



Parent-Student Handbook  
2010-2011

**SAINT MATTHEW SCHOOL CALENDAR 2010-2011**

<b>August</b>	16	Mon	Fee Day; Teacher Institute
	17	Tue	Teacher Institute
	18	Wed	Teacher Institute
	19	Thu	First Day of School - 11:30 a.m. Dismissal; Teacher Institute in p.m.
	20	Fri	Early Dismissal, 11:30 a.m. - Teacher Institute in p.m.
	23	Mon	First Full Day of School
<b>September</b>	1	Wed	Gr. K-3 Parent Information Night
	2	Thu	Gr. 4-8 Parent Information Night
	3	Fri	Father's Mass, 8:10 a.m.
	<b>6</b>	<b>Mon</b>	<b>NO SCHOOL - LABOR DAY</b>
	13-24	M-F	Time Frame for Testing - Iowa Test of Basic Skills
	28	Tue	Early Dismissal, 11:30 a.m. - Teacher Institute in p.m.
	30	Thu	School Picture Day
<b>October</b>	<b>11</b>	<b>Mon</b>	<b>NO SCHOOL-Columbus Day</b>
	22	Fri	First Quarter Ends
<b>November</b>	4	Thu	11:30 a.m. Dismissal - Parent/Teacher Conferences 12:15 - 8:30 p.m.
	<b>5</b>	<b>Fri</b>	<b>NO SCHOOL</b>
	20	Sat	Confirmation, 2:00 p.m.
	<b>24</b>	<b>Wed</b>	<b>NO SCHOOL - THANKSGIVING</b>
	<b>25,26</b>	<b>Thu, Fri</b>	<b>NO SCHOOL - THANKSGIVING</b>
<b>December</b>	17	Fri	Last Day School before Christmas Break
	<b>20</b>	<b>Mon</b>	<b>NO SCHOOL - Christmas break begins</b>
<b>January</b>	3	Mon	School Resumes
	3-14	M-Tu	Time Frame for ACRE Testing
	14	Fri	Second Quarter Ends
	<b>17</b>	<b>Mon</b>	<b>NO SCHOOL - Martin Luther King Birthday</b>
	30	Sun	Catholic Schools Week Begins
<b>February</b>	7-18	M-F	Time Frame for Writing Assessment
	<b>21</b>	<b>Mon</b>	<b>NO SCHOOL - President's Day</b>
	23	Wed	11:30 a.m. Dismissal - P/T Conferences 12:15 - 4:00 p.m. no buses at dismissal
<b>March</b>	17	Thu	Third Quarter Ends
	<b>18</b>	<b>Fri</b>	<b>NO SCHOOL - Articulation Day/Teacher Institute</b>
	<b>21-25</b>	<b>Mon-Fri</b>	<b>NO SCHOOL - SPRING BREAK</b>
	28	Mon	School Resumes
<b>April</b>	12	Tue	Early Dismissal, 11:30 a.m. - Teacher Institute in p.m.
	<b>22</b>	<b>Fri</b>	<b>NO SCHOOL - Good Friday</b>
	<b>25</b>	<b>Mon</b>	<b>NO SCHOOL - Easter Monday</b>
	30	Sat	First Holy Communion
<b>May</b>	6	Fri	Mother's Mass, 8:10 a.m.
	25	Wed	8th Grade Graduation, 7:00 p.m.; Honors Program, 10:00 a.m.
	26	Thu	K-7 Honors Program - Date Subject to Change
	<b>30</b>	<b>Mon</b>	<b>NO SCHOOL - MEMORIAL DAY</b>
<b>June</b>	6	Mon	Last Official Day of School - Includes 5 Snow Days

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## **ST. MATTHEW PARISH MISSION STATEMENT**

*Our parish family of St. Matthew is a community of the disciples of Jesus. Inspired by His word and example, we assemble around the altar to worship God the Father through Jesus in the Holy Spirit. We gather to learn from the Sacred Scripture and the Tradition of the Church and to partake at His table. Laboring and praying together, we strive to form a caring and loving community that reflects the presence of Jesus here and now. Fortified by the Holy Spirit, we live the joy of Easter with the courage of Pentecost as we proclaim the Lord Jesus in our thoughts, words, and actions as we work together to build His kingdom.*

## **ST. MATTHEW SCHOOL MISSION STATEMENT**

The mission of Saint Matthew Catholic School is to educate the whole student by Christ centered formation in a Catholic environment, leading them to do God's will in this world so as to be with Him in the next.

## **STATEMENT OF PHILOSOPHY**

Saint Matthew School strives to be an educational community of pupils, parents, faculty, staff, and priests, committed to seeking truth and virtue in an atmosphere characterized by joy in learning, respect for individuals, and emphasis on a vibrant, loving community living out the sacraments in faith, hope, and charity.

We strive to maintain the highest academic standards in all relevant fields. In developing an educational program with this aim, the principal, teachers, staff, priests, Education Commission, and parents endeavor to recognize that each child is a unique creation of God, who deserves to develop and thrive, and to be able to contribute to our church and our society. For this reason, the goals of our educational program include the following:

1. to form a partnership with the home and the parish community to share the responsibilities of educating our students in the Catholic tradition
2. to provide students with experiences which will help them to grow spiritually, academically, socially, and physically in a Christian manner
3. to provide students with the opportunity to give witness to their faith through service to the community
4. to recognize the different learning styles of individual students and to adjust instructional techniques to accommodate these diverse styles
5. to encourage daily growth in faith through shared liturgical experiences, centering on Christ's Real Presence in the Holy Eucharist, the source and summit of our sanctification

11 July 1993

## **RECOGNITION**

Saint Mathew School has been accredited through the Illinois State Board of Education Non-Public School recognition since June 1992. The school has met the standards set by the Illinois State Board of Education and fulfills the application and site visitation requirements every year.

Saint Matthew School as an institution and all teachers are members of the National Catholic Education Association.

## Catholic School Statement of Purpose

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

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

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

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

All personnel that work in our Catholic schools must have at 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 of teachings of the Church, actively practice this educational mission and its various commitments and responsibilities with parents and the local Church communities.

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

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

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### **ADMISSION POLICY**

Admission to Saint Matthew School shall be limited to children of families who have affirmed to the Pastor or his designate a strong commitment to that community of the Catholic faith which the school represents, and to the highest ideals of Catholic tradition and Christian morality that sustain that community. (D-112 SP – EC)

Saint Matthew School does not discriminate on the basis of sex, race, color, or ethnic origin, or handicapping condition, if with minor adjustments the handicapped person could be accommodated. (D-111 SP-EC). The school is in full compliance with Title IX.

A copy of the Administrative Regulation for the administration of the above policy is given to all applicants who seek admission to Saint Matthew School. It is also available to anyone upon request at the school office.

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### **AMENDMENTS TO THE PARENT/STUDENT HANDBOOK**

The administration reserves the right to amend this Parent-Student Handbook. The pastor of St. Matthew Parish is the final recourse in all disciplinary situations and, after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be notified if changes are made. Parents/Guardians sign a statement included on the tuition contract in which they agree to read and abide by the regulations in this Handbook.



Dear Parents:

Welcome to St. Matthew Catholic School! We are excited and blessed to have you as a member of our team. We are one team in Jesus, sharing our Catholic Faith and teachings. As our school logo signifies, St. Matthew School represents the great works of Jesus, St. Matthew, and the Gospel.

We are committed to providing the best learning experience for your children both academically and spiritually. We are blessed to have a caring and talented teaching staff, support staff, administration, and priests; combined with supportive parents to guide our children on their path to heaven.

St. Matthew Catholic School is a reflection and team member of St. Mathew Roman Catholic Church. If not for the collaborative efforts of the church and numerous supportive parishioners, St. Matthew School would not be the traditionally rich school that it is.

Please read and refer to this Parent-Student Handbook for important information regarding this school year. The following pages have been thoughtfully organized and should serve as a convenient reference for you. Again, we are excited for a new school year to work as a TEAM: TOGETHER WITH CHRIST!

God Bless,

A handwritten signature in black ink that reads "Petrece Klein". The signature is written in a cursive, flowing style.

Petrece Klein  
Principal

## FACULTY AND STAFF

Msgr.. Mark J. Merdian	Pastor		<a href="mailto:msgrmerdian@stmatt.net">msgrmerdian@stmatt.net</a>
Fr. Robert Lampitt	Parochial Vicar		<a href="mailto:frlampitt@stmatt.net">frlampitt@stmatt.net</a>
Fr. Johndamaseni Zilimu	Parochial Vicar		<a href="mailto:frjohn@stmatt.net">frjohn@stmatt.net</a>
Mrs. Petrece Klein	Principal		<a href="mailto:pklein@stmatt.net">pklein@stmatt.net</a>
Mrs. Mary Hazen	Director of Religious Education		<a href="mailto:Mhazen@stmatt.net">Mhazen@stmatt.net</a>
Mrs. Lea Rossi	Room 101	K	<a href="mailto:lrossi@stmatt.net">lrossi@stmatt.net</a>
Mrs. Cynthia Feeney	Room 102	K	<a href="mailto:cfeeney@stmatt.net">cfeeney@stmatt.net</a>
Mrs. Lisa Crawford	Room 104	K	<a href="mailto:lcrawford@stmatt.net">lcrawford@stmatt.net</a>
Mrs. Lynn Yonce	Room 103	1	<a href="mailto:lyonce@stmatt.net">lyonce@stmatt.net</a>
Mrs. Julie Hansen	Room 105	1	<a href="mailto:jhansen@stmatt.net">jhansen@stmatt.net</a>
Mrs. Kristin Hummel	Room 106	1	<a href="mailto:khummel@stmatt.net">khummel@stmatt.net</a>
Sister M. Veronica	Room 107	2	<a href="mailto:svronica@stmatt.net">svronica@stmatt.net</a>
Mrs. Jill Meade	Room 108	2	<a href="mailto:jmeade@stmatt.net">jmeade@stmatt.net</a>
Mrs. Vicki VanEngelenburg	Room 109	3	<a href="mailto:vickivan@stmatt.net">vickivan@stmatt.net</a>
Mrs. Carol Hatfield	Room 111	3	<a href="mailto:chatfield@stmatt.net">chatfield@stmatt.net</a>
Mrs. Ann Case	Room 110	4	<a href="mailto:acase@stmatt.net">acase@stmatt.net</a>
Mrs. Kathleen Marietta	Room 130	4	<a href="mailto:kmarietta@stmatt.net">kmarietta@stmatt.net</a>
Mrs. Janis Schweizer	Room 201	5	<a href="mailto:jschweizer@stmatt.net">jschweizer@stmatt.net</a>
Sister M. Vianney	Room 203	5	<a href="mailto:svianney@stmatt.net">svianney@stmatt.net</a>
Mrs. Cynthia Gumbel	Room 202	6	<a href="mailto:cgumbel@stmatt.net">cgumbel@stmatt.net</a>
Mrs. Mary Wurth	Room 204	6	<a href="mailto:mwurth@stmatt.net">mwurth@stmatt.net</a>
Mrs. Lindsey Fullop	Room 208	7	<a href="mailto:lfullop@stmatt.net">lfullop@stmatt.net</a>
Miss Kimberly Souba	Room 210	7	<a href="mailto:ksouuba@stmatt.net">ksouuba@stmatt.net</a>
Mrs. Kathy Schuett	Room 207	8	<a href="mailto:kschuett@stmatt.net">kschuett@stmatt.net</a>
Mrs. Celeste Olsen	Room 209	8	<a href="mailto:cyasunaga@stmatt.net">cyasunaga@stmatt.net</a>
Sister Mary George	Music/Band		<a href="mailto:srmarygeorge@stmatt.net">srmarygeorge@stmatt.net</a>
Mrs. Linda Johnson	P.E.		<a href="mailto:lkjohnson@stmatt.net">lkjohnson@stmatt.net</a>
Mrs. Angie Washburn	Spanish		<a href="mailto:awashburn@stmatt.net">awashburn@stmatt.net</a>
Mrs. Molly Neuman	Reading Specialist		
Mrs. Lynn Marassa	Speech		<a href="mailto:ksonka50@yahoo.com">ksonka50@yahoo.com</a>
Mrs. Karilyn Sonka	L.D. Specialist		<a href="mailto:marassly@champaignschool.org">marassly@champaignschool.org</a>
Mr. William Geerdes	Art		<a href="mailto:teacherguy97@yahoo.com">teacherguy97@yahoo.com</a>
Mrs. Judy Sebens	Computer Technology		<a href="mailto:jsebens@stmatt.net">jsebens@stmatt.net</a>
Mrs. Mary McMillen	Librarian		<a href="mailto:mmcmillen@stmatt.net">mmcmillen@stmatt.net</a>
Mrs. Pamela Holmer	Aide		
Mrs. Laura Muscatella	Aide		
Mrs. Sue Helfrich	Aide		
Mrs. Susie Carroll	Aide		
Mrs. Laura Madden	Aide		
Mrs. Katie Fulton	Aide		
Mrs. Traci Schurvinske	Extended Care Program Director		
Mrs. Fran Wilberg	Secretary		<a href="mailto:fwilberg@stmatt.net">fwilberg@stmatt.net</a>
Mrs. Lynne Brown	Secretary		<a href="mailto:lebrown@stmatt.net">lebrown@stmatt.net</a>
Mr. Rick Munds	Maintenance Supervisor		<a href="mailto:rmunds@stmatt.net">rmunds@stmatt.net</a>
Mr. Loren Mears	Athletic Director		<a href="mailto:lmears@stmatt.net">lmears@stmatt.net</a>

