

Learning Lambs *Preschool*

Holy Cross Parish

Parent-Student Preschool Handbook

Holy Cross Preschool

1008 Jefferson Street

Mendota, IL 61342

Main Office (815) 539-7003

www.holycrosscongregation.weebly.com

www.optionc.com Code 5943

2016-2017 School Year

Changes are highlighted.

Revised July 2016

Dear Parents,

As we begin another year here at Holy Cross School, we would like you to know that we will do all that we can to assist you in the education of your children. You, the parents, are your child's primary educator. We pray that you take this responsibility seriously. Fr. Peter Pilon, the Pastor of this Parish Preschool, is very happy that you have chosen Learning Lambs Preschool of Holy Cross Parish. We are here to assist you in the learning process. We are looking forward to a successful year.

We have prepared this Handbook to assist you. Please contact the teacher or principal if problems arise. If you need any further explanations about the contents of this handbook, please contact us.

We ask that you be positive in your support and encourage your child to uphold the policies and take pride in Learning Lambs Preschool of Holy Cross Parish.

May God bless you and your family.

Peace,

Mrs. Anita M. Kobilsek
Principal

Philosophy

The Holy Cross Learning Lambs Preschool Program promotes meeting the needs of the whole child spiritually, intellectually, socially, emotionally and physically. The program nurtures the child's love of learning and enthusiasm for school and expands her/his world of ideas through discovery. Parents and teachers should be involved as "partners" in the development of the child.

Mission Statement

Through the highest Catholic educational standards that seek to address the intellectual, emotional, spiritual and physical needs of every child, the mission of Holy Cross School is to lead our students to

***Hear Jesus**
Choose Jesus
Serve Jesus
now, throughout their lives,
and in the glory of heaven.*

***Hear Choose Serve**
Jesus*

Goals

1. To formulate a background of faith with experiences related to God and creation.
2. To stimulate healthy, positive self-concepts that enable the child to appreciate success: spiritually, academically, personally, socially and physically.
3. To provide a learning environment, which responds to the natural curiosity of the child.
4. To foster good listening and communication skills throughout the curriculum.
5. To develop a good sense of responsibility and independence
6. To challenge and stimulate growth and enable the child to develop the ability to cope with the environment successfully.

Admission Policy

No student shall be refused admission to Holy Cross on the basis of race, sex, national or ethnic origin. Admission to the Holy Cross Preschool does not automatically guarantee enrollment into Holy Cross School. Students of religious denominations other than Catholic may be admitted according to local policy.

The child must be 3 by September 1 for three-year old classes.

The child must be 4 by September 1 for four-year old classes.

The child must be potty trained.

Children will be admitted into the program on a first-come first-serve basis, depending upon available space in the program for your child's age level.

Steps:

1. Parent contacts the Secretary or Principal at Holy Cross School at 539-7003.
2. Parents may visit the Learning Lambs Preschool before registering.

3. Principal or teacher may choose to hold an interview with parent(s), and upon request, will provide the necessary forms for registration.
4. The Parent Handbook will then be discussed and given to the parent(s).
5. The parent must complete all registration forms, have the child's doctor fill out the medical form, and pay the \$25.00 registration fee.
6. Acceptance is finalized after a two-week probationary period. The Principal may require the parent(s) to withdraw a child if, in her opinion, placement in the preschool is not in the child's and/or the preschool's best interest.

Absenteeism and Tardiness

1. A written excuse signed by parent or guardian is required each time a student is absent, due to illness or vacation.
2. A student is tardy when s/he arrives after 8:15 AM for the morning session or after 12:20 PM for the afternoon session.
3. A parent or guardian must call the school office if his/her child will be absent for the day.

Academic Policies/Curriculum

Our curriculum is mainly theme based. Approximately every month, a different theme will be studied. Conferences will be held during the year. If you would like to schedule a conference at another time, let the teacher know.

The design of our early childhood curriculum is varied. The teacher takes great care in balancing the activities within the content areas.

1. Provide teacher-directed learning activities as well as those which encourage exploration, experimentation, decision-making and self-discovery.
2. Promote individual activities involving both small and large group activities.
3. Use positive guidance techniques (redirection, reinforcement, and encouragement) to enhance the learner's self-esteem.
4. Use varied teaching strategies which adapt to differences in learning styles (auditory, visual, kinesthetic).
5. Encourage learning through a variety of media and equipment (books, manipulatives, videos, records, tapes, CDs, bulletin board displays, computers, etc.).
6. Design activities for skill practice and advancement to higher levels of thinking.
7. Promote creativity by introducing creative arts within the content fields.
8. Allow for varied playtimes (quiet vs. noisy).
9. Develop listening skills as well as communication skills.
10. Plan carefully for smooth transition between activities.

Arrival and Dismissal

An adult should accompany their preschool child to the classroom using the main entrance on Jefferson Street. Students may arrive at 8:00 AM for the morning session and 12:05 for the afternoon session. Class begins at 8:15 AM for the morning session and 12:20 PM for the afternoon session. The main entrance leads to the main office. Dismissal will be at 10:45 for the morning session and 2:50 PM for the afternoon session, from the north doors by the parking lot, north of the school. Those students whose ride is not there will be taken to the main office. Parents can pick up their child there using the main entrance.

Asbestos

Holy Cross School has an Asbestos Management Plan, which is on file in the principal's office and is available during normal business hours in accord with federal regulations.

Birthdays

Students celebrating their birthdays are acknowledged at school. A child with a summer birthday will celebrate their half-birthday during the school year at a time arranged with the parents.

Calendar

Preschool will generally follow the Holy Cross School Calendar. Preschool 4 year olds will begin by appointment, August 15 & 17, 2016 and the 3 year olds will begin August 18, 2016.

Catholic Education Policies

Holy Cross School follows and abides by all the Catholic Education Policies and Norms established by the Roman Catholic Church and the Catholic Diocese of Peoria in Illinois.

Classroom Helpers

All Classroom helpers, classroom party helpers and volunteers must have completed the four parts to the Background Checks. The four parts consist of fingerprinting through the Illinois State Police, Child Neglect Tracking System through the Department of Children and Family Services, attendance at one of the sessions of our safe environment program and take the [Be Smart-Drive Safe](#) online defensive driving modules. Parents must also read and sign that they have read the Safe Environment Program annual Update.

Communication

If a problem or a question concerning a child should arise, parents should contact the child's teacher first. If further discussion of the topic is needed, contact the Principal.

