

*St. Michael the Archangel Catholic School  
Parent-Student Handbook  
2020-2021*



**Right to Amend:** Circumstances may arise in which St. Michael the Archangel School determines that changes are required in these guidelines and procedures. For this reason, St. Michael the Archangel 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.

**Parent Cooperation as a Condition of Enrollment:** The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

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

Catholic schools in the Catholic Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the youth 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 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 activities, 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 teachings are an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Catholic school personnel

share this educational mission and its various commitments and responsibilities with our parents and local Church communities.

### **School Mission Statement**

As part of the vocation and Catholic mission of St. Michael the Archangel Church, St. Michael the Archangel Catholic School is committed to the pursuit of teaching children to know, love, and serve God. St. Michael the Archangel Catholic School works in partnership with parents to promote responsible Catholic Christian Virtues by instilling leadership capabilities that reflect Catholic values. We are devoted to academic excellence, and the physical and social well-being of each of God's children that inspires life-long learners.

### **School Policy**

The *Parent-Student Handbook* reflects current policy. The formation of local school policy is the direct responsibility of the administration that will follow policies established by the Catholic Diocese of Peoria, Bishop of Peoria, and the Office of Catholic Schools. The Commission on Education is an advisory group that promotes the participation of St. Michael the Archangel Catholic School in the educational mission of the Church. They may make recommendations to the pastor about how to fulfill this mission. The principal, in consultation with the pastor of the parish, has the right to establish or change policy as deemed necessary. Parents and students will be notified of such changes.

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

### **Right to Life Statement**

St. Michael the Archangel Catholic School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

### **Accreditation and Recognition**

St. Michael the Archangel Catholic School will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by a district, external peer review team as scheduled. St. Michael the Archangel Catholic School has also obtained full recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois. The school has met or exceeded the standards set by the Illinois State Board of Education (ISBE) and fulfilled application requirements.

## Administration

Administration in this *Handbook* shall be referred to as (the Pastor, Parochial Vicar, and the Principal).

### Parent's Responsibilities

Parents are held responsible to sign all necessary paperwork for the 2020-2021 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 St. Michael the Archangel School during extra-curricular activities.

### **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.

## **Academic Program Information**

### **Attendance and Absences**

Attendance is important to the educational program at St. Michael the Archangel Catholic School. Regular attendance not only contributes to spiritual development and academic achievement, but also to the development of dependability and responsibility. Excused absences with make-up privileges are defined as, but not limited to: personal illness, health/dental appointments, bereavement, quarantine, family emergencies, and written requests approved *in advance* by the principal. Absences from school shall be noted on the student's permanent record even though the absence has been excused. Parents shall be notified in the event a student is sent home during the day or if classes are dismissed at other than the regularly scheduled time.

If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present but excused, and are responsible for completing school work while in the suspension.

A student is considered truant if they have missed, without a valid excuse, five percent or more of the student attendance days within the past twelve months, irrespective of the academic year.

When reporting absences to the school, the parent/guardian should report symptoms if they include the currently known symptoms of COVID-19: fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

**Fever & Illness Policy (Please see end of handbook for COVID-19 specific guidelines)**

Students who present with a fever greater than 100.4 degrees may return to school only when they have a temperature below 100.4 degrees for a minimum of 24 hours without the use of fever-reducing medication. CDC and IDPH guidelines for students who are suspected of having COVID-19, whether they are tested or not, state that 24 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appear. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Students who present with a rash or a rash with a fever may return to school when the rash disappears or the parent submits written consent from a medical doctor that the student is clear to return to school.

Students who present with vomiting and/or diarrhea must be symptom free for 24 hours before returning to school.

Students who present with strep throat or any other contagious illness diagnosed by a doctor may return to school after 24 hours on an antibiotic or written consent from a medical doctor.

Students who present with a frequent or disruptive cough or other signs of an acute respiratory infection should not be in school while symptoms persist.

Students who present with pronounced lethargy or fatigue that interferes with participation in learning activities should not be in school while symptoms persist.

Students or staff returning from illness related to COVID-19 should call to check in with the school building administrator following quarantine. A return-to-school questionnaire will need to be completed.

## Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease.

## Extended Absence

**Excessive absence (40) days or the equivalent of (40) days including tardies, can be cause for a student to be retained in the current grade for another year.** According to state law, students must be in school every day that it is in session, unless excused for valid reasons. (Examples of valid reasons are: illness, death of immediate family member; family emergency; other situations beyond student's control.) If a student is absent **5 consecutive days a doctor's excuse** will be necessary when the student returns to school. Please notify the school office (672-3847) before 8:00 A.M. if your child will not be in attendance. You will need to report any contagious or communicable disease to the office at this time so that the other parents can be notified.

## Leave of Absence before Dismissal

Students may not leave the school grounds unless a **written note** from a parent/guardian is presented to the school office. Parents are asked to schedule medical and dental appointments for non-school hours whenever possible. All parental requests for an early dismissal are expected to be in writing and must be taken to the office to receive the proper Early Dismissal slip which will be shown to the homeroom teacher and other teachers involved at the time in question. Children will be released from school only on the personal or written request of parent or guardian. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3.5 hours or more will be counted as absent for 0.5 day.

## Tardiness

Respect for the learning atmosphere requires that students be on time for school. **All students are required to be in their homeroom during their assigned arrival window Monday-Friday.** Any student coming into the building after that time will be considered tardy. A student who arrives tardy with a parent/guardian note or prior phone call is considered having an excused tardiness. **Students are allowed two excused tardy times per quarter.** Thereafter, further tardiness will result in a fifteen minute detention time to be served the following day. The detention is served after school.

## Dress Code

The importance of proper dress for St. Michael the Archangel School students cannot be overstressed. The uniform and the traditions it conveys demonstrate our commitment to quality in Catholic education. It is an expression of unity that eliminates materialistic competition and creates a sense of belonging, which strengthens our academic focus and discipline.

The primary responsibility for complying with the dress code lies with the parent(s). We do not want to waste our faculty's valuable time and effort in dealing with dress code violations. We ask every parent to carefully read and adhere to the regulations. The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances. A copy of the Dress Code for St. Michael the Archangel Catholic School students along with Administrative Guidelines are included in **Appendix A - Dress Code**. **Students who are in violation of the St. Michael the Archangel School dress code will receive a uniform violation report. Three dress code violations will result in an after school detention. Four dress code violations will result in a loss of dress down privileges determined by the principal.**

## Birthdays

Students celebrating their birthdays are acknowledged at school. Students may dress out of uniform on their birthday or half-birthday as long as it does not fall on a Mass day. **At this time, students are not permitted to bring a birthday snack to share. They can, however, bring something that is not edible (ex. pencil, stickers, etc).**

## Fees and Finances

Tuition and book fees must be collected through FACTS online. Lunch money, athletic fees, field trip fees, and Big Cash Raffle money will still be collected in the school office. Please direct questions or concerns regarding fees and finances to the Principal.

### Consequences for Non-Payment of Fees

In the event that bills/fees are not paid by the last day of school or the date on which your FACTS agreement ends, registration for the following year will be rescinded until arrangements for payment are made. Permanent records will not be forwarded to other schools until arrangements for payment are made. Participation in end-of-the-year activities may be impacted.

### Refunds

If, for some reason, a student leaves St. Michael the Archangel Catholic School during the school year a refund of fees will be given. The amount of the refund will depend on what portion is left at the time of the transfer.

### Returned Checks (NSF)

There will be \$30.00 Service Fee charged for each returned check because of in-sufficient funds.



## Tuition

Annually the Pastor, after consultation with the Finance Committee and Commission on Education, will determine the tuition amount for the current year. Parents will be notified of changes in tuition each Spring. **(For current tuition structure see Appendix B)**

## Field Trips

Permission forms (provided by the school) must be signed by the parents and returned to the homeroom teacher prior to the trip. Students who have not returned these completed forms signed by their parent(s) will not be allowed to go on the field trip. The school follows the guidelines as set forth by the Catholic Diocese of Peoria, policy D-131. ***Participation in field trips is a privilege, not a right, and can be denied for academic or behavioral reasons.***

## Grading

To achieve a sound educational philosophy and professionalism in reporting student progress, each school shall use the diocesan objectives and criteria. However, using diocesan policy D-121 and D-121/AR-OCS as guidelines, schools may design a report card for each grade specific to the skills and concepts unique to that curriculum. Report cards will be available on the data management system during each of the grading periods. Dates of report card availability can be found on the school calendar as posted on the school website.

Each classroom teacher will explain their individual grading procedures that follow the school's grading policy found on the TeacherEase website or on their individual classroom sites, including the expectations of when homework, tests, quizzes, and other classroom work will be graded and/or sent home.