## EDUCATION COMMISSION

The St. Matthew Education Commission is an advisory board to the principal and pastor. The School Education Commission is an integral part of Saint Matthew School. The membership, functions, and duties are outlined in the Policy Manual of the Education Commission. Copies of the policy handbook are kept in the school and parish offices. The Policy Book is revised yearly. Attendance at Commission meetings is welcome.

### Ex-officio Members:

Msgr. Mark J. Merdian	1303 Lincolnshire Dr.	359-4224	msgrmerdian@stmatt.net
Mrs. Petrece Klein	1307 Lincolnshire Dr.	359-4114	pklein@stmatt.net
Mrs. Mary Hazen	1303 Lincolnshire Dr.	359-4224	mhazen@stmatt.net
Fr. Robert Lampitt	1303 Lincolnshire Dr.	359-4224	frlampitt@stmatt.net

### Voting Members:

Amy Blomberg	1306 Turnberry Circle	Champaign 61822	398-5172	blombeam@champaignschools.org
Marni Boppart	4306 Stonebridge Ct.	Champaign 61822	352-1090	mboppart@illinois.edu
Keith Fruehling	2209 Scottsdale Dr.	Champaign 61822	398-2417	kfruehling@hrva.com
Stephanie Goodly	2103 Wiggins St.	Champaign 61822	355-9228	sgoodly@yahoo.com
Mary Horn	808 Ayrshire Circle	Champaign 61820	355-0556	dwhorn@illinois.edu
Mark Pollard	1204 W. William	Champaign 61821	356-4978	mepollard@yahoo.com
John Schmitt	2801 Valley Brook	Champaign 61822	356-8806	schmittzu@earthlink.net
Manoj Shenoy	1816 Vale St.	Champaign 61822	398-1636	manojssheno@gmail.com

### Non-Voting Members:

Kellie Kaefring	4611 Brittany Trail Dr.	Champaign 61822	355-6728	Kkae@novonordisk.com
Karen Pollard	1204 W. William	Champaign 61821	356-4978	kapollard@sbcglobal.net

### Meeting Dates:

The Education Commission meets the fourth Wednesday of every month, except in March, June, July, November or December.

The minutes and agenda of each meeting are posted on the bulletin boards in the back of church, the front entrance of school, and on the school web site.

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## 2010-2011 PARENTS' CLUB OFFICERS

Karen & Mark Pollard	President
Cindy & Ted Brya	Vice-President
Karen & Tim Barnes	Treasurer
Bobbie Jo & Justin Kirby	Secretary

Parent Club meets the second Wednesday of each month during the school year.

## **ACADEMIC ACHIEVEMENT**

It is important that all students and parents realize that all students are expected to complete assignments, cooperate in the school environment, and work to the best of their abilities. Failure to accomplish these stated items will be represented in student evaluation.

## **ACADEMIC DEFICIENCY NOTICES (Grades 4-8 only)**

Notices are sent home midway between the four grading periods for each subject in which a pupil is not progressing satisfactorily. This notice serves to keep the home informed of a pupil's progress and to stimulate those who might fail unless they put forth a greater effort. Be aware that a student can still receive a poor grade at the quarter grading period without receiving a notice at mid-quarter, if the student does poorly in the class after the mid-quarter point.

## **ACCIDENTS**

In case of an accident in school or on school property resulting in injury to a pupil, the pupil should report to the principal's office immediately. Whenever possible, the parents will be contacted before services of a physician are obtained. If the injury is such that a student cannot report to the office, the teacher will do so.

## **ACTIVITIES**

- Band
- Junior High Choir
- Bell Choir
- Children's Choir
- Science Olympiad
- Scholastic Bowl
- Geography Bee
- Yearbook
- Girl Scouts
- Daisy Scouts
- Boy Scouts
- Brownies
- Tiger Cubs
- 4H Club

Through the sponsorship of our Parents' Club we have a Junior Great Books Discussion Program for grades 3-8.

The "Rainbows for All God's Children" program for students who have experienced a significant loss due to divorce, separation, or death in their family is offered. This is an after school program. Please contact the school office for more information.

## **ANNOUNCEMENTS**

Announcements will be made at 8:00 a.m. Any announcement is to be in the main office the day before it is to be read. Announcements written by students must be authorized by a teacher and the principal. Only emergency announcements will be made at times other than those listed.

## **ARRIVAL AND DISMISSAL**

The school doors open at 7:50 a.m. Students coming by car should not arrive before 7:45 a.m. No students are allowed in school before 7:50 a.m. without proper authorization. In inclement weather, the students may enter earlier.

### ***Dropping-off of Students***

- ❖ The driveway in front of the school should be used for dropping students off in the morning.
- ❖ Drivers should travel in a northbound direction on Mayfair and enter the driveway directly in front of the school by turning right.
- ❖ Drivers will proceed all the way down to the end of the driveway around the circle drive in front of the Parish Center. Students will unload from the cars and walk on the sidewalk until they arrive at their designated entrance door.
- ❖ Cars will proceed around the circle drive to return back to Mayfair moving west on the driveway in front of the school. Cars should exit with a right turn onto Mayfair to proceed moving northbound.

### Walking students into the Building

Parents who will be walking their students into the school should enter the Church parking lot from Lincolnshire. Cars should enter and exit the parking lot using the first driveway. For the safety of all, drive slowly in and out of the parking lot. The second driveway will be used to walk to the sidewalk in front of the church. Pedestrians walking into school should follow the sidewalk in front of the church, around the circle drive in front of the parish center, and continue to walk down the sidewalk until reaching their designated entrance door. **For safety purposes, no pedestrian will be allowed to cross the line of traffic in the driveway in front of the school.**

### Bus students

The new gymnasium parking lot will be reserved for Unit 4 and MTD bus traffic only. Students arriving by bus will be directed to their entrance door through the building.

### Designated Entrance Doors:

Grades K-4	Main entrance
Grades 5-6	West door (North)
Grades 7-8	West door (South)

Dismissal is at 2:30 p.m.

NO parking on Mayfair or in the drive.

### Dismissal Procedures:

- Parents will park in the main church parking lot. Please enter the lot from the west at the Mayfair entrance, and exit through the north at the Lincolnshire exit. Please back into parking spaces upon arriving to keep backing out to a minimum when students are walking with parents in the parking lot.
- Students will be taken by their classroom teachers to the following doors:
  - Kdg. – Main Entrance
  - Gr. 1-2 – Circle Drive
  - Gr. 3-5 – Main Door
  - Gr. 6-8 - The furthest west door
- All parents should meet their children at the door of their assigned class
- Parents will be responsible for escorting their children to their parked cars.
- All bike-riding or walking students will be dismissed with their classes.
- Students not picked up by 2:40 will be taken to ECP.
- Please keep pets in the car

For the safety of all, drive slowly in and out of the parking lot.

### ATTENDANCE

The calendar for the school year is available in this book. Students are expected to be present unless illness prevents attendance. **A call to the office, between 7:45-8:30 a.m., is required on each day of the student's illness.** Homework may be requested when notifying school of student illness. Students will have one (1) day to make-up work for each day absent. Absence after 9:00 a.m., except for medical or dental appointments or in special cases approved by the principal, constitutes absence for the day. Arrival in homeroom after 8:00 a.m. is considered tardy. Three (3) tardies constitute a ½ day absence.

Doctor and dental appointments should be made outside of school time except in case of extreme necessity. If a child must keep an appointment during school hours, a note of explanation should be first handed to the HOMEROOM teacher for his/her signature and then sent to the principal to obtain an excused absence. A parent or guardian will be expected to come and check out the child. Upon return, the student should check back in at the office.

Please arrange family vacations around school holidays and summer vacation. Vacations during the school year are strongly discouraged. Any child that will be gone for family vacations during regular school days must submit a written request from the parent to the principal for an excused absence. If approved, the student is responsible for getting assignments before leaving on vacation. Parents are responsible for the content of the classwork that is missed while the child is on vacation. Teachers are not expected to have assignments ready before the last day the student is in class. Students are to turn in all assignments and take tests missed within two days after they return from vacation.

## **BICYCLES**

Students may ride bikes to school with permission of parents. The school requires that all bikes be locked and placed in the bike racks. Students may lose the privilege of riding bikes to school if there are reports of unsafe riding, trespassing on private property, and riding through Carrie Busey playground and lots. Parents are encouraged to have their children wear safety helmets.

## **BIRTHDAY TREATS**

Students may bring treats on their birthdays for the boys and girls in their homeroom if they like. These will be eaten at lunchtime or at a time arranged with the homeroom teacher. Please know that these treats are optional. Treats should be kept simple and easy to distribute.

## **BOOKS**

All textbooks must be covered. Students are responsible for good care of their schoolbooks. Any damage or loss should be reported to the teacher immediately. Books lost must be replaced at current market cost by parent or student.

## **BUS**

In compliance with Illinois Code, Saint Matthew students who meet Unit 4 designated criteria are authorized to ride Unit 4 buses. Please call the Unit 4 Bus Garage at 351-3993 to request bus service. NO UNAUTHORIZED student may ride Unit 4 buses. Furthermore, NO UNAUTHORIZED Unit 4 bus rider may decide to ride any bus other than his own without a PRIOR written request from his parent.

Additionally, Champaign-Urbana Mass Transit lines do serve several areas where Saint Matthew school children live.

## **CLASSROOM VISITATION**

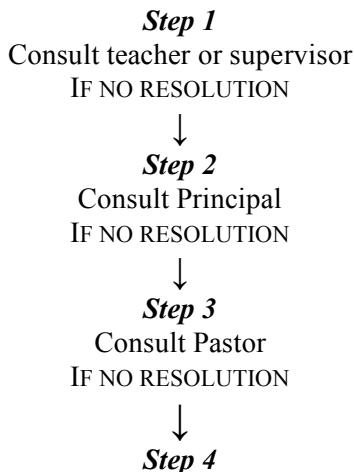
Parents are invited to visit classrooms a number of times during the year. If a parent would like to visit at any other time, they must contact the principal for permission a few days in advance. This serves to avoid any conflicts with classroom schedules.

## **COMPUTERS**

Saint Matthew School has a Macintosh Computer Lab consisting of 29 eMac computers and 4 network printers. St. Matthew School also has two wireless computer labs consisting of 15 iBooks on each mobile cart. Each classroom has two or three Macintosh computers and one color printer. All school-wide connections to the Internet are content filtered through a Sonic Wall subscription. If needed, the school supplies data disks. Students are not permitted to bring disks/CDs or flash drives to or from home and school. Students must observe applicable copyright laws. Students and parents are required to sign an "Acceptable Use Policy" before using technology and the Internet. Using school technology is a privilege and misuse or misconduct will result in loss of computer time. Students will be held responsible for any damaged/lost equipment.

