide support for the education system. The Internet is a world class tool for educators, students, and parents. It can provide many exciting educational resources and learning opportunities. Unfortunately, materials on the Internet that are controversial in nature do nothing to promote the educational process. It is important that all who access the Internet, demonstrate judgment on the information they access. In addition to the prohibitions listed on the computer use policy, the following acts are also prohibited:

1. Any use of the Internet for illegal or inappropriate purposes to access materials that are objectionable in a school environment. Inappropriate use is defined as use in violation of the intended use of the Internet, to provide information to support the educational process.
2. Any use of the Internet for commercial purposes, financial gain or political lobbying.
3. Access to the Internet without parental permission.
4. Any unauthorized use of the St. Malachy School network.



Even though a computer filtering system has been installed on our computer server, it is understood that St. Malachy School has limited control of student use of the information on the Internet. Sites on the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the student will receive supervision and guidance, using the Internet is the student's responsibility to choose not to access material that does not fit the goal of Internet use at St. Malachy School.

Students that break this Acceptable Use Policy may face one or all of the following consequences:

1. Loss of computer and network/Internet access.
2. Parent Conference
3. Detention

I have read the Acceptable Use Policy and agree to its terms.

---

Student Signature/Date

**Please choose ONE of the following:**

I request that my child(ren) be allowed access to St. Malachy School's network (within the school building) the Internet, and Google Suite.

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Parent or Guardian Signature/Date

**Religious Education**

Religious instruction is an integral part of the students' education at St. Malachy School. The K-6 religion program is based on the Catechism of the Catholic Church. Through daily formal instruction, students learn the teachings of their faith. Religious virtues and values are integrated into all areas of the school curriculum. Students are encouraged to practice these virtues and values daily. Virtue development and a program for understanding human sexuality within the virtue of Chastity are taught.

**Sacramental Preparation Program**

Parents are expected to participate with their children in preparing for the sacraments of Reconciliation and Eucharist (Grade 2). The Parish Director of Religious Education notifies teachers and parents in advance of the date, time and process of these preparation sessions.

**Vision and Values Program**

St. Malachy School's faculty is continuing the Vision and Values Program that has been established by the National Catholic Education Association. Each year the faculty selects a gospel value to emphasize in the school program. Parents are notified at the beginning of the school year regarding the gospel value selected. A specific virtue is taught and emphasized each month by the faculty, and values are also taught daily and integrated in the various subject areas.

**Christian Service**

St. Malachy's faculty invites and encourages student participation and involvement in Christian service activities at all grade levels.

### **Respect for the Dignity of All**

St. Malachy School maintains an atmosphere of care and respect for the dignity of each person among students and staff. The faculty of St. Malachy School encourages the practice of respectful and courteous words and actions as a means of showing care for one another and for strengthening Christian school spirit. Each child is treated as a human being made in the image and likeness of God, regardless of his/her abilities, background or personal problems.

### **Testing**

The Peoria Office of Catholic Education requires testing with the ITBS (Iowa Test Basic Skills) Achievement Test and the Cognitive Abilities Test. Achievement Tests are given to grades 3-6. The Cognitive Abilities Test is given in grades three and five. These tests are given to the students in the fall. Writing tests are given in grades four and six during the winter. Kindergartners take the Metropolitan Readiness Test in the spring. Test results are shared with parents and are then placed in the student's permanent file.

### **Special Classes**

In addition to the excellent academic program, the students in grades kindergarten through sixth will participate in computer lab, library, music, Spanish, art and physical education classes. Sixth grade students may participate in the public school 6<sup>th</sup> grade band or choir programs.

### **Band and 6<sup>th</sup> Grade Choir at the Geneseo Middle School**

Sixth graders have the opportunity to participate in the public school band and/or choir program. Students register for this program as fifth graders at the Recruiting (Recorder) concert in late May. Instruction begins during the summer. During the school year, sixth grade band students attend rehearsals at the **Geneseo Middle School** daily. Students are walked to the Middle School for Band by a faculty member. Transportation is provided to and from the rehearsals on inclement weather days.

### **Choir**

All students in grades 3, 4, 5 and 6 are members of the school choir. This group sings for Sunday Mass during Catholic Schools Week. Choir members have the opportunity to serve as the choir for the First Eucharist Mass in early May. Music for all choir events is rehearsed during music class time. 6<sup>th</sup> Grade students may also participate in the choir at the Geneseo Middle School, if they so choose.

### **Parents Club**

Parents or guardians of a child in grades K-6 attending St. Malachy School are members of Parents Club. Meetings are usually held on the fourth Monday of the month at 7:00 P.M., in the Parish Meeting Room. Parents Club generously contributes to the needs of the school. All St. Malachy School parents are members of Parents Club and are encouraged to attend these monthly meetings. All school parents are expected to serve on at least one Parents Club committee during the school year.

### **Self-Esteem**

Healthy self-esteem in a child is a realistic and positive view of self, which is achieved when the needs of love, respect, competence, an accurate view of self and independence are consistently met. Parents have the responsibility of helping their child meet these needs at home. St. Malachy School's staff seeks to continue to help the child build self-esteem at school by providing a positive, caring and supportive school environment, by encouraging and challenging the child with high expectations and by holding each child accountable for the role he/she plays in his/her education.

### **Counseling**

Students may be counseled by members of the faculty. The public school social workers and counselors from the public schools may counsel students, if the students' parents give permission for the social worker or public school counselors to provide counseling for their child.

### **Confidentiality**

Teachers will keep confidential any information that is entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

### **Student Problems**

We realize that students from time to time may have problems at school. If your child experiences a problem at school, the following procedure should be followed:

1. Talk to the teacher about the problem.
2. If the problem is not resolved, the principal should be contacted.
3. Should the parent feel that the issue is still not resolved, it may be taken to the Education Commission.
4. If the problem is still not resolved, it should be taken to the pastor.
5. If still not resolved, it should be taken to the local Vicar of the Diocese.

G-111  
P-CDOP

### **APPEAL AND REVIEW**

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

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

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

Catholic Diocese of Peoria Policy

**Adopted: 5/00**

Revised: 1/03; 7/16

Reviewed: 9/07; 3/14, 7/17

G-111  
AR-CDOP

### **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 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 this response letter is to be forwarded to the Superintendent of Schools.

In most cases, the decision of the pastor/canonical pastor is final. However, 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: 1/03; 3/14/ 3/16  
Reviewed: 9/07, 7/17

G-111  
AR-CDOP

### **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 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.

### **School Atmosphere**

We strive to create a Christian atmosphere in our school. As school citizens, students are expected to conduct themselves properly. Discipline is very important to maintain order, self-control, character and efficiency. Running or loud noise in the halls is not permitted. Gum chewing is not allowed in class or on the school grounds during school. \*No student-owned video games, cassette players, CD players, Walkmans, or trading cards are allowed at school.

### **Substance Abuse Prevention Education**

St. Malachy School incorporates into its curriculum program guidelines and experiences that inform and encourage moral choice and positive self-development. The faculty, using both internal and external resources, strive to achieve growth in self-awareness, self-esteem, and decision-making.