The teacher will send home information in a folder.

The school will send home information in a large envelope. Parents should read the information. Communication in regard to the envelope information can be sent back in the envelope to the school with the child. The envelope can be given to the Preschool teacher or the school secretary.

The parent or parent designate should deliver the child directly to the Preschool teacher and to report any situations of which the school should be aware. The teacher will communicate with the parent or parent designate concerning behavior, moods, achievement, etc.

An appointment should be made between parent and teacher when needed.

Custodial/Non-Custodial Parents

In order for the school to know who has custodial rights among divorced parents, a copy of the custody section of the divorce decree should be given to the principal.

Holy Cross School abides by the provisions of The Family Educational and Privacy Rights Act of 1974 (Buckley Amendment) with the respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Daily Schedule

AM Classes (Monday, Wednesday, Friday for four year olds)
(Tuesday, Thursday for three year olds)

8:00 Students may arrive

8:15 Tardy

10:45 Students are dismissed

PM Classes (Monday, Wednesday, Friday for four year olds)
(Tuesday, Thursday for three year olds)

12:05 Students may arrive

12:20 Tardy

2:50 Students are dismissed

Discharge Policy

Dismissal from the school will be because of immaturity and inability to conform to the program and special needs that may arise. A child whose behavior does not conform to our program will be dismissed from the school in the following way:

First Offense:	Phone call to parent and noted in file
Second Offense:	Phone call to parent and noted in file
Third Offense:	Parent conference and probation period of two weeks

Special needs children may be identified through various observations concerning general skill areas of language, auditory, visual, fine motor, self-help, and socialization. L.E.A.S.E. testing procedures will be recommended for them to see if referrals to other programs should be made.

We realize that three-year-olds will need more time to adjust to our program and they will be given a time period of two months before any action is taken other than suggestions for parental help. Four-year-olds will be given one month to adjust to the school.

If for any reason you decide to withdraw your child, you will need to set up a conference with the teacher and the principal.

Discipline

Attendance at Learning Lambs Preschool is a privilege not a right. Parents must cooperate in insuring that your child behaves in a manner appropriate to the preschool setting. The "Apple" discipline procedure is used in the Preschool room. A green apple indicates good behavior. A yellow apple indicates caution. A red apple indicates the child's behavior needs to be discussed with the parent.

- I. Steps for correcting behavior – all children begin on the color green
 - A. Child is placed in time out area for a short period of time
 - B. Good behavior is reinforced
 - C. Teacher stays in contact with the parent regarding their child's behavior
- II. If problems persist, a parent/teacher/child conference will be held.

Continuing serious behavior problems can result in a child's dismissal from Learning Lambs Preschool.

Procedure for Expulsion from the Program

1. When a behavior problem occurs in the classroom, "Time Out" (2-3 minutes of sitting quietly away from the group) is given to the child, then appropriate behavior is discussed. The staff will remind the child of the rules and allow the child to join the group.
2. Regular behavioral problems are reported to the parent(s), and they are asked to help correct the situation. A written warning may be given to the parent(s) with the approval of the principal.
3. The problem is related to the teacher.

- A. A conference will be held between the parent(s) and the teacher to develop a method of treatment for the problem and/or
 - B. The director offers names of appropriate local support services to the parent(s).
 - C. Written warning may be given to the parent(s) at this time.
4. After the above procedure has been followed, a child may be removed from the program if:
- A. The child poses a threat to self, staff, or other children in the program.
 - B. The child behaves in a manner that is difficult to manage in a large group.
 - C. The child or parent(s) uses abusive language or threaten other children of staff.
 - D. The child or family continues to act against preschool policies as explained in the parent handbook.
 - E. The teacher's professional judgment is that the child can no longer function effectively in the program and/or the program is being adversely affected by the child's presence.
5. It is the policy of the preschool to notify the parent(s) of a child with a written warning letter when infractions of policies occur and to hold a conference to discuss the problem before a child is removed from the program. However, some situations may occur that jeopardize the welfare of the children and/or staff. The teacher and principal reserve the right to dismiss a student immediately if such an incident occurs.
6. A parent may appeal a decision made by the teacher by filing a written grievance with the school principal.

Dress Code

Pre-school children are not required to wear the Holy Cross School uniform. Play clothes may be worn for school. Please remember that each child is encouraged to be independent when using the bathroom. Make clothing easy to fasten; no straps or extra buttons. Be sure your child's clothing is easy to remove, for using the bathroom. Elastic waist pants work well. During warm weather, sandals may be worn with a strap for your child's safety.

Each child is required to bring two complete changes of clothing in a gallon Ziploc bag at the beginning of the year. One set of clothing will be for warm weather and one set for cold weather. This will allow us to immediately take care of "accidents".

Emergency Closing

In case of snow, extreme cold, or emergency closing, please listen to WGLC 100.1 FM radio for an announcement regarding cancellation of school, late beginning or early dismissal. Whenever Districts 289 and 280 announce school closings due to weather, Holy Cross Learning Lambs Preschool is included. You will also be able to check the school website for updates at www.optionc.com with school code 5943 or www.holycrosscongregation.weebly.com. The parent alert system will also be used. Do not call the school or the rectory concerning the closing of school. If school has to be closed early, students will never be dismissed without the parent coming to school or notifying us of other arrangements.

Fire and Tornado Drill

In compliance with state law, fire drills are held and documented. In the fall and spring, tornado drills are conducted. Both types of drills are to ensure the safety of your child.

Health and Safety Policy

A physical, TB test and lead screening are required. Immunizations must be up to date. We do not dispense medication. Please do not send cough drops to school with your child.

Please notify the school office (815-539-7003) if your child will not be in attendance. You will need to report any contagious or communicable disease to the office at this time, so that the other parents can be notified.

Influenza vaccination (yearly) is strongly recommended and encouraged. If your child does have influenza or influenza-like illness, your child should remain home 5 to 7 days.

Please keep your child home if he/she exhibits any of the following symptoms:

- Fever (A child must be fever free, without the use of Tylenol or Aspirin, for 24 hours before returning to school)
- Vomiting
- Diarrhea
- Earaches
- Sore throat, strep throat - A child can return to school after 24 hours on antibiotics or until the child has been without a fever for 24 hours.
- Unexplained rashes
- Persistent cough and/or thick nasal discharge
- Contagious infestations (scabies, impetigo, ringworm, etc.)
Please note: Holy Cross School follows the LaSalle County Health Department Head Lice Control Guidelines
- Chicken pox (all lesions must be crusted over before returning)
- Measles, mumps, rubella
- Purulent conjunctivitis (pink eye) – If pink eye is suspected, parents will be called so further consultation with a doctor can occur. If found, students are to remain home until 24 hours after treatment has been initiated.

