

Parent-Student Handbook

2023 – 2024



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

Revised: August 2023

Dear Parents and Students,

Welcome to Holy Family Parish School. You are a very important member of our school community. To help you understand the established rules, regulations, and procedures that help our school community operate, we have assembled this Parent-Student Handbook. We hope this handbook addresses most situations. For those situations that are not addressed here, please know that we will handle them with common sense, always working to maintain a safe and nurturing learning environment for all.

This handbook has been updated. It is very important that you read carefully through its entirety. You must also sign the Handbook Acknowledgement Form. When you do, you are accepting and supporting our values, rules, and regulations. If you have questions after reading this, please contact the school for further clarification. We appreciate your support.

We look forward to the 2023-24 school year with excitement, knowing the great promise it holds for continuing the spiritual, academic, and social growth of our students.

Yours in Christ,

Stacie Gianessi
Principal

Fr. Greg Jozefiak
Pastor

CATHOLIC SCHOOL STATEMENT OF PURPOSE

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...” **The Religious Dimension of Education in a Catholic School, #25**

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

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

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

(OCS Policy A-421)

PARENT-STUDENT HANDBOOK

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

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

Parents are required to read the *Parent-Student Handbook* each school year. This handbook is posted on the school website and TeacherEase. A printed copy can be given to families, if requested. Parents are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. Sign-off forms are to be turned into the office. *Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).*

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

MISSION STATEMENT

Under the guidance of Jesus, Mary, and Joseph, we are a Holy Family that stresses academic excellence with unique opportunities to develop body, mind, and spirit.

SCHOOL PHILOSOPHY

Holy Family Parish School is a Catholic Faith-Educational Community which strives to develop a Christ-centered atmosphere that will permeate the life of each child and faculty member. The Catholic School shares with the family educational mission of the church. The school is a unique Christian community organized to foster the spiritual, moral, intellectual, social, and emotional growth of its members in a spirit of dedication, freedom, and love that is based on the Gospel message.

Each person involved in Holy Family Parish School is working to create an atmosphere of respect, cooperation, appreciation, and support. This Christian environment will nurture the growth and maturity of the students as well as strengthen the commitment of the faculty and staff. Accordingly, the faculty and students affirm and deepen their personal commitment through prayer, reconciliation, service, and belief in God as Creator, Redeemer, and Sanctifier.

Each child's self-image is enhanced by providing opportunities for positive, successful experiences at school through differentiated teaching and learning. As an extension of the home, the school seeks the cooperation and support of the parents.

We utilize and increase our knowledge, skills, and materials to develop a creative environment and to instill in each child a desire for learning. Our educational program leads, encourages, trains, and aids each student to develop each student to develop his/her intellect to its full potential.

Considering our commitment to the person of Jesus, we encourage each student to become a whole person – his/her own person – within our ever-changing society and multicultural world.

GOALS

- To teach our Catholic faith and heritage through a comprehensive education program based on doctrine and experience.
- To stress moral development, and the teaching of Catholic values in all areas of the curriculum.
- To challenge children to aim for excellence and to become increasingly responsible for their own learning.
- To encourage and enable students to be respectful and self-disciplined.
- To develop critical thinking skills which encourage each child to reflect carefully and articulate clearly their own thoughts, opinions and conclusions.
- To provide an atmosphere which encourages tolerance, and which discourages prejudice and disrespect.
- To nurture each child's feelings of self-esteem, self-worth and self-confidence.
- To provide opportunities for prayer experiences and liturgy, shared by students, faculty and parents.
- To challenge students to give witness to Gospel values in their daily lives and to see themselves as responsible for the Church's mission of building a world based on concepts of justice and peace.

SCHOOL HISTORY

After World War II, the northwest side of Peoria grew rapidly, and the Diocese of Peoria decided to create a new parish out of Saint Philomena. On April 6, 1956, the first shovel of dirt was turned for a chapel and the first six classrooms of Holy Family Parish School.

Holy Family Parish School opened on September 10, 1956, with an enrollment of 265. Three Benedictine Sisters from Nauvoo, Illinois, and three lay teachers staffed the school.

Due to the rapid growth of the parish, six additional classrooms and a cafeteria were completed in January of 1960. Construction of a convent followed, and by May of 1961, the Benedictine Sisters moved into their home on Wagner Lane. They staffed the parish school from 1956 - 1991.

School enrollment mushroomed to over 700 students. To ease the burden, the boundaries of the parish were changed in June of 1962 to allow for the formation of another parish – St. Vincent de Paul. However, by 1965, enrollment again reached 604.

In October of 1979 until June of 2022, the Conventual Franciscan Friars of St. Bonaventure Province assumed pastoral care of the parish. Today, Holy Family Parish School has an enrollment of over 120 from preschool/pre-k (3 and 4-year-old) through eighth grade.

FULL RECOGNITION STATEMENT

Holy Family Parish School will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by an external review team. Holy Family Parish School obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools. The school has met or exceeded the standards set by the Illinois State Board of Education and fulfilled application requirements.

SCHOOL ACCREDITATION

The National Catholic Education Association and the Illinois State Board of Education according to Policy and Guidelines officially recognize Holy Family Parish School for Registration and Recognition of Nonpublic Elementary and Secondary Schools.

ADMISSION PROCEDURES/POLICIES

NONDISCRIMINATION IN SCHOOLS

Holy Family Parish School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations regarding admissions and employment, as stated in Board of Education Policies of the Diocese of Peoria. No student shall be refused admission to Holy Family Parish School on the basis of race, color, sex, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. (*CDOP Policy D-111*)

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

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

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes.

The Non-Catholic pupil at Holy Family Parish School is expected to:

- Understand, and be willing to actively support the philosophy and goals of the school.
- Attend and be evaluated in religion class. These classes are an integral part of the life of the school. During religion class students are assisted in the understanding of the basic teachings of Christ and the Church.
- Attend and participate in school liturgies.

ELIGIBILITY FOR ADMISSION (K-8)

The basic mission of Holy Family Parish School is to provide a Catholic education for the students of the parish; therefore, preference is given to Catholic students. Non-parishioners or non-Catholics may be admitted when space is available. These students must attend faith formation classes and fulfill assignments in these classes. New students are admitted according to the following PARISH CRITERIA:

1. Children of active parishioners*; this includes siblings currently enrolled, children reaching school age, and children from families moving into the parish.
2. Children of active parishioners* currently enrolled in public schools wishing to transfer.
3. Children of Catholics (non-parishioners).
4. Children of non-Catholics families desiring a Catholic Education.

** An active parishioner is defined as someone who regularly attends Mass and can document their financial support of the parish.*

STATE OF ILLINOIS ADMISSION REQUIREMENTS

- Students in Kindergarten shall be five years of age on or before September 1st.
- Students entering first grade shall be six years of age on or before September 1st.
- All students must follow state physical examinations and immunization requirements. (See specifics under student health.)

TRANSFERS

STUDENT ADMISSION FROM ANOTHER SCHOOL

For any student enrolling in grades 1st – 8th, a release of records will be sent to the former school within 14 days of enrollment. The release request includes student information including a copy of the current report card, standardized test results, health records, discipline record, etc.

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

International students cannot be admitted without a valid F-1, L-2, J-2, M-2, or G-4 visa.

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

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

After reviewing all pertinent information, the Superintendent shall make a final decision regarding admission to the school.

Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the student. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the principal and not to exceed one semester.

TRANSFERRING OUT OF HOLY FAMILY PARISH SCHOOL

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

1. Parents must sign the necessary forms for release of records.
2. Student records will be sent to the school to which the child is transferring upon request of that school for records.
3. Fees are non-refundable.
4. Tuition refund is prorated and will be handled through the business office of Holy Family Church.
5. Those who are not in good standing will be indicated on the student transfer form.

STUDENTS WITH SPECIAL NEEDS

Holy Family Parish School does not have a special education program. Some services of the public-school district are available to eligible students. Parents of children enrolled in Holy Family Parish School are required to inform the school of any health problems, disability, or special needs. The school will make every effort to provide reasonable accommodation within the confines of its limited staffing resources.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then Holy Family Parish School reserves the right to terminate enrollment of the child. Additionally, if something happens to a child while enrolled in Holy Family Parish School, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, Holy Family Parish School reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to him/herself or to others, the school reserves the right to terminate enrollment of the child.

Parents of students wishing to be admitted to Holy Family Parish School from other schools who have previously received special education services or special services and have an Individualized Education Plan (IEP) will attend a meeting to discuss services that Holy Family cannot provide.

SCHOOL TUITION & FEES

GRADES K THROUGH 8

RATES FOR ACTIVE CATHOLIC PARISHIONERS*

STUDENT 1 = \$5,072.00

STUDENT 2 = \$2,109.00

STUDENT 3 = \$1,173.00

STUDENT 4+ = Free

*An active parishioner is defined as someone who regularly attends Mass and can document their financial support of the parish.

RATES FOR NON-CATHOLIC, NON-PARISHIONERS, OR NON-PRACTICING CATHOLICS

STUDENT 1 = \$5,753.00

STUDENT 2 = \$2,705.00

STUDENT 3 = \$2,295.00

STUDENT 4+ = Free

Payment schedule is based on 11 monthly payments starting 1st or 16th of each month August through June. All payments must be made via ACH electronic withdrawal. If the entire year's tuition is paid in full before the first day of school, there is a 5% discount on tuition. A \$200 tuition discount will be applied to your account for any families that you refer who enroll and attend Holy Family Parish School in December of the academic year.

REGISTRATION FEE

\$100 per student (non-refundable) payable upon registration before April 28, 2023. \$125 per student (non-refundable) if registering after April 28, 2023.

REGISTRATION INCENTIVES

\$50 per student (non-refundable). Payment due with registration, before April 28, 2023.

\$75 per student (non-refundable) if registering after April 28, 2023.

PRESCHOOL AND PRE-K

Full Day Program 8:00am-3:15 pm ----- \$5,460.00 per student *

Half Day Program is Monday – Friday from 8:00am-11:30am ----- \$2,800 per student*

*Child Care Connection applications are accepted for those who financially qualify. <http://www.salccc.org/> CCC recipients will be on a 10-month payment schedule from August through May and are responsible for their parent co-payment. Although we generally adhere to DCFS guidelines, our facility/program is not licensed or regulated by DCFS. We are a licensed-exempt provider.

TUITION IN ARREARS

Enrollment of a student at Holy Family Parish School includes a financial obligation for tuition and fees as outlined in the School Compact. Payment schedules are based on 11 monthly payments starting the 1st or the 16th of each month from August through June. All payments must be made via ACH electronic withdrawal through Blackbaud Tuition Management. If you have not signed up, you must enroll in ACH payments on or before open enrollment day. In addition, family accounts must always be kept current. At the end of each quarter, all tuition, aftercare fees, athletic fees, lunch fees and other miscellaneous fees must be paid. If your account is not current at the end of the quarter due to hardship, you are required to meet with the Principal regarding your outstanding balance. If you fail to contact the Principal regarding your outstanding balance, any family with an outstanding balance at the end of a semester will not be permitted to enroll for subsequent semesters at Holy Family Parish School without the authorization of the Administration. Subsequently, any family with an outstanding balance at the time of graduation will not be issued official transcripts. We realize that circumstances may arise, such as the loss of a job, which could affect your ability to meet your financial obligations. The Administration are committed to working with any family experiencing financial difficulty; however, it is your responsibility to contact the Principal to resolve it.

FINANCIAL ASSISTANCE PROGRAMS

FAITH IN OUR FAMILY SCHOLARSHIP

In an effort to make Catholic education available to more families, the Faith in our Family Scholarship has been established. Scholarship criteria is both need and merit-based. Families that would like to apply for the Faith in our Family Scholarships are not required to submit a FACTS form, but if they have previously done so, that information will be considered. In order to be eligible for this scholarship, applicants must have paid their school registration fees for the 2023 - 2024 school year. The following criteria will be used to determine eligibility: Participation at Mass, Service/Stewardship, & Financial Need (if applicable).