### Reporting System

The report card at every grade level shall include a general evaluation of the following subjects: Language Arts (Reading, English, Spelling, and Handwriting); Social Studies; Science; Mathematics; Spanish; Religion; Fine Arts; Art; Physical Education; and Technology.

### High Honors/Honors

Students in Grades 3-8 who achieve a GPA of 3.6-4.0 (A): (94-100) and have no grades lower than a "C" earn High Honors for that grading period. Students who achieve a GPA 3.0-3.5 (B): (86-93) and have no grades lower than a "C" earn Honors for that grading period. They receive a High Honors/Honors award with their report card.

### Online Gradebook

As part of our online grading program, parents of students in Grades K-8 will be able to log in to TeacherEase and create a password to monitor assignments and grades. It is important that parents take the time to do this as report cards will not be distributed, but rather, will be available for viewing on TeacherEase.

### **Report Cards**

Report cards will be available via TeacherEase four times a year. Midterm reports will be available approximately three weeks prior to the end of the quarter. If an individual parent/teacher conference is desired at this time, please call the school office or contact the teacher.

### **Parent/Teacher Conferences**

Conferences are scheduled for the end of the first quarter for **ALL** parents, and after the second, third, and fourth quarters for the parents or teachers who may request them. If at any time a parent desires a conference in addition to those scheduled, please do not hesitate to call and make an appointment with the respective teacher(s). Preschool conferences will be held twice each school year. If you would like to schedule a conference at another time, please let the teacher know.

### **Rules for Students Who Arrive Before 7:35 AM:**

While implementing the staggered arrival times, those students who arrive before 7:35 AM must attend Before Care. Please note that Before Care is a service in which students must pre-register, as we can only accept a limited number of students at this time.

### **Homework**

Homework is a crucial aspect of the learning process for St. Michael the Archangel Catholic School students. Since it is an important component to help young people become responsible persons, homework is used to teach appropriate responsibility and to assist parents in becoming aware of what the child is learning at school. The faculty perceives HOMEWORK as an extension of daily studies and strives to give some type of home responsibility consistently at all grade levels.

Homework is given to:

- reinforce and evaluate skills taught in class
- complete unfinished class assignments
- study for tests
- prepare special reports or long-range projects

Parents are encouraged to discuss homework difficulties/strategies with the teacher if a problem develops. Parents are asked to send a note to the teacher for homework that could not be completed. Teachers will send a homework notice to parents via student planners, email, or TeacherEase when work is not completed and has not been excused.

## **Non-Promotion Students**

St. Michael the Archangel Catholic School will follow the diocesan policy concerning the non-promotion of a student (D-122, P-CDOP): If a student does not pass three (3) quarters of core subjects, retention is possible.

Grades are used for the following areas:

**Reading; English; Science; Math; Social Studies; Religion**

Procedures for Retention - Grades K-8 (Duplicate copies of all forms and plans in student's cumulative file). Other factors, determined by the principal, may impact retention of students as well.

### **FIRST NOTICE OF POSSIBLE RETENTION:**

**Criteria:** Failing in two (2) or more of the areas listed in the above paragraph

**Responsible Staff:** Principal, Instructors

**Action Taken:** Send notification of possible retention to parents/guardians

**Redemption:** Parent/Teacher conference invitation with follow-up documented in student's file

### **SECOND AND THIRD NOTICE OF POSSIBLE RETENTION**

**Criteria:** Failing in two (2) or more of the areas listed in the above paragraph

**Responsible Staff:** Principal, Instructor

**Action:** Principal will notify subject area teachers of student's eligibility;  
send notification of possible retention to parents/guardians

## **Plagiarism**

Students at St. Michael the Archangel Catholic School, grades Kindergarten through Grade 8, are taught how to do research. They are also taught ethics regarding "Plagiarism", using another's work or words without giving credit to that person. Whenever a teacher suspects plagiarism they will discuss the incident with the student. Depending on the age and understanding of the student, their grade may be affected or they may be required to re-do the assignment. Repeated incidents of plagiarism will automatically result in an "F" on the assignment.

## **Probation**

Before students can start school, school records need to be received and reviewed.

All transfer students entering St. Michael the Archangel Catholic School will be placed on probation for an indefinite period of time to be set at the discretion of the administration. Students and parents are responsible for the standards of the Catholic school.

Students who withdraw from St. Michael the Archangel Catholic School to seek specialized instruction in the public school may return to St. Michael the Archangel Catholic School after

they are tested by St. Michael the Archangel Catholic School officials and found able to function in an ordinary classroom. Examples of such special problems include behavior disorders or learning disorders not manageable at St. Michael the Archangel Catholic School.

### **School Hours**

7:35 AM-7:45 AM - Arrival window for students with the last name A-H

7:45 AM-7:55 AM - Arrival window for students with the last name I-P

7:55 AM-8:05 AM - Arrival window for students with the last name Q-Z

8:10 AM - Morning Prayer and Announcements (students should be unpacked and in homeroom)

11:00 AM-1:00 PM - PreK-8<sup>th</sup> staggered lunch (office will be closed)

3:10 PM (2:10 PM on Wednesdays) - Dismissal for students with the last name A-H

3:15 PM (2:15 PM on Wednesdays) - Dismissal for students with the last name I-P

3:20 PM (2:20 PM on Wednesdays) - Dismissal for students with the last name Q-Z

**Please do NOT drop your children off at the Park Street entrance unless you are arriving after 8:05 AM.**

### **Special Services**

St. Michael the Archangel Catholic School does not have a special education program. Some services of the public school district are available to eligible students. Any concerns in this area must be forwarded to the principal.

### **Testing and Assessments**

Classroom teachers provide quizzes and tests for chapters and units in subject matter. Teachers may use assessments that come with a textbook series or create their own. Per policy E-162, CDOP, the Catholic Diocese of Peoria mandates an individual growth assessment for academic achievement which will be administered three times each school year for grades K-8 (MAP). The high schools of the diocese shall administer standardized academic achievement tests to students each year, including but not limited to the PSAT, ACT, and/or SAT.

### **Weather Dismissals**

In the event that school cannot be held due to snow, ice, extreme cold or heat, announcements will be given over local radio stations (WSPL 1250AM). You will also receive an "automated" phone call from the school information system with information regarding any closures. Social media posts will be available as well. If a parent needs to take a child out of school before an announced time, please communicate first with the office.

## **STUDENT PRIVATE SOCIAL NETWORK ACCOUNTS**

In accordance with state law (105 ILCS 75/15), the school shall not request a student to provide a username, password, or similar information in order to gain access to the student's private account or profile on a social networking site (e.g., Facebook, Twitter, Snapchat). However, the school may require a student to cooperate in an investigation by sharing the content of their private social network account if the principal determines there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. Nothing in this policy shall prohibit the school from having unrestricted access to school computers, e-mail addresses given by the school, or anything else owned or operated by the school. The school has the right to regulate its own equipment, monitor Internet traffic, block social media sites with a firewall, and the like. The administration of St. Michael the Archangel School is responsible for conducting an investigation should the need arise.

## **Admission and Transfers**

### **Non-Discrimination in Student Admission Policies**

No student shall be refused admission St. Michael the Archangel Catholic School 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.

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

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

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled

during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes.

To file a complaint alleging discrimination by St. Michael the Archangel School on the basis of race, color, national origin, sex, disability, age, sexual orientation, or gender, please contact:

Dr. Sharon Weiss, Superintendent of Schools for the Diocese of Peoria

419 NE Madison Avenue

Peoria, IL 61603

(309) 671-1550

### **Admission Age**

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year.

Exceptions to age requirements may be made only at the discretion of the principal in consultation with the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

### **Transfer of Student Records**

School records are transferred between schools. Parents sign a release form and records ordinarily are mailed to the new school when the request form is received by St. Michael the Archangel Catholic School. According to law, unofficial records of student's grades must be sent within 10 days of request. St. Michael the Archangel School reserves the right to refuse to send official transcripts due to unpaid tuition or outstanding fees. Permanent records may be retained until outstanding fees have been paid to the school.

## **Tuition Policy for Admission**

Annually the Pastor, after consultation with the Finance Committee and Commission on Education, will determine the tuition amount for the current year. Parents will be notified of changes in tuition each Spring. **(For current Tuition Structure see Appendix B)**

## **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

**Dental Health Exam Required.** All students in kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist. Each school must give notice of the dental examination requirement to the parents or guardians of the students at least 60 days prior to May 15 of each school year. If a child fails to present proof of the required dental examination, the school may hold the child's report card.

**Vision Exam Required.** All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. If a child fails to present proof of the required eye examination, the school may withhold the child's report card.

