

**2017-2018  
Parent & Student  
Handbook**



**“LIVING THE KINGDOM  
EVERYDAY BY GROWING IN  
WISDOM, FAITH  
AND GRACE”**

**Blessed Sacrament School  
Morton, Illinois**

## **Mission Statement**

Blessed Sacrament School is committed to providing our students a positive learning environment which fosters their growth into responsible and productive global citizens. We maximize our students' development intellectually, socially, culturally, and physically, centering upon the teaching of Jesus Christ and the Catholic Church. (Rev: 8/10)

## **Philosophy and Goals**

Blessed Sacrament School affirms that we are a uniquely religious community within an educational community. We are Students, Parents, Pastor, Teacher, Administrator, Staff, and Commission on Education, who come together to make Christ present to one another, the Parish, Community, and World. We believe that by our learning, our faith is strengthened and by our faithfulness, our learning is enhanced.

Blessed Sacrament School provides an atmosphere of worship and prayer in which students and staff have the opportunity to grow in faith and knowledge of God and their Catholic Heritage. All are given opportunities to practice and extend their faith through service projects in the Parish, Community, and the World.

We believe love of God and neighbor is the binding force of Blessed Sacrament School. Through our experience of community and love within our school, we confidently reach out to our Parish, Community, and the world to imitate Christ's example "**TO SERVE - NOT TO BE SERVED.**" (Rev: 8:10)

The policies and regulations presented in this handbook have been previously reviewed by the Commission on Education and accepted.

## **Catholic School Statement of Purpose**

*"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, and 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 community 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 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.

## **A Message from the Blessed Sacrament Commission on Education**

Dear Parents:

As Catholic Christians, we know there is more to life than that which we experience here on earth--there is eternal life. By enrolling our children in Blessed Sacrament's School or Religious Education program, we manifest our understanding of this fact, as well as our desire to pass this knowledge on to our children. We on the Education Commission not only appreciate your commitment to nurture your children's faith, but also understand the sacrifices you make to fulfill this commitment.

Indeed, today's children have a vast array of extracurricular activities and commitments which consume much of their free time. With soccer, cheerleading, football, dance, piano, hockey, and other countless activities, it is difficult for our children to find time for it all. Likewise, although Wednesday nights and Sundays have in the past been respected by extra-curricular organizations as times reserved for worship and religious instruction, this recognition no longer exists. Both private and public organizations increasingly intrude upon these days with activities, even going so far as scheduling practices and events on Sunday mornings.

With this encroachment comes a natural tension between our children's religious obligations and their secular activities. In resolving this conflict, we ask that you consider the following principles before enrolling your children in activities which will conflict with their obligation to either attend Religious Education classes or Mass on Sundays.

First, although almost every athletic team or activity conducts practice several times each week, our children are required only to attend Mass on Sunday and, for students in the

Religious Education program, class for a few hours once each week. Thus, notwithstanding the primacy of nurturing our children's faith, a minimal commitment of time is asked of them in comparison to secular activities. Is it not therefore reasonable to seek accommodations from the less important secular activities which nonetheless ask for the greater commitment of time? Likewise, it is unlikely that our children would excel at any activity if they missed half the practices and showed up late or left early for the other half. Can we expect our children to have the foundation in the Faith they need if they treat their religious obligations in this manner?

Second, we need not sit idly by while the times traditionally reserved for religious activities are consumed by other organizations. We can and should voice our opposition to such practices. These organizations should exist for the benefit of our children, and if enough of us speak out or refuse to participate in activities scheduled at inappropriate times, they will out of necessity change their practices to conform to the needs of their participants.

Finally, while recognizing the value of the extra-curricular opportunities afforded to our children, nothing is of greater value to a Catholic Christian than his or her faith. Long after the last game is played or the last dance is danced, our children's faith will endure. Of all the "practice" in which our children will engage, the "practice" of the Faith is the only one which will endure forever.

In closing, we again would like to thank all of you who make the commitment necessary for your children's growth in the Faith, and we acknowledge the sacrifices that both you and your children make to keep this commitment. Of course, in our Faith, as in any endeavor, reward does not come without sacrifice, and our children will undoubtedly learn and benefit from the sacrifices they make to become better rooted in the Faith with the help of our Blessed Sacrament community.

Sincerely,  
The Blessed Sacrament  
Commission on Education

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## **PASTORAL STAFF**

Msgr. Jerry Ward	Pastor	266-9721
Fr. Matthew Deptula	Parochial Vicor	266-9721
Kevin Zebb	Deacon	266-9721
Dave Steeples	Deacon	266-9721
Rick Miller	Deacon	266-9721
Michael Harris	Deacon	266-9721
Cathy Konsky	Adult Faith Formation	266-6791
Rick Barbour	Family Faith Formation	266-6791
Kimberly Lange	High School Faith Formation	266-6791
Mickey King	Pastoral Associate	266-6791
Mike Birdoes	Principal	263-8442
Patti Wiggers	Parish Accountant	266-9721
Peggy Sheckler	Parish Admin. Assistant	266-9721
Connie Zuercher	Religious Ed. Admin. Assistant	266-6791

## **FACULTY AND PRIMARY SUPPORT STAFF**

Sarah Mersot	Middle School/Religion and Social Studies
Zach Flynn	Middle School/ Math and Science
Laura Walker	Middle School Language Arts
Karen Spring	5 <sup>th</sup> Grade
Melissa Scholl	4 <sup>th</sup> Grade
Mary Venden	3 <sup>rd</sup> Grade
Julie Scibona	2 <sup>nd</sup> Grade
Desiree Colvin	1 <sup>st</sup> Grade
Mary Beth Steinkoenig	Kindergarten
Sue Kelley	Kindergarten
Jeni Ziemniak	Pre School
Lisa Bolt	Pre School
Jeri Gilfillan	PE
Tom Mindock	Music
Jean McClenthen	Resource
Maria de Lourdes Rodriguez	Spanish
Anne Saunders	Math Assistant
Patty Howard	Computer/Library
Dawn Holzinger	School Secretary
Terry Gray	Custodian
Loren Mischler	Custodian
Jennifer Schaefer	Cafeteria Manager
Maureen Borowy	Cafeteria Asst.
Megan Boyer	Cafeteria Asst.
Jennifer Sander	Cafeteria Asst.
Cece Swolley	Before/After Care



## **COMMISSION ON EDUCATION**

Leah Rochford  
Jeremiah Anders  
Mary Oswald  
Mary Katherine Smith  
Gary Finch  
Ed Riesberg

PTO	Tricia Cain	President
	DesaRae Ludolph	Co-President

## **ATHLETIC BOARD**

Jeff King  
Patty Howard  
Jamie Skinner  
Melissa Kraft  
Troy Dowell

## **Section I: General Administrative Policies**

### ***RIGHT TO REVISE***

It is the Pastor's / Principal's right to amend and revise this handbook at anytime for just cause. Parents and students will be given prompt notification if changes are made.

### ***NON-DISCRIMINATION OF EMPLOYMENT (P-CDOP A-105)***

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

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

Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, immigrant, veteran status or any other status or condition protected by applicable state laws except where a bona fide occupational qualification applies.

Insure that all personnel actions such as compensations, benefits, transfer, layoffs, return from layoff, sponsored training, education, tuition, assistance and social recreation programs will be administered without regard to race, color, sex, age, national origin,

handicap, veteran status or any other status or condition protected by applicable state laws except where a bona fide occupational qualification applies. (Rev: 9/07)

## ***TITLE IX***

Blessed Sacrament School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations, regarding admissions and employment, as stated in Commission of Education Policies of the Diocese of Peoria. (Policy D-100/C-100)

## ***CONFIDENTIALITY AND PROFESSIONAL CONDUCT***

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

## ***STUDENT RECORDS***

Parent must make a written request to view their student's records. A twenty-four hour notice is required.

Students departing BSS to another school district must obtain and sign a transfer of records form from the new district and have it sent to BSS. Upon receipt of this form the school secretary will mail requested records within ten working days.

Students entering BSS from another school district must obtain and sign a transfer of records form from BSS. The school secretary will then request the appropriate records be transferred to BSS. A new student is on probationary status until all records are received and reviewed by the principal.

Should Blessed Sacrament School ever close, all student records would be forwarded to the Diocesan archivist for retention in the diocesan archives.

## ***CUSTODIAL/NONCUSTODIAL PARENTS***

After consulting legal counsel and for the safety and security of students, all divorced parents are asked to supply the principal with a copy of the custody section of the divorce judgment, or any order modifying the judgment. Any changes made in custody agreements should be promptly reported in writing to the principal. BSS abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-

related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

### ***FINANCIAL AGREEMENTS***

In all cases the parish community is committed to assisting Catholic families who are unable to meet tuition. In cases of genuine need, the family is expected to meet in consultation with the Pastor. Financial agreements are to be arranged with the parish prior to enrollment.

Tuition and fees will be prorated should a student be admitted or leave during the school year.

### ***APPOINTMENTS***

Parents wishing an appointment with the principal, a teacher, or staff member should call or email the office or individual teacher and request an appointment time mutually convenient, leaving their telephone number and time parents are available. (Please keep in mind that the teachers' day begins at 8:00 a.m. and ends at 3:25 p.m.). Parents are encouraged to discuss student progress with their student's teacher.

### ***VISITORS***

Parents and visitors are welcomed at BSS. For the protection of all students, visitors and parents are required to sign the school register located in the foyer before entering another part of the building. Students who wish to have guests accompanying them throughout the school day must seek this permission from the principal in writing in advance of the visitation day. Visitors should not interrupt the normal functioning of the teachers or the school day.

### ***FACULTY MEETINGS***

School is dismissed at 2 p.m. on the second Thursday of each month for faculty meetings. Buses will run on a 2 p.m. schedule. On faculty meeting days, students, may wear school spirit shirts, blue jeans, uniform shoes, or the regular school uniforms. Only exceptions are new students who have ordered but not received school spirit shirts.

### ***PARENT-TEACHER CONFERENCES***

Conferences will be scheduled at the end of the first grading period for all grades and at the end of the third grading period for kindergarten and first grade. Do not wait until conference time if a problem develops. Should the need arise, please contact the school and request a conference with your student's teacher.

### ***LOST AND FOUND***

Check with office personnel if an item is missing. All student property brought or worn to school should be labeled clearly with first and last names. The school is not responsible for money, toys or valuable items brought to school by the students.