DIOCESAN SPALDING SCHOLARSHIP

PROCEDURES:

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application**. Filing online at <https://online.factsmgt.com/signin/42HGC> is the fastest and most direct method of submitting the **application and required supporting tax documents**. A family may also obtain a printed copy of the FACTS Grant & Aid Application from the school that their child attends or will attend and complete it according to directions. **The application and supporting tax documents must be received by FACTS by the deadline set forth in April 2023.**
- The completed FACTS application, the \$40 fee, and any required supporting documents are to be filed with FACTS according to their directions.
- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish.
- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, and required supporting documents and the fee, have been submitted to FACTS. Submit your application and supporting documents before the deadline. **Only completed applications which include supporting documents submitted on or before the deadline will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship application is available at www.cdop.org, under **Catholic Education** and then under **Financial Assistance**. Scroll to the bottom of the page and select the link to the forms.

TAX CREDIT SCHOLARSHIP

Empower Illinois is a statewide Scholarship Granting Organization created in 2017 to serve Illinois children through the state's tax credit scholarship program. Tax Credit Scholarships are need based and do not take academic performance into consideration. The application is a two-step process.

STUDENT HEALTH

STUDENT ACCIDENT INSURANCE PROGRAM

Scholastic First School Insurance Program is pleased to provide a student accident insurance plan to participating member schools for the 2023–24 school year. All full-time students are automatically covered for Excess Accident Medical Expense Benefits and Accidental Death & Dismemberment Benefits. The program is secondary or excess to all primary health insurance plans and is designed to cover copays and deductibles. A full description of coverage is available upon request. The plan provides coverage for students participating in school sponsored and supervised activities effective from August 1, 2023 through August 1, 2024.

FACULTY AND STAFF TRAINING

All employees of Holy Family Parish School have been trained according to OSHA Blood Borne Pathogen Standards. Besides following the Exposure Control Plan, the administration provides in-service education. The school encourages and provides CPR and allergy training for teachers and staff members every two years.

SPECIAL MEDICAL NEEDS

If a child has a special medical need, please inform the homeroom teacher and school office immediately. Parents and a doctor must authorize self-administration of asthma medication. Notify cafeteria manager if your child has any type of food allergy.

SELF-CARRY INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students are permitted to self-carry their inhalers or epinephrine auto-injector if parents provide the school with:

1. Requirements for the self-use of inhalers:
 - a. Written authorization from the parent/guardian for self-administration
 - b. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.
 - c. A student may possess and use the inhaler:
 - while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel
2. Requirements for self-carrying epinephrine auto-injector:
 - a. Written authorization from the parent/guardian for self-administration
 - b. Written authorization from the student's physician, physician's assistant, or advanced practice nurse, including an Emergency Action Plan and/or Individual Health Care plan on file.
 - c. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered OR a written statement from the physician, APN, or PA containing the name and purpose of the auto-injector, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine auto-injector is to be administered.
 - d. A student may possess and use the epinephrine auto-injector:
 - while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel

EMERGENCY ADMINISTRATION

The Catholic Diocese of Peoria (CDOP), Holy Family Parish School (HFPS) and its employees and agents incur no liability or professional discipline, except for willful and wanton conduct, because of any injury arising from the administration of asthma medication, an epinephrine auto-injector, or an opioid antagonist regardless of whether authorization was given by the pupil's parents or guardian or by the pupil's physician. The parents or guardians must hold harmless the CDOP and HFS against any claims, except a claim based on willful and wanton conduct arising from the administration of these medications.

PHYSICAL AND DENTAL EXAMINATIONS

Holy Family is under the direction of the Catholic Diocese of Peoria Policy, P-CDOP, D-152 "Health Examinations and Immunizations. The complete policy is located on the diocesan website (www.cdop.org) and includes information about noncompliance with the policy and objections to examinations and/or immunizations. The State of Illinois requires all Pre-

K, kindergarten, sixth grade, and all new students (coming from out of state) to have a physical exam. Students entering Kindergarten, 2nd, and 6th must have dental exams before entering these grades. Students entering preschool and kindergarten must have the results of a lead and diabetes screening recorded on the student's physical.

HEARING AND VISION TESTING

Per the requirements of the Illinois Child Vision and Hearing Test Act and the Illinois School Code, screening by Illinois Department of Public Health certified screeners is mandated at specific age and grade levels. The State of Illinois requires all kindergarten and all new students to have an eye exam from a qualified eye doctor, such as an optometrist or an ophthalmologist, before entering school. Kindergartners are exempt from this screening if the school has on record an eye examination from a qualified eye doctor and it is properly dated to reflect the current school year time frame. Testing occurs per the following schedule:

Vision screening – Pre-Kindergarten, 2nd, and 8th

Hearing screening – Pre-Kindergarten, Kindergarten, 1st, 2nd, and 3rd

Vision and hearing screening mandates also apply to all teacher referrals and children new to the school.

IMMUNIZATIONS

A complete immunization record must be on file for each student in the school. Students entering school must have proof of immunization by the entrance date. Students enrolling after the beginning date must present the immunization record and their latest health examination. For medical reasons, one or more required immunizations must be given after the first day of school, and the student shall then present a schedule to the administration of the immunization and a statement of the medical reason for the delay on the first day. Waivers must be signed/documentated by a physician or clergy member. If requirements for health examinations and immunizations have not been met by October 15, that student will be excluded from school.

These are the **minimum requirements** to be compliant with the rules for school entry. The Department of Public Health and your doctor may recommend additional immunizations and exams for your child.

Preschool & Pre-Kindergarten

- Physical Exam
- Diphtheria/Pertussis/Tetanus (Complete)
- Polio (Complete)
- Measles/Mumps/Rubella (Approved Schedule)
- Lead Poisoning Screening Assessment
- Hepatitis B (Series of 3)
- Varicella Vaccine or Date of the Chicken Pox Disease

Kindergarten

- Physical, Eye, and Dental Examination
- Diphtheria/Pertussis/Tetanus (Complete)
- Polio (Complete)
- Measles/Mumps/Rubella (Approved Schedule)
- Lead Poisoning Screening Assessment
- Hepatitis B (Series of 3)
- Varicella Vaccine or Date of the Chicken Pox Disease

2nd Grade

- Dental Exam

6th Grade

- Physical and Dental Examination
- Measles/Mumps/Rubella (Complete)
- Hepatitis B (Complete)
- Diphtheria/Pertussis/Tetanus (Complete)
- Meningococcal Meningitis Booster

ILLNESS, ACCIDENTS, OR DISEASE EXPOSURE

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency form will be contacted. This process is channeled through the office. Parents are also notified if a child has been exposed to lice or other contagious contact. If a student has a fever, he/she should not return to school unless they have been free from a fever for a 24-hour period.

MANAGEMENT OF MEDICATION IN SCHOOL

No over-the-counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may self-administer the listed over the-counter medication(s). If it is determined that the student should receive prescribed or over-the-counter medication(s) at the school, the procedures are as follows:

1. Signed and completed School Medication Authorization Form, which must be updated annually.
2. All medications must be provided by the parents in their original container, labeled specifically for the child intended, and self-administered by the student.
3. For prescription medication, written orders are to be provided to the school from the physician detailing:
 - a. Name of the student.
 - b. Type of disorder.
 - c. Name of the drug.
 - d. Dosage amount.
 - e. Time interval in which the medication is to be taken.
 - f. An emergency number where the physician can be reached. All medication is brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office personnel will decide.
 - g. Medication may not be kept in book bags, lunchboxes, or classrooms. Students are permitted to carry their inhalers or epinephrine auto-injector if parents provide the school with:

Requirements for the self-use of inhalers:

- a. Written authorization from the parent/guardian for self-administration
- b. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.
- c. A student may possess and use the inhaler:
 - while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel

SELF-ADMINISTERED ASTHMA MEDICATION

Under the Illinois School Code, Section 22-30, students with asthma can keep their inhalers with them. To allow this, the school in accord with the state statute, requires all the following before it can give effect to request and authorization:

1. A written authorization from the parents of the student.
2. A dated parent signature agreeing to the statement, contained in the School Medication Authorization Form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication.
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students because of possessing this medicine may result in disciplinary action by Holy Family Parish School.

Additionally, under Illinois law, Holy Family's employees and agents incur no liability, except for willful and wanton conduct, because of any injury arising from an administration or student's self-administration of medication or epinephrine auto-injector.

D-154
P-CDOP

MEDICAL CANNABIS

Diocesan schools shall allow a parent, legal guardian, or any other individual registered with the Department of Public Health as a designated caregiver of a student (who is a registered qualifying patient) to administer a medical cannabis infused product to the student while on school premises or before or after normal school activities, including while the student is being transported on a school bus or is attending before- or after- school care on school property.

All medical cannabis infused products administered at Diocesan schools pursuant to this policy must have been purchased by a qualifying patient/caregiver from a licensed dispensing organization, must be in a verifiable container from a licensed dispensary, must be properly labeled with qualifying patient information, and must be packaged according to the Compassionate Use of Medical Program Act.

Under this policy, acceptable medical cannabis infused products include oils, ointments, foods, patches, and other products that contain usable cannabis and are supported by applicable law(s). Medical cannabis infused products may be ingested orally, applied topically, dissolved under the tongue, or administered in another manner supported by applicable law(s). However, medical cannabis products may not be smoked or vaped at any time, in any circumstance pursuant to this policy.

The Cannabis Regulation and Tax Act (the "CRTA") prohibits the possession or use of marijuana, in any form, on a school bus, on the school grounds of any preschool, primary or secondary school, in a public place or knowingly in close physical proximity to anyone under the age of 21 by anyone who is not otherwise authorized under the Compassionate Use of Medical Cannabis Program Act. The Diocese of Peoria Catholic schools abides by the CRTA.

Adopted: 6/2020

D-154
AR-OCS

The administration of medical cannabis by the designated caregiver (parent/guardian/caregiver) is contingent upon the following conditions:

- Both the student (as a qualifying patient) and the parent/guardian/caregiver (as a designated caregiver) have valid registry identification cards under the Compassionate Use of Medical Cannabis Act and provide copies to the school.
- After administering the medical cannabis, the parent/guardian/caregiver removes the cannabis product from the school premises/property or from the school bus.

In addition to the designated caregiver (parent/guardian/caregiver), the school shall allow a school administrator and/or school nurse to administer medical cannabis infused products to students who are registered qualifying patients. The administration of medical cannabis by a school administrator or nurse is contingent upon the following:

- A copy of the valid registry identification card of the student as a registered qualifying patient and the parent or guardian as a registered designated caregiver are filed in the school office. Copies of the cards are retained by the school in a manner consistent with the requirements of all applicable laws and policies.
- Written authorization from the parent or guardian (registered caregiver) specifying the time or special circumstances in which the cannabis product must be administered is filed in the school office. Authorization documents are retained by the school in a manner consistent with the requirements of all applicable laws and policies.
- Personnel who elect to administer medical cannabis infused products complete training on the administration of medical cannabis infused products before they administer the cannabis products to any students. The training is completed annually and records documenting the training and completion of the same are submitted to the administration and retained in a manner consistent with the requirements of all applicable laws and policies.
- All medical cannabis infused products stored on the premises of Diocesan schools pursuant to this regulation are stored at all times in a manner consistent with the storage of other student medications and are accessible only by school administrators and/or school nurses.

In addition to the above, the school may authorize a student to self-administer medical cannabis infused products. A student's self-administration of medical cannabis is contingent upon the following:

- A copy of the valid registry identification card of the student as a registered qualifying patient and the parent or guardian as a registered designated caregiver are filed in the school office. Copies of the cards are retained by the school in a manner consistent with the requirements of all applicable laws and policies.
- Written authorization from the parent or guardian (registered caregiver) specifying the time or special circumstances in which the cannabis product must be administered is filed in the school office and is updated/submitted for re-approval at the beginning of every school year. Authorization documents are retained by the school in a manner consistent with the requirements of all applicable laws and policies.
- The student self-administers the medical cannabis infused product under the direct supervision of a school nurse or school administrator.
- All medical cannabis infused products stored on the premises of Diocesan schools pursuant to this regulation are stored at all times in a manner consistent with the storage of other student medications and are accessible only by school administrators and/or school nurses.