**Health Exam Required.** Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student's grade level.

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

**Proof of Health Exam and Immunizations Required.** A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the student examined and receive the immunizations, and present proof of same.

**Noncompliance with this Policy.** Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

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

□ **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason(s), and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.

□ **Religious Objection.** Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois Department of Public Health website at:

<http://dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions.

### **Other Requirements for Enrollment**

Parents of children enrolled in St. Michael the Archangel Catholic School are required to inform the school of any health problem, disability, or special needs. The school can only make reasonable accommodations since there is no special education program. If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Michael the Archangel Catholic School reserves the right to terminate enrollment of the child (St.



Michael the Archangel Catholic School reserves the right to terminate enrollment of a student if custodial parents have not disclosed the student's special need).

### **Parent as Partners**

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

### **Appeal and Review**

#### **G-111, P-CDOP**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by an individual who is directly aggrieved by the decision under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church
- The decision violates or is in conflict with an applicable diocesan policy
- 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
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.

### **Appeal and Review**

#### **G-111, AR-CDOP**

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

This letter must clearly cover each of the following points:

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

### 3. The proposed resolution.

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

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools. (AR-CDOP, rev.: 9/07)

## **Athletic and Co/Extra Curricular Programs**

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

**Participation in athletic and co/extra-curricular programs is a privilege, not a right.** Therefore, students forfeit this privilege if behavior, academic standards and financial obligations are not met. Co/extra-curricular and athletic activities do not take precedence over academics; they work in cooperation with academics. Please refer to the Illinois Elementary School Association (IESA) and Illinois High School Association (IHSA) rules and regulations, as stated on their respective websites, for further information. Parents are responsible to provide or arrange transportation to and from all extracurricular activities.

## **Communication between Home and School**

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. Communication and expression of concerns must always be conducted in a constructive

and Christian manner within an appropriate setting. Rude and/or abusive communication to the faculty and staff members on the part of parents or students will not be tolerated. Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties.

### **School Communication Envelopes**

In order to be certain that all parents receive school communications we ask that you return the "Family Communication Envelope" with your signature **every week**. For those interested, we will post all possible materials on the school website at [www.stmichael-streator.org](http://www.stmichael-streator.org).

### **Custody of Student**

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office. St. Michael the Archangel Catholic School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student.

## **Confidentiality and Professional Conduct**

All St. Michael the Archangel Catholic School administration, faculty and staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleagues, including confidentiality. Any concerns in this area should be directed to the administration.

## **Discipline**

Ordinarily, each teacher, supervisor, or coach handles discipline problems. Cooperation and frequent communication between parents and teachers, supervisors, and coaches are essential to the successful solution of more serious problems. The principal is kept informed but is usually involved only with more serious problems, which will also be reported to the pastor/president of the parish or school. ***In addition, 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.*

### **Corporal Punishment**

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes but is not limited to slapping, paddling, or maintenance of students in physically painful positions or intentional infliction of bodily harm. (D-146, P-COE, revised: 9/07) St. Michael the Archangel Catholic School complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.

### **Detention**

After efforts to create change have proven ineffective, teachers and supervisors may give detentions to respective student(s). Detentions are ordinarily served the day after the situation. Exceptions may be made by the principal. We expect parents' support in the process so that the student will be enabled to fulfill his/her obligation. Even though the detention itself is non-negotiable, the student may appropriately communicate his/her feelings to the teacher, supervisor or principal.

### **Suspension**

Students can be suspended for serious or repeated misbehavior that disrupts, inconveniences, or affects the safety and well-being of the class or school as a whole. The Principal will decide if suspension is necessary after meeting with the student and teacher involved. When suspension is found necessary a conference will be held with the parent(s), student(s), teacher(s), Principal and Pastor.

### **Expulsion - Permanent Dismissal**

The permanent dismissal of a student from a Catholic school is a measure which shall be taken only when the student is not open to following the programs and policies of the school. Causes for permanent dismissal include but are not limited to the following: repeated detentions, suspensions, or gross misconduct. Prior to permanent dismissal, the student and his/her parent(s) will be granted a hearing before the Pastor, Principal, and teacher(s) involved. Before expulsion, the parent(s) will have the option to withdraw the student.

### **Pastor's Jurisdiction**

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

- The pastor reserves the right to request the withdrawal of a student:
- For failure of the family to meet financial obligations of the parish.

- Following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

## **Bullying**

All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of this policy, Illinois law shall be used to define bullying in our diocesan schools:

Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; and/or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b).

Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for transportation to and from school, or cyberbullying as defined hereinafter.

Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours.

## **Bullying Prevention**

Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

### Types of Bullying

1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude.
2. Verbal: name calling, put downs, and/or the spread of rumors.
3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti.
4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications.

Bullying conduct may include but is not limited to:

- Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another
- Written or electronic communication of any type that incorporates language or depictions that would constitute bullying; using any medium but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails
- Verbal threats made to another; blackmail or demands for protection money
- Non-verbal threats or intimidation such as aggressive or menacing gestures
- Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, damaging one's reputation
- Blocking access to school property or facilities
- Stealing or hiding or otherwise defacing books, backpacks, or other personal possessions
- Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be

expected to result in the disruption of school activities or create a hostile educational environment for the student.

- Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events

## **INCIDENTS OF BATTERY AGAINST TEACHERS OR OTHER SCHOOL PERSONNEL**

Upon receipt of a written complaint from school personnel, the principal shall immediately report all incidents of battery committed against teachers or other school personnel to local law enforcement authorities. In addition, incidents of battery against school personnel shall be reported to the Illinois State Police within three (3) days of the occurrence through the School Incident Reporting System (SIRS) in IWAS (105 ILCS 5/10-21.7)

## **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/canonical 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/canonical 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.

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



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

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

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

### **Search and Seizure**

Catholic school officials may conduct periodic inspections of all or a randomly selected number of lockers, desks, and other storage spaces owned by the school and provided as a courtesy to students. The furnishings of lockers, desks, and other storage spaces provided as a courtesy to

students shall not give rise to an expectation of privacy. Schools shall contact the Office of Catholic Schools prior to conducting any search.

The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore the school reserves the right to search them without prior notice. If illegal and/or inappropriate items are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents.

The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein.

Students shall not lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process.

## **Technology**

### **Electronic Devices**

Electronic games, laser pointers, iPods/iPads, recorders, radios, smartwatches, and other devices are not permitted in school or on the grounds. Possession and/or use of cell phones or smartwatches by a student on school property during school hours is prohibited unless authorized by the principal. A student may bring a cellular phone or smartwatch to school; however, it is to be turned off (not silenced) and kept in the student's backpack for the duration of the school day. Cell phones and smartwatches must be turned off until you have left school grounds. They are not to be used during homeroom or while exiting the building. All liabilities for loss or theft of cell phones, smartwatches, or other devices rest with the student. Cell phones or smartwatches shall not be used for or associated with unlawful activities.

All persons using the St. Michael the Archangel Catholic School computer system are required to read the policy annually. Signatures required at the end of this handbook also apply to adherence to the Acceptable Use Policy and Diocesan Policy C-404. Use of the school's computer and technology system is a *privilege, not a right*. This privilege may be withheld or suspended indefinitely due to misconduct, abuse of the system, or other disciplinary action.

### **Acceptable Use Student Policy**

Computers and other technologies provide learning opportunities for students and staff; they are installed in the school for the benefit of all learners. In order for technology to be in working

order and available to everyone, students and staff must respect the hardware and software in the school's computer lab and classrooms.

The following general guidelines pertain to all technology usage in St. Michael the Archangel Catholic School. No student or staff member shall intentionally cause damage to any school equipment including hardware and software. This includes, but is not limited to, the following:

- \*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.
- \*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 St. Michael the Archangel School.

1. Accessing unacceptable or prohibited territory within the school network.
2. Students are not to use email at school except with teacher approval using @stmichael-streator.org address.
3. Students are not to use the computer during the lunch hour without direct supervision of a teacher.
4. Do not use a computer to harm other people or disrupt their work.
5. Do not damage the computer or the network in any way.
6. 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.
7. 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.

8. Do not waste paper and ink with unnecessary printing.
9. Do not access any folders, work, or files other than your own.
10. 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.
11. Do not use a computer to facilitate illegal activity.
12. Computers are not to be used for commercial or non-profit purposes, non-work or non-school related work.
13. Keep all food and drink away from the computer desk and/or computer area.
14. Sending email or other communications using a false identity.
15. Creating, uploading or deploying a computer virus to corrupt any of the computer systems.
16. 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.

There will be consequences for any student or staff member who fails to follow these guidelines. The consequences may include paying St. Michael the Archangel Catholic School for damages, denial of access to technology, behavior points, detentions, or suspensions. In severe cases, St. Michael the Archangel Catholic School may involve law enforcement authorities.

