



2011-2012 Student Handbook

General Information

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The policies in this handbook are subject to revision at the discretion of the Principal and Pastors' Board.

Catholic School Statement of Purpose

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

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

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

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

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

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

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

Mission Statement

The High School of Saint Thomas More is a community of students, administrators, faculty, staff and families who are committed to teaching the Catholic Faith and providing a strong program of education and formation which reflects the best of those current educational principles and practices consistent with the Teaching Magisterium of the Roman Catholic Church.

The High School of Saint Thomas More is committed to the development of its students spiritually, morally, intellectually and physically in an atmosphere of respect and reverence that will enable them to fulfill their Baptismal Call to witness to Jesus Christ in the modern world.

Statement of Principles

We Believe that The High School of Saint Thomas More has, at the center of its life, the person of Jesus Christ: through prayer, scripture, and worship; through catechesis which leads to evangelization and service; and through an education and formation based upon the Catechism of the Catholic Church.

We Believe that a collaborative and cooperative spirit will be fostered between home and school at The High School of Saint Thomas More.

We Believe that all Christians are called to imitate Christ in his role as servant, and therefore must render lifelong service to all their brothers and sisters.

We Believe that The High School of Saint Thomas More must foster engaged learners who will accept the responsibility to achieve their greatest academic potential.

We Believe that The High School of Saint Thomas More will respect each student's unique development spiritually, morally, intellectually, physically and culturally.

We Believe that the administration and faculty of The High School of Saint must serve as role-models of Christ's love by establishing and exhibiting an atmosphere of mutual respect.

We Believe that in The High School of Saint Thomas More, all individuals should have the opportunity to benefit from the unique combination of intellectual and spiritual formation that characterize a Catholic education.

Non-Discrimination Statement

The policy on non-discrimination of the Catholic Diocese of Peoria applies to students as they seek educational opportunities at The High School of Saint Thomas More:

No student shall be refused admission to Catholic schools on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

Non-Catholic students will be admitted on the same basis as Catholics, provided only that if enrollment approaches capacity, priority will be given to Catholic students from Catholic elementary schools. If non-Catholics have been admitted, they will not be excluded 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.

Administration

Principal	Mr. Tim Millage
Assistant Principal	Mr. Mike Scholz
Chaplain.....	Fr. Robert Lampitt
Athletic Director	Mr. Dan Hennessey
Director of Advancement	Ms. Kay Reiser
Director of Finance	Mrs. Bridget To
Director of Information Technology	Mr. David Glenn
Director of Student Services	Mrs. Allison Boatwright
Director of Food Service	Mrs. Maria Tucker

Academic Calendar 2010-2011

Aug-11						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	M	19	20
21	22	23	24	25	26	27
28	29	30	31	11 days		

Sep-11						
				1	M	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	E	27	28	29	30	
21 days						

Oct-11						
						1
2	3	4	5	M	X	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	E	25	26	27	28	29
30	31	19 days				

Nov-11						
		M	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	E	24	25	26
27	E	29	30	20 days		

Dec-11						
				1	2	3
4	5	6	7	M	9	10
11	12	M	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
14 days						

Jan-12						
1	2	3	4	5	M	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	E	31	19 days			

Feb-12						
			1	2	M	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	M	23	24	25
26	E	28	29	20 days		

Mar-12						
				1	M	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	E	27	28	29	30	31
17 days						

Apr-12						
1	2	3	4	5	6	7
8	9	10	11	12	M	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	E	19 days				

May-12						
			1	2	3	M
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	X	26
27	28	29	30	31	21 days	

**June-12						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
4 days						

Key to Symbols						
	Regular School Day					
	Not in Session					
X	Faculty Only					
X	Half Day					
M	Mass Schedule					
E	Early Dismissal					

***By Diocesan mandate, inclement weather days have been built into the 2011-2012 Academic Calendar. On or about April 1, 2011, the Pastor's Board will review the academic calendar. Any unused days may be subtracted from the stated end to Semester 2.*

Academic Schedule

School Begins	Aug. 17
For Freshmen Only	
First Full Day for All	Aug. 18
Mid Quarter 1	Sep. 16
End Quarter 1	Oct. 14
Mid Quarter 2	Nov. 11
End Quarter 2	Dec. 14
Semester Exams	Dec. 15, 16, 19, 20
End Semester 1	Dec. 20
Begin Semester 2	Jan. 4
Mid Quarter 3	Jan. 27
End Quarter 3	Mar. 2
Mid Quarter 4	Apr. 13
Senior Exams	May 15-16
Senior Honors Luncheon & Graduation Practice	May 18
Baccalaureate & Commencement	May 20
End Quarter 4	May 29
Semester Exams	May 30, 31, June 1
End Semester 2	June 1

