

Holy Cross School

Parent-Student Handbook Student-Athlete Handbook

Holy Cross School
1008 Jefferson Street
Mendota, Illinois 61342
(815) 539-7003
Fax (815) 539-9082

www.holycrosscongregation.weebly.com
www.optionc.com Code 5943

Ready, Set, Grow Extended Care
(815) 538-7604

2016-2017 School Year

Changes are highlighted.

Revised **July 2016**

Table of Contents

Introduction

Catholic School Statement of Purpose	p. 6
Mission Statement	p. 6
Philosophy	p. 7
Pastor/School's Right to Amend Handbook	p. 7
Recognition by the State of Illinois	p. 7
AdvancEd Accreditation	p. 7
Non-Discrimination Admission Policy	p. 8
Asbestos Management Plan	p. 8
Administrative Office and Phone Numbers	p. 8
Appeal and Review	p. 9
Parent's Responsibilities	p. 10
Student's Responsibilities	p. 11

Parent-Student Handbook

Absenteeism and Tardiness	p. 12
Academic Expectations	p. 12
Admission Policy-Priority for Admission	p. 12
Admission of Students with Special Needs	p. 13
Adopt-a-Student	p. 14
Arrival and Dismissal	p. 14
Athletic Policy	p. 14
Background Check	p. 15
Band Lessons	p. 15
Bicycles	p. 15
Birthdays	p. 15
Bullying	p. 31
Bus Evacuation	p. 16
Calendar – posted on the website and can be obtained from the school office	
Care of School Property	p. 16
Catholic Education Policies	p. 16
Catholic Schools' Week Celebration	p. 16
Cell Phones	p. 16
Choir Policy	p. 16
Class Parties	p. 17
Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers	p. 17
Communication	p. 23
Conduct	p. 24
Confidentiality	p. 24
Conflict Resolution	p. 24
Counseling Opportunities & Expectations	p. 24
Custodial/Non-Custodial Parents	p. 24
Daily Schedule	p. 25
Departmental Classes	p. 25
Discipline	p. 25
Discipline Code "The Best I Can Be" code	p. 25

“The Best I Can Be” club	p. 30
Severe Discipline Problems	p. 30
Permanent Dismissal of Students	p. 30
Bullying Policy	p. 31
Dismissal	p. 32
Dress Code and School Uniform	p. 33
Non-Uniform Day	p. 35
Drug Abuse Policy	p. 35
Education Commission	p. 35
Educational Outings/Field Trips	p. 36
Electronic Devices	p. 36
Emergency Closing	p. 36
Extended Care	p. 37
Extra-Curricular Activities Eligibility	p. 37
Fire & Tornado Drill	p. 37
Food Allergies	p. 37
Fundraising	p. 38
Gang Policy	p. 38
Grade Book	p. 39
Grading System for Kindergarten	p. 39
Grading System for Grades 1-2	p. 39
Grading System for Grades 3-8	p. 39
Gum	p. 41
Harassment Policy-Students	p. 41
Harassment Policy	p. 42
Health Policies	p. 45
Homework	p. 48
Inspection	p. 49
Insurance	p. 49
Device Consequences/Compensations/Restitutions	p. 74
Library	p. 49
Lice	p. 49
Liturgy	p. 50
Lost and Found	p. 50
Lunchroom Supervisor Guidelines	p. 50
Inside Duty	p. 50
Outside Duty	p. 52
Meals	p. 53
Medical Needs	p. 53
Missions	p. 53
Money Procedures	p. 54
Music Program	p. 54
OSHA	p. 54
Parent Cooperation as a Condition of Enrollment	p. 54
Parent Service Requirement	p. 54
Parent-Student Handbook	p. 54
Parent-Teacher Conferences	p. 54
Parents and Visitors	p. 54
Patrols	p. 55
Phone/Parent Conferences	p. 55

Physical Education Program p. 55
Pink Eye p.55
Prayer p. 55
Promotion p. 57
Ready, Set, Grow Extended Care p. 57
Registration p. 57
Religious Obligations p. 58
Report Cards p. 58
 Mid-quarter Reports p. 58
Sacramental Programs p. 58
Safe Environment Program Annual Update p. 94
School Bus p. 59
School Calendar – can be found on the website or obtained in the school office
Scrip p. 59
Sexual Abuse Policy p. 60
Skateboards, Roller Blades, Heelies & Scooters p. 70
Snow p. 70
Student Retreats p. 70
Student Service Projects p. 70
Sunday Collection p. 70
Supervision p. 70
Suspension p. 70
Tardiness p. 70
Technology Software Policy p. 71
Technology p. 72 & Devices p. 74
Technology Acceptable Use Policy and Guidelines p. 72
Telephone Calls p. 74
Testing p. 74
Tuesday Envelope p. 74
Tuition and Fees p. 74
Discounts to Tuition p. 76
Vacations p. 76
Videos p. 76
Volunteers p. 76
Weapons Policy p. 77
Weapons – Possession or Use of Weapons or Look Alike Weapons in School p. 78
Written Assignments p. 80

Student – Athlete Handbook

Absence p. 81
Activities Not Associated With the School p. 81
Athletic Policy and Guidelines p. 81
Awards p. 82
 Percentage Award p. 82
 Warrior Pride p. 82
Cheerleading p. 82
Coaching p. 82
Coach's Bag p. 83
Concessions p. 83
Concussion p. 83

Conduct p. 83
 Dress Code p. 84
 Dress Code for Practice p. 84
 Driving Directions p. 90
 Drugs, Alcohol, and Tobacco p. 84
 Eligibility Criteria p. 84
 Emergency Form p. 85
 Equipment Storage p. 85
 First Aid p. 85
 Hats p. 85
 Illinois Elementary School Association p. 85
 Inclement Weather p. 85
 Insurance p. 85
 Keys p. 86
 Make-up p. 86
 OSHA Rules p. 86
 Parental Conduct p. 86
 Physicals p. 87
 Playing Time p. 87
 Practices & Games p. 87
 Prayer p. 88
 Rosters p. 88
 Transportation p. 88
 Uniforms p. 88

Forms to be completed and returned to Holy Cross School:

Safe Environment Annual Update	p. 97-98	One <u>per adult</u>
Acceptable Use Policy and Guidelines	p. 99	One per family
Handbook	p. 100	One per family
Publicity Form	p. 101	One per family
Lunchroom student help	p. 102	Grade 4-8 students

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

Catholic School Statement of Purpose

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

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

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

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

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

Bishop Daniel Jenky, Catholic Diocese of Peoria

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

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

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

Philosophy

Holy Cross School continues to exist as an extension of the teaching role of the Catholic Church.

The Bishops' Pastoral Document: *To Teach As Jesus Did* challenges educational systems to teach the truth through message, community and service.

Message: Holy Cross Students and Faculty in cooperation with the family, study the Catholic faith, participate in worship and prayer, integrate faith in secular subjects and seek to spread the Good News.

Community: Each member of the school community has dignity and unique talents. Academic and extracurricular programs are planned to encourage development of individual skills and the ability to work together to achieve worthwhile goals.

Service: A love for learning and feeling success in achieving academic programs is fostered. Besides personal fulfillment, students consider ways to use their education in service ministries. At every grade level students are taught to reach beyond personal gain to serve parish, community, national and global concerns.

Pastor/School's Right to Amend Handbook

The administration reserves the right to amend this Parent/Student Handbook. The Pastor of Holy Cross School is the final recourse in all disciplinary situations and, after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made. We ask that you read this booklet carefully and keep it for reference during the school year. The topics are arranged in alphabetical order. Please sign and return the enclosed pages, which verifies that you have read this handbook, that you agree to abide by all of its policies and guidelines, and that you have reviewed it with your child. The signed sheet must be returned by **Wednesday, August 17, 2016** or students will not be allowed to attend school until it is completed.

Recognition by the State of Illinois

Holy Cross School obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-public Elementary Schools. The school has met the standards set by the Illinois State Board of Education and fulfilled application requirements.

AdvancEd Accreditation

Holy Cross School has been fully accredited by the AdvancEd Illinois State Council. This is a process of continual improvement to educational excellence through the accreditation process.

D-111
P-CDOP

NON-DISCRIMINATION IN ADMISSION POLICIES

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin.

Students of religious denominations other than Catholic may be admitted according to local policy.

Catholic Diocese of Peoria Policy

Adopted: 4/71

Revised: 11/73; 5/78; 5/79, 2/88, 7/91;

Reviewed: 1/03, 9/07

D-111

AR-OCS

NON-DISCRIMINATION IN ADMISSION POLICIES

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

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

Office of Catholic Schools

Administrative Regulation

Issued: 7/91

Reviewed: 1/03, 9/07

Asbestos Management Plan

In accordance with federal and state guidelines, Holy Cross School has been inspected for friable and non-friable asbestos. Holy Cross School has a management plan available in the principal's office for your review during normal business hours. In accordance with the guidelines, Holy Cross School will also have six month and three year re-inspections. Holy Cross School will carry out its response action in accordance with federal and state laws and guidelines. Repair, removal or clean up will be taken care of in accordance with these laws and guidelines, as funds become available.

Administrative Office and Phone Numbers

The school office is open each school day from 7:30 AM to 3:30 PM. All school business should be conducted during these hours. The following are important phone numbers:

School office:	Anita M. Kobilsek, Principal	815-539-7003
	Therese Thomas, Secretary	
School Fax:		815-539-9082
Extended Care:	Julie Winner, Director	815-538-7604
Cafeteria:	Holly Christman, Manager	
Maintenance:	Chris Engels	
Rectory:	Reverend Peter Pilon, Pastor	815-538-6151
	Reverend Joel Phelps, Parochial Vicar	
	Deacon Vince Slomian	
	Deacon Ray Fischer	

Deacon Jose Lopez
Education Commission Chairperson:
Athletic Chairperson: Mike Bokus
Website: www.holycrosscongregation.weebly.com
www.optionc.com Code: 5943

G-111
P-CDOP

Appeal and Review

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

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

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

Catholic Diocese of Peoria Policy

Adopted: 5/00

Revised: 1/03

Reviewed: 9/07

G-111
AR-CDOP

APPEAL AND REVIEW

The individual or group desiring the appeal or the review of a decision must make that request known to the governing pastor or pastors' board responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the local vicar and to the Superintendent of Schools. This letter must clearly cover each of the following points:

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

The governing pastor or pastors' board, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools. In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of

record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

Catholic Diocese of Peoria
Administrative Regulation
Adopted 5/00
Revised: 1/03
Reviewed: 9/07

Parent's Responsibilities

Parents are held responsible to sign all necessary paperwork for the 2016-2017 school year.

Parents are the primary educators of their children. A parent's attitude concerning respect for authority, as well as an appreciation of the efforts of the school and good judgment on the part of the teacher, is reflected in the attitude of the child. To demonstrate their responsibilities the parents shall:

Accompany their children to Mass on Sundays and Holy Days.

Foster a habit of daily prayer for student and family in their home.

Assist the school in fostering Christian ideals by word and example.

Provide opportunity at home for their children to assume responsibility for their actions.

See to it that their children are mentally and physically prepared for school. This includes providing nourishing meals, guidance in TV viewing and games, and an opportunity for sufficient sleep.

Encourage thoughtfulness and consideration for the rights of others, teaching children to compromise and settle differences by talking, not fighting.

Make every effort to see that their children are at school on time.

Try to see that their children do not have unnecessary absences from school.

See to it that their children have proper uniforms and the necessary school supplies required by the teacher.

Understand that communication with teachers is recommended and welcome.

Be familiar with and support school policies and rules.

Make their children aware of the school policies and rules. Support school policies by helping the child to understand the rules and by enforcing those rules.

Support the teachers when they are fulfilling their responsibilities toward the student.

Make every effort to attend Parent-Teacher Conferences and the Parents' Club meetings during the year to show that education is a high priority in their family.

Keep the emergency sheet in the school office up to date.

Keep tuition paid by chosen time-frame or by making other arrangements with the Pastor.

Keep up the financial obligation assumed when enrolling their child in this school, by making weekly contributions in the Sunday envelopes, or by making other arrangements with the Pastor.

Guide their children's choice of companions.

Act in a manner, which will reflect credit on themselves and Holy Cross School during extra-curricular activities.

We ask that hats not be worn in the building.

Student's Responsibilities

Ultimately, the students must be responsible for their actions and must be motivated to set high goals for themselves to be successful. To do this, the students shall:

Realize responsibility for their own actions.

Respect the authority of all teachers and school staff, and follow the instructions given by any supervisory adult in the school.

Approach studies with a seriousness of purpose and a realization that learning is rewarding work.

Develop good study habits and make sincere efforts to do their best in all studies by having assignments and homework completed on time.

Be well prepared for class each day both mentally and physically.

Dress according to uniform code and practice habits of personal cleanliness.

Act in a manner, which will reflect credit on themselves during extra-curricular activities.

Know the rules of the school and put forth the necessary effort to abide by them.

Choose friends and companions carefully.

We ask that hats not be worn in the building.

Parent – Student Handbook 2016-2017

Absenteeism and Tardiness

1. A written excuse signed by the parent or guardian is required each time a student is absent.
A student absent for three consecutive days is required to show proof of a doctor's visit.
2. If a student is absent for 1½ hours between 7:50am and 11:15am, s/he will be marked a 1/2 day absent. If a student is absent for more than an 1½ hours between 12:00pm and 2:55pm s/he will be marked a 1/2 day absent.
3. Students, who must be excused from school for medical, dental or any other reason, will be considered tardy or absent as indicated in the guidelines set forth in article #2 above. A written note must be sent in advance stating pick-up time and reason.
4. No student should arrive before 7:35am. The exemption to this is for 7:00am altar servers. Altar servers may go to the school following the 7:00am Mass and sit by the office. A student is tardy when s/he arrives after 7:50am.
5. It is the responsibility of the student to make up all work and tests missed during the time of absence/tardiness.
6. A parent or guardian must call the school office by 9:00am if his/her child will be absent for the day.
7. A parent or guardian must come to the school to pick up the student if an appointment has been made during the day. The student reports into the school office upon returning from the appointment.

Academic Expectations

Students are expected to perform to the best of their ability. Parents should contact the teacher when there are academic or other concerns in regard to their child. Communication between parent and teacher is a meaningful and crucial piece to a child's success.

Admissions Policy-Priority for Admission

In accepting new students, preference will be given in the following order:

1. Children of Holy Cross/Saints Peter and Paul parishioners.
 - a. Children from families already enrolled in school.
 - b. Children just reaching school age.
 - c. Children from families newly moved into the parish.
2. Children of Holy Cross/Saints Peter and Paul parishioners currently enrolled in public schools.
3. Children of a Catholic Parish outside Holy Cross Parish boundaries.
 - a. Children from families already enrolled in school.
 - b. Children just reaching school age.
 - c. Children from families newly moved into the parish.
4. Children from non-Catholic families.

All admissions to Holy Cross School must be initiated through the office of the principal and as such this policy is subject to the discretion of the administrator.

Admission of Students with Special Needs

Holy Cross School shall admit students with special needs whenever possible.

D-105
P-CDOP

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

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

Each school shall have the responsibility to annually provide a minimum of one (1) in-service program for the teachers of the school on the subject of the inclusion of students with special needs into the regular classroom.