### **Student/Faculty Access to the Internet**

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. St. Michael 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.

Any student or staff member accessing the Internet must agree to act in a considerate and responsible manner.

This includes:

- Being polite. Abusive or derogatory email messages are prohibited.
- Appropriate language must be used at all times.
- Privacy rights will be respected. No information about staff or students will be revealed.
- The Internet will not be used for any illegal activity, including the violation of copyright laws.
- Areas of the Internet deemed inappropriate for students will not be accessed.

### **Computer Software Use and Federal Copyright Law - C-404, AR-CDOP**

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,

## **Emergency Procedures**

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

## **Employment of Faculty and Staff**

### **Background Checks**

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer working in the school. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. (See Appendix D "Background Check Requirements")

### **Catholic Diocese of Peoria Harassment Policy - C-401, P-CDOP**

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, 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. (Catholic Diocese of Peoria Policy, Adopted: 3/08)

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

### **Hiring of Teachers (C-111, P-CDOP)**

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, sex, or physical handicap in hiring of teachers. (rev: 9/07) St. Michael the Archangel Catholic School is in compliance with all federal and state non-discrimination and equal opportunity laws regarding admissions and employment stated in the policies of the Catholic Diocese of Peoria.

### **Non-Discrimination in Employment (A-105, P-CDOP)**

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

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

2. Ensure that all personnel actions such as compensation, benefits, transfer, layoffs, return from layoff, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies. (reviewed: 9/07)

St. Michael the Archangel Catholic School is in compliance with Diocesan policies relating to non-discrimination in employment.

## **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 Schools 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.

## **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
  - 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**

1. 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.
2. 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.
3. 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 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 at (309) 671-1550; Vicar General at (309) 671-1550; or the Victim Assistance Coordinator 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.

## **W. 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/School, 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.

### **X. 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. School, school, institution or agency of the Diocese of Peoria) in each individual's personnel file.

### **Safe Environment Program**

St. Michael the Archangel Catholic School incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at the annual orientation meeting or at any time during the school year.

### **Transportation**

For transportation to and from events such as, but not limited to, field trips, athletic events, retreats, or any event not related to the direct transportation of students to and from the school campus, the school is strongly recommended to use commercial transportation or its own bus transportation system. In the event that such transportation is not readily available or feasible, schools shall adhere to the following regulations:

1. Volunteer drivers must have a current valid driver's license and be at least 25 years old and have completed the Catholic Mutual Group's Defensive Driving online training. An exception may be made for faculty/staff or parents age 21 years or older.
2. Volunteer drivers must complete the Catholic Mutual Group's defensive driving online training modules, complete a volunteer driver form, and provide current proof of insurance with a minimum of \$100,000/\$300,000 in coverage.
3. Drivers who are paid employees must complete the Catholic Mutual Group's defensive driving training modules, complete a volunteer driver form, and provide current proof of insurance with a minimum of \$100,000/\$300,000 in coverage.
4. Parents must sign a form indicating that they are aware of the mode of transportation being used on the school trip.
5. If the school rents or is loaned a vehicle for a trip, it shall take the insurance provided by the rental company.
6. As an alternative to renting multiple vehicles for a trip, a school may rent a Multifunction School Activity Bus (MFSAB) provided it complies with the Federal Motor Vehicle Safety Standards applicable to school buses for crash survivability and mirrors.

Adopted 7/2018

## Health and Safety

### Asbestos Statement

This notice is for your information on AHERA Asbestos Inspections. St. Michael the Archangel Catholic School has complied with all LEA rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for your inspection. The plans are located in the school and parish office and can be viewed by appointment only. For an appointment, please contact the pastor or principal.

### Wellness Policy

All elementary and secondary schools of the Catholic Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Catholic Diocese of Peoria that:

1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in early childhood programs and grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. To the extent practical, the schools in the Diocese will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
6. Each school will engage students, parents, teachers, staff, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

## **STUDENT WELLNESS PLAN**

The purpose of this administrative regulation is to ensure a total school environment that promotes and supports student health and wellness, helps reduce childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.

### **GOALS FOR NUTRITION EDUCATION**

1. Students in early childhood programs and grades Kindergarten through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in early childhood through the primary grades as eating habits are established at a young age. 2. The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities. 3. Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

### **GOALS FOR PHYSICAL ACTIVITY**

1. Students in early childhood programs and grades K through 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in early childhood through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.

2. Elementary schools shall provide a daily, supervised recess period to all students.

3. Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs, or other like activities.

### **GOALS FOR OTHER SCHOOL ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS**

#### **1. Consistent School Activities and Environment - Healthy Eating**

a. All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing, and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.

b. Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Pyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.

c. It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff.

- d. School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat.
- e. All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- f. Students, parents, school staff, and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options.
- g. Access to any area involved in storage, preparation, or service of food on the school campus shall be limited to authorized personnel.

## **2. Consistent School Activities and Environment - Physical Activity**

- a. Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- b. Physical activity facilities and equipment on school grounds shall be safe.
- c. Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

## **3. Food as a Reward or Punishment**

- a. School personnel shall not withhold food or beverages from students as punishment.

## **NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY**

- 1. Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing, and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).
- 2. All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of the student wellness plan. This includes:
  - a. a la carte offerings in the food service program;
  - b. food and beverage choices in vending machines, snack bars, school stores;
  - c. food and beverages sold as part of school-sponsored fundraising activities.
- 3. Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

## **GUIDELINES FOR SCHOOL MEALS**

- 1. School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans.

2. School meals shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

## **MEASURING IMPLEMENTATION**

1. The principal of each building shall be responsible for implementation of the student wellness plan.

### **Healthful Food and Beverage Options for School Functions**

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the *Dietary Guidelines for Americans* are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges - cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit - nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits - raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

### **Administration of Medication**

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication.

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self-carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's

physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self-carry and self-administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.

10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.

11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.

12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

13. Students are permitted to possess and utilize a topical sunscreen product while on school property or at any school-sponsored events or activities without a physician's note/prescription as long as the product is approved by the United States FDA.

### **Asthma Inhalers**

Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

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

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

## **MEDICAL CANNABIS**

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

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

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

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

Adopted: 6/2020

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## **MEDICAL CANNABIS**

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

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

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



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

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

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

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

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

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

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

### **Counseling Services**

St. Michael the Archangel Catholic School does not have counseling services. If the administration or a parent feels that there is a need for such services, the administration will help recommend agencies that could be of service.

## **School Property**

### **Care of Textbooks**

At the beginning of the school year each child should have a book bag so that no damage to the books results. **Care of books is the pupil's responsibility. Payment is required when damage results.** Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged. Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.

### **Care of School Property Including Desks, Tables, and Chairs**

Students are responsible for good care of their desks, tables, and chairs. Students should not sit on desks or tables. Desks should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks. Students may not hang on doors, overhead pipes, and basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff. If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office.

Consequences include, but are not limited to, detention, referral to the pastor, and monetary compensation.

### **Tables, Desks, and Lockers**

All students' desks and lockers are the property of St. Michael the Archangel Catholic School and school personnel reserve the right to inspect desks and lockers at any time. There is to be no

writing on or around tables, desks or lockers. Any damage to school tables, desks and lockers is considered vandalism.

### **Drug Free Environment**

St. Michael the Archangel Catholic School prohibits student use of tobacco, alcohol, or any controlled substance in the entire school, gymnasium, cafeteria, and on the school grounds and functions.

### **Tobacco and Vaping**

The promotion and/or use of tobacco products on school grounds and at school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Smoking is prohibited at all diocesan elementary and secondary schools.

No student, staff, administrator, or visitor may possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at school-sponsored events. This includes the promotion of these products via gear, bags, clothing, or any other materials. In addition, no diocesan school may solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry, or from any tobacco or vaping shop.

### **Animals in the Classroom**

The education and therapeutic value of animals in the school setting is widely recognized. However, to ensure the safety and well-being of students, staff, and animals, schools must follow the regulations set forth for this purpose by the Office of Catholic Schools.

Any student exposure to animals at school should be with parent awareness and consent - it is entirely possible that a child may be allergic to animal dander, bedding, or foods. Further, children may have strong fear or anxiety to certain types of animals (e.g. snakes, mice). While daily exposure might reduce fear or anxiety, it should be the family's choice. If an animal is brought into a classroom without parental knowledge, there is an increased risk of triggering an allergic reaction or anxiety attack.