185 Student Days

Revised: 07/01/2011

Explanations All-School Masses

First Day of School Mass	Aug. 18
Grand-Saber Mass	Nov. 1
First Fridays	Sep. 2, Oct. 6, Jan. 6, Feb. 3, Mar. 2, Apr 13, May 4
Thanksgiving	Nov. 23
Immac. Conception	Dec. 8
Advent Mass	Dec. 13
Ash Wednesday	Feb. 22

Retreats

Faculty	Aug. 15
Freshmen	Sep. 13
Sophomores	Oct. 4
Juniors	Mar. 13
Seniors	Apr. 25

Holidays, Vacations, Other

Labor Day	Sep. 5
Parent Open House	Sep. 7
Columbus Day	Oct. 10
Parent-Teacher Conf.	Oct. 27 & 28
Explore STM Day	Nov. 18
Thanksgiving Break	Nov. 24-25
Christmas Break	Dec. 21-Jan 3
Martin Luther King Day	Jan. 16
Catholic Schools Week	Jan. 29-Feb. 4
President's Day	Feb. 20
Spring Break	Mar. 19-23
Easter Break	Apr. 6, 9
Memorial Day	May 28
Emergency Days	May 29 - June 6

Faculty Meetings

CDOP Wkshp-New Faculty	Aug. 12
Faculty Inservice	Aug. 12, 15-16, June 4
CDOP Wkshp-All Faculty	Oct. 7
Monthly Faculty Meetings	Sep. 26, Oct. 24, Nov. 28, Jan. 30, Feb. 27, Mar. 26, Apr. 30

Always check the school website for up-to-date calendar information: www.hs-stm.org

Bell Schedule

Bell Schedules									
1		2		3		4		5	
Standard Day		End-of-Day Activity		Mass Day		Half-Day		Delayed Start	
Start Time	8:00	Start Time	8:00	Start Time	8:00	Start Time	8:00	Start Time	9:10
Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.	Pass Time	4 min.
Lunch Length	33 min.	Lunch Length	29 min.	Lunch Length	27 min.	Lunch Length	N/A	Lunch Length	27 min.
Class Length	45 min.	Class Length	39 min.	Class Length	39 min.	Class Length	20 min.	Class Length	37 min.
Warning	7:56	Warning	7:56	Warning	7:56	Warning	7:56	Warning	9:06
1	8:00 8:48	1	8:00 8:42	1	8:00 8:41	1	8:00 8:22	1	9:10 9:50
2	8:52 9:37	2	8:46 9:25	Mass	8:45 9:36	2	8:26 8:46	2	9:54 10:31
3	9:41 10:26	3	9:29 10:08	2	9:40 10:19	3	8:50 9:10	3	10:35 11:12
4	10:30 11:15	4	10:12 10:51	3	10:23 11:02	4	9:14 9:34	4	11:16 11:53
5a	11:19 12:04	5a	10:55 11:34	4	11:06 11:45	5	9:38 9:58	5a	11:57 12:23
5b	11:48 12:33	5b	11:20 11:59	5a	11:49 12:28	6	10:02 10:22	5b	12:27 12:57
6	12:37 1:22	6	12:03 12:42	5b	12:12 12:51	7	10:26 10:46	6	1:01 1:38
7	1:26 2:11	7	12:46 1:25	6	12:55 1:34	8	10:50 11:20	7	1:42 2:19
8	2:15 3:00	8	1:29 2:08	7	1:38 2:17			8	2:23 3:00
1st Lunch	11:15 11:48	End-of-Day Activity	2:12 3:00	8	2:21 3:00			1st Lunch	11:57 12:23
2nd Lunch	12:04 12:37	1st Lunch	10:51 11:20	1st Lunch	11:45 12:12			2nd Lunch	12:27 12:57
		2nd Lunch	11:34 12:03	2nd Lunch	12:28 12:55				

Admissions

Eligibility

The High School of Saint Thomas More is dedicated to serving the spiritual and educational needs of students who demonstrate a commitment of its mission, goals, and religious values, and who will benefit from its academic program.

Students will be excluded only if the school does not offer an educational program which meets their needs, if the students do not accept the moral and behavioral standards of the school, or if the parents fail to meet their financial obligations to the school.

Freshmen

Admission to The High School of Saint Thomas More is normally granted at the beginning of the ninth grade. Applicants entering as freshmen must present evidence of academic ability and achievement, motivation, and good character.

If timely Freshmen applications exceed available space, the Priority of Admissions policy shall be applied in the following order:

1. Students currently enrolled at STM;

2. Siblings of students¹ already enrolled in STM and/or siblings of the Catholic alumni of STM. A currently enrolled non-Catholic student will not be dismissed in order to admit a Catholic student.
3. Catholic students who have been continuously enrolled in a Catholic elementary school in the Champaign-Urbana Vicariate area or in a Catholic elementary school in an area where they previously resided. In the event the available capacity of STM is not sufficient to accept all such applicants, priority shall be granted to those who attended the largest percentage of available Catholic elementary education. For example, an applicant who attended a Catholic elementary school from kindergarten through eighth grade shall be admitted prior to an applicant who attended only a portion of the available grade school years.
4. Non-Catholic students who have been continuously enrolled in a Catholic elementary school, starting with those attending the greater number of elementary education in a Catholic school receiving the highest priority.
5. Students whose families are active parishioners of Champaign-Urbana Vicariate parishes or other Catholic parishes but who did not attend a Catholic elementary school, where a Catholic elementary school was available.
6. All other high school age students including graduates of other religiously affiliated or private elementary schools.