## ***DISPLAYS WITHIN THE SCHOOL***

A longer and more detailed policy was approved by the Education Commission in May, 2002 that covers all displays, athletic banners and trophies. The full text is available at the school office. It is summarized below:

All “permanent” or “semi-permanent” displays within the school prior to being hung must receive approval from the Education Commission in conjunction with the principal and pastor. Displays hung before approval is granted will be removed until approval is granted. No display is truly “permanent”—if a display needs to be moved or no longer has value it may be moved to another location, thrown out, or given to a party who may value it.

## ***WEB SITE***

Blessed Sacrament Parish and School maintain a web site at [www.bssmortont.org](http://www.bssmortont.org). Newsletters and many forms are placed on the web site for more convenient use by parents and students.

Parents are asked to sign an “image waiver” permitting BSS to place student pictures on the web site. Only those students with a signed waiver will be eligible for posting on the web site. First names alone will be utilized with no other identifying information used.

## ***USE OF STUDENT INFORMATION/PICTURES***

The school reserves the right to use student pictures in publications and on the school website. Any parent that does not wish to have his or her child’s picture used must notify the principal in writing prior to the beginning of the school year.

## ***COMPLAINT PROCEDURE***

All concerns, issues, or complaints should first be addressed among those directly involved. For example, if a teacher has an issue with another teacher, they should attempt resolution of the issue first. If a parent has a complaint about a teacher, they should attempt to resolve the issue first. Regardless of those involved; students, parents, teachers, administrator, or staff member, the first attempt to resolve the concern should be made at this level.

If resolution has been attempted and is not possible at this level, or if one of the parties is dissatisfied with the resolution attempt, the following procedure will be followed:

A complaint issued by a student, parent, teacher, or staff member is brought to the principal’s attention:

- 1) The principal speaks to complainant, other involved parties, and the Pastor in a timely manner. The principal will inquire if first level resolution has been attempted. If not, the complainant is requested to do so. If resolution has been attempted, the process continues. All parties are asked to maintain confidentiality. The complaint is shared-verbal or written-with all involved. Notify all involved parties of two points:

- a. right to a written response.
  - b. if the complaint involves a teacher, the written complaints or other documentation could become a part of a personnel file along with a written response or documentation provided by teacher or others.
- 2) If possible bring complainant and other involved parties together to resolve issues prior to formal investigation
- 1) Investigate the complaint and continue to speak to all involved parties. Continue to notify Pastor of ongoing issues. If deemed necessary, call the Superintendent of Schools and Vice Chancellor for policy and legal opinions.
  - 2) The Pastor may meet with all parties as a part of investigation and resolution process.
  - 3) Communicate results of investigation to all parties without breaching confidentiality.
  - 4) Resolve or dismiss allegations.
  - 5) Place written documentation in personnel file (if necessary) after consulting with Superintendent of Schools and Vice Chancellor.
  - 6) If dissatisfaction continues from one of the involved parties, notify all involved of the diocesan Appeal and Review Policy: G-111 located in the Parent-Student and Teacher handbooks.

### ***DIOCESAN APPEAL AND REVIEW POLICY (G-111 AR-CDOP)***

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

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

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

The individual or group desiring the appeal or the review must make that 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:

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

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

In most cases, the decision of the governing pastor or the 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 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. (Issued: 9/07)

## **Section II: Health and Safety Policies**

### ***TRAFFIC PATTERNS FOR ARRIVING AND DEPARTING STUDENTS***

For the safety of the entire BSS community, please follow the instructions below.

#### **DROP OFF**

1. All cars and vans will enter and exit from First Street. Use the entrance that is closest to the church.
2. Proceed along sidewalk and drop off children by the new entrance to the school. Children will then walk down the sidewalk to the playground area (marked by orange cones) or enter the school by the front doors. If you wish to park and walk your children into the school please park in the large lot and enter through the front doors. Please do not park along the sidewalk.
3. To exit you will circle around the large lot and exit back on to First Street. Use the exit farthest from the church.

#### **PICK UP**

1. Use the same procedure to enter and exit parking lot as you do for Drop Off.
2. Students may be picked up on the side walk if they are waiting, but do not park along the sidewalk – you may park in the large lot and go get your children if you wish.
3. To exit the lot you will again circle around the lot and exit back on to First Street. Use the farthest exit from the church. Do not drive through the orange cones.

At no time should you drive through the orange cones since they are used to

Separate the parking area from the playground area. You will no longer use Greenwood to enter or exit the parking area.

### ***EMERGENCY INFORMATION***

Forms are sent to all families at the beginning of each school year. It is imperative that changes in address, phone number, or persons to call in the event of an emergency be reported to the school office. Without prior parental consent, your student will not be released to any person whose name is not listed on your emergency card.

### ***EMERGENCY CLOSING***

BSS takes into consideration District #709's decision to close or to stay open. If District #709 closes, due to hazardous road conditions, BSS will automatically close. Listen to the following stations that carry the message, WMBD, WIRL, WHOI, and WEEK. Parents will also be notified, by phone, through the RenWeb automation phone system.

Should a situation arise requiring school closure during the school day, parents will be notified through the RenWeb automation phone system. Emergency numbers will be used in the order that they were provided. It is important that working parents make arrangements for the safety of their child in case of early dismissal. These arrangements are to be understood by the children and written on the emergency school form.

### ***FIRE/TORNADO/EARTHQUAKE/INTRUDER/BUS DRILLS***

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

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

### ***SAFETY HAZARDS***

Any person observing hazardous conditions is requested to report them to the principal immediately.

## **ASBESTOS**

Blessed Sacrament School is in compliance with the Illinois Department of Public Health regulations for asbestos inspections and management. Only non-friable asbestos containing building materials (ACBM) have been found in this building. Copies of the General Management Plan are available for inspection in the parish and school offices.

## **SMOKE FREE ENVIRONMENT**

Blessed Sacrament School is a smoke free, alcohol-free and drug-free environment.

## **INSURANCE**

In the first school envelope parents will receive a form for school insurance. If you are interested in the coverage, enclose a check payable to the Insurance Company, not BSS. Use a separate envelope for each child you wish insured. It is important to remember that any student participating in any school sports program must have adequate insurance. If you have insurance coverage for your child with another carrier that covers this requirement it is not necessary to take this additional policy.

## **COUNSELING**

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

## **ILLNESS**

If a child becomes ill at school, school personnel will contact parents followed by those persons indicated on your Emergency Form in the order they are listed. If a parent or person on the Emergency Card cannot be reached, the child will be made as comfortable as possible until someone is contacted. The school will not send students home alone.

If your child contacts a communicable disease, please notify the school office. By state law, schools are required to report communicable diseases to the Tazewell County Health department.

## **APPOINTMENTS-DOCTOR/DENTIST/ORTHODONTIST**

When students have appointments during school hours, parents must send a note to the teacher stating the time and with whom the child will be transported. Persons who pick up students must report to the school office in order for a student to be released to them. Upon returning to school, students must report to the school office before they return to class.

## **MEDICATION PROCEDURE**

The administration and self-administration of medications within a school is regulated by state law and diocesan regulation. School personnel may assist with administration and /or students may self-administer prescribed medicines and over the counter medicines only with the appropriate signed permission slip from an attending physician and parent.



This form is available on Registration Day and must be completed and returned with the medicine to the school office. Students with asthma or any other chronic illness who need to carry medications must also have a signed permission form on file in the school office.

### ***HEALTH EXAMS***

Illinois State law requires that all students entering grades K, 6, and 9 must have a complete physical. Public Act 93-946 was signed into law on July 1, 2005 which also requires all students entering grades K, 2, and 6 to have a dental exam. Please make sure the health forms contain the date (month, day, and year) of every DPT, polio, measles, mumps, rubella and chicken pox, hepatitis B immunization the student has received. All students are now required to have two measles shots after 12 months of age; lead screening is a requirement for entrance into kindergarten. Physical exams are only valid when signed by the physician. Students not in compliance will be excluded from school on October 1<sup>st</sup>.

All parents are requested to share pertinent student health information with school administration at the time of student registration. This information will be handled in a strictly confidential manner and will be shared with school faculty and staff on a “need-to-know” basis.

### ***HEARING, VISION, AND DIABETES SCREENING***

Each year, BSS will provide hearing and vision screening in applicable grades. Pre-School, Kindergarten and grades 2, 3, 5, and 8 are tested for hearing and vision. First grade is tested for hearing only.

In addition, any new students and those referred by the classroom teachers are screened for both. Those children with a “possible” hearing or vision problem are referred to a doctor for examination and/or treatment, and will be followed-up by the County Health Department. Parents who are not notified by the County Health Department can assume that their child “passed” the examination(s).

Screenings for diabetes will be conducted for three and four year old preschoolers, pre-K, 1<sup>st</sup>, and 5<sup>th</sup> grade.

### ***LANGUAGE AND SPEECH SCREENING***

Each fall kindergarten and students referred by teachers are screened for language development and speech proficiency. This service is offered by District #709.

### ***STUDENTS WITH SPECIAL NEEDS***

Section 504 (Blessed Sacrament Service Plan) of the Rehabilitation Act of 1973 requires schools receiving federal funds to determine if students or employees have “a physical or mental impairment which substantially limits one or more of such person’s major life activities.” A person determined to be so impaired would then qualify for a 504 Plan that would outline “minor adjustments to the curriculum.” Students with disabilities who would not qualify for a 504 plan (Blessed Sacrament Service Plan) may be referred to the

local public school district for evaluation for special education eligibility, or may qualify for the creation of a “service plan” at BSS. Parents of students with diagnosed disabilities should contact the principal to schedule a meeting to determine if “minor adjustments” are needed. Cost and availability of personnel to accommodate the curricular adjustments are accepted limiting factors.

When considering enrollment of special needs students, the school shall consider the following guidelines:

1. The goal of inclusion requires the cooperation of the school and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a special needs student applies for enrollment, the administration and the parents/guardians should meet to define the student’s special needs and the school’s ability to meet those needs. This meeting might include a conference with the student.
3. In accordance with the procedure outlined in the Section 504 Handbook, an annual written agreement between the school and the student’s family should be developed and executed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student’s family.
4. The annual agreement should specifically identify the extent of the need for a teacher’s aide for the student. The cost of a teacher’s aide might need to be borne in whole or part by the student and his/her family, with such public or private assistance as may be obtained. Failure to reach agreement on these points in advance of the academic year may result in the student not being allowed to enroll.
5. The school, to the extent practical, should work with the student’s family in exploring public and private agencies for financial, academic, and/or other assistance.
6. Extensive in-service programs should be given to educational commission members, faculty, and students on an annual basis or more frequently if needed.
7. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.
8. Failure of the student or his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) shall be grounds for dismissal.
9. “Inclusion” as used herein contemplates including the student in a normal classroom and classroom activities.
10. Some consideration of partial inclusion may be appropriate. Where some special services are available without charge to the family from the public schools or other sources (such as speech therapy, occupational therapy, etc.), these services might be coupled with part-time inclusion in the normal parochial school classroom.