No medications will be administered at school. Please take care of this at home before or after class.

If your child uses an inhaler, please contact the school office.

If your child has any allergies or special medical needs, please notify the teacher and principal as soon as possible.

Students exhibiting signs of illness during the school day will be taken to the school office. The parent or contact person will be called. Arrangements will need to be made to transport the child home.

Toy weapons may not be brought to school. The teacher and principal reserve the right to determine the appropriateness of such items.

Lice

If your child is found to have lice, you will be notified immediately and asked to take your child home immediately to begin treatment. Holy Cross School has a NO nit policy. If you find lice in your child's hair, please notify the school immediately so we can schedule a lice check. You are then to follow our procedure for returning to school. Upon returning to school, your child will be checked by school personnel. Parents must show proof of treatment (receipt of purchase for shampoo).

Parent Communication

Letters or notes to the parents of K-8 students from the principal are sent home each week on Tuesday. These will be sent with the three year olds on Thursday and with the four year olds on Wednesday. Information will be sent in a large envelope. Please remove the contents, read them, insert information that needs to be returned to the school, sign the outside of the envelope and return the envelope at the next class session. The oldest child in the family takes the envelope home.

Parents and Visitors

Parents and Visitors must report to the school office when entering the school building during class hours. The front door is used for parents and visitors entering the building. Parents are always welcome; however, due to the difficulty some children experience in separating from parents, we request written notification at least twenty-four hours prior to a parent visiting.

Parent Student Preschool Handbook

Each family is to keep a copy of the Parent Student Preschool Handbook and refer to it as needed. Parents will sign an acknowledgement that they have read the Parent/Student Preschool Handbook and will follow the policies and procedures. The acknowledgment sheet needs to be returned by the **Wednesday, August 17, 2016**.

Parent Teacher Conferences

Student assessments are done in the fall and in the spring. There will be parent-teacher conferences in the fall and spring for all children. If at any time you feel the need to discuss your child or any school matters with the teacher or the principal, a meeting can be arranged.

Phone/Parent Conferences

Teachers are expected to return parent phone calls within 24 hours of the call. A record of the call and its contents should be given to the principal.

Preschool Registration Takes Place in January.

A \$25.00 non-refundable registration fee is charged per family.

Registration

An original birth certificate must be submitted for registration. We need to keep the original due to the “Missing Child” act. Catholic students must present a baptismal certificate. All new students must present a record of physical examination, immunization record, proof of lead screening and a TB test from a physician.

School’s Right to Amend

The Pastor and/or principal retain the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

Single Parent/Other Relative Considerations

All divorced parents are to provide the school with a notarized copy of the custody section of the divorce decree. Holy Cross 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, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Only parents, and those they designate, are allowed to discuss the child with school officials. This requirement applies to aunts, uncles, cousins, and grandparents.

Snacks

Due to allergies, our school has a “Wellness Plan.” Holy Cross School will provide milk, juice, water and a cereal snack that follows the gluten free and nut free criteria. 3-year old parents will contribute \$30.00; 4 year old parents will contribute \$40.00. This money will go towards the everyday snacks.

Birthday treats must be non-food items, fresh fruits or vegetables with no dip or prepackaged items that have the ingredients printed on the product. Miss Fox will have a list of acceptable prepackaged items. Please check with Miss Fox in advance as to what is acceptable.

For special class parties, Miss Fox will work closely with a volunteer parent for snacks.

Supplies

The following supplies are needed for the 2016-2017 school year. If extra supplies are needed, the teacher will send a note home. Please label specified items with your child’s name.

Preschool (3 year old class)

- 1 Book bag
- 1 Box of 8 LARGE crayons (primary colors)
- 4 Glue sticks (WASHABLE)
- 1 Fiskars round-tip scissors ***
- 1 folder ***
- Paint Smock or old shirt in gallon size Ziploc bag***
- 2 Extra sets of clothes in a Ziploc bag (1 warm & 1 cold weather)***
- 2 Wet Ones wipes (40 count) container (NOT CLOROX)
- 1 Napkins (250 count)
- 3 Clorox wipes
- 1 Box of 5 oz. cups
- *** PLEASE LABEL EACH ITEM WITH NAME ***

Preschool (4 year old class)

- 1 Book bag
- 2 boxes 24 count crayons
- 4 Glue sticks (WASHABLE)
- 1 Fiskars round-tip scissors ***
- 1 box facial tissues
- 1 box of washable markers
- 1 folder ***
- Paint Smock or old shirt in a gallon size Ziploc bag***
- 2 Extra sets of clothes in a Ziploc (1 warm & 1 cold weather) ***
- 2 Wet Ones wipes (40 count) container (NOT CLOROX)
- 3 Clorox wipes
- 1 Box 5 oz. cups
- *** PLEASE LABEL EACH ITEM WITH NAME ***

Tuition

Tuition for the 2016-2017 school year for the Four-year-olds on Monday, Wednesday, Friday:

Monthly	\$ 110.00
Yearly	\$990.00

Tuition for the 2016-2017 school year for the Three-year-olds on Tuesday, Thursday:

Monthly	\$ 90.00
Yearly	\$810.00

Payment options: We will work out any schedule that works for you: Ex. Weekly, Monthly, Quarterly, Semi-annually, Entire amount, etc. Preschool families have the option of paying tuition through automatic payment deduction. If you choose to pay tuition using this option you will have to come to speak to the parish business manager, Lorraine Loomis. Tuition payments are the same regardless of the number of days in the month the child misses due to illness, family vacations, snow days or other circumstances.

Preschool Tuition Credit: 20% of the 2016-2017 paid 4-year-old Pre-School tuition will be applied to your 2017-2018 enrolled Kindergarten student.

Scrip Program: Consult the Scrip rules regarding tuition discount.

All fees are due May 15, 2017.

Regular invoices will be sent out 15 days before payment is due and 30 days before the next school month, for example, bills for payments due in October will be sent out September 1st. In order for children to attend Preschool in October, tuition is to be received by Holy Cross no later than September 15th. If the payment is not received, your child will be excluded from the class beginning in October.