The Diocese and Diocesan schools reserve the right to prohibit the administration of medical infused cannabis products on school premises or before or after normal school activities, including while students are being transported on a school bus or are attending before- or after- school care on school property, if the administration determines that it would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Neither the Diocese nor any Diocesan school will discipline a student who is administered or who self-administers a medical cannabis infused product pursuant to this regulation and in compliance with this policy and all applicable laws. Furthermore, neither the Diocese nor any Diocesan school will deny any student's eligibility to attend a Diocesan school

solely because the student requires the legal administration of a medical cannabis infused product in accordance with this policy and the law.

Nothing in this regulation requires a member of the Diocesan's personnel, including its nurses or administrators, to administer a medical cannabis infused product to a student.

Nothing in this regulation requires the Diocese or a Diocesan school to allow the administration of a medical cannabis infused product if doing so would cause the Diocese or school to lose federal funding.

Adopted: 6/2020

FAMILY SERVICE AGREEMENT

For Holy Family Parish School to continue to offer quality programs to our students at an affordable tuition, we have created a Family Service Agreement. All registered school families are required to participate in the program. Your participation will help ensure the existence of many programs that may not be available without volunteers, thereby enriching the experience of each student at Holy Family Parish School. Added benefits include awareness of school activities, meeting new people, helping to raise funds needed by the school, and increased involvement in your child's education.

All families must support the parish/school ministries with a minimum least 30 service hours (per family) during the school year. Families with only a Preschool/PreK student are required to volunteer a minimum of 15 service hours. Parents, grandparents and guardians (and other adult family members upon approval from the administration) of Holy Family students may contribute to the family service hour requirement.

All service hours must be completed by June 15th of each year. Incomplete service hours may affect the amount of financial assistance you are awarded for the upcoming school year.

NOTE - All volunteers must complete the following:

- Diocesan Safe Environment Training Program
- Diocesan Safe Drivers Training Program
- DCFS & C.A.N.T.S Background check.

Each family needs to add volunteer hours onto their family participation index card when they have completed an activity or task. This will ensure credit to your family's total for time volunteered. Volunteer hours will be reviewed at the end of each quarter. **Please remember that it is your responsibility to fill out the parent participation card for credit. The parent participation box is located outside the school office.**

PARENT'S ROLE IN EDUCATION

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

We, at Holy Family Parish School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, socially and psychologically. Your choice of Holy Family Parish School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child

unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Family Parish School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major test, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of being.

PARENTS AS PARTNERS

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child, if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken or the parent/guardian is not aligned with our school mission.

As partners in the educational process at Holy Family Parish School we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school each day on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day
- Parents are to report to the school office prior to meeting with a teacher before, during, or after school.
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student
- To notify the school when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health

- To complete & return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

ARRIVAL AND DISMISSAL TIMES

Due to lack of supervision and safety, children are **NOT TO BE DROPPED OFF AT SCHOOL BEFORE 7:40 A.M.** Supervision before school is provided only from 7:40 – 8:00 am. in the gym and breakfast in the cafeteria. All students should report to the gym by 8:00am. Students should sit by homeroom in the designated area and may talk/socialize with each other. Active playing and running around is not permitted. **Please see below for specific arrival and dismissal procedures.** If a child arrives before 7:40 A.M., he/she will be sent to Before Care and charged accordingly (Exception: Fees will be waived for morning altar servers.)

6:45 a.m.	Before Care Program Begins
7:30 a.m.	School Office Opens
7:40 a.m.	School Supervision Begins
8:00 a.m.	School Begins
11:10-11:50 a.m.	A Lunch/Recess (K-2)
11:50-12:30 a.m.	B Lunch/Recess (PS, PK, 3, 4)
12:30-1:10 p.m.	C Lunch/Recess (5-8)
3:15 p.m.	School Ends/Dismissal
3:45 p.m.	Office Closes
6:00 p.m.	After Care Program Ends

All students are to be dropped off or picked up at the front entrance, unless attending Before Care (Door #6).

Parents are asked not to escort their children to the classrooms but are welcome to join the students in the gymnasium with their class for morning prayer.

ABSENCES

School attendance is a prerequisite for successful learning. Students are required to attend school each day and be on time. **PARENTS ARE REQUIRED TO PHONE THE SCHOOL OFFICE at (309) 688-2931 or email absent@peoriahfs.com TO REPORT ABSENCE or tardy BEFORE 9:00 A.M.** If a student's absence or tardy has not been reported by 9:00 A.M., a call will be made by the school office to determine the reason for the absence. Any student absent for more than three consecutive days due to health reasons, a doctor's note will be required to return to school. If your child is absent 10 or more days in any grading quarter without a serious illness and a doctor's written excuse will be contacted by Administration to discuss ways of improving attendance. Excessive absences of 20 days or more may jeopardize promotion to the next grade level and enrollment status. Per state law, it may also be reported to the truancy officer at the Office of the Regional Superintendent of Schools.

Any student arriving after 10:00 am or leaving after 10:00 am will be marked a half-day absent except for a doctor's appointment. A student who arrives late or leaves early for a doctor's appointment will not be counted as an excused absence or tardy if the student brings a doctor's note. Students are responsible for making up class work that has been missed. Students have one day to make up work for each day of an excused absence.

EARLY DISMISSAL BY PARENT REQUEST

All parental requests for an early dismissal should be communicated via phone or in writing and must be shown to the homeroom teacher and secretary. Children will be released from school only upon the personal or written request of a parent or guardian.

The main door should be used by parents if the student is tardy or has a pre-arranged early meeting with a teacher. Students also use this door when they are waiting to be picked up during school hours.

MEDICAL APPOINTMENTS

Parents are asked to schedule medical and dental appointments for non-school hours/days whenever possible.

TARDINESS

Respect for the learning atmosphere requires that students be on time for school. Morning prayer, the Pledge of Allegiance, and daily announcements begin immediately following the 8:00 am Opening Bell. **There is no tardy bell.** Therefore, all students arriving after 8:00 am will be considered tardy and **must first report to the main office** to marked tardy.

A student who arrives tardy with a parent/guardian, a note or a phone call is considered as having an excused tardy.

If tardiness is frequent or habitual, more than 5 days in any grading quarter without a serious illness and a doctor's written excuse will be contacted by Administration to discuss ways of improving tardiness. The discipline plan further explains student consequences for excessive tardiness. Excessive tardiness of 10 days or more may be reported to the truancy officer at the Office of the Regional Superintendent of Schools and may jeopardize current/future enrollment.

HOMEWORK PICK-UP

Please send an email to your student's teacher if you would like work sent home with a sibling or neighbor. Make-up work should be picked up after school is dismissed. Please do not ask teachers to gather a student's homework for pick-up during the school day. Homework is placed either on the white shelves under office window or on the bench in the breezeway.

FAMILY VACATIONS

The school calendar provides ample vacation time at Christmas, Easter, Spring Break, summer and weekends. The school discourages vacations or trips taken during the school year. Valuable instruction time is lost, and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue can never be replaced by the assignment of extra written work.

- If parents do plan a family vacation during school time, parents assume the responsibility of seeing that their children are instructed in the material presented in their absence.
- Class work and homework given during the student's absence are expected to be completed.
- Teachers are **not** required to make individual or special assignments prior to the student's departure.
- Teachers are **not** required to prepare lessons in advance, to provide assignments for the vacationing student or tutor the child when he/she returns.

ENTERING & DEPARTING SCHOOL GROUNDS

We ask that you read these guidelines carefully and follow them as they are very important for the safety of your children. *ALL* car riders should be picked up in the parking lane rather than the street.

PLEASE DRIVE SAFELY leaving the parking lot and *WATCH* for other children crossing to their cars.

- Drop-off and Pick-up will take place in the lane designated by cones with the flow of traffic in one direction with one entrance and one exit.
- Please park on the south side of the school on Reservoir Boulevard if you need to come in the school building and schedule meetings with teachers after 3:30 pm.
- ***Parents and guardians are always welcome to join us for morning and afternoon prayer in the gymnasium.***

DROP OFF AND PICK-UP PROCEDURES

For the safety of all children the following procedure will be followed:

1. Teachers and students will dismiss to the gym area at 3:05 pm
 - a. Supervisors will be at the main front entrance and will notify teachers in the gym which families are waiting in the pick-up lane.
 - b. Those students will be released to their parents or pre-arranged ride at that time.
 - c. Once students are in those specific vehicles, they may exit the parking lot.

BEFORE & AFTER CARE PROGRAM

The Care program at Holy Family Parish School is available to students' grades PS-8 during the following time periods:

BEFORE SCHOOL CARE 6:45 am – 7:40 am

AFTER SCHOOL CARE 3:15 pm – 6:00 pm

HALF-DAY CARE 11:30 am – 6:00 pm

The programs operate on days when school is in session. When half-days of school are scheduled, the program operates from dismissal time until 6:00 pm. Care program students may be dropped off and picked up at Door #6.

If your family will be utilizing our Care program, parents will need to fill out the registration packet and pay the \$30 registration fee. Families who use the program will only be charged when their children attend before or after care. Balances must be kept current, and payments must be paid on a minimum of a monthly basis, see registration form. We do accept Child Care Connections to help cover the cost of our Care program for children twelve years of age and under if your family qualifies.

*Although we generally adhere to DCFS guidelines, our facility/program is not licensed or regulated by DCFS. We are a licensed-exempt provider.

LUNCH PROGRAM

We are part of the National School Lunch Program (NSLP). We encourage students to eat breakfast and hot lunch as it is nutritionally balanced and governmentally approved and monitored.

If your child is a recipient of our free/reduced lunch program and brings a cold lunch and orders a milk, they will be charged \$.40 for the milk. Payments can be made through TeacherEase or sent to the school office.

Breakfast times are 7:40 am – 7:55 am, and lunch times are 11:10 am – 11:30 am, 11:50 am – 12:10 pm, and 12:30 pm – 12:50 pm.

Costs:

Full Breakfast \$1.75

Full Lunch: \$3.00

Milk \$.40

In addition:

- Students who bring cold lunches may purchase milk.
- For safety reasons, students are not allowed to bring any glass containers.
- Pop or energy drinks are not to be brought to school.
- Students are not to bring lunches that need to be microwaved.
- Parents shall not bring lunches for their children from carry out restaurants.
- Students are not to exchange food from each other's trays.

MENU

The menu is published at the beginning of each month and sent home in family folders and electronically. The menu may also be accessed through TeacherEase and the school website. Weekly menus are also published in the school newsletter.

FREE/REDUCED LUNCHES

Families whose gross income is at or below the levels set by the state each year may be eligible to receive either free or reduced-price meals. Application forms may be obtained from the Lunch Program Director or the school office at any time during the year. All information is strictly confidential.

CAFETERIA PROCEDURES

Students pray the Blessing before Meals in the classrooms prior to lunch. Students on all shifts come to the cafeteria in single file. Each teacher accompanies his/her class until they are seated in their assigned area. Students who misbehave in line will be asked to go to the end of the line. All students are expected to practice good manners and follow all of the cafeteria rules.

RECESS

Recess is an excellent opportunity to train the children in good sportsmanship, thoughtfulness, and consideration for others. Students are not allowed to bring toys or recess equipment from home. When snow is on the ground students should wear boots or have a change of shoes. When playing outside in the winter weather, students should have their heads covered. (Stocking caps or hoods) When raining or the temperature is extreme [wind chill factor is below 20 degrees,] students will remain indoors or will go out for a very short period of time. Every student is expected to go outside for recess. If they are well enough for school, they are well enough to go outside. A parent can provide a written excuse up to three consecutive days before a physician's note is required, also applicable to P.E. and dance class.