Most animals are not suitable for handling in a classroom environment. The noise and commotion of the classroom can stress animals that are solitary and disturb their natural sleeping habits. Such stressors can cause typically docile animals to become aggressive. It should be noted that any animal that exhibits aggressive behavior must be immediately removed from the classroom and/or school. Such animals are not to be permitted on school grounds again.

If applicable, animals in schools must show proof of vaccinations.

In an effort to provide a healthy and safe environment for all, the following must be adhered to:

1. Live animals shall be brought into the classroom only as part of the written curriculum and with prior approval of the school administration.
2. There shall be a clear instructional or therapeutic purpose for keeping an animal in the classroom.
3. School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained. No animal shall be kept in a classroom if one or more parents object.
4. Exposure to feathered or furry animals must be carefully controlled, as they can exacerbate asthma and/or trigger severe allergic reactions.
5. If a heat lamp is required for the animal, it must be securely attached to the cage or tank containing the animal, have an electrical cord in good condition, be plugged into a surge protector, and have no combustible materials nearby (e.g. paper, plastics). In addition, an extension cord is not to be used for connecting a heat lamp to an electrical circuit.

## **Additional School Regulations and Operations**

### **Electronic Devices**

Cellphones must be turned off and left in the student's backpack. If found in the possession of the student during the school hours, the school faculty has the right to take the cellphone or other electronic device from the student and behavior points will be issued. The parent(s) will have to pick up the device from the school office. Repeated violation of this policy will result in a detention.

### **School Directory (Family List)**

The Student Directory should be used to acquaint parents with names of their child(ren)'s classmates and parents. These directories should not be used or sold for other purposes.

### **Use of School (and Parish) Facilities**

Individuals or groups who wish to use any part of the school or parish facilities, including the cafeteria and gymnasium, must have obtained approval for this usage with the school and parish. The Catholic Diocese of Peoria, Catholic Mutual, will be contacted for insurance, as needed. St. Michael the Archangel Parish Hall is no longer available to rent/reserve for personal, private events.

## Parent Organizations

### Athletic Committee

The Athletic Committee provides support for the school's athletic program and discusses matters that will maintain the organizational and financial needs of the program. Meetings are open.

### Commission on Education

The Commission on Education is an advisory committee, appointed by the pastor, which promotes the participation of St. Michael the Archangel Catholic School in the educational mission of the Church. The purpose is to encourage dialogue between the pastor and the members of the parish and recommend to the administration educational policy for the school. Meetings are closed.

### Parents' Club

The Parents' Club provides extensive support for the school through fundraising, serving as room parents, sponsoring the school community functions, teacher appreciation, and many other activities. All parents of students of St. Michael the Archangel School are considered members of the Parent's Club. Meetings will be held one Wednesday every month. **It is mandatory to attend at least 2 Parents' Club or Athletic Board meetings each year.** Additionally, each family is required to volunteer 12 PRIDE hours each year. You will receive a PRIDE hour for each Parents' Club or Athletic Board meeting that you attend. Families with a student enrolled in the  $\frac{1}{2}$  day Preschool program will be required to volunteer 3 PRIDE hours each year and families with a student enrolled in the full day Little Defender program will be required to volunteer 6 PRIDE hours each year. There will be a fine for failure to fulfill these obligations. **A \$50/hour fee will be applied to your account balance in May if PRIDE hours have not been completed. A \$50 fee will be applied to your account balance for failure to attend 2 Parent's Club meetings.** We rely heavily on parental involvement and offer countless opportunities to fulfill these obligations. **\*Adjustments may be made by the Administration due to COVID-19. If adjustments are made, families will be informed.**

### Support Staff

The school secretaries, teacher aides, classroom/tutoring/reading assistants, substitute teachers, cafeteria personnel, maintenance personnel, parish secretaries, playground supervisors, and school volunteers provide immeasurable services in the effective operation of the school. All support staff members who engage in activities with the students of St. Michael the Archangel

Catholic School are required to comply with the philosophy and policies St. Michael the Archangel Catholic School and with the diocesan mandates.

### **Defensive Driving**

All employees and volunteers of the schools of the Diocese of Peoria who are licensed drivers shall complete the Be Smart - Drive Safe defensive driving training module from the Catholic Mutual Group.

## **Right to Amend**

The administration of St. Michael the Archangel Catholic School reserves the right to amend this *Handbook*. Parents and students will be notified of any amendments.

## **DEFENDERS OF VALUES AND VIRTUES (BEHAVIOR GUIDE)**

### **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. Parents will be notified of points via TeacherEase. **Students with 0-5 points and grades of a C- or higher in all classes will be eligible to participate in the End-Of-The-Quarter reward.**

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 a parent meeting.

The accumulation of the third 10 points in each quarter will result in a disciplinary hearing.

## Grades K thru 3:

### 1 Point

- Discourteous behavior
- Chewing gum, eating food between classes
- Disrupting the learning environment
- Running in the halls after warning
- Excessive and/or rude noises
- Repeated failure to wear face mask appropriately

### 2 Points

- Lack of cooperation with St. Michael School personnel, volunteers or fellow students
- Publicly arguing the issuance of a point
- Inappropriate hallway, restroom, playground, cafeteria behavior.
- General mischief
- Misbehavior in Church (talking, disrespect, lack of reverence, non-participation)
- Cell phone usage or use of other electronics while in school or when prohibited during school events - phones are to be turned off and kept in book bags throughout the school day

### 3 Points

- Disobeying an adult's reasonable request
- Disrespect toward another student/a teacher/or any adult
- Inappropriate language
- Repeated violation of Acceptable Use Policy related to technology

### 4 Points

- Inappropriate behavior while representing the school (bus, sports, field trips, etc.)
- Throwing food or other items
- Cheating

### 5 Points

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

### 6 Points

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

### 10 Points (resulting in immediate detention)

- Physical violence

### Grades 4 thru 8:

#### 1 Point

- Chewing gum, eating food between classes
- Disrupting the learning environment- talking without permission, tipping chair back or utilizing flexible seating inappropriately, throwing objects, out of seat, and note passing
- Repeated failure to wear face mask appropriately

#### 2 Points

- Lack of cooperation with St. Michael School personnel, volunteers or fellow students
- Discourteous behavior
- Repeated excessive and/or rude noises (obnoxious noises)
- Publicly arguing the issuance of a point
- Phone not turned off and stored in backpack
- Cell phone usage or use of other electronics while in school or when prohibited during school events - Phones are turned off and stored in backpacks throughout school day



### 3 Points

- Disobeying an adult's reasonable request
- Disrespect towards another student/a teacher/or any adult
- Inappropriate language or drawings
- Misbehavior in Church (talking, disrespect, lack of reverence, non-participation)
- Repeated violation of Acceptable Use Policy related to technology

### 4 Points

- Inappropriate hallway, restroom, playground or cafeteria behavior
- Inappropriate behavior while representing the school (bus, sport, field trips, etc.)
- 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 (resulting in immediate detention)

- Physical violence

Parents will be notified via TeacherEase each time their child receives a point. Parents will be called in for a meeting after the second set of 10 points.

### **Detentions:**

Detentions will be served after school. The accumulation of 1 detention will result in student athletes sitting out 1 quarter, inning, match, etc. of the next game. The accumulation of 2 detentions will result in student athletes sitting out 2 quarters, innings, matches, etc. of the next game. The accumulation of 3 detentions will result in student athletes forfeiting all participation in the next game. This policy will also be applied to

students involved in the Spring Musical and any other extracurricular activities. For students who do not participate in extracurricular activities, students will receive an alternate consequence determined by administration.

### **Disciplinary Hearings:**

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 a parent meeting.

The accumulation of the third 10 points in each quarter will result in a 30 minute detention and a disciplinary hearing.

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 St. Michael 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.

**Dress Code: 2020-2021**

The importance of proper dress for St. Michael the Archangel School students cannot be over-stressed. The uniform and the traditions it conveys demonstrate our commitment to quality in Catholic education. It is an expression of unity that eliminates materialistic competition and creates a sense of belonging which strengthens our academic focus and discipline. The primary responsibility for complying with the dress code lies with the parent(s). We do not want to waste our faculty's valuable time and effort in dealing with dress code violations. We ask every parent to carefully read and adhere to the regulations. The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances. **Students who are in violation of the St. Michael the Archangel School dress code will receive a uniform violation report. Three dress code violations will result in an after school detention. Four dress code violations will result in a loss of dress down privileges determined by the principal.** As a suggestion, uniform pants and shirts may be purchased at Kohl's, Old Navy, or Wal-Mart (to name a few).