## **Section III: Student Procedures/Conduct**

### ***ARRIVAL/DISMISSAL***

Students are not to arrive at school before 8:00 a.m. unless they are attending Pre-Care, Mass, or a school approved activity. The morning playground supervision begins at 8:00 a.m. and ends with the 8:10 a.m. bell. Students arriving earlier than 8:00 a.m. will be charged for Before Care.

Students, arriving before 8:00 a.m., must come into the building and go directly to the gymnasium and be seated on the bleachers until the 8:00 a.m. bell. This arrangement is limited to emergency situations in which the parents must drop their children off early. Parents of children who abuse this privilege will be notified and the privilege withdrawn.

School responsibility for students ends when a parent or other designated person assumes responsibility. Please send a note with your student he/she will be departing school in a manner outside of their usual pattern. After school supervision commences with the dismissal bell and continues until 3:15 p.m. Students who are not picked up by 3:15 must wait in the school foyer until parents arrive. In the event parents will be late picking up their children, they must phone the school office. This arrangement should be used only in emergency situations. Students who walk or ride bikes to school are expected to leave promptly after dismissal bell. Students who do not normally ride the bus must bring a note from home in order to ride the bus home with another student—this should be a rare occasion as students pay a separate fee to use the bus service.

During inclement weather, students will go directly to the gymnasium until the 8:10 a.m. bell. Permission is required from the supervising personnel to be in any other part of the building. Students involved in before or after school activities may enter the building at the time and place designated for the activity.

Please follow all traffic patterns designed by parish and school officials. Parents dropping off or picking up students at BSS should park in the lined spots in the parking lot. No one is to park in bus or fire lanes, or in the marked “no parking” zone along Greenwood Street. On school days, the Greenwood entrance and First Street exit is for one-way traffic only. Parents are reminded to observe areas designated with orange cones for student use only and to obey directions given by the principal or designated assistant. Please drive slowly, defensively and conscientiously on parish property and in all areas near the school.

In compliance with the above noted procedure, no student may remain outdoors unattended before or after school.

On days when Religious Education classes meet in the school, BSS students may not enter occupied classrooms to retrieve forgotten items. Students must come before or after Religious Education classes.

## **ATTENDANCE**

Regular and punctual pupil attendance in school is essential to each child's continuous growth. Education is sequential and developmental, and is hampered by absence or tardiness. For your child's protection, if he/she will not be in school, please call the school office before 9:00 a.m. This is a requirement. A child who has been absent from school must present a dated written excuse from his/her parents explaining the reason for the absence. The telephone call does not cancel the need for the note.

Students who arrive between **8:15 and 10:00** will be marked tardy; those arriving after 10:00 a.m. will be marked a 1/2 day absent. Students who leave school before 2:00 p.m. are marked for a p.m. absence.

Parents, of students who will be absent for more than one school day, should make arrangements with classroom teachers for make-up work. Make-up work should be completed promptly-- 1 school day per day absent as the general rule. For example, a student absent on Monday should have that work completed by the start of school Wednesday.

Extended Vacation: Parents are asked not to plan extended vacation during the school year due to interruption in student learning and interference with spiritual and academic programs. If such vacations are absolutely necessary, the principal should be contacted in advance so that a plan can be developed for missing work and assignments.

## **TRUANCY**

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

## **DRESS CODE**

All students are to be in uniforms during school hours. All clothing is to be clean, neat and in good repair. The principal will interpret the code and make final determination as to the appropriateness of clothing, shoe, hairstyles and jewelry. Infractions will be identified by or reported to the classroom teacher who will inform the student and complete the demerit form that will be sent home for parent notification and signature. The principal will address repeated violations through the discipline policy.

Frustration at home and school can be avoided from the beginning of the school year when parents enforce the uniform code. Uniform codes are designed to specify what "should be worn" rather than anticipate all the possibilities that "should not be worn." For example-dress trousers do not have side pockets or special additions that result in a cargo pants look rather than a dress pants look. The best advice the principal, who is responsible for interpreting and enforcing the uniform code, can give is this:

**IF IN DOUBT, DON'T PURCHASE IT!**

## Uniform

**1) Shirts:** (all students). Solid white, collared, button-up polo-style shirt or all white turtleneck, or all white mock turtleneck; short or long sleeved. Shirts must be tucked in at all times. Shirts may not have decorations, ruffles, extra stitching, logos, emblems, or brand names. The only exception is a solid gold, white, and/or blue polo shirt with a Blessed Sacrament logo. These shirts may be purchased with “spirit wear.” Only plain white T-shirts may be worn underneath the uniform shirt.

**2) Trousers:** (all students). Plain all navy blue dress trousers cuffed or un-cuffed, with regular pant leg style. Trousers are not to be rolled at hem or cuff. Leggings may not be worn as the uniform trousers. **Shorts:** (all students). All navy blue dress shorts may be worn until October 15<sup>th</sup> and again beginning on April 15<sup>th</sup>. Shorts should be no higher than 3 inches above the knee.

**3) Jumper / Skirt:** (girls). Uniform plaid jumper (all grades) and uniform plaid skirt (grades 5-8 only) with modestly appropriate hemline no more than 3 inches above the knee. Girls are encouraged to wear shorts beneath their jumper or skirt. All navy blue leggings may be worn underneath the jumper or skirt. **SKORTS may not be worn.**

**Rolling up skirts at the waist is not permitted.**

**4) Socks:** (all). Socks must be worn at all times.

(boys). Solid navy blue, black, or all white.

(girls). Solid navy blue, black, or all white anklets, knee-highs, or tights may be WORN.

**5) Belts:** (all students). Black, brown or navy belts are to be worn with trousers with belt loops.

**6) Shoes:** (all students). Students may wear dress or sport shoes. **Uniform dress shoes** shall be solid black, solid brown, and solid navy blue. **Uniform sport shoes** and shoe strings shall be black, white, gray, or silver. Sport shoes may have more than one of those four colors. **All other colors are not acceptable and against code.** All shoes must be low cut and not cover the ankle. Shoes may not have flashing lights. Parents are encouraged to avoid shoes that leave black scuff marks on the floors. Sandals may not be worn at any time. Heelies (shoes with wheels in the heels) are not allowed

**7) Sweaters:** (all students). All navy blue, V-neck, pullover, or cardigan sweaters or sweater vests may be worn. Students in 7<sup>th</sup> and 8<sup>th</sup> grades may also wear an all red sweater. Sweaters may not have hoods or be made of fleece. Sweaters should be worn at waist to hip length and not be oversized.

**8) Sweatshirts:** (all students). A blue Blessed Sacrament logo sweatshirt is permitted. Hooded sweatshirts may only be worn only by 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> grade students. They must be waist to hip length and should not be oversized.

**9) PE Clothing:** (all students) Clothing appropriate for physical activities is required for participation in physical education class. **Grades 2-8 shall wear a “spirit’ shirt** for physical education. Grades K-1 may wear their uniform shirt. Students may wear sweat pants, modest shorts, and jogging suit pants. The length of the shorts shall be school length, 3” above the knee.

**10) Hair:** (all students). Hair should be neatly styled. Unusual, distracting hairstyles or distracting dyed colors are not permitted. Boys’ hair may not touch the collar and may

not be pony-tailed in any way. Hair should be kept out of the eyes. Lettering, emblems, or striping may not be cut into the hair. Mohawks or spiked hair is not allowed.

**11) Make-up:** (all students). Wearing make-up, perfume or cologne is not permitted at any grade level. Girls may wear white or pink finger nail polish.

**12) Jewelry:** (all students). Appropriate accessories are a watch, chain-type necklace or bracelet, a ring, and girls only may wear small post earrings that do not extend beyond the earlobe. One earring per ear in the traditional lobe position only—no multiple pierces or cartilage or body pierces permitted. Boys may not wear earrings to school or school related activities. No visible temporary or permanent tattoos are permitted.

**13) “Spirit Day”:** (all students). “Spirit Day” is usually the second Thursday of each month and will be listed on the official school calendar. There are two options for appropriate dress: 1) students may wear a BSS “spirit” shirt or sweatshirt, jeans (no jeans shorts) and uniform shoes. **If the “spirit day” is before Oct. 15<sup>th</sup> or after April 15<sup>th</sup>, the uniform dress shorts may be worn.** Or 2) students may wear the regular school uniform.

**14) Special Days:** Occasionally, special events occur when students are permitted to wear clothing outside the usual code. Those affected include Brownies and Cub Scouts and various school clubs or activities—cheerleaders, athletes, and members of Student Council, and Scholastic Bowl. These occasions will be announced in advance.

**Review of Code:** The uniform code may be reviewed in total or on specific issues by the Education Commission.

**Availability of Uniforms:** Not all retailers carry items that meet our uniform code. Not all items purchased at a retailer mentioned below may meet our code either. The key is to find clothing that meets our code regardless of vendors.

Lagron-Miller and Sam Harris Uniform are the only area retailer to carry the girls’ uniform jumper and skirt. Vendors that supply the remainder of uniform clothing are K-Mart, J.C. Penney, Land’s End, Atties, Lagron-Miller, and Sam Harris Uniforms. Other vendors may carry specific items that meet the code. This Uniform Code will be shared with the vendors listed above and any others that request it. (Rev: 8/10, Revised 3/12)

## ***SCHOOL PROPERTY***

All property owned by the school, such as lockers, desks, (but not limited to lockers and desks) are considered school property and may be searched by any school official or its agents when it is deemed necessary by a school official or its agent. Students will be held responsible for any damage to school property.

## ***TELEPHONE***

The school phone is for business use only. Only in case of an emergency (illness, etc.) may students use the phone. All arrangements for rides etc. should be settled before the student comes to school. The school secretary will handle messages for students and staff. Requests to speak directly to students and teachers during school hours will be limited to emergency situations only.