### **Substance Abuse Policy**

Students are prohibited from possessing, using, or being under the influence of \*drugs, “look alike” drugs, alcohol \*inhalants, or tobacco while at school or at any school related function. Included with the prohibition are the following:

- Purchasing, use, possession, manufacture, distribution, dispensation or sale of \*inhalants, tobacco, alcohol, \*drugs, “look alike” drugs or drug paraphernalia on school premises or with respect to school-related activities.
- Storing in a book bag, desk, clothing or other repository on school premises or in connection with any school-related activity any \*drugs, “look alike” drugs, drug paraphernalia, alcohol, tobacco or \*inhalants.
- Being under the influence of \*drugs, “look alike” drugs, alcohol, or \*inhalants on school premises, or in connection with any school-related activities.

Violation of this Substance Abuse Policy will result in a parent teacher conference and may result in any of the following steps:

- Participate (at the expense of the family) in a substance abuse assessment done by a certified professional or by a substance abuse facility and follow the recommendations which result.
- Student suspended from school for a week.
- Student required to participate in counseling as recommended.
- Student expelled.

\*Excluding authorized drugs and inhalants

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

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

D-150  
AR-OCS

## **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/canonical 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/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical 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 pastor/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.

### **Harassment Policy**

The term "harassment" includes, but is not limited to slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status or mental handicap. (Diocese of Peoria Handbook).

Harassment of any type – verbal, physical, visual, sexual – is opposed to the mission of St. Malachy School and will not be tolerated. Harassment of any person on school grounds or by an employee while acting as a representative of this institution is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

A student who feels he or she has been harassed must notify a parent and a faculty member. The matter must also be reported to the principal who will inform the pastor as soon as possible. An investigation of the incident will take place.

C-401  
P-CDOP

## **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.

Catholic Diocese of Peoria Policy

Adopted: 5/94

Revised: 1/03

Reviewed 7/17

D-147  
CDOP

### **Bullying Prevention Policy**

All elementary and secondary schools in the Diocese of Peoria

shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation include bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“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 or students in reasonable fear of harm to the student’s or students’ person or property.
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance;
- or
- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/267-23.7 (b)

### **Bullying Conduct**

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

### **Cyber Bullying**

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

Any student who engages in bullying 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.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

D-147

## **Bullying Policy**

### **Academic Sanctions for Disciplinary Violations**

Academic sanctions for disciplinary violations will be handled on a case by case basis.

### **Discipline**

The growth of the whole person is the concern of the school. Personnel work with the parents to use learning situations for teaching the young person to accept responsibility for actions and to recognize the benefits or consequences that may result from his/her decisions. The school acknowledges the obligations of assisting the individual in making responsible decisions for personal welfare and for the good of all.

In dealing with unacceptable conduct, the lightest penalty that brings about a change is the most desirable; consecutively more severe penalties may be levied if the young person fails to correct his/her behavior. The age of the student and previous discipline experience will be taken into account when dealing with a specific incident.

In any consideration of misconduct, it is important that it be clearly stated that the student is a good person and has many fine qualities; but that the act under consideration is harmful or undesirable and must be stopped.

**The process of helping the student attain the maturity of self-discipline shall be:**

1. **In minor offenses:** The student will discuss the incident with the teacher and a constructive approach will be taken.
2. **In major matters or repeated infractions:** The teacher is to refer the student to the principal. A conference among principal, teacher and student may be used. It may also be necessary for the parent to be present.

### **CORPORAL PUNISHMENT**

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but is not limited to, slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm.

Reviewed 7/17

### **Possible Consequences for Inappropriate Behavior**

Rules and regulations are needed to maintain an atmosphere that is conducive to learning. Consequences for infractions are also needed. Students who break the rules may be issued a detention slip. A copy of the detention slip may go to the teacher, the principal and the parents.

### **\*STUDENT BEHAVIOR FOR WHICH DETENTIONS MAY BE GIVEN :**

1. Flagrant violations of playground rules listed in the Parent/Student Handbook.
2. Talking disrespectfully or showing disrespect to any teacher, staff member, designated supervisor, or fellow student.
3. Use of inappropriate or profane language.
4. Use of obscene gestures.

5. Defacing or deliberate damage to any property other than one's own.
6. Throwing of inappropriate objects, such as snowballs and rocks.
7. Refusal to follow directives of designated supervisors while participating in field trips or school activities of any kind.
8. Showing disrespect for the Mass or other liturgical or para-liturgical services.

**\*CONSEQUENCES OF DISCIPLINARY ACTION (At the discretion of the Principal):**

1. Discuss appropriate/inappropriate behavior with student.
2. Call parents.
3. Student may lose personal playtime during recess.
4. Principal may have a conference with parent, teacher, and student to discuss behavior of the student.
5. The conference and results may be documented and kept on file.
6. The student may be placed in in-school suspension for one or more days as determined by the principal.
7. Principal may have a parent conference prior to the student's return to the classroom.
8. The conference and results may be documented and kept on file.
9. Parents, teacher and principal may meet with the Education Commission. Student to attend meeting at discretion of teacher and principal.
10. Appropriate consequences will be determined and implemented.
11. The meeting and results will be documented and kept on file.

In extreme cases of misbehavior, suspension, or significant loss of playtime may be utilized as an initial form of discipline. In unusually severe situations of misbehavior, a student may be suspended out of school for a period of one to ten days.

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

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

**D-114  
P-CDOP**

**PERMANENT DISMISSAL OF STUDENTS**

The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The application of policies and procedures to particular cases is the province of the principal and the canonical pastor of the school. The Superintendent of Schools shall be consulted before any student is permanently dismissed from school.

Policies delineating causes and procedures for permanent dismissal from the school shall be clearly stated in writing by the administrator. These causes and procedures for permanent dismissal are then presented to the

pastor/canonical pastor for approval and promulgation.

After approval, causes and procedures shall be published in the parent/student handbook. Parents and students shall be informed of these causes and procedures at the beginning of the school year. *cf. A-421, P-CDOP*

Reviewed 7/17

## **Dress Code**

Since the manner of dressing has an influence on the student's learning process, we encourage the parent to see that their children are neatly dressed in clothing conducive to an attitude of work and study. The following dress code regulations are not offered to create any financial burden, but were formulated to promote a proper atmosphere.

In order to achieve these ends, we ask your cooperation in the following:

1. Students must be neat and clean. They must wear clothing that is in good condition.
2. Acceptable dress includes dresses, skirts, blouses, shirts and slacks, tennis shoes, denim jeans, culottes or split skirts, long walking shorts, fashion fleece wear shirts, pants, sweatshirts and sweatpants and nice T-shirts (white underwear T-shirts **cannot** be worn as school shirts). St. Malachy's T-shirts and sweatshirts may be worn to promote school spirit.
3. Boots must be worn by students in wet and snowy weather. On cold days, students must wear hats, scarves, gloves or mittens, coats and snow pants.
4. Students may wear summer shorts to school during the months of **August, September, October, April, May and June**. **Biker's shorts or cut offs cannot be worn.**
5. Students **cannot** wear anything that is publicly indecent or that would tend to disrupt the educational process, such as: clothing that displays drug, alcohol or tobacco advertisements or names, profane language, vulgar statements, sexual innuendoes, death, suicide, violent messages, or hate messages.