Visitors

Parent involvement is encouraged. We ask that you do not visit for the first few weeks. After that time, parents are welcome to visit so long as there is no interference with other children and with the preschool program.

Safe Environment Program Annual Update

Boundary Issues

The personal conduct of employees and volunteers can inspire young people to have a deeper faith and trust in Christ. Therefore, it is vital that all adults who work with minors treat each young person with care and respect, recognizing their inherent dignity as children of God. It is always the adult who must assume the responsibility for establishing and maintaining clear, appropriate boundaries in relationships with minors. The following guidelines outline proper boundaries for the protection of adults and young people in the Catholic parishes, schools, and agencies of the Diocese of Peoria:

- ♦ The physical boundaries of young people must be respected at all times. Handshakes, side hugs, “high fives,” a pat on the back or shoulder, etc. are important for a child’s development and self-esteem.¹ However, children should not be touched in a way that could be construed as being inappropriately affectionate or in any way sexual. The general rule is that no one is to be touched in an area that would be covered by a bathing suit. The only exception to this is if an adult must intervene in a situation where the threat of physical harm is imminent (e.g. separating students involved in a fight). Students should never be touched in anger or retaliation. Adults are prohibited from using physical discipline of any kind as a form of behavior management.
- ♦ When working with minors, it is important that adults be dressed appropriately.² Acceptable clothing is modest and appropriate to one’s responsibilities. Clothing may be casual or professional, depending upon the activity. Unacceptable is clothing that is immodest in design, clothing with offensive words or pictures, and/or clothing with references to drugs, alcohol, sex, or violence.
- ♦ Adults are expected to refrain from using profanity and/or inappropriate language or humor in the presence of young people. Adults should not speak to children in a manner that is or could be construed to be harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.³ Adults must not discuss anyone’s private sex life or activities with youth. Sexual jokes, slang, or innuendo are always inappropriate and are not permitted. Adults must not possess any sexually oriented or morally inappropriate materials (e.g. magazines, videos) or access similar materials on the Internet.
- ♦ Adults must be aware of their own and others’ vulnerability when working with young people. The ideal is that there are always at least two adults present when working with minors.⁴ If only one adult can be present, then another adult should be available onsite. Sport practices and/or games involving adults and young people should occur in the presence of parents or in a place openly accessible to others. Meeting areas should have transparent windows or open doors.⁵ Windows on doors are there for a reason and should not be covered. Adults can never be alone with a minor (except their own child) in a locker room, dressing facility, private residence, closed room, or similar isolated areas. Trips and all activities involving young people must have a sufficient number of adult chaperones to avoid the appearance of inappropriate involvement. Students are not permitted to ride alone in a vehicle with an adult unless they are riding with a parent or guardian.
- ♦ Adults are prohibited from the use, possession, or being impaired by alcohol or controlled substances when working with minors. They should not smoke in the presence of children. Furnishing alcohol, cigarettes, or controlled substances to young people or allowing minors to use alcohol, cigarettes, or controlled substances is not permitted.⁶ Adults may not use or possess firearms or other weapons when working with children.
- ♦ Young people need to receive individual attention. However, it is important to avoid showing favoritism.⁷ The creation of an excessive or exclusive relationship with a minor is not appropriate. Adults are not permitted to give gifts to a young person unless approved by their supervisor and everyone in the group receives similar gifts. Adults should avoid contacting and socializing with young people outside of the professional relationship.⁸ Adults are not permitted to share their home phone number or email address directly with children (when necessary, this information may be shared with parents).

Priests, religious, and lay employees & volunteers of the parishes, schools, and agencies of the Diocese of Peoria must uphold Christian values and conduct at all times. The *Code of Pastoral Conduct for Priests*,

Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers provides a set of standards for conduct. The *Code of Pastoral Conduct* is available online at www.cdop.org under the “Safe Environment” link.

Harassment

Harassment can be defined as any conduct that demeans, intimidates, or offends an individual. It includes behavior or comments that offend a person based on their race, color, ethnicity, sex, age, family status, and/or disability. Sexual harassment includes any unwelcome sexual comment or behavior which demeans, intimidates, or offends an individual. In the workplace, behavior is considered sexual harassment when submission to such conduct is 1) either overtly or subtly suggested, 2) submission or rejection of the conduct is used as a basis for employment decisions, or 3) such conduct interferes with the employee’s job performance or creates an intimidating, hostile, or offensive working environment.⁹ Examples of sexual harassment include behaviors such as innuendo, inappropriate physical contact, requests for sexual favors, and/or the display of exploitive material. Amongst students, sexual harassment includes such forms of behavior as sexual jokes, graffiti, comments about body parts, looks, and brushing up against another in a sexual manner.¹⁰

Harassment, including sexual harassment, of any person working for or participating in the programs and/or institutions of the Diocese of Peoria is strictly prohibited. The diocesan policy statement on harassment is available at www.cdop.org under the “Safe Environment” link. It clarifies the roles and responsibilities of personnel in situations involving possible harassment.

Bullying

Bullying is behavior perpetrated by an individual or group that involves a deliberate intent to hurt, threaten, frighten or humiliate someone over an extended period of time. It may take the form of physical, verbal or psychological harassment.¹¹ Examples of bullying include threats, intimidation, extortion, mocking, taunting, hazing, false accusations, and/or social isolation. Bullying is not tolerated in any form in the schools of the diocese, and all members of the school community are responsible for recognizing bullying behavior and taking action to stop it. The diocesan policy statement on bullying is available at www.cdop.org/managedDocuments/lists/oocsSeriesD/D147.pdf. It clarifies the roles and responsibilities of personnel in situations involving bullying.

Child Abuse/Neglect

Child abuse occurs when a parent, caretaker, or someone who works with or around children causes injury and/or creates a substantial risk of injury by other than accidental means to a person under the age of eighteen.¹² Child abuse can be physical, sexual, or emotional. Child neglect occurs when a caregiver fails to provide a child with food, clothing, shelter, and/or adequate supervision.¹³ Adults who work with children in the Diocese of Peoria must take child abuse and neglect seriously, be able to recognize when it happens, and report anyone who has caused injury to a child and/or placed a child at risk of injury. Whenever an adult suspects child abuse or neglect, they must contact the Department of Children and Family Services Hotline at 800-25-ABUSE (800-252-2873). Under Illinois law, all teachers and school personnel are mandated reporters.