¹ Families of non-Catholic students who attended STM during the academic periods of 2000/01 to 2002/03 will be treated for all purposes as Catholic students. This honors the agreement and representations that were made to those families during those academic periods. This inclusion of non-Catholic students in Catholic student preferences will not be extended to any other non-Catholic students.

Transfer Students

Students seeking admission at a time other than the beginning of the freshman year must submit official transcripts of all high school credits, and letters of reference from the principal of their sending high school and from the pastor of their parish or another person who can comment on their character. If they attended their last school for less than a full year, further documentation will be required from previous schools. Home-schooled students will have to provide standard test scores and any transcripts to be considered for admission.

Transfer students will only be admitted at the beginning of a semester unless the transfer is the result of a family relocation into the Champaign-Urbana area.

Placement tests may be required of transfer students, and they and their parents must meet with the Admissions Committee before they will be accepted.

A student who has been expelled from or asked to leave another high school will not be considered for admission to The High School of Saint Thomas More during the same school year.

Foreign Nationals

Anyone who is not a citizen of the United States must have completed an I-20A form before registration. Special arrangements must be made for foreign exchange students, and prospective sponsors should be aware that admission is not automatic. No foreign exchange student will be considered after June 1. A limited number of foreign nationals will be admitted per year and all must be fluent in English. Each student must have a host family and that family must meet with the Administrator before acceptance and throughout the school year.

Residency

All students are required to live with a parent or legal guardian while in attendance at The High School of Saint Thomas More. In case of doubt, notarized proof may be requested, and non-compliance will result in dismissal.

Health Records

State law requires that a health certificate, including all immunizations, be presented by all students entering ninth grade, and by all transfer students. Students who do not have health and immunization records on file by October 15 will not be allowed to attend school until they are compliant. All students who participate in interscholastic athletics must obtain a new health certificate each year prior to participation.

Family Emergency Plans

Each family should have a plan in place, complete with phone numbers and emergency contacts, should a crisis arise. In the event of crisis, a student should be checked out of school through the administrative office.

Custody Issues

Any requests for multiple mailings of report cards and other information, should come through the administrative office. Should there be special circumstances regarding dismissal from school, records, etc. court documents are required.

Financial Policies

Tuition & Fee Amounts

The Pastors' Board upon the recommendation of the Finance Budget Committee has set the **2011-2012 Subsidized Tuition levels:**

<u>Religious Affiliation</u>	<u>First Child</u>	<u>Siblings</u>
Catholic	\$6,910	\$6,603
Incoming Non-Catholic	\$10,389	\$10,078
International	\$11,592	No discount

Comprehensive Fees are included in the tuition totals.

Tuition and Fees Payment

The Pastors' Board and Education Commission have adopted the following payment policy for the 2011-12 academic term. Families can pay their bill in one of two ways:

1. **Full payment** of tuition and fees by June 23, 2011. This payment should be made directly to STM and entitles families to a 2.5% discount on tuition, for those owing more than \$180. Discount does not apply to International rates.
2. **Automatic monthly payments** through the FACTS Payment Plan. Payments can be made monthly, from two to eleven months. Payments begin July 2011. Payments can be made on either the 5th or the 20th of the month. A program fee is charged by FACTS for this plan.

Parish Financial Assistance

It is the intent of the Pastors' Board that qualified Catholic students should not be denied an education at The High School of Saint Thomas More because of lack of financial resources. The parishes of the Champaign Vicariate have made generous financial assistance funds available to children of their parishioners. Because of the sensitive nature of the information involved, neither the school nor the parishes evaluate the initial financial need of financial assistance applicants. That service is performed by FACTS Business Solutions for Education of Lincoln, NE.

Applications for financial assistance are available at the school. The deadline for submitting applications is February 10, 2012. Late applications will not be considered, except in cases of transfer or relocation. Absolutely no financial assistance will be awarded without the completion of a financial assistance application.

Late Enrollment or Withdrawal

Families enrolling/registering after July 1, 2011 are expected to fulfill their tuition obligation according to the payment schedule stated herein. Monthly payments may not extend past May 2012.

Tuition is charged or refunded for full semesters only. Any one of the following conditions is evidence that the student is enrolled for a given semester:

- Grades are recorded and/or credit is granted for the semester.
- Transfer grades are requested for work done during the semester.
- The student's dates of actual attendance span at least twenty (20) school days in the semester.
- The student was enrolled and written notice of withdrawal is not received within the first twenty (20) school days of the semester.