Catholic Diocese of Peoria Policy

Adopted: 7/94

Revised: 1/03

Reviewed: 9/07

D-105
AR-OCS

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

The Section 504 Handbook shall be considered to be part of this Administrative Regulation and must be consulted by all elementary and secondary schools regarding the inclusion of students with special needs. In addition, schools should consider the following guidelines when enrolling special needs students at the local level:

1. The goal of inclusion requires the cooperation of the school and the parents and the realization by both that circumstances and available resources may make inclusion (in whole or in part) of any particular student impossible.
2. When a special needs student applies for enrollment, the administration and the parents/guardians should meet to define the student's special needs and the school's ability to meet those needs. This meeting might include a conference with the student.
3. In accordance with the procedure outlined in the Section 504 Handbook, an annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic year. This agreement should set forth specific educational goals and expectations of the student and the responsibilities of both the school and the student's family.
4. The annual agreement should specifically identify the extent of the need for a teacher's aide for the student. The cost of a teacher's aide might need to be borne in whole or part by the student and his/her family, with such public or private assistance as may be obtained. Failure to reach agreement on these points in advance of the academic year may result in the student not being allowed to enroll.
5. The school, to the extent practical, should work with the student's family in exploring public and private agencies for financial, academic, and/or other assistance.
6. Extensive in-service programs should be given to educational commission members, faculty, and students on an annual basis or more frequently if needed.
7. Any special arrangements for grading, promotion, and graduation should be described within the annual agreement.
8. Failure of the student or his/her family to abide by the terms of the annual agreement (including but not limited to any financial requirements) shall be grounds for dismissal.
9. "Inclusion" as used herein contemplates including the student in a normal classroom and classroom activities.

10. Some consideration of partial inclusion may be appropriate. Where some special services are available without charge to the family from the public schools or other sources (such as speech therapy, occupational therapy, etc.), these services might be coupled with part-time inclusion in the normal parochial school classroom.

Local schools may develop additional conditions for the inclusion of special needs students in their own schools. This should not be construed, however, as to encourage the setting of “quotas” or overly restrictive standards that violate the underlying philosophy of Policy D-105.

Office of Catholic Schools

Administrative Regulation

Issued: 1/03

Reviewed: 9/07

Adopt-A-Student

Anonymous donors provide financial support to enable some students to attend Holy Cross School. The donors’ continued donations are greatly appreciated.

Arrival and Dismissal

Students should arrive on the school grounds after 7:45am. Supervision before school is provided only from 7:35-7:50am. There is no playing prior to school. The exemption to this is for 7:00am altar servers. Altar servers may go to the school following the 7:00am Mass and sit by the office.

The usual dismissal time is 2:55pm. The following regulations should be observed at dismissal:

1. Walkers should go out the front doors by the Kindergarten room following the adult supervisor.
2. Students may cross the streets only at the corners.
3. Bikes will be walked down the alley to the corner, walked across the street, and then mounted.
4. Car riders should go out the back doors. Cars are to park facing east, which is Pennsylvania Avenue and will be dismissed row by row. Students will not be dismissed to cars parked on the street. Cars arriving after dismissal process has begun, should not enter the parking lot until all cars have been dismissed.
5. Bus riders should go out the front doors across from the office.
6. Parents who pick up their child between 3:00 and 3:30 or after five to thirty minutes after an early dismissal will be charged \$3.00. The student will go to the Ready, Set, Grow Extended Care room for supervision. No student may leave the school grounds for any reason without the permission of the principal.

Athletic Policy

Holy Cross School will provide a sports program for upper grade students. At present, this includes basketball for boys in Grades 5-8 with cheerleading squads of 7th and 8th grade girls, volleyball and basketball programs are included for girls in Grades 5-8 and track for Grades 5-8th grade girls and boys. Holy Cross School will co-op with Trinity Catholic Academy for Girls’ Basketball and Girls’ Volleyball and Girls’ Softball in Grades 7th and 8th. 6th Grade if needed. Holy Cross School will co-op with Waltham Elementary School for Boys’ Baseball in Grades 7th and 8th. 6th Grade if needed. Bowling for Grades 7 & 8, Golf for Grades 7-8 and Scholastic Bowl for Grades 5-8 boys and girls.

The purposes of the program are:

1. To develop sportsmanship in players and spectators as witness to our values of Justice and Charity
2. To teach the skills of each sport especially in grades five and six

3. To provide an opportunity for our students to make friends with students of other schools
4. To add to school spirit through pride in winning, accomplished playing, and through mutual interest in each other's efforts developed among classes.

To be eligible to play on any school-sponsored team, students must meet certain grade standards. Students at Holy Cross School who are failing a subject or receiving 2 D's or receiving an unsatisfactory report in effort or conduct will not be permitted to play for one week. Students, parents, the coach and the athletic director will be notified of a suspension from playing weekly if the student is failing or is receiving 2 D's. If grades, effort and conduct improve in one week, students can be active team members. If grades, effort and conduct do not improve in a week, students will be suspended for another one week period.

Students may also be ineligible after receiving the second set of 10 points and after every 10 points thereafter in "The Best I Can Be" Code within one quarter.

For a student to be eligible on a school team, the parent/guardian must give consent by completing an Athletic Activity permit and must provide written proof of the child's physical examination. Only one physical per year is required. An Athletic Activity permit and written proof of physical exam must be submitted to the coach before the first practice. Students will not be allowed to practice until this information is on file. Holy Cross School provides insurance for students. Claims must be submitted to the principal upon treatment.

All students, parents, coaches and volunteers must adhere to the IESA Handbook. It can be found at www.iesa.org.

Background Checks

All Holy Cross School employees, coaches and volunteers need to submit to two background checks, attend a "Safe Environment" session and take the three modules in the [Be Smart-Drive Safe](#) online defensive driving course. The background check consists of two separate procedures which includes a Conviction Information Request completed through the Illinois State Police Bureau of Identification, as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking system (CANTS). Any questions pertaining to this procedure should be directed to the principal.

Band Lessons

Students in Grades 5-8 are eligible and encouraged to participate in the Mendota Public Grade School Band Program.

Bicycles

Students may ride bicycles to school. All bicycles must be parked in the bicycle racks and should be locked. Holy Cross is not responsible for bicycles. Students must dismount and walk bicycles once school property is reached. Any student riding a bicycle on the school grounds will receive one warning. Should there be a second offense, the parents will be notified and the student may not ride the bicycle to school for one week. A third offense will take away bicycle privileges for the rest of the year.

Birthdays

Students celebrating their birthdays are acknowledged at school. Students may dress out of uniform on their birthday or half-birthday. Guidelines for non-uniform attire can be found in the Dress Code section of this handbook. The following procedure is in regard to food allergies and our school

“Wellness Plan.” Birthday treats must be 1) non-food items, 2) fresh fruits or vegetables with no dip or 3) prepackaged items that have the ingredients printed on the product. Questions can be directed to the homeroom teacher or Mrs. Kobilsek. Invitations to home parties may be given out in class only if the *whole* class is invited or *all* the boys or *all* the girls.

Bus Evacuation

In compliance with state law, students are taught how to evacuate a bus in case of an emergency. This drill is held in the fall. A qualified bus driver gives the instruction and the students then practice evacuating the bus.

Care of School Property

All hardbound books and some softbound books are on a loan basis. At the beginning of each school year, the student is expected to have her/his loaned books covered in a manner that fully protects the book but does not cause damage to it. Students are to be instructed that there is to be no writing in any loaned books. Fines may be issued if books are damaged. Assignments are to be written in the required Holy Cross School assignment book. There should be no marring, writing, scratching, etc. on desks, walls or furniture. If this occurs, the student is responsible for repairing the damage.

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. Many of these policies are included in this handbook. **All pages at the end of this Handbook must be signed and returned to the school by Wednesday, August 17, 2016.**

Catholic Schools Week Celebration

Each year during the national celebration of Catholic Schools Week, special activities are held. These activities involve the faculty, the students, the parish and civic communities. The purpose of the week long celebration is to share our gifts, our talents, our appreciation of Catholic education and to acquaint the public with the various programs the students are offered at Holy Cross School. This year's theme is *Catholic Schools: Communities of Faith, Knowledge, and Service*.

It will take place January 29, 2017 – February 4, 2017.

Cell Phones

A student may bring a cellular phone to school; however, it is to be taken to the Principal's Office in the main school office first thing in the morning and may be obtained from the school secretary or principal at the conclusion of the school day. It must be kept off.

All liabilities for loss or theft of cell phones rest with the student.

Choir Policy

The purposes of this program for Grades 3-8 are:

1. To develop a viable and credible music ministry whose main purpose is to celebrate liturgies at Holy Cross Parish
2. To teach the importance of worshipping God through music
3. To create an atmosphere of positive growth
4. To learn about teamwork
5. To develop a sense of healthy competition
6. To develop a positive self-image
7. To achieve success

8. To enjoy the experience

The choir director will work closely with the principal. The principal will approve all outside singing performances.

Class Parties

Under the direction of the homeroom teacher, administration and the room parent, parties may be permitted for All Saints' Day, Christmas and Valentine's Day for the younger students. Ordinarily parties take place during the last period of the day. Foods at holiday parties must have prior approval from administration. The only food items allowed will be those arranged by Mrs. Kobilsek, the homeroom teacher and the designated room parent.

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 forms from a verbal reproach to removal from the ministry depending on the specific nature and circumstances of the offense and the extent of the harm.

III. Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors

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

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

- 1.2 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.
- 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.

Communication

Letters or notes to the parents from the principal are sent home each week on Tuesday in a large envelope. Parents are to remove and read the contents, deposit items that need to be returned to the school, sign the outside of the envelope and return it the following day. The oldest child in the family takes the envelope home unless the parent has notified the school.

Communication between parent and teacher is a meaningful and crucial piece to a child's success. If a problem or a question concerning a child should arise, parents should contact the child's teacher first. Complaints should be handled at the lowest possible level. Persons with a concern about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrator be contacted. If further discussion of the topic is needed, contact the Principal and the Pastor, in that order.

If a parent wishes to contact a teacher, we ask that you please call the school office and leave a message where you can be reached. A note may also be sent with the student to the teacher. It would also be helpful if you left a time the teacher may be able to contact you. Spontaneous visits to classrooms are discouraged. Special arrangements in regard to communication from teacher to parent should be directed to the teacher at the beginning of the school year.

If a parent wishes to contact the principal, it is recommended that an appointment be made with the school secretary. Information should be left with the secretary on where, when and how the parent can be reached.

Conduct

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

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Conflict Resolution

Although we try to make decisions in the best interest of our students, conflicts arise occasionally. If a parent has a question about their situation, every effort should be made to resolve the problem at the lowest level possible. If an informal resolution cannot be met, the principal will meet with the parents to discuss the situation and make a decision. If the parents are not satisfied with the principal's decision, they may speak to the Pastor.

Counseling Opportunities and Expectations

Counseling opportunities are not available from the Social Worker employed through District 289 Mendota Elementary School. Parents interested in this service for their child should first contact the Holy Cross School principal. The parent is welcome to try to contact District 289.

Certain behaviors and misbehaviors may occur which the teachers and principal are not qualified to handle. Social service agencies and professional consultation may be recommended to the parents. The school can only encourage professional help. However, if the recommendation is not followed, the school's ability to meet the student's needs may be restricted.

Parents may be referred to contact Catholic Charities.

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 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

7:35 AM	Students may arrive
7:45 AM	Students may enter the building
7:50 AM	Classes begin
	All School Mass every Wednesday with some changes throughout the year
11:15-12:00	Grade K-8 lunch/recess
2:55 PM	Dismissal

Departmental Classes

Grades 5-6-7-8 are departmentalized for various subjects. Students will change classrooms and are responsible for taking all class materials with them.

Discipline

In guiding the student's growth in Christian attitudes, values, and behavior, effort is made to emphasize the positive rather than the negative.

1. Corporal punishment is not acceptable. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.
Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.
2. Personal indignities such as striking sarcasm, ridicule name-calling, nagging and comparing.
3. Indiscriminate punishment of all students for the misconduct of some.

Discipline Code

“The Best I Can Be” Code

Purpose:

Discipline is strongly related to our Christian values. Inherent in discipline is respect for God, self, all human life and property. We understand, that in all education, the principles for discipline are set at home, and because we are a Christian community, we will continue to foster discipline and will not tolerate lack of respect toward God, self, persons in authority or classmates at Holy Cross School; nor will we tolerate abuse of property or school rules.

The following discipline policy is a guideline that teachers, staff and administration will use to help our students grow. The judgment of the teacher will be final based on the nature and severity of the infraction.

In guiding the student's growth in Christian attitudes, values, and behavior, effort is made to emphasize the positive rather than the negative.

Student's Responsibilities:

Ultimately, the student must be responsible for their actions and must be motivated to set high goals for themselves to be successful. To do this, the students shall:

Realize responsibility for their individual actions.

Respect the authority of all teachers and school staff and follow the instructions given by any supervisory adult in the school.

Approach studies with a seriousness of purpose and a realization that learning is rewarding work.

Develop good study habits and make sincere efforts to do their best in all studies by having assignments and homework completed on time.

Be well prepared for class each day, both mentally and physically.

Dress according to uniform code and practice habits of personal cleanliness.
(See uniform code in Holy Cross School handbook)

Act in a manner, which will reflect credit on themselves during extra-curricular activities.

Know the rules of the school and put forth the necessary effort to abide by them.

Choose friends and companions carefully.

We ask that hats not be worn in the building.

Point System:

A point system based on both social and academic behavior will promote a firm, fair and consistent way of developing our student's definition of proper and acceptable behavior. The judgment of the teacher will be final, in assigning the points based on the nature and severity of the infraction. Students who receive points are expected to honor the teacher's judgment. If the student believes s/he has received the point in error, s/he is to speak to the teacher privately, after-class to discuss the issue. Any student who publicly argues or makes a scene will be given two (2) additional points. However, the teacher will make the final judgment.

The accumulation of the first 10 points in each quarter will result in a 30 minute detention to be served on a day determined by staff.

The accumulation of the second 10 points in each quarter will result in a 30 minute detention to be served on a day determined by staff, and one week ineligibility, and a parent meeting.

The accumulation of the third 10 points in each quarter will result in and one week ineligibility, and a disciplinary hearing.