In addition to contacting the DCFS Hotline, diocesan officials must be notified in the event that an instance of child abuse is sexual abuse and the alleged perpetrator is a member of the clergy and/or an employee/volunteer of a parish, school, or other institution of the diocese. Diocesan policy and procedures for the reporting of suspected sexual abuse are described in detail at www.cdop.org/managedDocuments/lists/oocsSeriesC/DiocesanSexualAbusePolicy.pdf. Should an adult suspect that a child has been sexually abused by a member of the clergy or a lay employee or volunteer, they are asked to contact one or more of the following diocesan officials:

(309) 671-1550

Rev. Msgr. Paul E. Showalter, Vicar General

References

- ¹ *Prevention of Child Abuse in Early Childhood Programs*, National Association for the Education of Young Children, 1996
- ² *Safety First: A Leader's Guide to Keeping Youth Safe*, Learning for Life®, 2005
- ³ *Code of Ethical Conduct and Statement of Commitment*, NAEYC, 2005
- ⁴ "Youth Protection & Adult Leadership," *Guide to Safe Scouting*, Boy Scouts of America
- ⁵ *Prevention of Child Abuse in Early Childhood Programs*, National Association for the Education of Young Children, 1996
- ⁶ *NYSCA Coaches' Code of Ethics*, National Youth Sports Coaches Association, 2003
- ⁷ *Developing Codes of Conduct*, NSW Commission for Children & Young People
- ⁸ *Volunteer Conduct Standards*, Junior Achievement®
- ⁹ Illinois Human Rights Act (775 ILCS 5/2-101)
- ¹⁰ Walls, Lisa. *Bullying and Harassment at Schools*, Committee for Children, Seattle, WA
- ¹¹ *Safe at School: A Resource Manual for Self-Assessment, Planning and Training to Improve School Safety*, Illinois State Board of Education, 1999
- ¹² Abused and Neglected Child Reporting Act (325 ILCS 5/3)
- ¹³ Ibid

C - 401

DIOCESE OF PEORIA HARASSMENT POLICY

POLICY

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

DEFINITION

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

PROCEDURE

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.

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

which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.

10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.

11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.

12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.

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

14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.

15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.

16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.

17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.

18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.
19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.
20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.
21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination
22. This policy shall be made known to alleged victims who report harassment.
23. This policy shall be reviewed on an annual basis.
24. This policy shall prevail over other Diocesan or parish harassment policies.

03/08

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

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

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

II. PROHIBITION OF SEXUAL ABUSE OF MINORS

Under the Universal Law of the Church, the sexual abuse of minors by a cleric is a grave delict (offense) reserved to the Holy See, and the offender is subject to severe penalties, including dismissal from the clerical state, if the case so warrants. Even a single verified act of sexual abuse of a minor — past, present, or in the future — by a priest or deacon will lead to the permanent removal from the ministry. An act of sexual abuse of a minor by a lay employee or volunteer — past, present, or in the future — will lead to a permanent dismissal from any role within the Diocese or any Diocesan organization or institution. Additionally, under both Federal and Illinois civil and criminal law, the sexual abuse of minors is a grave crime and an offender may be subject to severe penalties, including but not limited to incarceration, fines, and/or monetary damages.

III. CAVEAT AND OTHER OBJECTIONABLE CONDUCT

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

IV. DEFINITION OF SEXUAL ABUSE OF MINORS

- Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. This includes, but is not limited to, sexual contact with the intimate parts (genital area, groin, anus, inner thighs, buttocks, or breasts) of a minor for the purpose of sexual gratification or arousal or for the purpose of degrading or humiliating the minor. Deliberate touching of the intimate parts of a minor, a request to touch the intimate parts of the adult, the exposure of the intimate parts

of the adult to a minor, or requesting the minor to expose his or her intimate parts also constitute sexual abuse. A minor is a person who has not yet reached his or her eighteenth birthday.

- The transgressions in question relate to obligations arising from Divine commands regarding human sexual interaction as conveyed to us by the Sixth Commandment of the Decalogue. Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the Sixth Commandment (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, USCCB, 1995, p. 6).

- A canonical offense against the Sixth Commandment (c. 1395, §2) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, imputability (moral responsibility) for a canonical offense “is presumed upon external violation.” (c. 1321, §3. Cf. cc 1322-27)

- If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians may be consulted and the opinions of recognized experts may be obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the Bishop of Peoria, with the advice of the Diocese’s Sexual Misconduct Review Board, to determine if the allegation warrants further action.

V. DEFINITIONS

- “Credible” allegation, accusation, or information means that, under all the circumstances known at the time of the determination, a prudent person would conclude that there is a significant possibility that an incident occurred or has been perceived as having occurred.

- “Diocese” encompasses the Roman Catholic Diocese of Peoria in accord with canon 369 of the Code of Canon Law; all parishes and other inferior canonical juridical persons whose competent ecclesiastical superior is the Bishop of Peoria or Administrator of the Diocese of Peoria; The Catholic Diocese of Peoria Corporation as

chartered by the State of Illinois; all other corporations (including parish corporations) having the Bishop of Peoria or Administrator of the Diocese of Peoria as their presiding officer; and all institutions, agencies, and organizations sponsored by these canonical or civil entities.

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

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

VI. DISTRIBUTION OF POLICY

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

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

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

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

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

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

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

VII. MAINTENANCE OF SAFE ENVIRONMENT AND PASTORAL CARE FOR VICTIMS

A. SAFE ENVIRONMENT PROGRAM

1. In order to guard against incidents of sexual abuse of minors by personnel of the Diocese, the Diocese will establish and maintain a Safe Environment Program designed to prevent, identify, and respond to abuse, to provide appropriate education and training to Diocesan personnel about inappropriate behavior and about warning signs of possibly abusive behavior.

2. The Bishop of Peoria will appoint a Safe Environment Director, who will be charged with operation of the Safe Environment Program and education training and monitoring of programs.

3. The Office of the Chancellor will assist in developing a protocol to be followed to evaluate the background of all Diocesan personnel who have regular contact with minors in their ministerial or employment duties. Depending upon the position involved, such background checks may include: fingerprinting, criminal records check, a records check through the Department of Children and Family Services, validation of Social Security number, verification of educational and professional degree(s), verification of previous employment, reference checks, mental health evaluation, illegal substance screening, and/or credit history check. The Office of the Chancellor in conjunction with other Departments of the Diocese of Peoria will develop specific criteria for background checks depending on the position involved.