## **CONFLICT APPEAL AND REVIEW**

The Saint Matthew Education Commission provides a process for resolution of conflicts, disputes, and disagreements between any person or group in conflict with any person or group or institution exercising a function in the Education ministry of Saint Matthew Parish. Student and/or Parent should proceed as follows regarding any concern, conflict, disagreement, or dispute:



## Consult Bishop

The Conflict Appeal and Review Process is available after all resolution efforts have been made at the lowest possible administrative levels. The process is outlined in the policy book under policy G-111 and in the appendix of this handbook.

### **CORPORAL PUNISHMENT**

According to Diocesan policy D-146 corporal punishment shall not be permitted in any school or school program in the diocese.

### **CURRICULUM**

Saint Matthew School offers a traditionally structured curriculum which includes Religion, Reading, Phonics, Math, Science, Social Studies, Spelling, Handwriting, English, Computer Education, Art, Music, Physical Education, Spanish; at the Junior High level, Literature, English, Spelling, Vocabulary, Transitional Math, Life Science, Physical Science, Geography, American History, Algebra, Pre-Algebra I and II, and Spanish are offered. St. Matthew follows the Diocese of Peoria curriculum guidelines which are consistent with the State of Illinois Curriculum Standards.

The curriculum makes use of many sources of reading materials, a wide variety of audio-visual and technology within a multi-resource approach content areas.

There is a computer lab as well as additional computers, printers, and software in the classrooms. The textbooks are kept current.

Special services are available to students with special problems in the areas of learning disabilities and speech therapy. To receive services, a student has to be found eligible according to criteria established by the Unit IV public school district.

### **DENTAL EXAMS (see PHYSICAL EXAMS)**

### **DISASTER/EMERGENCY DRILLS**

The safety of the students is enhanced by drills and precautionary measures to be followed in the event of disaster from fire, storm, tornado, crisis, etc. Please remind your children of the importance of these drills. The drills are held on a regular basis.

### **DISMISSAL**

No student will be released from school at dismissal or from ECP to a person other than the custodial parent without the authorization of the custodial parent. Students not picked up by parents within ten minutes after the dismissal bell will be put in the Extended Care Program.

### **EARLY DISMISSAL**

Except in cases of injury, illness or other emergency, students will not be released from school during the school day without the prior written request of the parent and approval by the principal. Requests of this nature should be brought to the main office at the beginning of the school day.

### **EDUCATION COMMISSION**

The St. Matthew Education Commission is an advisory board to the principal and pastor. The School Education Commission is an integral part of Saint Matthew School. The membership, functions, and duties are outlined in the Policy Manual of the Education Commission. Copies of the policy handbook are kept in the school and parish offices. The Policy Book is revised yearly. Attendance at Commission meetings is welcome. The Commission meets monthly during the school year. Agendas, minutes, and meeting dates are posted in the church and school lobby.

### **EDUCATIONAL PROGRAMS**

All programs/speakers brought in to enhance the curriculum are in keeping with diocesan policy and Saint Matthew School mission statement and philosophy. If parents choose to have their children not participate in a specific program or listen to a certain speaker, Saint Matthew School respects the parents' decision. In such a circumstance, students will be sent to the library or another classroom with work from the teacher. Students may not be taken from school during such programs or events.

## **ELECTRONIC DEVICES**

Using a cellular phone, gaming device, laser pointer, camera, ipod, or other electronic device is prohibited. Unless otherwise given notice by the principal, all electronic devices must be kept powered off and out-of-sight.

## **EMERGENCY CLOSING**

Emergency closing is a rare occurrence. In the case of severe weather, the principal will make the decision to close school. You will be notified of closings via the schools emergency phone system. Please make sure phone numbers are updated in the school office. You may also check local radio and television stations.

## **EMERGENCY FILE**

A special file is kept in the office which includes the names of persons to be notified if parents or guardians cannot be reached in case of emergency. These persons are designated by the parents or guardians. Please keep any changes in this information up to date.

## **EXTENDED CARE PROGRAM**

Saint Matthew has an extended day program for parents with students who need after-school care. Those who register for this program will receive a handbook.

## **EYE EXAMS (see PHYSICAL EXAMS)**

## **FEES**

There is a non-refundable book fee of \$230 per student for students in grades K-8. This fee covers the cost of book rental, workbooks, library, office and audio-visual fees, classroom art supplies, supplementary educational materials, testing, computers, etc. The fee does not cover the extra costs of athletics and field trips.

## **FIELD TRIPS**

Field trips may be planned by the homeroom teacher and/or academic teachers during the school year. Before plans are finalized, the official school permission slips must be signed by parent/guardian permitting students to participate (see appendix). Notes, letters, etc., are not accepted as permission slips. The 7th and 8th grade class trips are considered honor trips and students may forfeit the right to go based upon his/her school performance and behavior. If the field trip creates a personal financial hardship, the school will absorb the cost. Please contact the principal in this case.

## **FINANCIAL RESPONSIBILITIES**

The Saint Matthew Parish Finance Council reminds all members of the parish, particularly those with students in Saint Matthew School that being a "parishioner" includes more than simply registering with the parish office. All parishioners, as members of the Body of Christ, are expected to weekly participate in the sacramental and liturgical life at Saint Matthew Church as well as to exercise good stewardship by sharing their time, talents and resources with the parish community. The suggested minimum parish contribution is \$400.00 per school family per year. This parish contribution needs to be made by May 1. Families who choose not to contribute the minimum parish donation will be considered non-parishioner for tuition and enrollment status.

All tuition payments are to be made on time in accordance with the plan selected by the parents. Fee payments are to be made as specified. Students whose payments are not up to date at the end of the school year will not be permitted to return to Saint Matthew School. **Academic records for transferring students will not be forwarded until all financial obligations have been met.**

If you have any questions, or need assistance in the form of financial aid, please contact the pastor at the Parish Office (359-4224).

## **FINANCIAL RESPONSIBILITIES/REPORT CARDS**

Report cards may be withheld from students if tuition payments are not up to date according to the tuition plan of the respective families.

## **HEALTH RECORDS (see PHYSICAL EXAMS)**

## **HOMEWORK**

Schoolwork done at home is an extension of school. It is a time for reiteration and/or advancement. Expectations for homework will be distributed by each teacher.

## **HOME/SCHOOL COMMUNICATION**

Parents may contact the school at 359-4114 between 7:30-3:30. Parents wishing to set-up a conference with a teacher may leave a message at the school office. To set an appointment with the principal, call the school office, 359-4114.

## **HONOR ROLL**

Students in grades six (6), seven (7), and eight (8) will have the opportunity to be placed on the honor roll for academic achievement. The honor roll will be divided into two categories: highest honors and honors.

The following subjects will be honored: Religion, Math/Algebra, English, Science/Health, Reading/Literature, Social Studies, Spanish, Spelling, Music, Art, and P.E.

*Highest Honors - A Grade Point Average of 4.0 in above subjects with no D's or F's in any subject.*

*Honors - A Grade Point Average between 3.0 - 3.99 in above subjects with no D's or F's in any subject.*

## **ILLNESS GUIDELINES, STUDENT**

Good health habits include a sufficient number of hours of sleep, regularly practiced nutrition habits, a good breakfast before starting the day and suitable clothing during warm, cool and cold weather.

Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. When children come to school sick, they aren't able to participate in the learning process and they expose others to their illness as well. The guidelines listed below should be followed to keep our school a healthy and safe environment.

- ◆ No child should be sent to school with a fever. If the child has been sick, he/she should not return to school until they have been free of fever for 24 hours.
- ◆ A child with diarrhea should be kept at home.
- ◆ If vomiting occurs, keep the child at home until he/she can eat and keep food down.
- ◆ If your child develops a body rash or skin lesions, a doctor should diagnose the problem. Please let the school personnel know what the doctor has said before permitting the child to return to school. There may be times when a note from the doctor will be required.
- ◆ If your child has strep throat, scarlet fever, conjunctivitis, pinworms, ringworm, or impetigo, the child needs to be on prescription medication from your doctor for 24 hours before returning to school.
- ◆ When a child has chicken pox, they may return to school after all the pox are dry and crusted over, usually not sooner than six days after the onset of the illness.
- ◆ If your child has head lice, the child may not return to school until appropriate treatment has been obtained and all the nits (eggs) are removed. If nits are visible in the hair, the child will be sent home. Manual removal of all lice and nits is the best option to assure total lice treatment of the hair, especially with increasing reports of possible lice resistance to treatment products. Of course, thorough cleaning of the home environment, clothing, bedding, combs, brushes, etc., is a critical part of the solution to this problem.

As always, the school will keep parents informed of illnesses in each homeroom, as they are reported to us. If your child has to stay home from school for any medical reason, please notify the school office by 9:00 a.m.

In the case of a student becoming ill during the school day, he/she should report to the office. If it is necessary for a student to go home, all efforts will be made to contact parents or designated guardian. After parent/guardian contact, the student will remain in the office awaiting transportation home.

## **LEAVING THE BUILDING**

No student is to leave the school grounds for any reason during school hours without first reporting to the main office and securing permission.

## **LIBRARY**

Library books at St. Matthew school number over 10,000 volumes, including fiction, non-fiction, and general reference materials. Students in grades one through five have a regularly scheduled weekly library period. Sixth, seventh, and eighth grade students have access to the library at any time during regular school hours, with their teacher's permission. Kindergarten students have classroom libraries, but come to the library weekly for storytime.

Students may check out two books a week. Incentives are given to students in grades one through four to encourage them to return books on time. Lost or damaged books must be replaced. A student with overdue or lost books may not check out books until the materials have been returned or replaced. A student who accumulates ten weeks' worth of overdue books may not check out any more library materials for the rest of the school year. A notice will be sent home informing parents that a student is close to losing checking-out privileges. Students with books that have been overdue for longer than a month will be asked to pay for the book. The school reserves the right to withhold report cards for students with overdue books or unpaid fees.

Students are invited to donate new books to the library or to classrooms through the school's Birthday Book Program.

### **LOCKERS**

Jr. High students will be assigned a locker. All books, backpacks, and coats must be kept in the lockers. Lockers are the property of St. Matthew School and should be properly respected. St. Matthew reserves the right to inspect lockers.

### **LOST AND FOUND**

Whenever a pupil loses an item, it should be reported to the office. Pupils finding items should bring them directly to the office. PLEASE MARK STUDENTS NAMES IN ALL PERSONAL ITEMS. There is a lost and found receptacle in each room as well as a general lost and found tub in the kitchen area of the gym.

### **LOST REPORT CARD**

There will be a \$5.00 charge to replace a lost report card.

### **LUNCH**

Saint Matthew School does not have a hot lunch program. Students must bring their lunches. However, there is "Thursday Hot Lunches": pizza, chicken, Culver's, and Subway sandwiches.

All students will be required to stay on campus unless other arrangements have been made through the principal.

Milk tickets are available and may be purchased on Monday mornings in the hall outside of the office from 7:45 - 8:05 a.m. Price information will be available from the Parents' Club on fee day.

### **Lunchroom Rules are as follows:**

1. All food must be eaten in the cafeteria.
2. Obey lunchroom supervisors.
3. Be courteous and mannerly at all times.
4. When finished, clean up your area before being dismissed and deposit all waste into the proper receptacle.
5. Sit in assigned areas only. Remain seated. Raise hand to be dismissed by the lunchroom monitor.
6. "Fast-Food" lunches are discouraged and should not be brought to school.

### **LUNCH / RECESS MONITORS**

Each family is assigned two dates on which to help with lunchroom and recess supervision. There are three lunch periods from 11:15 a.m. to 12:45 p.m. The assigned monitors or their substitutes are asked to be here from at least 11:15 a.m. to 12:45 p.m. If parents cannot be here on assigned dates, they are expected to get a substitute or exchange with another family.

### **MAINTENANCE STAFF**

The maintenance staff is the custodian of school property. Students are expected to cooperate with and respect the maintenance staff. In matters concerning conduct and school property, the janitors have the authority to enforce the rules of the school.