Grades K thru 4:

1 Point

- Out of dress code
- Discourteous behavior
- Chewing gum
- Not returning a signed discipline/point report form
- Disrupting the learning environment
- Running in the Halls
- Excessive and/or rude noises
- No name on paper
- Incomplete homework
- Not utilizing assignment book correctly

2 Points

- No homework
- Lack of cooperation with Holy Cross personnel, volunteers or fellow students
- Publicly arguing the issuance of a point
- Inappropriate hallway, restroom, playground, cafeteria behavior.
- General mischief
- Misbehavior in Church or Adoration Chapel
(talking, disrespect, lack of reverence, non-participation, cell phone use or texting)

3 Points

- Disobeying an adult's reasonable request
- Disrespect toward another student/a teacher/or any adult
- Inappropriate language

4 Points

- Inappropriate behavior while representing the school (bus, sports, field trips, etc.)
- Cell phone usage or use of other electronics while in school or when prohibited during school events – Phones are in bookbags before school and at the end of the day
- Throwing food or other items
- Cheating

5 Points

- Destruction of school property- writing on desks, damaging, defacing, altering or disrespect of school property
- Lying

6 Points

- Any act of bullying, hazing, or intimidation
- Verbal or written threats towards anyone
- Unsafe/injurious behavior

10 Points

- Physical violence

Grades 5 thru 8:

1 Point

- Out of dress code (see uniform code in the HCS handbook, pages 33-35)
- Discourteous behavior
- Chewing gum
- Not returning a signed discipline/point report form
- Assignment notebook not written in
- No name on paper
- Incorrect heading on paper or no heading on paper
- Homework turned in after class
- Not having device charged and ready for class

2 Points

- Disrupting the learning environment- talking without permission, tipping chair back, throwing objects, out of seat, cracking knuckles and note passing
- Lack of cooperation with Holy Cross personnel, volunteers or fellow students
- Running in the halls
- Excessive and/or rude noises (obnoxious noises)
- Publicly arguing the issuance of a point
- Incomplete homework
- Phone not taken to office
- Device left at home

3 Points

- Disobeying an adult's reasonable request
- Disrespect towards another student/a teacher/or any adult
- General mischief

- Inappropriate language
- Inappropriate drawings
- No homework
- Misbehavior in Church or Adoration Chapel (talking, disrespect, lack of reverence, non participation, cell phone use or texting)

4 Points

- Inappropriate hallway, restroom, playground or cafeteria behavior
- Inappropriate behavior while representing the school (bus, sport, field trips, etc.)
- Cell phone usage or use of other electronics while in school or when prohibited during school events – Phones are in bookbags before school and at the end of the day
- Throwing food or other items

5 Points

- Destruction of school property- writing on desks, damaging, defacing, altering or disrespect of school property
- Dishonesty

6 Points

- ANY act of bullying, hazing or intimidation
- Verbal or written threats towards anyone
- Unsafe/Injurious behavior

10 Points

- Physical violence

Parents will be notified in writing each time their child receives a point. Students are expected to have their Discipline Point Report signed and returned to the issuing teacher the next school day. Parents will be called in for a meeting each time their child reaches 10 points.

Disciplinary Hearings:

Following each set of 10 points received, parents will be called in for a meeting. Following the 20, 30, etc. points received, a student will be ineligible for a week. Following the third set of 10 points in any one quarter, the student and his/her parents will be required to attend a disciplinary hearing before a student can participate in any extracurricular activity. Disciplinary hearings can be called at any time to discuss the behavioral development of any student. The parent(s), student (s) and faculty must attend. Possible courses of action developed from the disciplinary hearing can be but not limited to, behavior contracts or continued removal from extra-curricular activities. In-school suspensions, out-of-school

suspensions and expulsion are a possible outcome of any disciplinary hearing per the administration. This procedure for permanent dismissal of students from Holy Cross School has been designed in accordance with the principles of justice and mercy, church law, diocesan educational policy and administration regulation, civil law where it applies, local educational policy and administrative regulations. The principal will inform the parents of the final outcome of any disciplinary hearing.

Eligibility:

Students will be ineligible for one week after receiving the second set of 10 points and after every 10 points thereafter in “The Best I Can Be” Code within one quarter (Monday-Sunday).

“The Best I Can Be” Club

Students will be recognized for being the best they can be in their academic achievement and their behavior. Holy Cross School will provide incentives throughout the year.

Severe Discipline Problems

Holy Cross School will follow the guidelines of the "Statement of Due Process Procedure Used for Handling Severe Discipline Problems."

1. Students will follow “The Best I Can Be” Code. Volunteers, paraprofessional and other supervisory persons are made aware of these guidelines. Students in non-compliance meet with the consequences.
2. Parents agree to support “The Best I Can Be Code”.
3. Parents are made aware of non-compliance; serious incidents are reported to them immediately.
4. Specific management plans include action by the principal at appropriate times in the process. Serious incidents involve the principal immediately. The school notifies parents when the situation is either severe or unhealthy in pattern.
5. Suspension, when determined by the principal, occurs in communication with parents. It can be in school or out-of-school.
6. Two out-of-school suspensions are followed by a hearing before the Education Commission in conjunction with the parents; this hearing shall determine if expulsion is to be the consequence. Decisions are subject to Administrative Regulation.

Permanent Dismissal of Students

This procedure for permanent dismissal of students from Holy Cross School has been designed in accordance with the principles of justice and mercy, church law, diocesan educational policy and administrative regulation, civil law where it applies, and local educational policy and administrative regulations.

The procedure consists of two main parts:

1. Notification of Dismissal
2. Meeting of the principal with the student and parents/guardians

1. Notification of Dismissal:

When an administrator believes there is reason for the permanent dismissal of a student, that student, (depending on age) and the parents or guardians are informed, verbally, in person or by phone. Written notification should follow.

The written notification includes:

- a. Reasons for considered dismissal;
- b. Copy of dismissal procedures including the right to recourse process;
- c. Possible dates and times for a hearing;
- d. Parent should respond to the school as soon as possible, usually not longer than two working days after it has been received.

2. Meeting of student, parents/guardians with the principal:

The purpose of this meeting is to give the student and his or her parents/guardians a chance to ask questions about reasons for dismissal, to present their account of the situation and/or respond to reason given for dismissal.

The principal presides at this meeting and the student and parents/guardians are to be present. Teacher or staff members, if involved, may also be in attendance. In some instances the pastor will also be present.

The meeting should be kept as informal as possible. Tapes or verbatim records are not encouraged at this level. As soon as possible, usually no longer than 24 hours, the student/parents/guardians are informed of the decision.

If the decision is for permanent dismissal the parents should be given the opportunity to withdraw the student.

A summary of the conference should be prepared and given to parents/guardians to sign or comment upon.

The local pastor or canonical pastor is the final arbiter in all matters.

D-147
P-CDOP

BULLYING

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

Catholic Diocese of Peoria Policy

Adopted: 1/03

Reviewed: 9/07

D-147
AR-OCS**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

Dismissal

The bell rings at 2:55. Students in the car line and bike line should exit by the back door close to rooms 105 and 106. Walkers should exit the doors by the kindergarten room. Bus riders are to exit by the front door, across from the office. Bike riders will leave after cars are dismissed. If someone other than the parent is picking up the student in a car, please notify the principal, secretary and teacher of the change.

All students must be supervised throughout the dismissal procedure.

Parents who pick up their child between 3:00 and 3:30 or after five to thirty minutes after an early dismissal, will be charged \$3.00. The student will go to Ready, Set, Grow Extended Care room for supervision. No student may leave the school grounds for any reason without the permission of the principal.

Dress Code and School Uniform

All students in grades K-8 wear the school uniform.

Navy blue or black cotton twill dress pants with a straight leg and belt loops.

Girls may wear black, navy blue or grey leggings with their uniform skirt.

No jegging or leggings worn alone without a skirt.

No corduroy pants.

No blue jean type pants with patch pockets on the side or back.

No zip-off type pants.

No logos.

Manufacturer labels are acceptable.

Pants are not to have slits, cuts or tears at the bottom.

Pants should be waist high. No pants should rest at the hips.

Navy blue or black cotton twill walking shorts.

Shorts are to have the same cut or style as school pants with belt loops.

No patch pockets.

When kneeling, shorts should not be more than three inches from the floor.

The administrator reserves the right to determine what is modest length.

Shorts may be worn from April 1 to September 30.

Red, navy blue, light blue or white polo shirts with long or short sleeves.

Red, navy blue, light blue or white turtleneck shirts.

No logos.

White oxford dress shirts.

Polo Shirts with the Holy Cross School mission logo can be purchased from Dennis Uniform.

Quarter-zip sweatshirt with the Holy Cross School mission logo can be purchased from Dennis Uniform and can be worn throughout the day.

Micro-fleece vest with the Holy Cross School mission logo can be purchased from Dennis Uniform and can be worn throughout the day.

Polo shirts with the Catholic Schools Week logo or the Lands' End Holy Cross School logo may be worn.

Red or navy blue Holy Cross School sweatshirts must be worn over an approved school shirt.

T-shirts may be worn under the uniform shirt if it is one of the uniform colors.

T-shirts under uniform shirt must be a plain solid color with no pictures or words.

Shirts must be tucked in.

Cardigan or v-neck vest sweaters may be worn.

K-3 may select the round neck cardigan.

Sweaters may be red or navy blue and must be ordered from the Dennis Uniform Company.

Shirts may also be purchased from Lands End with a percentage of the purchase going towards Holy Cross School.

Navy blue fleece jacket with the 2005 Catholic Schools Week logo may be worn.

Solid in color, navy blue, black or dark brown belt.

Tennis shoes or semi-dress shoes.

No sandals, no clogs.

Shoes must have a closed toe and a closed heel.

Shoes with laces must be laced and tied.

No heelies.

Socks are to be solid colors of red, white, navy or black.

No logos.

No designs. No pictures.

Socks are to be to the anklebone.

They should be crew or knee socks.

K-4 girls: Plaid school jumper, purchased from Dennis Uniform Company.

K-8 girls: Plaid school skirt, purchased from Dennis Uniform Company.

Girls' jumpers and skirts are to be to the knee.

Navy, red, light blue or white tights.

Earrings: Only girls with pierced ears may wear earrings.

Hoop and dangling earrings are not acceptable for safety purposes.

Piercing of any other body part is not permitted.

Tattoos are not permitted.

Makeup, including fingernail polish, is not allowed.

Hairstyles and other items of clothing or jewelry that is deemed a distraction or inappropriate by the teacher or principal are not permitted.

Any time a student is out of uniform an excuse from the parent must be presented to the principal.

P.E.: Tennis shoes are required for PE classes for the safety of the students.

K-4 – Gym shoes for boys and girls; shorts for girls (When wearing uniform jumpers or skirts.)

Grades 5, 6, 7 and 8 change clothes for PE. The t-shirt must have sleeves, must be solid in color, not writing or pictures unless it is a Holy Cross School shirt. Shirts must cover the stomach. Sweat pants or shorts may be worn. Shorts must be of modest length- ***no more than two inches above the knee (when kneeling) and not rolled at the waist.***

Grades 5/6/7/8 need a padlock. The student will provide the PE teacher and the principal with that information. These students may also bring deodorant.

NOTE: All gym shoes are to remain at school.

Students are only excused from PE participation when there is a note from doctor or parent.

Students who have an excuse from the Doctor, must have a "return note" from the Doctor.

Any items of clothing or shoes that may possibly be removed at school by the child must be marked with the child's full name with indelible ink or sewn-on tapes.

Lost keys, watches, and jewelry may be claimed at the office.

Dennis Uniform Company

Portland, OR
 503-238-7123
 800-544-7123
 fax 503-238-2529
www.dennisuniform.com
 Holy Cross School code is: G2XGR

Land's End

The custom designed logo, by one of our parents, is available on selected school wear.

www.landsend.com/school

Logo Number: 0432082K

Preferred School # 9000-6844-6

Non-Uniform Day

Specific guidelines for non-uniform days can be found in the Tuesday Envelope.

The following are **some** general guidelines:

1. No stomachs should show. Shirts need to cover the pant's waistline when standing by at least two inches. When sitting, stomachs must be covered as well.
2. Skirts and shorts should be knee length.
3. No jegging or legging type pants without a knee length skirt or dress.
4. No rips or tears.
5. Appropriate words and pictures.
6. No "crocks", no sandals, no flip-flops, no hair dye or glitter, no make-up.
7. No writing on the skin.
8. If you have questions, please ask Mrs. Kobilsek in advance.

Drug Abuse Policy

Direct involvement or participation in the consumption, use/misuse, sales, or gift, of alcoholic beverages, marijuana, look-alike/counterfeit drugs, prescription/non-prescription drugs or other controlled substances, at any time on school property, is a violation of school policy. Students found to have violated this policy will be subject to the following disciplinary actions:

1. Direct involvement or participation in consuming or use/misuse of the above mentioned substances *could* result in one or more of the following:
 - A. Notification of parents and other proper authorities,
 - B. Suspension up to ten (10) days;
 - C. A hearing to determine expulsion.
2. Selling or distribution of the above mentioned substances will result in the following three procedures:
 - A. Notification of parents and other proper authorities,
 - B. Immediate suspension for ten (10) days,
 - C. A hearing to determine expulsion.

Education Commission

The Education Commission is an integral part of the school. The function of the Commission is advisory to Fr. Pilon. The Commission meets in open meetings on approximately the fourth Thursday of each month. It is necessary to contact the chairperson, pastor or principal 10 days prior

to the meeting to place an item on the agenda. Parties addressing the Education Commission must submit in writing to the principal, 10 days prior to the meeting date, the information that will be presented to the Education Commission. Nominations for the Commission are accepted in February. Commission Members are as follows: Fr. Pilon, Fr. Phelps, Anita Kobilsek, Mike Bokus Sr., Lana Eddy, Chris Engels, Lorraine Loomis, Deacon Jose Lopez, Debra Moench, Mark Swope, Julie Winner, Gary Winner and Brian Corrigan. Education Commission members' contact information can be obtained from the school secretary.

Educational Outings/Field Trips

All outings must have an educational purpose. Trips for recreational purpose are not allowed. The teacher must receive approval from the principal before arrangements are made. A standard permission form with the specifics will be given to the student prior to the outing or will be in the Tuesday Envelope. Permission slips must be signed and returned before the outing occurs.

In order to provide our students with a wide variety of learning experiences, classes may take approved field trips away from school. Parents will be notified about scheduled trips prior to the departure date. The principal may exclude a student from a field trip for reasons of safety, behavior or for not returning the appropriate form.

If parents are driving their cars, a copy of their driver's license and insurance card must be made. An insurance waiver must be signed. An accident report form must be completed by the driver and given to the teacher upon their return from the trip. Adult chaperones must go on the trip with a ratio of at least one adult to every eight students.

Chaperones must have completed all three of the background checks: 1) Fingerprinting by Illinois State Police 2) Child Abuse & Neglect Tracking System (CANTS) by the Department of Children and Family Services 3) Record of attendance at a safe environment session.

Electronic Devices

Electronic games, laser pointers, iPod/CD players, tape recorders, radios, and other devices ordinarily are not permitted in school or on the grounds. Possession and/or use of beepers or portable phones by a student on school property during school hours is prohibited unless authorized by school personnel. A student may bring a cellular phone to school; however, it is to be taken to the Principal's Office in the main school office first thing in the morning and may be obtained from the school secretary or principal at the conclusion of the school day. It must be kept off.

All liabilities for loss or theft of cell phones or other devices rest with the student. Cell phones shall not be used for or associated with unlawful activities. All liabilities for loss or theft of cell phones rest with the student.

Emergency Closing

In case of snow, extreme cold, or other emergency closing, please listen to WGLC 100.1 FM radio for an announcement regarding cancellation of school, late beginning, or early dismissal. You can check the WGLC website for the listing of school closings at www.wglc.net. The parent alert system will be launched as we learn of the information. 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.

In the event of a tragic occurrence where students need to be removed from the school grounds without time for parental notification, school personnel will walk to the students to:

Blackstone School at 1308 Washington Street539-6888-one block west of Holy Cross School or Zion United Methodist Church at 808 Jefferson Street...538-2186-one block east of Holy Cross School or the Mendota Elks Lodge at 707 Indiana Avenue.....538-3557-one block east of Holy Cross School

The full Crisis Plan is available for review by contacting the principal.

Extended Care

Parents who need the Ready, Set, Grow Extended Care or year-round care for their child(ren) need to contact Mrs. Julie Winner or the school secretary. The hours are 7:00 AM - 5:30 PM. 538-7604.

Extra-Curricular Activities Eligibility

The following extra-curricular activities are offered: Scholastic Bowl, 7th and 8th Grade Girls' Cheerleading and Softball, Grade 5-8 Girls' Volleyball, Grade 5-8 Boys'/Girls' Basketball, Grade 6-8 Girls'/Boys' Track, Grade 7-8 Boys' Baseball, Bowling and Golf.

