

# Parent/Student Handbook 2024/2025 School Year

**Holy Family School**  
**336 Alice Avenue**  
**Oglesby, IL 61348**  
**Phone: (815) 883-8916**  
**Fax: (815) 883-8943**  
**e-mail: [holyfamilyschool@comcast.net](mailto:holyfamilyschool@comcast.net)**  
**website: [hfsschool.com](http://hfsschool.com)**



## Non-Discrimination in Admissions Policy:

No students shall be refused admission to Holy Family School on the basis of race, color, sex, gender, age, national or ethnic origin, except as permissible in applicable federal and/or State law. Holy Family School complies with all applicable federal and State laws prohibiting discrimination, including, but not limited to the following: Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Improvement Act, the Age Discrimination in Employment Act of 1967, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, and the American with Disabilities Act of 1990. At the beginning of each school year, the principal shall designate a committee of staff members to be charged with the responsibility of investigating any claims of discrimination in admissions and/or employment.

Holy Family School is a Catholic educational institution of the Diocese of Peoria, which is under the direction of the Bishop of Peoria. The Pastor, whom the Bishop appoints to Holy Family Parish, enacts policies locally based on the recommendation of Holy Family School's Commission on Education.

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

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

## **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, #24

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

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

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

# Holy Family School 2024-2025 CALENDAR

## August 2024

8/12 & 8/13 - Faculty Institute  
- No School  
8/14 - 1st day of K-8th\*  
8/15 - 1st day Pre-K\*  
8/16 - \*  
\* - Noon Dismissal  
8/30 - SI - 2:00 pm dismissal

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14*	15*	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2024

9/2 - Labor Day - No School  
9/13 - SI - 2:00 pm dismissal  
9/27 - SI - 2:00 pm dismissal

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2024

10/11 - Fac. Institute - No School  
10/14 - Columbus Day - No School  
10/25 - SI - 2:00 pm dismissal

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2024

11/8 - **End of Trimester 1**  
11/8 - SI - 2:00 pm dismissal  
11/22 - SI - 2:00 pm dismissal  
11/25 & 11/26 - PT Conference  
11:30 am dismissal both days  
11/27-11/29 - Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024

12/6 - SI 2:00 pm dismissal  
12/20 - SI - 2:00 pm dismissal  
12/23 - 1/5 - Christmas Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2025

1/6 - Classes resume  
1/17 - SI - 2:00 pm dismissal  
1/20 - MLK Jr Day - No School  
1/31 - SI - 2:00 pm dismissal

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2025

2/14 - SI - 2:00 pm dismissal  
2/17 - Presidents Day - No School  
2/21 - **End of Trimester 2**  
2/28 - SI - 2:00 dismissal

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025

3/7 - Parent/Teacher Conference - No School  
3/8 - Trivia Night  
3/10 - Faculty Institute - No school  
3/28 - SI - 2:00 pm dismissal

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2025

4/11 - SI - 2:00 pm dismissal  
4/17-4/27 - Easter Break  
4/28 - Classes resume

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May 2025

5/9 - SI 2:00 pm dismissal  
5/23 - **End of Trimester 3**  
5/16 - 8th grade graduation - 12:00 pm dismissal  
5/23 - Last Day of School

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19	20	21	22	23	24
25	26e	27e	28e	29e	30e	31

## June 2025

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July 2025

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### SI - School Improvement - 2:00 Dismissal

August 30      December 6, 20  
September 13, 27      January 17, 31  
October 25      February 14, 28  
November 8, 22      March 28

### Parent/Teacher Conferences

Nov. 25&26 - 11:30 dismissal  
March 7 - No School

### Trimesters

1st) 8/14-11/8  
2nd) 11/11-2/21  
3rd) 2/24-5/23

### Special Dates

Trivia Night - 3/8  
8th Grade Graduation - 5/16

## **MISSION STATEMENT**

*Inspired by the life and teachings of Jesus Christ and our Catholic tradition, Holy Family School, in cooperation with parents and our parish, seeks to guide all students to become joyful learners who seek first the Kingdom of God.*

## **ACADEMIC EXPECTATIONS OF STUDENTS**

Holy Family School expects its students to perform to the best of their ability. The administration and staff will make every effort to help our students achieve to the best of their ability.

## **OUR PLEDGE TO PARENTS:**

- Your child will be given the attention he or she deserves. No child will be ignored. We are here to help.*
- Your child will not be intimidated. Bullies are not tolerated at Holy Family School.*
- We will listen and work with you for the benefit of your child.*
- We will always do the very best we can to help your child.*
- We will quickly notify you if your child is not performing well academically, and give suggestions for improvements.*

Diocesan school policies are posted on the Catholic Diocese of Peoria website and can be found at:

[www.cdop.org](http://www.cdop.org)

## **ADMISSION POLICY**

Catholic schools are established primarily for the formation of students in preparation for living as Catholic adults within a Community inspired by faith. In fairness to the parishioners of Holy Family Church and with the desire to provide a Catholic education to as many Catholic children as possible, the following priority is given for enrollment *if registration exceeds student capacity*:

- 1) Registered Holy Family Parish members who have children currently enrolled at Holy Family School.
- 2) Registered Holy Family Parish members with children entering school for the first time.
- 3) Catholic non-parishioners who have children currently enrolled at Holy Family School.
- 4) Catholic non-parishioners with children entering school for the first time.
- 5) Non-Catholics with children currently enrolled at Holy Family School.
- 6) Non-Catholics with children entering school for the first time.

Class size may be a consideration in determining acceptance of a student or students. Generally, students are not permitted to enter our school once the school year has begun. Students who wish to enter during the school year will be evaluated on an individual basis by the Principal and Pastor, and may be subject to a probationary period. Holy Family School retains the right to complete background and/or reference checks from previous schools on any student entering Holy Family School. Holy Family School may refuse acceptance based on information received from these checks.

### **Admission Criteria**

Age requirements for school admission follow the guidelines of the Illinois State Board of Education. Students entering kindergarten must be five (5) years of age on or before September 1 of the current school year.

Illinois law requires that all students entering preschool, kindergarten and 6<sup>th</sup> grade have a health examination with the required immunizations up to date. Students entering any grade level for the first time must also have current physical records on file.

Students entering Holy Family School, kindergarten through 8<sup>th</sup> grade, for the first time are required to present a certified birth certificate and baptismal certificate. All school families are expected to pay registration/book/technology fees as well as tuition, and sell football mania tickets.

Weekly attendance at Mass and Holy Days is expected of all Catholic students. Non-Catholic and Catholic students are expected to participate in the religious curriculum in its entirety. Religion is an important subject at Holy Family School and the participation of religious activities is a major part of our program, all students are expected to take part.

Holy Family School operates under the policies set forth by the Catholic Diocese of Peoria and therefore does not discriminate on the basis of race, color, sex, national and ethnic origin to the rights, privileges, programs, and activities administered by the school.

### **Parent Cooperation as a Condition of Enrollment**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. As partners in the educational process at Holy Family School, we ask that parents:

- notify the school of any changes of address, phone numbers or emergency contact information •
- meet all financial obligations on time
- keep the school informed of any special situation regarding the student's well-being, safety, and health •
- complete and return to school any requested information promptly
- read school notes and newsletters and to show interest in the student's total education
- support the religious and educational goals of the school and the discipline policy of the school •
- treat teachers, staff, coaches, students and staff with respect

### **Protocol for Concerns**

Holy Family School strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty or problem. To address these in the most efficient manner, families are expected to follow the following procedures:

1. Contact the teacher first
2. Allow adequate time for the teacher to address the concern
3. If the concern has not been resolved in a reasonable amount of time, the Principal may be contacted. An issue can be best resolved by contacting the teacher as soon as possible. The teacher may not know there is an issue until it is brought to his/her attention. Contact should be made either in writing, email, telephone or by scheduling a conference. Please do not interrupt class time. Since teachers have assigned supervisory duties before and after school, unscheduled visits should be avoided.

Staff members will only discuss the matter as it is related to your child and not to the classroom as a whole. Other individual students will not be discussed.

**Social Media**

The school recognizes the importance of the internet in forming public opinion. Therefore, it is essential that parents and students collaborate with the administration to help shape the way the school is perceived in the community via interaction in social media. The following will help everyone make appropriate decisions about utilizing various social media.

Parents and students are personally responsible for the content that they post, share, and respond to online. Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff, or other parents. Never discuss sensitive school matters using social media outlets. Under no circumstances should offensive comments be made about students, parents, staff, or the school in general. Social media sites using the school name may not be created without permission. Do not use any school logo or image without permission. Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents and students to remove content or comments 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 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 volunteer activities. The education of a child is a partnership between the parents and the school. If, in the opinion of the administration, that partnership is broken, the school reserves the right to require parents to withdraw their child.

**Student Admission from Another School**

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

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

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

After reviewing all pertinent information, the Superintendent shall consult with the Bishop before making a final decision regarding admission to the school and inform the Vicar General of the process. 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 Pastor and Principal.

**Students With Special Needs**

All schools in the Catholic Diocese of Peoria shall admit students with special needs whenever possible.

**ARRIVAL/DISMISSAL**

Arrive at School 8:00-8:15

School Begins 8:15 a.m.

School Dismissal 2:55 p.m.

Parents should send their children to school **no earlier than 8:00 a.m.** Staff supervision of the children begins at 8:00 a.m. Students dropped off before 8:00 a.m. will be placed in before school care and parents will be billed the daily rate.

Students will be allowed to enter the school building at 8:00 a.m. Daily morning announcements begin at 8:15 a.m. Students are dismissed at 2:55. Parents are expected to pick up their children by 3:05 p.m. If a student is not picked up by 3:05 p.m., they will be placed in after school care and the parents will be billed accordingly. Students may not be sent to the park or wait outside for parents. In order to avoid classroom disruptions, parents are asked to wait outside the school building for their children.

**Tardiness**

***A student will be considered tardy if they are not in the classroom by 8:15 a.m.*** Perfect attendance status may be affected when a student is tardy five (5) or more times throughout the school year.

**Bicycles**

Students who ride their bikes to school must walk their bikes from Jordan and Alice Streets, or Park and Alice Streets to the bike rack. No riding of bikes in front of the school is allowed. Bikes must be parked in the bike rack in the park; bikes may not be parked behind or inside the school. Bikes are to be used for coming to and from school only, not during recess or lunch periods. Students must follow the rules of the road for bicycle safety. The school accepts no responsibility for the theft or vandalism of bikes parked in the bike rack. Students may not ride motorized scooters to school.

