

# Mission Statement

Holy Cross School is a faith-centered community fostering lives of service, integrity, and life-long learning. We are committed to Catholic education founded on Gospel centered values and the teachings and traditions of the Catholic Church. We are called to be Christ for others and to see Christ in others.

# Statement of Purpose

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

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

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

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

All personnel that work in our Catholic schools must have at 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 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. Faculty and Staff

# Faculty and Staff

Principal	Mrs. Rosemary Costello
Kindergarten	Ms. Kathy Cain
Kindergarten	Mrs. Pat Grider
1B	Mrs. Susan Bonadies
1T	Mrs. Mary Kay Thompson
2B	Mrs. Barbara Beckett
2F	Mrs. Sally Feller
3A	Mrs. Mary Ahasic
3K	Mrs. Elizabeth Kelley
4B	Mrs. Gerri Bramfeld
4T	Mrs. Mary Tate
5F	Mrs. Gloria Fellers
5R	Mrs. Natasha Rhodes
6C	Mrs. Judy Crull
6R	Mrs. Jeri Roberts
7W	Mrs. Erin Whitmer
7A	Mrs. Loyal Anderson
8K	Ms. Kristine Ketcham
8W	Mrs. Jennifer Walters
P.E.	Ms. Julia Valley
Library	Mrs. Sherri Bolen
Computer	Ms. Sharon Kane
Art	Mrs. De Cornyn
Music	Mrs. Crystal McCullough
Band	Ms. Sybil Siska
Spanish	Mrs. Jennifer Fox
Unit 4 L.D.	Mrs. Karilyn Sonka
Unit 4 Speech	Mrs. Lynn Marassa
Unit 4 Title I	Mrs. Leann Thies
Social Worker	Mrs. Carol Bergeson
After Care	Mrs. Penny Devall
Director of Religious Education	Mr. Marc Cardaronella
Assistant Director of Religious Education	Ms. Bekki Wertz

## Support Staff

Business Manager	Mrs. Mary Beth Meyers
Secretary	Mrs. Cindy Wisegarver
Athletic Director	Mr. Jim Kreie
Maintenance	Mr. Dwain Shuler
Maintenance	Mr. Jordon Fellers
Maintenance	Mr. Ed Lohr

## Cafeteria Staff

Manager	Mrs. Charlene Neal
Cook	Mrs. Carolyn Gerald
Cashier	Mrs. Ann Gibbons
Cashier	Mrs. Karen Sullivan

## Clergy

Father Stephen Willard	Pastor, Holy Cross Parish
Father Joseph Hogan	Pastor, St. Patrick Parish
Father Tom Royer	Pastor, St. Mary Parish

# History of Holy Cross School

Holy Cross School was founded in 1912 to serve the families of Holy Cross Parish. It was originally staffed by the Sisters of St. Joseph of Carondelet. Our last sister left Holy Cross School in 2001. We remember the work of these sisters by our school's dedication to St. Joseph and by the prayer to St. Joseph which we say every morning.

# Calendar for 2009-10

This is a tentative calendar that may be amended as situations warrant. Check the Holy Cross website for up-to-date calendar information. There is an all school mass every Friday during the school year which are not listed on this calendar. Additional special masses are listed.

August 17, 18, 19	Teacher Institute Days
Tuesday, August 18	Fee Day, 7:30 a.m. to 1 p.m.
Thursday, August 20	First day of school, noon dismissal for grades 1-8
Friday, August 21	First whole day of school, grades 1-8
August 20-August 28	Kindergarten dismissal at 11:45 a.m.
Wednesday, September 2	Informational Open House, 7:00 p.m.
Monday, September 7	No school, Labor Day
Tuesday, September 9	School Picture Day
Monday, September 14	Feast of the Exaltation of the Holy Cross Grandparents' Day, Mass at 8:15 a.m.
Week of September 13	Week of celebration of our Feast
September 14-25	Iowa Test of Basic Skills testing for grades 3-8
Friday, October 2	Noon dismissal, faculty in-service
Friday October 9	No school, Diocesan Teacher Institute
Monday, October 12	No school, Columbus Day
Friday, October 16	Hot Dog Day
Friday, October 23	End of 1st Quarter
Friday, October 30	Report Card distribution
Thursday, November 5	Parent/Teacher Conferences Half day of school for students
Friday, November 6	Parent/Teacher Conferences, No school for students
Wednesday, November 25	No school
Saturday, November 21	Confirmation for 8th graders
Wednesday, November 25	No school, teacher in-service
Thursday, November 26	No school, Thanksgiving
Friday, November 27	No school
Tuesday, December 8	Mass at 8:30 a.m., Feast of the Immaculate Conception
Friday, December 18	Last day before Christmas break
Monday, January 4	School resumes

Week of January 4	ACRE (Catechetical) Assessment for grades 5 and 8
Friday, January 15	End of 2nd quarter
	Noon dismissal, faculty in-service
Monday, January 18	No school, Martin Luther King Jr. Day
Friday, January 22	Report card distribution
Week of February 1	Catholic Schools Week
Week of February 8	Metritech Writing Assessment for grades 4 and 7
Monday, February 15	No school, Presidents' Day
Wednesday, February 17	Ash Wednesday, Mass at 8:30 a.m.
Friday, March 19	End of 3rd Quarter
Week of March 22-26	Spring Break
Thursday, April 1	Report card distribution
Friday, April 2	No school, Good Friday
Monday, April 5	No school, Easter Monday
Saturday, May 1	First Communion for 2nd graders
Friday, May 21	Graduation for 8th graders
Friday, May 28	Last day, dismissal after mass
June 1-4, 7	Weather emergency days

# Curriculum

The following is a brief overview of the curriculum and the textbooks used by the students.

## Religion

Christ Our Life (2002) by Loyola Press is the religion series used by the students in grades K-5, 7, and 8. It is written by the Sisters of Notre Dame of Chardon, Ohio. It is a comprehensive series approved by the Diocese of Peoria and guides students through Scripture, doctrine, Sacraments, liturgy, and the traditions of the Catholic Church.

Image of God (1993) by Ignatius Press is used by students in grade 6. It covers the Old Testament.

Confirmed in the Spirit is used in grades 7 and 8 as they prepare for Confirmation. This text focuses on the Sacraments, especially Confirmation, and the gifts of the Holy Spirit.

An important component to our religion program is service to others. Students at all levels are given opportunities throughout the school year to be of service to others within and outside of the school community. Students record their reflections and acts of service in their Sacrament/Service Portfolio which is passed on with them through the grades.

Teachers will use the revised Catechism as a reference for religious education.

## Reading

Grades K-2 have instituted a balanced literacy program to effectively meet the needs of students. There are four basic components: read aloud by the teacher, independent reading by the students, shared reading, and guided reading. During shared reading, the teacher models and prompts reading strategies using materials such as books, charts, and sentence strips. Guided reading takes place in flexible small groups with the teacher providing direct instruction tailored to each group's needs. Each child has his/her own book which has been leveled according to difficulty. This leveling enables the teacher to match students with books at their reading level. The books come from many sources including the Houghton Mifflin Literature Experience, texts from various publishers, and trade books. The working with words component incorporates phonics and spelling. Based on the 4 Block Model by Patricia Cunningham, this component provides direct instruction and modeling by the teacher. Numerous opportunities for students to practice and apply phonetic and spelling strategies are provided.

Grades 3 and 4 use the Houghton Mifflin Literature Experience reading program. This program provides opportunities to learn to read through repeated experiences with award winning literature grouped by them. The anthologies are filled with treasured children's literature organized by theme, author, genre, topic, and non-fiction content areas. Theme books and trade books supplement the program.

The reading program for students in Grades 5-8 includes literature from various genres such as novels, poetry, short stories, and non-fiction works.