## **COMPUTER AND INTERNET USE POLICIES**

All persons using the BSS computer system are required to read the policy set forth below annually. Signatures required at the end of this handbook also apply to adherence to the Acceptable Use Policy and Diocesan Policy C-404 set forth below:

It is the mission of Blessed Sacrament School to develop an environment and school curriculum that will aid all students to develop spiritually, academically, socially and physically. Accordingly, it is the goal of this policy to maintain an environment that promotes ethical and responsible conduct in all computer-based activities by staff and students. The purpose of this policy is to set forth guidelines for access to and acceptable use of all school-provided computer network services. This includes, but is not limited to, electronic mail (email), the school's local area network, educational software, the Internet, and parish/school web sites. It shall be a violation of this policy for any employee, student, or visitor to Blessed Sacrament School to engage in any activity that does not conform to the established purpose, general rules and policies of the network.

Electronic information research skills and knowledge of specific computer applications are now fundamental to preparation of citizens and future employees. Access to the school's computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging ideas and messages with people around the world.

Blessed Sacrament School will make every effort to ensure students, faculty, staff and visitors use this educational resource responsibly. Appropriate training and oversight of the computer system is essential. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, to identify appropriate information and to evaluate and use information to meet their educational needs.

### BSS Faculty and Staff will:

- 1) Become adequately knowledgeable in the proper use of telecommunications, electronic mail, and general computer software applications.
- 2) Blend thoughtful use of computer-based learning and the Internet throughout the curriculum.
- 3) Guide and instruct students in proper use so as to support an environment of academic excellence and inquiry.
- 4) Operate in a professional manner consistent with all applicable state laws and federal copyright laws and diocesan policy C-404.
- 5) Maintain strict confidentiality when sharing information concerning students or other employees.
- 6) Understand that network administrators reserve the right to review all user files including email in order to maintain system integrity and to ensure that all are using the system responsibly. Files stored on the school computer network are not private.
- 7) Understand that if complaints, violations, or other inappropriate behavior on any of the computer information systems become known, the administrator will take appropriate action that may include loss of access to information

systems, disciplinary action, or if necessary involve law enforcement agencies.

- 8) Read the entire Computer and Internet Acceptable Use Policy and sign an agreement to abide by the procedures and regulations previously outlined.

BSS students and others using the computer network system will:

- 1) Successfully complete a computer responsibility class designed to increase their understanding of these guidelines.
- 2) Use the computer system for educational purposes only—this would include classroom/lab activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions.
- 3) Only use the computer system with the expressed permission of and supervision by a BSS faculty or staff member.
- 4) Respect resource limits and remain within allotted disk space. Users are responsible for deleting old emails or files that may take up excessive amounts of storage space.
- 5) Understand that use of the BSS computer system is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time and notify the BSS administrator of this decision.
- 6) Recognize that material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails and other student work created on the network might be viewed by a third party.
- 7) Keep all passwords private.
- 8) Understand that if complaints, violations, or other inappropriate behavior on any of the computer information systems become known, the administrator will take appropriate action that may include loss of access to information systems, disciplinary action, or if necessary involve law enforcement agencies.
- 9) Read the entire Computer and Internet Acceptable Use Policy and sign an agreement to abide by the procedures and regulations previously outlined.

Safety Guidelines for Students:

- 1) When on the Internet, never give out your last name, address, or phone number.
- 2) Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
- 3) Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
- 4) Your parents should instruct you if there is additional material that they think would be inappropriate for you to access.

Some examples of Unacceptable Use by anyone:

- 1) Use of obscene language, and the sending or displaying of offensive messages or pictures.



- 2) Harassing, insulting or attacking others through any of the information systems.
- 3) Personal use of “chat rooms.”
- 4) Attempting to “hack” –gain improper access into any computer system.
- 5) Using the system for any illegal activity including violation of copyright or other contracts, or transmitting any material in violation of federal, state, or local law, or diocesan regulation.
- 6) Unauthorized downloading of software, regardless of whether it is copyrighted or virus-checked.
- 7) Downloading copyrighted material for other than personal use.
- 8) Using the system for private or financial gain.
- 9) Attempting to gain or gaining unauthorized access to resources or files in the system.
- 10) Invading the privacy of others.
- 11) Use of the computer system without the expressed permission and supervision of the system administrator or a supervising teacher.
- 12) Using another user’s account or passwords, or knowingly allowing another to use your account or password.
- 13) Willful damage to computers and associated hardware and software.
- 14) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.

Disciplinary Actions: The user will be held responsible for damage to equipment, systems, and software resulting from deliberate or willful acts. General rules of etiquette for behavior and communications also apply when using email or the Internet. Any photos or statements on a student’s social media that depict the BSS school, the faculty, other students, or the Parish in a defamatory way may result in disciplinary action. Loss of access and other disciplinary actions outlined in the BSS Parent/Student and Teacher /Staff Handbook shall be consequences for inappropriate use.

Disclaimer:

BSS, its administration and governing officials, are not liable for individual misconduct and abuse of this Acceptable Use Policy with regard to the BSS computer system.

Use of the BSS computer system is a privilege not a right. This privilege may be withheld or suspended indefinitely due to misconduct, abuse of the system or other disciplinary action.

BSS, its administration and governing officials, will determine the appropriateness of computer use or content by anyone accessing its equipment, systems or software...

Permission and Agreement:

Agreement with this policy is necessary for any computer use at BSS. Signing the Parent-Student handbook sheet includes acceptance of this policy.

Withholding permission for student use of the Internet:

If this permission is withheld, the student(s) may not individually access the Internet at BSS.

BSS and its governing officials recognize that parents may choose not to allow their child/children to individually access the Internet. This right does not interfere with the use of the Internet in the classroom or computer lab by a supervising teacher as a part of an overall instructional experience. Nor does it exempt a student from completing assignments or class activities that require resources only available on the Internet.

A student without permission to individually access the Internet and its resources would work with another student(s) as a cooperative team or would complete the assignment with parental supervision at home or at a public institution (i.e. library) where Internet access is available.

Parents should contact the principal to request that a student not be allowed Internet access.

## **PLAYGROUND RULES**

The playground area is limited to:

- 1) Blacktop area north of the school building as defined by the orange cones.
- 2) Grassy areas north and east of the school building limited to areas 8 feet from neighboring property lines and the library sidewalk.
- 3) Playground equipment areas defined by wooden perimeters and wooden mulch.

Areas off limits to students are bus and traffic lanes on the west side of the school building and around the church, and the lawns of the rectory and religious education buildings.

Persons using parking areas are to use extreme caution when children are present. Students are to be picked up and dropped off in designated parking areas not on Greenwood St. Children crossing Greenwood St. are to use the crossing lane in front of the school building.

Playground conduct is based on each student's right to a healthful, enjoyable break from classroom studies. Activities that are dangerous to others or interfere with a student's sense of well being are not allowed. Such activities include:

Running through groups and games.

Kicking or throwing balls with excessive force, or into another student or group, or another's game.

Pushing, shoving, grabbing, or tackling, etc.

Purposeful exclusion, taunting, name calling, bullying, harassing, and targeting individuals in tag games.

The appropriateness of activities will be determined by supervising personnel. Repeat offenders will be required to conference with parents and the principal. Disciplinary action will be taken.

Children are to leave the building in a polite manner. Running, loud talking and bouncing balls is not permitted in the building.

Children are to play in designated areas only. These areas may be designated by grade level and day of the week. Some areas may be shared areas with students of various ages mixing. (Rev: 8/10)

All games are open to all, no one is to be excluded unless previous problems have arisen. All students are to play in a cooperative and Christian manner.

Students are to show respect to supervising personnel. Actions of disrespect will be reported to the classroom teacher and the principal. Disciplinary action will take place.

Any vandalism will be reported to the Morton Police Department.

The playground is not supervised during non- school hours. Parents are responsible for their children during non-school hours.

## ***STUDENT DISCIPLINE***

Students are to maintain the code of conduct and obey the school rules as outlined in the parent/student handbook. Teachers are to discuss school rules with their students at the beginning of the year and review them periodically.

Teachers establish conduct and procedure rules for their classroom, communicate them to students, and review them periodically. Classroom rules are submitted to principal by the third week of school, displayed or otherwise made available to substitutes. Classroom rules should be few, clear and consistently enforced. If a student needs to be disciplined, the reason for the punishment is clearly explained to student. Punishment is as constructive as possible. Privileges earned by responsible behavior may be taken away. Students should understand under what conditions the privileges would be returned. Corporal punishment is an unacceptable form of punishment and forbidden by diocesan policy. Ridicule or embarrassment of students is not an effective form of punishment and is not to be used. Group punishments are unacceptable. The use of homework or assignments as punishment is unacceptable. Any student who has been kept in three times from a lunch or regular recess due to late, missing, or incomplete work must be reported to the principal so that a parent-student-teacher-principal conference can be scheduled. The goals of any punishment are to stop the misbehavior and to positively change student attitude and behavior in both the short and long term.

A teacher may remove a student for no longer than a class period when the severity, persistence, or the disruptive effect of the student's conduct has a detrimental effect on the classroom. When removed from a classroom for disciplinary reasons, students must be placed where the teacher or an adult staff member can see them. The principal must approve removal of a student for more than a class period.

Routine discipline is handled in the classroom. Teachers should document discipline code infractions and methods used to correct the problem. If students are sent to the

principal for disciplinary reasons the teacher should notify the office and/or write a note explaining the offense.

### **Discipline Policy – Grades K-8**

Blessed Sacrament Grade School – grades K-8 Discipline Policy will be in effect any time a student is on school property or is attending school functions. This will include attendance at church and on the school bus.

Student discipline and control problems will be dealt with through a system of teacher discipline, teacher conferences, detentions, demerits, and when necessary, suspensions, and expulsions.

The utilization of the demerit system shall be an extension of the teacher's own classroom rules, discipline, and procedures.

The Principal or the Principal's designee will issue all demerits and will have final decision concerning the issuing of all demerits and discipline procedures. All offenses that may warrant demerits will be handled through the Principal's office.

The demerit system is not designed to take the place of a classroom discipline policy. It is to be implemented only after the classroom policy has failed to improve behavior and a three-step process has been followed by the teacher to correct unacceptable behavior.

Step 1: Conference with student about unacceptable behavior.

Step 2: Phone call or written note to parents/guardians.

Step 3: Issue demerits

The following demerits may be issued by the teacher after the above steps have been completed.