### **MEDICATION**

All medication (prescription and non-prescription) which students bring to school must:

- a. have the parent submit a completed St. Matthew medication authorization form on file in the school office.
- b. be brought to the school office to be dispensed at the proper times. Students may not take medication on their own or carry it on their person.

Students may keep cough drops with them and should get permission from the classroom teacher to take them.

Non-prescription medication may not be kept in the office for use as needed. The principal has the final decision regarding dispensing non-prescription medications.

Students with asthma should have an inhaler kept in the school office or at all times. At parents' discretion, a child may keep an inhaler on his/her person. Parents assume responsibility for inhalers carried by their children.

## **MEMORIAL AWARDS**

*SANDRA DUERINGER MEMORIAL AWARD* - This annual award is given to a 7th or 8th grade student who best meets the requirements of scholarship, patience, kindness and humor as determined by a committee (Bill Dueringer, Alma Cloud, and Junior High faculty). A plaque is given to the student at Honors Day and his/her name is placed on a permanent plaque at St. Matthew School.

*THE SPIRIT OF MARK DALY AWARD* – This annual award is given in memory of Mark Daly. It will be awarded annually to an 8th grade runner or runners who exhibit the spirit of Mark Daly: a positive, big hearted man who loved to run, loved his faith, faced difficult situations with courage, and love to serve others.

*MR. & MRS. EARL MEMORIAL SCHOLARSHIP AWARD* – The values Mr. and Mrs. Earl embodied are timeless: service to others, honesty, fairness, hard work, and above all, the classic Christian virtues of faith, hope and love. They believed in developing well rounded students, young men and women who give their all athletically, academically, and to their community. To honor their memory, the Earl family has established a \$1,000 annual scholarship to the High School of St. Thomas More, which will be presented to a student who embodies Mr. and Mrs. Earl's values and their ideal of the well-rounded student.

## **MESSAGES FOR STUDENTS**

Any call made to notify a student of dismissal plan changes must be made 1:30 p.m. We cannot guarantee that a message received after 1:30 p.m. will reach your student.

## **OPEN HOUSE**

An open house is scheduled each year during Catholic Schools' Week. During open house, classes will be conducted as usual and parents and other visitors are welcome to go to any classroom.

## **PARENT INVOLVEMENT**

Parents are the primary educators and role models for their children. St. Matthew School, therefore, welcomes and expects parents to be involved in their child's education, both at home and at school. Parents are encouraged to volunteer in the school if at all possible. All parents are asked to work two lunch periods each school year.

If parents have questions or concerns they should talk to their child's teacher. If there are additional concerns or questions after talking to the teacher, parents may talk to the principal at the school office, 359-4114.

For the safety of the children, all volunteers have gone through DCFS and Illinois State Police Screening as well as being trained in the Safe Environment program.

## **PARENT ORGANIZATION**

All St. Matthew parents are members of the Parent Club. Dues are paid on Fee Day in August. Parent Club provides resources for the educational and safety benefit of all the students in the school. All parents are encouraged to become involved in this organization by attending meetings and volunteering for Parent Club functions.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled twice a year (fall and spring). Please check the Newsletter for the dates of the conferences. Detailed information regarding the conferences will be sent out prior to the conferences. Parents are encouraged to phone the school office in order to reach teachers if questions arise. Teachers will also contact parents if problems of an unusual nature develop.

## **PARTIES**

The Room Parents of the Parents' Club sponsor general seasonal parties throughout the school year. Any other parties must be approved by the principal.

## **PARTY INVITATIONS**

Party invitations may NOT be distributed at school, unless they are inviting the entire class. Please talk with your children about how they would feel if they were not to be invited to a party while others around them were.

## **PETS**

For the health and safety of the students, pets should only be brought onto St. Matthew property with the knowledge and permission of the classroom teacher.

## **PHYSICAL EDUCATION**

Classes in P.E. are conducted by a qualified certified teacher on a regular basis for each student in grades K-8.

All classes are mixed in compliance with Title IX.

At the discretion of the principal, students may be excused from participation in the school P.E. activities for a period of up to three (3) calendar days with a note from the parents or guardians explaining in detail the reason for the student's inability to participate. After five (5) calendar days the student must produce a doctor's excuse to continue to be excused from the activities. This excuse does not release the student from the responsibilities of the P.E. classes. On the day(s) that the student does not participate, he/she will be given an assignment(s) in order to meet the class requirements.

All students, except those excused for medical reasons, must participate in P.E. during each semester of attendance. Participation is defined as dressing in appropriate clothing (see Uniform, P.E.) and actively engaging daily in the specified activities.

## **PHYSICAL EXAMS**

*Dental Exams* – Dental exams are required by law of all students entering kindergarten, grade 2, and grade 6.

*Eye Exams* – Eye Exams are required by law of all students entering kindergarten. All students entering kindergarten are required to have an eye examination by an optometrist or ophthalmologist.

*Physical Exams/Health Records* – Physical reports are required by law of all students entering kindergarten, grade 6, and grade 9. These forms (available in the school office) are due no later than the first day of classes of each school year. Failure to comply will cause exclusion of the child from school until the situation is remedied. In addition, students expecting to participate in athletics must have a yearly physical in grades 5-8.

## **PLAYGROUND & RECESS RULES**

1. When being dismissed for morning recess, students use the gym doors. Students should immediately report to these doors when the recess bell sounds and staff members will allow you in.
2. During inclement weather, morning recess may be held in the homeroom.
3. No food, gum, or candy is allowed on the playground or in the school.
4. During inclement weather at noon recess, all students will return to their homeroom upon dismissal from the lunchroom.
5. Students must be seated on a chair during indoor recess.
6. NO GAMES INVOLVING TACKLING ARE PERMITTED ON THE PLAYGROUND. Fighting or throwing of objects such as snowballs or stones is prohibited. Violators will be sent to the principal.
7. All students must report to and remain on the playground unless given permission by the playground supervisor. Students may not stay in at recess unless properly supervised by their teacher.
8. Students must stay in designated play areas.

## **PROMOTION**

Students will be promoted in June of each year. The fact and date of promotion will be noted on the fourth quarter report card.

Non-promotion: When a student demonstrates academic or social patterns that seem to indicate a move towards non-promotion, the child's parents, teachers, and school principal will meet to discuss the student's academic performances and social maturation. At this time a plan to observe the student's ongoing progress will be made. A decision for promotion or retention will be made when all parties can arrive at an acceptable conclusion with the child's welfare, happiness, and success being the primary consideration.

## **PROMOTION OF 8TH GRADERS**

8th grade graduation Mass is scheduled to take place two (2) days prior to the scheduled last day of school. Parent Club sponsors a reception following the Mass. Any additional activities are organized by 8th grade parents and not sponsored by the school.

## **RELIGIOUS EDUCATION**

Religion is taught as an academic subject to all students in grades K-8. Students will participate in the Holy Sacrifice of the Mass once a week usually on Friday.

Non-Catholic students are expected to learn materials covered in religion class and will receive a grade on report cards. They must also cooperate with all liturgical schedules during the school day and not detract from prayers, liturgies, and other Catholic practices.

Catholic students receive the Sacrament of Reconciliation and Eucharist during second grade. Confirmation is administered during a student's 8th grade year. The school curriculum and a parent program jointly prepare the students for these sacraments.

### **REPORT CARDS**

Report cards are issued to the students at the end of each quarter. The grades on the report card will represent the average quality of the work done, such as written assignments, recitation, daily quizzes, extra credit work, and the quarterly tests.

The Saint Matthew School grading system for grades 4-8 is as follows:

<i>A+ 100</i>	<i>B+ 93</i>	<i>C+ 85</i>	<i>D+ 75</i>	<i>F Below 68</i>
<i>A 95-99</i>	<i>B 87-92</i>	<i>C 77-84</i>	<i>D 69-74</i>	
<i>A- 94</i>	<i>B- 86</i>	<i>C- 76</i>	<i>D- 68</i>	

Grades 1-3 maintain a separate marking system using:

<i>S+</i>	<i>Exceeds basic requirements</i>
<i>S</i>	<i>Satisfactory progress; consistent with ability</i>
<i>S-</i>	<i>Having difficulty meeting basic requirements</i>
<i>U</i>	<i>Unsatisfactory</i>
<i>P</i>	<i>Makes sufficient progress for students' aptitude but below grade level</i>

Kindergarten Academic Marking Code:

<i>3</i>	<i>Achieving grade level standards</i>
<i>2</i>	<i>Developing grade level standards.</i>
<i>1</i>	<i>Performing below grade level standards</i>

### **RESTRICTIONS ON PUBLICATIONS & WRITTEN OR ELECTRONIC MATERIAL**

Students are prohibited from accessing and/or distributing at school or any school related activities any written or electronic material, including material from the internet that (1) is obscene, pornographic, (sexting) lewd, or vulgar; (2) has the purpose of harassing or bullying another student or staff member; (3) otherwise causes substantial disruption at school or school sponsored activities.

A student engages in misconduct and may be disciplined for creating, distributing, or accessing written or electronic materials, including but not limited to Facebook pages or any other social networking sites or internet blogs, which cause substantial disruption to school operations or interferes with the rights of other students or staff members. This is supportive per the Diocese Acceptable Use Policy E-165 P-CDOP

### **SCHEDULE**

7:50	Doors Open
8:00	School Begins K-8
11:15	Lunch grades 6-8
11:30	Unified Arts grades 7-8
11:30	Recess grades 6-8
11:45	Lunch grades 3-5
12:00	Recess grades 3-5
12:15	Lunch grades K-2
12:30	Recess grades K-2
2:30	K-8 Dismissal

### **SCHOOL PICTURES**

School pictures are taken each year. They are usually taken in early fall. School Pictures are taken by Inter-State Studio of Illinois, Inc. Students do not have to wear their uniforms on picture day, but must dress appropriately. Blouses / shirts must be long enough to meet the shirt / pants.

Order forms will be sent home with each student the week prior to picture day. All picture orders must be PREPAID. Please use the envelope provided. Please return your prepaid order to your child's homeroom. Please make checks payable to **INTER-STATE STUDIO OF ILLINOIS, INC.**

### **SCHOOL REGISTRATION**

Information regarding registration for the next school year will be mailed home in March. All registration materials, tuition contract and financial responsibilities must be completed by May 1.

### **SMOKING**

St. Matthew School is a smoke free building. No smoking is permitted in the building at any time.

### **SPANISH**

Spanish is offered to the 7th and 8th grade students as an optional course. Only students who have taken Spanish in 7<sup>th</sup> grade may continue in 8<sup>th</sup> grade. Students taking Spanish do not take Art. Grades K-5 have Spanish classes but no grades are given. All 6th graders take Spanish with grades assigned.

### **STANDARDIZED TESTING**

Students in grades 2 through 8 take the Iowa Test of Basic Skills in late September. Grades 4 and 7 take the Metritsch writing assessment test in February. Students in grades 5 and 8 take the NCEA ACRE test for religious education. Test results are used to chart educational growth, evaluate curriculum, and remediate weaknesses.

### **STUDENT PHOTOGRAPHS/VISUAL IMAGES POLICY**

This policy applies to photographs or other visual images of students taken or created by St. Matthew faculty, staff, parents, university students, or classmates. Students may be involved in school-sponsored activities which may result in photographs being taken of students engaged in those activities. These activities may include classroom instruction, participation in school events or athletic contests, the display of student work, or the representation of a particular instructional program. These visual images may take the form of videos, photographic (film or digital) displays, or pictures in newspapers, magazines, reports, or school-sponsored Internet sites. Students may or may not be identified. No individual identification of student's last name with photos will be permitted on school-sponsored Internet sites.

In order to protect the privacy of students who may or may not be identified in photographs/visual images, parents/guardians will be given the opportunity to complete a permission slip allowing the taking/making of photographs/visual images by St. Matthew faculty, staff, parents, university students, or classmates.

Parents/guardians will be given the permission slips and completed slips will be kept on record at the main school office.