D-132.1M

**Addendum: The dress code shall be adhered to under normal circumstances, but can be altered at the Principal's discretion.**

St. Malachy's Education Commission Policy

Revised: 9/11/89; 10/14/91; 3/13/95

Re-enacted: 9/11/00

## **Bus**

St. Malachy students, who live one and a half miles from school, are eligible for busing. Bus transportation is furnished by Geneseo Unit District #228 with bus routes established by the District. Students are expected to give bus drivers the same level of respect and personal courtesy that they give their teachers. Riding the bus is a privilege and a convenience for the students and their families. Parents are responsible for the conduct of their children on the bus. Parents of any student reported for habitual misconduct will be notified and proper measures taken.

The importance of proper conduct cannot be overemphasized. Any behavior that distracts the driver instantly endangers all. In the interests of safety, all students must understand the rules and parents are urged to review the bus rules with their children.

To ride a school bus is a privilege and a convenience for the student and his family. There are, however, certain standards of behavior that are necessary for the personal safety and comfort that is desired for students attending Geneseo Schools. For purposes of safety, students may be monitored by audio and visual tape when riding on a bus. Please read the list of rules and regulations listed below.

**All students must comply with the following rules compiled by Pinks Bus Service:**

1. Please do not bring live animals on the bus.
2. No eating or drinking on the bus.
3. Heads or hands must not extend out the bus window.
4. Students must stay in seats until the bus stops.
5. Windows must be up to the line at all times.
6. Absolutely **NO** fighting on the bus.
7. Students must be quiet at railroad crossings.
8. No loud or profane language.
9. Students will board the bus at the first opportunity to do so and will not leave until they arrive home or the designated unloading point.
10. Students must have a note from parents requesting permission to leave the bus any place except at home.
11. Students must ride **only** the bus assigned. **No guest riders** will be allowed!
12. Students will be discharged **only** at the school they attend in the morning.
13. Only students who ride buses that are not at the Middle School will be allowed to transfer at the High School.
14. Water guns are **not** allowed on the buses.
15. **Insubordination by students to drivers will not be tolerated.**
16. Each bus will furnish a waste box. Materials are not to be thrown on the floor or out the windows.
17. **Intimidation of a student by another student will not be tolerated.**
18. All safety rules must be honored. National, state, county, school district and bus driver safety rules are all designed for the health and safety of all bus riders.
19. All students must remember to stay in their seats, keep their hands and feet to themselves and keep their voices quiet.
20. All students must line up for buses and remain in line until aboard. When waiting for the bus, students must not move until the bus is stopped and the driver opens the door for them.
21. Students entering or departing the bus may **not cross the road** until receiving the “**thumbs up**” signal from the bus driver.
22. **Do not** tamper with any safety device on the bus unless instructed by they driver. (i.e., crossing arms, emergency doors, fire extinguishers)
23. Objects that may cause injury to a passenger or driver while onboard a Pinks Bus i.e., pencils, pens, scissors, compasses, knives or extended paper clips must be put away before students board their buses. The bus driver will confiscate objects of this nature.

Students, who are found guilty of misconduct or a disruptive behavior influence, are subject to school regulations that include possible suspension or exclusion from the privilege of riding a bus. We hope it will not be necessary to deny any child the opportunity to ride the school bus because of serious or repeated instances of misconduct.

The school principal will determine the seriousness of an incident. If your child is reported for any of the

mentioned types of misconduct on the bus, the following disciplinary actions will be taken:

- ◆ **First Offense** - After receiving notice of the misconduct from the driver, the principal will contact the child, parents or others, as necessary, regarding the incident.
- ◆ **Second Offense** - The student may lose recess privileges for 1 to 5 days depending on the incident. Parents will be contacted by telephone and in writing.
- ◆ **Third Offense** - The student may be denied transportation on the school bus for up to 5 school days. Parents will be contacted. **Repeated offenders may be denied bus transportation for the remainder of the school year.**

**\* Students, who show disrespect for the bus driver, are fighting or use profanity may be denied bus transportation on the school bus after the first incident.**

### **Walkers and Bicycle Riders**

Students, who do not live a mile and a half from school, are NOT eligible for bus transportation to and from school. These students may be driven to and from school by their parents or other adults or they may walk or ride their bicycles to school.

Walkers and bicycle riders should look all ways before crossing the street, cross the street only in cross walks and walk or push their bicycles across the cross walks. They should follow all pedestrian traffic signals.

The bicycle safety rules booklet, which is published by the Illinois Secretary of State Office recommends the following rules for safe bicycle riding during the day:

1. Approved bicycle safety helmets **MUST** be worn to protect the child's head and brain from injury.
2. A bicycle safety check should be done by parents to determine if the bicycle has:
  - A horn or bell that can be heard up to 100 feet.
  - Reliable, properly adjusted brakes.
  - Wheel mounted side reflectors.
  - Gears that are adjusted and operate smoothly.
  - A properly adjusted seat.
  - Handlebars and all accessories securely attached.
3. Bicycling guidelines:
  - It is safest to ride single file.
  - Always ride one to a bike.
  - Make sure your child's bike is equipped for safety and working properly.
  - Ride as close to the edge of the road as is practical. **(Students must walk or ride their bicycles on the sidewalks on Ogden Avenue and on the sidewalk located on the west side of the church and school.)**
4. Bikers need to use their hands and arms to signal left and right turns and to stop. These signals should be done at least 100 feet before they plan to turn or stop.
5. Approaching school buses – Bicycle riders who come upon a school bus with flashing signal lights and a "STOP" swing-arm out must give the stop hand signal and come to a complete stop. They may proceed when the "STOP" swing-arm retracts and the flashing signals stop.
6. Right-of-Way Laws – Right of way means that one person has the right to go ahead of another.

**Bicyclists must yield the right of way to walkers and to cars.**

## **ARRIVAL AND DEPARTURE FROM ST. MALACHY SCHOOL**

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### **PROCEDURES FOR STUDENTS WHO WALK OR RIDE BICYCLES TO SCHOOL**

#### **BEFORE SCHOOL:**

- A. **STUDENTS WHO DO NOT RIDE BUSES, MAY ARRIVE AT SCHOOL BETWEEN 7:35 AND 8:10 A.M.**
- B. Bicycle riders and walkers **MUST** travel to school on the sidewalks. They **are not** to ride their bikes or walk in the streets where sidewalks are available.
- C. **When crossing the east or west driveways leading into St. Malachy Church and school, students must yield to traffic turning into or leaving the church or school.** After yielding to traffic, students **MUST** walk or push their bicycles across the driveways to the sidewalk. They will follow the sidewalks to the **west** side of the church (across from the church rectory). They will continue traveling down the sidewalk to the school. **Bicycle riders will park their bicycles in the bicycle rack and then cross the street between the double yellow lines to the sidewalk onto the playground. Walkers will also cross the driveway between the double yellow lines to the sidewalk leading to the playground. STUDENTS MUST CROSS THE DRIVEWAY TO THE PLAYGROUND BETWEEN THESE YELLOW LINES ONTO THE SIDEWALK AND PLAYGROUND. THEY CANNOT CROSS ANYWHERE ELSE.**
- D. Bicycle riders **MUST WEAR AN APPROVED BICYCLE HELMET** to protect the **head and brain from injury**. The bicycle safety rules listed in the **St. Malachy Handbook** are to be followed.