**Traffic Rules**

1. Children may only cross at the crosswalks in front of the school and at the corner of Alice and Jordan Streets. There will be a teacher on duty to help the children cross after school. Please remind your children **NOT** to run between parked cars!
2. Please drop off and pick up your children AT THE CURB ONLY. Do not double park – it is dangerous and you may be blocking someone who needs to leave.
3. Under no circumstances should you park and exit your vehicle on Alice Avenue, even to take your child out of a car seat, please pull to the south parking lot. Alice Avenue is a one way street – running south to north. Avenue should be used for “drop & drive” ONLY and traffic should keep flowing. If you are getting out of your car to walk your child in, or to visit the school, please park in the south parking lot.
4. Do not stop or park in the yellow zone in front of the school.
5. Bike riders must walk their bikes from the corners and park the bikes in the bike racks.
6. **Please pick up your children on time.** We cannot allow children to linger on the school grounds after hours. 7. Students and parents are to show respect, obedience, and courtesy to the supervisors on duty at all times. **If someone else will be picking up your children, please inform them of our traffic rules.**  
*We ask that you drive slowly and proceed cautiously at all times.*

**ASBESTOS**

Holy Family School has an Asbestos Management Plan on file at the school which is available during normal school hours in accordance with Federal regulations. Most recent asbestos inspection was held in October 2022.

**ATHLETICS**

Holy Family School offers a wide variety of athletic programs for boys and girls. The Principal shall maintain the overall administrative supervision of the school's athletic programs and activities.

**Athletic Fees**

Athletic fees will be charged for athletes as follows: \$30 per athlete/per sport, with a maximum of \$60 per family/per sport. Unpaid athletic fees will result in the athlete being ineligible to participate in athletic events, including practice. **Sports**

**Physicals**

Sports physicals must be received by the school office prior to participation in athletic events, including practice. Sports physicals must be on an IESA form.

**ATTENDANCE**

The process of education requires continuity of instruction, classroom participation, learning experiences and study. Frequent absences disrupt this continuity. Students should be in school everyday that school is in session unless excused for valid reasons. Valid reasons include: illness, death of a family member, family emergency or other situations beyond the student's control. A school calendar for the 2023/2024 school year is provided, and should be consulted as to when school is in session.

**Absences**

When a child is absent, a parent/guardian must notify the school by calling the school office by 8:15 a.m. **--OR--** prior to, or on the day of the absence, parents must send a signed note indicating the date and reason for the absence. This note must be given to the child's teacher or the school office before 8:15 a.m. For the safety of all children, if a parent fails to call or send in a note, the school will call the parents at home or at work, or an emergency contact, to verify the absence. If a child is absent and the absence cannot be verified, the student will receive an unexcused absence for that day.

If your child is absent with a communicable disease, such as chicken pox, strep throat, pink eye, etc., the school should be notified immediately. A physician's note will be necessary upon your child's return to school. If your child misses five (5) or more consecutive days of school due to an illness, a doctor's release is required to return to school.

When a child is absent during the day for an illness, he/she is not allowed to attend or participate in extracurricular events, including participation in a practice session or game. The Principal may allow a waiver if the absence is due to reasons other than an illness, such as an appointment or other family emergency. Violations of this rule will result in the absence being considered unexcused, with all grades for that day counting as a zero. Exceptions for special events, such as Sacramental activities, may be granted with the approval of the Pastor and/or Principal.

***Your child should be kept home at the first sign of an illness. Students must be fever free for 24 hours before returning to school.***

Excessive absences equivalent to 15%, including tardies, may be cause for a student to be retained in the current grade level for another school year.

**Accidents or Illness During the School Day**

An emergency card will be kept on file in the school office for each student. Please notify the school immediately if there are any changes of information. If a child becomes ill or is the victim of an accident during the school day, the school office will make every attempt to contact a parent first. If a parent cannot be reached, an emergency contact person, as indicated on the child's emergency form, will be contacted.

**Family Vacations**

Family vacations, which require the child's absence from school for five (5) or more days, are subject to the approval of the Principal. Parents are discouraged from taking students out of school for trips or vacations. There is no replacement for classroom time, and teachers will not be expected to "re-teach" students who have missed class time due to a family vacation. Please note there is the potential for lessons, such as science labs, which will be missed entirely in the event of a vacation. Extra credit will not be allowed in the event a student's grades reflecting poorly due to material missed caused by a vacation.

Parents must notify the student's teacher(s) at least five (5) school days prior to the family vacation. Students are responsible for asking for all missed work upon their return. Homework must be completed in a timeframe determined by the teacher, but will not exceed three (3) days. **There will be no homework or tests provided prior to a vacation.**

**Missed Assignments**

If a student misses school due to illness or other excused situations, the student is required to make up all tests and assignments missed upon his/her absence within the number of days the student has missed. (example: a child has missed two (2) days of school, that child has two (2) days to make up missed tests and assignments.) No work will be accepted after that time, resulting in a loss of credit. In Grades 5 through 8, the student, not the teacher, is responsible for obtaining any missed assignments. Missed assignments may be picked up by a parent or guardian between 2:00 - 3:00 p.m. in the school office on the day missed. Assignments may be given to a sibling, if other arrangements have not previously been made.

**Release During the School Day**

When it is absolutely necessary for a student to be excused from school for medical or dental appointments, a note must be sent to the teacher **24 hours in advance**, except in the case of an emergency. For the safety of all children, parents should not come in to the school building to pick up their children. Please pull up to the yellow curb in front of the school and call the school office at 815-883-8916. You may be asked to step outside your vehicle to verify identity. Your child will be sent out to your vehicle. Upon return, do not enter the school, school personnel will sign your child back in. Students will be marked absent according to the following: 1½ - 3 hours = half day absence / 3+ hours = full day absence.

**Truancy**

A truant student is defined as a child subject to compulsory school attendance and who is absent without valid cause from such school attendance for a school day or a portion thereof. Valid causes for absence shall be: illness, observance of a religious holiday, death in the family, family emergency, and shall include other situations beyond the control of the student, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- When a child is absent, a written excuse or phone call from a parent/guardian is required for a portion of full day. ▪ Upon the accumulation of ten (10) days of absence, or 10% of the days school has been in session, the school will contact the parent/guardian.
- A referral to the County Attendance Awareness Program will be made if absences continue.

**BACKGROUND CHECKS**

All volunteers must complete the following three (3) requirements in order to volunteer at or chaperone any school sponsored event. (1) DCFS CANTS background check, (2) Background Check through S2Verify\*, and (3) complete Safe Environment Training session.

(\*volunteers are responsible to pay any fees associated with the cost of any background checks)

Information for DCFS and S2Verify is available in the school office. If either of these background checks are returned with negative results, the results will be forwarded to the Diocese of Peoria for approval or denial to volunteer.

**BIRTHDAYS**

Students celebrating their birthday will be acknowledged during the morning announcements. Invitations to parties (birthday or other) may be passed out in class **only** if the whole class is invited. If all of the students in the class are not invited, invitations may not be passed out at school.

**BUS**

Public bus transportation may be available for Holy Family School students living within the limits of the Oglesby Public School District bus route. Please contact Oglesby Public Schools for public bus transportation information.

**CATHOLIC SCHOOLS WEEK**

Each year during the National Celebration of Catholic Schools week, special activities are held. These activities involve the faculty, students, parents, and the Parish. The purpose of the week-long celebration is to share our gifts, talents, and appreciation of Catholic education, and to acquaint the public with the many wonderful programs offered at Holy Family School.



**CELL PHONE POLICY**

Students of Holy Family School are permitted to bring cell phones to school according to the following guidelines. Failure to follow the guidelines below will result in the loss of the privilege to bring a cell phone to school. Holy Family School accepts no responsibility in the event of a lost, stolen or broken cell phone.

1. The cell phone must be kept in the student's book bag during the school day, this includes recess and lunch.

The cell phone must be turned off during the school day.

3. Cell phones may not be used to make or receive phone calls or text messages during the school day, including before and after school care.

**CONFIDENTIALITY**

Parents can expect that Holy Family School will give them the necessary information concerning the health, life and safety of their children. Students can expect that teachers and other staff members will keep confidence. However, if a student tells a teacher or staff member that he or she is going to harm self or others, the teacher/staff member must reveal that information even if a promise of confidentiality is given. Teachers and staff members will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concerns.

**COMMUNICATION****Calendar**

A calendar is available on the school website. Please check the calendar periodically for updates.

**Envelopes**

Money or other forms sent to school should be in a sealed envelope, which includes the following information: the student or family's name and what the contents of the envelope are.

**Website**

On our school's website, you will find the monthly calendar, and important updates from the Principal and school office, as well as links to class Facebook pages, and FACTS. School website: [www.oglesbyhollyfamily.com](http://www.oglesbyhollyfamily.com)

**COMPUTER/DEVICE USAGE GUIDELINES**

Students must have a valid, authorized account and may only use resources specified by the instructor. Students must never:

- 1.) Allow another user to use their account, unless authorized by the system administrator; 2.) Change, copy, delete, read or otherwise access files or software other than their personal drives, without permission of the system administrator. Students may not attempt to bypass security mechanisms to elude data protection or attempt to modify school software;
- 3.) Use school computers or other devices for non-productive activities, including, but not limited to:
  - a. Downloading unauthorized programs
  - b. Playing unauthorized games
  - c. Instant message
  - d. Any type of "chatting" or texting
  - e. Personal emailing during school hours
  - f. Purchasing of goods (ebay, etc.)
  - g. Log on to any computer station without the instructor's permission. In addition, no software programs should be used without direct permission from the instructor
  - h. Install programs or files without permission
  - i. Breach computer or network security to teach others how to break computer or network security
  - j. Post, publish, display or print obscene, profane, or sexually oriented materials, threats or offensive remarks
  - k. Damage devices, computers, computer systems, or computer networks
  - l. Visit social sites, ie: Facebook, Twitter, Instagram, Snapchat etc.

At no time should students take pictures, record videos, etc during school hours with any device, nor should said pictures, videos be posted on any social media site. In addition, students may not text on their device during the school day. Parents, as well, should not text their children during the school day. Students caught texting, taking pictures or videos during the school day will have their devices taken away and kept in the Principal's office.

Students should promptly report any observed misuse of any device, computer or computer system to a staff member. If a student damages a computer/device or any lab equipment, the student is financially responsible for the repairs or replacement of the damaged property.

- Students may only log on to their computer/device using their Student ID and password.
- Students are responsible to report all problems pertaining to their computer/device to the teacher.
- Illegal practices include, but are not limited to: changing displays, leaving distasteful messages on devices, posting on social media sites during the school day, taking pictures or videos during the school day (unless part of an assignment.)

### **Internet Usage Guidelines**

Holy Family School has chosen to permit students access to computer and telecommunication resources to further their educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications.

Privileges may be revoked if computer guidelines are violated. Students must be logged on to their authorized account using only their password. Students must have the instructor's permission to use the internet. Activities not permitted include, but are not limited to:

- Engaging in any illegal activities
- Revealing one's name or another's name and/or personal information
- Sending, forwarding, or reading personal emails; instant messages of any kind
- Posting anonymous messages
- Playing any internet games
- Sending or displaying any offensive messages and/or pictures; sending threats of violence
- Uploading or creating computer viruses
- Downloading any software or program without the system administrator's permission
- Violating copyright laws or protected materials
- Using the computer system for commercial or business purposes
- Intentionally wasting limited resources
- Visiting social sites, ie: Facebook, Twitter, Instagram, Snapchat etc.

### **Student Social Media**

In accordance with State Law (105 ILCS 75/15), the school shall not request a student to provide a user name, password or similar information in order to gain access to the student's private account, or profile on a social networking site (ie: Facebook, Twitter, Snapchat). However, the school may require a student to cooperate in an investigation by sharing the content of their private social network account if the school determines there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.