If at any time a students' cumulative conduct and/or academic average is 67% or below (F) in one subject area or two "D's", he/she is ineligible to participate in extra-curricular activities. The cumulative average of a student will be computed.

Notification of academic ineligibility will be reported to the student, their parent, the Coach and the Athletic Director by the Friday of the upcoming week following the unsatisfactory report. The suspension from participation will be one week in length, from Monday to Sunday, inclusive, of the week following the unsatisfactory report.

A student will be ineligible for one week after receiving the second set of 10 points and after every 10 points thereafter in "The Best I Can Be" Code within one quarter (Monday-Sunday).

Fire & 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.

Food Allergies

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a possible Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:

- * safe and unsafe foods
 - * strategies for avoiding exposure to unsafe foods
 - * symptoms of allergic reactions
 - * how and when to tell an adult they may be having an allergy-related problem
 - * how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
 - Provide emergency contact information.

There will be no breakfast snacks.

Birthday treats are limited to 1) non food items; 2) fresh fruits or vegetables with no dips; 3) prepackaged treat that have the label attached and with prior approval from the teacher and administration.

Under the direction of the homeroom teacher, administration and the room parent, parties may be permitted for All Saints' Day, Christmas and Valentine's Day for the younger students. Ordinarily parties take place during the last period of the day. Foods at holiday parties must have prior approval from administration. The only food items allowed will be those arranged by Mrs. Kobilsek, the homeroom teacher and the designated room parent.

Students who bring nut products in their lunch will sit in the "Peanut Zone." They will also wash their hands with an anti-bacterial hand wipe before they leave the table.

Fundraising

Fundraising projects are held throughout the year as a means of third source income for Holy Cross School. Information is sent home through the Tuesday Envelope or found in the Church bulletin. Participation in the fundraisers is highly encouraged.

Gang Policy

"Gangs" as defined in this policy, shall mean three or more individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by Holy Cross' rules and regulations. Gangs, gang related activities and secret societies are not acceptable in the school setting. The Education Commission is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. Gangs foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang or secret society while attending school-sponsored events or during the regular school day.

Unsanctioned activities include, but are not limited to the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.

5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or non-verbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with a gang or secret society.
7. Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or secret society.
8. Any act or activity which violates any law or any policy of Holy Cross School when such act or activity is taken to further the interests of a gang or secret society.

Disciplinary action could result in one or more of the following:

1. Warning
2. Notification of the parents/guardians
3. Parent Conference
4. Saturday school
5. Suspension up to ten (10) days
6. Police Referral
7. Expulsion warning and/or a hearing to determine expulsion.

Grade Book

Parents will be given a password for their child/ren in order to view their child's grades on the Internet-based Grade Book. Teachers will have the early portion of the week's grades posted by Thursday. The late portion of the week's grades will be posted by Monday. If you have any trouble with locating your child's grades or have any questions in regard to your child's progress, please contact their teacher first. Mrs. Kobilsek can be contacted after that.

The student should complete incomplete work so a grade can be posted in the grade book within one week or a 0% is given.

Grading System for Kindergarten

The Kindergarten teacher will require assessment of certain skills from the Kindergarten students throughout the year. During the first quarter, only certain skills will be taught and assessed. During the second quarter, the first quarter skills along with second quarter skills will be assessed. By the end of the fourth quarter, a final grade will be given for every skill.

Grading System for Grades 1-2

S+	94-100
S	76-93
S-	68-75
P	50-67
U	49 and below

Grading System for Grades 3-8

<u>Grade Points</u>	<u>Grading Code for Grades 5-8</u>	<u>Grade 3/4 Grading Code</u>
A 4 points	A+ 100	A+ 100
B 3 points	A 95-99	A 92-99
C 2 points	A- 94	A- 90-91

D 1 point	B+ 93	B+ 88-89
F 0 points	B 86-92	B 82-87
	B- 85	B- 80-81
	C+ 84	C+ 78-79
<u>Weight Given Grade</u>	C 76-83	C 72-77
Tests: 3	C- 75	C- 70-71
Quiz: 2	D+ 74	D+ 68-69
Homework: 1	D 69-73	D 62-67
	D- 68	D- 60-61
-Or weighted grades	F 67 and below	F 59 and below
as determined by the	E Effort shown but below grade level	
teacher.	I Incomplete	

On the report card, the I, for Incomplete, means the grade was not able to be posted in the grade book at the time that report cards were printed. The teacher will enter the grade within one week. A new report card will be printed and sent to the parents of a child with an incomplete.

Any other grading changes will be communicated from the teacher.

Honor Roll for Grades 5-8

High Honor Roll: 3.4 average or above

Honor Roll: 2.8 average to 3.3; Students may only receive one "C" and no "D's or F's"

Honor Roll is determined by adding the grade points and dividing by seven. The average will be rounded up if necessary, i.e. 3.68 becomes 3.7.

Subjects included for Honor Roll are: Religion, Reading, English, Spelling, Mathematics, Science, and Social Studies. These are the subjects that are used to obtain the grade point average. Besides the grade point average for the Honor Roll, or High Honor Roll, the student may not receive a D or F as their quarter grade in any of the following subjects: Art, Computers, Music, or Physical Education.

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade. Parents will be given a password in the electronic grade book where they will be able to access their child's grades. If a parent needs the password, please contact Mrs. Kobilsek.

Year-end grades are calculated within the electronic grade book utilizing the child's quarterly percentage.

B.U.G. stands for *Bringing Up Grades*. B.U.G. applies to grades K-8. B.U.G. is figured the second, third, and fourth quarter. It is based on the comparison of grades from the previous quarter. In order for a student to qualify for B.U.G. all grades must stay the same as the previous quarter or go up from the previous quarter. No academic markings or personal development markings can go down. (This includes the plus from a B+ going to a B.) B.U.G. will include Art, Computer, Music, and Physical Education.

Religion Grading: Occasionally, students of faiths other than Catholic are admitted to Holy Cross School. Such families realize that Holy Cross is established as a Catholic institution and ever strives to remain such, even with the presence of a small, non-Catholic population.

All students shall receive instruction in Catholic religion, doctrine, faith and liturgy. All students shall participate in classes, homework, projects, tests, and grading as outlined by staff and administration.

Non-Catholic students shall be exempt from participation in those aspects of sacramental preparation, which take place outside of class time. Otherwise, the program shall be the same for all students.

Grades are not used as punishment. When a student is suspended (in or out of school), the student is responsible to make up the work. The student is not allowed to participate in extra-curricular activities or field trips on the day of the suspension. Extra assignment(s) may be assigned. 0's will not be given unless the work is not turned in by the stated deadlines or if the criteria set by the teacher and principal are not met by the student.

Gum

The chewing of gum within the school and church is prohibited both for sanitary and housekeeping reasons.

Harassment Policy-Students

We strive to provide for the needs of children and adults in a caring and supportive Christian environment. When this trust is broken the gospel calls on us to search out the truth in order for justice to take place so dignity and respect may be restored.

Verbal, Physical, and Sexual Harassment

This type of harassment is behavior that interferes with an individual's working/learning performance or creates an intimidating, hostile, or offensive working/learning environment.

These behaviors include:

1. Unwelcome verbal, physical, or sexual advances
2. Unwanted requests of the victim
3. Unwanted verbal comments of a sexual nature
4. Unwanted verbal, physical, or sexual conduct on the part of the person harassing

What to do if you are being harassed

1. Students should tell the harasser what their feelings are and ask the harasser to stop. This can also be done in written form such as a note. If this is too difficult to do alone, the student should seek help from a teacher, parent, friend, and/or principal.
2. If the behavior is repeated or is a major offense, report it to a teacher or the school principal. Reporting sexual or other harassment will not affect grades or assignments. Both the reporter and the accused have the right to confidentiality.
3. After an investigation that proves the report true, the harasser will be subject to the discipline code, which may include suspension, expulsion and/or police involvement. An adult will be subject to legal charge.

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

Health Policies

An emergency form is kept on file for each family containing information on how and where to reach parents/guardians should an emergency arise. Please keep this information current by notifying the school office of any changes. (This includes change of address, change in health, change of guardian, etc.) Parents are asked to fill out a new emergency form each year, as this helps to keep our emergency files current. Parents also fill out an *Authorization for Emergency Medical Treatment* form each year. This form is kept in the possession of the school and distributed to the person in charge of each and every trip on which the child participates, or extra-curricular activity.

If a child becomes ill or is injured at school, personnel from the school office will contact parents by phone immediately. It is requested that the parent or someone designated by the parent come to pick up the child in this situation. A student with a fever or other contagious condition will not be allowed to remain at school as she/he may pass the illness on to others.

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.

In case of a serious accident where no one can be reached, the child will be immediately taken to OSF Saint Paul Medical Center by ambulance or school personnel. School personnel will continue attempts to contact the parent or guardian.

As a general principle, medication will not be given at school. Ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists or until the child is fever free – preferably for 24 hours – aspirin free.

Students should not be allowed to have any drugs in their possession on the school grounds. The principal must be notified of student medical needs.

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists, the following policy will be adhered to:

1. Prescription Medication

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness the following rules must be followed:

Any student, who is required to take oral medication during the regular school day, must comply with school regulations. These regulations must include the following:

- a. A written order from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
- b. Written request and permission from the parent or guardian of the student requesting that the school comply with the physician's order.
- c. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. Prescription medicine for children in grades K-4 must be brought to the school office by a parent or by a sibling who is in 5-8.
- d. Every medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication in the school office.
- e. Only the person designated by the principal shall be allowed to dispense the oral medication pursuant to the physician's orders and then that person shall make notations required in the four statements above.
- f. Inhalers for asthma may be carried on the student upon written notification from the parent to the school.

The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse. Special circumstances will be given upon direction from the parents and doctor.

2. Non-Prescription Medication

- a. No non-prescription medication will be dispensed in our school except with a written note signed by the physician and/or parent.
- b. Non-prescription medication/s include: Tylenol, antacid, antihistamine, cough syrup, and any other over the counter medication.
- c. If injury occurs, we will use soap and water, alcohol, or peroxide, and will inform the parent if the child needs further treatment or needs to be sent home.
- d. If a student needs medication, the parent will be called and s/he assumes the responsibility to bring the child medication or to take the child home.

3. Chronic Communicable Disease

Students with identified chronic communicable diseases may attend Holy Cross School whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote so as to be outweighed by the detrimental effects resulting from the student not attending Holy Cross School. Admission decisions and decisions about continued attendance will be made by using this standard in conjunction with current, available public health guidelines concerning the particular disease in question. The needs of the students and the family, the recommendation of the student's physician, and the resources available at the School for the care and support of the student will be taken into consideration.

Right of Privacy. The School shall respect the right to privacy of any student/employee who has a chronic communicable disease. The student's/employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student/employee and others. The number of personnel aware of the student's/employee's condition will be kept at the minimum needed to assure proper care of the student/employee and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with the appropriate information; however, these persons shall not further disclose such information.

4. Communication

Opportunities must be provided for communication with the student, parents and physician regarding the effectiveness of the medication administered during school hours.

- a. Observe, evaluate and report to student's parent, the student's health status and reaction at school to the medication(s) that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
- b. Report to the parents those factors in the school that might seriously impede the child's recovery.

5. Immunization

In regard to the Pertussis (whooping cough) vaccine boosters. In September of 2011, the Illinois Department of Public Health issued new rules that require a tetanus, diphtheria, acellular pertussis booster (T-dap) for any student entering 6th grade. Any students entering grades 7 through 12 that have not received the T-dap must also do so. The exact language in the rules is as follows:

5) Any child entering sixth grade shall show proof (see Section 665.250(b) of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td does.

6) Students entering grades seven through 12 who have not already received Tdap are required to receive 1 Tdap dose regardless of the interval since last DTaP, DT or Td dose.

- a. All students must be in compliance with Illinois State Law Regulations concerning immunizations.
- b. Any child who is not in compliance by the first day of school of the current school year will be asked to remain at home until s/he has the proper immunizations.

6. Health Record

- a. All children entering either Kindergarten or Sixth Grade must have on file by October 1st of the current year a completed written health exam by a physician.
- b. Any child not in compliance with the health exam by October 1st will be asked to remain at home until this exam is completed.
- c. It is required that dental exams should also be on file for students entering Kindergarten, Gr. 2 & 6.
- d. It is required that Kindergarten students or students new to school have a vision exam.
- e. It is the parent's responsibility to inform the school of any physical abnormalities. For example, birth defects, allergies, epilepsy, diabetes, etc.
- f. Lead screening is required by state law and should be on file at the same time as the health exam.
- g. Students new to school must show proof of a TB test.
- h. All athletes must have a current sports physical before practice begins and before they may practice.

7. Vision and Hearing

During the school year each child is administered state mandated vision and hearing screenings. The LaSalle County School Health Services provide the screenings. Parents are notified of the time of these tests and are also informed if further attention is needed in these respective areas.

In accordance with the Illinois General Assembly-Public Act 093-0504, the following quote serves the requirement for written notification to parents before vision screenings are conducted this school year.

"Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." Vision and hearing screening is mandated in the state of Illinois.

Homework

Homework is an activity that is not assigned as something added to the regular class-work. It consists of study or written work to reinforce a concept taught in a particular lesson. If the work is not completed during class time or study period, it will have to be completed at home.

Assigned work is not necessarily written work. So called "drill work": ABC's, multiplication tables, addition and subtraction facts, memorization of prayers, reading, research and creative work or independent work such as writing an essay, composing poetry, doing a craft project are excellent means of learning.

Suggested time for your child to be engaged in study at home:

Upper grades	60 to 90 minutes
Intermediate grades	30 to 60 minutes
Primary grades	15 to 30 minutes

Sending your child to his/her room is no guarantee that the work will be completed. Most children need supervision. If a child brings too much work home, it might be a good idea to check with the teacher. If no work is brought home consistently, please check with the teacher.

Usually, no large amounts of work should have to be done over extended vacation periods, as defined in the school calendar (i.e. Thanksgiving, Christmas & Easter).

Homework is not given out in advance of absences. Students who have surgery and medical procedures will have as much time to make up the work as the number of days missed from school. Arrangements need to be made with the teacher(s).

Inspection

Individuals entering upon the premises of the school - whether students, employees, or guests – are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises. Included, is the right to inspect the following:

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

Insurance

All students will be covered by insurance provided by the school for school activities. Contact Mrs. Kobilsek if a claim needs to be made.

Library

Our Holy Cross Library has five functions:

1. To reinforce the teachers by providing the materials needed to study a particular subject.
2. To teach the children how to use a library, to find any materials they need or desire.
3. To show them the vast array of materials found in a library.
4. To teach the students responsibility for their actions by having a time limit on books borrowed and a fine levied when books are overdue.
5. To instill in the students a lifelong love for the library and for reading by guiding them to good books.

The students have a specific library period each week. As students finish books, other times are available for the student to visit the library and check out books individually. Students should return books promptly so that all may benefit from the collection. Fines will be charged for books kept past the due date. Students are responsible for the replacement of lost or damaged books.

Reading is one of the most important things your children do. Parents can help immensely by reading to their children from the time they are born and listening to them read when they are older.

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).

Liturgy

The students have the opportunity and the privilege to participate frequently in the Mass. The student represents you and your family in the most perfect form of worship: the liturgy. The student is also learning to be an active participant through singing, praying, lectoring and composing the prayers of the faithful. When a student is in the sanctuary to assist at Mass, no shorts are to be worn.