All Students must:

- **BE RESPECTFUL** to the supervisors and follow their directions and discipline requests – knowing that he/she has the delegated authority of the principal.
- **REPORT** to the nearest supervisor any difficulties, misbehavior, or accidents.
- **LINE UP QUICKLY AND ORDERLY** for entry into the building when the bell rings.

Students may not play on:

- the sidewalks and grass areas near the rectory and church.
- neighbors' properties
- top of snow mounds or on ice patches
- standing water

Students are not permitted to:

- have food, drink, or gum on the playground
- tackle, wrestle, fight, or use strong, aggressive actions
- “pretend fight”
- use bad language
- gamble
- climb on the soccer goals
- bring toys from home
- walk on the picnic tables slides, or crossbeams of equipment
- throw any item that is not a physical education recommended ball
- throw snowballs or play on patches of ice
- play near windows or throw/kick balls toward windows
- leave the playground without the permission
- come back into the building during recess without permission

To assure cooperation, respect, and obedience during play time (outside or inside), consequences for students who choose to violate the above guidelines will be administered in accordance with the school discipline policy.

COMMUNICATION

CONFIDENTIALITY AND PROFESSIONAL CONDUCT

All Holy Family Parish School faculty and staff members are expected to maintain the highest standard of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and Holy Family employees share that responsibility. All Holy Family faculty and staff members are reminded that professional standards for confidentiality should be adhered to always. Holy Family Parish School employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. Should there be a question about the confidential nature of information, please see the Principal for clarification. The administration will discuss significant violations with the faculty and/or staff member, document accordingly, and add to personnel files. Professionalism is a responsibility of all Holy Family faculty and staff.

Holy Family has the right, but not the duty, to inspect, review or retain electronic communication created, sent, displayed or received that includes reference to Holy Family Parish School. The Principal and Pastor are hereby granted the authority to create additional administrative regulations, procedures and rules to carry out the purpose of this Social Media Policy. Use of the Holy Family name and/or logo by any unauthorized persons is prohibited.

METHODS OF COMMUNICATION

PHONE

During the school day, dial 688-2931 to reach the school secretary.

VOICE MAIL

The Principal, secretary, and the cafeteria are available through the school voice mail system. You may leave a message at any time, and your message will be addressed as soon as possible. If you would like to leave teachers or staff a voicemail, use phone number 688-2931. Choose the correct option for the above staff members.

EMAIL CONTACT

Teachers have limited access to their email while they are teaching. A response may not be immediate. Emails received outside of school hours may not be returned until the teacher has an opportunity the next workday.

EMERGENCY NOTIFICATION SYSTEM

The school uses a voice/phone notification system to communicate important messages to families. **All parents listed in School Messenger will receive general information calls. IN CASE OF AN EMERGENCY, ALL NUMBERS WILL BE CALLED. It is extremely important to keep telephone numbers current in TeacherEase.**

SCHOOL NEWSLETTER

Weekly school information and event announcements are compiled into a school newsletter and sent home every Friday in the family folder. Because some announcements are time sensitive, the school office will, on occasion, send an email home on a day other than Friday. All documents can also be accessed on the school website and TeacherEase Parent Portal.

WEBSITE INFORMATION

HOLY FAMILY PARISH SCHOOL WEBSITE

Found on-line at school.peoriahollyfamily.com. Available information about all things school-related on this one-stop information resource.

TEACHEREASE

Holy Family Parish School uses a web-based school administration system called TeacherEase to enhance communication among teachers, parents, and students. TeacherEase is a fully integrated information system, and can be accessed 24/7 from work, home, school or on the road. TeacherEase is the **MAJOR** source for school information and must be checked by all school families on a regular basis.

TeacherEase provides parents and students password-secure access to Holy Family Parish School student information such as:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Lesson Plans
- Medical Info
- Homework
- Missing Assignments
- Discipline
- Other Information

PARENT TEACHER CONFERENCES

Conferences may be initiated by either the parent or teacher at any time. Appointments should be scheduled for the convenience of both parties. Parents and teachers are encouraged to use this form of communication. Parents are asked to make requests for conferences by note, email, or voice mail.

One formal conference is scheduled for all students during the first quarter. Parent-Teacher conferences for K-8 can be held with students attending the conference. It is crucial that students continue to be involved in planning and assessment of their success. Since conferences are a professional event, siblings are not to be in the room during conference times.

USE OF STUDENT PICTURES

Student pictures and student work are frequently used in school publications and on the school's website/Facebook. Parents must sign a form to allow or deny permission for students' pictures or their work to appear in school publications and on the school website.

SCHOOL PROPERTY

CARE OF BOOKS

All hardbound and some soft bound textbooks are on a loan basis. Teachers may examine textbooks at any time and charge a fine if the book is damaged. If a mark, bends pages or cover, or damages the book in any other way, he/she will be asked to purchase a replacement text.

CARE OF STUDENT TECHNOLOGY, DESKS, CHAIRS, PROPERTY, ETC.

As with all school property, students are responsible for taking good care of their technology, desks and chairs. If these are scratched, marred, or broken by the student, a fine will be set according to the cost of the item. As a 1:1 school, each student is assigned a Chromebook. Technology Lease Agreements must be signed by parents and students annually.

LIBRARY

Pre-K students may check out one library book for a one-week period. Kindergarten students may check out two library books. 1st – 3rd grade students may check out two library books and 4th – 8th grade students may check out three library books for a two-week period. Books may be renewed once for an additional two-week period. If books are overdue or there are outstanding fines, no new books may be checked out or renewed. A replacement fee will be charged for lost books. Report cards may be withheld until all books are returned and fines paid.

USE OF TECHNOLOGY

Holy Family Parish School is committed to combining technology with a restructured learning environment. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student – one that enhances learning, instruction, and management. Computers are integrated into the curriculum to teach/reinforce skills and concepts. Students have networked access to the internet as directed by the teacher and individually as authorized by the parents in accordance with the Acceptable Use Policy. All persons using the Holy Family computer system are required to read the policy annually. Signatures are required at the end of this Handbook also apply to adherence to the Acceptable Use Policy and Diocesan Policy C-404.

Holy Family Parish School utilizes a software program, called Impero, that supports our efforts in keeping your student safe and helping him/her grow in body, mind, and spirit. This software allows teachers to track students who are using their school assigned Chromebooks. Teachers are alerted of any safety concerns as well as any mental health concerns. The internet is full of distractions and this software also works as a classroom management tool, making it easier to maintain control and keep students focused. Teachers can easily identify students who are off task and remove online distraction with real-time monitoring and restrict browsing functionality. As students spend more time online for learning, the possibility for online harm increases. The wellbeing portion of the program addresses this issue and provides a further level of internet safety for schools with powerful keyword detection tools to capture, record and identify early warning signs of harmful online behavior.

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

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

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

Holy Family Parish School (hereafter referred to as HFPS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. HFPS computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of HFPS. HFPS has the duty to investigate any suspected violations of this policy.

- Access to the Internet must be related to a student's class work responsibilities, or for education or research, and be consistent with the educational objectives of Diocese of Peoria and school.
- The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final.

If a user encounters questionable content, he/she should immediately report it to a teacher/Principal/System Administrator to protect them against a claim of international violation.

- If a parent feels there are other areas that are inappropriate for their child(ren), the parents are expected to communicate that information to their students. The school expects students to respect those instructions.
- Some examples of unacceptable use include but are not limited to:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - Unauthorized downloading of software, regardless of whether it is copyrighted;
 - Invading the privacy of individuals.
 - Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - Using pseudonyms or anonymous sign-on
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Diocese of Peoria and/or school;
 - Using inappropriate language;
 - Use of any proxy sites to access sites that are restricted by the normal course of the network; HFPS will lock down the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.
 - Damaging computers, computer systems, files, programs, of networks;
 - Vandalizing or damaging the property of another individual, including data files; employing the network for commercial purposes (i.e. to buy or sell items).
 - Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.). Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
 - Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
 - Students may not permit or encourage any other individual or entity from creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for the school, Diocese of Peoria, or from photographing, video graphing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.
 - Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.
 - The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

PARENTS RESPONSIBILITY USING SOCIAL MEDIA

Holy Family Parish School recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that our administration, faculty/staff, parents, students and volunteers join and help shape the way our school is perceived

in the community via interaction in social media. The following guidelines are provided to help make appropriate decisions about utilizing various forms of social media.

- Facebook pages and Websites created independently and not administered by a school employee or parish member may not use the words **Holy Family Parish School or Holy Family Church** in any manner.
- Social media sites using the Holy Family Parish School name may not be created without permission.
- Under no circumstances should offensive comments be made about students, teachers, other parents, staff or the school in general. Deroqatory comments are prohibited and will be dealt with by the Principal.
- Do not use any school logo or image without permission.
- Never discuss sensitive school matters using social media.
- Online posting and conversation is not private. Do not share confidential information, internal school discussions or specific information about students, staff, or other parents. Everyone is personally responsible for the content they post, share or respond to on-line.
- Classroom parent groups must add school administrator to the account.
- Public postings on social media should not be used to challenge or ridicule the Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.

GOOGLE APPS FOR EDUCATION

Apps for Education includes web-based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for Holy Family students and teachers. Apps for Education is intended for educational use only. The permission form describes the responsibilities of the school, students and parents in using Apps for Education on the school domain.

CHILD INTERNET PROTECTION ACT (CIPA)

The school is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information.

RIGHT TO PRIVACY IN THE SCHOOL SETTING ACT

- a. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking site**;
- b. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
- c. The school may require a student to share content in the course of such an investigation.

Holy Family Parish School will only publish directory information via TeacherEase, our school management system. This is an internal parent portal that is password protected.

- The School will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The School may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.

ADDITIONAL POLICIES

INSPECTION POLICY

Individuals entering upon the premises of the school – whether students, employees, or guests – are expected to conduct themselves in keeping with the established norms for personal conduct. To provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors on the school's premises.

Included with this policy is the right to inspect the following:

- desks
- book bags, knapsacks, briefcases, athletic bags, or similar carriers brought onto or existing on the school premises
- vehicles on school premises
- clothing (with appropriate safeguards for the individual's personal privacy)
- other property (whether school, student, visitor) existing on school premises

CELL PHONES

Students are not authorized to display cell phones during the school day. Cell phones must be turned off during the school day and stored in bookbags or lockers. A student who displays a cell phone during the school day will be required to turn it in to the office and the parent is responsible for picking it up.

DRUG AND ALCOHOL PREVENTION

Holy Family Parish School supports the diocesan policy on substance abuse and recognizes the importance of prevention programs. We recognize that the use of drugs for nonmedical purposes is detrimental to the physical health, psychological development, and educational progress of students. Holy Family Parish School incorporates within the curriculum programs guidelines and experiences which promote the social and emotional growth of children, disseminate information, and encourage positive self-esteem. The faculty strives to achieve the following goals at all grade levels:

1. Enhance students' self-awareness and self-esteem.
2. Develop competencies for coping with personal and social pressures.
3. Develop decision-making and problem-solving skills.
4. Expand ability to express one's own point of view and accept another's.
5. Develop ability to "just say no."

6. Develop ability to create alternatives to conflict resolution situations.
7. Develop ability to deal with anger constructively.
8. Increase students' knowledge of the contents of drugs and the legal, physical, and psychological ramifications of usage at age-appropriate levels.
9. Provide assistance and support to students who may be on drugs
10. Continue to provide programs that include:
 - o speakers/activities on appropriate prevention topics
 - o timelines and structures for K-8 presentations
 - o administration/teacher/staff leadership in easing teasing and bullying
 - o consultation with the counselor
 - o classroom sessions on anger management
 - o use of "success" cards and rewards certificates
 - o constant use of positive reinforcement

DRUGS AND ALCOHOL POLICY

Students are prohibited from possessing, using, or being under the influence of alcohol or drugs while at school or at any school-related function. Included with the prohibition are the following:

1. Purchase, use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
2. Storing in a book bag, desk, clothing, or other repository on school premises or about any school-related activity any drugs, drug paraphernalia, or alcohol.
3. Being under the influence of drugs or alcohol on school premises or about any school-related activities.