## Language Arts/English/Writing/Spelling

Students begin to learn the fundamentals of grammar and writing as early as kindergarten. Correct grammar and punctuation as well as creativity are expected in student writing.

Students in grades Kindergarten through grade 2 use Units of Study for Primary Writing and students in grades 3 through grade 5 use Units of Study for Teaching Writing, both by Lucy Calkins and Colleagues from the Teachers College Reading and Writing Project (Columbia University) published by Heinemann. The units of study are a series of teacher books which present a year long writing curriculum. The units offer a detailed model on how to lead strong efficient writing workshops tailored to the needs of the K-5 classrooms. These sequential units are organized into a carefully crafted spiral curriculum which explicitly teaches students how to think like and become skillful writers.

The K-2 series consists of 7 units. Students move from pictorial story telling in kindergarten through emergent into fluent writing by the end of second grade. The 3-5 series consists of 6 units which teach narrative and expository writing using more and more complex strategies and concepts. Spelling and punctuation are presented throughout the K-5 curriculum.

In grades 5-8, the language arts program focuses on three core areas: grammar, writing, and vocabulary/spelling. A Houghton Mifflin grammar book is primarily utilized to cover grammar concepts ranging from basic punctuation to the uses of the parts of speech in sentence structure. Students are encouraged to use these skills as they write in a variety of formats, including but not limited to narrative, expository, and persuasive. As they write, the fundamentals of focus, support and elaboration, organization, conventions, and integration of ideas are stressed as well as the importance of prewriting, revision, and editing. Within their writing, rich vocabulary is encouraged, and the Sadlier-Oxford Vocabulary Workshop workbook is used to introduce new words. Together, these three core areas are intended to promote solid writing skills in our students.

Houghton Mifflin's Spelling and Vocabulary (2004) is the program used in Grades 3-5. The spelling patterns and practice help students to be better spellers in all curriculum areas.

## Math

Students in grades K-5 use Progress in Mathematics by Sadlier-Oxford (2006) as they learn the basic math facts of addition, subtraction, multiplication, and division as well as fractions, decimals, and percentages. Manipulatives are an important part of the program. Students in grade 6 use Mathematics: Applications and Concepts by Glencoe (2003).

Students in grades 7 and 8 start on a two year program studying Pre-Algebra or Algebra. The goal of the Pre-Algebra is to prepare students for success in Algebra I in high school. Students taking Algebra use a high school textbook which is taught over a two year period. This is a rigorous course of study, intended to prepare students to progress to Geometry, Algebra II, etc. in high school. Students must maintain a "C" average or above for each semester to continue in Algebra.

## Social Studies

Students in grades K through 3 use We the People social studies program by Houghton Mifflin. Level K, Greet the World, presents broad social themes within the familiar context of the child's immediate world. Level 1, Grow and Change, explores calendar-based social studies themes that focus on families, teams, neighbors, cultural celebrations, heroes, and holidays. Level 2, Work Together, examines themes as wants and needs, rules and laws, and how communities grow and change. Level 3, Share Our World, examines history, geography, economics, culture and government. Field trips and map skills are important elements in the social studies curriculum.

The Houghton Mifflin series is being used for Grades 4, 5, and 6. States and Regions (grade 4) and US History (grade 5) cover the geography and history of the United States. Students in grade 4 also study Illinois geography, culture, and history. In addition to using the text The Illinois Adventure, students in grade 4 also visit the Lincoln and state capital sites in Springfield.

Students in grade 6 study world history (World Cultures and Geography) including the Greeks, Romans, the Middle Ages, and the Renaissance.

Students in grades 7 and 8 study United States history in a more comprehensive way (The American Nation). Students in grade 8 study and must pass tests on the Illinois and United States constitutions.

## Science

Students in Kindergarten through grade 5 use the Discover the Wonder series which focuses on topics in the everyday lives of the students: seasons of the year, animals, plants, the earth, etc.

In grades 5-8, the science curriculum focuses on developing topics through hands on laboratory activities, student based learning projects, guest speakers, and exploration outside the classroom which enable students to apply their knowledge to their daily lives. Grade 5 topics include science equipment, matter, atoms, elements, elderly cells, body systems, simple machines, electricity, energy, and motion. Grade 6 focuses on earth science with topics that include minerals, rocks, rock cycles, earthquakes, scientific method, plate tectonics, and space. Students in grade 7 study life science and students in grade 8 study physical science. Students in grades 5-8 also study two units each in the health sciences which cover topics such as nutrition, growth and development, personal health, conflict resolution, drugs, alcohol, and tobacco.

## Art

Art lessons and units of study for grades K-8 follow a discipline based art education model. Art concepts, art history and appreciation and art making in drawing, painting, printmaking, sculpture, collage, fibers, weaving, and crafts are taught sequentially at age appropriate levels. The art curriculum adheres to the state of Illinois goals for academic standards in Fine Arts.

## Music and Band

Students in grades K-6 have music twice a week. Students in grades 7 and 8 may choose music as an elective. Band is available for students in grades 5-8.

## Physical Education

Physical education is a learning focused program based on the development of children with two classes per week for grades K-8. The curriculum consists of game, dance, gymnastic, and lifelong fitness activities geared toward developing skillful moves. The curriculum follows the guidelines established by the National Standards for Physical Education. Holy Cross is the laboratory setting for the University of Illinois kinesiology students who are preparing to become physical education teachers.

## Technology

Students in grades K-8 receive computer literacy instruction on a weekly basis following a sequenced curriculum. Keyboarding is taught in grade 4. Our school has a computer lab with 28 E-macs as well as network capabilities in all classrooms. An Internet usage policy regulating student use of the Internet and outlining appropriate behaviors must be signed by parents and students each year.

## Spanish

The Spanish program is a two year program beginning in grade 7 and completed in grade 8. The program serves only as an introduction to the study of the Spanish language.

## Electives

Students in grades 7 and 8 have the opportunity to choose from several electives. These electives may include consumer education, drama, computer, art, Spanish, and band.

## Illinois Textbook Loan Program

The Illinois State Board of Education appropriates funds for the purchase of non-consumable textbooks each school year. Holy Cross School participates in the program when it is offered for students in grades K-6 and grades 7-8. Parents are asked to sign a form allowing Holy Cross to submit a request to the State of Illinois for a possible textbook for their child.

# School Budget

## School Fees

A fee of \$250 is charged for each child, payable on Fee Day in August. Kindergarten fees are \$267.00 which includes a kidnapper (a special mat used by each kindergartner).

## School Tuition

Four categories of tuition are defined so as to differentiate the manner in which financial support is given to the parish for school operations.

Category One Participants: Holy Cross Parishioner: Registered family that is living and practicing the Catholic faith, contributing to the support of the parish, and involved in the stewardship program at Holy

Cross Parish. A family must be registered and supporting the parish for one year prior to enrollment to receive a tuition benefit. Out-of-area transfers are excluded.

Category Two Participants: Catholic Family: Registered family of any surrounding parish in the Peoria Diocese, in good standing. A letter from the parish stating such is required. St. Patrick and St. Mary Parishes shall provide financial support, as determined by the Holy Cross Finance Council, for those families who are members of these respective parishes. Members of other Catholic parishes shall pay tuition, as determined by the Holy Cross Finance Council, directly to Holy Cross Parish.

Category Three Participants: Non-Catholic Families: All families not registered at area Catholic parishes. A flat tuition shall be charged per student in grades K-8.

Category Four Participants: Home Schooling Families: Holy Cross School will provide textbooks to parents of home schooled children at full cost. Home schooled children will be permitted to attend some classes, space permitting, at a tuition rate that will be determined by the Principal, in consultation with the Pastor.

School parents who are members of Holy Cross Parish are expected to financially support the cost of school operations by making tuition payments to the parish based both on their financial ability to pay and on the cost to educate a child as determined by the Holy Cross Commission on Education and approved by the Holy Cross Finance Council. Parents shall indicate their level of financial support by registering a monetary commitment during the preceding school year at a time set by the Commission. This commitment may be changed by the parent at any time as circumstances may require.