Lost and Found

All articles found should be brought to the office. Students should have all belongings marked. Items will only be kept for a short amount of time before they are given to good will.

Lunchroom Supervisor Guidelines

1. Each family (grades K-8) pays a \$60.00 fee to help offset the cost of lunchroom supervision.
2. Parents are encouraged to sign up at registration to work 8 days of Lunchroom Duty if the background checks have been completed.
3. Lunch supervisor's pay is \$7.00. Head supervisor's pay is \$10.50
4. Paychecks will be sent home in the Tuesday Envelope.
5. Each worker will come to the school office by 11:10 AM. Please sign the log sheet kept in the office; then check with the Head Supervisor or the Principal for the assignment.
6. A lunchroom supervisor list will be sent home with your child's lunch menu.
7. If you are unable to work your scheduled shift, please find a substitute the day before you are scheduled to work.
8. Read the following guidelines included in this handbook and reread them upon reporting for your duty. The guidelines are attached to the clipboard in the main office.

LUNCHROOM SUPERVISION GUIDELINES

With daily changes in lunchtime supervision, we all need to be very consistent so the children clearly understand what is expected of them. Please read and adhere to the following guidelines.

To reinforce the virtue of modesty, we ask parents to wear shorts that go to the knee and modest shirts - preferably shirts with a sleeve.

INSIDE DUTY:

1. Fill milk basket for cold lunch and help students when ketchup, mustard, etc. are used. Mrs. Christman may ask for help at the front table serving younger students with salad dressing, salsa, cheese, etc.
2. All students who bring a cold lunch that contains any kind of nut product need to sit in the "Peanut Zone." These students must then use an anti-bacterial hand wipe before they get in line for recess.
3. Please read medical information for student(s) with food allergies. This can be found on the clipboard where you sign in for lunchroom supervision.

4. Only cold lunch students may charge their first milk and are to pay their IOU back promptly. Students are to pay a lunchroom supervisor or Mrs. Christman for a second milk. Students may **NEVER** charge a second milk. Second milk means the one not included with hot lunch and with cold lunch after purchasing the first. Watch for students charging first milk for cold lunch then paying for the second. This is **not permitted**. If the student would like a second milk, the student must pay and get milk from an adult on duty. Student lunchroom workers have permission to have a second milk. These students are **NOT** to pass the second milk to their peers.
5. Students are **NOT** to be carrying any items with them in the lunch line such as coats, games, books, beanie babies, dolls, Barbie's, etc. These items should be left on the bleachers or the floor. Bouncing of balls and playing with the equipment is **NOT ALLOWED** in the gym.
6. Lunchroom supervisors must circulate in the lunchroom.
7. Supervision of the students is **CRUCIAL**.
8. A choking student needs your **IMMEDIATE** attention.
9. Watch the children who are playing catch with their milk cartons while standing in the lunch line. They **must** hold their milk. Many milk cartons are dropped then put back in the cooler. This breaks the seal and milk leaks all over the other milk cartons and the bottom of the cooler.
10. The noise level at lunchtime can be too loud. We do not want to see complete silence during lunch. Talking is permitted to students next to them but not at other tables or across the gym. Please talk in a normal voice. Students are **NOT ALLOWED** to get up from tables **for any reason** without permission from a supervisor or teacher. They are to remain seated at all times until a lunchroom supervisor or teacher dismisses them. Reduced noise levels or complete silence may be necessary.
11. Think of the lunchroom, as your own table at home. Anything dropped on the floor by a student such as food, napkin, straw, etc., needs to be picked up by the student. Lunchroom supervisors need to check the floor for any of these items before students are dismissed from the table. Tables are dismissed one side at a time. Students are to be in one line while trays are collected. Students are to **WALK** to their designated area in the gym before being dismissed for recess. Students are to be quiet.
12. The following things need to be brought to the principal's attention: bullying, fights, spitballs, shooting, food throwing, foul language, etc.
13. Students are allowed to get drinks of water during lunch (unless it becomes a problem) but need permission from a staff member or lunchroom supervisor.
14. Remind students how we expect them to behave. Students, who choose to disregard directions given by adults, may need to spend some time standing by the wall or by a supervisor.
15. K-8 students eat from 11:15-11:35. The lunch hour ends at 12:00. Contact Mrs. Kobilsek as needed.

OUTSIDE DUTY:

1. Adults will be assigned a specific area to supervise on the playground while on duty. This is to insure the best safety for the emotional and physical well being of ALL students. After the bell has rung on the playground the following things should be picked up: all playground equipment, coats, lunch boxes and anything else.
2. Teacher or staff member should make sure that the door is unlocked during recess in case of an emergency. Teacher or staff member should be by the back door of the school to monitor all students and supervisors. They should also monitor students entering and returning from the building. The last teacher entering the building should lock the door.
3. Children in Grades 5, 6, 7, 8 can inflate playground balls with permission from a staff member or lunchroom supervisor.
4. The following things need to be brought to the principal's attention: bullying, fights, snowball or ice chunk throwing in winter, foul language, etc.
5. When weather is inclement, students stay inside. A supervisor may need to supervise 2 classrooms. Some teachers stay in classrooms to help out. DO NOT leave if all grades are taken care of.
6. Students are not to use the computer or the internet during the lunch hour unless specific work is being completed with the homeroom teacher's direct supervision.
7. Students are allowed to play on snow piles if they are wearing the following items: boots, mittens/gloves, and snow pants that cover clothing below the waist – including skirts and jumpers. Snow needs to be brushed off before entering the school from outer clothing. Sliding on the ice is not permitted. Grass area is permitted to play on provided it is not muddy. Students should avoid water puddles as much as possible. Students may not throw snow and ice. Consequences may result.
8. Students are not allowed to play around the houses located on the school's block, and between the school and church, or on the west side of the Priests' garage. You MUST be able to see all students at ALL times.
9. Adult supervisors are not to play with the students. Observation of all activities must be taking place.
10. Students are allowed to get drinks of water or use the restroom during lunch (unless it becomes a problem) but need permission from the staff member or supervisor. Make sure they enter by themselves and not with a friend.
11. Students enter the building quietly and single file. Shirts need to be tucked in at the end of recess.
12. Remind students how we expect them to behave. Students, who choose to disregard directions given by adults, may need to spend some time standing by the wall or by a supervisor. Contact Mrs. Kobilsek as needed.

If you have any questions, please ask in the office or ask Mrs. Kobilsek. Thank you for your help!

Meals

Breakfast

1. There will be no K-8 breakfast.
 2. There will be no juice or milk in the morning.
 3. NO snack will be eaten while class continues with the juice and milk.
 4. Kindergarten through grade 4 will have a 15 minute recess break between 9:00 and 10:00 AM.
 5. There will be no actual 15 minute break for grades 5-8.
- Hot lunch will be served Monday through Friday and costs \$2.25.
 - Adult lunches are \$3.00.

Lunches are to be paid in advance. Lunches can be paid by the day, with 5-day lunch ticket, 10-day lunch ticket, by the quarter, by the semester, or by the year.

No more than five charges may be made for hot lunch. Students who do not bring a cold lunch and have five unpaid lunches will receive milk, 2 pieces of bread and two slices of cheese.

- Cold lunch guidelines:
 - Students who bring a cold lunch that contains any kind of nut product need to sit in the “Peanut Zone.” These students must then use an anti-bacterial hand wipe before they get in line for recess. We are trying to be nut free.
 - Students should not bring glass bottles or glass containers.
 - Students are not to bring soda.
 - In accordance with our Wellness Policy, please help your child pack a balanced meal.
 - If cold lunch items need to be kept cool, please pack an ice-pack. School refrigerators will not be used to store cold lunches.
 - Students are not to trade their food.
 - Students are not to sell the food they bring.
 - If a student is to go home for lunch, a written note must be given to the teacher that morning. Students must check-out and check-in in the main office.
 - Milk costs \$0.40 each.

Holy Cross School participates in the Federal Lunch Program. All families may apply for free and reduced meals. The principal will notify those that are eligible.

Medical Needs

If a child has a special medical need, please inform the homeroom teacher immediately. Staff members will check with the office to determine if this need has been placed on the emergency form.

Missions

Children should be encouraged to contribute to the missions as one way of sharing with those less fortunate than themselves. The development of a missionary spirit is the goal rather than the attempts to surpass others in this regard. Contributions should always be voluntary.

Money Procedure

All money sent to the school should be in a sealed envelope. On the outside of the envelope shall be the child's name, grade, amount enclosed and the purpose of the payment.

Music Program

Provided there is a Children's Choir, students in grades 3-8 are able to participate. Students in grades 5-8 are given the opportunity to participate in the public school band program. General music class is provided for Grades K-6.

OSHA

Holy Cross School has an OSHA Blood borne Pathogen Exposure Control Plan which is on file in the principal's office and is available during normal business hours. All teachers, staff and volunteers are required to follow this plan.

Parent Cooperation as a Condition of Enrollment

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

Parent Service Requirement

Tuition does not cover the total cost per student, which affects everyone including Holy Cross Parish. Each family must complete a Holy Cross Service Contract each year as part of the school registration process. Each family must sign up for at least 20 Merits. Indicated preferences are on a first come first serve basis. Contracts will be marked as they are returned to the school office. Services not performed by families will be invoiced at \$12.00 per merit to that family payable before report cards and records are issued at the end of the school year. Registration for school the next year will not be allowed until outstanding fees are paid. Families may buy out of jobs at \$10.00 a merit ahead of time. Each family is required to work at other school sponsored events. Services not listed on the Holy Cross Service Contract can be written on the last page of the service contract. Holy Cross School thanks the parents for their gift of time. Service Contracts can be obtained in the school office during school hours.

Fundraising projects are held throughout the year as a means of third source income for Holy Cross School. Information is sent home through the Tuesday Envelope or found in the Church bulletin. Participation in the fundraisers is highly encouraged.

Parent-Student Handbook

Each family is to keep a copy of the parent-student handbook and refer to it as needed. All parents and students will sign the acknowledgement form and return it to the office by **Wednesday, August 17, 2016.**

Parent-Teacher Conferences

Conferences are held after the first quarter for all parents. However, a teacher should not limit his/her contact with the parent to this one formal conference.

Parents and Visitors

All parents, visitors, classroom helpers, and volunteers must report to the school office and sign in when entering the school building during school hours. All use the front door. Only school personnel

are authorized to go directly to a classroom when it is in session. This rule is enforced for the safety of your child. Do not park in the bus zone.

Late lunches, books, gym shoes, etc., should be left at the office with a note giving the child's name and grade. Parents should strive to have students come to school fully prepared in the morning. Such preparation will eliminate unnecessary classroom disruptions as well as foster the development of a sense of responsibility.

Patrols

Seventh and Eighth Grade students participate in the patrol program. It is the responsibility of each member to fulfill the varied duties assigned by the patrol supervisor. The goals of the patrols are to become responsible citizens by promoting the safety of all students at Holy Cross School.

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.

Physical Education Program

All children in grades K-8 have the opportunity to participate in the physical education program twice a week. A pair of tennis shoes is required for PE classes. Grades 5, 6, 7 and 8 change clothes for PE. The t-shirt must have sleeves, must be solid in color or may be a Holy Cross School shirt. Shirts must cover the stomach. Sweat pants or shorts may be worn. Shorts must be of modest length- ***no more than two inches above the knee (when kneeling) and not rolled at the waist.*** Students are only excused from P.E. participation with a note from parents or doctor. All gym shoes are to remain at school.

Pink Eye

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.

Prayer

By the time a child is enrolled in first grade s/he should have learned from their home environment the importance of prayer in daily life. In school, children are taught the necessity to pray well; opportunities are provided each day to pray formal (memorized) prayers or to pray spontaneously.

A list of prayers, which we encourage the children to memorize, is below:

- Grade K: Sign of the Cross, Hail Mary, Our Father, Angel of God, Bless Us Oh Lord, Grace after Meals, Vocation Prayer, the Angelus and Regina Coeli, Prayer to St. Michael
- Grade 1: Review K prayers, Grace After Meals, Grace After Meals, Glory Be, Vocation Prayer, The Angelus and Regina Coeli
- Grade 2: Review of previous prayers, Act of Contrition, Morning Offering, Vocation Prayer, The Angelus and Regina Coeli
- Grade 3: Review of previous prayers, Apostle's Creed, Rosary, Vocation Prayer, The Angelus
- Grade 4: Review of previous prayers, Act of Faith, Act of Hope, Act of Charity/Love, Vocation Prayer, The Angelus and Regina Coeli
- Grade 5: Review of previous prayers, Come Holy Spirit, Act of Consecration to Mary, Vocation Prayer, The Angelus and Regina Coeli
- Grade 6: Review of previous prayers, Vocation Prayer, The Angelus and Regina Coeli

- Grade 7: Review of previous prayers, Memorare, Prayer of Christ Likeness, Vocation Prayer, The Angelus and Regina Coeli
- Grade 8: Review of previous prayers, Prayer to St. Joseph, Vocation Prayer, The Angelus and Regina Coeli

Bless Us O Lord

Bless us o Lord, for these Thy gifts, which we are about to receive, from Thy bounty through Christ our Lord. Amen.

We Give You Thanks

We give You thanks, almighty God, for these and all Thy benefits, which we have received from Thy bounty through Christ our Lord. Amen. And may the souls of the faithfully departed through the mercy of God, rest in peace. Amen.

The **Apostles' Creed** learned, is taken from the *Catechism of the Catholic Church*, second edition.

I believe in God, the Father almighty creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died and was buried.

He descended into hell.

On the third day he rose again.

He ascended into heaven and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

Prayer to Saint Michael:

Saint Michael, the archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray and do Thou, O Prince of the heavenly hosts, by the power of God, cast in hell Satan, and all the evil spirits, who prowl about the world, seeking the ruin of souls. Amen.

Vocation Prayer:

O Mary, St. Therese ever turned to you in love, telling you her desires in simplicity and trust, and begging you to speak of them to Jesus. With her, we ask you to offer our prayers to your Son for an increase in vocations to the priesthood and consecrated life in our diocese. Place within the hearts of men and women a love which is strong enough to lead them to devote their lives to the service of the Church. Help them to respond to your Son's call with a love that will spend itself in service to their brothers and sisters.

St. Therese, patroness of vocations, pray for us.

Angelus – *The Angelus should be said at 6am, 12 noon, and 6pm or as close to this as possible. It should be said every day except from Easter Sunday to Pentecost, when the Regina Coeli is recited. While praying the "Hail Mary" you should reflect on the preceding verse.*

Teacher/Leader: The angel of the Lord declared unto Mary;

Students/Family: And she conceived of the Holy Spirit.

Teacher/Leader: Hail Mary, full of grace, the Lord is with thee. Blessed art thou, among women, and blessed is the fruit of thy womb, Jesus.

Students/Family: Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Teacher/Leader: Behold the handmaid of the Lord.
 Students/Family: Be it done to me according to your word.
 Hail Mary...

Teacher/Leader: And the Word was made flesh.
 Students/Family: And dwelt among us.
 Hail Mary...

Teacher/Leader: Pray for us, oh holy Mother of God.
 Students/Family: That we may be made worthy of the promises of Christ.
 Teacher/Leader: Let us pray.

Students/Family: Pour forth we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ, our Lord. Amen.

Regina Coeli – *recited from Easter to Pentecost Sunday*

Queen of heaven, rejoice! Alleluia. For the Son whom you merited to bear. Alleluia. Has risen as he promised. Alleluia. Pray for us to God. Alleluia. Rejoice and be glad, O Virgin Mary. Alleluia.