#### **AFTER SCHOOL:**

- A. **Bicycle riders and walkers will be dismissed after the buses have picked up students.** These students **MUST** stay on the sidewalks when leaving the school. They are to follow the same safety procedures they use when coming to school in the morning.

## **ARRIVAL AND DEPARTURE FROM ST. MALACHY SCHOOL**

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### **PROCEDURES FOR BRINGING CHILDREN TO SCHOOL IN THE MORNING AND FOR AFTER SCHOOL PICK-UP OF CHILDREN K-6**

**BEFORE SCHOOL DROP-OFF BY VEHICLES:**

- A. East to West Drop-off in the Morning Before School. Parents enter the east driveway and drive around to the west side of the school. Children depart from the vehicle on the playground side of the driveway on the west side of the school. They are to cross the sidewalk to the playground. **STUDENTS ARE TO BE DROPPED OFF ON THE WEST SIDE OF THE BUILDING IN THE MORNING. THEY ARE NOT TO BE DROPPED OFF ON THE EAST SIDE.**
- B. When students need to be inside due to weather conditions, students must exit their vehicles on the playground side of the driveway and cross the driveway to the school using the walkway. They are to enter the school and go directly to their classrooms.

**AFTER SCHOOL PICK-UP BY VEHICLES:**

- A. West to East Pick-Up in the Afternoon After School. Parents are to line up on the west side of the church and school across from the playground. School buses pick up the students on the east side of the building. After the school buses leave with students, parents may drive to the sidewalk in front of the west door of the school to pick up their children.

**Field Trips**

Field trips are privileges afforded to students. No student has the absolute right to a field trip. Students can be denied participation if they fail to meet the academic or behavioral requirements.

**Educational Field Trips/Field Trip Permission Slips**

The St. Malachy School's faculty recognizes that field trips provide effective and worthwhile learning experiences for students. Field trips are encouraged only when they are an integral part of the school curriculum and contribute to the desired educational goals of St. Malachy School.

**Field Trip Guidelines:**

- All field trips shall have the previous approval of the principal.
- All field trips must have an educational purpose that is stated in writing on the field trip parent permission form.
- Transportation shall be provided by a bus company unless private transportation is authorized by the principal.
- All drivers of cars must complete a form: Driver Proof of Insurance/License and Liability. This form requires a copy of : Driver's License and a proof of insurance. The form and required attachments are to be submitted to the school office. This process is required for each driving event. Volunteer drivers must have completed online driving courses offered through the Catholic Mutual Group.
- All field trips will be adequately supervised by faculty members and other approved adults.
- Parents will be notified of the date, time and details of the trip.
- NOTE: Parental permission, in writing, MUST be obtained before the student will be allowed to attend the field trip. Verbal permission will NOT be accepted in lieu of written permission. These permission forms will be kept on file in the school office. Sample permission form on page 30.
- If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will remain at the school.
- Parents must complete the Authorization for Medical Treatment Form. (See page 32). Teachers will



have this form with them on all field trips.

### **Field Trips Within Geneseo School District**

A permission slip is provided for all field trips within the Geneseo School District during the school year. These permission slips are signed at registration. (See sample Permission Form on page 31). These field trips are for the purpose of attending GEF presentations, music programs, and other programs provided by the Geneseo School District #228. The teachers supervise students, and transportation will be by bus or walking. Parents will be notified of the times and purpose of these field trips through the monthly school calendar, notes sent via book bag mail, or by e-mail.

### **PERMISSION FORM FOR SCHOOL/PARISH TRIP**

Participant's name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_

Parent/Guardian's name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

I, \_\_\_\_\_, grant permission for my child, \_\_\_\_\_  
Parent or guardian's name Child's name

to participate in the following activity at a location away from the school/parish. This activity will take place under the guidance and direction of school/parish employees and/or volunteers from **ST. MALACHY SCHOOL**:

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Destination of event: \_\_\_\_\_

Individuals in charge: \_\_\_\_\_

Estimated time of departure and return: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

My child is to bring the following items: \_\_\_\_\_

I understand the risks such trip presents to my child, including, but not limited to, serious personal injury or death. Any questions I have concerning the activity have been answered.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

In consideration for my child being allowed to make this trip, I hereby **RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS** the Diocese, the parish, the school and their employees and agents, and the volunteers assisting the school/parish, from any and all liability for injuries, damages, medical expenses, or any other loss to my child or family or me (including attorneys' fees) arising from or related to my child's participation in this activity.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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## **SAMPLE GENESEO SCHOOL DISTRICT FIELD TRIP PERMISSION FORM**

**Parents, please complete and sign the waiver of liability below in order to give permission for your child to attend various field trips within the Geneseo School District.**

**STUDENTS WHO FAIL TO RETURN A WRITTEN FIELD TRIP PERMISSION FORM WILL NOT BE PERMITTED TO ATTEND THE FIELD TRIPS.**

I am the custodial and responsible parent/guardian of \_\_\_\_\_

I request that St. Malachy School allow my child to participate in **Trips to Geneseo High School, Middle School, Millikin School, Southwest School, and Northside School, Geneseo Community Center and Central Theater as needed throughout the school year.**

These trips are for the purpose of **attending GEF presentations, music programs, and other school and district-wide programs.**

The method of transportation for these trips will be by **Bus or Walking.**

The students will be supervised by **St. Malachy School Teachers.**

In consideration for my child being allowed to make this trip, I hereby release and agree to indemnify and hold harmless the Parish, the School and the School's employees, agents and volunteers assisting the School from any and all liabilities, medical expenses or any other loss suffered to my child, our family or me due to my child's participation in this activity.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

During these trips I may normally be reached at \_\_\_\_\_  
**Phone Number** **Place**

**PLEASE LIST ANY ALLERGIES YOUR CHILD HAS:**

## AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

This information will be kept in the possession of the school and distributed to the person in charge of each and every trip on which my child participates, or athletic activity. Should the need arise, this information will be given to the proper medical authorities.

I, \_\_\_\_\_ understand that in the case of illness of my  
(Parent's name)  
child, \_\_\_\_\_, St. Malachy School will try to notify me or the  
(name of child)  
person I have listed below as an emergency contact.