Children of parents who are members of Holy Cross will be eligible for enrollment in the second semester of the school year provided that the parents have contributed at least forty percent (40%) of the financial commitment by the second Sunday of December of the current school year. Thirty-three percent (33%) of the financial commitment must be paid by the last Sunday in October, forty percent (40%) by the second Sunday in December, sixty-seven (67%) by the last Sunday in February, and one hundred percent (100%) by the last Sunday in June.

B-111, P-LCE, 2.98, Revised 6.00

## Tuition for 2008-09

The actual cost of educating one child for the 2008-09 school year is \$4,275.00.

Holy Cross and St. Patrick Parish Members:

\$3,650.00 for one child

\$6,570.00 for two children

\$9,307.50 for three children

\$12,045.00 for four children

Tuition may be paid in full on Fee Day in August or payments can be made to Holy Cross Parish by way of a monthly automatic deduction from a checking/saving account beginning in August and ending in May. Families needing financial assistance must fill out the FACTS form which is available in the school office.

Families from St. Patrick Parish pay tuition directly to Holy Cross at the same level as families from Holy Cross Parish. St. Patrick Parish pays the difference between the per-pupil cost of \$4250.00 and tuition paid by the family.

St. Mary and Other Catholic Parish Members: \$4,350.00 per child

St. Mary parishioners should contact their pastor regarding tuition payments.

Other Catholic parish members should pay tuition directly to Holy Cross Parish. Tuition may be paid in full on Fee Day in August or payments can be made to Holy Cross Parish by way of a monthly automatic deduction from a checking/saving account beginning in August and ending in May.

Non-Catholic Families: \$4,690.00 per child

One half of the tuition is due at the the time of acceptance for new families or by June, 30, 2008, for current families. The balance is due on Fee Day in August or can be paid by way of monthly automatic deduction from a checking/saving account beginning in August and ending in May.

## Dress Code

### **Pants for boys and girls**

Long pants in khaki or navy: solid twill, cotton blend or corduroy, straight legs, worn at the waist

Shorts in khaki or navy: solid twill or cotton blend, no shorter than 2 inches above the knee, worn at the waist

Belts must be worn by students in grades 3-8.

### **Shirts for boys and girls**

Shirts with simple collars, polo shirts with collars and without insignias, knit turtlenecks

Sweater vests, pull over or cardigan sweaters over a uniform shirt

Sweatshirts over a uniform shirt

Hooded sweatshirts including Holy Cross hooded sweatshirts may only be worn during arrival, recess, and dismissal.

Shirts must be tucked in.

Acceptable colors for shirts: white, pale yellow, pale blue, hunter green, navy

Acceptable colors for sweaters and sweatshirts: white, ash gray, navy, hunter green

### **Footwear**

Plain tennis shoes or regular shoes

No sandals, shoes with high heels or platform soles, shoes with lights, shoes without backs or without enclosed toes

Boots may not be worn during the school day.

Shoes with laces must be tied.

Socks: visible, white

Tights: navy

Leggings: navy (for students in grades K-4 only)

## **Additional components for girls**

Blackwatch plaid pleated skirt, jumper, or culotte with wrap around panel

These items are to be purchased at C&A Inspirations. Skirts may not be shorter than 2 inches above the knee.

## **Additional Guidelines**

All clothing must be appropriately sized and fitted.

Hooded sweatshirts, including Holy Cross hooded sweatshirts, may only be worn at arrival, recess, and dismissal.

Uniform clothing should be labeled with the student's name.

Hats and sunglasses may not be worn in the school building during the school day.

No cargo pants or shorts may be worn.

Only conservative hairstyles of one natural color are permitted.

Girls may wear one stud earring in each ear with no other visible body piercing.

Boys may not wear earrings and may not have visible body piercing.

Students may not wear make up at school.

Students may not write on their bodies or have real or simulated tatoos.

Students may wear long pants under their uniform skirts in cold weather. These pants should be one solid color and may only be worn at arrival, recess and dismissal. Students may not wear pajama pants under their school uniform skirts.

The final decision regarding the dress code rests with the principal.

## **PE Uniforms**

Grades K-4: white t-shirt to wear over uniform with first name printed on the front in 2" lettering

Grades 5-8: purple shorts, plain gray t-shirt, must be purchased from Holy Cross on Fee Day

Grades 2-8: tennis shoes specifically for PE and kept at school

# Discipline Procedures

Guiding Principle: Jesus is the center of our lives, and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline policy will be used to guide students toward positive, more Christian behavior.

## Precepts to the Discipline Policy

1. Students will be held accountable for their behavior.
2. Both the severity of misbehavior and the age of the child will be given consideration in deciding the consequences of the action.
3. Each child's behavior will be dealt with individually. Group punishments/consequences because of the actions of a few are discouraged.
4. Consequences which relate to the misbehavior will ordinarily be used.
5. All faculty, staff, cafeteria workers, parent helpers, clergy, and students will be respected by Holy Cross students.
6. Any students who engage 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.

## Disciplinary Steps

The following, progressive steps will be generally used in both school and school related activities.

1. Non-malicious behavior: student/teacher solution
2. Deliberate misbehavior, including maliciousness, disrespect, disobedience, repeated requests for improvement: student/teacher/parent solution
3. Detention is a form of discipline which is a consequence for unusual, repeated, excessive or extreme behavior.

In addition to the above descriptions, the following actions may be considered grounds for automatic detentions: abusing or misusing God's name, physical fighting (including retaliation), foul, abusive, or obscene language, writing, or gesturing.

The student given a detention will receive a form on which the student will fully identify the misbehavior and have the form signed by the teacher giving the detention and the principal. The student's parents will sign and return the form and, by their signature, acknowledge that their child will serve a detention on the

date specified on the form. Note the eligibility requirements for extra-curricular activities as they pertain to detentions.

4. In Building Suspension: Occasionally situations will arise in which a detention may not be effective. In such instances of gross or extreme misbehavior, the student will meet with the teacher, parents, and principal for the purpose of discussing the offense. Students being suspended from school will serve their suspension in the building during the school day. The following may be grounds for automatic suspension from school: smoking or using tobacco in school or at school sponsored activities, theft, use of alcohol. Further in building suspensions may result in expulsion from Holy Cross School.

5. Professional Consultation: Certain behaviors will occur which the principal and the teachers are not qualified to handle. Social service agencies and professional consultation may be recommended to the parents. Before a decision is made to seek the services of these professionals, a conference will be held with the parents, teachers, and principal. The principal or teacher may suggest professional help, or they may refer a student to in school assistance (with parental permission). While the school can only encourage professional help, cooperation will be asked of the student's parents if the student is to remain enrolled in the school.

6. Permanent Dismissal of Students: The permanent dismissal of a student from Holy Cross is a serious matter, a measure which should be rarely taken. The following reasons may be cause for permanent dismissal from Holy Cross School:

- a. possession of unprescribed or illegal drugs and/or alcohol on school or parish property or at school sponsored events.
- b. physical or threatened violence to self or others and/or willful destruction of school or parish property.
- c. continuous and disruptive behavior, unlawful behavior, and/or negligence of the school discipline code which undermines the beliefs, purposes or learning atmosphere of Holy Cross School.
- d. situations where the programs of the school do not adequately provide for the student.
- e. any act which may bring danger to self or others on the school or parish property or at school sponsored activities.
- f. bringing to school anything that can be used as a weapon, i.e. gun, knife, lighter, or anything that has the potential to cause bodily harm
- g. any other disciplinary aspects which are in strict violation of the philosophy of the school.

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

Corporal punishment is an unacceptable form of punishment at Holy Cross School.

Students who have served an in building suspension or who consistently get detentions may be required to attend Saturday class at the discretion of the principal.