The St. Matthew School administration shall permit student photographs to be taken on school premises by commercial photographers or members of the media when there is a school-related purpose for the photographs. School employees may not profit from such photographs.

### **STUDENT RECORDS**

Information about students is kept confidential. A student or student record will only be discussed with that particular student's parents.

Under the Family Educational Rights and Privacy Act, parents and eligible students have the right to inspect and review their student's education record. Those wishing to view the records must provide written notice at least 24 hours in advance. Parents or eligible students have the right to seek amendment of the student's education records that is believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. Request for a hearing as prescribed in 99.21 of the Act must be given to the school. See Withdrawal/Transfer Student Records for record transfer information. In the event that St. Matthew School closes, the student records will be maintained by the Diocese of Peoria.

### **STUDENT RETREATS**

To prayerfully prepare for upcoming sacraments, 2nd, 7th, and 8th grade students will participate in retreats that are held either on the St. Matthew campus or away from school.

## SUPPLIES

Supply lists for the new school year are provided in the June Newsletter. Families have the option to purchase most of the supplies in a kit provided through Parents' Club (this kit is ordered in the spring and available for pick-up on fee day) or buy all the supplies on their own. Students are expected to have the required supplies for the first day of school.

## TARDINESS

Tardiness is sometimes unavoidable. However, in order that children learn to be punctual, habitual tardiness requires a note from the parents to the office. If the problem continues, a conference with the principal, parent, teacher, and student may be necessary.

## TELEPHONE CALLS

Phone calls to teachers may be made through the office secretary who will take the message and the teacher will return the call when time permits.

The school office will call parents of sick or injured children and make necessary arrangements.

A free access phone, paid for by Parents' Club, is available in the school lobby for student use. All students should know or carry copies of the phone numbers needed to contact their parents.

## TRAFFIC IN BUILDING

Our aim in school is to provide for the safe, orderly movement of pupil traffic, to avoid accidents, congestion, confusion, and unnecessary noise. Good conduct and good citizenship on the part of all will contribute greatly to the working efficiency of the school program.

1. Walk in an orderly manner.
2. Keep to the right in the corridors and when rounding corners.
3. Allow classes to leave a room before you enter.
4. No one is permitted in the halls during class time without proper permission and a "Hall Pass".
5. When school is dismissed at 2:30 p.m., all pupils should leave the building immediately. Only pupils remaining for special help, asked to stay by a teacher, or participating in extracurricular activities should remain in the building.
6. Any student remaining after dismissal will be placed in the Extended Care Program at the regularly scheduled drop-in price.
7. All classrooms will be locked after 3:00 p.m. Students are not to request that doors be unlocked after 3:00 p.m.

## TRUANCY

A student subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof is truant. For any student found to be truant, a conference with the parent will be held. Other consequences may be administered.

## UNIFORM REGULATION

*Revised Spring 2007*

The following regulations apply to all St. Matthew students. All students are required to wear uniforms. The principal may approve exceptions to this rule upon written request from the parent. Uniforms will be worn during the entire school year, unless students are otherwise notified. The administration reserves the right to require students not dressed according to uniform regulations to call home and have proper clothes brought to school before admittance to class. Parents are encouraged to be aware of these regulations and see that their children dress accordingly.

## GENERAL REQUIREMENTS

**It is strongly urged that all clothing items be marked with the student's name.** The principal has the final decision on uniform compliance. A student may be excluded from school for excessive dress, make-up, nail polish, jewelry, hairstyles, etc., which deviate from the uniform dress code and school philosophy.

- Conservative hairstyles only are permitted. Boy's hair must not touch the eyebrows, ears or shirt collar.
- For safety reasons girls may wear earrings with no more than one small stud earring per earlobe. Earrings must not hang down. Boys may not wear earrings. No other body piercing or associated jewelry is permitted.
- C&A Inspirations, 313 N. Mattis, (351-8744), is the official uniform outlet for Saint Matthew School. **All uniforms for students are to be purchased at C&A.**
- Student uniform sweaters and vests in navy or hunter green are available in several styles at C&A Inspirations and are the only acceptable sweater to be worn in class.

- Students are permitted to wear the St. Matthew crew-neck sweatshirt purchased from the Parent Club. The sweatshirts must be in good condition and a blouse/shirt must be worn underneath.
- Shirts are to be worn tucked in throughout the school day.
- Plain white undershirts/t-shirts may be worn under uniform shirts.
- The length of skirts and walking shorts should be no shorter than one inch above the knee.
- A dark colored belt is required with pants/shorts for all students in grades 3-8.
- Plain navy blue or white socks are required; logos are not permitted.
- Shoes must have closed toes and heels. Please try to avoid shoes that leave black marks.

All students need special gym shoes for physical education, which will be kept at school for gym use only. No black-soled shoes are allowed.

#### **Girls' uniform grades K-5**

- ❖ A solid white, long or short-sleeved collared polo shirt, turtleneck, or oxford style/peterpan blouse may be worn.
- ❖ A plaid uniform jumper and/or navy blue uniform pants may be worn during any month.
- ❖ Navy walking shorts may be worn during the 1st and 4th quarters.
- ❖ Plain navy blue or white socks, knee socks, tights or leggings are permitted. Long pants are not permitted under uniform skirts/jumpers in class.

#### **Girls' uniform grades 6-8**

- ❖ A solid white, long or short-sleeved collared polo shirt, turtleneck, or oxford style/peterpan blouse may be worn tucked in.
- ❖ Hunter green polo shirt may be worn by **8th grade only**.
- ❖ A plaid uniform skirt and/or navy blue uniform pants may be worn during any month.
- ❖ Khaki skorts or pants may be worn during any month by **7th & 8th grade only**.
- ❖ Navy walking shorts may be worn during the 1st and 4th quarters.
- ❖ Khaki walking shorts may be worn during the 1st and 4th quarters by **7th & 8th grade only**.
- ❖ Plain navy blue or white socks, knee socks, or tights are permitted. Long pants are not permitted under uniform skirts in class.

#### **Boys' uniform grades K-8**

- ◆ A solid white, long or short sleeved collared polo or oxford shirt, or turtleneck may be worn tucked in.
- ◆ Hunter green polo shirt may be worn by **8th grade only**.
- ◆ Navy blue uniform pants may be worn during any month.
- ◆ Khaki pants may be worn during any month by **7th & 8th grade only**.
- ◆ Navy walking shorts may be worn during the 1st and 4th quarters.
- ◆ Khaki walking shorts may be worn during the 1st and 4th quarters by **7th & 8th grade only**.
- ◆ Plain navy blue or white socks are required.

#### **UNIFORMS, PHYSICAL EDUCATION**

Students in grades K-5 will wear regular school clothes for P.E.

In order to protect our new gym floor we ask your cooperation with the new gym floor procedure. All students need special gym shoes for physical education, which will be kept at school for gym use only. No black-soled shoes are allowed. It is highly recommended that Kindergarten students bring Velcro gym shoes for this purpose.

Students in grades 6,7, and 8 have a required P.E. outfit. 6th, 7th, and 8th grade boys and girls are to wear the P.E. uniform sold by the P.E. Department. Names must be written on the space provided on the shirts and shorts. Students must wear white soled athletic shoes and white socks. The standard P.E. uniform is available at fee day for those who placed an order the previous May.

#### **VISITORS – BUILDING SECURITY**

St. Matthew School has installed a new security system to limit access into the school. All entrance doors will remain locked. The main entrance door will have a key-card reader to allow admittance to the school. Each family will receive one key card. Additional cards or replacement cards may be purchased for \$50.00. Beginning with the 2009-2010 school

year, each school family has the opportunity to purchase one keychain key fob per family for \$10.00. Please contact the school office, 359-4114, for information regarding placing a key fob order.

Any person other than Saint Matthew students or staff members are regarded as visitors. All visitors should enter the building using the center front doors by the Main Office. All visitors must sign-in at the Main Office and obtain a pass before going anywhere in the building and sign out before leaving. Students from other schools are not permitted to visit the school or individual classes unless a guest pass has been acquired.

Parents, when bringing “forgotten” items to their children, are required to bring items to the office.

### **VOLUNTEERS**

St. Matthew School greatly appreciates and depends on the help given by our volunteers. Parents and people of the parish have been very active in the programs of the school. Letters asking for volunteers are sent out in the fall of the year. If you are interested in taking an active roll in the education of your children, please phone the school office 359-4114.

In keeping with diocesan policy parents wishing to volunteer may receive necessary information and forms at the school office.

### **WITHDRAWALS/TRANSFERS - STUDENT RECORDS**

Parents are asked to notify the principal as soon as they know that students are changing schools, whether it be during the summer months or the school year.

At registration parents of new students complete and sign a Request for Records form. The school then sends for the records of the newly enrolled students.

The same procedure applies to students enrolling during the school year.

For students transferring from St. Matthew School records are sent to the new school upon receipt of a written request by the parent(s) to have the records sent. **Academic records for transferring students will not be forwarded until all financial obligations have been met.**

Records will be sent to one school free of charge. Any subsequent requests will have a \$10.00 charge to cover copying/ mailing costs.

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## ST. MATTHEW SCHOOL

### Computer and Internet Acceptable Use Policy

The mission of Saint Matthew Catholic School is to educate the whole student by Christ centered formation in a catholic environment, leading them to do God's will in this world so as to be with Him in the next.

The school strives to maintain the higher academic standards in all relevant fields and includes appropriate use of technology to promote educational excellence in all areas of the curriculum. St. Matthew School now has Internet access in the computer lab and the classrooms. Students are expected to follow Catholic moral principles when using technology. The good name and image of St. Matthew School must never be defamed because of misuse of technology by a student. Access to telecommunications provides students with countless resources; the potential for enhanced student learning is unlimited. It is the hope of the faculty and staff that all St. Matthew students will become responsible, Christian users of the Internet.

#### AT ST. MATTHEW SCHOOL

##### RESPONSIBLE USERS DO NOT:

1. Damage computers, systems, disks, CD's, or networks.
2. Change or delete any computer files that do not belong to the user.
3. Share account information or attempt to use another person's account.
4. Violate copyright restrictions.
5. Use Internet access for commercial purposes.
6. Use the Internet for any illegal purposes.
7. Use obscene, inappropriate, harassing, or insulting language on the computer.
8. Use another's password without permission.
9. Participate in chat rooms, social networks, instant messaging, or blog websites.
10. Attempt to bypass the school's filtering system.
11. Use Image Search Engines.
12. Download, share, or print files from the Internet without permission from the technology coordinator or a teacher.
13. Use any portable device (such as disk, CD, DVD, flash drive, etc.) brought from outside the school without permission from the technology coordinator.
14. Play games or engage in other non-academic activities without authorization from a teacher.
15. Access a student's e-mail account while using the school's computers.
16. Disseminate/disclose any student's personal information online (such as home address, phone, birthdate, etc...)

##### RESPONSIBLE USERS:

1. Use the school computers under teacher supervision.
2. Use the Internet under teacher supervision following the rules and directions given by the teacher.
3. Are polite, considerate, and respectful of others when using technology.

St. Matthew School does not guarantee the reliability of the school's data connection and does not verify the accuracy of information found on the World Wide Web. The Internet is used solely for educational purposes. The use of the Internet and technology is a privilege, not a right, and inappropriate use will have consequences. The principal will deem what is inappropriate and determine the consequences in accordance with the school discipline policy.

**ST. MATTHEW SCHOOL**  
**Computer User and Internet Access**  
**Agreement of Understanding and Permission Form**

I have read and discussed with my child(ren) the St. Matthew School Acceptable Use Policy for technology. I give my child(ren) permission to access the Internet according to the guidelines of this policy.

In consideration for my child being permitted to use school technology, I hereby release and agree to indemnify and hold harmless the Parish, the School and the School's employees and agents, the Diocese of Peoria and its agents, and the volunteers assisting the School due to my child's use of school technology.

\_\_\_\_\_  
\_\_\_\_\_  
Parent/Guardian Name (Please Print)  
Signature                      Date

Parent/Guardian

I have discussed the rules for using computers and accessing the Internet with my parents and agree to keep these rules in a spirit of Christian love and concern.