In the case of a medical emergency concerning my child, at a time when I or my listed emergency contact cannot be notified, I grant full power to the school supervising employee to do as follows:

1. Arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment would normally be administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; and
2. Sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

Date: \_\_\_\_\_

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

### MEDICAL INFORMATION

#### STUDENT

Name (first, middle, last): \_\_\_\_\_

Address: \_\_\_\_\_

#### EMERGENCY CONTACTS

Parent(s) or guardian

Name (first, middle, last): \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

Other contact

Name (first, middle, last): \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

#### EMERGENCY RELEASE

These people may pick my child up from school in the case of an emergency situation when the parent or guardian cannot be reached. (Example: school evacuation because of natural disaster)

Name (first, last) \_\_\_\_\_

Phone (including area code) \_\_\_\_\_

## MEDICAL CONDITIONS

Please list any medical conditions of the above student (asthma, diabetes, epilepsy, etc):

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Please list any allergies or allergic reactions to medications of the above student:

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Please list any medications the above student is now taking:

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Date of student's most recent tetanus shot:

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Student's/Minor's Regular Physician

Name (first, middle, last): \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

Other pertinent medical information:

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## MEDICAL INFORMATION

Company: \_\_\_\_\_

Identification number of plan: \_\_\_\_\_

Identification number of covered employee: \_\_\_\_\_

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## DRIVER DECLARATION

I will be transporting student/minors of ST. MALACHY SCHOOL to and/or from the following activity: \_\_\_\_\_

I certify that I have a valid driver's license, that in the last ten (10) years my license has not been suspended or revoked, and that I have no physical conditions which make it unsafe for me to operate a motor vehicle. I further certify that I have driver's insurance with \_\_\_\_\_

\_\_\_\_\_ Company with policy limits of \_\_\_\_\_  
(attach copy of proof of insurance card). I recognize that there is no exposure to me of personal liability if a person or property suffers injury, damage, or loss.

My transportation of students/minors shall be limited to transport directly to and from this activity.

I recognize that there are certain risks associated with my transportation and supervision of students. I hereby RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS the Diocese, the parish, the school, their employees and agents, and the volunteers assisting the school, from any and all liability for injuries, damages, medical expenses, or any other loss suffered to my property or me (including attorney's fees) arising in any way from or related to this activity or the transportation of students to and from the activity.

I understand that in order to drive students I must have taken Online Driving Courses through Catholic Mutual Group.

\_\_\_\_\_  
Driver

Date: \_\_\_\_\_

**Concussions:**

Any student suspected of suffering a concussion should be removed from playing immediately. No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or quickly symptoms appear clear, without medical clearance. Students must provide the school with written clearance with a Return to Learn and Return to Play date from a physician licensed to practice medicine in all its branches.

# Office of Catholic Schools Catholic Diocese of Peoria

## **PUBLICITY FORM 2017-2018 Academic Year**

Name of School: St. Malachy City: Geneseo, IL

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

I hereby expressly grant to the school named above, its affiliated parish(es), and/or the Catholic Diocese of Peoria the right, privilege and license to use the picture or likeness of my child/children in any photograph, movie, video production or any other forms of media publication and to use the verbal or written statements or declarations of my child/children for the purpose of publicizing, fostering and promoting the school and its programs, or for any other purpose in furtherance of the mission of the school, its affiliated parish(es), and/or the Catholic Diocese of Peoria.

Name of Student \_\_\_\_\_

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

\_\_\_\_\_ Printed Name of Parent/Guardian

\_\_\_\_\_ Date

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

\_\_\_\_\_ Printed Name of Parent/Guardian

\_\_\_\_\_ Date

1/20/2017

### **Care of Books and Supplies**

The students are responsible for their books, school materials and property. All books are to be carried to and from school in a book bag. Parents and guardians are responsible for any damage to school property in their child's care.

### **Corridors**

St. Malachy School's students are expected to maintain an academic atmosphere in the corridors. This includes walking and talking quietly in the halls. Students are to always stay to the right when walking in the hall.

### **\*STUDENTS SELLING ITEMS AT SCHOOL**

St. Malachy School's students are **prohibited** from selling items on school days either at school, or on the school bus.

### **Fire, Tornado, Safety Intruder Drills**

Three fire drills are held each school year. One tornado drill is held each semester. Two safety intruder drills are held each school year. When the signal is given, everyone must follow directions promptly and go to the designated area quickly and quietly.

### **Emergency Preparedness/Crisis Plan**

In order to meet moral, as well as legal, responsibilities to assist in providing a safe school environment, St. Malachy School has developed an Emergency Preparedness Plan. This plan is designed to provide a framework for protecting students, staff and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It is kept in compliance and cooperation with the Geneseo Police and Fire Departments, the Henry County Sheriff's Department, the American Red Cross, and the Peoria Office of Catholic Education. This may be viewed on the school website.

### **Emergency File**

An Emergency File containing Student-Permission Emergency Release Slip information for all students will be maintained in the school office. This Emergency File will be taken by the school secretary whenever the school building is evacuated.

### **Parent Communication/Responsibility**

Pertinent components of the Emergency Preparedness Plan will be included in the beginning-of-school parent packet and other means of communicating with parents. **\*All parents MUST complete a Student Release Form for their child and designate other persons who will be authorized to pick-up their child in the event of an emergency. This form is to be completed at the time of registration of the child/children in St. Malachy School.**

### **Gum**

Gum is not allowed on school premises.

### **Volunteers**

Because of the generosity of our parents and friends, we have a fine volunteer program. A volunteer sign-up takes place on registration days for teacher aides, computer lab assistants, library helpers, roomparents, playground supervisors and other helpers. Volunteers are required to complete Safe Environment Training. Safe environment training for adult employees and volunteers who have contact with minors is a key element of the U.S. Bishops' Charter for the Protection of Children and Young People. The Diocese of Peoria has recently unveiled a new

training program for adults. The new program, presented in a PowerPoint format by trained facilitators, is designed to help adults know what to look for in children that might indicate that they are victims of abuse and what behavior to look for in adults that might indicate abusive behavior with children. The program also covers diocesan safe environment policies, standards of conduct, and how to report suspected abuse or neglect. Completion of the training program is required for all personnel (employees and volunteers) of the parishes, schools, and agencies of the Diocese of Peoria who have contact with minors.

### **Lost and Found**

A lost and found box is provided for articles turned into the office. When an article is lost, a student should check to see if it is in the lost and found box. Students' names should be written on the articles of clothing that could be lost. (hats, gloves, mittens, jackets, sweaters, snow pants, boots, tennis shoes, etc.

### **Lunch/Milk Program**

Students have the option of purchasing a hot lunch or bringing a cold sack lunch to school.

### **PARENT/CHILDREN LUNCHES**

Parents may take their children out for lunch during the lunch recess period. (Gr. K-2 11:10 – 11:55 A.M., Gr. 3-4, 11:45 - 12:20 P.M., Gr. 5 & 6, 11:50-12:25 P.M.) IF A STUDENT IS TO HAVE LUNCH WITH A PARENT, A NOTE MUST BE SENT OR A CALL MADE TO THE SCHOOL OFFICE BY 9:00 A.M.

### **Lunch Program**

St. Malachy School has a computerized hot lunch program through the Geneseo School District. A 4-digit pin code will be issued to a student; this pin code will remain the same as they enroll into the Geneseo School District. This system enables parents to pay for as many meals as is convenient. Prepayment may be done as frequently as parents would like; weekly or more and in any amount (\$10, \$20...). Payments may be put in an envelope and submitted at any time, with payments posted daily. **Charging a meal is strongly discouraged.** If it is necessary for a student to charge a meal, it should be with the understanding that the money will be brought to school the following day.