# General Information

## **Absence/tardiness/release**

The school day begins at 7:55 a.m. Students who are not in line with their class at that time will be marked tardy. It is essential that students be in school as often as physically possible; good attendance is important at all grade levels to ensure students' continuous academic progress. It is equally important that students be on time for school. It is disruptive to the teacher and the class when students come into the classroom late.

**Absence:** When a child is absent, parents must notify the school office between 7:30 a.m. and 8:30 a.m. Homework assignments can be collected if a request is received from the parent no later than 8:30 a.m. Before requesting homework, please consider whether the child is likely to be well enough to do the work before the next school day.

**Tardiness:** Any child who arrives at school after the student body has entered the building from the playground must check in at the school office before going to his/her classroom. The child will be given a late entry pass by the office staff to give to his/her teacher so that the homeroom teacher will know that they have officially checked in.

**Release during the school day:** If it is necessary for parents to take their child out of school for any reason once the school day begins, the following procedure should be followed.

1. Send a written note to the teacher in advance outlining the time frame and reason for leaving class.
2. Parents must come to the school office (not the classroom) to check the child out of school.
3. If the child returns to school, he/she must check in at the office and obtain a late entry pass before going back to the classroom.

No child will be released to a person who is not known to the teacher, principal or secretary. Unless a parent or another adult who is listed on the student's emergency card is notified, no child will be sent home during the school day.

## **Administration**

The principal of Holy Cross is the final recourse in all school matters and reserves the right to amend this handbook.

## **Admission to Holy Cross School**

Holy Cross School shares a vision that Catholic education is a thirteen year process of education and formation, extending from kindergarten through high school. Admission to Holy Cross shall be limited to children of families who have affirmed to the Pastor or his designate a strong commitment to the community of Christian faith which the school represents and to the highest ideals of morality that sustain that community and the vision of Catholic education and formation.

Priority of admission to the school shall be in the following order:

1. Children of families who are registered members of Holy Cross Parish and who actively participate in the Parish community, spiritually by conscientiously attending Mass and participating in the sacramental life of the Church, and financially by contributing to the support of the parish to the best of their ability through annual sacrificial giving and by sharing a commitment of time and talent.
2. Children of families of other Catholic parishes in the community, provided those families and parishes support the financial needs of Holy Cross School to the best of their abilities.
3. Children of families who are not members of the Champaign-Urbana Catholic community but who have one or more children already enrolled in Holy Cross School. Such families will be required to support the financial needs of Holy Cross School to the best of their ability.
4. Children of families who are members of the Champaign-Urbana Catholic community and who do not have children who previously attended the school, provided those families support the financial needs of Holy Cross School to the best of their ability.

D-112, P-LCE, revised 4.2000

### **After Care Program**

Holy Cross After Care program is a service to parents who need to have their children remain at the school after 2:30 p.m. The program begins when regular school is dismissed and closes at 5:30 p.m. including early dismissal days. Some full day sessions are also held on non-school days. The program allows for regular, weekly attendance or drop-in service. Parents need to notify the school office as early as possible if drop-in service is needed on that day. Please note that all regular school rules regarding behavior, discipline, playground usage and care of school property also apply at After Care.

### **Arrival/Dismissal/School Hours**

School hours are 7:55 a.m. to 2:30 p.m. Students will be supervised on the playground from 7:45 a.m. to 7:55 a.m.

Dropping off: Pull up to the curb on White Street (heading west) so that children will exit the car on the school side of the street. Do not leave your car parked on the north side of White Street. Do not drop off children on Prairie Street or at the corner of White and Elm Streets.

Picking up: All children riding home in cars will be picked up on White Street, the parish parking lot on the corner of Elm and Clark Streets, or on the playground between the play structure and the school. When picking up children on the playground, drivers should pull in facing north (toward the church) and leave by way of the alley to the east. White Street will become a one way street (facing east) between Prairie and Elm Streets one half hour before and after dismissal time. Do not park blocking crosswalks.

Children crossing White and Clark Streets must cross only at the corner of White and Elm Streets with the patrol guards. Students will be walked to the pick up areas at 2:30 p.m. at which time they should be promptly picked up or should immediately walk home. A teacher will remain on duty in front of the school on White Street until 2:45 p.m. All students not picked up by 2:45 p.m. will be sent to After Care. In the

event that parents will be late in picking up their children at 2:30 p.m., it is necessary for the parents to phone the school to notify the secretary. No students may remain outdoors unattended after school hours.

Parents are further cautioned to drive slowly on the streets bordering the parish complex and in the parking lots when picking up or dropping off. Students will be regularly reminded of safety measures as well.

### **Asbestos Notification**

The Holy Cross School building at 410 W White Street in Champaign, IL, has been inspected for asbestos-containing building materials by a licensed inspector. In addition, an asbestos management plan has been prepared by a licensed management planner. The inspection report and management plan are on file in the school office and are available for public review during school hours.

The reports indicate that asbestos containing material is present in the building. The types of asbestos materials, their conditions, and their locations are shown in the reports. Evaluation of potential hazards associated with these materials and appropriate response actions are also included. Copies of these reports are available upon notification of the facility administrator and payment of a fee to cover copying costs.

### **Athletic Philosophy**

Holy Cross School is dedicated to the growth of the whole child. Realizing that parents are the first teachers in the area of faith development, the school assumes the responsibility to continue and enhance this development as well as mutually develop the intellectual, physical, social and emotional dimensions of each individual.

The athletic program hopes to

- reinforce Gospel values based on Scripture and on Catholic, Christian traditions
- encourage each child to show interest, concern and respect for one another
- emphasize and give witness to the true meaning of Christian community
- develop those character qualities and the command of social skills and courtesies needed in society
- encourage shared responsibility for the actions of the group
- provide curriculum which emphasizes the need for balanced physical activity in one's living

Holy Cross School is a member of the Illinois Elementary School Association (IESA) and abides by its regulations.

Teams at the 5th and 6th grade levels are considered learning years when fundamentals are taught. All team members who have demonstrated their commitment to the team play as equally as possible. Teams at the 7th and 8th grade levels or at the varsity level are more competitive. Athletes who have a higher skill level and show a commitment to the Holy Cross athletic program will play more than those who do not. All individuals who desire to be on a team and fulfill the requirements may do so. Students will not be cut from a team except to comply with IESA tournament member limits at the end of a season. A copy of the diocesan athletic handbook is found on the diocesan website ([www.cdop.org](http://www.cdop.org)).

## **Athletic Program**

The following sports programs are offered.

- Cross country      girls and boys in grades 5-8
- Baseball            boys in grades 6, 7, 8
- Volleyball         girls in grades 6, 7, 8
- Basketball         girls and boys in grades 5-8
- Track                girls and boys in grades 5-8
- Cheerleading      girls and boys in grades 5-8

The Athletic Director of Holy Cross School, under the direction of the Principal, is responsible for organizing all aspects of the athletic program and overseeing the entire program. Parents are expected to volunteer their services in many ways and to sign an athletic agreement, a medical form, and sign off having read the diocesan athletic handbook found on the diocesan website ([www.cdop.org](http://www.cdop.org)). All students must have a sports physical every year before they can participate.

Holy Cross student behavior at home and away games must be above reproach. Because athletic events and other extra-curricular programs are school sponsored, students will be held responsible for the way in which they conduct themselves at such events. Students may not attend practice or play in a game unless they have been in school at least four hours that school day.

## **Athletic Booster Club**

A booster club organizes activities which enhance the athletic program such as fundraising, monitoring games by parent volunteers, and selling concessions at games.

## **Bicycles/Etc.**

Students in grades 1-8 may ride their bicycles to school with the permission of their parents. All bicycles must be placed in the rack provided. Bicycles are to be walked across streets and playgrounds. Locks are mandatory.