### **Revocation or Suspension of Computer/Device Privileges**

#### **First Offense**

- 1.) The student is revoked of all computer/device privileges for two weeks.
- 2.) System administrator is notified and the student's account is suspended for the suspension period. 3.) Parents and teachers are notified of suspension.
- 4.) Students will receive no credit for all missed assignments during their suspension period.

#### **Second Offense**

- 1.) The student is revoked of all computer/device privileges for a nine week period.
- 2.) System administrator is notified and the student's account is suspended for the suspension period. 3.) Parents and teachers are notified of suspension.
- 4.) Students will receive no credit for all missed assignments during their suspension period.

#### **Third Offense**

- 1.) The student is revoked of all computer/device privileges for the remainder of the school year. 2.) System administrator is notified and the student's account is suspended for the suspension period. 3.) Parents and teachers are notified.
- 4.) Students will receive no credit for all missed assignments during their suspension period.

### **CRISIS PLAN**

An Emergency Preparedness Crisis Plan will be adopted by the Holy Family School Commission on Education annually. This Crisis Plan lists the policies and procedures to be followed in crisis situations during school hours. The Crisis Plan will be reviewed and revised annually, and is available for viewing during school hours in the school office.

## **CURRICULUM**

Holy Family School strives for excellence in education. The following subjects are taught at Holy Family School: ELA, Spelling, Mathematics, Social Studies, and Science. In addition to the ordinary academic subjects, we offer programs in physical education, and art.

### **Religion**

Religion classes are held daily. The primary purpose of the Catholic School is to teach the children the tenants of the Catholic Church, but more importantly, our purpose is to teach our children to live and practice the Christian life. Each grade has the privilege of participation in a liturgical celebration, which has been planned and designed especially for them. Participation in Mass is a very important part of the child's life during his/her school years.

### **Mass**

The entire student body attends school Mass each Wednesday morning and on Holy Days during the school year. School masses are held at Holy Family Church.

### **Sacramental Preparation**

The Sacraments of First Reconciliation and First Communion take place when the children are in 2<sup>nd</sup> grade. The Sacrament of Confirmation is held every other year, and is conferred to 7<sup>th</sup> & 8<sup>th</sup> graders who complete the necessary requirements. Parents are expected to participate in the preparation of Sacraments, and attend required meetings.

### **Library**

Children are encouraged to read books provided in our library. The responsibility of taking out books and returning them is the child's. Students will be fined the actual replacement cost of any library books that have been lost or damaged.

### **Field Trips**

Attending field trips is a privilege, not a right. Students may be prohibited from attending field trips for disciplinary and/or academic reasons. Field trips of educational value are encouraged as part of our school program. Each student must have a signed permission form from a parent expressing they have been informed of the nature of the field trip and waive the school of all liability, for each field trip before leaving the school. Verbal approval from a parent will not be accepted.

### **Band**

Students in grades 4 through 8 are eligible and encouraged to participate in the Oglesby Public School's band program. Information regarding the band program can be obtained by contacting Oglesby Public School.

### **P.E.**

Physical Education is held twice a week for grades K – 8, and once a week for preschool. Our P.E. curriculum is designed to encourage students to try their best and give 100%. The students are instructed on personal hygiene, sportsmanship, leadership, honesty, and fairness. The students are taught self-improvement and are expected to challenge themselves.

**Excuses from P.E.** A student may be excused from P.E. classes if a note is brought in from a doctor or a parent.

The note must state when that student may return to P.E. classes. It is expected that students who are excused from P.E. will not participate in other athletic practices or games.

## **HIGH SCHOOL ALGEBRA**

Saint Bede Academy and LaSalle Peru Twp. HS offer an Algebra I course to those 8<sup>th</sup> grade students who qualify. This is a wonderful opportunity for students regardless of which high school they will be attending. Please be advised of the following eligibility requirements for the algebra class:

- 1.) The student must meet ONE of the following as of the day St. Bede/LP requests our recommendations, which is typically in the beginning of May:
  - Math grade average of all homework and tests of 94% or above for all three trimesters of 7<sup>th</sup> grade year; Students must not have been absent more than (ten) 10 school days during their 7<sup>th</sup> grade school year without a doctor's excuse.

NOTE: regardless of the above requirements, the administration and faculty reserves the right to withhold recommendation of any student if a pattern of deficiencies or behavioral concerns are evident throughout the school year.

## **CUSTODY ISSUES**

Holy Family School must have accurate custodial information on file. Holy Family School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Divorced parents should furnish the school with a court-certified copy of the custody section of the divorce decree. Parents who have never married should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parent.

## **DISABILITY ISSUES**

Students with learning differences and/or physical disabilities are children of God. Holy Family School will make accommodations, within the financial means and staffing of the school, to meet the needs of a student with a disability. Students with disabilities will be admitted on a probationary status for 60 days to determine whether we can meet the student's needs before making acceptance of a student final.

**DISASTER DRILLS**

The safety of the students is insured by drills and precautionary measures, which are followed in the event of a disaster. Emergency directions are in every room by the doorways for quick reference.

**Fire:**

1. Fire alarm bell will ring (3 short rings).
2. Windows and doors should be closed.
3. Walk to the exits and remain orderly and quiet. Keep hands off others.
4. Teacher will take roll call.
5. Silence is necessary when coming and going during a fire drill.
6. When all students have been accounted for, wait quietly for the "all clear" signal. Do not go back inside until notification is given by the administration or designated official.
7. No students are to enter the school during a fire drill, and should not re-enter the building once they have exited.
8. If students are out of their classroom at the time of an alarm, they are never to return to their classrooms. They are to go to the nearest exit. Students are never to go against the flow of traffic.
9. The first student in the line must be alert to any blockage or danger areas. If an area is blocked, the teacher in the front, or the student in front of the line should hold up both arms to indicate a stop and then point to an alternative exit.
10. If smoke is present, crawl on the floor to safety.

**Tornado:**

1. The warning for a tornado is one long bell ring.
2. Windows and doors should be left open.
3. Lights should be turned off.
4. Bring a book, if possible.
5. Remain in order and quiet in line. Keep hands off others.
6. All students are to proceed to the location assigned to them by the teacher.
7. Assume correct body position for safety: face wall and cover head with book or hands.
8. If students are outside and there is no time to escape - lie flat in the nearest depression such a ditch or ravine.
9. Return in order and quietly to the classroom when the "all clear" signal is given.

## **DISCIPLINE**

Holy Family School has jurisdiction over its students during the regular school day, while going to and from school and on school transportation. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location.

As professionally trained personnel, the teachers and staff will be expected to use their own methods of disciplining students who behave inappropriately. This approach shall always be of a consistent positive nature. An appropriate consequence, which relates to misbehavior will be given by the teacher and/or staff and seen to completion by the student(s) involved.

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of Holy Family 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 Pastor shall be the final recourse in any and all disciplinary situations.

### **Bullying**

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

- 1.) All staff members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
- 2.) All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.
- 3.) Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.
- 4.) Students should be assured that they have acted correctly in reporting bullying.
- 5.) The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the Principal, who will take appropriate action.
- 6.) The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
- 7.) Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.
- 8.) Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.
- 9.) The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.
- 10.) Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
- 11.) Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

### **Cyber-Bullying**

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, staff member or coach by way of any technological tool, such as sending or posting inappropriate or derogatory email, messages, instant messages, text messages, digital images, or website postings (including blogs), which has the effect of:

- Physically, emotionally, or mentally harming a student, staff member or coach
- Placing a student, staff, or coach in reasonable fear of physical, emotional, or mental harm
- Placing a student, staff or coach in reasonable fear of damage or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process, offenders shall be subject to appropriate staff intervention, which may result in discipline falling under a Gross Offense

### **Conduct**

#### **In the School Building**

- Students are to bring only school related items into the classroom. Electronic devices are not to be brought in the

classroom, except during recess with teacher permission. Electronic hair devices (blow dryers, curling irons, etc.) may not be used in the school building at any time, including at athletic events.

- Treat classroom equipment with respect and use it correctly. Keep your desk clean and free of stickers, writing, scratches, etc. If damage occurs, the student is financially responsible for the repairs or replacement of the damaged property.

#### In the Lunchroom

- Obey all instructions given by lunch duty supervisors and helpers
- Use your best table manners and speak in a quiet tone of voice
- Food should be eaten, not played with, thrown, or passed around
- Hot lunch food items are for students who order hot lunch only, and should not be shared.

#### In the Playground

- All playground equipment is to be used in the manner for which it was intended
- Throwing of snowballs is strictly prohibited in the playground or on any school grounds.
- No game where tackling takes place will be tolerated
- Inappropriate language or gestures will not be allowed
- Obey all instructions given by the teacher on duty

#### During Classroom Recess

- When it is not possible to have recess outdoors, students are to report to their classrooms. Loud talking, running and throwing objects are not acceptable.

#### In the Bathroom

- Students should be quiet while in the bathroom and exit quickly when they are finished.
- Every attempt should be made to leave the bathroom neat and orderly.
- Brown paper towels should never be flushed in the toilet – they should be thrown in the trash can only.

#### Off Campus

- The administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. This off campus behavior includes, but is not limited to, cyber-bullying. • Engagement in on-line blogs, such as, but not limited to: Instagram, Facebook, Twitter, Snapchat etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

#### Eating, Drinking & Gum Chewing

Eating and drinking in the school building is limited to the lunchroom. Eating and drinking in the classroom is allowed at the teacher's discretion. There is to be no gum chewing during school hours.

#### Serious Offense

The following are examples of situations that should be handled by the teacher unless, in the judgment of the teacher, the offense makes the continuous presence of the pupil in the classroom intolerable:

excessive talking annoying habits  
poor work habits throwing objects  
uncooperative behavior misrepresenting facts  
dress code violations use of profane/vulgar language and/or gestures

Excessive abuse of a serious offense could result in an after school detention based on the nature of the offense and the judgment of the teacher and the Principal.

#### Social Networking Sites Policy

While Holy Family School respects students' privacy and freedom of speech, we reserve the right to conduct random reviews of any information posted to public social networking sites. Discovery of inappropriate content that is deemed contrary to the mission of Holy Family School, in violation of the Parent/Student Handbook, and/or indicates disrespect for oneself or others will result in the disciplinary consequences found under Gross Offense. ( See Social Media Policy)

#### Gross Offense

The seriousness of the offense may warrant the passing of a warning system. It may be necessary to immediately suspend a student with the Principal and/or Pastor's sanction, and with the parent's knowledge, until such time that a conference can be set up with all parties concerned. The following are examples of actions that would result in special disciplinary action or dismissal. These offenses include, but are not limited to:

- 1) Fighting; Bullying/Cyber-bullying
- 2) Cheating/Plagiarism
- 3) Deliberate destruction or theft of school, private or public property. Restitution will be required.
- 4) Open defiance of school authority
- 5) Smoking, or the use of any illegal stimulant or depressant at school, or any school related activity
- 6) Chronic truancy from school
- 7) Enticing other students to participate in any activity, which is disruptive to the normal educational process, inside or outside of school.
- 8) Possession or use of any weapon
- 9) Outside misconduct situations dealing with faculty and staff
- 10) Repeated suspensions
- 11) Gross disobedience; Grave misconduct
- 12) Threats to the well being of students and/or school personnel; gang related activities
- 13) Pornographic/offensive/vulgar materials

Any gross offense will carry immediate consequences, which may be immediate expulsion based on the nature of the offense and as determined by the Principal and/or Pastor.