Late Payments

Full Payment families – if payment is not received on or before June 23, 2011, the discounted rate of tuition will not apply.

Monthly Payment families – Accounts are automatically debited for the monthly tuition amount. If a family misses a monthly payment due to insufficient funds, a missed payment fee will be assessed by FACTS. An additional fee may be assessed by the family's financial institution. The missed payment will be reattempted by FACTS on the next payment cycle no more than three times.

Suspension of Monthly Payment Privileges

The ability to pay a student's tuition on a monthly basis is a privilege – not a right. The High School of Saint Thomas More will extend every reasonable consideration to families that are experiencing financial difficulties.

However, in some cases it may become necessary to rescind the privilege to pay monthly. In such cases, the full remaining tuition balance will become due immediately. Failure to provide payment will result in the student not being admitted to any classes and/or the student's official transcripts being withheld (see next section).

The following are grounds for the suspension of monthly payment privileges:

1. A missed electronic payment to FACTS that is not fulfilled within 60 days of the original withdrawal attempt (being two months behind)
2. Canceling an existing FACTS agreement without providing the tuition balance directly to the school within ten business days
3. Having an unresolved "account on hold" with FACTS for longer than 30 days

Outstanding Balances

Enrollment of a student at The High School of Saint Thomas More includes a financial obligation for tuition. Student accounts must be kept current at all times. At the end of each quarter, all tuition, fees, and fines must be paid before a report card or transcript is released.

If any fee or school payment (including payment due for library fee, etc.) would, for any reason whatsoever, remain due at the end of a semester or when a student withdraws from school, only an "unofficial transcript" will be provided until the full and final payment is received. Any student that has an outstanding balance at the end of a semester will not be allowed to take the final exam in his or her classes. Furthermore, any family with an outstanding balance at the end of a semester will not be permitted to enroll for subsequent semesters at The High School of Saint Thomas More without the authorization of the Pastors' Board, acting upon the recommendation of the Principal.

If the Tuition Policy is not honored, the school has the right to:

- Refuse to allow the student to attend classes;
- Deny the student the right to participate in any type of extracurricular activity;
- Deny the student the right to participate in graduation ceremonies, to graduate, and to receive official transcripts of grades or a diploma; and
- Take other action as deemed appropriate by the Pastors' Board.

Parents' Association

All parents are active members of the Parents' Association. Paying the annual dues and participating in the events sponsored by the association ensures that the mission of the school is family focused.

Academics

Twenty three and one half credits are the minimum needed to graduate from The High School of Saint Thomas More with a State of Illinois diploma. It is recommended that students and/or their parents/guardians communicate frequently regarding their chosen course of classes at our school because preparation for certain colleges, universities, jobs, or job training requires careful planning.

Credit Requirements for Graduation

	STM Diploma	College Prep Certificate
Theology	4 credits	4 credits
English	4 credits	4 credits
Math	3 credits	4 credits
Science*	3 credits	4 credits
Social Studies	2 credits	2 credits
	<i>*US History and US Gov/Econ</i>	<i>*US History and US Gov/Econ</i>
Electives	4 credits	4 credits <i>*1 yr fine arts credit required *2 yrs for. lang. required</i>
P.E.	3 years	3 years
Health	1 class (.50 credit)	1 class (.50 credit)
TOTAL	23.50	25.50

**US History and US Government and Economics are also required by the State of Illinois.*

All students are mandated, as freshmen or as a transfer, to meet with the Student Services Office to arrange a four-year plan. All returning students are encouraged to meet with Student Services when planning subsequent yearly schedules.

Students and their families are encouraged to remain in close contact with the Student Services Office to ensure that they are on track for graduation and eligible for admission to the colleges in which they are interested in attending.

COURSE OFFERINGS

(= Weighted Classes. Students earn one additional grade point for a grade of A or B.)*

Credit	Math Department
1	Algebra I
1	Plane Geometry
1	Geometry
1*	Geometry, Honors
1	Intermediate Algebra
1	Algebra II
1*	Algebra II, Honors

1*	Pre-Calculus, Honors
1	Statistics
1*	Calculus, Honors
Credit	Science Department
1	Integrated Science
1	Biology I
0.5	Earth Science I
0.5	Earth Science II
1	Chemistry I
1*	Physics I, Honors
1*	Biology II, Honors
1*	Chemistry II, Honors
1*	Physics II, Honors
1*	Anatomy & Physiology, Honors
Credit	Social Studies Department
1	World History I
1	World History II
1	American History
1*	American History, Honors
0.5	Sociology
0.5	Psychology
0.5	US Government
0.5	Economics
Credit	Theology Department
0.5	Old Testament
0.5	New Testament
0.5	Fundamental Morality
0.5	Sacraments
0.5	Church History/Culture
0.5	Christian Vocation
0.5	Faith and Reason
0.5	Faith and Reason, Honors
0.5	Advanced Morality
0.5	Advanced Morality, Honors
Credit	Technology Department
0.5	Keyboarding
0.5	Computer Concepts
0.5	Advanced Computer Concepts
0.75	Intro to Computer Operations Software – Dual Credit / Parkland
0.5	Desktop Publishing I
0.5	Desktop Publishing II
0.5	Technology Online I
0.5	Technology Online II
Credit	English Department
1	English 9
1	English 10
1*	English 10, Honors
1	English 11