Students in grades 5-8 may ride roller blades, non-motorized scooters, and skateboards to school with the permission of their parents. These items must be stored in the student's locker and may not be ridden on school property.

## **Bullying**

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

## **Bus Transportation**

Unit 4 provides bus service for some Champaign students living on designated routes. For further information, call the Unit 4 bus garage at 351-3993. The Champaign-Urbana Mass Transit District is also available to students. For further information, call 384-8188.

## **Cafeteria/Lunch Program**

Hot lunches are provided on every full school day. A hot lunch menu is published each month and sent home in the monthly envelope and found on the school website. Lunches can be purchased on a daily, weekly, or monthly basis by way of lunch payment slips which are sent home in the monthly envelope. Charging lunches is discouraged. Milk may be purchased by those bringing lunches from home. We request that parents not bring fast food lunches or pop for their children's lunches.

Free or reduced price meals are available to children if the family qualifies under the government income guidelines. Information and forms for applying for free and reduced meal status are in the registration packets. The law requires the principal to randomly select 10% of approved applications for verification. The classroom teachers will remind students of the proper procedures and behavior for the lunchroom.

## **Care of Books and Supplies**

School books should be covered at all times, and care should be taken in handling them. Fines will be assessed in the event textbooks are damaged beyond regular wear.

## **Catholic Schools Week**

Catholic Schools Week is celebrated at Holy Cross during the last week of January. Religious, academic, and artistic activities will be planned.

## **Communication to Faculty**

Parents who need to communicate with teachers should call the school office requesting that calls be returned when the teachers become available. Respecting the teachers' private lives at the end of the school day, parents are asked to call the teachers at home only for crucial matters. Parents wishing to talk with the principal are asked to call the school office to speak with her or to set up an appointment. Mrs. Costello prefers to speak with parents directly rather than through letters and emails.

## **Communication Home to School**

Children should be given clear instructions about their day before they leave home, especially regarding after school plans. Parents wishing to give their children a message during the school day should call the school office which will inform the child of the message.

## **Communication School to Home**

Important information is sent home in a yellow envelope at least once a month. The envelope should be signed next to the date and returned the following school day. In this way, the school is assured that the contents have been received at home. A fee of \$1.00 will be assessed for each new carrier envelope which must be made for the family during the course of the school year. Information may be sent home as a service to community businesses and organizations. These activities are not necessarily endorsed by Holy Cross School.

## **Communication Students/Parents**

It is generally unnecessary for students to make phone calls during the school day. If, however, an emergency should arise, a phone call may be made by the student at the discretion of the principal, teacher or secretary. Permission will not be given for students to call to arrange for after school visits with other students.

We strongly discourage the carrying and use of cell phones at school by students. For the safety of the students, it is important for the school office staff to monitor calls that students make or receive. A phone is available at all school sponsored events. Inappropriate use of cell phones or other electronic devices may result in confiscation.

## **Computer Software Use**

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 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.

C-404,P-CDOP adopted by Catholic Diocese of Peoria 4.95, revised 1.03

## **Confidentiality**

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

## **Conflict Resolution**

### **Diocesan Appeal and Review Policy**

Complaints should be handled at the lowest possible level. Parents with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the administrator be contacted.

### **Appeal and Review**

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

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
2. The decision violates or is in conflict with an applicable diocesan policy, or
3. 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

4. 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 sufficient condition for appeal.

G-111, P-CDOP

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

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four conditions listed above, and
3. The proposed resolution.

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

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

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

G-111,AR-CDOP, Catholic Diocese of Peoria, Administrative Regulation issued 1.03

## **Counseling**

Holy Cross School has a social worker on a limited basis to counsel students. Parents wishing the counselor to meet with their child should contact the child's teacher.

## **Custody**

This 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 academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Parents should settle their differences outside of school. Holy Cross School will not become involved in disagreements between separated parents. Divorced or separated parents must file a court certified copy of

the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody on any given day.

## **Eighth Grade Class Trip**

Eighth graders who meet the following requirements may attend the annual class trip to Washington DC.

- Students may not receive a U in conduct from two or more teachers in any one quarter.
- Deposits for the trip must be made in November with the final payment approximately made mid-March.
- Refunds will be made if students fail to meet the above named behavior requirement from February 1 until the balance of the fees are due.

Parents of eighth graders must meet the following financial tuition commitment: The commitment level to the last Sunday in March must be met by the family before the parent may participate in the 8th grade class trip. This level shall be 75% of the commitment made for the year. D-146, P-LCE, revised 4.14.93

Parents of 8th graders will be invited to chaperone based on need. Chaperones will be chosen based on the following priorities:

- Parents having only one child
- Parents having a last child to graduate
- Parents not having gone on the trip previously

If necessary, a lottery will be held if more parents than needed wish to chaperone.

D-145, AR-LCE

## **Electronic Devices**

Electronic devices such as cell phones, I-pods, MP3 players, electronic games, and pagers may not be used at Holy Cross School during the school day. We strongly discourage the use of cell phones at school by students. For the safety of the students, it is important for the school office staff to monitor calls that students make or receive. A phone is available at all school sponsored events. Inappropriate use of cell phones or other electronic devices may result in confiscation.

## **Emergency Closing of School**

Weather conditions may make it necessary to close school. Prior to the school day, announcements will be made on local radio and television stations (WDWS/WHMS, WLRW, WILL, and Channels 3 and 15). School closing information will also be posted on the school website ([www.holycrosselem.org](http://www.holycrosselem.org)). Additionally, parents will be contacted through the School Reach program, usually by a phone call.

General school policy is that school will not dismiss early.

In the event a crisis requires evacuation of the school building, students will be taken to a place of safety, usually inside Holy Cross Church. Additionally information will be announced on the above mentioned radio and television stations, on the school website, and through the School Reach program.

## **Emergency Information**

Emergency cards are distributed in the August for pertinent information in case of emergencies during the school day. A current address and phone number for each school family must be in the school files at all times. Failure to notify the school of a change of address or phone number may result in terminating the enrollment of students until such information is given to the school office. The school also requests the phone number of sitters be written on the emergency card. It is important for parents to be generous in giving information on the emergency cards and on the health information form. The information is used only by the principal, teachers and school secretaries.

## **Extra-Curricular Activities**

Extra-curricular activities may include Council of House Captains, Scholastic Bowl, Girl Scouts, Boy Scouts, drama and other related activities. The following activities have eligibility requirements: athletics, drama, and academic teams.

Students may participate in the above named activities whose grades average C-or better in each curriculum area and who have at least an S- in work habits and conduct. Grades will be reviewed on a scheduled basis by the principal and the teachers.

In the event that the academic requirements are not met and/or the student receives an N or U in work habits and/or conduct from more than one teacher, he or she will be ineligible for the activity from the day following the scheduled review until the next scheduled review. An Incomplete grade on the quarterly report card must be made up with 10 days or the student becomes ineligible. Individual abilities will be considered in all instances. The following curriculum areas are included in the review: religion, reading, math, social studies, science, English, spelling, physical education, art, Spanish, library, computer, band, music, any elective.

Ineligibility will occur when a student receives a detention. Ineligibility will begin on the day after the detention is given, lasting for a period of one week. Parents, coaches, student participants, and moderators will be notified about ineligibility. Ineligible students may not attend practice or participate in games. The final decision regarding eligibility rests with the principal.

## **Field Trips**

Official school permission slips must be signed by parents. Students without a signed permission slip may be kept at school. While faxed permission can be accepted, telephone calls may not be accepted in lieu of written permission.

Diocesan guidelines require that all field trip drivers and chaperones have completed the required background checks and have attended a Safe Environment training session. Diocesan guidelines also require all field trip drivers to submit to the school office a signed liability statement and proof of valid car insurance in advance of a field trip. It will be at the discretion of the teacher to allow students to attend field trips based on their behavior and/or the completeness of their school work during the school days preceding the field trip.