**First Offense:**

- 1) The teacher and Principal meet to discuss the problem.
- 2) The student will be sent to the Principal's office.
- 3) An after school detention notice is issued by the Principal and sent to the parents. The parents sign the detention notice and it is returned to the Principal the next day where it is filed in the child's permanent file
- 4) An after school detention, or in school suspension if deemed appropriate, will be served by the student.

**Second Offense:**

- 1) The student is sent to the Principal and the parents are called.
- 2) The student will be immediately suspended from school for up to three (3) school days. Student is further suspended from three (3) athletic games/meets. Student may not attend any athletic practices or events until three game/meet suspension has been served.
- 3) A student who is suspended may be penalized by not being able to make up the work missed. Any additional assignments may be issued by the Principal at his/her discretion.

**Third Offense\*:**

- 1) The student is sent to the Principal and the parents are called.
- 2) The student will be immediately suspended from school for seven (7) school days. Student is further suspended from seven (7) athletic games/meets. Student may not attend any athletic practices or events until seven (7) game/meet suspension has been served.
- 3) A student who is suspended may be penalized by not being able to make up the work missed. Any additional assignments may be issued by the Principal at his/her discretion.

\*Committing a third offense may be grounds for expulsion of the student.

Students who receive an out of school suspension will not be allowed on school grounds during the time of their suspension.

**Detention**

The primary purpose of a student being issued a detention is consequences for unacceptable behavior and a times to reflect on their negative behavior. When a student is assigned a detention, a Detention Notice will be sent home to be signed and returned the following school day by the parent/guardian. Detentions will be served according to the date and time indicated on the Detention Notice. Students who fail to serve their scheduled detention will be issued an additional detention. Upon receiving the fourth (4<sup>th</sup>) detention, a student may be issued an in-school suspension.

Athletes receiving an after school detention will suffer consequences directly related to the sport currently in season. For example: If an athlete receives one (1) detention, he/she will miss one (1) quarter of a basketball game (includes cheerleaders) / one (1) inning of a softball game / one (1) rotation of a volleyball game / one (1) event of a track meet / one (1) round of a Scholastic Bowl meet. If an athlete receives two (2) detentions, he/she will sit out two (2) quarters/innings/rotations/round of an event. Upon the receipt of a third detention given, such athlete will miss an entire game/meet/event.

**Expulsion**

Expulsion from school is a serious matter and should be used only in extreme cases. As soon as it becomes evident that expulsion of a particular student is necessary, the Principal should consult the Pastor; notify the parents of the child, the child's teacher, and the school commission of education. When a child has been expelled, the Office of Superintendent of Schools must be notified immediately in detail and in writing.

**Search and Seizure:**

Holy Family School retains the right to search and seize drugs, weapons, and other contraband when there is a belief that such contraband is in the possession of a student. Such possession is in violation of the rules, regulations, and policies of Holy Family School. Students who possess such contraband will be subject to discipline and/or expulsion. Holy Family School retains the right to search any property at any time, including, but not limited to: book bags, desks, lockers, etc. The school will assist local government authorities by reporting such possessions.

**DRESS CODE**  
**2024-2025 SCHOOL YEAR**

*Clothing must be neat and clean.  
Excessive fading, discoloration, and torn clothing are not acceptable.*

## **DRESS CODE DURING THE SCHOOL DAY**

Administration reserves the right to modify this dress code at any time.

### **BOYS – Grades Kindergarten through 8th :**

- **Pants** must be khaki color, plain front, pleated front, or uniform corduroy. Cargo pants are not allowed. Hip hugger style pants are not allowed. Pants must be uniform style without pocket flaps on the back. • **Shorts** may be worn during the months of August, September, October, April and May. Shorts must be khaki color, uniform style. Cargo shorts and athletic shorts are not allowed. Shorts must be no shorter than 3 inches above the knee.
- **Shirts** must be red, white or black, collared perma-press, or polo shirts. Emblems or logos on shirts must be the same color as the shirt. Shirts may be long or short sleeved. Students may wear plain white t shirts under uniform shirts. (A red t-shirt may be worn under a red uniform shirt.) Uniform shirts must be tucked in at all times during the school day. When wearing a long sleeved shirt under a uniform shirt, the long sleeved shirt must be the same color as the uniform shirt.
- **Sweatshirts** Holy Family School crew neck (non-hooded) sweatshirts may be worn during the school day. Holy Family School sweatshirts may be red, black, or white. A school uniform shirt must be worn under all sweatshirts with the collar showing. “Hoodies” are not acceptable. Names imprinted on the back of sweatshirts are not allowed.
- **Sweaters/Cardigans** may be red, white, or black and may be worn with a uniform shirt underneath • **Quarter-Zip Shirts** may be black or red, with or without a Holy Family emblem.
- **Shoes:** standard style shoes, or clean athletic shoes, must be worn. Shoes must be brown, black, white, gray, or red, or a combination of those colors. No other colors will be allowed on shoes or shoelaces. No backless shoes, sandals, flip flops, heels, platforms, slippers, clogs, or crocs may be worn. Also, shoes must not have any glow in the dark features, light-up/flashing, glitter, sequins, embellishments, metallic emblems, nor contain loud patterns. Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Socks** must be worn. White, tan, or black socks are allowed. Socks must be plain in color, no markings on socks, and socks must match.
- **Hairstyles** must be neatly cut above the brow and above the collar. No unusual hairstyles will be allowed.
- **Hair Coloring** is allowed if the following criteria are adhered to: Subtle hair coloring and highlights of hair will be allowed. Color must be natural looking and any usual colors will not be allowed. Determination of acceptable coloring will be at the sole discretion of the administration and staff. Any color or highlight deemed not acceptable by the administration and staff will be required to be immediately changed back.
- **Earrings** are not allowed.
- **Scout Uniforms** may be worn on meeting days.
- **Belts:** black or brown belts must be worn by boys in 5<sup>th</sup> through 8<sup>th</sup> grade if pants have belt loops. Belts should be buckled at all times.
- **Hats:** hats are not to be worn inside the school building during the school day.

### **GIRLS – Grades Kindergarten through 8th :**

- **Pants** must be khaki color, plain front, pleated front, or uniform corduroy. Cargo pants are not allowed. Hip hugger style pants are not allowed. Pants must be uniform style without pocket flaps on the back.
- **Shorts** may be worn during the months of August, September, October, April and May. Shorts must be khaki color, uniform style. Cargo shorts and athletic shorts are not allowed. Shorts must be no shorter



than 3 inches above the knee.

- **Blouses/Shirts** must be red, white or black. Emblems or logos on shirts must be the same color as the shirt. Collared/button down, or polo shirts are acceptable. Blouses/shirts may be long or short sleeved. Students may wear plain white t-shirts under uniform shirts. (A red t-shirt may be worn under a red uniform shirt.) Uniform shirts must be tucked in at all times during the school day. When wearing a long sleeved shirt under a uniform shirt, the long sleeved shirt must be the same color as the uniform shirt.
- **Sweatshirts** Holy Family School crew neck (non-hooded) sweatshirts may be worn during the school day. Holy Family School sweatshirts may be red, white or black. A school uniform shirt must be worn under all sweatshirts with the collar showing. "Hoodies" are not acceptable. Names imprinted on the back of sweatshirts are not allowed.
- **Sweaters/Cardigans** may be red, white, or black and may be worn with a uniform shirt underneath. • **Quarter-Zip Shirts** may be black or red, with or without a Holy Family emblem.
- **Shoes:** standard style shoes, or clean athletic shoes, must be worn. Shoes must brown, black, white, gray or red, or a combination of those colors. No other colors will be allowed on shoes or shoelaces. No backless shoes, sandals, flip flops, heels, platforms, slippers, clogs, or crocs may be worn. Also, shoes must not have any glow in the dark features, light-up/flashing, glitter, sequins, embellishments, metallic emblems, nor contain loud patterns. Shoes are meant to have a subtle look, of which the administration will have the final say.
- **Boots** may be worn if they are brown or black with no embellishments. Uniform pants must be worn over the boots. Uniform pants may not be tucked into the boots. Boots may be worn with skirts/jumpers, boots must be all brown or black in color, and tights must be worn.
- **Socks** must be worn. White, tan, or black socks are allowed. Socks must be plain in color, no markings on socks, and socks must match.
- **Tights** must be worn under skirts/jumpers/skorts from November 1 through April 1. Tights must be white, black or tan/beige.
- **Jumpers** can be worn by girls in grades K through 4. Khaki color jumpers are allowed, with a white or red uniforms shirt underneath.
- **Polo Jumpers** may be worn by girls in grades K through 4. Red pleated uniform style jumpers must have a collar and a pleated skirt.
- **Skirts** are allowed for girls in grades 5 through 8. Khaki color pleated or flat skirts are acceptable. Skirts must be no shorter than 2 inches above the knee. Wearing uniform pants under a skirt is not allowed.
- **Skorts** may be worn. Skorts must be khaki in color and no shorter than 3 inches above the knee. • **Hairstyles** must be cut neatly. No unusual hairstyles will be allowed.
- **Hair Coloring** is allowed if the following criteria are adhered to: Subtle hair coloring and highlights of hair will be allowed. Color must be natural looking and any usual colors will not be allowed. Determination of acceptable coloring will be at the sole discretion of the administration and staff. Any color or highlight deemed not acceptable by the administration and staff will be required to be immediately changed back.
- **Make-up** modest nail color may be worn. Modest make-up may be worn by girls in 7<sup>th</sup> and 8<sup>th</sup> grade only. (teachers/administration will determine if the make-up is outside the boundaries of modest.) • **Scout Uniforms** may be worn on meeting days.
- **Hats:** hats are not to be worn inside the school building during the school day.

### **Non-Uniform Days**

On non-uniform days the students must wear appropriate clothing. Types of inappropriate clothing include: midriff shirts, low hanging jeans, spaghetti straps, tank tops. All shirts must completely cover the student's stomach. T-shirts with vulgar or

offensive writings or drawings will not be permitted. Flip flop style sandals are not allowed at any time. Inappropriate clothing will be determined by the school faculty.

Hoodies may NOT be worn on non-uniform days, unless specified by the Administration.

Leggings may be worn, however, tops must cover the mid-thigh of the student.

Dresses/skirts/shorts must be no shorter than 3 inches above the knee.

Faculty/staff reserves the right to call parents for a change of clothes if appropriate attire is not worn.

Students may not use non-uniform coupons on Mass days, or other days as specified by the Principal.