1. Creating a continual classroom disturbance and conferences have failed to change behavior. – 15 demerits
2. Being in an unauthorized area without permission, including the office, teacher's Lounge, computer lab, and library. (note/pass required) – 10 demerits
3. Minor issue or minor misbehavior in the cafeteria. – 10 demerits
4. Minor misbehavior anywhere on the school grounds. – 10 demerits
5. Minor misbehavior in church. – 20 demerits

Demerits can be given immediately for any of the following misbehaviors.

1. Disagreements between students (verbal or physical but not fist fight) – 20 demerits (K-3, 10 demerits)
2. Throwing objects that could cause injuries. – 50 demerits (K-3, 25 demerits)
3. Forging a name on a pass or any other school not or paper; having someone

- forge on a note or school paper. – 50 demerits (K-3, 25 demerits)
4. Cheating, using someone else's work, allowing someone to copy your work, lying to a teacher. – students will be given a zero for work and 25 demerits (K-3, 25 demerits)
  5. Obscene language or gestures – 50 demerits (could result in a Saturday detention or an automatic suspension and possible referral to the Education Commission at the discretion of the Principal.) (K-3, 25)
  6. Gross classroom disturbance. – As determined by the Principal – 25 demerits (This could result in an automatic suspension, depending on the act committed. (K-3, 25 demerits)
  7. Failure to honor a conference by a teacher: ie. Staying after school - 25 demerits (teacher should check on the reason that the student missed). – (K-3, 25 demerits)
  8. Failure to honor demerit procedure – properly returning the signed demerit slip the next day. (should contact parents to see if they received the demerit slip) – 20 demerits (K-3, 10 demerits)
  9. Leaving school grounds without permission. – 25 demerits (This offense could result in automatic suspension depending on the act committed.) (K-3, 15 demerits)
  10. Disrespect to staff or parent volunteer. – 25 demerits (This offense could result in an automatic suspension depending on the act committed. (K-3, 15 demerits)
  11. Failure to attend a class. – 20 demerits for each class missed. (K-3, 15 demerits)
  12. Cutting school unexcused – Saturday detention – Second offense – 3 day out of school suspension. (K-3, Saturday detention)
  13. Defacing school property ie. Books, desks, or building – 25 demerits (this offense could result in an automatic suspension depending on the act committed.) (K-3, 15 demerits)
  14. Stealing from school or another student. – 50 demerits. (This offense could result in an automatic suspension depending on the act committed.) (K-3, 15 demerits)
  15. Threatening another student. – 50 demerits. (This offense could result in an automatic suspension depending on the type of threat issued.) (K-3, 25 demerits)
  16. Walking out of class without permission. – 25 demerits. (Unless there is a satisfactory explanation.) )K-3, 15 demerits)
  17. Misconduct in the detention area. – 25 demerits and an additional detention. (K-3, additional detention.)
  18. Bullying and/or harassment of other students. 50 demerits (could result in a Saturday detention or an automatic suspension depending on the act committed, rumor spread, or threat issued. – Principal's decision) (K-3, 25 demerits)
  19. Any uniform violation. – one warning, next offense 10 demerits. – (K-3, same)

It is recommended that the teacher make contact with the parents to discuss any continued unacceptable behavior.

Parents will be notified each time that a student receives demerits in the form of a demerit slip. It will be the responsibility of the student to take the demerit slip home, have it signed by a parent or guardian, and return it to the teacher or principal the following day.

**Procedure to be followed when a student receives a discipline note**

1. The teacher fills out a demerit slip, discusses the inappropriate behavior with the student and then sends the student to the office with the demerit slip.
2. The Principal or his designate discusses the inappropriate behavior with the student and determines the demerit and discipline. The Principal retains the office copy of the discipline notice.
3. The student takes home two copies of the discipline notice (parent copy and teacher copy).
4. The parents retain their copy and return the signed teacher's copy to the school with the student the next day. This will assure that the parents are aware of any discipline notice received by their children. This demerit slip will indicate the total number of demerits that the student has accumulated.

**Detentions**

Any student having acquired 25 demerits shall serve an after school detention hour (3:05-4:00 P.M.) on the next designated detention day. Detentions will be given at intervals of 25, 50, and 75 demerits. When a student reaches 100 demerits a Saturday detention will be assigned.

Regular detentions will be served on Monday through Thursday after school. Students that are bus riders will be picked up after the detention or may go into aftercare. The detention room will be supervised by the teaching staff on a rotating basis.

**Merits**

As an incentive toward the improvement of the student's self-discipline and more mature behavior, 10 demerits will be deducted from the student's record for each calendar week that he/she does not accumulate demerits. Merits are only for those who have accumulated demerits. They cannot be banked for future use.

**Saturday Detentions**

There will be detentions held on Saturdays once a month for those students who accumulate 100 or more demerits or received discipline requiring a Saturday detention. Saturday detentions will begin at 8:00 A.M. and end at 12:00 noon for students in grades 4-8. Students in grades K-3 will attend from 10:00 A.M. until 12:00 noon. If a student skips a Saturday detention, that student will receive a two (2) day out of school suspension. All demerits are dropped after serving a Saturday detention or a suspension. If a student receives a three (3) Saturday detentions, they will not be able to participate in school field trips or class trips. Teachers supervising Saturday detentions will be paid \$50.00 for each Saturday detention that they monitor.

## **Suspensions**

All suspensions will be served in school or out of school. Most suspensions will be three (3) days; however, they could be longer at the discretion of the Principal. For an in-school suspension, students will serve in the school office and receive 100% credit for completed school work. For an out of school suspension the student may make up work but will receive only 80% credit for work completed during the suspension. Upon a student's third suspension, an Education Commission hearing is required before that student may return to school.

Students that are suspended are not allowed on school grounds or at school sponsored activities while they are serving their suspension.

Suspensions could result from any of the previously listed demerits at the discretion of the Principal. However, immediate suspension could result from action or behavior that could result in personal injury or damage to the school facilities.

Immediate suspension and possible referral to the Education Commission for possible expulsion will result from the following types of behavior:

- A. Gross disobedience
- B. Gross disrespect to staff and/or other students
- C. Defacing school property (building or facilities)
- D. Fighting
- E. Stealing from school, staff, or other students
- F. Intentionally setting off the fire systems

These suspensions will be 1-10 school days and served out of school.

Immediate suspension and referral to the Education Commission for possible expulsion for the following offenses:

- A. Having and/or using alcoholic beverages on school property or at any school sponsored activity
- B. Having and/or using non-prescription narcotics, marijuana, or other possibly harmful substances on school property or at any school sponsored activity.
- C. Carrying or possession of a weapon or any object which, in the opinion of the School Administrator, may be used to inflict bodily injury or property damage on school property or at any school sponsored activity.
- D. Physical abuse against a staff member on school property or at any school Sponsored activity.

These suspensions will be 1-10 school days and be served out of school.

The parent has the right to appeal to the Discipline Committee (Pastor, Principal, and Executive Committee of the Commission on Education) when the school is considering

expulsion of a student.

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

The pastor reserves the right to request the withdrawal of a BSS student:

- for failure of the family to meet financial obligations to the parish;
- following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources.
- due to a failure of a family or student to participate in required activities;
- or due to disciplinary infractions.

The use of pagers, beepers, cell phones, radios, cassette/CD players, laser pens, electronic games are not permitted during the school day. The offending student will be subject to disciplinary action. The school is not responsible for the damage / loss if this rule is not followed.

Harassment of any student by another student is prohibited. Harassment includes but is not limited to, "slurs, jokes, or any other form of verbal, written, graphic or physical conduct which reflect seriously and adversely on a person's race, color, sex, religion, national origin, or physical/mental condition." Harassment under this policy includes sexual harassment defined as "any unwelcome sexual advance or any conduct of a sexual nature when such conduct has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile or offensive school environment." While intervention strategies are suggested and disciplinary action may be undertaken even in the case of what the Supreme Court has called, "simple acts of teasing and name-calling among school children," such acts do not constitute harassment under this policy. The BSS discipline policy will cover such activities.

Harassment demeans individual dignity and disrupts the school community. It is the responsibility of the victim or witness to report incidents of harassment. The parents of those alleging harassment and those accused of harassment will be notified. Students guilty of student harassment are subject to disciplinary procedures. Additional Diocesan policies further address harassment and will supersede BSS policy if the situation warrants such action.

Additional diocesan policies further address harassment by adults or those in authority are included with this handbook.

\*\*Note: Any new students accepted in the school are on probationary status for one semester.

(Rev: 8/10)

## **Section IV: Religion**

### ***RELIGION PROGRAM***

The goal of Blessed Sacrament School is to provide instruction and experience in the Catholic Faith so that the graduate of Blessed Sacrament School will have:

- learned God's message as proclaimed by the Church;



- realized Jesus' presence in prayer, worship, and Eucharist
- experienced community by witnessing to Jesus through word and deed among classmates and the larger community;
- learned the essentials of Catholic Doctrine;
- planned and participated in prayer services and liturgies;
- learned formal prayer and grown accustomed to praying spontaneously;
- learned the principal teachings of the Church as taught by Scripture and Tradition;
- understand and be able to explain the life of Jesus and His part in God's plan for salvation;
- participated in service and social action projects;
- prepared for and received the Sacraments of Reconciliation and Eucharist (First Communion);
- learned the elements of appropriate behavior in Church - reverence, prayer, posture, genuflection, participation, appropriate times for silence and celebration;
- learned about and gained respect for other Christian and non-Christian faiths.

To achieve the above, the following tools are used and experiences planned:

### **CLASS**

Religion is taught everyday by classroom teachers. The religion period is given prime time in the daily schedule.

### **TEXT**

The school uses the RCB Series, "Faith First", in grades K-6 and The Catholic Faith Handbook for Youth, published by St. Mary's Press, in 7<sup>th</sup> and 8<sup>th</sup> grade.

### **EVALUATION**

A comprehensive ACRE examination is conducted in fifth, and eighth grades.

### **SACRAMENTS**

Reconciliation and Eucharist- preparation and reception in second grade with continuation of study in 4th and 6th grades especially.

Parents are required to attend the parents' preparation meeting for all sacraments their children are to receive, unless an exception is made in individual cases.

Parents of students transferring to BSS who have not received these sacraments should contact the principal for appropriate arrangements.