Parents are asked to deposit a minimum of one week of lunches per child into their child's individual account, although larger amounts are recommended. We encourage the prepayment for meals of up to a month or more in length. Families receiving reduced-price meals are asked to deposit a minimum of one week of lunches per child, or more. The computer program will deduct the cost of a lunch from your account. Free, reduced, staff meals and children purchasing milk for cold lunches will be handled in the same manner. Payment notices are automatically printed and sent home to parents when account balances are below the cost of a week's lunches.

Cash payment will not be accepted in the serving line. Payment will be accepted in the school office. The computer retains all payment information, eliminating the need for lunch and milk tickets and can give detailed expense information as well. Payments may be dropped off in an envelope at the school office by parents any time during the school day. Students may bring



money to school in an envelope to give to their classroom teacher to send to the school office at the beginning of the school day. Payment should be made in an envelope with the following information visible:

**STUDENT NAMES AND GRADES  
AMOUNT ENCLOSED FOR EACH CHILD**

You may directly mail your payment (checks only) to St. Malachy School, 595 E. Ogden Ave., Geneseo, IL 61254 ATTN: HOT LUNCH. It is very important to list the student names and the amount to be deposited in each child's account. Parents may write one check for all of their students attending St. Malachy School. However since each student has an individual account, parents must identify the amount to be credited to each child. Since our hot lunches are purchased through the Geneseo School District, please make checks payable to: Geneseo School District 228. Checks from St. Malachy School will be taken to the Geneseo Unit Office after being recorded at St. Malachy School.

**Refunds:**

Should your family move away from St. Malachy School and out of the Geneseo School District, any overpayment will be refunded.

If your family has money in your account at the end of the year, it will be rolled over into the next school year.

Students in grades 3-6 have the opportunity to purchase extra main dish items, chips, dessert, etc.

If parents have questions or concerns, please contact the school office (944-3230).

**Free and Reduced Price Lunches**

Free and/or reduced price lunches will be furnished to children of families who qualify because of financial difficulty and/or low income. A child will not be denied lunch because of inability to pay. Applications for free and/or reduced lunches may be secured at the school office.

**Kindergarten students receive a free lunch the first day of school.** They are guests of the hot lunch program.

**Lunch Period**

**The following recess and lunch schedule will be used:**

<b>11:10 - 11:55 A.M.</b>	<b>Lunch recess and lunch grades K-2</b>
<b>11:45 - 12:20 P.M.</b>	<b>Lunch recess and lunch grades 3 &amp; 4</b>
<b>11:50-12:25 P.M.</b>	<b>Lunch recess and lunch grades 5 &amp; 6</b>

**Playground**

The playground is available before school and during recess for the enjoyment of students. Playing by the rules, obeying playground supervisors and respecting the rights of others make this possible.

**PLAYGROUND RULES**

- 1. Fighting or violent behavior is not allowed.**
- 2. No sprinting in the mulched area around the playground equipment.**
- 3. Go down the slide feet first, one at a time.**

4. **No jumping off of the swings.**
5. **Throwing or kicking rocks is not permitted.**
6. **Throwing snowballs is not permitted.**
7. **Do not play tag on the playground equipment.**
8. **Only one student at a time on the swings.**
9. **Swing forward and backward on the swings, do not swing sideways.**
10. **Do not pick each other up or ride on each other's back.**
11. **No tackle football is allowed.**
12. **When the bell rings to indicate recess is over, students must line up and walk quietly into the school.**
13. **All rules of normal discipline, as stated on previous pages, also apply to the playground.**

### **Before School Pass**

Students, who need to enter the school before 8:10 A.M., must receive written permission from their teacher or verbal permission from the playground supervisor.

### **Health Care**

**HEALTH EXAMINATIONS (PHYSICALS) AND IMMUNIZATIONS:** Illinois law requires a physical exam be completed for all students entering kindergarten, 6th and 9th grade. Immunizations are to be given to every child at the time the physical exams are given. Parents or legal guardians who object to health examinations or any part thereof, or to immunizations on religious or personal beliefs or medical reasons may have his/her child exempt from health examination and immunization requirements to which they object if they present to the school a signed statement of objection, detailing the grounds for the objection and a doctor's signature. A complete immunization record must be on file for each student in the school. For students entering before **October 15** of any given year, the proof of immunization must be presented by this date or the student will be excluded from the school until the requirement is met. If for medical reasons one or more required immunizations must be given after October 15, then the student shall present, by October 15, a schedule for the administration of the immunization and statement of the medical reason for the delay. Students enrolling after October 15 must present the immunization record and their latest health examination as soon as possible. Students entering Kindergarten must also complete a dental exam and a vision exam. Dental exams are required for students entering 2<sup>nd</sup> and 6<sup>th</sup> grades.

### **Health Program**

A school nurse will serve the students and their families in a number of ways. The nurse is guided by directives from the State of Illinois and by Education Commission policy. The nurse is available to students at St. Malachy School on a limited basis.

**The nurse will assist the principal and school personnel to:**

1. **Provide emergency treatment in the event of an accident.**
2. **Provide care for a child becoming ill while at school. All ill students must report to the school office and the nurse or school personnel will determine:**
  - a. **If the student should rest and try to return to classes.**
  - b. **If the student should go home. The nurse or authorized school personnel will make the arrangements for the student to leave. A parent or designated individual on the health card must be contacted before a**

**student is allowed to leave.**

**c. If the student is able to participate in full school activity.**

All of the above are handled by the nurse or school personnel unless there is a written order from a medical doctor. The nurse or school personnel will also do the items listed below:

- 1. Check the reasons for student absenteeism.**
- 2. Maintain up-to-date health records for each student as required by the State of Illinois.**
- 3. Administer vision and hearing testing.**
- 4. Be a resource person to teachers and students.**
- 5. Make home visitations (health and attendance problems).**
- 6. Help with health, social and family history (information gathering for referrals)**

D-151

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## **STUDENT WELLNESS PLAN**

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

1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in early childhood programs and grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the 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, staff, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

## **STUDENT WELLNESS PLAN**

The purpose of this administrative regulation is to ensure a total school environment that promotes and supports student health and wellness, helps reduce childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.

### **GOALS FOR NUTRITION EDUCATION**

1. Students in early childhood programs and grades Kindergarten through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in early childhood through the primary grades as eating habits are established at a young age.
2. The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
3. Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

### **GOALS FOR PHYSICAL ACTIVITY**

1. Students in early childhood programs and grades K through 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in early childhood through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
2. Elementary schools shall provide a daily, supervised recess period to all students.
3. Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs, or other like activities.

### **GOALS FOR OTHER SCHOOL ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS**

1. Consistent School Activities and Environment – Healthy Eating
  - a. All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing, and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
  - b. Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Pyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.
  - c. It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff.
  - d. School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat.
  - e. All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.