### **Non-Compliance of Dress Code**

Students found to be in non-compliance with the dress code will be subject to the following:

- 1) First Offense: a non-compliance form is sent home by school personnel. Parents must sign the non-compliance form and return it to school the next day.
- 2) Second Offense: a non-compliance form is sent home by school personnel; parents must sign the non-compliance form and return it to school the next day. In addition, the student may not participate in a non-uniform day, whether it be an all school/all class non-uniform day, or an individual non-uniform day certificate, for ten (10) school days,
- 3) Third Offense: parents will be contacted to bring the appropriate uniform clothing for the remainder of the school day. In addition, the student may not participate in a non-uniform day, whether it be an all school/all class non uniform day, or an individual non-uniform day certificate, for ten (20) school days.

### **DRUG POLICY**

It is an extremely serious violation of the policies of Holy Family School for a person to possess or transact any deal involving an illegal drug on school/parish property, or at any school/parish sponsored event or activity. Students found to have violated this policy will be subject to the following consequences:

1. At the minimum, the student will be suspended for the balance of the school year.
2. A student who has been suspended may apply for re-admission at the end of the suspension period. Prior to re admission, the student and the family must successfully complete a family substance abuse program approved by the Pastor/Principal. It will be decided, in consultation with the program administrator, if completion requirements have been met. The student and family may also successfully complete any other stipulations or restrictions placed on the student and/or family by the Pastor/Principal. The Pastor/Principal have complete freedom and discretion in this regard.
3. If re-admitted, the student will be permanently placed on probation for the entire period of enrollment at Holy Family School. The Pastor/Principal have complete freedom and discretion in setting the terms of the probation.

Students who are directly contacted by anyone for the purpose to possess, use or deliver any illegal drug during school or at any school sponsored event or activity, must report the incident immediately to the principal, teacher, coach, chaperone, police, or other adult connected with the school. Failure to comply with this policy will result in disciplinary action. A maximum penalty of expulsion may be applied. The Principal must report instances of drug violations to local law enforcement officials, as required through the School Incident Reporting System in IWAS.

### **EMERGENCY CLOSINGS/EARLY DISMISSAL**

On days when unusual weather conditions exist, please do not call the school to find out if school will be closed. Official announcements regarding Holy Family School closings during inclement weather will be broadcast on radio stations, and you will also receive a text via our alert system.

Only in extreme situations will school be dismissed before the regular dismissal time. If weather is inclement, please tune to the above radio stations for closing information. Parents can greatly assist the school in managing a severe weather situation by observing the following:

- Please do not call the school office for information regarding early dismissal, etc. tune in to the radio stations listed above for current information. The school phone lines need to be kept open for any communication which is necessary for the safety of the children.
  - If an emergency call to the school is necessary, please keep the call as brief as possible to keep the phone lines free.
  - Every attempt will be made to insure that all students have proper transportation home, or to an approved location.
- When severe weather is in the forecast, send your child to school adequately clothed.

If school is cancelled during the school day, children will be given an opportunity to call their parents to make arrangements, if needed. Parents are encouraged to have a family plan for such occurrences. Because conditions may vary depending on location, parents are free to pick up their children if school is not cancelled, but conditions in their area necessitate early dismissal. If school is cancelled due to bad weather, all evening sporting events are automatically cancelled, including practices.

### **EMERGENCY FORMS**

Emergency forms are required to be filled out and kept on file for each student. Emergency forms should be filled out in their entirety and signed by one or both parents.

The emergency form contains important information about each student, including medical information. Two (2) emergency contact phone numbers, other than the parents, are required. All information on the emergency forms will be kept strictly confidential. Please notify the school immediately of any change of information.

### **EXTENDED CARE**

**Hours:** Before school: 7:15 a.m. until 8:00 a.m. After school: 2:55 p.m. until 5:00 p.m.

**Per Day Fee Schedule:** \$3.00 per child - morning session (maximum \$6.00 per family)  
\$7.00 per child - afternoon session (maximum \$14.00 per family)

- Extended care will be held in the gym. Parents should drop off their children at the back door by the 4<sup>th</sup> grade classroom. The teacher on duty will sign in/sign out students on the clipboard.
- Students dropped off before 8:00 a.m., will be placed in before school care and the parents will be billed accordingly. • Food is not allowed in before care. If your child will be attending after school care, please send a snack/drink. • School dismisses at 2:55; please note that any student not picked up by 3:05 will be placed in extended care and the parents will be billed accordingly.
- You will not need to register your child for extended care for specific days per week.
- Extended care fees will be paid weekly via FACTS. You can log into your FACTS account to check your fees. • Students in Extended Care must obey all school rules and policies, including those concerning cell phone usage.

### **FIELD TRIPS**

Educational field trips may be taken throughout the school year. All school trips will have an educational purpose. Permission forms must be completed in their entirety, signed by a parent, and returned to school, in order for a student to be able to attend a field trip. Field trips are privileges afforded to our students; therefore students may be denied participation if they fail to meet academic or behavioral requirements. Students who do not attend a field trip will remain at home with the parent and marked absent for that day.

#### **FIELD TRIP GUIDELINES:**

- 1.) All field trips will be approved by the Principal and/or Pastor.
- 2.) If private transportation is required for the field trip, all drivers must complete all required forms and documents, including all background checks.
- 3.) If bus transportation is used for a field trip, students may be charged a fee to help defray the cost. 4.) All field trips shall be adequately supervised by faculty members and other approved adults. Only those persons who have complete all of the necessary background checks will be allowed to chaperone and/or drive for school sponsored field trips.
- 5.) A permission form, signed by a parent must be obtained before the student will be allowed to attend the field trip. Verbal permission is not acceptable.

### **FOOTBALL MANIA**

When registering their children at Holy Family School, parents take on the responsibility of participating in the Football Mania Fundraising program, which is Holy Family School's major fundraiser for the 2024/2025 school year. Parents of students in grades kindergarten through 8<sup>th</sup> and full day preschool, are given 45 consecutively numbered tickets, while parents of students in half day preschool only, are given 25 tickets, which are required to be sold at \$20 each. All ticket stubs and monies must be turned in to Holy Family School by August 31, 2024..

### **GRIEVANCES**

#### **Appeal and Review**

A review or appeal of any decision concerning policies, procedures, or other serious matters regarding Holy Family School made by the Pastor or Principal of Holy Family School may be requested by any parent/guardian of a Holy Family School student under the following conditions, only if the:

- decision violates or is in conflict with the teachings of the Roman Catholic Church;
- decision violates or is in conflict with an applicable Diocesan policy;

- decision violates or is in conflict with a policy or procedure of the parish, school, or other entity that takes precedence over the decision in questions; or if the
- decision violates or is in conflict with an applicable federal, state or local civil law.

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

An individual or group desiring the appeal or the review of a decision must make that request known to the Pastor of Holy Family Parish in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it;
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in Holy Family School's policy #G111.1, R-HFCOE; and
- The proposed resolution.

The Pastor of Holy Family Parish, 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 Holy Family School and to the Superintendent of Schools.

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

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

#### **Complaints and the Principle of Subsidiary**

In keeping with the church principles of subsidiary, problems should be solved at the lowest level whenever possible. Parents with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the Principal be contacted. If a parent is reluctant to confront a teacher alone, the Principal may be present at a conference at the parent's request.

Parents who wish to contact a teacher to request a conference may call the school and leave a message with the Secretary or on the teacher's voicemail.

#### **HARASSMENT POLICY**

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

## DEFINITION

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

## PROCEDURE

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.
4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.
5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.
6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.
7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.
8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.
9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.
10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine

if information regarding harassment should be disclosed pursuant to this policy.

11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor; if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.
14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.
15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.
16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.
17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.
18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.
19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.
20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.
21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination.
22. This policy shall be made known to alleged victims who report harassment.
23. This policy shall be reviewed on an annual basis.
24. This policy shall prevail over other Diocesan or parish harassment policies

## **HEALTH CARE**

### **Health Physicals**

Students entering preschool, kindergarten and 6<sup>th</sup> grade are required to provide a health examination; as well as new students upon entering Holy Family School pursuant to a transfer, regardless of the child's grade level. Health physicals are due by the first day of school

### **Immunizations Required**

Each student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

### **Proof of Health Exam and Immunizations Required**

A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the first day of school.

### **Non-Compliance with this Policy**

Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and immunizations. The parent/legal guardian is deemed in violation of the Illinois School Code during the period of non-compliance.

**Objections to Examinations and/or Immunizations:** A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- Medical Objection. Any medication objection to an immunization must be presented by a physician, licensed to practice medicine in all its branches, indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.
- Religious Objection. An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and/or immunizations. Each objection will be addressed on a case by case basis. Holy Family School will forward all religious objections to the Diocese of Peoria for determination as to whether the written statement constitutes a valid religious objection.

### **Dental Physicals**

The State of Illinois requires a dental physical for students entering kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade. This dental physical must be completed by May 15 of the school year. Holy Family School is required to withhold year-end report cards for any student in non-compliance with this requirement. Students may be exempt from this requirement if they meet the criteria on the Dental Examination Waiver Form and such form is submitted to the school by May 15 of the current school year.

### **Eye Examinations**

All children enrolling in kindergarten, or enrolling in school for the first time, must have an eye examination. The school must be provided with proof of such exam by October 15 of the current school year. Holy Family School is required to withhold report cards for any student in non-compliance with this requirement. Students may be exempt from this requirement if they meet the criteria on the Eye Examination Waiver Form and such form is submitted to the school by October 15 of the current school year.

### **Sports Physicals**

Sports physicals are required for all students participating in athletic events. Sports physicals must be on an IESA form. Students may not participate in a practice or athletic event until a valid sports physical is received by the school office.

### **Medication**

All medications should be administered by the parents outside of school hours. If necessary, parents may come during school hours to administer medication to their child. If determined by a doctor that it is necessary for a child to receive medication during school hours, and parents wish school personnel to **supervise** the child taking the medication, the following rules must be followed:

- 1) Children may not carry or use medication themselves during the school day, including aspirin and/or cough drops. This excludes the use of asthma medication; see procedures for asthma medication below.
- 2) A signed consent from the parent authorizing the supervision of the use of medication must be on file in the school office, in addition to the doctor's prescription instructions. School personnel will **not administer medication**, but will only **supervise** the students administering their own medication.
- 3) All consent forms must be renewed annually. Forms are available at the school office.
- 4) All medication must be brought to school in its original packaging.
- 5) **Over the counter drugs are not to be administered at school, unless prescribed by a doctor. This includes cough medicine and/or aspirin.**
- 6) The school will provide safe storage for all medication and will keep a log for each student of all medication administered at school.
- 7) Students will be subject to disciplinary action if they violate the school's medication policy.

As required by State law, students may self-carry and self-administer drugs for the treatment of asthma, diabetes, epilepsy, or serious allergies, provided that the parent has submitted their consent in writing, as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes or serious allergies to certain grade levels and/or ages of students.