Let us pray, O God, who gave joy to the world through the resurrection of your Son our Lord Jesus Christ, grant, we beseech you, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life, through the same Christ our Lord. Amen.

Promotion

Promotion to the next grade at Holy Cross School is not to be taken for granted. In considering a child for promotion, the teacher evaluates academic achievement demonstrated by the child's mastery of the required skills in those subject areas appropriate to the given grade. This achievement is viewed in relation to the child's overall development and personality traits.

In order to maintain a high standard of education, children who do not meet at least the minimum requirements for their grade level will not be recommended for promotion. Receiving an "F" in any three quarters in one content area constitutes a failing of that subject. If a student fails any two subjects, (e.g. Math and Science), repetition of that grade or mandatory summer school or tutoring will be required. If a student fails three major subjects, repetition of that grade is required at another school or if the child has already repeated a grade, s/he may be transferred to the next grade.

If a student is failing, the parents must be contacted by the second week of January and informed about the possibility of their child not being promoted to the next grade. A conference will be held in which the parents, teacher, and principal will discuss the work needed for the student to be promoted. That discussion should be recorded with the parents, principal, and teacher receiving a copy of the decisions made.

Ready, Set, Grow Extended Care

Parents who need the Ready, Set, Grow Extended Care or year-round care for their child(ren) need to contact Mrs. Julie Winner or the school secretary. Hours are 7:00am-5:30pm. The Extended Care phone number is 538-7604.

Registration

Children entering our kindergarten must be five years old by September 1. Those entering first grade must be six on or before that same date. A certified copy (from the county, not the hospital) of the child's birth certificate must be presented upon registration. This is due to the Missing Child act. (This certificate should have the raised seal.) Catholic students must present a baptismal certificate. (Students Baptized at Sts. Peter and Paul, Peterstown or Holy Cross Church do not need to present

the Baptismal certificate.) Students entering kindergarten or sixth grade and all new students must present a record of physical examination, immunization record, proof of lead screening and TB test from a physician. Kindergarten, second and sixth grade students must have a dental exam at the start of the school year. Kindergarten students and students new to school are required to have a vision exam.

Kindergarten registration takes place in January. A pre-registration for the remaining grades is also held in January to assist in planning for the following year.

New families moving into the parish can register at the school office only after they have first registered in the parish with a personal interview with the pastor.

Religious Obligations

The parents of our students are the first teachers in the ways of Catholic Tradition. Parents who send their children to Holy Cross School are required to practice their faith along with their children. This means that they and their children must attend Mass each weekend.

All children who attend Holy Cross School are expected to participate in Religion Class, learn Catholic doctrine, and participate at Mass and other prayer services. They are expected to read and study the Bible. All students shall participate in classes, homework, projects, tests, service hours, and --- as outlines by staff and administration.

The Sacrament of Reconciliation will be made available to the students throughout the year. It is hoped that the practice of receiving the Sacrament of Reconciliation frequently will be a part of the student's life during summer vacation and after graduation from elementary school.

Report Cards

At the end of each quarter, students receive a report card. It is also able to be viewed electronically on OptionC. This report shows the progress made scholastically and also the progress in the character formation of the student. If the child in his/her schoolwork has not attained satisfactory results, or if a problem arises between the teacher and the student, it is recommended that a parent-teacher conference be arranged. Report cards, at the end of each quarter, will be held if tuition is not current. Access to the Internet-based Grade book will be suspended until outstanding fees are paid.

Mid-Quarter Reports

Parents will have access to their child's grades through the Internet-based Grade Book. Mid-Quarter reports will not be printed out in hard copy. Parents must contact Mrs. Kobilsek if they would like a copy of their child's mid-quarter report. If you are in question of your child's progress, contact the teacher.

Sacramental Programs

Preparation for the first reception of the Sacraments of Reconciliation and the Eucharist is stressed throughout second grade. The parents are expected to participate in the preparation of their child for the sacraments. The parents' example and their teaching are essential in the preparation.

In 8th grade the students will prepare for the Sacrament of Confirmation. Parents are expected to participate in this preparation. Confirmation usually occurs in the fall. Confirmation requirements must be completed by May 15.

School Bus

Students who ride the school bus are expected to stay seated and talk quietly. Students are expected to keep hands, arms and heads inside the bus. Students are not permitted to throw anything out the windows. The bus driver is in charge and may discipline students. Students who choose not to follow the rules will lose their bus privileges.

Whenever riding a different bus to spend time with a friend or having a friend ride a bus to come home with you, we require that both parties involved send notes. Each note would state permission for the friend to come home with the bus rider. The notes must be signed by the principal or designated person and given to the bus driver.

Scrip

Scrip is a term that means “substitute money”. When you purchase scrip, you are purchasing negotiable gift certificates that are used just like cash. The scrip is issued by national and local retailers where many of our families already shop. These merchants want to support our organization and in return ask you to support them by shopping with scrip at their stores. Use scrip to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, you earn revenue for Holy Cross School.

You can view the entire list of available scrip at www.glscrip.com.

When you place your order through the great lake scrip website, the code for Holy Cross School is HCS-7B51D19E5LL.

You can also access Great Lakes Scrip at www.optionc.com Code 5943 and go to “links.”

- The Scrip program will run from July 1st to June 30th.
- 50% of the Holy Cross School profit on cards you purchase will be credited to your next year’s tuition.
- Friends and family can give credit to a family by filling out the family name on the bottom of the order form.
- 100% of the profit will go to the school on any order without a family name.
- Gifts given by Parents’ Club will not be credited to any family. All profit from those cards will go to Holy Cross School.
- Credits not going toward tuition can be used towards a gift card of your choice – once \$25.00 of credit has been attained.
- No tuition credit will be given for past purchases.
- Gift cards that are lost or stolen after purchase will not be replaced.
- If for some reason any card is backordered, you will be given a telephone call.
- Orders received by 3:00 pm on Monday will be delivered on Friday. Some cards may be sooner if they are in stock (as long as you have a disclaimer on file). For school families, scrip can be put in the Tuesday Envelope.
- Tuition credit is not transferable (may only be used at Holy Cross School).
- All credit earned must be used for the following year’s tuition and will not carry over to future years. Preschool through Grade 8.
- Make checks payable to Holy Cross Scrip.
- Credit cards may be used for purchase.
- Gift Certificates for Scrip may be purchased in the Holy Cross School office or in the rectory office
- Scrip cards that are available can be purchased in the rectory office.

C - 402

**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.

10/10

Skateboards, Roller Blades, Heelies & Scooters

Skateboards, roller blades, heelies and scooters are not to be used on the School/Parish sidewalks, steps or cement elevations. This includes before school, after school and during sporting events as well as other times.

Snow

Students are not allowed to throw snow and ice. Disciplinary action may be taken at the discretion of the principal. Eligibility may be affected.

Student Retreats

Occasionally, student retreats are held for specific grades. If the retreat is not held at Holy Cross School, a field trip permission form will be sent home with the student. Occasionally, a parent may not wish his or her child to participate. School officials have the right to require student participation in retreats. School officials also have the right to deny student participation. Communication between parents and the principal is essential.

Student Service Projects

Service projects throughout the school year are highly encouraged so long as they do not take too much time from the educational framework. School personnel or parent/community volunteers will supervise all service projects. Parents will need to fill out a field trip form given out by the teacher or school for projects that require students to be off-site.

Service Hours for Grade 7/8 Holy Cross School students must be completed by **May 12, 2017**.

Sunday Collection

In addition to tuition, each family registered in the parish is asked to contribute in their parish Sunday envelope.

Supervision

The students are supervised by an adult from 7:45am, in the lunchroom, on the playground at noon, until all students are picked up after school and throughout the day. Parents who pick up their child between 3:00 and 3:30 or after five to thirty minutes following an early dismissal, will be charged \$3.00. The student will go to the Ready, Set, Grow Extended Care room for supervision. No student may leave the school grounds for any reason without the permission of the principal.

Suspension

When a student is suspended (in or out of school), the student is responsible to make up the work. The student is not allowed to participate in extra-curricular activities or field trips on the day of the suspension. Extra assignment(s) may be assigned. 0's will not be given unless the work is not turned in by the stated deadlines or if the criteria set by the teacher and principal are not met by the student.

Tardiness

A student is tardy if they enter the school after 7:50am. A student will also be marked tardy if the morning or afternoon is interrupted without a half-day absence. Only a tardy accompanied by a doctor's note will be considered "excused."

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

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

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

Catholic Diocese of Peoria Policy

Adopted: 4/95

Reviewed: 1/03, 9/07

C-404
AR-CDOP

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

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

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

1. All software not written by the diocese, but purchased from outside companies, is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the expressed written permission from the software company. Any copies made without the expressed permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the expressed permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for

unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed and used must be removed from the computer.

7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.

8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

Catholic Diocese of Peoria

Administrative Regulation

Issued: 4/95

Reviewed: 1/03, 9/07

Technology

Parents, students, teachers and staff will sign an agreement to follow the school rules for proper and appropriate use of the internet and use of school technology. Those who are not compliant with the rules, will not be able to use the computers or tablets to complete their work. Other consequences may result. All students entering K-8 will pay a technology fee of \$300.00. Parents will be notified if replacement fees are needed to be paid. All students in grades 2-8 should have a folder for Computer class.

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.

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.
2. Accessing unacceptable or prohibited territory within the school network.
3. Students are not to use email at school except with teacher approval using @holycrossmendota.com address.
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 or damage of the electronic media. Each Device, which includes Curriculum Loft, costs \$500.00. Units have been insured through the student fees that were paid at the beginning of the school year. There will be a \$25.00 Handling Deductible for misuse/damaged tablets due to accident or neglect. Replacement covers cost \$20.00. Replacement cords cost \$20.00. Depending on the nature of the damage or loss, families will be expected to pay the difference. Parents can inquire about the specifics of the insurance through the school office. 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**

Telephone Calls

The school telephone is a business phone and may only be used by a student in an emergency or with a teacher's permission. If a parent wishes to phone the school, a message will be given to the student. Parents, please try to make transportation arrangements with the children before they come to school.

Testing

Psychological and academic testing is available by parental request for those families that live within Mendota District #289 at no cost to the parent for any student experiencing severe difficulties. The principal and classroom teacher can give information on this testing.

The students in Grades 3-8 take the Iowa Test of Basic Skills test in the fall of the year. The ACRE (Religion Assessment) is taken by grades 5 and 8.

Tuesday Envelope

Any person or group desiring to have information go home in the Tuesday Envelope needs to have the information approved by the principal **one week or earlier** before the distribution day. Please be observant and use forethought with three, four, and five day weekends.

Tuition and Fees

Tuition costs are as follows:

One Child:	\$2,671.00
Two Children:	\$4,054.00
Three Children:	\$5,062.00

Home Parish Fee: \$1,200 per student which is paid by their home Catholic parish.

Report cards will be held if tuition is not current. Access to the Internet-based grade book will be suspended until outstanding fees are paid. If families choose to change schools with outstanding fees, academic records will not be sent and student will be considered “not in good standing.”

Registration Fee: There is a \$50.00 nonrefundable fee each year. If paid by a given date in the spring, it will be deducted from the total amount of tuition.

Student Fee: There is a \$300.00 nonrefundable student fee per child to be paid at registration.

Athletic Fee: \$40.00 per person per year. Cap at 3 fees per family. Money goes to the Athletic Association.

Supervision Fee: Parents who pick up their child between 3:00 and 3:30 or after five to thirty minutes following an early dismissal, will be charged \$3.00. The student will go to the Ready, Set, Grow extended Care room for supervision. No student may leave the school grounds for any reason without the permission of the principal.

Graduation Fee: Eighth graders will be sent an invoice for the graduation fee in late February or March that will cover the graduation picture, diploma, and cap and gown.

Hot Lunch Fee: Hot Lunch is served Monday through Friday. The fee may be paid daily, weekly, quarterly or by the semester. Fees must be paid in advance. Lunch is \$2.25. Extra milk may be purchased for \$0.40 each. Adult lunches are \$3.00.

Lunchroom Supervision Fee: Each family (grades K-8) pays a \$60.00 fee to help offset the cost of lunchroom supervision.

Parents are encouraged to sign up at registration to work 8 days of Lunchroom Duty if the background checks have been completed.

Lunch supervisor's pay is \$7.00. Head supervisor's pay is \$10.50.

Milk Fee: K-8 may purchase milk for the breakfast break and lunch. This fee is paid daily or weekly. Milk is \$0.40.

Students who qualify for the Regional History Fair and choose not to attend will need to pay their portion of the registration fee. The amount is subject to change through the year. It is usually around \$15.00.

All fees must be paid per agreement by May 15th or report cards will be held. Eighth grade tuition and fees must be paid by May 15th in order for the student to graduate. Anyone more than two payments behind will have their report card held each quarter. At the end of the year, the diploma will be held and the records will not be forwarded until the fees are paid. Registration for the following year will not occur until financial obligations are met. Unusual circumstances need to be discussed with Fr. Peter Pilon.

Discounts to Tuition

Msgr. Wissing Scholarship: This is available to any family. Scholarship request forms must be completed. FACTS financial information must be filed electronically. These matters may be discussed with the pastor. See Mrs. Kobilsek for further details.

Refer-a-Family: Current families receive a \$400.00 discount for each new family that they refer to Holy Cross School. See the application form for more details.

Scrip Program: Consult the Scrip rules concerning tuition discounts.

Spalding Scholarship Fund: Contact the school office to learn more about this diocesan scholarship. FACTS financial information must be filed electronically.

Pre-School Tuition Credit: 20% of previously paid 4-year-old Pre-School tuition will be applied to their enrolled Kindergarten student.

Joseph J. Hohner Scholarship: This is a one-year scholarship, awarded each year to full-time students who are legal residents of LaSalle County. Contact the Holy Cross School office or www.roe35.k12.il.us for an application.

Contact the school office for more information.

Vacations

We do not encourage parents to take students out of school for vacations since it is impossible to re-teach skills presented while the student is absent. ***If parents wish to take children out of school for a vacation, a written request should be made through the principal in advance.*** Lists of work will not be given to students prior to vacation. The students are marked absent. Graded homework will be at the discretion of the teacher(s). *All tests and quizzes must be made up.* A reasonable time is given for this. (A rule of thumb: as many days absent is the guideline for the number of days in which work/tests/quizzes are to be made up.) Each student is expected to comply. It is the policy of the school that the parent and student are responsible for missed work due to vacations.

Videos

If videos contain any profanity, violence, or if the movie is PG or PG-13, a letter from the teacher, must be sent to the parents ahead of time. The letter must include the name of the movie, the rating of the movie, the number of times bad words are used, the educational purpose of the video and the date of the showing. Parents must sign the note and return it to the teacher. If a student does not have a signed note by the designated return date, the teacher needs to make other arrangements ahead of time for the student. Students may not call home if they forgot the note. Teachers must have an alternate plan for the students of parents who choose not to have their child view the movie or for students who do not return the permission to view form.

Volunteers

We thank the many volunteers who help our students and teachers. Along with help comes hindrance.

Here are a few situations to avoid.

- **Avoid passing on confidential information. While you are volunteering at school, you may hear or come across personal facts about a particular student, family, or employee. Please be aware that this information is considered “privileged” and should be kept private.**
- Avoid visiting with other volunteers, as it is very distracting in a classroom situation.
- Avoid laughing at a student’s effort as it makes him reluctant to try again and gives him a feeling of failure.
- Avoid talking critically about a student or staff member as it can damage one’s self-image.