- f. Students, parents, school staff, and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options.
- g. Access to any area involved in storage, preparation, or service of food on the school campus shall be limited to authorized personnel.
- 2. Consistent School Activities and Environment – Physical Activity
  - a. Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
  - b. Physical activity facilities and equipment on school grounds shall be safe.
  - c. Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.
- 3. Food as a Reward or Punishment
  - a. School personnel shall not withhold food or beverages from students as punishment.

#### **NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY**

- 1. Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing, and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).<sup>1</sup>
- 2. All foods and beverages sold individually (apart from the reimbursable school meal) shall be well regulated and consistent with the nutritional goals of the student wellness plan. This includes:
  - a. a la carte offerings in the food service program;
  - b. food and beverage choices in vending machines, snack bars, school stores;
  - c. food and beverages sold as part of school-sponsored fundraising activities.
- 3. Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

#### **GUIDELINES FOR SCHOOL MEALS**

- 1. School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans.<sup>2</sup>
- 2. School meals shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.<sup>3,4</sup>

#### **MEASURING IMPLEMENTATION**

- 1. The principal of each building shall be responsible for implementation of the student wellness plan.

#### Attachments:

Healthful Food and Beverage Options for School Functions  
School Wellness Program Implementation Checklist

<sup>1</sup> MyPyramid.gov, United States Department of Agriculture. [www.mypyramid.gov](http://www.mypyramid.gov)

<sup>2</sup> Dietary Guidelines for Americans 2005, Department of Health and Human Services and the Department of Agriculture, 2005. [www.health.gov/dietaryguidelines](http://www.health.gov/dietaryguidelines)

<sup>3</sup> Minimum School Meal Requirements – section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)) [www.access.gpo.gov/uscode/uscmmain.html](http://www.access.gpo.gov/uscode/uscmmain.html)

<sup>4</sup> Minimum School Meal Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) [www.access.gpo.gov/uscode/uscmmain.html](http://www.access.gpo.gov/uscode/uscmmain.html)

### Healthful Food and Beverage Options for School Functions

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

**This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.**

### **Accidents**

The staff cares for minor accidents requiring minimal first aid treatment. The school nurse is called for accidents of a more serious nature and parents are notified.

### **Students with Asthma**

A student with asthma, which requires him/her to use an inhaler at school, may possess and use his/her asthma medication, if his/her parents have signed a written authorization for the self-administration of medication. Parents or guardians of all students with asthma must also provide to the school a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the following information:

- A. The name and the purpose of the medication;
- B. The prescribed dosage;
- C. The time or times at which or the special circumstances under which the medication is to be administered.

The information provided shall be kept on file in the office of the school nurse or, in the absence of a school nurse, the school's administrator.

The parents or guardians of the student must sign a statement acknowledging that St. Malachy School and its employees and agents are to incur no liability except for willful and wanton conduct by the school and its employees as a result of any injury arising from the self-administration of medication by the student. The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements listed here.

Provided that the requirements are fulfilled, a student with asthma may possess and use his/her medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, and during before or after school activities.

Inhalers will be kept in the school office for those students whose parents do not sign an authorization for their child to possess and administer his/her asthma medication.

### **Medication Policy: Administering Medication at School**

Parents have the primary responsibility for the administration of medicine to their children. Medication that is required by a student shall generally not be administered at school. Only those medications that are necessary to maintain the student in school will be given during school hours.

Students, who are recovering from a temporary illness, or a student on long-term medication who requires medication during the school day, may bring the medication to school following these guidelines:

- I. Written order for medication on a medication authorization school form by a licensed prescriber with signed permission by parent or guardian. The school form can be obtained from the school, physician's office and emergency room.**

**II. The PARENT OR GUARDIAN must bring medication TO THE SCHOOL OFFICE in a pharmacy or physician labeled container.**

**A. All prescription drugs, including asthma inhalers, epinephrine injectors, and diabetic medication shall display:**

- Students name
- Prescription number
- Medication name/dosage
- Administration route/or other directions
- Date and refill
- Licensed prescriber's name
- Name or initials or pharmacist
- Students must have signed consent from a licensed physician to self-administer inhalers or epinephrine pens

**B. Non-Prescription medications**

1. Parent or guardian will complete the medication authorization school form and sign the form before non-prescription medication can be administered at school.
2. Non-prescription medication must be brought to the school office by the parent/guardian in the original manufacture's package with the student's name on the container.
3. Medication may not be carried back and forth between school and home by the child.
4. In the event the child needs a non-prescription pain reliever, the school will administer the Equate brand without aspirin (acetaminophen) only if the parent or guardian has signed a permission form giving school personnel permission to administer this medication. Any other brand or form of non-prescription medication must be provided by the parent in the original container and they must sign a permission form.

**III. The nurse or authorized school personnel will dispense medication and document. Upon request by licensed prescriber, written feedback will establish that medication was administered.**

**IV. Prescription and non-prescription medication will be stored in a locked area or refrigerated as requested in a secure area.**

**V. Parents or guardians will be responsible at the end of the treatment for removing from school any unused medication. Medication not picked up by the parents at the end of the school year will be discarded.**

**VI. ST. MALACHY SCHOOL RETAINS THE RIGHT TO REJECT ANY REQUEST FOR THE ADMINISTRATION OF MEDICATION IF ANY GUIDELINES ARE NOT MET!**



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

## **I. Preamble**

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

## **II. Responsibility**

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

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

## **III. Pastoral Standards**

### **1. Conduct for Pastoral Counselors and Spiritual Directors**

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

- 1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.

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

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

## **2. Confidentiality**

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

- 2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
  - 2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.
  - 2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.
- 2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.

- 2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.
- 2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual=s identity and the confidentiality of the disclosures.
- 2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child=s health and well-being, the Counselor or Spiritual Director should:
  - # Attempt to secure written consent from the minor for the specific disclosure.
  - # If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

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

**These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosureCeven indirect disclosureCof information received through the confessional.**

### **3. Conduct With Youth**

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

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

- 3.5.2 Use a team approach to managing emergency situations.

## 4. Sexual Conduct

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

- 4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.
- 4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.
- 4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.
- 4.4 Allegations of sexual misconduct should be taken seriously and reported first to civil authorities if the situation involves a minor and then to the Victim Assistance Coordinator of the Diocese of Peoria.

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

- 4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Illinois and should follow those mandates.

## 5. Harassment

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

- 5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
  - # Physical or mental abuse.
  - # Racial insults.
  - # Derogatory ethnic slurs.
  - # Unwelcome sexual advances or touching.
  - # Sexual comments or sexual jokes.
  - # Requests for sexual favors used as:
    - B a condition of employment, or
    - n to affect other personnel decisions, such as promotion or compensation.
  - # Display of offensive materials.

- 5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
- 5.4 Allegations of harassment should be taken seriously and reported immediately to the Victim Assistance Coordinator.

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

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

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

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

## **7. Conflicts of Interest**

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

- 7.1 Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.
- 7.2 Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.
  - 7.2.1 No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or

business interests.

7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- # Clarify with all parties the nature of each relationship,
- # Anticipate any conflict of interest,
- # Take appropriate actions to eliminate the conflict, and
- # Obtain from all parties written consent to continue services.