23

### **Head Lice**

Parents should regularly check their child's head for evidence of head lice, and if discovered, should notify the school and use a prescribed product to treat them, and not a home remedy. Head lice cannot fly or jump, and do not transmit disease or illness. Research has shown that transmission in schools is extremely rare. Prolonged direct head to head contact or sharing of personal items, such as hats, combs, pillows, etc., is typical for transmission. Students suspected of having head lice, will be sent to the office for evaluation and the following steps will be followed:

1. A thorough inspection for live lice and nits will be completed.
2. If live crawling lice are noted, the parent/guardian will be notified immediately. Parents may pick up student at that

time to begin treatment or they can go home at the end of the day.

3. Once appropriate treatment has been started with a product specifically made to treat lice, and hair has been mechanically combed to remove lice and the majority of the nits, your child can return to school. 4. Children who have had head lice will be re-screened before they are allowed to return to the classroom. If live lice are still present upon examination for return, the child will be sent home at that time for thorough removal. Students who have had head lice will be automatically re-screened in 7-10 days for the return of head lice. 5. To prevent re-infestation, your child should be re-treated in 7-10 days.

6. Any child found to have recurrent or untreated head lice or excessive nits, may be excluded from the classroom until treatment is complete.

### **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.

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.

## 24

In addition to the previous, 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.

### **SUNSCREEN**

A student may possess and use a topical sunscreen product while on school property or at a school sponsored event or activity without a physician's note or prescription, if the product is approved by the USFDA.

### **LUNCH/RECESS**

As a safety precaution, no student is allowed to leave the school grounds during lunch or recess. Parents are **NOT** permitted to bring in "fast food" lunches (ie: McDonald's, Subway, etc.) or other hot meals for their children. Students are not allowed to call home for forgotten lunches, nor are parents allowed to bring in a forgotten lunch once the school day has begun. The school will provide a cold lunch if a student does not have a lunch, and the parents will be charged a fee per lunch on their FACTS account. Students should bring a sack lunch if hot lunch is not ordered. Students are not allowed the use of a microwave or oven to heat up items in their lunch; nor should students ask a teacher or hot lunch helper to heat items in their lunch for them. Soda is not allowed to be brought in for lunch.

### **Hot Lunch**

Hot lunch is typically offered whenever school is session for a full day. Our hot lunch program is catered by HyVee Foods in Peru. A hot lunch menu is sent home on a monthly basis which needs to be returned by the due date specified. Students who are absent on a day when they have ordered lunch will be given a credit on their FACTS account, **if the absence is called into the school by 8:15 a.m. on the day of the absence.** The cost of daily hot lunch does not include milk. Hot lunch charges will be invoiced through the family FACTS account on a monthly basis, with a payment date as determined on the menu/order form.

### **Milk**

Milk order forms are sent home at the beginning of the school year. The school office will accept additional milk orders anytime during the school year. White or chocolate milk is available. Milk may be purchased on a daily basis at a cost of .50¢ per half pint, which is subject to change due to distributor increases.

### **MORNING ANNOUNCEMENTS**

Morning announcements begin each day at 8:15 a.m. Announcements begin with a prayer and personal petitions, followed by the Pledge of Allegiance. Students may request a personal petition or announcement be made by putting their request in writing, and turned into the school office by 8:10 a.m.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held at the end of the first and second trimesters. First and second trimester report cards are issued at the time of the conference by the teacher. Schedule signup is done on-line – signup information will be sent home when conference time nears. Teachers are available for conferences at other times during the school year by appointment. If you need to speak to your child's teacher, please report to the school office first and the teacher will be contacted. You may also contact teachers by phoning the school between 3:00 -3:30 p.m. Please check the school calendar for parent/teacher conference dates.

25

### **REGISTRATION**

Kindergarten and preschool registration for the next school year begins in the Spring and is ongoing until classes reach maximum capacity. Registration for grades 1 through 8 is held in April, registration is ongoing until classes reach maximum student capacity. We ask that you return completed registration forms by the designated due date so the appropriate workbooks and supplies may be ordered. Registration fees are due at the time of registration, and are non-refundable.

### **REPORT CARDS/GRADES**

Report cards will be issued (3) times a year. A report card is the criteria for recognizing the progress of an individual child in accordance with his or her capabilities. Report cards issued are to be kept by the parents. Parents may check their child's grades on-line using our Family Portal. A user name and password will be created by families.

### **Academic Probation**

Any student who receives two (2) or more failing grades at the end of a trimester is automatically placed on academic

probation. Students on academic probation are not permitted to participate or attend any extra-curricular activities (ie: field trips, athletics, etc) and may only attend school required events. Parents will receive a letter from the Principal, which states their child is on academic probation, if the student receives two (2) or more failing grades the following quarter, the student will be dismissed from Holy Family School. Any student who receives four (4) or more failing grades in any given trimester is liable for dismissal.

### **Athletic Ineligibility**

In order for a child to participate in athletic activities, a student may not receive 2 D's or 1 F in any academic subject or 2 NI's in personal development/performance/conduct. A student receiving any of the above will be suspended from participating in athletics.

A suspension from participation declares a student ineligible for activities for one D-F period (two weeks), or a minimum of one game. The suspension period commences from the date the D-F slips are issued. The student suspended may attend practice sessions at the discretion of his/her parents, but he/she may not participate in any games. If at the end of the two weeks of suspension, the student is still receiving 2 D's or more, or 1 F, or meriting 2 NI's, he/she will be suspended for an additional D-F period (two weeks) or a minimum of one game, and will be excluded from practice sessions and games. These standards are considered minimal and either the Principal or parents, with the advisement from the teachers, may impose more stringent requirements or penalties. Any student who has received deficiency notices to deem athletic ineligibility for three (3) consecutive deficiency periods will be removed from the team's roster.

If a student is unable to fulfill academic eligibility due to personal limitations in scholastic ability, the Principal, with advisement from the faculty, may allow a waiver. In addition, students who are absent from school may not participate in a practice session or game on the same day of the absence. Any student who is absent from school for more than half the day on Friday may not participate in games on Saturday. The Principal may allow a waiver if the absence is due to reasons other than illness, such as funerals, or other family emergencies. It is expected that students who are excused from P.E. classes will not participate in athletic practices or games for that day.

### **Athletic Detention**

Athletes receiving an after school detention will suffer consequences directly related to the sport currently in season. For example: If an athlete receives one (1) detention, he/she will miss one (1) quarter of a basketball game (this includes cheerleaders) / one (1) inning of a softball game / one (1) rotation of a volleyball game / one (1) event of a track meet / one (1) round of Scholastic Bowl meet. If an athlete receives two (2) detentions, he/she will sit out two (2) quarters/innings/rotations/event. Upon the receipt of a third detention given, such athlete will miss an entire game/meet/event.

### **Deficiency Notices**

Deficiency notices are issued every two weeks to students who are receiving a D or F in any subject. Parents must sign the deficiency letter included with the deficiency notice, and return the signed letter the very next school day. In addition to athletic ineligibility, students with multiple deficiency notices may be excluded from extra-curricular school activities at the discretion of the Pastor/Principal.

## **Grades and Grading**

The following grading system is used:

<b><u>Kindergarten:</u></b>	+ = Very Good = Showing Improvement - = Needs Improvement
<b><u>Grades 1 &amp; 2:</u></b>	S+ = Exceeds Basic Requirements S = Satisfactory Progress; Consistent With Ability S- = Having Difficulty Meeting Basic Requirements U = Unsatisfactory
<b><u>Grades 3 – 8:</u></b>	A = (100-94) Excellent B = (93-86) Very Good C = (85-76) Satisfactory D = (75-68) Below Average F = Below 68

I = Incomplete  
E = Effort Shown, But Below Grade Level

### **High Honor Roll/Honor Roll**

In order to attain high honor roll or honor roll, the student must attain the following criteria:

High Honor Roll: 3.6 – 4.0 g.p.a. Honor Roll: 3.0 – 3.5 g.p.a.

To determine the g.p.a. (grade point average), the subjects of **Religion (1.0), Spelling (1.0), Math (1.0), Science (1.0), Social Studies (1.0), ELA (1.0), Art (.33), PE (.33), and Computers (.33)** are averaged using the following scale:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

Exact numbers are used when determining high honor roll/honor roll. There is no rounding of numbers to the nearest whole number. Honor Roll lists are published in the News Tribune. Honor roll recognition is given to students in grades 5th through 8<sup>th</sup> at our honors assembly. Perfect attendance is accumulative; students who achieve perfect attendance will also be recognized at our honor roll assembly. Any student receiving an “F” as an accumulative grade in any subject will be disqualified from achieving honor roll.

### **Promotion**

Grade promotions are made annually. Students who complete the work of a grade successfully and satisfactorily are promoted to the next grade level. Students who fail 3 core classes (Religion, Spelling, Math, Science, Social Studies, ELA) on their final report card will not be promoted. Promotion to the next grade level should not be taken for granted. In considering a student for promotion, the teacher evaluates the academic achievement demonstrated by the student of the required skills in the subject areas appropriate to the given grade. This achievement is viewed in relation to the child’s overall development and personality traits.

**Graduation Requirements:** Any 8<sup>th</sup> grade student with an accumulative end of year grade of F, in any two (2) subjects does not meet graduation requirements. All 8<sup>th</sup> grade students must pass the Federal and State Constitution tests to be eligible for graduation. Students will be allowed one re-take of each test if they fail the first test. All unpaid balances due to the school must be paid in full prior to graduation.

### **Retention**

A student becomes eligible for retention when two or more subjects\* are failed during one grading period. (\*ELA, science, math, social studies, religion)

When a student becomes eligible for possible retention, the teacher will send a Notification of Possible Retention form to the parents, and following steps will be taken.

- 1.) Classroom teacher will establish a meeting with the parents and Principal
- 2.) A remediation plan will be completed and discussed with the student and parents

It is necessary to send a second and third Notice of Retention in order for a student to be retained at the end of the school year.

### **SCHOOL INCIDENT REPORTING**

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police within one (1) to three (3) days of the occurrence of the incident.

Mandated incidents to be reported:

Drug-related incidents/firearms in school: upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in school or on school owned property, the Principal shall report such drug related incident to the local law enforcement immediately and to the Department of State Police in a form, manner, and frequency prescribed by the Department of State Police.

Firearms in school: upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in school or on school owned property, the Principal shall report such firearm incident to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Attacks on school personnel: upon receipt of a written complaint from any school personnel, the Principal shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police’s

Illinois Uniform Crime Reporting Program no later than three (3) days after the occurrence of the attack.

### **SCHOOL ORGANIZATIONS**

**Altar Servers** Girls and boys in 4<sup>th</sup> grade and higher are encouraged to become active participants in the Mass by serving as altar servers. They will be contacted by the Pastor for information concerning training times.

**Holy Family School Commission on Education:** The Commission on Education is an advisory body to both the Pastor and Principal, who help set and regulate school policy. All Catholics who are 18 years of age or over and are registered, contributing members to Holy Family Parish, and/or their parents, and all parents who have a child or children enrolled at Holy Family School shall be eligible to vote at the elections or to hold an office as a member of the Commission on Education. The Commission on Education meets bi-monthly. The meeting dates will be posted in the monthly calendar. Meetings are open to all school parents and other interested parties. It is necessary to contact the Principal or Commission President ten (10) days prior to the meeting date to place an item on the agenda.