- Avoid talking to a teacher during class time unless absolutely necessary, as it is distracting. Try to save your questions or suggestions for a specific time.
- Avoid damaging a student's self-esteem by criticizing him or labeling him with negative remarks such as "You cheated," "Your work is terrible," "You can't do anything."
- Avoid judging a student. Remember each student is different and needs every chance to be successful.
- Avoid scolding a student for an incorrect answer. Rather reply with, "Let's think about this."

Weapons Policy: Rights and Responsibilities of Students:

Possession, distribution, use, purchase, or sale of an explosive, firearm, or any other object that can reasonably be considered a weapon shall be prohibited on school buses, in school buildings, on school grounds at all times.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

Students found with possession, distribution, use, purchase, or sale of any explosive, firearm, or any other object that can be reasonably considered a weapon could result in one or more of the following:

1. Notification of parents and other proper authorities;
2. Immediate suspension pending a hearing to determine expulsion.

D-150
P-CDOP

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

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

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

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be

confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

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

Catholic Diocese of Peoria Policy

Adopted: 4/04

Revised: 9/07

D-150
AR-OCS

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

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

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call *911* and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.

5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:
 - Is the violation merely technical in nature (e.g. squirt guns)?
 - Was the weapon displayed or used in a threatening manner?
 - Has the weapon caused any harm, injury, destruction, or damage?
 - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
 - Did verbal threats precede the possession of the weapon?
 - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
 - Possession and/or use is required as part of an authorized class or course
 - Possession is part of an authorized school and/or class display or presentation
 - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
 - Possession is authorized as a stage prop
 - Possession and/or use is part of an authorized interscholastic sports activity
 Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Office of Catholic Schools
Administrative Regulation
Issued: 4/04
Reviewed: 9/07

Written Assignments

All work submitted in grades 3-8 should carry the proper heading:

Name (First and Last)
Date (No abbreviation)
Subject (Page)

Student-Athlete Handbook 2016-2017

\$40 participation fee per person per year. Cap at 3 fees per family. This is to offset our operating expenses instead of having fundraisers.

Please read over your responsibilities as outlined in the Student-Athlete Handbook. We ask that parents please make a special effort to take your concession and driving responsibilities seriously. When you don't show up for your turn, it always leaves us short handed. Our concessions are our main source of income. We are entirely self-supporting, meaning that we, the Athletic Association, purchase all of our athlete's uniforms and equipment, volleyballs, basketballs, etc. Many are unaware of how expensive the necessities are. It is expensive to run a quality program like ours. We are very fortunate that at this point we can support ourselves and to continue to do so we need everyone's support. We realize that there are many demands for your time these days, but it is your responsibility as a parent of an athlete in the program to take your turn working concession and driving.

We all want our children to have safe, happy and successful experiences with athletics. At this time, we wish our many teams and coaches, good luck with their season!

All items in this handbook are subject to the approval of the principal. Changes may be made at the discretion of the principal.

God Bless,

Father Peter Pilon
Heather Friedlein
Mike Bokus

Linda Hessenberger
Joanna Engels
Mrs. Anita Kobilsek

Pastor
Athletic Director
Chairman
Vice-Chairman
Secretary
Treasurer

Absence

If a student is absent from school on the day of a game s/he will not be permitted to play for that game or to practice that evening. The student should notify the coach of his/her absence.

Activities Not Associated With the School

Activities not associated with the school must follow the following steps:

1. School sports uniform is not to be worn.
2. School name or mascot name may not be used.
3. No notes may be sent through the school to students or families.
4. It is totally an outside activity.
5. Participation should not take place without notifying the Principal well in advance.

Athletic Policy and Guidelines

Our sports programs follows the Illinois Elementary School Association handbook. This handbook can be found at www.iesa.org.

Awards

Percentage Award

Basketball Free Throw Percentage Award:

- A minimum of 25 free throw attempts must be made
- The highest percentage of the free throws will be calculated
- A 7th or 8th Grader is eligible

Volleyball Serving Percentage Award:

- A minimum of 50 successful overhand serves must be made
- The highest percentage of the successful serves will be calculated
- A 7th or 8th Grader is eligible

Softball Highest Batting Average Award:

- Overall "at bats"-Walks and hit by the pitch do not count
- The highest batting average will be calculated
- A 7th or 8th Grader is eligible

Warrior Pride

- Only 8th Grade athletes are eligible
- Warrior Pride will be given in each of the following areas:
 - Softball, Baseball, Girls' and Boys' Golf, Girls' Basketball, Boys' Basketball, Cheerleading, Scholastic Bowl, Volleyball, Girls' and Boys' Bowling, and Girls' and Boys' Track
- Player must be eligible at all times throughout the season
- Player is one who encourages his/her teammates on and off the court
- Player has no unexcused absences from practices or games
- Player exemplifies the role of a Christian athlete
- Player is involved in the practices and game whether sitting on the bench, on the court or on the field
- Player always plays to the best of his/her ability

Cheerleading

1. Appearance:
 - A. Black uniform bloomers must be worn under the uniform.
 - B. No jewelry may be worn except small stud pierced earrings.
 - C. No make-up may be worn.
 - D. Cheerleaders should not have candy or gum in their mouths while cheering.
2. Squads:
 - A. Both the seventh and eighth grade squads will ordinarily consist of a maximum of seven girls each.
 - B. Pep assemblies will be held at appropriate times during the season and must be approved by the principal.

Coaching

The Athletic Board makes recommendation for coaching positions. Mrs. Kobilsek approves all coaches, including helpers. These positions will be reviewed each year. Coaches should be at the school ten minutes before games and practices. Coaches are not to leave until all students have gone home. The second to the last student must stay with the coach and the last student waiting, until the last student is picked up.

Coaches must follow all guidelines in the Diocesan Athletic Handbook for Elementary Schools.

Coach's Bag

1. Emergency forms
2. Disposable gloves
3. Plastic bag for soiled gloves and paper towels used to clean up blood or body fluids
4. Plastic bag for soiled uniforms or hand towels
5. 2-3 hand towels
6. 1 extra jersey
7. 1 extra pair shorts
8. 2-3 ice packs
9. 2 Ace bandages
10. 15-20 assorted Band-Aids
11. Tape
12. 1 finger splint
13. Score-book
14. Glucose tablets

Concessions

1. Everyone (both parents if possible) is scheduled to work the concession stand for the home games. **This is a responsibility of all persons who have a player or a cheerleader.** All background checks and Safe Environment session must be completed.
2. Workers (including time keepers and score keepers) need to be at school 45 minutes before game time to set-up the concession stand.
3. **IF YOU CANNOT WORK YOUR ASSIGNED TIME, YOU ARE TO MAKE YOUR OWN ARRANGEMENTS FOR A SUBSTITUTE.** Please, trade with another parent.
4. One person shall be designated as chairperson for the evening. This person will have a checklist of what needs to be done, including set-up and clean up. Please do not leave until the chairperson has said all tasks have been completed.
5. All the people scheduled are expected to set-up before the game and help clean up after the game. Gym floor should be swept between games. Clean up includes the gym, balcony, halls, bathrooms, basement, and any other areas that may have been used during the event.
6. The concession area is set-up in front of the double doors in the hallway by the office. For tournaments it is set-up in the coatroom.
7. All equipment used for concessions is found in the athletic storage room in the basement. Oil for the popcorn is in the refrigerator in the basement. Pop is in the cooler in the basement. Keys are with the Athletic Director. The popcorn popper is stored in the coat room.
8. All people working are to help keep children out of the halls of our school where they do not belong. No children should be in the school office.
9. If you do not show up for your scheduled time, you will be contacted and rescheduled for another game.

Concussion

All parents and students will sign the concussion protocol information at the beginning of the school year.

Conduct

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

Students are expected to behave in a Catholic, Christian manner. Inappropriate language and or actions are not acceptable. A coach will give a warning for the first offense. If the unchristian like behavior continues, the principal will be notified. The principal will talk with the student and take appropriate action.

Coaches are also expected to behave in a Catholic, Christian manner. Their behavior is a model for the students to follow. Inappropriate language is not acceptable.

Dress Code

Attire for all games-will be school or dress clothes or team warm-ups. NO BLUE JEANS! Knee-length skirts and dresses are also acceptable for the girls. Since Grades 5/6 do not have warm-ups, they are to wear dress clothes or school clothes. Grades 5 & 6 with no warm up, must change into their dress clothes following the games.

Those not dressed appropriately will not play that game.

Coaches are also expected to wear dress clothes. Coaches may not wear blue jeans.

Dress Code for Practice

Practice attire: Attire for coaches and athletes may include t-shirts, knee length shorts, sweatshirts, and warm-up pants. No jewelry. Suggestive, obscene, tobacco, alcohol related, sports/jogging, or midriff tops are not allowed. Boys should wear practice jerseys or t-shirts during practice. Attire must be modest in appearance. As always, administration reserves the right to determine if the attire is immodest.

Drugs, Alcohol, and Tobacco

The use of tobacco, drugs, or alcohol by a student will result in removal from the team for the rest of the season. This will include post-season play.

Eligibility Criteria

Students participating in sports take on the added responsibility of giving time outside of their academic life for a worthwhile school-related function. Students who choose to represent their school in this way are to maintain acceptable modes of attitude, behavior and academics.

To be eligible to play on any school team or participate as a cheerleader, students must meet certain grade standards. Students at Holy Cross School who are failing a subject (F) or receiving two "D's" or whose conduct is totally unacceptable in any area will not be permitted to play for one week. Students, parents, Athletic Director and coaches will be notified of a suspension from playing. If grades and/or conduct improve in one week's time, students will be re-admitted to team participation. If grades and/or conduct have not improved, students will be removed for another one-week period. Grades and conduct will be reviewed on a weekly basis, Monday to Monday, and at report card time.

When a child is ineligible, they are ineligible for ALL games and practices until they meet the eligibility requirements. Ineligible students do not attend practice. It is up to the parents to decide if a child should attend games and sit on the bench (not in uniform) in a show of support for his/her fellow teammates during their period of ineligibility.

However, if a student is ineligible any four weeks, then s/he will forfeit their position on the team.

Inappropriate conduct before, during or after school can affect eligibility. Unacceptable conduct includes: an in-school suspension, an out-of-school suspension, cheating, fist fighting and any other serious offense as determined by the principal.

The student has until the first game to withdraw from a sport. After the first game or event they will be considered as part of that team.

Students may also be ineligible after receiving the second set of 10 points and after every 10 points thereafter in "The Best I Can Be" Code within one quarter.

Emergency Form

Each coach should have his/her team's emergency forms with them at all times beginning with the first practice. These forms give the doctors and hospital the permission to treat as soon as the injured player arrives. It also assists the coach with notifying parents.

Each athlete will be given a copy to carry to every game as well.

Equipment Storage

The scoreboard equipment, ice bags, first aid materials, basketballs, coaches' bags, practice jerseys, the practice balls forms are stored under the trophy case in the main hall. All volleyball equipment is stored in the boy's locker room storage area. Game balls and uniforms are stored in the athletic closet in the basement.

First Aid

Coaches will provide first aid. If a player is seriously hurt, an ambulance will be called. If it is a Holy Cross player and the parents are not at the game, please ask another Holy Cross parent to accompany the student to the hospital. If it is a player from a visiting team, please ask a parent from the visiting team to accompany the student. Please notify the player's parents immediately of the injury.

All coaches are required to follow all guidelines in the Diocesan Athletic Handbook for Elementary Schools.

Hats

We ask that hats or hoods not be worn in the building.

Illinois Elementary School Association

Holy Cross School is a member of the IESA in Girls' Softball and Volleyball, Boys' Golf and Baseball, Scholastic Bowl, Girls' and Boys' Basketball, Bowling, and Track for the 2016-2017 school year.

Inclement Weather

If school is canceled for the day, all practices and games scheduled for that day will also be canceled. If the weather is questionable, the coach and athletic director shall notify the principal and together they will make a decision and notify parents as soon as possible. In the occasion a game is scheduled on a non-school day, game cancellations will be announced on WGLC 100.1 FM.

Coaches must communicate emergency weather decisions with the principal.

Insurance

All students must be covered by family or family-student medical insurance. The school will provide insurance for students in student activities. Notify the principal of injuries.

Keys

Each coach will receive three keys. One is for the front door of the school and the others are for underneath the trophy case. Coaches may not use their keys for any purpose other than to let their team in for practice. Coaches may not let students in the building who forgot their homework. Keys are to be turned in at the end of the season.

Coaches may not use the gym for their personal games with family and friends.

Athletic Director will have a third key for the coat room.

Make-up

No make up is to be worn by any players. No glitter on the skin or in the hair.

OSHA Rules

If there is an injury, which involves blood or other body fluids, the following rules must be followed:

1. The coach must use disposable gloves. The blood or body fluids should be wiped up with a paper towel. This towel should then be put in a plastic bag along with the disposable gloves. The plastic bag should then be put in a non-leaking garbage bag.
2. If the player has blood or body fluids on their uniform, these should be placed in a plastic bag and the player given a new uniform if s/he continues to play. The coach should take the dirty uniform home and wash it.
3. After the game, the coach is responsible for decontaminating the gym floor. The coach must wear disposable gloves for the decontamination process. In the closet on the first floor, there is a decontamination foam spray. The coach must spray the area, which was contaminated and wash it thoroughly. After the decontamination process is finished, the coach should dispose of the gloves in a non-leaking garbage bag.

Parental Conduct

Parents of student athletes are expected to behave in a Christian manner **and** be supportive of the athletic program in which his/her child is participating. They are to follow the guidelines of the athletic program. If a parent has a problem or concern relating to the athletic program his/her child is participating in, they are to follow these guidelines in an attempt to resolve the matter.

- 1) Parent shall contact the Head Coach of the team and discuss their concerns.
- 2) If the parent or coach is not satisfied with the outcome of the parent/coach meeting then the parent, coach and Athletic Director of that particular program shall meet and attempt to resolve the issue.
- 3) If further action is required, the parent, coach, athletic director and principal will meet and arrive at a resolution.

Please remember, our coaches are volunteers and may not always appear to make the right decision. However, they are doing their best with the best interest of the student athletes in mind. **Parents are asked to be supportive of coaching decisions and talk in a positive manner to their child and others about those decisions.**

Physicals

All students participating in sports, must have a physical before the first practice.

Playing Time

All students, 5th through 8th grade, will be given the opportunity to play. The main purpose of the athletic program is to teach and build skills. "Playing up" must comply with IESA rules and the Diocese of Peoria.

Players on the 5th & 6th grade teams will be given approximately equal playing time at the 5th and 6th grade level, at practices and games as these are instructional and learning years.

Players on the 7th & 8th grade teams will be given playing time at practices and games, but not necessarily of equal proportion as these levels are more competitive.

Practices & Games

Practices are 1 ½ hours in length. Sunday practices are not allowed. There are to be no practices after 6:00 on Wednesdays. A practice-time template for the coaches will be created if needed. These are possibilities: Wednesdays will be 3:00-4:30 and 4:30-6:00. Monday, Tuesday, Thursday, Friday may be 3:00-4:30, 4:30-6:00, 6:00-7:30, 7:30-9:00 if needed. It is preferred that practices end by 8:30pm. Saturdays will be open scheduling in 1 ½ hour time frames unless other activities interfere.

Coaches should have athletes do exercises and running as warm-up activities. Excessive running by players is prohibited. Running is not an acceptable discipline measure for players.

The total number of practices and games should not equal more than five per week (according to school athletic guidelines).