- 1* English 11, Honors
- 1 English 12
- 1* English 12, Advanced Placement Honors

Credit Fine Arts Department

- 1 Art Survey
- 0.5 2-Dimensional Art (1st semester)
- 0.5 3-Dimensional Art (2nd semester)
- 1 Art III
- 0.5 Drawing I
- 0.5 Drawing II
- 0.5 Ceramics I
- 0.5 Ceramics II
- 1 Art as a Hobby
- 1* Advanced Placement Studio Art, Honors
- 0.5 Portfolio Development (can be repeated for two semesters)
- 1 Yearbook
- 1 Band
- 1 Concert Choir
- 1 Percussion I
- 1 Percussion II
- 1 Guitar
- 1 Advanced Placement Music Theory

Credit Language Department

- 1 Latin I
- 1 Latin II
- 1 Latin III
- 1* Latin IV, Honors
- 1 Spanish I
- 1 Spanish II
- 1 Spanish III
- 1* Spanish IV, Honors
- 1* Spanish Mentoring, Honors

Credit Library Science Department

- 1 Library Science

Credit Physical Education Department

- 0.50 Health
- 0.50 PE I – General Fitness (9, 10, 11, 12)
- 0.25 Drivers Education
- 0.50 Leaders PE (11 and 12 only)

Academic Status

A student receives Freshman status upon graduation from eighth grade and acceptance as a student at The High School of Saint Thomas More. To advance to Sophomore status, the student must have earned a minimum of 6.0 credits. To advance to Junior status, the student must have earned a minimum of 12.0 credits. To advance to Senior status, the student must have earned a minimum of 18 credits.

The academic status of transfer students will be determined by the Principal at the time they are accepted at The High School of Saint Thomas More. Christian service hours and specific graduation requirements may be adjusted for transfer students to reflect the availability of programs and courses at their previous school.

Early Graduation

A student who wishes to graduate from The High School of Saint Thomas More in less time than the ordinary four-year sequence may be granted permission to complete graduation requirements on an accelerated schedule if the following criteria are met:

- 1) Permission is requested by the student and their parent/guardian.
- 2) A detailed program of studies is designed which
 - a) lists the courses which will be taken each semester,
 - b) specifies the Christian service hours to be completed each year,
and
 - c) is signed by the student, the parents, and the administration.
- 3) **All coursework must be completed by the last day of the semester in which the student plans to graduate.**

Grading Scale and Reporting

All teachers use the numeric grading scale reproduced below. This scale is reported to colleges, employers, and others who evaluate student records.

At the mid-point of each quarter, teachers will prepare progress reports for all students whose grade average at that time is less than 80% (C), and/or for any other students who are not performing at their expected levels.

Grade cards are issued each quarter. However, grade point averages are computed only at the end of semesters. All grade cards are mailed home.

Note: This policy will be reviewed as the school moves toward an online grading process.

Semester Grades

Semester grades are the only grades which appear on the transcript, and which are on the student's permanent record. The semester grades are computed: 2/5 for each of the two quarters, and 1/5 for the final exam.

Only those grades received at The High School of Saint Thomas More are recorded on a student transcript. For college admission, students will need to request official transcripts from all schools they have attended.

Repeating a Course

Should a student receive a low grade or fails an academic class, they may choose to repeat that course in order to satisfy a prerequisite requirement or ensure that they have sufficiently gained the knowledge of that academic subject. No letter grade for the new class will be recorded. A "P" for Pass or "F" for fail will be recorded. **NOTE: Should a student repeat a course because of a failure, "P" or "F" will be recorded on the student's transcript.**

Academic Dishonesty

Students are expected to conduct themselves according to the highest standards of personal integrity and accountability. Students are expected to assume full responsibility for one's work and resist any behavior that would be in conflict with this code. Academic dishonesty is any action that seeks to obtain credit for work, which is not one's own. This includes, but not limited to, the following: copying, communicating with another student during a quiz or test, plagiarism, or unauthorized collaboration. No credit will be given and discipline will be assigned accordingly.

Weighted Classes

Honors classes and Advanced Placement courses are designated as weighted classes. The High School of Saint Thomas More figures a weighted grade point average and an unweighted grade point average. Both are reported on a student's official transcript. The High School of Saint Thomas More has a 4.0 grading scale. No student is allowed more than five weighted classes per semester without approval of the Director of Student Services.