1. \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

2. \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

3. \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

4. \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

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## **STUDENT CODE OF CONDUCT SAINT MATTHEW SCHOOL**

Within a school, it is essential that the student code of conduct be enforced for the welfare of all. Any student who engages in conduct inside or outside of school that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

### **STUDENT CODE OF CONDUCT AND RULES**

Politeness and courtesy are expected of all Saint Matthew School students in their relationship with adults or one another. This is the KEY to good conduct, for behind these two simple words lie our belief in one another as children of God.

#### ***Good Student Conduct will include and not be limited to the following:***

- Modeling overall Christian attitude.
- Displaying kindness, courtesy, and respect to everyone in school. Parent volunteers are to be extended the same courtesy and respect as faculty and staff.
- Keeping the building and grounds neat
- Being reverent in the building: walking quietly in the hallways.
- Wearing appropriate clothing.
- Maintaining personal neatness and cleanliness.
- Using appropriate conduct and language at school.
- Conducting oneself appropriately at all athletic and other extra-curricular activities.

#### ***Prohibited behavior includes and is not limited to the following:***

- Gum is prohibited.
- Snowballs are prohibited.
- Cellular phones, cameras, or electronic devices are prohibited.
- Displays of affection are prohibited - students will not be allowed to hold hands, put arms around each other, kiss, or participate in any type of public display of affection while in school or on school grounds.
- Any form or type of aggressive behavior or bullying that does physical or psychological harm to someone else and/or urging other students to engage in such conduct is prohibited. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct.
- Other inappropriate behavior
- The inappropriate use of electronic material, including but not limited to the internet and social networking sites for the purpose of harassing or bullying another student or staff member or which causes disruption to school operations or interferes with the rights of other students or staff members is prohibited

## **DISCIPLINE**

Discipline guarantees the full measure of the educational process. The school strives to work with all families to build a faith community marked by mutual respect and concern for one another's needs.

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

The person primarily responsible for maintaining discipline is the classroom teacher. Classroom teachers at each grade level determine specific behavioral expectations appropriate to their grade level. Any problems will be taken care of by the classroom teacher at the time of the occurrence. If necessary, the principal will get involved in discipline matters.

Saint Matthew discipline plan addresses two general categories of behavior and utilizes a progressive plan of implementing discipline.

The first category is inappropriate behavior by students. This behavior will be dealt with using various methods such as detentions, written work, behavior modification, loss of privileges, etc. "Inappropriate behaviors" are those contrary to the day-to-day expectations set forth by the teachers including: class rules, social behavior, and school rules. When a pattern of chronic inappropriate behavior has been established, it will be brought to the principal's attention for further action. This action may include but is not limited to: detaining the student, parent phone calls, assigning ineligibility status, or in-school or out-of-school suspension. When school detentions are assigned, students and parents will be notified in a reasonable amount of time prior to the scheduled detention. This may necessitate a phone call on the day of detention.

The second category is "unacceptable behavior" by the students. Students involved in any of the behaviors outlined in this handbook under "Suspension and Expulsion" would receive an immediate conduct referral to the principal's office and possible suspension or expulsion from school. (see chart – next section)

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

## **SUSPENSION AND EXPULSION**

The principal has been given the authority to suspend students upon notification of his/her parents for a period not to exceed three (3) school days. The Education Commission has the legal authority to expel students or to levy a suspension of more than three (3) school days but not more than ten (10) consecutive school days. The suspension will be internal or external in nature, depending upon the circumstances. A student on suspension, whether internal or external, receives no credit for class work missed. A student on suspension may not participate in any after school activities during the period of suspension.

So that all students and parents of Saint Matthew may know what might be considered "gross disobedience or misconduct", the Education Commission has established that any or all of the following acts, (see chart) but not to be limited to these acts only, may be considered as evidence of "gross disobedience or misconduct" and may be cause for suspension or expulsion. Any behavior that detracts from our Christian values, whether in school or out of school, can have a detrimental effect on the reputation of Saint Matthew School and will be considered. At any time a student, whose inappropriate behavior is judged by the pastor or principal to not be in accord with Catholic teachings and results in disgrace or embarrassment on the name of St. Matthew School, may be liable to suspension or expulsion.

All of the following acts are to be considered equally serious. All are prohibited on school property or during any school-sponsored activity regardless of time or location. Order of appearance on the list sets no precedence as to importance.

## GROSS DISOBEDIENCE OR MISCONDUCT

<b><u>BEHAVIOR</u></b>	<b><u>RANGE OF CONSEQUENCES</u></b>
Fighting	<b><u>Conduct Referral through Expulsion</u></b>
Disobedience, disrespect, or insubordination toward teachers	<b><u>Conduct Referral through Expulsion</u></b>
Repeated antagonism or harassment (including but not limited to verbal, physical, sexual, or racial) directed toward a student, teacher, or any other school personnel	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Use or possession of guns, knives, or any other potentially dangerous items, including but not limited to explosives, sheaths, carrying cases, or look-alikes or any weapon	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Assault on a student, a teacher, or any school personnel.	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Verbal abuse or profanity or threats directed toward a student, a teacher, or any other school personnel	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b> <i>Threats will require the student to be assessed, at the parents expense, before the student is allowed back in school</i>
Arson – possession and/or use of flammable materials (fireworks, etc.)	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Willful destruction of property	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action; Reparation for destruction</u></b>
Sexual misconduct	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Theft during or after school hours on school property	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Acts which seriously obstruct or interrupt the instruction process in the classroom	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Participation in premeditated acts willfully designed to disrupt school (strikes, walkouts, etc.)	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Truancy – student being absent from school without parental permission, a partial day or full day	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Smoking	<b><u>Conduct Referral through Expulsion</u></b>
Possession or use of alcohol, marijuana, or other drugs (controlled substances)	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Use of cell phones, cameras, or ipods during school	<b><u>Conduct Referral and confiscation of devices</u></b>
Gambling	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Any other acts that endanger the well being of the individual, other students, teachers, or any school employee	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>
Dishonesty or cheating	<b><u>Conduct Referral through Expulsion</u></b>
Refusal to follow orders or direction or stated school rules (insubordination)	<b><u>Conduct Referral through Expulsion</u></b>
Repeated failure to follow stated rules	<b><u>Conduct Referral through Expulsion</u></b>
Written or electronic material which is inappropriate, harasses or bullies another student or staff member, or disrupts school day/activities	<b><u>Conduct Referral through Expulsion</u></b> <b><u>Possible Legal Action</u></b>

## **STUDENT RIGHTS IN THE DISCIPLINARY PROCESS**

Students have rights as individuals. The disciplinary procedures of the school should not violate those rights. A student is entitled:

1. To know what the rules and regulations are
2. To know what charges/infractions brought against him/her may be
3. To present his/her point of view about the charge along with any supportive evidence which might bear upon it

In the case of suspension of longer than three (3) days, or expulsions, a student and his/her parents are entitled

1. To go before the Committee for Appeal and Review according to Diocesan Policy G-111.
2. To have the charges and/or penalties removed from the record if the evidence demonstrated his/her innocence or non-involvement

In the administration of the disciplinary procedures, personal behavior is to be the matter considered not personal value of the student. All suspension of greater than five (5) days duration and/or expulsion from the school must be reported to the proper educational representative of the Regional Office of Education in Rantoul.

## **SUBSTANCE ABUSE POLICY**

*Life and physical health are precious gifts entrusted to us by God. We must take reasonable care of them, taking into account the needs of others and the common good. (CCC #2288).*

*The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. (CCC #2291).*

St. Matthew School has a Drug Abuse Curriculum designed to instruct the students in making correct moral decisions thus choosing to have healthy bodies as opposed to abusing drugs, tobacco, and alcohol. The Virtue Education Curriculum and the New Corinthians Curriculum are integrated into all areas of curriculum encouraging students to practice virtue thus having the courage necessary to say no to substance abuse.

St. Matthew School believes substance abuse to be a health problem that is preventable and will work with parents/guardians through appropriate health, disciplinary, educational and counseling interaction to help a student overcome substance abuse. Any student suspected of violating this substance abuse policy will be referred to the appropriate administrator for evaluation and action.

St. Matthew School is not, nor ever should be, a sanctuary from the laws of the Federal, State, or Local Government. Therefore, consistent with existing laws governing the sale or delivery, possession or use of alcohol, marijuana, drugs, paraphernalia, or “look-alikes,” or any student found to be in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action.

St. Matthew students found to be under the influence, in possession or control of, or selling or delivering any controlled substance (alcohol, cannabis, drugs, drug paraphernalia, or look-alikes) while in school, while in transit to and from school, on school property, or at any school sponsored activity, whether on school property or at an approved school activity held on non-school property, will be subject to disciplinary action, which may result in suspension or expulsion from school and extracurricular activities.

All substantiated violations of this policy shall be reported to law enforcement officials.

The use, possession, and/or delivery of alcoholic beverages, cannabis, or any other controlled substance (drugs, drug paraphernalia, look-alikes) are forbidden. This policy will be in effect on a continuous basis during the school term and during those dates and times outside the school term when students are actually participating in school activities.

To facilitate implementation of this policy, the following terms are defined:

- *Under the Influence:* Any student who has consumed any amount of alcohol, cannabis, or controlled substances other than as prescribed by a physician, or any other intoxicating substance will be subject to disciplinary action. Consumption occurring during or prior to coming to school or at school-related activities (home or away) will be considered under the influence. Two adult authorized school personnel will make the determination, and the final decision to discipline will rest with the administration.
- *Possession:* Any student who has possession or control of any alcoholic beverage, cannabis, any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, any “look-alikes”, or any drug paraphernalia will be subject to disciplinary action. A substance or item need not be in a student’s immediate presence to be in his/her possession or control.
- *Delivery:* Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, cannabis, any controlled substance, any other intoxicating substance, any drug paraphernalia,

or “look-alike” will be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

- *Look-alikes:* A “look-alike substance” is a substance which by dosage unit appearance, including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, cannabis, or a controlled substance.
- *Drug Paraphernalia:* “Drug paraphernalia” means all equipment, products and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, cannabis, or any controlled substance other than as prescribed by a physician.

Students who believe they have a substance abuse problem are encouraged to seek help by voluntarily contacting one of the priests, a teacher, or a member of the administration.

The principal or assistant principal will begin an immediate, thorough investigation of the alleged violation. School faculty, staff, and law enforcement officials who were present on site will provide evidence used to substantiate a violation. Students may be interviewed by law enforcement officials in an investigation. All reasonable efforts will be made to contact parents before the interview so that at least one parent may be present. In the absence of a parent, the pastor, principal, and/or assistant principal will be present during a student interview by law officers.

The principal/assistant principal will confer with the student and parents/legal guardian as part of the investigation of the alleged violation.

If the evidence substantiates the claim that a violation of this policy has occurred, the appropriate penalties will be issued at that time. The principal/assistant principal will notify, in writing, the student and the parents/legal guardian of the decision.

A violation by a student will result in his/her removal from the school until a parent conference can be held with the pastor, principal, and/or assistant principal. The appropriate discipline will be enacted and counseling will be recommended/required of the student and members of the family.

References:

*Catechism of the Catholic Church*; 1994

*2000 Illinois School Code*; 105 ILCS 5/10-27.1B; 105 ILCS 127/2

## **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. Therefore, diocesan schools have zero tolerance towards weapons. In the event of a weapons violation, the administration of St. Matthew School will follow the administrative regulations of the diocese, which are posted online and available for review in the school office.

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

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

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

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

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

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

Catholic Diocese of Peoria Policy  
Adopted: 4/04

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

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

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

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

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

Office of Catholic Schools

Administrative

Issued: 4/04

## **BULLYING**

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

Catholic Diocese of Peoria Policy  
Adopted: 1/03

## **BULLYING**

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

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. 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 meeting.
3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
5. Student(s) should be assured that they 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 the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact the parents of the students who are involved.
12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

Office of Catholic Schools  
Administrative Regulation  
Issued: 1/03

**ATHLETICS**  
**SAINT MATTHEW ATHLETIC POLICY AND PHILOSOPHY (Revised May 2007)**

**A. Program**

The athletic program at St. Matthew School is designed to enable the student athlete to develop athletic skills and learn the rules of the games, to foster the concept of teamwork, and to develop both friendly competition and Christian sportsmanship. Winning at all costs is not a goal of the program.