B. ASSISTANCE TO VICTIMS

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

the Diocese. The Bishop of Peoria will appoint a Victim Assistance Coordinator to provide such assistance. It is the policy of the Diocese that victims must be treated justly.

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

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

C. SEXUAL MISCONDUCT REVIEW BOARD

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

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

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

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

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

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

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

IX. INVESTIGATION OF INCIDENT REPORTS AND INTERIM PROTECTIVE MEASURES

A. NOTIFICATIONS OF REPORT

Once the Office of the Chancellor is in receipt of any report of sexual misconduct against a minor by any personnel of the Diocese of Peoria, the Bishop will be informed immediately. The Chancellor and/or Vicar General shall notify the alleged offender of the allegations made against him or her. The Chancellor and/or Vicar General shall notify the associate pastor(s) of any pastor so accused, or shall notify the pastor of any associate pastor so accused or the appropriate supervisor or religious superior, that charges have been made

against the alleged offender. The Chancellor and/or Vicar General shall further notify the Diocesan attorney and insurance carrier/administrator as appropriate. They shall also notify, if applicable, religious superior or supervisor in the case of a lay employee, that charges have been made against the alleged offender and should keep the superior advised of the status and outcome of the proceedings.

B. REQUIREMENT OF INVESTIGATION

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

C. CONFIDENTIALITY

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

D. INTERIM MEASURES

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

E. INVESTIGATION OF INCIDENT REPORTS

1. Each reported incident will be promptly investigated under the direction of the Office of the Chancellor, with care taken not to interfere with any confidential or civil/criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator. Ongoing information about the investigation of the incident will be provided to the Bishop of Peoria.

2. The alleged offender shall be given the opportunity to rebut before the Bishop or his designee any evidence against him.

3. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines.

F. PROCESS FOR INVESTIGATION

1. When there is a report made or cause to believe that sexual abuse by a priest, deacon, lay employee or volunteer of this Diocese is threatened or has occurred, notice should be given immediately to the Chancellor, Patricia M. Gibson, at (309) 671-1550; Vicar General, Monsignor Paul Showalter, at (309) 671-1550; or the Victim Assistance Coordinator, Deacon Bob Sondag, at (309) 671-1550. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or parish to whom such a report is made or who has reasonable cause to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.

2. Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.

3. All appropriate steps will be taken to protect the reputation of the alleged offender during the investigation. The alleged offender will be encouraged to retain the assistance of civil counsel (and in the case of a priest or deacon, canonical counsel).

4. If the alleged victim is not the source of the report, the Victim Assistance Coordinator will endeavor to contact the alleged victim to obtain information directly from her or him. The alleged victim and any other witnesses will be encouraged to submit a written description of the incident or incidents, but it will be made clear that the report will be investigated even without a written complaint.

5. The Victim Assistance Coordinator will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.

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

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

G. REPORT TO SEXUAL MISCONDUCT REVIEW BOARD

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

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

2. An anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment;

3. A complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including:

i. The circumstances that led to the person's decision to make the report, especially if the alleged incident occurred a long time in the past; and

ii. Any professional psychological counseling or treatment the alleged victim has received that may be related to the alleged incident.

4. A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person);

5. A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report;

6. A complete and thorough recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations;

7. A description of further investigative steps the Chancellor, Vicar General, and Victim Assistance Coordinator recommend be taken before the Review Board makes any final recommendations to the Bishop;

8. Any conclusions the Chancellor, Vicar General, and Victim Assistance Coordinator wish to offer about the weight of the allegations and the reliability and credibility of any persons who submitted information, including the alleged victim and the accused priest, deacon, lay employee or volunteer.

H. RECOMMENDATIONS BY REVIEW BOARD

After receiving the information obtained in the investigation, the Review Board: May request that further information be pursued by Diocesan Officials, or immediately proceed to make a recommendation to the Bishop. The recommendations the Review Board may make to the Bishop include (but are not limited to) the following:

1. The allegations are not supported by sufficient evidence or otherwise are not credible and the matter should be closed without adverse action regarding the alleged offender;

2. The allegations appear credible, but no final conclusions should be reached pending receipt of:
 - i. A report of psychiatric or psychological evaluation of the alleged offender, if the alleged offender is willing to allow the release of such report to the Review Board;
 - ii. A similar report from the alleged victim's professional psychiatric or psychological counselor, if the alleged victim is willing to authorize their release to the Review Board; or
 - iii. Additional specific information that still may be available.
3. The allegations appear to be supported by sufficient, credible evidence and steps should be taken:
 - i. To remove the priest or deacon from the ministry, either by consent (including retirement) or in accordance with the procedures provided by canon law, if the priest or deacon contests the findings; or
 - ii. To terminate the employment of a lay employee or to terminate the service of a lay volunteer.

I. DETERMINATION BY THE BISHOP

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

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

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

K. NOTIFICATIONS OF DECISION

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

L. RECORDS

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

M. JURISDICTION

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

Congregation for the Doctrine of the Faith (Article 13, "Procedural Norms" for *Motu Proprio Sacramentorum sanctitatis tutela*, AAS, 93, 2001, p. 787).

N. WAIVER OF PERIOD OF LIMITATIONS

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

O. ASSISTANCE OF COUNSEL

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

P. FINDING OF CULPABILITY

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

Q. SANCTION IN LIEU OF DISMISSAL FROM CLERICAL STATE

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

R. ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE

ADMINISTRATIVE ACTION

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

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

S. "SINGLE INCIDENT" POLICY

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

T. POSSIBLE ADMINISTRATIVE MEASURES

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

1. He may request that the offender freely resign from any currently held ecclesiastical office (cc. 187-189).

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

3. For a cleric who holds no office in the Diocese, any previously delegated faculties may be administratively removed (c. 391, §1 and 142, §1), while any *de lege* faculties may be removed or restricted by the competent authority as provided in law (e.g., c. 764).

4. The Bishop may also judge that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to be allowed to celebrate the Eucharist with no member of the faithful present (c. 906); for the good of the Church and for the priest's own good, the Bishop may urge the priest to celebrate the Eucharist only under such circumstances and not to administer the sacraments.