		Regular Classes	Weighted Classes
Percent	Letter Grade	Grade Points (Regular)	Grade Points (Weighted)
97.5	A+	4.333	5.333
95.0-97.4	A	4.000	5.000
92.5-94.9	A-	3.667	4.667
90.0-92.4	B+	3.333	4.333
87.5-89.9	B	3.000	4.000
85.0-87.4	B-	2.667	3.667
82.5-84.9	C+	2.333	2.333
80.0-82.4	C	2.000	2.000
77.5-79.9	C-	1.667	1.667
75.0-77.4	D+	1.333	1.333
72.5-74.9	D	1.000	1.000
70.0-72.4	D-	0.667	0.667
0.00-69.9	F	0.000	0.000

Grade Point Averages, Class Rank, Honors

Grade Point Averages (GPA) are computed each semester by multiplying the semester grade points by the units earned in each class, and then dividing by the total number of units attempted. The result is rounded to three decimal places. A grade of "F" is treated as any other failing grade. The current GPA is for one semester only, and the cumulative GPA is for the student's entire high school career.

Class Rank is for internal use only and is not published. It is used to determine the class Valedictorian and Salutatorian. A student's decile rank is published.

The class Valedictorian is the student with the highest cumulative weighted GPA at the end of seven continuous semesters, and the class Salutatorian is the student with the second highest. If there is a tie for either position, as many students who are tied will receive the honor. In order to be eligible for either honor, the student must have completed the final three semesters of high school at The High School of Saint Thomas More, must have fulfilled the Christian Service requirement and may not graduate early.

An academic honor roll is compiled at the end of each semester, based on the current grade point averages for that semester. In order to be on the High Honor Roll, a student must have a current GPA of 3.5-4.0. To be on the Honor Roll, a student must have a current GPA of 3.0-3.49

Homework Student Make-Up Work Policy

Since students are ultimately responsible for their own learning the following regulations are established:

Students who have been absent from school for an **excused** absence have the same number of days absent to make up work after they have returned to school. Parents may request homework on the **second (2nd)** day of absence. Requests must be made before 9:00 a.m. to receive the homework by 3:15 p.m. **Students are to make arrangements with their teachers if they have been absent 1 day or less. All assigned work and tests announced prior to a student's absence are DUE the day the student returns.**

Students who are participating or attending school sponsored activities may be required to turn in assignments **before** they attend the activity. This determination will be made by each individual teacher.

It is the student's responsibility to make arrangements with his/her teachers to make up any work missed.

Academic Probation

Students are considered to be on academic probation if their current cumulative GPA is below 2.000. They remain on probation until their cumulative GPA is above 2.000. While on academic probation, they are expected to make every effort to improve their scholastic performance. As a consequence, they are not allowed to participate in any activity which would require them to miss any classes, including field trips which involve more than a single class

period. They are expected to voluntarily curtail any extracurricular activities which reduce the time and effort available for study.

Students who make no improvement in their cumulative GPA while on probation, or whose current GPA is below 2.000 for a second consecutive semester, may be asked to withdraw from The High School of Saint Thomas More.

Class Withdrawal and Grades

Adding a course can be done through the second week of the semester (five days) if space permits. Students may drop a class without penalty up to 2 weeks into the semester with written permission from their parent and administrative approval. After 2 weeks, they may also withdraw with parental permission; however, a "W" will be recorded for the semester; after 4 weeks a "WP" (Withdraw Passing) or WF (Withdraw Failing) will be recorded for the semester.

Transcripts

For current students, The High School of Saint Thomas More will send five (5) official high school transcripts for students free of charge. Additional transcripts can be sent for \$3 each.

Alumni are required to download a college request form from the school web page, include a full mailing address to where it should be sent and send to:

Registrar
The High School of Saint Thomas More
3901 N. Mattis Avenue
Champaign, IL 61822

Please note there is a charge of \$3 for each transcript sent. Payment is required at the time of request in the form of cash, personal check or credit card number. No transcript requests will be taken over the phone or via email.

Medical Incomplete

Should a student experience a medical condition which keeps them from completing/or participating in a class, an "M" may be assigned. Students will need a medical excuse from their doctor. The Dean of Students must be aware of this situation. An "M" is not figured into a student's grade point average in any way, although credit is still awarded.

Online Courses

In some cases, a student may need or want to take an online course. Should this occur, the student and their parent or guardian must formally meet with the Director of Student Services for approval. Once approved, the course must be taken through an offering agency approved by the Principal. A "P" for Pass or "F" for Fail (no letter grade) will be recorded on the student's transcript after official grade reports have arrived at Saint Thomas More.

Schedule Change

On rare occasions, Student Services is unable to accommodate a class change request because of the way the master board is arranged. It could be, then, that switching from an Honors Class to a regular class is impossible. In that case, there are three scenarios:

- The student would not receive that class at all and have to make another choice.
- In the case of core classes that are required for graduation, the student would have to consider summer school.
- The student would start the Honors Class with a deficit average.