**B. Athletic Activities**

The following sports activities are offered:

1. Softball – Fall – Girls, grades 6-8
2. Baseball - Fall - Boys, grades 6-8
3. Basketball - Fall - Girls, grades 5-8
4. Cheerleading – Girls and Boys, grades 5-8
5. Cross Country – Fall – Boys and Girls, grades 5-8
6. Volleyball - Winter - Girls, grades 7-8
7. Basketball - Winter - Boys and Girls, grades 5-8
8. Track and field - Spring - Boys and Girls, grades 5-8

St. Matthew School is a member of the Illinois Elementary School Association (I.E.S.A.) and is subject to the rules of this organization.

**C. Awards**

1. Team

St. Matthew School teams which place first through fourth in I.E.S.A. state competition will be honored with a plaque of their feat to be hung in the gymnasium.

2. Special awards for athletic service (to be presented on Honors Day):

*The Tim Stillwell Award*

*The Quentin V. Earl Award*

*The Thomas Broeren Award*

*Sportsmanship Award (graduation day)*

*Mark Daly Award*

(SEE GUIDELINES ATTACHED FOR THESE AWARDS)

**D. Dual Sports Participation**

A student while a member of a Saint Matthew School 7th or 8th grade team may not participate, including try-outs, in a non-school team or club in the same sport. Such non-school participation shall result in ineligibility for the season in that sport. Students may participate with a non-school team upon completion of the St. Matthew season.

**E. Eligibility – All I.E.S.A. Activities**

Developing a sense of responsibility is a very important part of the curriculum in the education of children. Responsible players are needed for a team to succeed. The student should be aware that failure to abide by the requirements of the school program entails personal consequences that also have an effect on the team. With this goal in mind, the eligibility policy has been developed.

St. Matthew School is a member of the Illinois Elementary School Association and complies with its eligibility standards.

To participate in games sponsored by St. Matthew School the following is required:

- ◆ attendance at St Matthew School
- ◆ no grades (cumulative for the quarter) lower than D+
- ◆ attendance at school the entire day of a game or practice
- ◆ good conduct

Unsatisfactory conduct as determined by the principal will make a student ineligible. If a student receives a third ineligibility in a season, he/she is off the team. The pastor/principal reserves the right to waive ineligibility based on circumstances.

Academic ineligibility is reported to the Principal by the teachers weekly on Thursday. Parents, students, and coaches are sent notices on Friday. Students who are ineligible may not practice or participate in games/meets during the events the following Sunday through Saturday.

## **F. Fees**

There is a registration fee of for each sport in which a student participates, payable upon registration or by the first meeting of each sport. There fee for baseball includes cap, t-shirt, and socks. These are retained as personal items. The registration fee may be waived for financial reasons.

The fee is non-refundable after the first regular season game, except for injury or illness.

## **G. Parent Responsibilities**

Active parental involvement is vital to the success of the athletic program at Saint Matthew School.

All parents are required to:

1. Insure that each student athlete has a record of a current physical examination on file with the school before participating in practices or competition. To be current, the physical must not be older than 12 months for any sport in which the student participates. There also must be a copy of the student's birth certificate on file in the school office. Parents are encouraged to have the physicals performed during the summer to ensure uninterrupted eligibility.
2. Assist with time-keeping, score-keeping, monitoring, ticket selling, transportation, and concessions as may be assigned.
3. Pick up students promptly after practices and games. No coach shall be expected to remain more than ten minutes after a practice or a game.
4. Exhibit good sportsmanship and Christian conduct at all athletic events.
5. Contact a coach to attempt to resolve a disagreement before bringing the matter to the attention of the athletic director or higher authority.

### **Parents have the right to know:**

1. That their child will be treated fairly and with respect.
2. Schedules of practices and games. Changes will be announced at school as soon as information is available.
3. Times of departure for games.
4. Names, addresses, and phone numbers of team members to facilitate the formation of car pools and the exchange of information.

## **H. STUDENT RESPONSIBILITIES**

Every boy or girl who chooses to participate in the athletic program at Saint Matthew School should recognize that to participate in sports at St. Matthew School is a privilege, and:

1. Be genuinely interested in learning the rules and skills required for the sport.
2. Be willing and able to devote the necessary time to each activity he/she registers for.
3. Be respectful of coaches, officials, fellow team members and opposing team members.
4. Respect school property.
5. Respectfully represent St. Matthew in sportsmanship, behavior, and appearance.
6. Any player who receives a technical foul for unsportsmanlike conduct will be suspended for the next game and may not join the team on the bench.
7. Attend practices regularly and punctually.
7. Notify the coach of absence from practice and/or game in the manner designated by the coach.
8. Arrive no sooner than 10 minutes before practice or pre-game session and leave the building within 10 minutes of the completion of the activity.
9. Abide by all team guidelines and regulations established by the coach.
10. Keep uniforms clean and in good condition.
11. Return uniforms promptly at the end of the season.

## **I. COACHING APPLICANTS**

Anyone interested in coaching must submit an application and a St. Matthew Coaching Agreement to the Athletic Commission. The Athletic Commission's selection will be based on coaching experience, coaching philosophy, and time available for coaching. The Commission may interview applicants.

The coaching position is for one year, renewable upon application and review. At the end of each season, the Athletic Commission shall review performance. Coaches will not be judged on their won/loss record, but on how well they have developed the potential of the student athletes and executed the St. Matthew School athletic philosophy.

Coaches are encouraged to take advantage of opportunities to remain current on coaching concepts and theories.

## **J. COACHING REQUIREMENTS**

All coaches must be A.S.E.P. certified in order to coach. No coaching without this certification. Coaches may contact Athletic Director, Loren Mears, for details. All coaches must have the student athlete's best interest at heart at all times. They must be fair and unbiased in their dealings with student athletes, regardless of the athlete's ability. They are responsible for the athletes from the time they arrive for practice or games until they are picked up at the culmination of the activity. No student athletes are to be left unattended and coaches may not leave until all such athletes have left. Coaches are expected to be knowledgeable in their respective sports and teach at a level commensurate with the student athlete's skills. They are expected always to reflect good sportsmanship and emotional control. Improper language is forbidden. Any coach who receives a technical foul for unsportsmanlike conduct will be suspended for the next game. Any injuries incurred, regardless of the severity, should be duly noted, documented and reported to the Athletic Director. Coaches are responsible for arranging for transportation for all away competitions. Coaches must sign a standard coaching agreement before coaching. Coaches must submit to a background check, fingerprinting, and be trained in the "Safe Environment" Diocesan program.

## **K. PLAYING TIME**

At the 5th and 6th grade levels, all players are expected to play. Every effort is to be made to provide each participant with equal playing time. Coaches, however, shall have the right to limit playing time in the event of disciplinary problems, poor practice attendance, lack of cooperation, or lack of interest on the part of the participant. Learning and participation are to be considered more important than winning. The score of each contest, therefore, is to be considered secondary.

The equal playing time requirement may be waived for tournaments.

At the 7th and 8th grade levels, playing time will be determined by the coaches. We strive to be competitive in interscholastic competition, nevertheless, participation by all athletes is encouraged whenever possible. Coaches and players at this level are expected to strive toward athletic and competitive excellence, but not to adopt a "win at all costs" attitude.

## **L. PRACTICE TIME LIMITATION**

Practices may not exceed 90 minutes per session and are based on gym availability. The combination of practices and games is limited to five per week. This limitation may be extended if a tournament is interposed during a week.

**SUNDAY PRACTICES OR GAMES ARE UNAUTHORIZED.**

## **M. TEAM SIZES**

The optimum size of the squad is 15-18 players, depending on IESA standards. Baseball squads may be reduced to 18 players. Seventh and eighth grade basketball and volleyball teams will be reduced to 15 players. Team cuts will be made within the first two weeks of practice.

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### THE TIM STILLWELL AWARD

The Tim Stillwell Award has been established by the Parents' Club of Saint Matthew School, as a memorial honoring Tim Stillwell, beginning the 1989-90 school year, and to continue as long as Saint Matthew School exists.

The award will be presented to a 7th grade girl as part of annual Honors Day presentations.

Selection shall be made by ballot of the Principal, 7th grade homeroom teachers, P.E. teacher, 7th grade head coaches, and the Athletic Director. No person entitled to vote shall have more than one voting position.

Criteria for selection shall be:

1. Participation in any one of the sports of cross-country, basketball, track, or volleyball.
2. Christian athlete.
3. Displays enthusiasm, cooperation, and a positive attitude.

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### THE QUENTIN V. EARL AWARD

The Quentin V. Earl Award is given annually to a sixth grade boy and girl who best exemplifies a good Christian attitude toward sports and academics. This award is for ATTITUDE and not athletic ability.

Selection is made by the ballots from the Principal, 6th grade homeroom teachers, P.E. teacher, the Athletic Director, and the 6th grade boys' and girls' head coaches.

This award will be presented as part of the annual Honors Day presentations.

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### THE THOMAS BROEREN AWARD

This award has been established as a memorial to Tom Broeren beginning the 1986-87 school year and to continue as long as Saint Matthew School exists.

This award will be presented to a 7th grade boy as part of the annual Honors Day presentations.

The selection process will be determined by ballot of the Principal, 7th grade homeroom teachers, P.E. teacher, the Athletic Director, and the 7th grade head coaches.

Criteria for selection will be:

1. Scholarship (honor student or best effort)
2. All-around athletic participation
3. Dedication
4. A team and school leader
5. Christian athlete

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### SPORTSMANSHIP AWARD

The Saint Matthew Sportsmanship Award is presented annually at the Honors Day presentation to an 8th grade girl and an 8th grade boy. It is the most distinguished award made to a Saint Matthew student for athletic achievement. The selection is made by ballots of the school Principal, 8th grade homeroom teachers, P.E. teacher, the Athletic Director, and all head coaches.

To receive consideration for this award, candidates must have participated in an organized sports program in at least the last two years of attendance at St. Matthew. Such participation includes membership of a varsity athletic team or cheerleading squad or performance as a team manager. The recipient may be one of the outstanding members of a team or he/she may never have earned a letter while participating as a team member. Sportsmanship is the keynote.

Additional criteria for evaluation may be, but are not limited to:

Cooperation (with faculty, coaches, classmates, teammates)

Loyalty (to school, superiors, peers)

Attitude (attempting to do one's best, cheerfully, in all situation - classwork, practices, games)

## APPENDIX



**SAINT MATTHEW SCHOOL**  
**1307 Lincolnshire Drive**  
**Champaign, Illinois 61821**

*Revised August 2005*

**PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from St. Matthew School. A brief description of the activity follows:

Activity: \_\_\_\_\_

Educational Purpose: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Additional Chaperones: \_\_\_\_\_

Specific Instructions: \_\_\_\_\_  
\_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_

Items To Be Brought: \_\_\_\_\_  
\_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

*I am the custodial and responsible parent/guardian of \_\_\_\_\_ . I request that St. Matthew School allow my child to participate in the following educational activity:*

*I understand the risks this activity presents to my child, have had any questions I have concerning this activity answered, and have considered the risks that this activity presents to my child.*

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

\_\_\_\_\_  
Parent / Guardian's Signature

\_\_\_\_\_  
Parent / Guardian's Name

Please return form by \_\_\_\_\_  
Date



## **Catholic Diocese of Peoria**

- **Policies and Procedures relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers**
- **Harassment Policy**
- **Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers**

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

**I. PREAMBLE**

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

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

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

**II. PROHIBITION OF SEXUAL ABUSE OF MINORS**

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

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

**III. CAVEAT AND OTHER OBJECTIONABLE CONDUCT**

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

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

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

#### **IV. DEFINITION OF SEXUAL ABUSE OF MINORS**

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

#### **V. DEFINITIONS**

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

## **VI. DISTRIBUTION OF POLICY**

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

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

### **A. SAFE ENVIRONMENT PROGRAM**

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

### **B. ASSISTANCE TO VICTIMS**

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

Victim Assistance Coordinator to provide such assistance. It is the policy of the Diocese that victims must be treated justly.