**Students K-8**

- **Shirts:** All shirts/blouses must be forest green, white, or navy blue. Turtlenecks may be worn but must have collars that fold down at least one time. Mock turtleneck shirts and tee-shirts **are not acceptable. SHIRTS MUST BE TUCKED IN AT ALL TIMES.** Only plain white solid tee-shirts may be worn under the uniform shirt. During cold weather, a sweater may be worn but the collar must still be visible. Collared shirts must be worn on Mass attendance days.
- **Pants and Shorts:** A cotton/polyester blend is recommended to resist fading. No Corduroy slacks are permitted. **CARGO SHORTS/PANTS ARE NOT ALLOWED.** Shorts may be worn until mid-October and again beginning mid-April. Capri length pants for girls are acceptable. **Belts must be worn with pants and shorts for grades 3-8. Modesty is key. Tight fitting shorts and pants will not be permitted.**
- **Sweaters & Sweatshirts:** Solid colored sweaters **only** may be worn during school. All sweaters must be **dark green, white, gray, or navy. Sweaters with logos are not acceptable.** A white, navy blue, or dark green blouse OR white, navy blue, or dark green shirt with a collar OR white, navy blue, or dark green turtleneck **MUST** be worn under the sweater. Cardigan or regular crew neck sweaters are acceptable – Sweater vests are also allowed to be worn for school. A solid colored sweatshirt with a crew neck may be worn with a collared shirt visible underneath. Acceptable colors include navy blue, white, dark green, or gray. No logos should be visible on the sweatshirt.
- **NAVY Fleece Vest:** The navy fleece sold through Dennis Uniform may be worn by students. A white, navy blue, or dark green tailored blouse OR white, navy blue, or dark green shirt with a collar OR white, navy blue, or dark green turtleneck **MUST** be worn under the vest.
- **Shoes-**\*\*Students will be allowed to wear a standard style tennis shoe to school. The color of the shoe does not matter, however, the shoe must be clean and must not have any flashing lights or glow in the dark features. The tennis shoes can only be ankle length with sock visibly showing. Dress shoes and boots are acceptable. The dress shoe heel should not be larger than 1 inch tall.

Snow boots will be allowed to be worn to school, but another pair of shoes needs to be provided to change into for the school day. Shoes/Sandals or some type of footwear are required at all times. Shoes/sandals may be worn without socks in the Fall until mid-October and in the Spring beginning mid-April. In the event of unusually warm weather, the administration may waive this date requirement. **Crocs, beach shoes and flip flops may NOT be worn during school hours.** All shoes or sandals must have a strap or be closed on the heel in back even on Dress Down Days. If the shoes have laces, they must be tied properly so as to avoid tripping or falling.

- **Socks:** ALL socks must be the **SOLID** color of navy, white, black, gray, or DARK GREEN (neon and/or patterned socks are not acceptable).

No embellishments to the dress code will be permitted. Examples include: scarves for girls, belts with big buckles, etc. \*\*Preschool students do not need to wear a school uniform.

### **Girls K-8**

**Uniform Jumper & Skorts:** **PLAID** Uniform jumpers must be ordered from Dennis Uniform. Our PLAID is **CHRISTOPHER**. Dennis Uniforms may be ordered online at [www.dennisuniform.com](http://www.dennisuniform.com) under the BASICS line (scroll down to the very bottom). Girls may wear one of the approved plaid uniform jumpers, skirts, or skorts. Khaki or navy jumpers or skirts or skorts can also be worn. **NOTE: Jumpers and skorts may not be shorter than 2 inches above the knee.**

### **Additional Uniform Guidelines**

**St. Michael the Archangel Catholic School Team Sport Sweatshirt/T-Shirt Policy:** Team sports apparel may be worn by students throughout the school year in which they participated on the team. For example, a female student participating in softball during the Fall 2020 season may wear her team shirt throughout the 2020-2021 school year. Uniform bottoms must be worn and shirts must be tucked in. **Team sports apparel from previous school years should not be worn during school hours. Team apparel with hoods should not be purchased as it will not be acceptable uniform attire.**

**St. Michael the Archangel Catholic School Spirit Shirts/Spirit Gear:** St. Michael the Archangel Catholic School spirit shirts and spirit gear are available through Sew Personal 4U. Orders can be placed online (see the link on the school website) or in store.

**PHYSICAL EDUCATION DRESS CODE:** Students in grades 3-8 should wear their P.E. uniform to school on Tuesdays and Thursdays. **P.E. uniforms are available for purchase through Sew Personal 4U either online (see school website for link) or in store.**

- **Gym Shoes** – Students in K-8 are not required to purchase a separate shoe for P.E., but students must come to school on Tuesdays and Thursdays in a clean tennis shoe with a non-skid sole. If students wear sandals or boots to school on a P.E. day, they should bring an extra pair of shoes with them for P.E.

## **ADDITIONAL GUIDELINES:**

- **Make-up:** Modest makeup that looks natural is allowed. No shimmer/glitter or excessive amounts of eye shadow, eye liner, mascara, lipstick, or any other type of make-up will be allowed. Subtle, school-appropriate nail polish without any chips is allowed. If a teacher feels the make-up is excessive they will send the student to the Principal's office. Drawing on arms, hands, legs, body art, and tattoos are NOT allowed. Students will be expected to remove excessive make-up at the Principal's request. After three occurrences the individual will not be allowed to wear make-up to school for the remainder of the school year.
- **Hairstyles** – Natural hair color – NO unnatural hair colors are allowed  
**BOYS:** The hair must be neatly combed and not touch the collar when a school shirt is worn; at least half of the ear must be visible and bangs may not be longer than the eyebrows. Excessive use of mousse or extreme hairstyles are not acceptable at St. Michael School.  
**GIRLS:** The hair must be neatly combed and out of the eyes. Excessive amounts of mousse or other hair products are not acceptable during school hours. Extreme hairstyles are not acceptable at St. Michael School. In the event that a teacher feels the hairstyle of an individual interferes with the teaching/learning process, the student will be sent to the Principal's office. The Principal will make the final decision.
- **Jewelry** – Although the wearing of jewelry is not expressly forbidden we ask you to abide by the following:
  - **BOYS:** It is unacceptable for boys at St. Michael the Archangel Catholic School to wear earrings during the school day or at other events related to the school such as sporting events sponsored by St. Michael the Archangel Catholic School  
**GIRLS: ONLY earrings with a post may be worn during school hours.** Long, dangling earrings may NOT be worn to school. They can get caught during recess or PE and cause the ear to bleed and the child to have much discomfort.
- **Perfume/Cologne** – NO body sprays will be allowed because of health concerns. If a body spray is found at school it will be disposed of by school personnel.

## **Out of Uniform Guidelines/Guidelines for School Sponsored FIELD TRIPS OR DRESS DOWN DAYS:**

Occasionally, as a reward, there will be a dress down day for all students who qualify. Use the following as a guide for what students may wear on those days. These are also the guidelines for field trips if students are not required to wear their school uniforms.

### **Students May NOT Wear:**

Flip flop sandals  
Open Back Shoes  
Tank tops – LOW cut – (neckline must be modest)  
Tee-shirts with inappropriate writing  
Tennis Shoes with flashing lights, glow-in-the dark features, or roller skates  
Biker/Tight Shorts – modesty is key!  
Pajama Pants  
Hats  
Leggings/Yoga Pants

**Students May Wear:**

Jeans (no holes)  
Tennis Shoes  
Skorts or Shorts – NOT shorter than 2 inches above the knee  
Sweatshirts/sweaters with hoods  
Dresses – NOT shorter than 2 inches above the knee  
Slacks  
Shirts with modest necklines  
CROCS with strap on back

**All uniform regulations and guidelines are subject to the discretion of the Principal or her designee and may be revised at any time.**

(We aware that sometimes exact styles of shorts or pants can be found elsewhere than where we have designated. If a parent selects this item it must meet our uniform requirements. Mrs. Blumenshine can advise you in your decision. Please remember to only choose items with the exact features of the shorts/slacks we have chosen. Any other decorative features or outstanding labels will not be acceptable. Also, note that if 100% cotton pants or shorts are purchased fading occurs. These will have to be replaced more often as they will not remain true navy blue.)