**Holy Family School Cub:** Every parent is considered a member of the school club. The purpose of school club is: •  
To bring about a closer cooperation between teachers, parents, and pupils  
• To bring about a closer union of parents so they can work in harmony as one solid unit for the best interest of the school •  
To sponsor activities for the benefit of the school and students

**Room Parents:** The children celebrate the holidays of Halloween and Valentine's Day with classroom parties. The room parents plan the room parties with the approval of the teacher. Room parents may be called upon for other events or activities.

### **SMOKE-FREE ENVIRONMENT**

The use of any tobacco on school property whenever such property is being used for any school purpose is prohibited. This includes school related meetings and school activities. ***Holy Family School is a smoke-free environment.***

### **STUDENT RECORDS**

All student records are kept strictly confidential and are stored in a locked file in the school office. Records will be made available to parents upon request and with reasonable notice. Staff members have access to student records for educational purposes only. Holy Family School maintains certified copies of birth certificates for each student enrolled. Parents/guardians are notified that such documentation must be submitted within thirty (30) days of enrollment. Copies of transfer students' records will be requested within fourteen (14) days of enrollment; Holy Family School will send records of students transferring to other schools within ten (10) days of the request.

### **Compliance With Missing Children Record Act**

Upon notification by the Illinois State Policy of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Policy that the missing person has been recovered, the school shall remove the flag from the person's records.

### **TELEPHONE**

Student use of the telephone is strongly discouraged. However, in the case of an emergency, school personnel may give a student permission to use the phone. Emergencies do **not** include forgotten lunches, homework, or athletic clothes. ***Parents are to call to leave a message for a student only in the case of an emergency.*** Students will not be called from class to receive a phone call. Teachers will not be interrupted from class to receive phone calls. You may leave a message for a teacher with the school office or on the teacher's voice mail. Parents should make transportation arrangements with their child before they come to school. All after school plans should be made outside of school hours. If a student will be visiting a friend's house after school, a note must be received from **both** sets of parents before a staff member will dismiss the students. If a note is not received by both sets of parents, the students will be sent to their respective homes upon school dismissal.

28

### **TEXT ALERTS**

At times throughout the school year, the Principal will send out a text message to families through our Text Alert system. This system allows us to send messages to the entire school body or to a select group affected by the announcement, such as a class or a sports team. This system will also be implemented in the case of school closings due to inclement weather. You will be asked to provide a cell phone number we can forward text alerts to on your child's emergency form.

### **TEXTBOOKS**

All textbooks, with the exception of consumable workbooks, are considered rented. All textbooks are the property of Holy Family School, and are to be treated with respect and care. Defacing any books will not be tolerated. All textbooks will be checked periodically and fines or replacement costs will be assessed if the school finds a book has been defaced. Students who lose a textbook will be charged the replacement cost for that book. Textbooks should be carried to and from school in a book bag.

### **TUITION**

Tuition for the 2024/2025 school year is as follows:

Catholic Parishioner

Catholic Non-Parishioner

A family who is registered at, and active at Holy Family Church or your home Catholic parish.

1 Child \$3780  
2 Children \$5960  
3 or more children \$7455

Non-active parishioner, non-affiliated Catholic; or Non-Catholic

\$4200  
\$6825  
\$8800

A registration/book/technology fee of \$300 per student is due at the time of registration. Tuition and registration fees are non-refundable.

### **Preschool Tuition**

Preschool tuition is as follows: 5 full days - \$4000 5 half days - \$3000 3 full days - \$3000 3 half days - \$2400 Preschool registration fee: \$350/per student

### **FACTS Payment System**

All tuition payments will be collected using the FACTS system. To set up your FACTS account, please go to the school website (oglesbyhollyfamily.com) and click on the FACTS link. You will to set up a user name, password, and select your payment plan.

### **Non-Payment of Tuition**

Holy Family School requires payment of tuition and other fees for children to attend school. If these payments are not made, the following procedures will be followed:

- 1.) Should an automatic bank payment or credit card payment be returned, a \$30 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any penalty your bank may assess. You will be notified by FACTS of the returned payment. For payments scheduled on the 5<sup>th</sup> of the month, the re-attempt will occur on the 20<sup>th</sup>; for payments scheduled on the 20<sup>th</sup>, the re-attempt will occur on the 5<sup>th</sup> of the following month.
- 2.) If after the third attempt to collect payment fails, your tuition account will be considered delinquent. The Pastor of Holy Family School, through the Administration and Finance Committee, reserve the right to impose any or all of the following penalties: removing the students from Holy Family School; withholding student report cards; and, not allowing students to register for the next school year at Holy Family School.

8<sup>th</sup> grade students with outstanding balances will not receive a diploma, nor will they be allowed to participate in the graduation ceremony. There will be a \$30 returned check fee for any and all checks that do not clear the bank.

***All tuition payments are non-refundable***

### **Provision for Attendance of those in Financial Need**

Holy Family School is dedicated to offering a quality Catholic education to interested families, regardless of their financial situation. Holy Family School will make a reasonable attempt to provide a Catholic educational opportunity for families in financial need. Parents/guardians requesting financial aid **must** do the following:

- Complete a "FACTS Grand and Aid Assessment" packet by the date required. (factstuitionaid.com) ▪
  - Pay a tuition fee in the amount based on the results as determined by FACTS.
  - Sell 45 football mania tickets
  - Complete any local or diocesan scholarships packets available for students attending Holy Family School ▪
- Be open to assisting Holy Family School in various ways

The Pastor of Holy Family School may waive any or all requirements at his discretion.

### **Withdrawal During the School Year**

All tuition payments are non-refundable. If a student withdraws from Holy Family School, the tuition due will be pro-rated as follows: withdrawal between August 14, 2024 – December 20, 2024 50% of the total yearly tuition will be due and payable; withdrawal between January 6, 2025 – May 23, 2025, 100% of the total yearly tuition will be due and payable. Student records may be withheld until payment in full is received.

29

### **USE OF SCHOOL GROUNDS**

Students should not arrive on school property before 8:00 a.m. Teacher supervision of students begins at 8:00 a.m. All students are expected to be picked up after school by 3:05 p.m. If a student is on school grounds at a time when no supervision is provided, the parents will be notified. After repeated offenses, parents may be called in for a conference which may include representatives from the Commission on Education.

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

Holy Family School reserves the right to use student pictures in publications and on the school's website. It is the practice of Holy Family School to take pictures of students for yearbooks, newspaper articles, etc. to market the school and to have a remembrance of an event. A Publicity Form must be signed for each student in order to utilize photos.

### **VISION/HEARING SCREENING**

Vision and hearing screening is mandated in the State of Illinois. Each year, the LaSalle County School Health Service conducts vision and hearing screening on every student. Vision screening is not a substitute for a complete eye and vision evaluation by

an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

### **VISITORS**

Parents and visitors are always welcome to visit the school. If a parent wishes to observe a classroom, they must call the teacher ahead of time to schedule a time. All visitors must check in when entering the building and check out when leaving. Visitor sign in sheets are located outside the Principal's office; all visitors must wear a visitor pass when in the school building.

### **Access to the Building**

All parents and visitors should report to the school office upon entry to the school. Access to the building will be at the discretion of the Principal and/or Pastor. Access to the school will only be allowed through the front doors. All doors of the school will be locked during school hours. All parents and visitors must observe the security system for entry to the school. Please push the security system button, you may be asked for identification. Only school personnel are allowed to unlock the doors to allow entry. Students are forbidden to open the doors for any parent or visitor.

Only school personnel may go directly to a classroom when school is in session. This rule is enforced for the safety of all children. Parents may not disrupt a class at any time for any reason.

### **VOLUNTEERS**

Volunteers are a vital asset to Holy Family School, and we appreciate their dedication. We depend on volunteers to help us out with numerous events and projects throughout the school year. As per Diocesan Policy, all volunteers are required to complete the following: (1) Department of Children & Family Services background check; (2) S2Verify Background Check; (3) complete Safe Environment training videos; and any other required documentation. Background checks will be kept on file in the school office. Volunteer drivers must take the Be Smart-Drive Safe course on-line at: [www.catholicmutual.org](http://www.catholicmutual.org), and present the school with a certificate, upon completion.

Each family will need to sign up for their volunteer assignments using our on-line sign up at [www.signupgenius.com](http://www.signupgenius.com) (enter email: [hfschoolclub@gmail.com](mailto:hfschoolclub@gmail.com), for a list of our events). In the event you are unable to work your event, you are responsible for finding a replacement. Should your event be canceled, you will be assigned to work another event.

30

### **WEAPONS POLICY**

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

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

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

firearm or ammunition (pistols, rifles shotguns); airguns, pellet guns, BB guns, blowguns, slingshots, paintball guns, etc. • Look-alikes, stun guns, toy guns or other toy weapons, and replicas of weapons

- Any knife or blade, including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc. •
- Any club or club-like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Marital arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed star-like objects, arrows, darts, etc.
- Mace, tear gas, pepper spray, or other propellants; Explosive devices including fireworks, firecrackers, poppers, cap devices, etc. •
- Poisons
- Armbands, bracelets, etc. that have spikes, points or studs
- Objects which have been modified to act as or resemble a weapon; any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury.

Any student found to be in possession of a weapon shall be immediately suspended and is cause for expulsion to be determined by the Principal. The weapon will be confiscated and police officials will be 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 or Principal 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 to school. Diocesan schools reserve the right to dismiss any student at anytime whatsoever, for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. The school administrator will notify the Illinois State Police of any incidents through the School Incident Reporting System in IWAS.

#### **Incidents of Battery Against School Personnel**

Upon receipt of a written complaint from school personnel, the principal shall immediately report all incidents of battery committed against school personnel to local law enforcement. In addition, incidents of battery against school personnel shall be reported to the Illinois State Police within three (3) days of the occurrence through the School Incident System (SIRS) in IWAS.

#### **WITHDRAWALS**

Parents should notify the school in advance of withdrawal of a student so the necessary documents may be prepared. School records will be transferred to another school when a request is received by Holy Family School.

#### **Non-Release of Records**

If all financial obligations have not been satisfied, an unofficial record only will be forwarded. Official records will be held by the school and sent out within ten (10) days of all financial obligations having been met.

#### **RIGHT TO AMEND HANDBOOK**

**The school principal and/or Pastor retains the right to amend the parent/student handbook for just cause.  
Parents will be given prompt notification if changes are made.**

### **CONCUSSION MANAGEMENT PLAN**

#### **Concussion Background**

The Center for Disease Control website describes a concussion as a type of traumatic injury. This type of injury can be caused by a sudden movement of the head and brain. The rapid movement of the head can cause the brain to bounce or twist. This movement damages the brain cells and creates chemical changes in the brain. The CDC also reports that nearly 1.6 million to 3.8 million concussions occur each year. Nearly 47% of all athletes who have suffered a concussion blow to the head, report no symptoms of a concussion. With the adoption of the Illinois High School Association and the Illinois Elementary School Association concussion mandates, Holy Family School has adopted a comprehensive concussion management plan.