If a student is unable to attend a practice, or must leave a practice early, the student must inform the coach BEFORE the start of practice. **ANY two unexcused absences from a practice will result in the player not playing in the following game or meet. The player will still be required to sit on the bench (not in uniform, but in school or dress clothes) and support their team mates. The player will still be required to participate in all practices up to the event.**

If a student is unable to attend a game or meet, or must leave a game or meet early, the student must have a written note from their parents or the parents must contact the coach 24 hours in advance. If it is a case where it is not known 24 hours in advance, parents still need to contact the coach and inform them BEFORE the event begins. **One unexcused absence from a game or meet will result in the player not playing in the following game or meet. The player will still be required to sit on the bench (not in uniform, but in school or dress clothes) and support their team mates. The player will still be required to participate in all practices in between the events.**

If a student is absent from school or leaves school early due to illness, they are excused from practices and games. However, if a student is at school at the time of dismissal, they must attend the athletic event that evening, unless a note has been received.

At the beginning of the season, the coach shall distribute a written practice schedule to the principal and then to all players. If changes are made in either schedule, students and principal should be notified in writing.

The school secretary should not be expected to create and disseminate the changes in practice schedules.

Any practices that are cancelled should be taken out of the gym calendar. Other people and groups may then have access to the gym.

During the volleyball season, when there is a scheduled home event, basketball practice needs to conclude one hour before the scheduled volleyball game.

Prayer

Students and coaches are required to pray as a team, before and after each practice and game. Students and coaches may take turns leading the prayers. A sincere and prayerful atmosphere should prevail throughout the prayer time.

A prayer will be led over the sound system, by the Athletic Director before each game.

Rosters

Seventh graders who play on the eighth grade team must be placed on the roster at the beginning of the season. No student below the 7th grade may be placed on the 8th grade roster.

Changes to this arrangement must be approved by the principal.

Transportation

Drivers must be parents, guardians, or coaches who are 21 years of age. A copy of their driver's insurance card and driver's license must be on file at the school office.

Parents are responsible to transport their own child or find transportation, in advance, for their child.

Students must wear seat belts at all times. All background checks and Safe Environment session must be completed before parents are allowed to help.

Any incidents should be reported to the principal. Driving direction to out-of-town games are available in the office and are found at the end of this handbook.

Uniforms

Players will be issued uniforms at the beginning of the season. Players are expected to take care of these uniforms and to return them at the end of the season. All uniforms should be kept in good repair. **The coach will collect uniforms at the last game of the season.** Coaches will be responsible for washing and making sure that all uniforms for their team are returned. If a uniform is lost, replacement cost will be charged. Report cards will be withheld until all uniforms are returned and or damages are paid.

Both boys and girls may choose to wear a t-shirt under the jersey. The t-shirt must be the color of the jersey for games. The girls should definitely wear a t-shirt if the jersey armhole is large enough that the undergarment shows. Black biker shorts may be worn under the uniform shorts.

Please do not use laundry detergent with bleach.

Please do not use fabric softener.

Do not use hot water.

Hang to dry.

Driving Directions for Extra-Curricular Events

2016-2017

Amboy 140 S. Appleton – Take RT. 52 Northwest of Mendota into Amboy turn left onto Main St. (Casey's is on Rt. Hand corner) go approximately 5 blocks to Appleton turn Rt.

Amboy (Amboy High School track) – Take Rt. 52 Northwest of Mendota to Amboy, go thru town to Hawley St., turn left, go 3 blocks to Amboy High School.

Bureau Valley North 323 South Main Street, Walnut- Take Rt. 34 west of Mendota. Continue straight onto IL-92 W. Turn left onto Main Street.

Dalzell 307 Chestnut St- Take Rt. 251 South towards Peru. Merge onto I-80. Take Exit 73 towards Plank Rd. Turn right onto 2975th Rd, and then a left on 3575 E/Meridian Rd. Turn right onto Luce Street, then right onto Lucy Street (turns into Chestnut).

Deer Park 2350 East 1025th Road, Ottawa- Take I-39 south, then I-80 east. Take Exit 81 towards Utica, turn right onto IL-178S. Turn left onto North 24th Rd and then right onto E1025th Rd.

DePue 204 Pleasant Street- Take Rt. 251 south, merge onto I-80 West. Take Exit 70 towards Ladd/Spring Valley. Turn left on IL-89 S. Right onto IL-29 South. Left on Lincoln Ave, right on Marquette, left on Broadway/Marquette, left on Depot, right on 4th and left on Pleasant.

Dimmick 297 North 33rd Road- Take Rte. 251 south of Mendota. Turn left on North 33rd Road. Go about 1 mile. Dimmick school is on the left.

Dixon Catholic (St. Mary's School) 704 S. Peoria – Take RT. 52 Northwest of Mendota through Amboy to second stop sign, turn left. Follow RT. 52 into Dixon . Continue on W. 7th Street. Turn left on S. Peoria Avenue.

Earlville Union St. – Take RT. 34 East of Mendota to E 12th RD, (drive-in theater is on corner) turn left. Follow road around curve and across RR tracks, school is on right.

Eastside Centre 1 Eastside Dr., East Peoria (State Track)- Take I-39 South, and exit toward IL-18 West. Turn left on IL-26 South. Slight right on IL-116 West. Left onto East Camp St. Continue on E Washington and turn right on Meadow Ave. Turn left at Eastside Dr.

Freeport 1100 W Galena Ave (4 Seasons Bowling Center)- Take I-39 North towards Rockford. Merge onto US-20 West towards Freeport/Rockford. Take IL-26 Exit. Left onto IL-26S. Right on West Galena Ave.

Grand Ridge 400 W. Main-Take Rt. 251 south to Rt. 80 east, at the Ottawa exit. Turn off onto Rt. 23 south. Follow through Ottawa and continue approximately 8 miles to Grand Ridge. The school is on the left as you enter Grand Ridge.

Harding Grade School 1643 N. 40th Road Earlville – Go east on Rt. 34 to Earlville. Turn right on E 1250th Road and immediately bear left on E 1553rd Road. Go 6.6 miles. Turn left on N. 40th Road. The school is on the right.

Holy Family 336 Alice Ave. Oglesby -- Take Interstate 39 South to first Oglesby exit. Turn left into town. Go through 4-way stop to Police Station turn left. Go several blocks to stop sign at park, turn right go one block to school.

Indian Creek School 425 S. Elm Street for track and baseball at Waterman, IL – Take Interstate 39 North to Rt. 30 go right/east through Shabbona and into Waterman, turn right onto Elm St. (library is on corner), go over RR tracks, school is on right.

Indian Creek High School for Softball Fields 506 S. Shabbona- Take Interstate 39 North to Rt. 30 go right/east. Turn right on Preserve Rd and left on Shabbona RD.

JFK 800 N. Richards, Spring Valley – Take RT. 251 South to Interstate 80, go west on Interstate 80 to RT. 89. Go left or South on RT. 89 into Spring Valley. (RT. 89 and RT. 6 combine in Spring Valley) follow RT. 89/RT. 6 to Richards Street (Mobile Station is on left corner) turn left onto Richards and follow all the way to the end, which is the school Parking area.

Kellogg Golf Course 7716 N Radnor Rd., Peoria (State Golf)- Take Rt. 251 South towards Peru. Take I-80 West. Take Exit 61 for I-180 toward Hennepin. Merge onto IL-29 South. Turn right onto IL-6 South, take Exit 5 for Allen Rd and turn right. Turn right at W Willow Knolls Dr. and right onto N Radnor Rd.

Ladd (Ladd Grade School) 232 E. Cleveland St, Ladd, IL 61329 - Take RTE 251 South from Mendota to Interstate 80, West to Rte 89 North into Ladd, Turn Right onto Cleveland St.

Ladd (Hall High School for track) Take Rt. 251 South from Mendota to Interstate 80, go right/west to RT. 89 go left/south into Spring Valley, turn right at the McDonald's take Mitchell Ave. to Parking lot of Hall High School.

LaMoille (High School for track) Take Rt. 34 into LaMoille as Rt. 34 goes to the right the LaMoille High School is on the left.

LaSalle Lincoln 1164 St. Vincent's Ave. – Take RT. 251 south to Peru, at first stoplight turn left, follow frontage road past truck stops until it T's, turn right onto St. Vincent's Avenue, go south to Hegeler Park, school is on the right.

Leland School 370 N. Main St. – Take RT. 34 East of Mendota past Earlville approximately 6 miles to E 1950th Rd, turn left (this road becomes Main St. in Leland) go into Leland cross RR tracks go 1 block past Casey's and turn left.

Lostant 315 W 3rd St- Take I-39 South, exit towards Tonica. Turn left onto N 20th Rd. Turn right onto IL-251 S, and then turn left onto W 4th Street.

Malden 350 SE Street- Take Rt 34 West through LaMoille. Turn left onto 2550 E St.

Marseilles Milton Pope 3197 E. 28th Rd- Take I-39 South to I-80 East. Exit 97 to Marseilles. Left onto E 24th, right onto N 32nd, right onto E 28th Rd.

Marquette Academy (formally St. Columba) 1110 LaSalle St. – Take RT. 251 to RT. 80, take RT 80 east to Ottawa, take Rt. 23 south follow through town until you are on LaSalle Street. (one way south), turn left onto Washington, the school is immediately on your left, the parking lot is between the school and the church.

Northbrook 1804 Guiles Ave. Mendota (Track will be held at the old MHS track.)

Ohio 103 Memorial Street- Take Rt. 34 west, continue straight on IL-92. Turn right onto South Main Street and right onto East Van Buren St.

Oglesby Washington 212 W. Walnut – Take Interstate 39 south to first Oglesby Exit, go left/east into Oglesby. Go 2 blocks past stop sign school is on the left.

Ottawa Shepherd 701 McKinley Rd. – Take RT. 251 south to Interstate 80 east, at the Ottawa exit turn off onto Rt. 23 south. Follow through Ottawa, cross the river, keep going, McKinley is the last stoplight at the south end of Ottawa, turn east/left, go approximately 7 blocks to the school.

Ottawa Shepherd (Central School for Track) Take Interstate 39 South to Interstate 80, go left/west to Ottawa, take the Rt. 23 exit and go right/south into town, just before the bridge turn right onto Lincoln PL, school is on corner of Clinton St.

Paw Paw (Elementary School) Moffet Rd, Paw Paw - Take RTE 251 North from Mendota (12 miles) Turn Right at Chicago Rd (5 miles) then take a Left onto Moffet Rd

Peru Catholic 2003 5th St. – Take RT. 251 south to Peru, continue on RT. 251 to Shooting Park Rd. Turn right, go to 4 way stop on Peoria Street, turn left. Take Peoria Street to 5th St.; turn right, go two blocks, parish center/gym is on right.

Peru Parkside 1800 Church St.- Take RT 251 south to Peru, continue on 251 to US 6 W to Spring Valley. Turn right onto US-6 W/4th St. Turn right onto church. School is on the left.

Peru Washington 1325 Park Rd – Take RT. 251 south to Peru, go thru Peru to Shooting Park Road, turn right, go to the flashing yellow light, turn left onto West street, go South to Park street turn left (Park is to the left and 10th Street to the right) go around the Peru Pool, school is on the left.

Plano Middle School 804 South Hale Street- Take Rt. 34 East till Plano. Turn right on S Hale St.

Princeton Christian Academy 21890 U.S. 34- Take RT 34 West of Mendota. Destination will be on left right outside Princeton.

Princeton St. Louis Catholic School 631 Park Ave W – Take RTE 34 from Mendota, Turn Left at RTE 26 (N. Main) then Right at W. Peru St. (US 34/6) then Left at S. Gosse Blvd then Right at Park Ave W (OR) Take RTE 251 South from Mendota to Interstate 80, West to Princeton exit, take a left onto Main St, follow into town and turn Right (West) onto Park Ave W.

Princeton Logan 302 W. Central Ave. – Take RT. 34 out of Mendota to Princeton, at the intersection of RT. 34 and RT. 26 turn left, go south approximately 9 blocks to Central Ave, turn right, go 3 blocks school is on the left.

Putnam County Junior High School – Route 251 south to Route 71 West (Hennepin). Go six miles (through Standard and Cedar Point) to Route 89 (stop sign). Turn left. Go seven miles to McNabb. Go through town and go ¾ mile more to the first right which is 350th Avenue. Go ½ mile and the school is on the left. (If you pass Edwards Golf Course, you have passed the school.)

Rochelle St. Paul 1415 10th Avenue- Take Rt 251 North until Rochelle. Turn left onto 10th Ave. School will be on your left.

Streator St. Michael's 410 South Park Street- Take I-39 South, take Exit towards IL-18 E. Turn left onto IL-18 E, left onto South Bloomington St., left onto Lundy St., then left at the first cross street on S. Park St.

Streator Woodland High School 5800 E 3000 North Rd (baseball)- Take I-39 South, take exit towards IL-18 E. Turn left onto IL-18 E, turn right on IL-23 S. Keep right, turn left on West Livingston Rd, right on S Illinois Street, turn left at the first cross street onto E W Rd.

Sterling (St. Mary's) – 6 W. 6th Street Sterling, IL 61081

Trinity Catholic Academy 650 Fourth St., LaSalle – Take RT. 251 to Peru, at the second stoplight turn left and follow frontage road past truck stops until the road T's, turn right onto St. Vincent's Avenue, go south to 4th Street, turn right, go 1 block to school on left.

Tonica Grade School 535 N 1981st Rd – Take I-39 S/US-51 S toward La Salle Peru. Take exit 48 toward Tonica. Turn left onto N 20th Rd/Ray Richardson Rd. Continue to follow N 20th Rd. Continue onto N 2101st Rd. Turn right onto N 1981st Rd. School will be on right.

Town & Country Lanes 2231 W. Jefferson St., Joliet (State Bowling)- Take I-39 South and Exit towards Troy Grove Rt. 52. Turn left onto Rt. 52. Follow until Joliet, turn left on Springfield Ave.

Wallace 1463 N. 33rd Road Ottawa – Take RT. 251 south to North 33rd Road, go left go 12½ miles to the school. (It is the third school on 33rd Road)

Waltham (South Campus in Utica) Take Interstate 39 to Rt. 80. Go east to Utica exit, Rt. 178. Go right. Proceed into town. School is just past the stop sign.

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

Patricia Gibson, Chancellor

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

**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**

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.

**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.

Holy Cross School
1008 Jefferson Street
Mendota, IL 61342
815-539-7003
Fax: 815-539-9082
www.holycrosscongregation.weebly.com
www.optionc.com

August, 2016

Dear Parents:

This is your copy of the PARENT/STUDENT HANDBOOK which contain the rules and regulations of Holy Cross School.

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 which indicates that you have read and agree to be governed by this handbook.

I acknowledge receipt of the Parent/Student Handbook. I have read the above statement and have read the rules and regulations in these manuals. 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 _____
Student (s) _____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

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**.



Holy Cross School

»k

1008 Jefferson Street
Mendota, IL 61342
815-539-7003
fax: 815-539-9082
www.holycrosscongregation.weebly.com

Reverend Peter Pilon
Pastor
Mrs. Anita M. Kobilsek
Principal

August, 2016

Dear Parents of Grades 4-8,

In order for students to work in the food service area during meals, we must have written consent from the parent or guardian for each child. Workers receive a free lunch.

Please complete and return the form.

Sincerely,

Mrs. Anita Kobilsek
Mrs. Holly Christman

I, _____, give permission for my child,
_____, to help in the kitchen during the
lunch hour.

Date: _____