The administration reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use, or other information giving rise to suspicion of violation of this policy. A student's failure to cooperate in testing required by this policy may result in disciplinary action up to and including expulsion from the school.

VIOLATION OF DRUGS AND ALCOHOL POLICY MAY RESULT IN ANY OF THE FOLLOWING:

1. Required participation (at the expense of the family) in drug/alcohol assessment by certified drug/alcohol professional or by a drug/alcohol treatment facility and requirement to follow the recommendations which result there from.
2. Student may be suspended at home from school for a week.
3. Student may be required to participate in counseling as recommended.
4. Student may be expelled.

Families are required to provide documented results of 1 and 3 above.

TOBACCO/VAPING PROHIBITION

Holy Family Education Commission prohibits the use of tobacco or vaping on the entire parish/school grounds, including the school, gymnasium, cafeteria, and all outdoor areas (parking lots, playground, etc.) when such property is being used for any school purpose.

BATTERY AGAINST SCHOOL PERSONNEL

The school administrator will immediately notify local law enforcement officials concerning battery committed against school personnel. The administrator will also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS) in IWAS on a potentially dangerous subject who has communicated a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or demonstrated threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

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.

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, 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) a weapon at school or any school-related function shall, at the discretion of the Pastor and Principal, be subject to immediate expulsion.

"Weapons" is defined as any object, device, or instrument that has been designed, created, adapted, or used for 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)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alike, stun guns, toy gun, or other toy weapons and replicas of weapons
- Any knife or blade including switch blades, pocketknives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club-like object, including Billie sticks, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices, including nunchakus, clackers, Kung Fu sticks, batons, chains, etc.
- Projectiles, including shuriken and similar pointed star-like objects, arrow, 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 any time whosoever 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.

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:

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.

The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.

The principal shall immediately notify a local law enforcement agency of firearm or drug incidents on school grounds. If a student is in possession of a firearm or illegal drugs, the principal shall also immediately notify the student's parent(s) or guardian(s), who will be required to remove their student from the school grounds.

The principal shall notify the Illinois State Police within three days of any firearm or drug incidents at the school, as well as battery against any school personnel through the School Incident Reporting System (SIRS) in IWAS.

The student shall be suspended pending the completion of an administrative review of the events.

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.

A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.

In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as:

1. Is the violation merely technical in nature (e.g., squirt guns)?
2. Was the weapon displayed or used in a threatening manner?
3. Has the weapon caused any harm, injury, destruction, or damage?
4. Is the weapon commonly used by people for purposes other than use as a weapon (e.g., table knife)?
5. Did verbal threats precede the possession of the weapon?
6. Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?

The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.

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.

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.

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.

EMPLOYMENT OF FACULTY AND STAFF

BACKGROUND CHECKS

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer working in the school. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. (C-400, P-CDOP, rev.: 9/07).

CATHOLIC DIOCESE OF PEORIA HARASSMENT POLICY – C-401, P-CDOP

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, 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.

DEFINITIONS

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
4. such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included

within the term "harassment" as used herein and shall be handled under this policy. (Catholic Diocese of Peoria Policy, Adopted: 3/08)

Policy Note: Procedural guidelines for this policy may be found on the Catholic Diocese of Peoria website.

HIRING/TERMINATION OF TEACHERS (C-111, P-CDOP)

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, biological sex, age, or physical handicap in the hiring of teachers.

Private tutors who deliver instructional services to students on school property must be employed by the school.

Administrators must contact the Office of Catholic Schools prior to the termination of any teacher.

Policy Note: Procedural guidelines for this policy may be found on the Catholic Diocese of Peoria website.

NON-DISCRIMINATION IN EMPLOYMENT (A-105, P-CDOP)

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

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

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

Holy Family Parish School follows Diocesan policies relating to non-discrimination in employment.

DIOCESE OF PEORIA SEXUAL ABUSE POLICY OF MINORS BY PRIESTS OR DEACONS OR BY LAY EMPLOYEES OR VOLUNTEERS (OCS POLICY C-402)

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 the emotional well-being of those who have been sexually abused and of their families.

In addition, the Bishops work with civil authorities, parents, educators, and various organizations in the community to make and maintain a safe 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. Sexual abuse of a minor also includes the acquisition, possession or distribution of pornographic images of minors for the purposes of sexual gratification. 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 probability that an incident occurred or has been perceived as having occurred. As described in these Policies, the determination that an allegation, accusation, or information is "credible" is the result of a consultative process, and is the opinion of the Diocese, it is not a legal determination.
- "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.
- "Allegation" means any information or report received by or in possession of the Diocese suggesting possible sexual misconduct against a minor. An allegation does not have to be in the form of a direct report from an individual victim, but can be from any source, including third-party reports, anonymous reports or documents.

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/Administrators 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 in their file. 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 maintains 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 warning signs of possibly abusive behavior.
2. The Bishop of Peoria appoints a Safe Environment Director, charged with operation of the Safe Environment Program and education training and monitoring of programs.
3. Prior to beginning service, all Church personnel are required to undergo a background check.
 - a. All clergy, religious, and employees, as well as volunteers who work with children will complete a DCFS CANTS background check.
 - b. Digital fingerprints with both FBI and Illinois State Police results are required for all clergy, religious, and school employees.
 - c. Parish employees and all volunteers who work with children will complete an electronic criminal history check through Selection.com.

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. The Diocese is committed to providing victims of such misconduct with appropriate pastoral care and professional assistance to address these consequences of abuse by any personnel of the Diocese. The Victim Assistance Coordinator, appointed by the Bishop, coordinates assistance for persons who report to have been sexually abused as minors. It is the policy of the Diocese that victims must be treated justly.
2. The Victim Assistance Coordinator shall promptly contact any individual who reports having been sexually abused as a minor by any personnel of the Diocese. 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 are available to provide appropriate assistance to persons making an allegation 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, as agreed upon between the victim and the Diocese.

C. SEXUAL MISCONDUCT REVIEW BOARD

1. The Diocese maintains a Review Board which functions 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 is appointed by the Bishop and 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 are laypersons who are not in the employ of the Diocese. At least one member is 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 appoints the members. The Promoter of Justice participates 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. All persons, whether parishioners or Church personnel, who have actual knowledge of, or have reasonable cause to suspect an incident of sexual abuse by any Church personnel, have a serious moral obligation to report the incident or allegations to civil authorities. First and foremost, any individual should contact the Illinois Department of Child and Family Services at 1-800-252-2873. A report should also be made to the Victim Assistance Office at 309-677-7082.
- 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. Under Illinois law, certain personnel are considered mandated reporters and must report to the Illinois Department of Children and Family Services (DCFS) any situation in which they have reasonable cause to suspect physical or sexual abuse of a minor. (See Section XI, below) Failure to report may result in disciplinary action.
- D. Reports of sexual misconduct involving bishops of the United States and reports of their intentional interference in a sexual misconduct investigation should be made to the Catholic Bishop Abuse Reporting Service (CBAR) by calling 1-800-276-1562 or reporting online at www.ReportBishopAbuse.org.
- E. If a cleric is advised in a confessional setting of sexual abuse, 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. PROCEDURES FOR INVESTIGATION OF ALLEGATIONS

A. REQUIREMENTS OF INVESTIGATION

When an allegation of sexual abuse of a minor is received, an 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).

An allegation of sexual abuse of a minor received against a cleric whose name is already on the list of credibly accused clerics is investigated no differently than if the accused cleric had no previous accusation. The same intake procedures are followed, all allegations are reported to the appropriate civil authorities, the same investigative steps will be taken and the same pastoral care will be offered to the victim. The allegation will not go before the Sexual Misconduct Review Board, however, since the cleric has already been removed from ministry.

An allegation of sexual abuse of a minor received against a deceased, resigned or laicized cleric is investigated no differently than if the accused cleric was still alive. The same intake procedures are followed, appropriate civil authorities are notified, the same internal investigative steps will be taken, and the same pastoral care will be offered to the victim.

All allegations against deceased, resigned or laicized clerics are submitted to the Sexual Misconduct Review Board except where the accused cleric already appears on the Diocese's list of credibly accused clerics. If, after

appropriate investigation, allegations of abuse against a deceased cleric are presented to and substantiated by the Sexual Misconduct Review Board, the Diocese will add the cleric's name to the list of clerics with credible allegations of sexual abuse of a minor.

B. NOTIFICATIONS OF REPORT

Once the Office of the Vicar General is in receipt of any report of sexual misconduct against a minor by any current personnel of the Diocese of Peoria, the Bishop will be informed immediately. The Vicar General shall notify the alleged offender of the allegation made against him or her. The Vicar General shall further notify the Diocesan attorney and insurance carrier/administrator as appropriate. They shall also notify, if applicable, the 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.

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 the report 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 Vicar General

If a victim requests information concerning other possible abuse allegations against the alleged offender, the Diocese will confirm, if applicable, the existence of other substantiated allegations against that cleric. The Diocese will not provide details regarding those prior allegations.

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 ALLEGATIONS

1. Each reported allegation will be promptly investigated under the direction of the Office of the Vicar General, 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 has occurred, notice should be given immediately to the Vicar General at (309) 671-1550; or the Victim Assistance Office at (309) 677-7082. 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 has occurred has the responsibility to give such notice. Once the Vicar General has been notified, he 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 fully to 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 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 Vicar General will promptly notify the alleged offender about the substance of the report. The 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 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 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 Vicar General and Victim Assistance Coordinator recommend be taken before the Review Board makes any final recommendations to the Bishop;
8. Any conclusions the 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
4. The Review Board is unable to determine that there is sufficient credible evidence to support the allegation (in cases involving allegations against deceased, resigned or laicized clerics).

I. DETERMINATION BY THE BISHOP

1. 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. 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 Vicar General to notify the alleged offender of the Bishop's determination and the alleged offender may be permitted freely to 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. The alleged offender's name will be added to the public list of clerics with credible allegations of sexual abuse of a minor.
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 after appropriate consultation may still take such actions against the alleged offender as he deems appropriate under the circumstances.
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.

J. APENDING LEGAL ACTION

1. Notwithstanding the foregoing, the Diocese may defer or 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.
2. In the event the Diocese learns the alleged offender is the subject of a criminal investigation for child sexual abuse, the Diocese will cooperate with local authorities to determine whether a risk to children exist. If such a risk exists, for the safety of minors, the alleged offender will be withdrawn from public ministry pending completion of the criminal investigation and the alleged offender's withdrawal from ministry will be publicly announced by the Diocese. If the complainant is known, he or she will be offered pastoral services through the Victim Assistance Coordinator.

If the alleged offender pleads or is found guilty of criminal child sexual abuse, the alleged offender will be permanently removed from ministry for the safety of minors. If the alleged offender is acquitted of criminal child sexual abuse or the civil authorities advise they have ended their investigation and will not pursue criminal charges, the Diocese will initiate or resume its own investigation, following the guidelines provided above.

3. In the event an alleged perpetrator is named in a civil lawsuit, the Diocese will immediately assess the risk to children and, if such a risk is found to exist, immediately remove the individual for the safety of minors and publicly announce the alleged offender's withdrawal from ministry or employment. The complainant will be offered pastoral services through the Victim Assistance Coordinator.

Once the civil litigation has concluded, the allegations will be investigated in the same manner as other such allegations and submitted for review by the Sexual Misconduct Review Board as appropriate.