## Grades

Students in grades 3-8 earn letter grades. Any request for grade changes must be made in writing to the teacher within one week of receipt of the grade. Holy Cross School follows the diocesan grading scale.

Diocesan grading scale for grades 3-8:

A	94-100 (excellent)	O	outstanding
B	86-93 (very good)	G	good
C	76-85 (satisfactory)	S	satisfactory
D	68-75 (below average)	N	needs improvement
F	below 68	U	unsatisfactory
I	incomplete	+	strength
		checkmark	weakness

Diocesan grading scale for grades Kindergarten - 2:

+	very good
(blank)	satisfactory
checkmark	showing improvement
P	makes sufficient progress for student's aptitude but below grade level
NI	needs improvement

## Gum and Candy

Gum is not allowed at school. Candy may not be eaten during the school day except during lunch. Students may be charged a fine for violating this regulation.

## Harassment Policy

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

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) submissions 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.

C-401, P-CDOP Catholic Diocese of Peoria adopted 5.94, revised 1.03 (The Administrative Regulation corresponding to this policy is found in the Appendices.)

Any such conduct witnessed or reported to the teacher shall be reported in accordance with the Student-to-Student Harassment Policy, Diocese of Peoria, which is available in the Holy Cross School office. Adult-to-student and adult-to-adult sexual harassment are addressed by Diocesan Policy.

### **Homework**

The amount of homework will be appropriate to the grade level of the child. Parents should speak directly with the teacher if concerns arise about length or difficulty of the homework. If a parent wishes to pick up homework at 2:30 p.m. for a sick child, the request must be made when the parent calls in the morning.

### **Honors Recognition**

Students earning honors will be recognized on a quarterly basis.

Highest Honors: A- or better in all curriculum areas

High Honors: 75% of curriculum areas with letter grades must be A- or better, the rest must be B’s

Honors: B- or better in all curriculum areas

Students must have at least S- in conduct and work habits in all curriculum areas to be on the honor roll.

### **Illness Guidelines**

Parents should notify the school office of any health problems concerning their child. The principal will notify parents of students in those classes if the condition is contagious, such as chicken pox, strep throat, etc.

The following guidelines should be followed to keep our school a healthy and safe environment.

- No child should be sent to school with a fever. If the child has been sick, he/she should not return to school until they have been free of fever for 24 hours.
- A child with diarrhea should be kept at home.
- If vomiting occurs, keep the child at home until he/she can eat and keep food down.
- If your child develops a body rash or skin lesions, a doctor should diagnose the problem. Please inform the school of the doctor’s recommendations. There may be times when a note from the doctor is required.
- If your child has strep throat, scarlet fever, conjunctivitis, pinworms, ringworm or impetigo, the child needs to be on prescription medicine from your doctor for 24 hours before returning to school.
- If your child has head lice, the child may not return to school until appropriate treatment has been obtained and all the nits (eggs) are removed. If nits are visible in the hair, the child will be sent home. Manual removal of all lice and nits is often the best option to assure total lice treatment of the hair.
- If your child has to stay home from school for any medical reason, please notify the school office between 7:30 a.m. and 8:30 a.m.

## **Insurance**

Holy Cross School offers a medical program for each student under American Youth Insurance. No provision for payment of any medical bills will be paid if purchase is declined.

## **Library**

The school library houses over 9,000 volumes as well as a number of periodicals.

## **Liturgy/ Paraliturgical Services**

Liturgical and paraliturgical services play a major role in the spiritual life of Holy Cross School. All students are expected to attend and participate in these services, including daily prayer. Parents are strongly encouraged to join our students in the religious celebrations during the school year.

## **Lockers and Desks**

Students are allowed the use of a desk and/or locker. Students will be held accountable for any damage to them beyond normal wear and tear. The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

## **Lost and Found**

Students should check the lost and found area if items are missing. Parents are encouraged to label school uniform items and other clothing items to aid in identifying lost items. Lost items are periodically donated to local charities if unclaimed.

## **Make Up Work**

Students may have one day for each missed day to submit school work. Students who do not complete make-up work before the end of a grading period will receive an I (incomplete). Incomplete work must be made up within 10 days, or as arranged with the teachers and principal. The I will be changed to a grade when the make-up work is submitted, graded and approved. This applies only to those who have incomplete work due to illness.

## **Medication**

The personnel at Holy Cross cannot distribute medication without the written permission of the parents. Provision can be made to refrigerate medicines and to aid in the process of helping with the dosage. Exceptions to this must be approved by the principal.

The Holy Cross staff is unable to dispense over-the-counter medication to students on the basis of a phone call. If a student needs over-the-counter medication at school, parents must follow one of these options:

- Parents can bring a bottle of the over-the-counter medication from home, labeled with the student's name and sign an authorization form which allows the school staff to dispense as directed; or
- A parent can bring over-the-counter medication to their child at school on an as-needed basis.

Permission slips are available in the school office. All medications will be held in the school office. Students who need to self medicate during the school day must have the permission of the principal. The school office must have a permission slip from the parent or physician on file to dispense medication during the school day. All prescription medication must be sent to school in a current prescription bottle with the

student's name, dosage and drug name. If the dosage or medication changes, a new bottle must be sent to school. When a child no longer needs to medicate, parents should notify the school office.

### **Mid-Quarter Notices**

Parents will be notified in writing at mid-quarter if a student is performing unsatisfactorily.

### **New Students**

Students entering Holy Cross School for the first time after Kindergarten will be accepted on a probationary basis.

### **Newsletter**

A monthly newsletter will be sent home in a yellow envelope with the youngest or only student in a family.

### **Non-Discrimination in Admission**

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national, or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

D-111, P-CDOP Catholic Diocese of Peoria, adopted 4.71, revised 11.73, 5.78, 5.79, 2.88, 7.91, 1.03

Holy Cross admits qualified students to its programs. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodations, the applicant can meet the program requirements. This school does not discriminate on the basis of race, color, national and ethnic origin, or disability in administration of its educational policies, admission policies, athletic programs, and other programs.

### **Non-Discrimination/Employment**

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicant 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, sponsoring 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.

A-105, P-CDOP Catholic Diocese of Peoria, adopted 7.91, revised 1.03

## **Parent Cooperation**

### **As a Condition of Enrollment**

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

## **Parent Teacher Club**

Holy Cross School has an active PTC which helps in volunteering and fundraising in cooperation with the pastor , principal and teachers.

## **Parties**

Parties may be planned by the teachers and room parents for the following holidays: Halloween, Christmas, and Valentine's Day. Children may bring birthday treats to share with their class. Simple, nutritious treats are recommended.

## **Patrol**

Students who are assigned to the safety patrol have the authority and responsibility to see to the safe crossing of other children before and after school in conjunction with the teacher on patrol duty.

## **Physicals and Immunizations**

The Illinois State Code requires health examinations for all students entering school for the first time and in grades 6 and 9. Vision examinations are required for students entering Kindergarten by October 15th. Dental examinations are required for all students in Kindergarten and grades 2 and 6 by April 15th. All students entering grade 6 must have the Hepatitis B vaccination series.

Physicals and immunization records must be current prior to the first day of the school year. Students without proper health and immunization forms will not be permitted to attend school. In all cases, follow the advice of your doctor.

## **Playground**

Teachers will explain the playground rules every school year and remind students as necessary throughout the year. Students are expected to be respectful to the playground parent volunteers.

## **Poor and Failing Work**

Students who fail two or more subjects in the core curriculum may not be promoted to the next grade or graduated from Holy Cross School (They will receive an unsigned diploma). An F average in any subject for the school year constitutes failure of that subject for the year. Failure of two or more core curriculum subjects will result in retention or recommendation that the student attend a school other than Holy Cross School the following year. Further, if the student fails two subjects by the end of the first semester, the principal may recommend that another school be found for the second semester.