### **PRAYER/RETREAT**

Growth in holiness depends largely on prayer life. Children should learn their first prayers at home. Morning and night prayers, grace before and after meals, and the observance of the feasts and seasons of the Church year are important parts of family life. Teachers will prepare students to pray in a variety of ways consistent with the rich tradition of Catholic practice. The BSS community will gather daily before school to

pray before school begins. Grace is prayed before and after lunch. Formal prayers are assigned for memorizing and understanding according to the student's grade and level. In addition, the eighth grade class will have a retreat in May to provide an opportunity to further learn and experience their Catholic identity. We will try to hold the retreat off campus on a yearly basis.

## **MASS**

Parents have an obligation, not only to insure that a child attends Mass, but also that their child grows in understanding and participation in Mass. The school supplements this training, but no amount of training in school can replace the example of regular family participation. Monthly confession and frequent reception of Holy Communion should be encouraged both at home and school. Parents of non-Catholic children also have an obligation to insure that their child attends their own church service each weekend.

Students are encouraged to attend daily masses. Students attend Weekly All-School Masses with the parish community. The Mass schedule for the year can be found on the back of the school calendar at the beginning of this handbook. Masses are at 9:00 a.m. unless indicated otherwise in the parish bulletin or monthly newsletter. Adoration of the Blessed Sacrament and Benediction are regularly scheduled for student participation.

## **SERVICE OPPORUNITIES**

Students are encouraged to participate in individual and school sponsored service opportunities that embrace the practice of the Corporal and Spiritual Works of Mercy. Visits to the Missionaries of Charity food program and area nursing homes plus participation in parish or family based service activities are encouraged. The Student Council for grades 5-8 focuses on the spiritual, social and service needs of the school community. Service hours are required (10) each year beginning with sixth grade. To graduate from eighth grade a student will have accumulated 30 service hours by the time he/she leaves the eighth grade.

### **LUNCH PRAYERS**

These are said by all classes before dismissal from lunch.

#### Prayer after Meals

We give you thanks, Almighty God, for these and all your benefits that we have received from your bounty through Christ, our Lord. Amen.

#### Playground Prayer:

Dear God, as we go out to the playground today, help me to respect the lives of my schoolmates. Help me to realize that my words and actions can affect the lives of others. Protect me from unkind words, protect me from unkind actions. May all of our hearts be filled with love. Dear God, may our playground be filled with happy memories. Amen.

## **Section V: Academics**

### **ADMISSION AND CLASS SIZE**

#### **I. General Policy**

Blessed Sacrament School is in compliance with all federal and state non-discrimination and equal opportunity laws regarding admissions and employment as stated in the Commission on Education policies of the Diocese of Peoria:

Local school commissions shall make every reasonable effort to employ teachers who live and share the Catholic Faith. Teachers of other Christian faiths may be employed if they believe in the philosophy of the school and the religious education of youth (C-111). Catholic schools shall not discriminate on the basis of race, color, sex, or physical handicap in the hiring of teachers (C-111). No student shall be refused on the basis of race, sex, nationality or ethnic origin. Students of religious denominations other than Catholic may be admitted when space is available(D-111).

#### **II. Class Size**

The number of students in a class shall not exceed 30, with the following exceptions:

1. 3-year old pre-school shall not exceed 20 students
2. 4-year old pre-school shall not exceed 20 students
3. Pre-Kindergarten shall not exceed 10 students
4. Kindergarten shall not exceed 20 students per classroom

#### **III. Classroom Aides**

An aide shall be provided in the classroom for all core subjects in the following circumstances:

1. For 3-year old pre-school, when enrollment exceeds 10 students
2. For 4-year old pre-school, when enrollment exceeds 10 students
3. For Kindergarten, when enrollment exceeds 15 students in both classes
4. For 1<sup>st</sup> grade, when enrollment exceeds 23 students
5. For 2<sup>nd</sup> grade, when enrollment exceeds 26 students

For all other grades, the Principal in consultation with the Pastor and the teacher of the affected grade, may use discretion to hire such aides as deemed necessary, taking into consideration the size, composition, and other factors affecting the class.

#### **IV. Waiting Lists**

- A. If the number of students registered for a class exceeds the maximum number of allowable students, a waiting list shall be established. Students shall be enrolled in the class according to and in order of precedence according to the following factors.
  1. The student registered during the Advanced Registration Period, as described in Subsection C below.

2. The student had a sibling enrolled in the school the preceding year who is currently enrolled at the school or a sibling who previously graduated from Blessed Sacrament School.
3. The student was enrolled at the school during **the entirety** of the preceding year.
4. The student was enrolled at the school for a portion of, but not the entire, preceding year.
5. The student has a sibling enrolled in the school for the current year.
6. A parent of the student is a registered parishioner in good standing as determined by the Pastor.
7. The number of years a family of the student has been registered in the Parish (the longer registered with the Parish, the higher the precedence).
8. A parent of the student is a Roman Catholic in good standing as determined by the Pastor.
9. Both parents of a student are non-Catholics and none of the above criteria apply.
10. When the student was registered for the grade into which the student seeks enrollment (sooner having higher preference).

B. Factors which the Pastor will consider under numbers 6 and 8 above include, but are not limited to:

1. Regular attendance of Mass on Sundays.
2. Participation in the community life of the Parish.
3. Regular financial support.

C. An Advanced Registration Period shall be conducted from the last Sunday in January until the end of the school day on the third Friday in February.

D. The admission and placement of a student transferring to BSS from another school or from Home School setting will be on probationary level until all requested records have been received and needed observation and placement testing has been completed and analyzed.

E. The term enrolled includes enrollment in any Blessed Sacrament Pre-School class.

F. The Pastor in consultation with the Principal shall be solely responsible for the application of this policy. (Revised: 1/11)

### ***KINDERGARTEN AND FIRST GRADE ADMISSIONS***

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

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

## **BOOKS/BOOK FEES/FINES**

All book fees are due at the time of registration. BSS will only accept partial payment or delayed payment when arrangements have been made with the Pastor. Reminders of unpaid bills will be sent home periodically. Students in all grade levels are responsible for supplies on the supply list and for replacing them.

Due to the escalating cost of textbooks, students are required to keep books covered at all times. Students with uncovered books or damaged books will be subject to fines determined by the extent of the damage. Student must carry appropriate book bags.

## **GRADING**

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

### OBJECTIVES:

The report card:

1. is a reflection of the school's educational philosophy.
2. is an accurate statement of the child's academic, social, fine arts and physical education development;
3. indicates the school's grading practices, such as frequency of card, etc.
4. identifies the child's attendance patterns
5. is presented in a simple, clear, and attractive format.
6. uses grading symbols which are clearly defined and consistently used.
7. encourages parents' communication with school.

### CRITERIA:

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

2. In grades 1 and 2 the academic marking code is:

O = Outstanding progress

G = Exceeds basic requirements

S = Satisfactory progress; consistent with ability

N = Having difficulty meeting basic requirements

U = Unsatisfactory

P = Makes sufficient progress for students' aptitude but below grade level

3. In grades 1 and 2 the performance/personal development marking code is:

+ = Very Good

= Satisfactory (blank)

-/ = Showing Improvement

NI = Needs Improvement

- NA = Does Not Apply This Quarter
4. In grades 3 through 8 the academic marking codes is:
    - A = (94-100) Excellent Progress
    - B = (86-93) Very Good
    - C = (76-85) Satisfactory Progress
    - D = (68-75) Below Average
    - E = Effort Shown, But Below Grade Level
    - F = Below 68
    - I = Incomplete
  5. In grades 3 through 8 the performance/personal development marking code is:
    - + = Very Good
    - = Satisfactory (blank)
    - / = Showing Improvement
    - NI = Needs Improvement
    - NA = Does Not Apply This Quarter
  6. Attendance/punctuality shall be reported for each grading period.
  7. A statement regarding grade placement shall be included on the last report card of the school year.
  8. A system for insuring that parents receive the report card shall be used.
  9. All locally designed cards shall include the words Diocese of Peoria in the heading. Parents shall be aware that the reporting system has the approval of the Office of Catholic Education.

Mid-term report dates, end of grading periods and the Report Card distribution schedule is on the second page of the school calendar.

**Academic Awards:**

Honor Roll Criteria: Grades 5-8

At least 3 A's in core subjects (Math, Science, Religion, English, Spelling, Literature and Social Studies.)

No C's.

An A or B in Music, PE, Spanish, and Computer.

BUG Award (Bringing UP Grades): Grades 5-8

In the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grading periods-determined by teachers for academic improvement from one grading period to another.

Scholastic Awards: Grades 5-8

At least 3 out of 4 grading periods on the honor roll.

***HOMework***

Homework is assigned to help student's review, comprehend and enrich subject matter taught in the classroom. As a basic guide you should expect the following daily homework load:

Grades 1-3	fifteen to forty-five minutes
Grades 4-6	one half hour to one hour
Grades 7-8	one hour to one hour and one half

Ordinarily, homework is not assigned over holidays or weekends. Long term

assignments requiring several steps may be an exception to this guideline.

The BSS Curriculum Committee reviewed this policy during the 2007-2008 school year and no revisions were made. All teachers are expected to routinely follow this policy. Any complaints regarding this policy should first be addressed to the teacher and only then to the principal.

### ***RETENTION/GRADE PLACEMENT***

In 1998, the State of Illinois and the Illinois State Board of Education made a decision to not allow student promotion to the next higher grade based on any reason not related to the academic performance of the students. (105 ILCS 5/10-20.9) The schools were also required to adopt and enforce a policy on promotion as they deem necessary to ensure that the students meet local goals and objectives and can perform at the expected grade level prior to promotion. Promotion shall not be based on age, social growth, emotional status, physical development, or any other social reasons. Decisions to promote or retain students shall be based on successful completion of the curriculum and may also include attendance and performance on local achievement testing. There are academic guidelines that each grade level should adhere to. The guidelines are as follows:

#### **Grades K-4**

Students will be retained if they have an Unsatisfactory or “F” in Reading or Math for the year at the student’s grade level.

#### **Grades 5-8**

- Students will be retained if they have a yearly average of “F” in three or more academic subjects.
- Academic subjects are Religion, Reading/Literature, Mathematics, English, Social Studies/History, Science, Spelling, and Foreign Language.

The teacher will begin contacting the parents of children who could possibly be retained at the beginning of the second semester. There will be further evaluation at the end of the third grading period and a final decision will be made by the sixth week of the fourth grading period. The final determination of a student being promoted or retained will be made by the principal after consultation with the teacher(s).