2. When credible accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, contact by the Victim Assistance Coordinator with the alleged victim will be promptly initiated. Contact should be made for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation. Medical, mental health, and spiritual assistance may be offered according to the specific situation presented.
3. Under the direction of the Victim Assistance Coordinator, competent counselors and social workers will offer to provide for appropriate assistance to persons who make a credible claim that any personnel of the Diocese sexually abused them when they were minors. This outreach will be made regardless of whether the alleged abuse was recent or occurred many years in the past. The outreach will include the offer of counseling, spiritual assistance, support groups, or other social services agreed upon between the victim and the Diocese.

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

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

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

- A. Any personnel of the Diocese, including, but not limited to, mandated reporters who have actual knowledge of or who have reasonable cause to suspect sexual misconduct against a minor by any personnel of the Diocese (including a priest or deacon), must report that information (unless to do so would violate the priest/penitent relationship of the Sacrament of Penance). First and foremost, an individual should contact the Illinois Department of Child and Family Services at 1-800-252-2873. A report should also be made to Diocesan officials by contacting the Office of the Chancellor.
- B. The reporting statement may be made by telephone, by mail, or by e-mail. The reporting statement should include the name and contact information of the complainant, the name and position of the person alleged to have engaged in the misconduct, and the details of the incident or practice.

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

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

### **A. NOTIFICATIONS OF REPORT**

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

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

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

### **C. CONFIDENTIALITY**

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

### **D. INTERIM MEASURES**

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

### **E. INVESTIGATION OF INCIDENT REPORTS**

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

## **F. PROCESS FOR INVESTIGATION**

1. When there is a report made or cause to believe that sexual abuse by a priest, deacon, lay employee or volunteer of this Diocese is threatened or has occurred, notice should be given immediately to the Chancellor, Patricia M. Gibson, at (309) 671-1550; Vicar General, Monsignor Paul Showalter, at (309) 671-1550; or the Victim Assistance Coordinator, Ann Slaughter, at (309) 635-2141. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or parish to whom such a report is made or who has reasonable cause to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.
2. Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.
3. All appropriate steps will be taken to protect the reputation of the alleged offender during the investigation. The alleged offender will be encouraged to retain the assistance of civil counsel (and in the case of a priest or deacon, canonical counsel).
4. If the alleged victim is not the source of the report, the Victim Assistance Coordinator will endeavor to contact the alleged victim to obtain information directly from her or him. The alleged victim and any other witnesses will be encouraged to submit a written description of the incident or incidents, but it will be made clear that the report will be investigated even without a written complaint.
5. The Victim Assistance Coordinator will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.
6. The Chancellor and/or Vicar General will promptly notify the alleged offender about the substance of the report. The Chancellor and/or Vicar General will interview the alleged person to obtain the offender's response to the allegations contained in the report. The offender will be informed of the right to obtain counsel in connection with the investigation and any ensuing proceedings.
7. The Chancellor and/or Vicar General will immediately notify the Bishop of any information developed in the course of the investigation that, in their judgment, warrants immediate attention. In all events, within approximately thirty days following the initial receipt of the report, the results of the investigation, even if not yet completed, will be conveyed to the Bishop and to the Sexual Misconduct Review Board.

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

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

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

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

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

After receiving the information obtained in the investigation, the Review Board: May request that further information be pursued by Diocesan Officials, or immediately proceed to make a recommendation to the Bishop.

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

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

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

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

#### **I. DETERMINATION BY THE BISHOP**

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

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

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

#### **K. NOTIFICATIONS OF DECISION**

1. If the alleged perpetrator is a clergyman incardinated in the Diocese of Peoria, the report and investigation will be referred to the Bishop of Peoria in accordance with Canon Law and subject to the provisions of canon 1722.
2. If he is a clergyman incardinated in another Diocese, the Bishop of Peoria will immediately refer the matter to his proper Ordinary for deliberation or further action.
3. If the alleged perpetrator is a member of a religious institute or a society of apostolic life, the Bishop of the Diocese of Peoria will immediately contact the competent ecclesiastical superior of such member for consultation on the proper procedure to be followed.

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

**L. RECORDS**

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

**M. JURISDICTION**

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

**N. WAIVER OF PERIOD OF LIMITATIONS**

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

**O. ASSISTANCE OF COUNSEL**

**P.**

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

**P. FINDING OF CULPABILITY**

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

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

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

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

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

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

**S. “SINGLE INCIDENT” POLICY**

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

**T. POSSIBLE ADMINISTRATIVE MEASURES**

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

1. He may request that the offender freely resign from any currently held ecclesiastical office (cc. 187-189).
2. If the offender declines to resign and if the Bishop judges the offender to be truly not suitable (c. 149, §1) at this time for holding an office previously freely conferred (c. 157), then he may remove that person from office observing the required canonical procedures (cc. 192-195, 1740-1747).
3. For a cleric who holds no office in the Diocese, any previously delegated faculties may be administratively removed (c. 391, §1 and 142, §1), while any *de lege* faculties may be removed or restricted by the competent authority as provided in law (e.g., c. 764).
4. The Bishop may also judge that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to be allowed to celebrate the Eucharist with no member of the faithful present (c. 906); for the good of the Church and for the priest’s own good, the Bishop may urge the priest to celebrate the Eucharist only under such circumstances and not to administer the sacraments.
5. Depending on the gravity of the case, the Bishop may dispense the cleric from the obligation of wearing clerical attire and may prohibit him from doing so (cc.85-88, 284). Any of these administrative actions will be taken in writing and by means of decrees (cc. 47-58) so that the cleric affected is afforded the opportunity of recourse against them in accord with Canon Law (cc. 1734 ff).

**U. LOSS OF THE CLERICAL STATE**

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

**V. RESTRICTION ON TRANSFERS BETWEEN DIOCESES**

1. No priest or deacon who has committed an act of sexual abuse of a minor may be temporarily or permanently transferred (released or incardinated) for ministerial assignment to another Diocese/eparchy or religious province. Before a priest or deacon of the Diocese of Peoria may be transferred for residence to another Diocese/eparchy or religious province, the Bishop will forward in a confidential manner to the local bishop/eparch and religious ordinary (if applicable)

of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people. This requirement applies even if the priest or deacon will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a society of common life according to the manner of religious, in a secular institute, or in another form of consecrated life or society of apostolic life).

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

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

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

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

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

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

### **C. CONFIDENTIALITY AGREEMENTS**

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

### **D. OUTREACH TO AFFECTED PARISHES**

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

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

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

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

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

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## **DIOCESE OF PEORIA HARASSMENT POLICY**

### **POLICY**

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

### **DEFINITION**

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

### **PROCEDURE**

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

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

62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.

16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.
17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.
18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.
19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.
20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.
21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination
22. This policy shall be made known to alleged victims who report harassment.
23. This policy shall be reviewed on an annual basis.
24. This policy shall prevail over other Diocesan or parish harassment policies.

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

## **I. Preamble**

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

## **II. Responsibility**

The public and private conduct of clergy, staff, and volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Clergy, staff, and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry. Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual. Clergy, staff, and volunteers who disregard this *Code of Pastoral Conduct* will be subject to remedial action by the Catholic Diocese of Peoria. Corrective action may take various forms from a verbal reproach to removal from the ministry depending on the specific nature and circumstances of the offense and the extent of the harm.

## **III. Pastoral Standards**

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

Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person (Pastoral Counselors and Spirituals Directors: Clergy, staff, and volunteers who provided pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.)

- 1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other preexisting relationship). [See Section 7.2.2]
- 1.3 Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.
- 1.4 Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
- 1.5 Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client such as relatives or friends of the client when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.6 Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 1.7 Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.

1.8 Sessions should be conducted in appropriate settings at appropriate times.

1.8.1 No sessions should be conducted in private living quarters.

1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.

1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

## 2. Confidentiality

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

2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.

2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.

2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.

2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.

2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.

2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:

# Attempt to secure written consent from the minor for the specific disclosure.

# If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

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

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

## 3. Conduct With Youth

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

3.1 Clergy, staff, and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.

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

#### **4. Sexual Conduct**

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

- 4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.
- 4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.
- 4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.
- 4.4 Allegations of sexual misconduct should be taken seriously and reported first to civil authorities if the situation involves a minor and then to the Victim Assistance Coordinator of the Diocese of Peoria. The Catholic Diocese of Peoria=s procedures will be followed to protect the rights of all involved.
- 4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Illinois and should follow those mandates.

#### **5. Harassment**

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

- 5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
  - # Physical or mental abuse.
  - # Racial insults.

- # Derogatory ethnic slurs.
- # Unwelcome sexual advances or touching.
- # Sexual comments or sexual jokes.
- # Requests for sexual favors used as:
  - B a condition of employment, or
  - n to affect other personnel decisions, such as promotion or compensation.
- # Display of offensive materials.

5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4 Allegations of harassment should be taken seriously and reported immediately to the Victim Assistance Coordinator.

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

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

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

6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.

6.2 Most sacramental records older than 70 years are open to the public.

6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.

6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.

6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by the Catholic Diocese of Peoria or by law. Contact the Office of the Chancellor upon receipt of any request for release of financial records.

6.4 Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

## **7. Conflicts of Interest**

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

7.1 Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

7.2 Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

- 7.2.1 No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
- 7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.
- 7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:
  - # Clarify with all parties the nature of each relationship,
  - # Anticipate any conflict of interest,
  - # Take appropriate actions to eliminate the conflict, and
  - # Obtain from all parties written consent to continue services.
- 7.3 Conflicts of interest may also arise when a Pastoral Counselor=s or Spiritual Director=s independent judgment is impaired by:
  - # Prior dealings,
  - # Becoming personally involved, or
  - # Becoming an advocate for one (person) against another.

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

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

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

- 8.1 Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff, or volunteers, you should notify the proper civil authorities immediately. Also notify the Office of the Chancellor.
- 8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor
- 8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:
  - # Report the issue to a supervisor or next higher authority, or
  - # Refer the matter directly to the Office of the Chancellor.
- 8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.5.

## **9. Administration**

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

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

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

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

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

03/08

**DCFS Child Abuse Hotline**

(800) 25-ABUSE [800-252-2873] in Illinois

(217) 524-2606 outside Illinois

**Diocesan Contacts to Report Allegations of Abuse**

Vicar General (309) 671-1550

Chancellor (309) 671-1550

**Diocesan Safe Environment Director**

(309) 671-1550

**Diocesan Victim's Assistance Coordinator**

(309) 671-1550

## **APPEAL AND REVIEW**

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

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

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

Catholic Diocese of Peoria Policy

Adopted: 5/00

Revised: 1/03

## **APPEAL AND REVIEW**

The individual or group desiring the appeal or the review of a decision must make that request known to the governing pastor or pastors' board responsible for the school in the form of a 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 in the policy statement above, and
- The proposed resolution.

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

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

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

Catholic Diocese of Peoria

Administrative Regulation

Issued: 1/03



**NOTIFICATION TO PARENTS AND EMPLOYEES**

Saint Matthew School authorized Oedifice Engineering, Inc. of Champaign, Illinois to conduct an asbestos inspection of all buildings owned and in use by the Local Educational Agency (LEA) to comply with Federal and State Regulations.

The inspection reports document the asbestos-containing materials found in the facility(ies), their extent, condition, and location. While no immediate action is required by Federal or State guidelines, management plans have been developed to assist the LEA in implementing a monitoring program to insure the protection of human health and the environment at each facility. These documents have been submitted to the Illinois Department of Public Health for approval as is required by Federal and State Regulations. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the offices of each school in the LEA, as well as the LEA administrative offices. Additional information including response actions, post response action activities, reinspections, and periodic surveillance are also included in the report.

Questions regarding the inspection reports or management plans should be submitted for review and response by the LEA Designated Person.

Peter Klein  
Authorized Signature

Principal  
Title

August 9, 2010  
Date