A "D" average in any core curriculum subject for the school year will result in summer remediation at the parents' expense before the child is allowed to return to Holy Cross School the following year.

Core curriculum subjects for this regulation are: religion, reading, English, math, social studies, and science.

Individual abilities will be considered in all instances of the above regulation.

In the event that absences of a student appear to affect the academic school work, a conference will be held with the parents to determine if the program of the school is meeting the needs of the student. This situation pertains to those who miss school excessively and without apparent, good reason.

### **Registration Fee**

A registration fee equal to the amount of the previous school year's book fee will be assessed each family with a student enrolling in Holy Cross School (K-8) for the first time.

A registration fee equal to one-half the book fee (rounded to the nearest \$5.00) per student will be required upon registration of current school families each school year.

This fee for each student will be applied to the annual book fee and will be refundable only if the family moves out of the district boundaries before the new school year begins or the student is not readmitted to Holy Cross School.

B-114, P-LCE, Revised 4.2000

### **Report Cards**

Report cards are distributed generally one week after the quarter closes. Distribution dates are published in the monthly newsletter and on the website.

The school reserves the right to withhold a student's report card due to non-payment of delinquent tuition, lunch charges, After Care fees, and other fines and charges. Additionally, report cards can be withheld for non-return of textbooks, library books, sports uniforms, and other materials. Report cards will be released upon payment or return of missing items.

### **Retention of Students**

When considering retention, the emotional, social, physical, and academic development of the child will be taken into consideration.

D-122.1, P-LCE, 10.17.85

The final decision regarding retention will rest with the school.

### **Retreats**

It has been customary for students in grade 8 to attend a retreat.

### **Sacrament Preparation**

Parents will be informed about the preparation program for the reception of the sacraments of First Reconciliation, First Communion, and Confirmation. It has been customary for the Director of Religious Education for the parish to speak with parents at a meeting prior to the reception of these sacraments outlining the preparation process. Parents need to be actively involved in their child's preparation for the celebration of these sacraments.

For First Reconciliation and First Communion, a child must be baptized, at least a second grader, have completed first grade religious studies or received special permission from the parish. First Reconciliation usually is celebrated in the winter of the 2nd grade; First Communion is celebrated in the spring, usually the first Saturday in May.

For Confirmation, the young adult must have received the sacrament of Baptism, Reconciliation and Eucharist prior to receiving the sacrament of Confirmation. One year of religious studies immediately prior to this sacramental preparation process is required or must receive special permission from the parish. The Confirmation date is set by the Bishop.

## **Safety Drills**

Faculty and staff of Holy Cross School take their responsibility for the safety of the students very seriously. Students will be instructed about the procedures to follow in case of fire, tornado, or other crisis. The school will conduct drills in these procedures several times during the year according to state regulation.

## **School Hours**

Our school day starts at 7:55 a.m. on the playground east of the school. Students who are not in line with their class at the time of the Pledge of Allegiance are considered tardy. The school day ends at 2:30 p.m. On early dismissal days, school is dismissed at noon. The school office is usually open from 7:30 a.m. until 3:15 p.m.

## **Service**

An important aspect of Holy Cross School's mission is develop students into persons for others. To this end, opportunities for service within the school community, the local community, and on the national world front are provided throughout the school year.

## **Sexual Abuse Allegations**

### **Involving the Laity, Religious and Non-diocesan Clergy**

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to laity, religious, and non-diocesan clergy employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. "Sexual abuse" should be interpreted broadly to insure that any possible misconduct is investigated and terminated at the earliest possible time. This policy applies to abuse of minors and/or adults.

Catholic Diocese of Peoria adopted 6.95, revised 1.03

## **Smoke-free School**

No smoking will be allowed within the school buildings or anywhere else on school grounds.

D-147, P-LCE, 4.18.91, revised 4.00

## **Student Directory**

The Holy Cross School directory published by the Parent Teacher Club is for the sole use of Holy Cross school students and parents.

## **Student Records**

Parents wishing to review their children's records in the cumulative files should make an appointment with the principal. The cumulative file contains academic transcripts, academic testing, and health records. Only these records will be forwarded to a new school.

## **Testing, Academic/Psychological**

Parents and/or teachers may request that students receive academic and /or psychological testing through Unit 4. This testing is initiated by the school principal and is paid for by Unit 4.

## **Testing, Achievement**

According to Diocese of Peoria requirement, Holy Cross students are tested several times per academic year. Students in grades 3-8 take the Iowa Tests of Basic Skills in September. Students in grades 5 and 8 take the National Catholic Education Association Assessment of Catechesis Religious Education Test (ACRE) in January. Students in grades 4 and 7 take the Metritech Writing Assessment in February. The results of these tests are used by teachers to direct the curriculum so as to meet the needs of the students. The individual results from the Iowa Test of Basic Skills and Metritech Writing Assessment are sent to parents. Only group results for the NCEA catechetical assessment are provided to the school.

## **Trips/Vacations**

If plans for trips conflict with the school calendar, parents should notify the principal and teachers as soon as possible. It will remain the responsibility of the student to secure work assignments for the period in which he or she will be gone from school and to see that all work is made up in the time frame designated by the teachers. Work may be assigned before or after the absence at the teachers' discretion.

## **Tuition Refunds**

In the event that a tuition family chooses to withdraw its child(ren) from Holy Cross School, for whatever reason, no refund will be given after January 1.

In the event that a tuition family withdraws their child(ren) from Holy Cross School because they are moving from the area, tuition refunds will be prorated based on the number of months left in the school year. There is no refund for book fees after the beginning of the school year.

B-113, P-LCE adopted 3.92, revised 5.2000

## **Use of Student Pictures**

The school reserves the right to use student pictures in publications and on the school website. Any parent who does not wish his/her child's picture used must notify the principal in writing.

## **Visitors**

Parents are always welcome to observe the classrooms and are asked to notify the office one day in advance of such visits. Everyone other than Holy Cross students entering the school building must register at the school office and obtain and wear an official badge. Please enter through the main entrance on White Street by buzzing the office for admittance. For safety reasons, all doors to the school are kept locked.

## **Walkers**

Students who walk home from school must leave the school grounds promptly at 2:30 p.m.

## **Weapons Policy**

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

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

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

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

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

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

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

D-150, P-CDOP, Catholic Diocese of Peoria, adopted 4.04

### **Withdrawals/Transfers**

Parents should notify the office at least one week prior to the date that a child is being withdrawn from Holy Cross. A release of school records form is usually signed at the new school and then forwarded to Holy Cross for transferring of both academic and health records. Records may be withheld if tuition, fees, fines, and/or materials are not current.

# Appendices

## **Acceptable Use of the Internet Policy**

We are pleased that Holy Cross School has the Internet and World Wide Web available to students and teachers in our school. Holy Cross believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. Holy Cross School will make every effort to protect students from any misuses or abuses during their experiences with this information service.

Students are responsible for good behavior on school computer networks just as they are in the classroom. School rules for behavioral and communication apply. The Internet is provided for students to conduct research. Access to internet services will be provided to students who agree to act in a considerate and responsible manner.

To insure a beneficial and quality experience to all, students are required to adhere to the following criteria for acceptable use:

### Students Must Act With Respect

- Respect for the values and individuality of other students as well as the rest of the internet community.
- Respect for others by using appropriate language; always be polite.
- Respect for others' privacy; this includes their passwords, folders, work, and files.
- Respect for the property of others, such as computers, computer systems, computer networks, and copyright.
- Finally, respect for the time and resources available by not wasting them.

Behavior which expresses prejudice, harassment, or disdain for personal, intellectual, racial, sexual, or other reasons is unacceptable.

In addition, students are expected to use good judgment in all of their activities and help to provide a positive image of Holy Cross to others who participate in internet communication forums. Students will not be allowed to participate in chat rooms. Students may only use e-mail for specific academic purposes with permission from their teacher. Remember that each student is a representative of our school on a non-private system. What he/she says and does can be viewed globally.