K. ALLEGATIONS INVOLVING RELIGIOUS ORDER AND EXTERN CLERICS

Members of religious orders, as well as clergy who have been incardinated in a different diocese (extern clergy), have been and continue to be assigned to ministry within the Diocese of Peoria. While such clergy remain at all time subject to the authority and supervision of the religious order or the originating diocese where they were incardinated, the Diocese handles allegations against religious order and extern clergy as follows:

1. If the Diocese receives an allegation of child sexual abuse involving a religious order or extern cleric who is ministering or has ministered within the Diocese, the allegation is promptly forwarded to that cleric's religious order or originating diocese and is reported to the appropriate civil authorities.
2. If, at the time an allegation of abuse is received, the accused religious order or extern cleric is assigned within the Diocese, the Bishop will immediately withdraw the cleric from public ministry and remove his faculties. If the accused religious order or extern cleric is ministering within the Diocese but not pursuant to a diocesan assignment, the Bishop will immediately remove his faculties for ministry in this Diocese.
3. The Diocese will follow up periodically with the religious order or originating diocese to be informed of the outcome of its investigation, namely, whether or not the allegation has been determined to be credible, as well as the status of the cleric at the conclusion of the inquiry. If the Diocese is informed that the accused cleric has been determined by the religious order or originating diocese to have been credibly accused of sexual abuse of a minor, the religious order or extern cleric's name will be placed on the diocesan website.

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 Dicastery 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 Dicastery for the Doctrine of the Faith for a dispensation from this prescription, while indicating appropriate pastoral or canonical reasons rendering so.

O. ASSISTANCE OF COUNSEL

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

P. FINDING OF CULPABILITY

When there is sufficient evidence that sexual abuse of a minor has occurred, the Dicastery 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 Dicastery for the Doctrine of Faith may impose under Sections II and IX 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. (Cf. 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.

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.

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 deemed “credible” via the Diocese’s process, the 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 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

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’s attorney and staff, juvenile officer; coroner/medical examiner personnel; child care personnel including

all staff at overnight, day care, pre-school or nursery school facilities, recreational program personnel, foster parents; and members of the clergy which includes any member of the clergy that has reasonable cause to believe that a child known to him in a professional capacity may be an abused child.

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

APPEAL AND REVIEW (OCS POLICY G-111)

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 an individual who is directly aggrieved by the decision 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 regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.

APPEAL AND REVIEW – Elementary and Consolidated Elementary Schools

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

This letter must clearly cover each of the following points:

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

The pastor/canonical pastor, having received the request for appeal or review, is to respond to the individual making the request within thirty (30) days of receiving the request. A copy of this response letter is to be forwarded to the Superintendent of Schools.

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

POLICIES ARE NOT CONTRACTUAL

In consideration for employment by the School, all employees are expected to conform to the guidelines contained in this Handbook. However, just as an employee has the right to terminate employment at any time for any reason, the School retains the right to terminate employment and compensation, with or without notice, at any time at the opinion of the School. Nothing contained in any document published by the School shall in any way modify the above, and the terms of

employment cannot be modified by any oral or written representations made by anyone employed by the School. All policy statements, manuals or documents issued by the School shall be interpreted consistent with the School's right to terminate the services of any employee at any time for any reason.

While the School wholeheartedly believes in its policies and benefits, it reserves the right to alter, modify, or terminate any policy or benefit at any time as the needs of the School may require.

SAFE ENVIRONMENT PROGRAM

Holy Family Parish School incorporates the principles of the diocesan Circle of Grace Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at student enrollment day or at any time during the school year.

ASBESTOS STATEMENT

In October 1968, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspectors, re-inspectors, response actions and post-response actions. These plans are available for review during normal office hours.

LEAD TESTING

All water sources were tested in March 2017 and are in compliance with state and federal regulations. Test results are on file in the office for public review.

WELLNESS POLICY

Holy Family Parish School follows diocesan policy D-151, P-CDOP (reviewed: 9/07) and implements a local student wellness plan.

LOST AND FOUND

The school is not responsible for the loss of wearing apparel, lunches, money, jewelry, bikes, etc.; however, reasonable effort is made to reunite owners with lost article. Please put a child's name on any item that may be removed at school (sweaters, jackets, etc.) Students are discouraged from bringing any items of value to school.

PROGRAMS

FAITH FORMATION PROGRAM

Holy Family Parish School is committed to integrating the Gospel values throughout the school. This commitment flows from the integration of Catholic identity as stated in the document *TO TEACH AS JESUS DID* and the teachings of the *CATECHISM OF THE CATHOLIC CHURCH*.

LITURGY

Students in grades K through 8 participate in all-school celebrations of the Eucharistic liturgies on Thursdays and Holy Days. Students plan and participate in the liturgy under the direction of the homeroom and faith formation teachers.

SACRAMENT OF PENANCE

The sacrament of Penance is celebrated at least four (4) times during the year. Students in grades 3-8 are scheduled on a six-week rotation.

ROSARY AND THE STATIONS OF THE CROSS

Teachers prepare students to pray the Rosary and the Stations of the Cross. The Rosary is recited by the entire school weekly throughout the year at the classroom level. Stations are prayed weekly during Lent under the direction of a priest, homeroom teacher or Director of Religious Education.

SACRAMENTAL PREPARATION PROGRAMS

Parents are expected to participate with their children in preparing for the sacraments of Reconciliation and 1st Holy Communion (grade 2) and the sacrament of Confirmation (grades 7 & 8). The school will notify parents in advance of the dates, times, and process of these special parent-student preparations. Students will also participate in two retreat days, one for First Holy Communion and one for Confirmation.

CHRISTIAN SERVICE PROGRAMS

SERVICE PHILOSOPHY

Holy Family Parish School has a philosophy based on the Gospel message: community, service, and worship. To give form to the goal of service, all within this community are called to develop means of sharing Christ's life and spirit with others within and beyond the school community.

SERVICE OPPORTUNITIES

The Holy Family Parish School faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are determined according to department goals. Each grade level performs works of service within our faith community and the community at large. Opportunities for Junior High service include working at the Sophia's Soup Kitchen in Peoria, serving at Mass, helping with Totus Tuus, and volunteering at various places in the Peoria area. Students in grades 4 through 8 may also serve as Altar Servers.

CHASTITY/SAFE ENVIRONMENT PROGRAM

Circle of Grace® is a faith-based safe environment curriculum that helps to form and educate children and youth about the value of positive relationships with God and others. It teaches children and youth how to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries; recognize when boundary violations are about to occur or have occurred; and demonstrate how to take action when boundaries are threatened or violated. Circle of Grace® is not a sexuality education program. This program is taught annually.

VIRTUE FORMATION

Virtues in Practice is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that the whole school studies the same virtue each month, to provide a whole-school (and at home, whole-family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues.

CATHOLIC SCHOOLS WEEK

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

ACADEMIC PROGRAM

CURRICULUM

Curriculum may be defined as all the guided experience of the child under the direction of an educator. It includes the content of the courses of study and embraces the development of the whole child in all school activities. The school will strive to assist the child in forming the appropriate skills, attitudes, and habits for each learning experience. Holy Family Parish School Faculty follows curriculum guides with state student performance standards for each grade level. The Diocesan Office of Catholic Education, Region I Schools, and Holy Family Parish School Faculty have outlined content for each subject area based on national standards. The basic curriculum includes Religion, Reading, Language Arts/English, Mathematics, Science/S.T.E.M., and Social Studies. Holy Family Parish School also supplements its curriculum with instruction in the special areas of Art, Dance, Music, S.E.L., Library/Resource, and Physical Education. Holy Family Parish School integrates virtues and Christian values throughout its entire curriculum.

RESPONSE TO INTERVENTION (RTI)

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

Outcomes

- A common vision of teaching and learning will be evident in all classrooms.
- The curriculum will be aligned with the Illinois State Learning Standards.
- Classroom instruction will be differentiated to meet the needs of all students.
- Use of the RtI process will result in improved achievement, behavior, confidence and independence for all students.
- The RtI process will focus on prevention, early intervention, problem solving, continuous progress monitoring and data-based decision making.
- Research based interventions, strategies, and assessment tools will be utilized and documented.
- The school culture will promote trust, collaboration, and a shared responsibility for student learning across all grade levels and stakeholders.
- The school staff will systematically evaluate the effectiveness of the core curriculum and adjust, as needed, based on an analysis of the data.

ACADEMIC TESTING

THE MEASURES OF ACADEMIC PROGRESS (MAP)

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

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

REPORTING ACADEMIC PROGRESS

GRADES AND GRADING

The primary purpose of grades is to communicate meaningful information to students, parents, teachers, and other institutions concerning the achievement status of students. Grades are based on learning goals and standards which are criterion based and have established performance criteria and/or targets. Homework will be an extension or integration of classroom work and will be given a score based on its purpose; reassessment is possible without penalty. Effort, participation, attitude, and other behaviors will be reported separately.

PRESCHOOL - K GRADING SCALE

S+ = Excellent

S = Satisfactory

S- = Needs Progress

U = Unsatisfactory

1st – 8th GRADING SCALE

A = 93-100 Excellent

B = 85-92 Very Good

C = 77-84 Average

D = 70-76 Below Average

F = 69-0 Failing

REPORT CARDS

Report cards are posted at the end of each quarter electronically on TeacherEase. Parents can access grades at any time throughout the year to monitor their student's progress. A schedule of report card distribution can be found on the school calendar, the school website, and TeacherEase.

HONOR ROLL

An Honor Roll list is ran quarterly for students in grades 1-8 and students are recognized with certificates. High Honor Roll will be awarded to any students who receive all A's on their report card for the quarter. Honor Roll will be awarded to any students who receive all A's and B's on their report card for the quarter.

HOMEWORK

PHILOSOPHY AND PURPOSE

Homework is a crucial aspect of the learning process for Holy Family Parish School students, as it is an extension of daily studies.

Homework is given to:

- Reinforce and evaluate skills taught in class.
- Complete unfinished class assignments.
- Study for tests.
- Prepare special reports or long-range projects.
- Extend classroom studies and explorations.

Parents can support their child with their homework when they:

- Check each day to see if your child has homework and if they understand how to complete it.
- Set aside a time for doing homework and provide them with a quiet place to study.
- Let your child do his/her own work.
- Ask your child what they are learning about and studying.

Parents hinder their children when they:

- Do their child's homework for them.
- Leave homework for the last minute at the end of the day when children are tired and less likely to be able to focus on academics.
- Disagree with or criticize their child's teacher in front of their child.

As a basic guideline, students should allot this much time for homework each day, keeping in mind that it may take some students time to complete assignments:

- Grades 1-3: 20-30 minutes
- Grades 4-5: 30-45 minutes
- Grades 6-8: 60-90 minutes

If a student consistently takes longer than the above noted time allotments for homework, parents need to discuss homework difficulties and strategies with the teacher. In addition, nightly reading is always encouraged at all grade levels.

FIELD TRIPS

Holy Family Parish School permits and encourages field trips that have a stated educational objective. Proper diocesan forms completed and signed by parents must be completed for students to participate in field trips. The school follows the guidelines as set forth by the Catholic Diocese of Peoria, policy D131. Participation in field trips is a privilege that can be denied for academic or behavioral reasons.

STUDENT RECORDS

EXAMINATION OF STUDENT RECORDS BY PARENTS

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

TRANSFER OF STUDENT RECORDS

School records are transferred between schools. Elementary schools use the student transfer form when transferring student records. Parents must sign a release form and records are sent to the new school within ten days of request. In compliance with the Missing Children's Record Act, a search using the child's name will be done prior to sending the student records. Official records may be retained until outstanding fees have been paid to the school/church. Transfer of records cannot be completed if the previous parish/school is withholding records.

RIGHTS OF NON-CUSTODIAL PARENTS

Our school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. A copy of the child's report card and other school-related information will be sent to the non-custodial parent only upon written request by the non-custodial parent, provided that no court order to the contrary has been issued and received by the school. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

STUDENT CLASS PLACEMENT

PROMOTION/RETENTION POLICY

Holy Family Parish School places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student's needs. Retentions are made only after thoughtful consideration and possible alternatives have been explored by the teacher, parent(s), and Principal. Determination of a student being promoted or retained is a function of the teacher(s) and the Principal after consultation with the parent(s).

There are a variety of factors and guidelines that are considered in promotion and retention. These factors include but are not limited to: academic performance (performance data, work completed, effort and purpose), chronological age, mental age, social growth, physical development, emotional status and student attendance. Chronic student absence may be cause for retention.