7.3 Conflicts of interest may also arise when a Pastoral Counselor=s or Spiritual Director=s independent judgment is impaired by:

- # Prior dealings,
- # Becoming personally involved, or
- # Becoming an advocate for one (person) against another.

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

## **8. Reporting Ethical or Professional Misconduct**

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

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

Also notify the Office of the Chancellor.

8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor

8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:

- # Report the issue to a supervisor or next higher authority, or
- # Refer the matter directly to the Office of the Chancellor.

8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety,

health, or well-being of any of the persons involved except as provided for in Section 2.5.

## **9. Administration**

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

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

## **10. Staff or Volunteer Well-being**

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

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

**DIOCESE OF PEORIA**

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

**PREAMBLE**

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

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

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



## **PROHIBITION OF SEXUAL ABUSE OF MINORS**

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

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

## **CAVEAT AND OTHER OBJECTIONABLE CONDUCT**

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

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

## **DEFINITION OF SEXUAL ABUSE OF MINORS**

- Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. This includes, but is not limited to, sexual contact with the intimate parts (genital area, groin, anus, inner thighs, buttocks, or breasts) of a minor for the purpose of sexual gratification or arousal or for the purpose of degrading or humiliating the minor. Deliberate touching of the intimate parts of a minor, a request to touch the intimate parts of the adult, the exposure of the intimate parts of the adult to a minor, or requesting the minor to expose his or her intimate parts also constitute sexual abuse. A minor is a person who has not yet reached his or her eighteenth birthday.
- The transgressions in question relate to obligations arising from Divine commands regarding human sexual interaction as conveyed to us by the Sixth Commandment of the Decalogue. Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a

minor qualifies as an external, objectively grave violation of the Sixth Commandment (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, USCCB, 1995, p. 6).

- A canonical offense against the Sixth Commandment (c. 1395, §2) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, imputability (moral responsibility) for a canonical offense “is presumed upon external violation.” (c. 1321, §3. Cf. cc 1322-27)
- If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians may be consulted and the opinions of recognized experts may be obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the Bishop of Peoria, with the advice of the Diocese’s Sexual Misconduct Review Board, to determine if the allegation warrants further action.

## **DEFINITIONS**

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

## **DISTRIBUTION OF POLICY**

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

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

## **MAINTENANCE OF SAFE ENVIRONMENT AND PASTORAL CARE FOR VICTIMS**

### **SAFE ENVIRONMENT PROGRAM**

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

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

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

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

### **ASSISTANCE TO VICTIMS**

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

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

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

### **SEXUAL MISCONDUCT REVIEW BOARD**

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

Advising the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry or dismissal from employment or service to the Diocese as a lay person;

Reviewing Diocesan policies for dealing with sexual abuse of minors; and

Offering advice on all aspects of these cases, including the offering of assistance to victims whether retrospectively or prospectively.

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

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

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

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

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

## **INVESTIGATION OF INCIDENT REPORTS AND INTERIM PROTECTIVE MEASURES**

### **NOTIFICATIONS OF REPORT**

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

### **REQUIREMENT OF INVESTIGATION**

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

### **CONFIDENTIALITY**

All personnel of the Diocese who are involved in the investigation and disposition of the report of sexual abuse, including the members of the Review Board, will refrain from publicly commenting on the report. Any public

statements about the report or about any action taken in response to it may be made only with the explicit approval of the Bishop. Any media contact or inquiries regarding an incident of sexual misconduct by personnel of the Diocese must be directed to the Office of the Chancellor.

### **INTERIM MEASURES**

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

### **INVESTIGATION OF INCIDENT REPORTS**

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

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

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

### **PROCESS FOR INVESTIGATION**

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

such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.

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

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

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

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

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

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



## **REPORT TO SEXUAL MISCONDUCT REVIEW BOARD**

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

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

An anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment;

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

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

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

A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person);

A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report;

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

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

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

### **RECOMMENDATIONS BY REVIEW BOARD**

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

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

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

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

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

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

A similar report from the alleged victim's professional psychiatric or psychological counselor, if the alleged victim is willing to authorize their release to the Review Board; or

Additional specific information that still may be available.

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

To remove the priest or deacon from the ministry, either by consent (including retirement) or in accordance with the procedures provided by canon law, if the priest or deacon contests the findings; or

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

#### **DETERMINATION BY THE BISHOP**

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

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

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

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

#### **ACTIONS TO ADDRESS INCIDENTS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS**

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

professional treatment.

### **NOTIFICATIONS OF DECISION**

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

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

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

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

### **RECORDS**

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

### **JURISDICTION**

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

for Motu Proprio Sacramentorum sanctitatis tutela, AAS, 93, 2001, p. 787).

### **WAIVER OF PERIOD OF LIMITATIONS**

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

### **ASSISTANCE OF COUNSEL**

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

### **FINDING OF CULPABILITY**

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

### **SANCTION IN LIEU OF DISMISSAL FROM CLERICAL STATE**

If the priest or deacon has either admitted culpability or been found culpable after a trial in accordance with Canon Law and if the penalty of dismissal from the clerical state has not

been applied for (e.g., for reasons of advanced age or infirmity) or prescribed by the tribunal after a trial, the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest.

### **ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE ADMINISTRATIVE ACTION**

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

To remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. (see canons 35-58, 149, 157, 187-189, 192-195, 277 §3, 381, 383, 391, 1348, 1740-1747); and

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

### **“SINGLE INCIDENT” POLICY**

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

### **POSSIBLE ADMINISTRATIVE MEASURES**

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

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

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

For a cleric who holds no office in the Diocese, any previously delegated faculties may be administratively removed (c. 391, §1 and 142, §1), while any *de lege* faculties may be removed or restricted by the competent authority as provided in law (e.g., c. 764).

The Bishop may also judge that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to be allowed to celebrate the Eucharist with no member of the faithful present (c. 906); for the good of the Church and for the priest's own good, the Bishop may urge the priest to celebrate the Eucharist only under such circumstances and not to administer the sacraments.

Depending on the gravity of the case, the Bishop may dispense the cleric from the obligation of wearing clerical attire and may prohibit him from doing so (cc.85-88, 284).

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

### **LOSS OF THE CLERICAL STATE**

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

### **RESTRICTION ON TRANSFERS BETWEEN DIOCESES**

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

Before the Bishop of Peoria receives a priest or deacon from outside his jurisdiction, the Bishop will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question.

## **TRANSPARENCY AND OPENNESS; PROTECTION OF PERSONAL PRIVACY AND REPUTATION**

### **A. DANGER OF FALSE ALLEGATIONS**

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

### **B. PUBLICATION OF DIOCESAN ACTION**

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



names of priests and deacons who have been removed from ministry under this Policy.

**C. CONFIDENTIALITY AGREEMENTS**

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

**D. OUTREACH TO AFFECTED PARISHES**

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

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

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

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

All Diocesan personnel are required to report suspected child abuse, including sexual abuse, to the Diocese as set forth in this Policy. In Illinois, the Department of Children

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

## **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.

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