Access to telecommunications enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. Telecommunications, electronic information sources and internet services can significantly alter the information landscapes for schools by opening classrooms to a broader array of resources. The benefits of access to students, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Student use of telecommunications and electronic information resources will be permitted upon submission of the Consent and Agreement Form by parents and by students themselves.

## **Harassment (Administrative Regulation for P-CDOP, C-401)**

1. The policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, or Vicar General 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 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. The 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 the harassment has occurred, if a 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 and 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 non-religious 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 Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees of Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform diocesan employees.

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

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

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

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

## **Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers**

### **I. Preamble**

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

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

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

### **II. Prohibition of Sexual Abuse of Minors**

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

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

### **III. Caveat and Other Objectionable Conduct**

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

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

#### **IV. Definition of Sexual Abuse of Minors**

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

#### **V. Definitions**

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

cally or mentally infirm, those who counsel others, and generally those who work with people who are less capable of protecting themselves.

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

## **VI. Distribution of Policy**

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

## **VII. Maintenance of Safe Environment and Pastoral Care of Victims**

### **A. Safe Environment Program**

1. In order to guard against incidents of sexual abuse of minors by personnel of the Diocese, the Diocese will establish and maintain a Safe Environment Program designed to prevent, identify, and respond to abuse, to provide appropriate education and training to Diocesan personnel about in appropriate behavior and about warning signs of possibly abuse behavior.
2. The Bishop of Peoria will appoint a Safe Environment Director, who will be charged with operation of the Safe Environment Program and education training and monitoring of programs.
3. The Office of the Chancellor will develop a protocol to be followed to evaluate the background of all Diocesan personnel who have regular contact with minors in their ministerial or employment duties. Depending upon the position involved, such background checks may include: fingerprinting, criminal records check, a records check through the Department of Children and Family Services, validation of Social Security number, verification of educational and professional degree(s), verification of previous employment, reference checks, mental health evaluation, illegal substance screening, and/or credit history check. The Office

of the Chancellor in conjunction with other Departments of the Diocese of Peoria will develop specific criteria for background checks depending on the position involved.

#### **B. Assistance to Victims**

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

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

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

#### **C. Sexual Misconduct Review Board**

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

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

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

## **VIII. Procedures for Reporting to the Diocese Suspected Sexual Abuse of a Minor or for Making a Complaint of Sexual Abuse**

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

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

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

## **IX. Investigation of Incident Reports and Interim Protective Measures**

### **A. Notifications of Report**

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

### **B. Requirement of Investigation**

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

### **C. Confidentiality**

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

### **D. Interim Measures**

The Bishop of Peoria may immediately place on administrative leave the priest or deacon from ministry temporarily and may immediately suspend any lay employee or volunteer, if the circumstances appear to the Bishop to warrant immediate action pending completion of the investigation. The alleged offender may be

requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the Diocese and to the alleged offender. This policy favors immediate restriction to protect any possibility of abuse. Clergy should understand that this policy is necessitated by their status.

#### **E. Investigation of Incident Reports**

1. Each reported incident will be promptly investigated under the direction of the Office of the Chancellor, with care taken not to interfere with any confidential or civil/criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and alleged perpetrator. Ongoing information about the investigation of the incident will be provided to the Bishop of Peoria.
2. The alleged offender shall be given the opportunity to rebut before the Bishop or his designee any evidence against him.
3. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines.

#### **F. Process for Investigation**

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

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

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

#### **G. Report to Sexual Misconduct Review Board**

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

1. Unless the allegations are already well-known or unless personally identifying information is otherwise necessary, an anonymous reference to the alleged offender together with a description of the alleged offender's age, current clerical assignment and date of ordination, if applicable, and a general history of prior assignments;
2. An anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment;
3. A complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including:
  - i. The circumstances that lead to the person's decision to make the report, especially if the alleged incident occurred a long time in the past; and
  - ii. Any professional psychological counseling or treatment the alleged victim has received that may be related to the alleged incident.
4. A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person);
5. A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report;
6. A complete and thorough recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations;
7. A description of further investigative steps the Chancellor, Vicar General, and Victim Assistance Coordinator recommend be taken before the Review Board makes any final recommendations to the Bishop;
8. Any conclusions of the Chancellor, Vicar General, and Victim Assistance Coordinator wish to offer about the weight of the allegations and the reliability and credibility of any

persons who submitted information, including the alleged victim and the accused priest, deacon, lay employee or volunteer.

#### **H. Recommendations by Review Board**

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

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

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

1. The allegations are not supported by sufficient evidence or otherwise are not credible and the matter should be closed without adverse action regarding the alleged offender;
2. The allegations appear credible, but no final conclusions should be reached pending receipt of:
  - i. A report of psychiatric or psychological evaluation of the alleged offender, if the alleged offender is willing to allow the release of such report to the Review Board;
  - ii. A similar report from the alleged victim's professional psychiatric or psychological counselor, if the alleged victim is willing to authorize their release to the Review Board; or
  - iii. Additional specific information that still may be available.
3. The allegations appear to be supported by sufficient, credible evidence and steps should be taken:
  - i. To remove the priest or deacon from the ministry, either by consent (including retirement) or in accordance with the procedures provided by canon law, if the priest or deacon contests the findings; or
  - ii. To terminate the employment of a lay employee or to terminate the service of a lay volunteer.

#### **I. Determination by the Bishop**

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

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

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

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

#### **J. Actions to Address Incidents of Sexual Abuse of Minors by Priests or Deacon**

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

#### **K. Notifications of Decision**

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

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

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

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

#### **L. Records**

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

#### **M. Jurisdiction**

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

#### **N. Waiver of Period of Limitations**

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

**O. Assistance of Counsel**

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

**P. Finding of Culpability**

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

**Q. Sanction in Lieu of Dismissal from Clerical State**

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

**R. Additional Authority of the Bishop to Take Administrative Action**

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

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

**S. “Single Incident” Policy**

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

**T. Possible Administrative Measures**

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

1. He may request that the offender freely resign from any currently held ecclesiastical office (cc.187-189).
2. If the offender declines to resign and if the Bishop judges the accused to be truly not suitable (c. 149, #1) at this time for holding an office previously freely conferred (c. 157), then he may remove that person from office observing the required canonical procedures (cc. 192-195, 1740-1747).
3. For a cleric who holds no office in the Diocese, any previously delegated faculties may be administratively removed (c. 391, #1 and 142, #1), while any *de lege* faculties may be removed or restricted by the competent authority as provided in law (e.g., c. 764).
4. The Bishop may also judge that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to be allowed to celebrate the Eucharist with no member of the faithful present (c. 906); for the good of the Church and for the priest's own good, the Bishop may urge the priest to celebrate the Eucharist only under such circumstances and not to administer the sacraments.
5. Depending on the gravity of the case, the Bishop may dispense the cleric from the obligation of wearing of clerical attire and may prohibit him from doing so (cc. 85-88, 284).

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

#### **U. Loss of the Clerical State**

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

#### **V. Restriction on Transfers Between Dioceses**

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

#### **X. Transparency and Openness; Protection of Personal Privacy and Reputation**

**A. Danger of False Allegations**

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

**B. Publication of Diocesan Action**

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

**C. Confidentiality Agreements**

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

**D. Outreach to Affected Parishes**

The Chancellor, the 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 or her in a professional capacity may be an abused child.

Catholic Diocese of Peoria, 7.07

# **Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers**

## **I. Preamble**

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

## **II. Responsibility**

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

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

## **III. Pastoral Standards**

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

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

- 1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). (See Section 7.2.2)
- 1.3 Pastoral Counselors and Spiritual Directors 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 contents 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 disclosure (even indirect disclosure) of 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 a condition of employment or 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 remain 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.