## **Section VI: Activities and Services**

### ***ATHLETICS/CO-CURRICULAR ACTIVITIES***

BSS provides an athletic program that includes baseball, softball, basketball and track for boys and girls grades 5-8, softball and volleyball for girls 6-8, and cheerleading for 8th grade girls. These programs are open to all students who meet the grade level and academic eligibility requirements.

The Principal determines eligibility of students. To maintain eligibility, students will:

- 1) receive no grade of “F” or “U” in each grading period in grades

- 2) cooperate with home and school in maintaining academic standards and Christian conduct;
- 3) follow discipline rules as outlined in the Parent/Student Handbook, classroom rules, and the school philosophy statement.

Students failing to meet eligibility standards will receive a written warning notifying them they have one week to improve performance, or a week's suspension will be issued. Warnings are to be signed and returned by parents to the principal. Parents and students, upon receipt of a warning letter, are advised to confer with the student's teacher to establish a plan for improvement. Students may practice, participate and play with the team/group during the warning week. At the end of the warning week, the principal will reevaluate performance. If it does not meet standards, a week's suspension will be issued. Students may not practice, participate or play during the suspension week. Suspension notification will be issued on a Monday, will begin on Tuesday, and end the following Monday. Special eligibility rules apply in the case of gross misconduct or violation of school rules.

Details for each athletic program are provided as the season begins. The Athletic Director and the Athletic Board, under the supervision of the principal directs the athletic program.

A number of co-curricular activities are also available to students at certain grade levels. These include Declamations, Scholastic Bowl, Student Council and Yearbook.

A student must attend the entire school day of a scheduled co-curricular event in order to participate. Absences prior to weekend or holiday events may result in non-participation. The final decision is left to the principal.

### ***BEFORE/AFTERCARE PROGRAM***

BSS maintains a Before and After Care Program to assist parents requesting such a service. Detailed information concerning the program and its fees is mailed with registration materials in July. Please contact the school office to request further information.

### ***BUSES***

BSS operates a 65 passenger bus for student transportation. Parents wishing bus transportation should fill out the BUS-SIGN-UP FORM mailed in July. Routes will be developed and posted in the Church the weekend before the beginning of school. It is essential that your student be at the bus stop 5 to 7 minutes before the bus is due.

Radio contact is maintained with the buses for the safety of our students. If your student will not be riding the bus, notify the driver in advance, or call the school office before the scheduled time of arrival at your stop. Bus rules are listed below. All parents should review the rules with students. These rules apply to regular routes and field trips.

Eating, drinking and gum chewing are not allowed on buses. No glass articles or live



animals will be permitted on the bus for safety of students. Bus riders may bring radios with earphones if they are small enough to fit inside a book bag. They are to be used on the bus only and may not be used before school or at recess time. Basketballs and other sports equipment must be stored in a book bag.

Bus emergency drills are conducted for all students. BSS buses are maintained at a high level of safety and cleanliness; please assist us by stressing proper care of buses with your student.

### ***BUS BILL PAYMENTS***

Bus bills are sent home every three months. Payments should be promptly returned to the school office. To properly credit your account mark the payment "bus account." The pastor must approve any reduction in bus fees.

### ***BUS RIDER INSTRUCTIONS***

1. Stay off the roadway at all times while waiting for the bus.
2. Be at stop 5-7 minutes before your scheduled time.
3. Do not move toward the bus until it has come to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. No shouting, screaming or loud talking is permitted. Repeated violations may result in removal of bus privileges.
6. Remain in the bus in event of a road emergency until the driver gives instructions.
7. Never place hands, arms or heads out of the bus window.
8. Never throw objects from the bus windows.
9. Silence is required at all railroad crossings.
10. Treat all bus equipment with respect; report damage to the bus driver.
11. Eating, drinking, or chewing gum is not allowed on the bus.
12. Aisles must be kept free from all books, equipment, etc.
13. Basketballs and other large sports equipment must be placed in a book or duffel bag while on the bus.
14. No items of potential danger to others, including glass objects, are allowed on the bus.
15. Courtesy to the driver and other students is required. Older students are responsible to assist younger students when needed.
16. When not riding the bus, please notify the driver the day before if possible. If not, call the school office and information will be radioed to the driver.
17. Students who are not bus riders must present a parent note requesting permission to ride the bus and that indicates the person with whom the student is going home.
18. A parent note is required for the bus driver and the student's teacher before a student may be dropped off at other than the student's regular stop.
19. Observe safety precautions when exiting the bus. When it is necessary to cross the highway, go to a point at least ten feet in front of the bus on the right shoulder and wait for a signal from the bus driver permitting you to cross.
20. All students riding the buses are responsible to the bus driver. Misconduct and disrespect will be dealt with on an individual basis, then referred to the principal. Repeated misconduct may result in removal from the bus.

## ***CAFETERIA/LUNCHES-MILK***

BSS operates a federally subsidized cafeteria program. Families whose income falls within state determined guidelines are eligible to apply for free or reduced hot lunches. An application containing the guidelines will be distributed with registration materials each July. Applications are confidential and may be requested throughout the year.

Lunch and milk tickets are sold the first school day of each week. Hot lunch tickets cover five meals (including milk); milk tickets are good for ten cartons. Tickets are good for the entire school year but may not be carried over year to year. In case of an emergency, students may purchase tickets directly from the cafeteria director. All inquiries regarding tickets should be addressed to the cafeteria director, not the classroom teacher.

Students will be required to pay for a lunch that has been ordered and not canceled before 10:00 a.m. each day. Students with appointments early in the school day should contact the office by 10:00am if a hot lunch will be necessary when they arrive at school.

All families are charged an annual cafeteria fee due on Registration Day.

## ***FIELD TRIPS AND FORMS***

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

## ***PICTURES/YEARBOOK***

Individual and group school pictures are taken annually and are available for purchase. Details as to cost, time, and dress will be listed in the monthly newsletter. BSS publishes a yearbook at the end of the school year; details are published in the monthly newsletter.

## ***PLAYGROUND DUTY***

Each family is assigned to assist with lunch supervision at least five times a year. Your school O & O packet contains the monthly schedule indicating when you are to work. If you are unable to work on the assigned day, you are responsible for obtaining a substitute. Names of substitutes are listed on the bottom of the monthly schedule. The substitute fee payment of \$10.00 should be placed in an envelope marked with the substitute's name and sent to the cafeteria. No prepayment is allowed. If no sub is arranged, the \$10.00 sub fee plus a \$5.00 penalty will be assessed and billed for a total of \$15.00. In case of an emergency, please inform the school office if you will be late or absent. Volunteers should report in the cafeteria at 11:30 a.m. Duty ends at the 1:00 bell. See Appendix B for playground rules.

## ***PTO***

PTO provides volunteer room mothers to assist with parties and activities as requested by the classroom teachers. Room mothers also assist with the laundering of kitchen towels on a rotating basis. The PTO makes many valuable services and generous contributions

to the school. Meetings and events are listed on the school calendar. All parents are expected to become actively involved in PTO activities and fundraising efforts.

### **ROOM PARENTS AND CLASSROOM PARTIES/GIFTS**

Room Parents can provide valuable assistance during special events and field trips at school. The PTO solicits volunteers for these positions and then selects annual room mothers/fathers. Efforts are made to rotate this responsibility among parents on an annual basis.

Each year the PTO will determine the party fee and communicate this with parents. Gifts for teachers—Christmas, birthday, or other special occasions are not included in the party fee and are left to individual families to participate as they wish.

### **VIDEO/FILM VIEWING**

Due to Blessed Sacrament’s commitment to Catholic and Family Values, we will follow the United States Catholic Conference Office for Film and Broadcasting recommendations for ratings and age appropriateness for film and video. The movie industry rating of G and PG will not be used as a guideline. The classifications for the USCC are as follows:

- A-I -- General Patronage
- A-II -- Adults and Adolescents
- A-III -- Adults
- A-IV -- Adults with Reservation
- O -- Morally Offensive

Films or video shown at Blessed Sacrament School for entertainment or educational purposes will follow these guidelines:

- Pre/After Care      A-I    General Patronage
- Grades k-4            A-I    General Patronage
- Grades 5-8            A-I    General Patronage and/or A-II Adults and Adolescents

Films or videos shown at school for educational purposes that have not been rated will be previewed (by teacher) and shown at the teacher’s discretion.

### **VISITORS**

Parents and visitors are welcomed at BSS. For the protection of all students, visitors and parents are required to sign the school register located in the foyer before entering another part of the building. Students who wish to have guests accompanying them throughout the school day must seek this permission from the principal in writing in advance of the visitation day. Visitors should not interrupt the normal functioning of the teachers or the school day.

### **VOLUNTEERS**

BSS highly encourages the use of volunteer assistance. Many of our programs and co-curricular activities would be impossible to conduct without highly dedicated and

motivated volunteers. Annually, the PTO, Athletic Committee and BSS distribute volunteer sign-up forms and request parents and friends of BSS to share their time and talent. All regular and frequent volunteers will receive training for their role and will be fingerprinted and receive a background check by Illinois authorities.

## **Section V: Diocese of Peoria Policies**

### ***DIOCESAN COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW (C-404)***

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

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

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

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

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

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

### ***DIOCESAN HARASSMENT POLICY C-401***

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.

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

## **PROCEDURE**

1. The diocesan harassment 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 layperson 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. 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 (unless the charge is made against the pastor) and the Vicar General in a case at the parish level, and to the Vicar General in a case at the diocesan level (unless the Vicar General is charged, in which case the report should be made to the Bishop and the Bishop or his designee shall undertake the Vicar General’s role hereunder). The Vicar General shall immediately inform the diocesan insurance carrier/administrator and the diocesan attorney.

4. At the direction of the Vicar General, an investigation will be conducted of the alleged harassment. The Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. Written reports shall be made of all interviews. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.

5. The 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 Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Vicar General and pastor (if that person is not the accused party) to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the Vicar General and pastor cannot make this determination, it shall be the

responsibility of the Bishop, in consultation with the Vicar General and pastor, to make such a determination.

7. If it is determined that harassment has occurred, the 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 Vicar General, in consultation with the pastor (unless the pastor is the accused party), 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 but shall be kept separate and apart there from. 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 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, Room 101 A, Springfield, IL 62706, or the Illinois Human Rights Commission at 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. These procedures shall include the right of the aggrieved party to file a charge with the Department within 180 days after the date that a civil rights violation allegedly has been committed, notification of the respondent, investigation of the allegations by the Department, completion of a report by the Department and Commission, participation in a conciliation conference where deemed appropriate by the Department, and, where conciliation is unsuccessful, preparation of a complaint by the Department to be filed with the Commission as provided by law.