5. Depending on the gravity of the case, the Bishop may dispense the cleric from the obligation of wearing clerical attire and may prohibit him from doing so (cc. 85-88, 284). Any of these administrative actions will be taken in writing and by means of decrees (cc. 47-58) so that the cleric affected is afforded the opportunity of recourse against them in accord with Canon Law (cc. 1734 ff).

U. LOSS OF THE CLERICAL STATE

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

V. RESTRICTION ON TRANSFERS BETWEEN DIOCESES

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

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

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

A. DANGER OF FALSE ALLEGATIONS

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

B. PUBLICATION OF DIOCESAN ACTION

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

C. CONFIDENTIALITY AGREEMENTS

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

D. OUTREACH TO AFFECTED PARISHES

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

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

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

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

All Diocesan personnel are required to report suspected child abuse, including sexual abuse, to the Diocese as set forth in this Policy. In Illinois, the Department of Children and Family Services requires that persons engaged in certain occupations report incidents of suspected child abuse, including sexual abuse, to state or local authorities. Occupations subject to these requirements include **medical personnel** such as physician, dentist, LPN, RN, medical social worker, emergency medical technician, nurse practitioner, chiropractor, hospital administrator; **school personnel** such as teacher, principal, school counselor, school nurse, school social worker, assistant principal, truant officer, school psychologist; **social service/mental health personnel** such as mental health personnel, social workers, psychologists, domestic violence personnel, substance abuse treatment personnel, staff of state agencies dealing with children such as Department of Human Services, Department of Public Aid, Department of Public Health, Department of Corrections, and Department of Children and Family Services; **law enforcement**

personnel such as employees of the court, parole/probation officer, emergency services staff, police, states attorney and staff, juvenile officer; **coroner/medical examiner personnel**; **child care personnel** including all staff at overnight, day care, pre-school or nursery school facilities, recreational program personnel, foster parents; and **members of the clergy** which includes any member of the clergy that has reasonable cause to believe that a child known to him in a professional capacity may be an abused child. In accordance with Illinois law (325 ILCS 5/4), all personnel of the Diocese of Peoria who are mandated reporters, including school personnel and members of the clergy, shall sign a statement acknowledging their status as mandated reporters prior to commencement of employment. The official DCFS form (**Cants 22 – Acknowledgment of Mandated Reporter Status for Employees** or **Cants 22a – Acknowledgment of Mandated Reporter Status for Clergy**) shall be used for this purpose. The signed acknowledgment form shall be retained by the employer (i.e. parish, school, institution or agency of the Diocese of Peoria) in each individual's personnel file.

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BULLYING

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

Bullying

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

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

Office of Catholic Schools
Administrative Regulation
Issued: 1/03
Reviewed: 9/07

CODE OF PASTORAL CONDUCT FOR PRIESTS, DEACONS, PASTORAL MINISTERS, ADMINISTRATORS, STAFF, AND VOLUNTEERS 3/08

I. Preamble

Priests, deacons, pastoral ministers, administrators, staff, and volunteers in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The *Code of Pastoral*

Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers (Code of Pastoral Conduct) provides a set of standards for conduct in certain pastoral situations.

II. Responsibility

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

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

III. Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors

*Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.*¹

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

¹Pastoral Counselors and Spiritual Directors: Clergy, staff, and volunteers who provide pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.

- 1.8 Sessions should be conducted in appropriate settings at appropriate times.
 - 1.8.1 No sessions should be conducted in private living quarters.
 - 1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

2. Confidentiality

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

- 2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
 - 2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.
 - 2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.
- 2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.
- 2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.
- 2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.
- 2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:
 - # Attempt to secure written consent from the minor for the specific disclosure.
 - # If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

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

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

3. Conduct With Youth

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

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

4. Sexual Conduct

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

- 4.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.
- 4.2 Staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteers must behave in a professional manner at all times.
- 4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.
- 4.4 Allegations of sexual misconduct should be taken seriously and reported first to civil authorities if the situation involves a minor and then to the Victim Assistance Coordinator of the Diocese of Peoria.

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

- 4.5 Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Illinois and should follow those mandates.

5. Harassment

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

- 5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
- # Physical or mental abuse.
 - # Racial insults.
 - # Derogatory ethnic slurs.
 - # Unwelcome sexual advances or touching.
 - # Sexual comments or sexual jokes.
 - # Requests for sexual favors used as:
a condition of employment, or
to affect other personnel decisions, such as promotion or compensation.
 - # Display of offensive materials.
- 5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
- 5.4 Allegations of harassment should be taken seriously and reported immediately to the Victim Assistance Coordinator.

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

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

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

- 6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.
- 6.2 Most sacramental records older than 70 years are open to the public.
- 6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.
 - 6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.
- 6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by the Catholic Diocese of Peoria or by law. Contact the Office of the Chancellor upon receipt of any request for release of financial records.

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

7. Conflicts of Interest

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

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

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

8. Reporting Ethical or Professional Misconduct

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

- 8.1 Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff, or volunteers, you should notify the proper civil authorities immediately.

Also notify the Office of the Chancellor.

- 8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor
- 8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:
 - # Report the issue to a supervisor or next higher authority, or
 - # Refer the matter directly to the Office of the Chancellor.
- 8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.5.

9. Administration

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

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

10. Staff or Volunteer Well-being

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

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

Acceptable Use Policy & Guidelines **Holy Cross School 2016-2017**

Holy Cross School is pleased to offer student access to the computer network for the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form that follows. Should a parent prefer that their student(s) not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information under teacher supervision. Teachers may exchange personal communication with other Internet users around the world for education purposes. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of informational resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for appropriate Christian behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Holy Cross School's rules for Christian behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised to never access, keep, or send anything that they would not want their parents or teachers to see.

Acceptable Use:

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, federal and state law.

Never divulge your user name, passwords or student id information.

Never disclose any personal information about yourself or others unless instructed to do so by your teacher.

Always use the electronic media in a responsible manner.

Do notify an adult immediately, if by accident, you encounter materials that violate the guidelines of appropriate use.

Always be courteous and polite. Topics and language that are inappropriate at school are also inappropriate over electronic media.

Unacceptable Use:

These are guidelines to follow to prevent the loss of network privileges at Holy Cross School.

1. Students are not to be left unattended at the computer/tablet.
2. Accessing unacceptable or prohibited territory within the school network.
3. Students are not to use email at school.