#### **Senate Bill 7**

On August 3, 2015, Illinois Governor Bruce Rauner signed the Youth Sports Concussion Safety Act. The act set important guidelines for schools to follow. One important guideline is the creation of a Concussion Oversight Team. The team will be responsible for creating Return-to-Learn and Return-to-Play protocols.

#### **Concussion Oversight Team**

The Holy Family School Concussion Team consists of Principal Jyll Jasiak, Teacher/Coach Victoria Duttlinger, and Parent Dr. Damian Grivetti.

## **Education**

All coaches will be required to be trained in Concussion Management every two (2) years. Holy Family School will ensure all coaches and athletes meet the requirements set by the IHSA and IESA regarding concussion education. The Concussion Oversight Team will also be trained following the same procedures set for the by the IHSA and IESA.

## **Preseason**

Holy Family School requires all coaches to be trained about concussion awareness. Holy Family School will continue to work with the IHSA and IESA to make sure education requirements are met before the coach's prospective season will start. All athletes will be presented with a Concussion Awareness sign off sheet before being allowed to participate in any sport at Holy Family School. The athlete and their parents will only be required to sign the paperwork once each year.

## **Diagnosis and Care of a Concussed Athlete**

- 1.) If an athlete shows signs or symptoms of a concussion per IHSA protocol for NFHS Concussion Playing Rule, that athlete is to be removed immediately from their activity and not to return until evaluated by a licensed healthcare professional. (IHSA mandated licensed healthcare professional per Illinois State Law HB200: Medical Doctor(MD) or Certified Athletic Trainer working under the direction of an MD)
- 2.) A comprehensive plan of care by the licensed healthcare professional needs to be explained and implemented for the concussed athlete and parent/guardian.
- 3.) The athlete must have a signed document by the medical doctor or certified trainer stating a release of medical care and a plan for return-to-sport activity. This must be presented to Holy Family School before an athlete can return to activities pertaining to their sport.

## **Return to Learn**

Students with a concussion may need adjustments academically to help minimize symptoms and increase recovery time. These adjustments will be individualized to the student/athlete and the symptoms that they are experiencing from the concussion. A team approach will be utilized that includes the medical doctor or certified trainer (under the supervision of a medical doctor), and the family. The return to learn and return to sport monitoring and assessment will occur concurrently. Education of all individuals involved with the student who sustains a concussion is crucial for providing the appropriate accommodations, rest, and classroom adjustments. The managing medical doctor or certified trainer (working under the supervision of a medical doctor) will provide the appropriate accommodations for the student/athlete and will be the only person to fully clear the student/athlete.

After a concussion is diagnosed, the first step is physical and cognitive rest. Those impacted by a concussion may participate in normal activities of daily life. The key detail is that those activities should not result in an increased heart rate. Student/athletes who suffer a concussion may need to be excused from school to allow for full cognitive rest. Upon returning to school, modified assignments and assessments may be needed until the student/athlete is fully cleared by the medical professional managing the concussion. A meeting with parents and staff is required to review accommodations before the student will be allowed to return to classes. In an extreme case, a 504 may be considered.

32

## **Return to Play**

Returning to play following a concussion involves multiple steps. A student/athlete should not be allowed to begin any activities until advised by a medical doctor or a certified trainer. When return to sports, it is important to remember that there are risks returning too quickly, including an enhanced risk of a second concussion. Once a student/athlete has been symptom free for twenty-four (24) hours and has been cleared by a medical doctor or certified athletic trainer (working under the supervision of a medical doctor), the student/athlete may begin the process for returning to play. It is recommended that each step last a minimum of one (1) day. A typical return to play protocol should last one (1) week. Any recurrence of symptoms at any stage would result in the student/athlete going back to the previous stage completed without any symptoms recurring. A medical doctor or certified athletic trainer (working under the supervision of a medical doctor) will issue the final okay for any student/athlete to return to full activities without restrictions.

## **Tips for Parents**

Parents play a critical role in being able to maximize a child's recovery from a concussion. If a student/athletic has been suspected of suffering a concussion, parents should take them to a healthcare professional immediately. Once a diagnosis has been confirmed, the parents should work with the school to provide as much information as possible about the diagnosis and care plans recommended by the healthcare professional.

After a concussion diagnosis, parents must enforce physical and cognitive rest. Following a concussion, the student/athlete



may need to refrain from such activities as watching television, playing video games, working or playing on a computer, texting, driving, using a cell phone, or playing a musical instrument. It is the parents' responsibility to monitor their student/athlete's progress and relay any questions or concerns to the Concussion Management Team or their healthcare provider.

### **Final Comments**

It is the goal at Holy Family School to continue to be proactive in keeping our student/athletes safe. It is important to remember that concussions may happen at any time, in any sport. Be proactive as parents, and as student/athletes continue to learn, communicate and collaborate with the school. With a strong partnership, we can continue to keep our student/athletes safe.

### **Resources**

Information used in this plan was found on the Center for Disease Control's website. A special to St. Michael School, Streator for use of their Concussion Management Plan to be used as a guideline. Information regarding concussions and concussion management can be found on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.ssp>

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

### **I. PREAMBLE**

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

In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people. The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals.

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

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

Additionally, under both Federal and Illinois civil and criminal law, the sexual abuse of minors is a grave crime and an offender may be subject to severe penalties, including

but not limited to incarceration, fines, and/or monetary damages.

### **III. CAVEAT AND OTHER OBJECTIONABLE CONDUCT**

Even conduct that does not constitute sexual abuse may be offensive or may create misunderstanding or embarrassment. Experience has shown that actions by a priest or deacon with minors such as hugging, patting, tickling, or similar "horseplay," even if intended innocently, may be misconstrued. Priests and deacons must be especially careful, therefore, to avoid such conduct, especially when other adults are not present. The Diocese of Peoria will provide separately a Code of Conduct applicable to all personnel (use of such term includes volunteers working regularly with children) and all personnel will receive training regarding the Code of Conduct. Similarly, lay employees and volunteers should refrain from engaging in any non-sexual physical contact with minors under their care, if there is any realistic possibility that the contact may be misunderstood by the minor or found objectionable by the minor's parents.

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

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

### **V. DEFINITIONS**

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

### **DISTRIBUTION OF POLICY**

- A copy of this Policy will be posted on the Website of the Diocese.
- This Policy will be incorporated into all Diocesan personnel guidelines and printed in the Employee Handbooks.
- This Policy will be communicated to the competent ecclesiastical superiors of all members of religious institutes and societies of apostolic life who serve as personnel of the Diocese.
- All clergy, religious and lay staff of the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the sexual abuse policy of the Diocese. Pastor/canonical pastor 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

34

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 A copy of the required acknowledgment is attached to this policy as Appendix A.

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

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

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

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

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

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

**C. SEXUAL MISCONDUCT REVIEW BOARD**

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

**VIII. PROCEDURES FOR REPORTING TO THE DIOCESE SUSPECTED SEXUAL ABUSE OF A MINOR OR FORMAKING A COMPLAINT OF SEXUAL ABUSE** A. Any personnel of the Diocese, including, but not limited to, mandated reporters who have actual knowledge of or who have reasonable cause to suspect sexual misconduct against a minor by any personnel of the Diocese (including a priest or deacon), must report that information (unless to do so would violate the priest/penitent relationship of the Sacrament of Penance). First and foremost, an individual should contact the Illinois Department of Child and Family Services at 1-800-252-2873. A report should also be made to 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. If a cleric is advised in a confessional setting of sexual abuse by a cleric of this Diocese, he shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged sexual abuse outside the confessional setting.

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

**A. NOTIFICATIONS OF REPORT**

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

**B. REQUIREMENT OF INVESTIGATION**

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

**C. CONFIDENTIALITY**

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

35

**D. INTERIM MEASURES**

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

**E. INVESTIGATION OF INCIDENT REPORTS**

1. Each reported incident will be promptly investigated under the direction of the Office of the 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 is threatened or 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 is threatened or 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 to fully document the

report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the 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
  - 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.

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

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

take such actions against the alleged offender as they deem appropriate under the circumstances.

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

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

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

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

1. If the alleged perpetrator is a clergyman incardinated in the Diocese of Peoria, the report and investigation will be referred to the Bishop of Peoria in accordance with Canon Law and subject to the provisions of canon 1722.
2. If he is a clergyman incardinated in another Diocese, the Bishop of Peoria will immediately refer the matter to his proper Ordinary for deliberation or further action.
3. If the alleged perpetrator is a member of a religious institute or a society of apostolic life, the Bishop of the Diocese of Peoria will immediately contact the competent ecclesiastical superior of such member for consultation on the proper procedure to be followed.
4. Alleged victims who report alleged sexual abuse have the right to know the general disposition of the sexual abuse investigation. Furthermore, the victim will be notified if any action has been taken as a result of the investigation.

#### **L. RECORDS**

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

#### **M. JURISDICTION**

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

#### **N. WAIVER OF PERIOD OF LIMITATIONS**

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

#### **O. ASSISTANCE OF COUNSEL**

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

#### **P. FINDING OF CULPABILITY**

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

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

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

#### **R. ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE ADMINISTRATIVE ACTION** In addition to the sanctions that the Bishop of Peoria or the Congregation for the Doctrine of Faith may impose under Sections 2, 6, and 7 of this Policy, the Bishop of Peoria has the executive power of governance through an

administrative act: 1. To remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. (see canons 35-58, 149, 157, 187-189, 192-195, 277 §3, 381, 383, 391, 1348, 1740-1747); and

2. To limit, suspend, or terminate the employment of any "at will" lay employee and to terminate the service of any lay volunteer. **S.**

#### **"SINGLE INCIDENT" POLICY**

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

37

#### **T. POSSIBLE ADMINISTRATIVE MEASURES**

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

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

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

#### **U. LOSS OF THE CLERICAL STATE**

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

## **V. RESTRICTION ON TRANSFERS BETWEEN DIOCESES**

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

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

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

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

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

When an allegation of sexual abuse of a minor has been verified, the 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**

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

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

All Diocesan personnel are required to report suspected child abuse, including sexual abuse, to the Diocese as set forth in this Policy. In Illinois, the Department of Children and Family Services requires that persons engaged in certain occupations report incidents of suspected child abuse, including sexual abuse, to state or local authorities. Occupations subject to these requirements include **medical personnel** such as physician, dentist, LPN, RN, medical social worker, emergency medical technician, nurse practitioner, chiropractor, hospital administrator; **school personnel** such as teacher, principal, school counselor, school nurse, school social worker, assistant principal, truant officer, school psychologist; **social service/mental health personnel** such as mental health personnel, social workers, psychologists, domestic violence personnel, substance abuse treatment personnel, staff of state agencies dealing with children such as Department of Human Services, Department of Public Aid, Department of Public Health, Department of Corrections, and Department of Children and Family Services; **law enforcement personnel** such as employees of the court, parole/probation officer, emergency services staff, police, state attorney and staff, juvenile officer; **coroner/medical examiner personnel**; **child care personnel** including all staff at overnight, day care, pre-school or nursery school facilities, recreational program personnel, foster parents; and **members of the clergy** which includes any member of the clergy that has reasonable cause to believe that a child known to him in a professional capacity may be an abused child. 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. 06/2020