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 Vicar General, and at the diocesan level, the supervisor shall advise the Vicar General. The 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 Behavioral Health Advantages at (309) 671-3822 to discuss the availability of counseling. Behavioral Health Advantages is not an agency of the Peoria Diocese. 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 policies regarding sexual abuse by diocesan clerics and laity). This information shall be a routine part of in-service for new personnel. Pastors should inform parish employees of this policy. The diocese shall so inform diocesan employees.

19. The 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 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 Bishop.

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 sexual abuse has occurred or that



sufficient evidence does not exist to warrant a finding, the Bishop may advise the alleged offender's supervisors of the claim made in the diocese and this diocese's determination

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

23. This policy and administrative regulation shall be reviewed on an annual basis.

24. This policy and administrative regulation shall prevail over other parish or school harassment policies. (Issued 3/08)

### ***DIOCESAN ANTI-BULLYING POLICY (D-147)***

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

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

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

10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

## **Diocesan Sexual Abuse Policy (C-401)**

### **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 Schools and other inferior canonical juridical persons whose competent ecclesiastical superior is the Bishop of Peoria or Administrator of the Diocese of Peoria; The Catholic Diocese of Peoria Corporation as chartered by the State of Illinois; all other corporations (including Parish corporations) having the Bishop of Peoria or Administrator of the Diocese of Peoria as their presiding officer; and all institutions, agencies, and organizations sponsored by these canonical or civil entities.

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

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

## **VI. DISTRIBUTION OF POLICY**

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

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

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

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

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

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

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

**VII. MAINTENANCE OF SAFE ENVIRONMENT AND PASTORAL CARE FOR VICTIMS**

**A. SAFE ENVIRONMENT PROGRAM**

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

**B. ASSISTANCE TO VICTIMS**

1. The Diocese of Peoria recognizes that sexual abuse of minors often causes serious and continuing emotional and psychological problems for the victim. Therefore, the Diocese is committed to providing victims of such misconduct with appropriate professional assistance to address these consequences of abuse by any personnel of the Diocese. The Bishop of Peoria will appoint a Victim Assistance Coordinator to provide such assistance. It is the policy of the Diocese that victims must be treated justly.
2. When credible accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, contact by the Victim Assistance Coordinator with the alleged victim will be promptly initiated. Contact should be made for the purpose of offering whatever concern or solace

may be needed, with no comment as to the truth of any accusation. Medical, mental health, and spiritual assistance may be offered according to the specific situation presented.

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

#### **C. SEXUAL MISCONDUCT REVIEW BOARD**

1. The Diocese will maintain a Review Board that will function as a confidential consultative body to the Bishop of Peoria in discharging his responsibilities. The functions of this Board may include:
  - i. Advising the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry or dismissal from employment or service to the Diocese as a lay person;
  - ii. Reviewing Diocesan policies for dealing with sexual abuse of minors; and
  - iii. Offering advice on all aspects of these cases, including the offering of assistance to victims whether retrospectively or prospectively.
2. The Review Board will be appointed by the Bishop and will be composed of at least five persons of outstanding integrity and good judgment. The members of the Review Board will be selected based on a variety of relevant skills and experience. The skills and experience may include psychology, social work, children's rights, law enforcement, Canon law, civil law, personnel administration, and pastoral care. The majority of the Review Board members will be laypersons who are not in the employ of the Diocese. At least one member will be a priest who is an experienced and respected pastor of the Diocese of Peoria. At least one member should have expertise in treating individuals who have been sexually abused as minors. The Bishop will appoint the members. The Promoter of Justice will participate in the meetings of the Review Board. The Bishop may designate a member to chair the Review Board in his absence.

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

1. 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.

2. 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.
3. 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 minor by any personnel of the Diocese of Peoria, the Bishop will be informed immediately. The Chancellor and/or Vicar General shall notify the alleged offender of the allegations made against him or her. The Chancellor and/or Vicar General shall notify the associate pastor(s) of any pastor so accused, or shall notify the pastor of any associate pastor so accused or the appropriate supervisor or religious superior, that charges have been made against the alleged offender. The Chancellor and/or Vicar General shall further notify the Diocesan attorney and insurance carrier/administrator as appropriate. They shall also notify, if applicable, religious superior or supervisor in the case of a lay employee, that charges have been made against the alleged offender and should keep the superior advised of the status and outcome of the proceedings.

### **B. REQUIREMENT OF INVESTIGATION**

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

### **C. CONFIDENTIALITY**

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

**D. INTERIM MEASURES**

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

**E. INVESTIGATION OF INCIDENT REPORTS**

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

**F. PROCESS FOR INVESTIGATION**

1. When there is a report made or cause to believe that sexual abuse by a priest, deacon, lay employee or volunteer of this Diocese is threatened or has occurred, notice should be given immediately to the Chancellor at (309) 671-1550; Vicar General at (309) 671-1550; or the Victim Assistance Coordinator at (309) 671-1550. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or Parish to whom such a report is made or who has reasonable cause to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan Parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.
2. Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.
3. All appropriate steps will be taken to protect the reputation of the alleged offender during the investigation. The alleged offender will be encouraged



- to retain the assistance of civil counsel (and in the case of a priest or deacon, canonical counsel).
4. If the alleged victim is not the source of the report, the Victim Assistance Coordinator will endeavor to contact the alleged victim to obtain information directly from her or him. The alleged victim and any other witnesses will be encouraged to submit a written description of the incident or incidents, but it will be made clear that the report will be investigated even without a written complaint.
  5. The Victim Assistance Coordinator will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.
  6. The Chancellor and/or Vicar General will promptly notify the alleged offender about the substance of the report. The Chancellor and/or Vicar General will interview the alleged person to obtain the offender's response to the allegations contained in the report. The offender will be informed of the right to obtain counsel in connection with the investigation and any ensuing proceedings.
  7. The Chancellor and/or Vicar General will immediately notify the Bishop of any information developed in the course of the investigation that, in their judgment, warrants immediate attention. In all events, within approximately thirty days following the initial receipt of the report, the results of the investigation, even if not yet completed, will be conveyed to the Bishop and to the Sexual Misconduct Review Board.

**G. REPORT TO SEXUAL MISCONDUCT REVIEW BOARD**

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

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

4. A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person).
5. A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report.
6. A complete and thorough recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations;
7. A description of further investigative steps the Chancellor, Vicar General, and Victim Assistance Coordinator recommend be taken before the Review Board makes any final recommendations to the Bishop;
8. Any conclusions the Chancellor, Vicar General, and Victim Assistance Coordinator wish to offer about the weight of the allegations and the reliability and credibility of any persons who submitted information, including the alleged victim and the accused priest, deacon, lay employee or volunteer.

#### **H. RECOMMENDATIONS BY REVIEW BOARD**

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

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

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

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

- procedures provided by canon law, if the priest or deacon contests the findings; or
- ii. To terminate the employment of a lay employee or to terminate the service of a lay volunteer.

**I. DETERMINATION BY THE BISHOP**

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

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

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

**K. NOTIFICATIONS OF DECISION**

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

2. If he is a clergyman incardinated in another Diocese, the Bishop of Peoria will immediately refer the matter to his proper Ordinary for deliberation or further action.
3. If the alleged perpetrator is a member of a religious institute or a society of apostolic life, the Bishop of the Diocese of Peoria will immediately contact the competent ecclesiastical superior of such member for consultation on the proper procedure to be followed.
4. Alleged victims who report alleged sexual abuse have the right to know the general disposition of the sexual abuse investigation. Furthermore, the victim will be notified if any action has been taken as a result of the investigation.

**L. RECORDS**

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

**M. JURISDICTION**

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

**N. WAIVER OF PERIOD OF LIMITATIONS**

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

**O. ASSISTANCE OF COUNSEL**

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

**P. FINDING OF CULPABILITY**

When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation of the Doctrine of the Faith will be notified. The Bishop will then apply the

precautionary measures mentioned in canon 1722; that is, the Bishop will remove the offender from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.

**Q. SANCTION IN LIEU OF DISMISSAL FROM CLERICAL STATE**

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

**R. ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE ADMINISTRATIVE ACTION**

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

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

**S. "SINGLE INCIDENT" POLICY**

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

**T. POSSIBLE ADMINISTRATIVE MEASURES**

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

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

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

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

**U. LOSS OF THE CLERICAL STATE**

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

**V. RESTRICTION ON TRANSFERS BETWEEN DIOCESES**

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

**X. TRANSPARENCY AND OPENNESS; PROTECTION OF PERSONAL PRIVACY AND REPUTATION**

**A. DANGER OF FALSE ALLEGATIONS**

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

**B. PUBLICATION OF DIOCESAN ACTION**

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

**C. CONFIDENTIALITY AGREEMENTS**

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

**D. OUTREACH TO AFFECTED PARISHES**

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

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

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

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

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

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

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

#### **D-150 P-CDOP**

### **POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL**

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor/canonical pastor and principal, be subject to



immediate expulsion. Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school. In cases where there are substantial mitigating circumstances, the pastor/canonical pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school. Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

#### **D-150 AR-OCS**

### **POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL**

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented: 1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student. 2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed. 3. The student shall be immediately suspended pending the completion of an administrative review of the events. 4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building. 5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed. 6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing. 7. A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school. 8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as:

- Is the violation merely technical in nature (e.g. squirt guns)?

- Was the weapon displayed or used in a threatening manner?
- Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
- Did verbal threats precede the possession of the weapon?
- Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others? 9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy. 10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action. 11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement. 12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
  - Possession and/or use is required as part of an authorized class or course
  - Possession is part of an authorized school and/or class display or presentation
  - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
  - Possession is authorized as a stage prop
  - Possession and/or use is part of an authorized interscholastic sports activity. Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display presentation, or activity.

**Please sign, have each child sign, and return this sheet to the oldest child's classroom teacher on the first day of school.**

**We have read and discussed the Parent/Student Handbook for the 2017-2018 school year and we agree to support all of its provisions, including the Diocesan Policies on; Harassment, Anti-Bullying, and Sexual Abuse.**

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**Parent(s) / Guardian(s) Signature**

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**Student signature**

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**Student signature**

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**Student signature**

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**Student signature**

***Thank you for your cooperation and assistance this year! May God guide and bless all that the BSS community undertakes this school year.***

**Mike Birdoes  
BSS Principal**