OFF CAMPUS CLASSES

Dual Credit

The High School of Saint Thomas More has dual credit opportunities with Parkland College and the University of Illinois. Students may receive both high school and college credit for classes taken at these schools. As well, they may opt to use it as college credit only.

- No high school credit will be given for a class taken off campus that is offered at The High School of Saint Thomas More.
- If a student takes a class off campus for high school credit, the grade will be computed in the student's GPA and the class and grade will be recorded on the high school transcript.
- **Any class** taken at Parkland College or the University of Illinois for high school credit must be approved by The High School of Saint Thomas More at least **two weeks** before the start of the semester. The student must complete a Dual Credit Permission Form from the Student Services Office at The High School of Saint Thomas More **and** a Parkland College or University of Illinois Dual Credit form. These need to be signed by the Student Services Office.
- If a student wishes to take a class off campus in the summer to fulfill a prerequisite for a class at The High School of Saint Thomas More, the student must have received a grade of "A" or "B" in the last class taken in the sequence the previous semester. To receive high school credit, the student must then enroll in the next class in the sequence the first semester upon returning to The High School of Saint Thomas More. Permission for dual credit in this situation will be offered only on an individual basis, and should not be considered as an automatic approval. Parents and the student must meet with the Counselor to petition for this type of dual credit.
- Any course, and the grade for the course, taken at Parkland College or the University of Illinois for dual credit is permanently on the student's college record and must be reported by the student when the student applies to college. It is advised that the student drop the class before the final drop date if the student is receiving a grade that he/she does not want on their permanent college transcript.
- Dual Credit procedures are also valid for any off campus classes at any other college or university.
- Students should check the consequences for college admission and financial aid.

Summer School

- Summer school may be taken at area high schools.
- If a student fails a required class, it is advised that the student retake this class in summer school.
- No credit will be given for any class taken in summer school that is offered at The High School of Saint Thomas More unless the student has received a failing grade in that class. Exception: A student may move ahead in the math sequence by taking a math class in summer school. The class taken and "Pass" or "Fail" will be recorded on the STM transcript.
- Any class taken in summer school and the "Pass" or "Fail" will be recorded on a student's transcript from STM.
- Should a student take a class during summer school for the first time and then re-take the class at The High School of Saint Thomas More, they will not receive credit for the class taken at STM.
- A Summer School Form must be completed and signed by the Counselor and have administration's approval before the start of summer school to receive credit for the class.

Summer Work for Honors Classes

- If an Honors Class requires summer work, it must be completed on time or Student Services Department will be informed and the student will be dropped from the Class.

FAITH FORMATION

The High School of Saint Thomas More is a Catholic institution. But while students learn the Catholic faith in the classroom, they must also come to embody it in their lives. For this reason a student's education cannot be limited to the classroom.

For this reason, all students, regardless of religious faith, are required to attend their class's annual retreat and all regularly scheduled all-school Masses. Students are also required to show proper respect for religious artifacts and for the faith of their fellow students. They are expected to participate in liturgies to the extent allowed by their faith and by Catholic doctrine. Non-Catholics should consult with the Chaplain and with their own clergy if they are uncertain as to how this affects them.

In addition, a special program, Living the Faith, allows the students to put their faith into practice through volunteer work in the community. In this way, students come to understand that they can encounter Jesus Christ not only in the scriptures and the liturgy but also, for instance, in the elderly, the sick, and the poor. Above all, Living the Faith enables students to carry their mission beyond the walls of STM. It challenges them to learn about their community and its needs while arousing in them a sense of responsibility for spreading the Gospel.

Living the Faith

There is a rich diversity of parish and community service opportunities in the Champaign-Urbana area to accommodate the interests and gifts of all students.

What is the purpose of Living the Faith?

The Church has always understood that what she believes is expressed not only in the way she prays but also in the way her members live. Therefore, every student at The High School of St. Thomas More is expected to demonstrate that they have not only learned the truths of the faith, but have also lived up to its demands. Living the Faith is one way in which this latter objective is measured.

What exactly is expected of the student?

Before students can be eligible to graduate, they must demonstrate a living faith by documenting 150 hours of service **(20 hours as a Freshman, 30 hours as a Sophomore, and 50 hours as both a Junior and a Senior)**. Transfer students are usually required to perform a lesser amount and should consult with the chaplain. The ultimate purpose of these hours of service is to help students realize that their faith should not be confined to the church or chapel but should permeate every aspect of their lives such that faith becomes the guiding principle of every action.

What are some criteria for a good service project?

1. It incorporates one or more of the corporal or spiritual works of mercy:

The Catechism of the Catholic Church (n. 2447) teaches: "The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities. . . Among all these, giving alms to the poor is one of the chief witnesses to fraternal charity: it is also a work of justice pleasing to God."