**Financial Obligations for Admission and Continued Inclusion at St. Michael the Archangel Catholic School  
(2020-2021)**



**Registration Fee:** \$80 non-refundable registration fee *per family* (K-8); \$20 non-refundable registration fee *per student* (Preschool)

**\*Tuition for Participating Member of St. Michael the Archangel Parish (K-8):**

Number of Children	Total per family	Breakdown per child
1 child	\$2,800	\$2,800
2 children	\$4,470	\$1,670
3 children	\$5,610	\$1,140
4 children	\$5,610	Free – No Additional Charge

**\*Tuition for Non-Participating Member of St. Michael the Archangel (K-8):**

Number of Children	Total per family	Breakdown per child
1 child	\$3,400	\$3,400
2 children	\$5,070	\$1,670
3 children	\$6,210	\$1,140
4 children	\$6,210	Free-No Additional Charge

**Book Fees:** \$250 *per child* (Kindergarten-5<sup>th</sup> grade)

**Book Fees:** \$275 *per child* (6<sup>th</sup>-8<sup>th</sup> grade)

**\*Tuition for Preschool students at St. Michael the Archangel School**

	Half Day (8AM-11:10AM)	Full Day (8AM-3:10PM/2:10PM on W)
Tuesday/Thursday	\$1,050	\$2,100
Monday/Wednesday/Friday	\$1,235	\$2,900
Monday-Friday	\$1,975	\$4,025

**Before & After School Care per Child:** \$5/hour (\$8/hour for 2 or more children)

- Before Care: 6:50-7:40 AM
- After Care: 3:20-5:00 PM (2:20-5:00 PM on Wednesdays)

**St. Michael School Big Cash Raffle:** Every family is required to participate in the Big Cash Raffle. Families with children in Kindergarten through 8<sup>th</sup> grade must sell 45 raffle tickets at \$10 each. Preschool families must sell 24 raffle tickets at \$10 each. Tickets are drawn daily from December 1<sup>st</sup>-May 31<sup>st</sup>. The cost of any unsold tickets will be added to your family's tuition on January 1, 2021.

**Family Obligations:** To qualify for the St. Michael the Archangel Parish subsidy and be considered a participating member of the parish, you must fulfill the requirements set forth by Msgr. Philip Halfacre. A copy of this policy can be obtained in the school office. Please remember that credits for the parish subsidy must be earned in advance.

## APPENDIX C

### ELIGIBILITY CODE FOR OUTSIDE ACTIVITIES SPONSORED BY ST. MICHAEL THE ARCHANGEL CATHOLIC SCHOOL

The following extracurricular programs will be sponsored by St. Michael the Archangel Catholic School when there are enough students interested to form a team. The Athletic Program must follow the Peoria Diocesan Guidelines in the Athletic Handbook for Elementary Schools. As members of IESA, we will follow their guidelines for sports as well.

Golf (Boys & Girls, grades 5-8), Soccer (Boys & Girls, grades 5-8), Softball (Girls, grades 5-8), Baseball (Boys, grades 5-8), Basketball (Boys & Girls, grades 5-8, separate schedules), Volleyball (Girls, grades 5-8), Track (Boys & Girls, grades 5-8), Bowling (Boys & Girls, grades 5-8).

#### **Eligibility**

Areas evaluated for eligibility on any of the above mentioned activities will be based on: Effort, Conduct, Attitude, and Academic Achievement. There must be at least three grades in the grade book to calculate academic eligibility.

#### **St. Michael the Archangel Catholic School Policy Regarding Eligibility**

1. If a student has a D+ average in any 2 subjects or an F in a single subject they are ineligible for the following week.
2. If a student is ineligible, they may not participate in practices, games, performances or contests.
3. A student will forfeit their position on the team if one of the following occurs:
  - a. They are ineligible three consecutive weeks in a particular sport.
  - b. They are ineligible five non-consecutive times during a particular sport.

#### **Evaluation Procedure**

1. Each teacher will be provided with a list of the involved students.
  - a. Subject areas are evaluated separately. If a student has three (3) missing assignments in any subject area in one week he/she is ineligible.
  - b. If two subject areas are unsatisfactory for Effort, Conduct or Attitude, the student will be considered ineligible for the following week.
  - c. If a student has a D+ average (quarterly cumulative average) in 2 or more subjects or an F in a single subject that is indicated under Academic Achievement.
2. The principal will run eligibility reports on Friday mornings.
3. The coaches, student, and their parents are notified if ineligibility occurs.
4. Ineligibility begins on the Monday after the evaluation and continues through the following Saturday.



### **Important Note Concerning Ineligibility**

If a student receives an unsatisfactory rating in an area it is not due to one single incident, unless the incident is of a serious nature. The cause would likely be due, for example, to an evident lack of effort, consistently poor effort, attitude, and behavior, or incomplete, late, or poorly done assignments.

### **Automatic Ineligibility**

In cases of serious misconduct, the Principal may suspend a student from games and practices immediately. Suspended students are ineligible until the suspension period is over. This includes both in-school suspension and out of school suspension.

### **Detentions:**

Detentions will be served after school. The accumulation of 1 detention will result in student athletes sitting out 1 quarter, inning, match, etc. of the next game. The accumulation of 2 detentions will result in student athletes sitting out 2 quarters, innings, matches, etc. of the next game. The accumulation of 3 detentions will result in student athletes forfeiting all participation in the next game. This policy will also be applied to students involved in the Spring Musical and any other extracurricular activities. For students who do not participate in extracurricular activities, students will receive an alternate consequence.

## BACKGROUND CHECK REQUIREMENTS

In an effort to be sure that all children are as safe as they can be, the following guidelines are in effect:

### Background checks are required of the following adults:

- All faculty and staff (full and part-time)
- Substitute teachers
- All coaches (head coach and assistants)
- All room parents who will be helping with classroom parties
- All volunteer cafeteria workers
- All parents who plan to act as chaperones on field trips

If you fall into any of the above groups and have not completed the required background requirements you will need to **all of the following**:

### SAFE ENVIRONMENT ONLINE TRAINING & BACKGROUND CHECK:

You will need to complete the online Safe Environment training via <https://peoria.cmgconnect.org>. Your completion of this training will be recorded in an online database. At the conclusion of the training, you will be prompted to complete a background check. All volunteers assume responsibility of the fee associated with this.

### BE SMART, DRIVE SAFE

Any parent assisting with field trips by transporting students must complete the online course, Be Smart Drive Safe through Catholic Mutual. Please go to <https://peoria.cmgconnect.org>.

## **PROGRAM OF STUDIES**

### **Elementary Schools**

The basic program of studies in the elementary schools shall include the following:

1. Religion
2. Language Arts - Reading, Literature, English, Writing, Spelling
3. Science
4. Mathematics
5. Social Studies
6. Physical Education

In addition, either through a separate curriculum or incorporated into one of the basic curriculum areas, the following subjects shall be taught:

1. Health / AIDS Education / Alcohol & Drug Abuse
2. Abandoned Newborn Infant Protection Act – Baby Safe Haven Law (Gr. 6-8)
3. Computer Instruction
4. Fine Arts – Music, Art, Speech, Drama
5. Media Literacy/Digital Citizenship
6. Spanish

## Guidelines Regarding COVID-19:

Please note that this plan is subject to change at any point in time.

### Arrival & Dismissal

**At this time, we must ask that parents & guardians not enter the school building to escort students to classrooms upon arrival. Thank you for your understanding in this matter.**

**Staggered Arrival** - this will be done to reduce the number of students entering the building at one time.

- Families with last name A-H: arrive between 7:35-7:45 AM
- Families with last name I-P: arrive between 7:45-7:55 AM
- Families with last name Q-Z: arrive between 7:55-8:05 AM
- Students in preschool-3rd grade will enter through Door #10
- Students in grades 4-8 enter through Door #6.

*The arrival windows are for ALL students, preschool-8th grade. Students should proceed directly to their homeroom. NOTE: There will only be one drop-off location - the school parking lot. Please follow the instructions of the parking lot attendant on duty. Plan to enter from Bloomington St. & exit onto Park St. **Students will be required to sanitize their hands upon arrival***

*Students arriving after 8:05 AM will enter through the Park St. entrance.*

### **Staggered Dismissal - Early Dismissal Schedule in effect until further notice**

We will still utilize both the school & church parking lots for dismissal. NO vehicles are allowed to exit either parking lot until all students are safely in their cars. Please be patient & understanding during this process. **All vehicles should be parked in a parking spot by 2:20 PM.** Students will be released in waves to limit the traffic in the doorway areas. **No one should exit any parking lot until the crossing guards have been called in and the parking lot is clear of students.**

### TEMPERATURE SCREENING

All students & staff will have their temperature scanned prior to entering the building.