It is the teacher's responsibility to keep parents informed of student progress throughout the year. The teacher will inform the Principal and parents of the possible need for retention prior to the beginning of the third quarter, providing both parents and Principal with student data indicating a need for retention. To support the struggling student, the teacher will offer a variety of remedial work including diagnostic testing. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration, or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the Principal meets in joint conference with them.

Academic performance indicators guide decisions. However, because each student is looked at individually, a student could fail to meet the academic guidelines for promotion yet not be retained if the teacher(s) and Principal, after consulting with the parents, feel that retention would not be in the best interest of the student. Conversely, a student could meet the guidelines for promotion but if the teacher(s) and Principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.

Academic indicators for possible retention:

Grades K-4

If a student has not been previously retained the student will be retained if the yearly average is failing in reading or math.

Grades 5-8

Students will be retained if their yearly average is failing three or more of their core subjects; language arts, mathematics, science, and social studies.

Frequent student absences may adversely impact student academic performance and be the cause for retention. Parents will be notified by the school office of attendance concerns. In case of a transfer student, Holy Family Parish School will uphold the previous school's grade placement.

DRESS CODE

Holy Family Parish School dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. Students are reminded that whenever they are wearing their school uniform, they are representing Holy Family Parish School.

It is our belief that students should respect each other for who they are, not what they wear. The administration and faculty will monitor student compliance with the dress code. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the code.

ALL STUDENTS

Pants/Shorts:

- Navy Blue or Khaki Shorts or Pants
 - Shorts may be worn before Nov 1st or after April 1st
- No Cargo or Jeans
- No Holes
- NO Leggings, Skinny Pants or Tight Pants

Plaid Jumpers & Skirts:

- White, Navy, or Black Tights, Leggings, and/or Shorts Underneath
- Skirt Length can be no higher than 2" above the knee

Tops:

- Navy Blue, Hunter Green, Light Blue, or White Polo Shirts
- Navy Blue, Hunter Green, Light Blue, or White Sweaters
- Holy Family Spirit Jackets (green fleece or black pull-over) with dress code shirts underneath
- No Hooded Sweatshirts, except on spirit wear days (hoods not to be worn)
- 7th & 8th Grade Black Polo

Footwear:

- Shoes:
 - Closed toed
 - Tennis Shoes practical for physical activity
 - Preschool-Kindergarten must wear Velcro or slip-on shoes
 - No light-up shoes

Accessories:

- All students in 5th -8th grade MUST have brown or black belts
- No colored nail polishes
- No makeup
- A single pair of non-distracting earrings may be worn by girls only
- Small Catholic medals and scapulars may be worn, no distractive jewelry is allowed
- No diocesan school shall prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety will be asked to modify their appearance. (D-155, P-CDOP)

Uniform clothes can be found at Land's End, Kohl's, Target, Walmart, Lagron-Miller, JC Penney, Old Navy, GAP, Sam Harris Uniforms, Children's Place, etc.

OUT-OF-UNIFORM DRESS GUIDELINES

On days declared 'out-of-uniform' the following dress is acceptable:

- Wednesday is traditionally spirit wear days. Students may wear spirit wear tops with uniform bottoms.
- Well-fitted, loose pants are suggested. Low-riding pants, pajamas pants, leggings and ripped or torn jeans are not allowed (shorts must be no more than 2" – 3" above the knee)
- Logos on T-shirts must be appropriate for a Christian setting; halter and tank tops are not permitted
- No item of clothing is to be ripped or frayed

SAFETY AND SECURITY

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

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

BUILDING SECURITY AND VISITOR ACCESS

Parents and visitors are always welcome at Holy Family Parish School. For the safety of our community, all exterior doors of Holy Family Parish School are locked during regular school hours. To enter the building, press the buzzer on the wall to the left and await a response. Office staff will electronically unlock the door. Proceed to the main office where visitors sign in and obtain a visitor tag to wear while in the building. At the end of the visit, visitors must return to the office and sign out. Visitors are asked not to let anyone into the building. Students are instructed not to open any door for anyone.

NON-PARENT VOLUNTEERS

All non-parent volunteers who engage in activities with Holy Family Parish students are required to comply with the philosophy and policies of Holy Family Parish School as well as Diocesan requirements. These include CANTS, background checks, Safe Environment, and Safe Driving training. Information regarding this process and forms may be obtained from the school office.

BACKGROUND CHECKS – ADMINISTRATIVE REGULATION

The background check consists of two separate procedures which includes a Conviction Information Request completed through the Illinois State Police Bureau of Identification, as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS). If, at the time of hiring, an individual is coming from another state, the school is responsible for a similar background check from that state, if such is available.

Visitors and special guest speakers are not required to have background checks. They should never be left alone with children. Classroom teachers should always be with their class.

EMERGENCY INFORMATION

EMERGENCY PREPAREDNESS PLAN

Holy Family Parish School complies with the emergency crisis management plan of the Catholic Diocese of Peoria, policy D-143, and the State of Illinois required health and safety drills.

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

In the event of an emergency, we will notify parents through School Messenger. If an actual tornado emergency occurs at or near the end of the school day, students will not be dismissed until an all clear is sounded. During the emergency, do not call the school as it is essential that telephone lines remain open. Similarly, do not rush to school to pick up your child during an emergency as traffic can block any needed emergency vehicles, and parent presence in the school building during an evacuation may delay the process. There may be times when we have to issue a lockdown and students will not be released until all clear has been given for authorities and noon will be allowed to enter the building. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount, and we will reunite student and parents as soon as possible.

EMERGENCY DISMISSALS

In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. Parents are asked to discuss with their child(ren) an alternative plan and make appropriate arrangements for use of the plan. All students must have emergency contact info other than a parent on file in the school office and TeacherEase.

WEATHER DISMISSALS

If school cannot be held due to snow, ice, extreme cold or heat, announcements will be given through School Messenger and via local radio and TV stations. The school will communicate whether our eLearning plan will be utilized for that day.

DIAGRAMS OF PROCEDURES

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

PARENT COOPERATION POLICY

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, this parent-teacher/staff partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

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

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

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

SCHOOL COUNSELING & ADDRESSING SOCIAL EMOTIONAL LEARNING (SEL) NEEDS:

In addition to our school wide SEL curriculum, our School Counselor will be facilitating various social/emotional lessons throughout the school year in the various grades that are age appropriate. He or she may include topics that are a part of the diocesan safe environment curriculum, being kind, resolving conflict, bullying, respect, improving study skills, time management and peer interactions. Our School Counselor will meet with students individually, in small groups, or as a whole class. As a part of addressing the social emotional needs of the students or when a specific behavior is exhibited and is cause for concern, a confidential referral form may be completed by a staff member, parent/guardian, or the student.

The Referral Process:

The purpose of the referral process is to provide timely and effective support to initiate an appropriate plan of action for students at various levels of need. The School Counselor recognizes the contribution of all members of the school community including educators, parents/guardians, and students in the identification of early warning signs and to provide valuable input in identifying and providing students assistance.

A referral is made to the School Counselor when a concern for a student arises. Possible sources of referrals may include self-referral by students experiencing a problem, concerned peers, parent(s)/guardian(s), teachers, administrators, and/or other school personnel. Emergency interventions are required in those situations that need immediate attention (e.g., peer concern about the personal safety of another student, death of a family member or loved one, physical and/or sexual abuse). The School Counselor may determine that other resources would be appropriate, including referral to other individuals within the school system, such as the school administrator or special services personnel. An outside referral may be necessary when an issue presented is beyond the scope, training and/or expertise of our school personnel. As an identified mandatory reporter, the School Counselor, as well as faculty and staff, has a legal obligation to report suspected abuse or neglect.

Steps in the Referral Process

STEP 1: Concern for a student arises.

STEP 2: Student is referred to the School Counselor/concern is identified on the referral form(s).

STEP 3. Once a concern is identified, the School Counselor Intern uses objective and subjective data to assess the situation and determine the level and type of intervention to be taken on the student's behalf.

Possible Interventions:

1. School Counselor In-School Interventions
2. School Counselor makes referral to In-School Resource(s)
3. School Counselor makes referral to Community Resource(s)

STEP 4: Interventions are implemented, and the student's progress is monitored. The student's response to the intervention will be reassessed and the intervention plan modified as needed.

STEP 5: To follow up with the referring individual, the School Counselor maintains contact with the referring individual.

Throughout the referral process, the School Counselor observes the guidelines of confidentiality as well as family privacy as mandated by the Family Educational Rights and Privacy Act.

ANTI -BULLYING POLICY

Holy Family Parish School does not tolerate bullying in any form. All school community members are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. As a school community, we will not allow cases of bullying or teasing to go unreported to the parents of aggressive children. **Bullying is an act of aggression causing embarrassment, pain, or discomfort to another. Any student who engages in bullying inside or outside of school may be subject to disciplinary action including suspension or expulsion.**

TYPES OF HARASSMENT

PHYSICAL – causing or threatening deliberate physical harm to an individual or property of an individual.

VERBAL – referring to another individual or the characteristics of an individual in a way that is demeaning, embarrassing, hurtful, or harmful to another person’s feelings, character, or reputation. Such comments may include, but are not limited to, reference to a person’s physical appearance, abilities, disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This also includes unwelcome joking or teasing that is directed toward another individual or group.

The following words and phrases, while not automatically a form of bullying (depending on the context of usage), will nonetheless be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:

1. **Blasphemy:** use of the Lord’s name (or other morally loaded words) in a derogatory or angry context (*e.g.*, “damn,” “hell,” etc.)
2. **Obscenity:** traditionally acknowledged “four-letter” obscenities
3. **Sexual or crude:** *e.g.*, “gay,” “fag,” “ass,” “homo,” etc.
4. **Intelligence/ability:** *e.g.*, “stupid,” “idiot,” “moron,” “retard,” “sucks,” etc.
5. **Appearance:** weight-related terms (*e.g.*, “fat,” “porky,” etc.)
6. **Other:** any words or phrases that the administration or staff determines carries too many negative meanings, connotations, or implications, such as drug or racial remarks

RELATIONAL/EMOTIONAL – the deliberate or casual manipulation of relationships or “friendships” in a way that causes emotional and psychological stress. For example, this can occur when a claim to be a friend in one moment, and then conditionally withdraws that friendship unless certain actions are taken by the excluded individual. It also includes situations in which students participate in an activity, belong on certain teams, or can sit in certain positions when a choice of seating is offered. This can also include malicious gossip (speaking poorly about another person or person’s reputation, especially in an individual’s absence), note passing in class, harassment, or unsanctioned groups of students that take on a real or imagined aura of exclusivity during school hours or on school grounds.

The faculty and administration distinguish the preceding types of deliberate or self-interested social manipulation from normal conflicts, negotiation, and growing pains that will arise during friendships, competitive events, and other social situations. Open and nonthreatening forms of conflict and discussion shall be permitted as a part of healthy moral and social development, but carefully monitored by teachers and staff for signs of hostility. The difference is clear between students who are willing to work out differences and those who are acting manipulatively. What will cause greater concern are situations where students attempt to use a strong social position to intentionally (or by deliberately ignoring others) allow students to feel less at ease or outright excluded from a sense of welcome participation or autonomous decision-making in their choice of participation in an activity. Concerns about an individual’s actions will carry more weight as independent sources report similar patterns of behavior or such allegations accumulate independently over time.

SEXUAL – any conversation about sexual topics (in a non-curricular context) as well as direct reference to the physical characteristics, developmental stage, or activities/orientation of another individual, whether actual or alleged. This will include a general prohibition on physical actions or gestures that convey sexual tones and even actions that may appear innocent but carry the potential for misinterpretation. Students are strongly discouraged from physical displays of affection such as hugging or holding hands, especially with members of the opposite sex. Students older than primary grades will be subjected to greater scrutiny in their physical interactions. The older the student, the more deference to personal boundaries he or she is expected to display. In addition to these considerations, students will be accountable to any policies concerning the use of technology and any form of sexually themed data or media.