4. Students are not to use the computer during the lunch hour without direct supervision of the homeroom teacher.
5. Do not use a computer to harm other people or disrupt their work.
6. Do not damage the computer or the network in any way.
7. Illegal Copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.
8. Inappropriate Materials or Language – Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior and Christian values. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Do not use computers to access obscene or pornographic material.
9. Do not waste paper and ink with unnecessary printing.
10. Do not access any folders, work, or files other than your own.
11. Chat Rooms, Instant Messaging, Social Networking sites and downloading of music or software are not permitted. Blogging and wikis may *only* be accessed by the teacher for educational purposes. The principal may waive any or all regulations for just cause at her/his discretion. Do not intentionally obtain or modify files, passwords, and data belonging to other users.
12. Do not use a computer to facilitate illegal activity.
13. Computers are not to be used for commercial or non-profit purposes, non-work or non-school related work.
14. Keep all food and drink away from the computer desk and/or computer area.
15. Sending email or other communications using a false identity.
16. Creating, uploading or deploying a computer virus to corrupt any of the computer systems.
17. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Consequences/Compensation/Restitution

The user agrees to pay for all costs associated with any damage that may result from any misuse of the electronic media.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the rules are violated.

Please sign and return the

**Acceptable Use Policy & Guidelines
Agreement Form
Holy Cross School 2016-2017
found at the back of this handbook**

**Acceptable Use Policy & Guidelines
Agreement Form
Holy Cross School 2016-2017**

Read, sign and return this form to Holy Cross School.

As a parent or guardian of a student(s) at Holy Cross School, our family has read the Acceptable Use Policy & Guidelines in regard to the appropriate use of the computer network at the school. As users of the Holy Cross School network, we agree to comply with the above stated rules and to use the network in an appropriate manner. The administration of Holy Cross School reserves the right to modify and/or amend the Acceptable Use Policy & Guidelines and to waive the regulations for just cause. Questions should be directed to the Principal for clarification.

_____ Our Family agrees to follow the guidelines regarding the use of the internet while at school.

Signatures:	Father _____	Date _____
	Mother _____	Date _____
	Guardian _____	Date _____
	Student(s) _____	Date _____
	_____	Date _____
	_____	Date _____
	_____	Date _____

Parents' Permission for the Publication of Student Work/Pictures

I understand that from time-to-time Holy Cross School may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible world wide web server.

_____ My child's work **can be** published on the Internet.

_____ My child's photograph **can be** published on the Internet.

_____ I would prefer that my child's work **not** be published on the Internet.

_____ I would prefer that my child's picture **not** be published on the Internet.

Mother's Name: (print) _____

Mother's Signature: _____ Date: _____

Father's Name: (print) _____

Father's Signature: _____ Date: _____

Please return this form by Wednesday, August 17, 2016.

**Safe Environment Program Annual Update
Verification Statement for Faculty, Staff, & Volunteers
2016-2017 Academic Year**

Name: _____

School: _____ City: _____

I verify that I have received a copy of the *Safe Environment Program Annual Update* and read its contents.
Further, I have read the diocesan statements on:

(Please check to indicate that the policy has been read)

_____ Harassment (Policy C-401)

_____ Sexual Abuse of Minors (Policy C-402)

_____ Bullying (Policy D-147)

_____ Code of Pastoral Conduct

I agree to abide by the provisions of the *Sexual Abuse Program Annual Update* and to be governed by the
aforementioned policy statements. All of my questions regarding safe environment guidelines and the
provisions of diocesan policies on harassment, bullying, and sexual abuse have been answered by the school
administration.

Signature: _____

Date: _____

Please return this form by Wednesday, August 17, 2016.

BOTH parents need to fill out separate forms.

One per adult.

*Note to principal: Safe Environment Program Annual Update Verification Statements for all faculty, staff, and
school volunteers are to be kept on file in the school office and are subject to review by the Office of Catholic
Schools.*

**Safe Environment Program Annual Update
Verification Statement for Faculty, Staff, & Volunteers
2016-2017 Academic Year**

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Signature: _____

Date: _____

Please return this form by Wednesday, August 17, 2016.

BOTH parents need to fill out separate forms.

One per adult.

*Note to principal: Safe Environment Program Annual Update Verification Statements for all faculty, staff, and
school volunteers are to be kept on file in the school office and are subject to review by the Office of Catholic
Schools.*

Office of Catholic Schools
Diocese of Peoria

PUBLICITY FORM
2016-2017 Academic Year

Holy Cross School

Mendota, IL

On occasion, the school named above takes photographs or makes an audio or video recording of children and/or adults involved in school or parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in school or parish publications or advertising materials to let others know about the school or parish. Also, local news organizations may learn about the school's activities or events, and the school or parish may invite or allow them to photograph or record such events to be used, distributed, or displayed as the agents of the school or parish see fit.

I hereby expressly grant to the school named above, its affiliated parish(es), and/or the Diocese of Peoria the right, privilege and license to use the picture or likeness of my child/children in any photograph, movie, video production or any other forms of media publication and to use the verbal or written statements or declarations of my child/children for the purpose of publicizing, fostering and promoting the school and its programs, or for any other purpose in furtherance of the mission of the school, its affiliated parish(es), and/or the Diocese of Peoria.

Name of Student(s): _____

Signature of Parent/Guardian

Signature of Parent/Guardian

Printed name of Parent/Guardian

Printed name of Parent/Guardian

Date

Date

Please return this form by **Wednesday, August 17, 2016.**

Learning Lambs Preschool
Holy Cross School
1008 Jefferson Street
Mendota, IL 61342
815-539-7003
Fax: 815-539-9082
www.holycrossmendota.com

August 2016

Dear Parents:

This is your copy of the PARENT/STUDENT **PRESCHOOL HANDBOOK** that contains the rules and regulations of Holy Cross Preschool.

In order that you better understand the philosophy and requirements of our school, it is very important that you and your children read the ENTIRE handbook.

Please SIGN AND RETURN this letter that indicates that you have read and have accepted your responsibility in this regard.

I acknowledge receipt of the Parent/Student Preschool Handbook. I have read the above statement and have read the rules and regulations in this manual. I understand the policies and procedures contained herein and agreed to be governed by these policies and procedures. The Administration of Holy Cross School reserves the right to modify and/or amend these policies contained in this handbook and to waive the regulations for just cause.

Please return this form by Wednesday, August 17, 2016.

Sincerely,

Mrs. Anita M. Kobilsek
Principal

Signatures: Father _____ Date _____
 Mother _____ Date _____
 Guardian _____ Date _____