- During your scheduled arrival window, please pull up to one of the staff members who is screening temperatures
- Students should exit their vehicle wearing a mask to have their temperature scanned
- Students with a temperature of 100.4 or less will be allowed to enter the building.
- 

### SOCIAL DISTANCING

- Classroom seating has been designed to create as much space in between students as possible
- Desks are arranged to face the same direction; students will only sit on one side of tables
- Assigned seating will be implemented in all classrooms
- Unnecessary furniture and supplies have been removed from classrooms to create additional instructional space
- Social distancing decals will be placed throughout the building to visually remind students about proper spacing
- Classroom teachers will model and practice frequently what social distancing looks like and why it's important

## **FACE MASKS**

- Face masks will now be required for ALL students and staff throughout the duration of the school day
- Students should plan to bring their own face mask to school - designs & logos are allowed as long as they are school appropriate (no offensive/scary images or wording)
- Students should keep a supply of approximately 3 face masks at school to use as needed
- The office will have a supply of face masks available should a student or staff member need one throughout the day
- Cloth face coverings are expected to be washed every evening
- Students will NOT be required to wear face masks during lunch, recess, or outdoor instruction
- Face shields for students are not permissible at this time

## **MASK BREAKS**

- Classroom teachers will be scheduling daily mask breaks for students. Students & teachers will go outside or to the large gym where they can socially distance and have some time to remove their masks

## **CLEANING & HYGIENE**

- The school building will be frequently cleaned & disinfected according to the guidance from Catholic Mutual, ISBE, and IDPH
- All classrooms will have access to hand sanitizer
- Hand sanitizing stations will be available at designated entrances/exits
- Proper cleaning disinfectants will be available and utilized in each classroom and shared spaces throughout the day
- Frequently touched surfaces will be cleaned multiple times per day
- Teachers will dedicate time to frequently model and practice proper hand sanitizing techniques using both hand sanitizer and soap/water

## **CLASS SCHEDULES**

- Students will remain within a cohort (or with the same group of students) throughout the school day
- Students will remain in their homeroom throughout the school day; teachers will rotate to different classrooms as needed (there will be no passing periods)
- Students will travel to P.E. (large gym or outdoors), Art (socially distanced and spread out in the After Care area), lunch, and recess
- Students will still participate in all core classes plus the exploratory classes of Spanish, Technology, Art, Fine Arts, & P.E.

## **PRESCHOOL**

- Preschool students should plan to arrive during their scheduled window (see Arrival & Dismissal section)
- Preschool students attending the half-day program will be dismissed at 10:50 AM
  - Students will be waiting to be picked up at Door #10; parents will NOT be entering the building and coming into the classroom
- Full day preschool students should plan to be dismissed during their scheduled dismissal window (see Arrival & Dismissal section)
  - Students will be waiting to be picked up at Door #10; preschool students will NOT be permitted to walk to their vehicles on their own.

## **LOCKERS (GRADES 4-8)**

- Students in grades 4-8 will be assigned lockers

- Locker visits will be limited to arrival and dismissal, specific times will be assigned by the homeroom teacher

### **SCHOOL SUPPLIES**

- School supplies will not be shared at this time.
- Teachers have started working on creative ways for our students to have access to necessary materials without sharing
- Individual school supplies will be stored in clearly marked containers, bags, cubbies, boxes, etc.

### **LUNCH**

- Lunch will be divided into 4 separate periods with time in between for cleaning/sanitizing
- Lunch will be eaten in the cafeteria
- Students will have assigned seats
- Masks can be removed once students are seated in the cafeteria
- Schedules adjusted to prevent any more than 50 people from gathering in the cafeteria at one time
  - Preschool & Kindergarten
  - Grades 1-2-3
  - Grades 4-5
  - Grades 6-7-8

### **RECESS**

- Recess will be divided into 4 separate periods
- All students will participate in recess daily
- Masks do not need to be worn during recess
- Students will stay within their cohort during recess
- The playground will be assigned to one grade level per day and cleaned/sanitized after each use
- Students are encouraged to bring something from home to play with at recess (ex: basketball, jump rope, etc)
- If indoor recess must occur, students will remain in the classrooms during that time

### **WATER BOTTLES**

- School water fountains will NOT be in use at this time
- Students are allowed to bring a water bottle from home - please label with student's name
- Water bottles will not be able to be refilled; older students may bring multiple water bottles if they believe they will need them throughout the day
- WATER ONLY - no tea, juice, soda, etc.

### **RESTROOM BREAKS**

- Restroom use will be limited to 3 students at a time
- Students will wear masks and remain socially distant
- Preschool-3rd grade will take group restroom breaks in order to ensure guidelines are being followed
- Appropriate signage will be posted in and near restrooms regarding social distancing and proper hand washing procedures
- No student will be denied access to the restroom if it's an emergency

### **VISITORS & VOLUNTEERS**

- Visitors & volunteers will be extremely limited during the pandemic situation
- Parents who are volunteering to assist with lunch will have temperatures screened upon arrival, complete a COVID-19 questionnaire, and will be required to wear a mask at all times
- Parents will not be allowed into the school building for classroom parties at this time

## BEFORE & AFTER CARE

- Before Care
  - Requires pre-registration
  - Begins at 6:50 AM
  - Drop off at Door #3 (Lundy St.)
  - Students will have temperatures screened prior to entering the building
  - Students will remain in cafeteria, socially distanced, until 7:35 AM and then released to homerooms
  - Breakfast will NOT be served, but students may bring something from home
  - Students are encouraged to bring a book, coloring book, toy, game, etc
- After Care
  - Requires pre-registration
  - Begins when students are dismissed at their assigned time
  - Pick up at Door #3 (Lundy St.)
  - Students will remain in cafeteria, socially distanced
  - Snacks will NOT be served, but students can bring something from home
  - Students are encouraged to bring a book, coloring book, toy, game, etc. or work on homework
  - Students must be picked up by 5:00 PM

## HEALTH & SAFETY

Note: If you, your child, or anyone in your family does not feel well and is exhibiting COVID-19 symptoms, please do not send your child to school.

**Response to COVID-19 Symptoms:** *Anyone exhibiting a fever or **ONE** or more COVID-19 symptoms will be immediately separated from others. Parents/guardians or emergency contacts will be contacted.*

*If it is determined that the illness is NOT COVID-19 (through a test or doctor's diagnosis), the person may return to school when symptoms subside and with a doctor's note confirming the negative COVID-19 diagnosis.*

*If the person does not seek medical attention, the person must isolate and not return to school until they have met the CDC's criteria to discontinue home isolation, which currently includes:*

- 24 hours with no fever and without fever-reducing medications AND
- Improvement in other clinical symptoms; AND
- 10 days since symptoms first appeared

**\*\*Student will be allowed to make up work during these times.**

**Positive COVID-19 Cases:** *If a student or staff member is positively diagnosed with COVID-19, the following steps will likely be implemented:*

- All parents & employees will receive a notification about potential exposure
- The person's classroom/work area will be thoroughly cleaned and disinfected
- The health of students & teachers who are part of the infected individual's cohort will be closely monitored
- If more than 3 individuals in the cohort are diagnosed with COVID-19, the entire cohort will quarantine and shift to remote learning; the local public health department will be contacted for further guidance

**Quarantined Cohorts:** *when cohorts are quarantined, the entire cohort (students and employees) will be sent home. They will be required to stay home until they have met the CDC's criteria to discontinue home isolation, which currently includes:*

- 24 hours with no fever and without fever-reducing medications; AND
- Improvement in other clinical symptoms; AND
- 10 days since symptoms first appeared; OR
- 14 days since exposure to the infected individual(s) for asymptomatic people

- The health of all non-quarantined students & staff will be closely monitored
- Remote learning will take place during this time

**COVID-19 Exposure of Family Members:** *In cases where a student or staff member is exposed to individuals who are COVID-19 positive, the following steps should be followed:*

- The individual should remain home for at least 14 days from last exposure, or in the event that the person must continue contact with the family member, 14 days from the time when their family member has met the CDC's criteria to discontinue home isolation, which currently includes:
  - 24 hours with no fever and without fever-reducing medication, AND
  - Improvement in other clinical symptoms, AND
  - 10 days since symptoms first appeared
- Students will be allowed to complete and submit work during their time away from school

### **TRAVEL**

- According to Diocesan policy, students will be required to self-quarantine after traveling to another country or to another state that is experiencing COVID-19 outbreaks, as determined by the Governor of Illinois, IDPH, and CDC guidelines
- Parents/students should inform the school immediately if they display COVID-19 symptoms during the self-quarantine period

### **SCHOOL CALENDAR**

- **First day of school: AUGUST 20TH!**
- **BACK TO SCHOOL NIGHT(S)**
  - **Families with last name A-M: Monday, August 10th, 4:00-6:00 PM**
  - **Families with last name N-Z: Tuesday, August 11th, 4:00-6:00 PM**
  - Masks are required
  - Bring all school supplies
  - Enter through Door #6 (new gym)
  - Submit completed forms in cafeteria
  - Take school supplies to classrooms

### **SCHOOL MASS**

- Designated classes will alternate attending school Mass on Fridays in the church
- Masks will be worn
- Classes that do not attend Mass in-person will view a livestream Mass with their homeroom during that time
- Communion will be distributed to all students and staff who are eligible to receive