CYBERBULLYING – the use of technology in any means or medium to perpetuate the harm or harassment of other students or staff members by students and/or parents. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school

(students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students, and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

The school does not actively monitor students' internet activities (through various web-portals such as MySpace, Facebook or YouTube) on a regular basis, but it will respond to physical evidence (such as screenshots or printed copies of email correspondence) that some form of cyberbullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web access, type of electronic device, etc.) and the suspected identity of its sender. The recipient of such attacks may be asked to complete a written harassment report in conjunction with any actions taken by the school.

EXPECTATIONS OF STUDENTS, PARENTS AND STAFF

This requires **STAFF** to:

- Be role models in word and action always.
- Never leave students alone unsupervised in any area at any time.
- Be observant of signs of distress or suspected incidents of bullying.
- Make efforts to remove occasions for bullying by actively patrolling during supervision duty.
- Arrive at class on time and move promptly between lessons.
- Take steps to help victims and remove sources of distress without placing the victim at further risk.
- Report suspected incidents to the appropriate administrative staff.
- Keep a written record (who, what, when, where, why, and how).

This requires **STUDENTS** to:

- Refuse to be involved in any bullying situation.
- Take some form of preventive action.
- Report the incident or suspected incident and help break down the code of secrecy.

The school recommends that **PARENTS**:

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing school items, damaged clothing, or bruising).
- Take an active interest in your children's social life and acquaintances.
- Advise your child to tell a staff member about the incident; if possible, allow him/her to report and teach them conflict resolution skills.
- Inform the school if bullying is suspected.
- Do not encourage your child to retaliate.
- Be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.

PROCESS FOR DEALING WITH BULLYING AND TEASING

The administration, teachers, and staff will communicate freely with students who have been reported as having been involved in teasing and bullying. The **ADMINISTRATION** will employ the following process:

- An individual meeting with the victim
- An individual meeting with the bully(ies)
- A call to the parents of both the victim and the bully(ies)
- Possible joint meeting with the victim and the bully(ies)
- Consequence will be determined by administration

This school-wide discipline policy upholds and promotes the school's values in all school activities which include:

- Rules which are fairly enforced.
- Requiring students to take responsibility for improving their behavior.
- No tolerance for bullying.
- Encouraging students to participate in problem solving in conflict resolutions.
- Using school assemblies to foster school unity and community building.

DISCIPLINE POLICY

The Holy Family Parish School Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

The parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents, the school has the right just as the parents have the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Third through eighth grade teachers will utilize a behavioral reflection system as an extension of the teacher's own classroom rules, discipline and procedures. Once a student has accumulated four behavioral reflection sheets, he/she will receive a detention.

DETENTIONS

Parents will be notified if a student is to serve a detention. Students and parents will be given a day's advanced notice of the detention. It will be the responsibility of the parents to make pick up arrangements for your student. Detentions are generally held on Thursday afternoons, starting at 3:15 and ending at 3:45.

Note: The administration reserves the right to abridge or bypass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with Holy Family philosophy, the administrator reserves the right to remove the student from Holy Family Parish School.

SUSPENSION

All suspensions will be served out of school. Students may make up work completed during the suspension. Students that are suspended are not allowed on school grounds or at school sponsored activities while they are serving their suspension.

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

Immediate suspension of 2-10 days will result from the following types of behavior:

- A. Gross misbehavior
- B. Gross disrespect to another person
- C. Defacing school property
- D. Fighting
- E. Stealing from school, staff or students
- F. Intentionally setting off the fire systems

The parent has the right to appeal to the Pastor and principal when the school is considering expulsion of a student.

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

The use of all electronic devices is prohibited during school hours. The offending student will be subject to disciplinary action. The school is not responsible for the damage/loss of items brought from home.

Harassment of any student by another is prohibited. Harassment includes but is not limited to, 'slurs, jokes or any other form of verbal, written, graphic or physical conduct which reflect negativity towards another, has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile or offensive school environment. Harassment under this policy includes sexual harassment defined as 'any unwelcome sexual advance or any conduct of a sexual nature.'

Harassment demeans individual dignity and disrupts the school community. It is the responsibility of the victim or witness to report incidents of harassment, the parents of those alleging harassment and those accused of harassment will be notified. Students guilty of harassment are subject to disciplinary procedures.

PASTOR'S JURISDICTION

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

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

- For failure of the family to meet financial obligations of the parish
- Following a determination by the principal that a student's education needs can no longer be met by school personnel and by available school resources
- Due to a failure of a family or student to participate in required activities or to support the mission of the school
- Due to disciplinary infractions

SUBSTANCE ABUSE

The consumption of alcoholic beverages and/or non-medical use of drugs are illegal and hazardous to the health of students. Student consumption, possession, or distribution of alcoholic beverages, illicit drugs, and/or look-alikes, is not tolerated. Any student found in violation may be suspended or expelled, according to the school's discipline policy.

RIGHT TO RECOURSE

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

APPEAL AND REVIEW G-111, P-CDOP

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

1. The decision violates or conflicts with the teachings of the Roman Catholic Church; or
2. The decision violates or conflicts with an applicable diocesan policy;
3. The decision violates or conflicts with a policy or procedure of the parish, school or other entity that takes precedence over the decision in question, or,
4. The decision violates or conflicts 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.

(G-111, P-CDOP, reviewed: 9/07)

APPEAL AND REVIEW G-111, AR-CDOP

The individual or group desiring the appeal or the review must make that known to the governing pastor or pastors' board responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

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

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

In most cases, the decision of the governing pastor or 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. (AR-CDOP, rev.: 9/07)

PARENT ORGANIZATIONS

EDUCATION COMMISSION

The Commission on Education is an advisory committee, appointed by the pastor, which promotes participation of Holy Family Parish School and Parish in the educational mission of the Church. The purpose is to encourage dialogue between the pastor and members of the parish and recommend to the administration educational policy for the school.

PARENT-TEACHER ORGANIZATION

All parents are invited to attend The Parent Teacher Organization (PTO) which provides extensive support for the school through fundraising, serving as room parents, teacher appreciation, and many other activities.

CO-CURRICULAR INFORMATION

STATEMENT OF PURPOSE

Holy Family Parish School has outstanding athletic and co/extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Holy Family Parish School highly encourages co-curricular activities for enrichment and to help in the development of a well-rounded Christian individual. However, school sponsored co-curricular activities do not supersede academic progress. Our primary goals are faith formation and academic development.

Extra-curricular activities are a privilege and not a right. Therefore, students forfeit this privilege if behavior, academic standards and/or financial obligations are not met.

The conduct of players, cheerleaders, coaches, and fans should characterize the philosophy of Christian sportsmanship as well as our *Virtues in Practice* program. It is hoped that this philosophy will extend to all students and adult fans at all Holy Family Parish School events.

Please refer to the Illinois Elementary School Association (IESA) and Illinois High School Association (IHSA) rules and regulations, as stated on their respective websites, for further information.

CO-CURRICULAR OPPORTUNITIES

There are numerous co-curricular activities available to Holy Family Parish School students outside the regular school day for their social and physical development and enrichment. A comprehensive list of these activities can be found on the school website school.peoriahollyfamily.com . All activities are governed by the rules and guidelines of the Illinois Elementary School Association (IESA) of which Holy Family Parish School is a member.

ATHLETICS

The Athletic Program at Holy Family is proud to operate as a “no-cut” program, meaning that all students who desire an opportunity to try different sports are given the chance to do so. Athletics offers various programs for girls and boys, including:

- Basketball — Boys and Girls, Grades 5th-8th
- Cheerleading — Grades 6th - 8th
- Track — Boys and Girls, Grades 5th – 8th
- Soccer — Boys and Girls, Grades 1st – 8th
- Volleyball — Girls Grades 5th – 8th
- Junior Cheer — Girls Grades K – 5th

ATHLETICS PARENT SERVICE REQUIREMENT

The Holy Family Parish School Athletic Program is entirely dependent on the active involvement of ALL parents whose children participate. The duties and responsibilities include:

- Coaching
- Holy Family Athletic Committee membership
- Basketball and volleyball game administration
- Concessions
- Collection of game admission
- Crowd control
- Official record keeping of game
- Management of scoreboard and clock

All coaches and volunteers at athletic events must comply with diocesan and IESA requirements prior to participation.

OTHER OPPORTUNITIES

In addition to Athletics, there are numerous other co-curricular opportunities offered to Holy Family students. These include Band, Choir, Drama, LEGO League, Scholastic Bowl, Robotics, Student Council, and Declamations. Information about these activities is located on the Holy Family Parish School website. Eligibility requirements and behavior guidelines outlined below apply to all co-curricular activities, field trips, and dances.

ELIGIBILITY GUIDELINES

Students must meet the minimum age/grade requirement for the listed activity to participate. A student may not be failing an academic area and remain eligible. The teachers of students involved in school-sponsored extracurricular activities will evaluate on a weekly basis the performance of each student in all academic subjects within a grading quarter according to:

1. **Satisfactory academic performance** – not more than 2 D's or 1 F in a subject area
2. **Conduct** – will be evaluated according to the Holy Family Parish School Parent-Student Handbook Discipline Policy. Any student who has received a detention within a week will not be permitted to play or participate during the forthcoming week.
3. **Effort** – based on ability.

ELIGIBILITY REQUIREMENTS

Requirements for meeting eligibility will include the following:

1. Students participating in IESA co/extra-curricular activities or sports must meet standards set by Illinois Elementary School Association (IESA).
2. Eligibility will be assessed weekly during the season of the sport or activity and is cumulative per grading period. Grades will be checked at the end of each week with all subjects included.
3. Students receiving detention for any reason may be ruled ineligible for participation.
4. If the student is receiving two D's or failing any subject, he/she will be ineligible Friday through the following Thursday and must raise his/her grade to meet eligibility requirements to be reinstated for the following week.
5. Students who do not meet eligibility requirements will not be allowed to participate in their activities, including practices, the following week.
6. Students who become ineligible three times may no longer be a part of the team or participate in the activity.
7. The student must be in attendance a half day (arrives before 10:00 am) of class the day of a game or meet to participate or attend school activities. The Principal must approve exceptions. (An example of an exception would be if a student must attend a funeral.)

A list of ineligible students for the forthcoming week is reported to the Athletic Director and activity supervisors on Friday of each week. The Athletic Director notifies the coaches.

BEHAVIOR GUIDELINES FOR SCHOOL FUNCTIONS

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

1. Under no circumstances should students be climbing on the roofs of the school buildings.
2. The blacktop around the school is not a play area while it is being used as a parking lot or for play after dark.
3. Students attending school and school-sponsored events are expected to remain in the building and not wander in and out during the time of the event.
4. Students in the 5th grade and younger must be accompanied and supervised by an adult at all extracurricular activities around the school or school sponsored events.
5. The following areas are off limits for all students always and at all functions:
 - under the bleachers
 - in the kitchen
 - on the stage
 - back hallways and restrooms
 - guidance office/faculty/staff restroom
 - copy room/mail supply room
 - in the primary entrance way

- on the school roof or any lingering within the main hallway
- 6. All students should be aware that their conduct represents Holy Family Parish School, and that good conduct is expected and required to make any event successful.

Adult chaperones are to make every effort to enforce the above guidelines and contact parents if a student is compromising his/her safety or the safety of others.

SCHOOL EMPLOYEE CODE OF PROFESSIONAL CONDUCT

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

I. EDUCATOR CODE OF CONDUCT

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

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

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

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

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

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

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

II. SEXUAL MISCONDUCT

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

- I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5).
- II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. EXPECTATIONS OF SCHOOL EMPLOYEES

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

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

IV. SCHOOL EMPLOYEES ARE MANDATED REPORTERS

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

V. EMPLOYEE TRAINING RELATED TO CHILD ABUSE AND EDUCATOR ETHICS

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are

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

RIGHT TO AMEND

Circumstances may arise in which Holy Family Parish School determines that changes are required in these guidelines and procedures. For this reason, Holy Family Parish School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook. Parents and students will be notified of any amendments.

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