The Spiritual Works of Mercy are:

- To counsel the doubtful;
- To instruct the ignorant;
- To admonish sinners;
- To comfort the sorrowful;
- To bear wrongs patiently;
- To forgive injuries;
- To pray for the living and the dead.

The Corporal Works of Mercy are:

- To feed the hungry;
- To give drink to the thirsty;
- To clothe the naked;
- To shelter the homeless;
- To welcome the stranger;
- To visit the sick and imprisoned;
- To bury the dead

2. It can be understood as furthering Jesus' mission (i.e., his message and ministry). The social gospel is proclaimed when a project promotes:

- human dignity and respect for life
- family life and participation in the wider community
- basic human rights
- the common good, i.e., those conditions which help human beings to flourish
- a preferential option for the poor and vulnerable
- solidarity, i.e., that 'loving our neighbor' has global dimensions
- proper stewardship of God's creation

3. It brings the student into direct service of another person or persons so that the student is aware that another person's life has been enhanced due to his or her selfless generosity.

4. It provides an educational experience for the participating student that will challenge the student beyond what is known and comfortable.

5. It is well supervised and can be easily verified by a supervisor (who is normally not a parent) and thoroughly evaluated by the student.

What are some other things to note?

1. All things being equal, a project which has a commitment of at least one year is to be preferred to a project which lasts only a short time. A project with a four year commitment is even more laudable. However, regardless of length, a new contract must be submitted by the student at the beginning of each project and/or academic year.

2. The project cannot provide material compensation of any kind to the student (e.g., one cannot be paid for service) nor can projects be done for a family member.

3. Projects, as long as they have received the chaplain's approval, may be worked on at any time, even during the summer.

4. All transcripts and diplomas carry a notification that Living the Faith has been successfully completed.

What are the responsibilities of those involved in the project?

Students should fill out the required paperwork and seek the appropriate permissions before beginning a project. During the project, the student should keep a running list of the hours worked and provide the supervisor with the appropriate evaluation form. When the project is completed (or at the completion of each academic year), the student should submit the required paperwork to the chaplain.

Project supervisors must be a responsible adult capable of adequately supervising a minor, and should typically not be a member of the student's family. Supervisors of projects must be willing to keep accurate records of student service hours.

Parents should be involved in selecting a suitable project and should monitor the project to ensure that the student is well supervised.

The chaplain will maintain accurate records of each student's status in Living the Faith; educate, motivate, and support students involved in Living the Faith; promote and advertise service opportunities; and act as a resource for students and parents requesting information on Living the Faith. Whenever a student has completed the required 150 hours and submitted all the necessary paperwork he will receive written notification.

Whenever a student, parent, or supervisor becomes aware of inappropriate behavior at a project site, the chaplain should be contacted immediately so that appropriate action may be undertaken. Examples would include sexual harassment, immoral or illegal activity, or lack of proper supervision.

How are these hours to be documented?

1. First, a project must be chosen.

Fundamentally, the project should incorporate one or more of the works of mercy delineated above or one of the elements of the social gospel also mentioned above. All things being equal, short term projects lasting only an hour or two should be avoided. Service done to help exclusively The High School of St. Thomas More (e.g., fundraising, concession work, setting-up or cleaning up events, assisting with athletics) is permitted on a limited basis but should not count for a significant portion of one's overall service.

2. Second, the student must formally propose the project to the chaplain for approval.

The Living the Faith Proposal is to be submitted to the chaplain before work begins. It must be signed by at least the student and parent or guardian before approval can be granted. The signature of the supervisor may be attained later. No project will receive credit unless this guideline has been followed.

3. Third, hours must be documented.

As service is fulfilled and hours are accumulated, this information can be documented using the Living the Faith Timesheet and verified by the project supervisor. Hours should be submitted to the chaplain at least once a year so that they can be documented on the student's report card. In addition, the student is advised to keep a photocopy for his own records.

4. Fourth, the project supervisor must verify that service has been completed.

At the completion of the project, the project supervisor must submit the Living the Faith Verification Form directly to the chaplain. If the supervisor was unsatisfied with the student's service, some or all of the hours may not be accepted. No credit will be given until the Living the Faith Verification Form has been received by the chaplain.

5. Fifth, the student must evaluate his or her experience.

In order to help the student realize the impact of his or her service, a self-evaluation is to be completed. No credit will be given until the Living the Faith Student Evaluation has been submitted to the chaplain.

Attendance Procedures

Arrival and Departure

Students should arrive at school no later than 7:55. They may enter the building by the main entrance (off the circle drive) or the commons entrance (off of the student parking lot). The commons entrance is locked when classes begin at 8:00, and any student who arrives after that time must use the main entrance and sign in at the reception/attendance desk.

A student who needs to be dismissed from school for any reason during the school day must present a written request signed by a parent to the attendance secretary by 7:55 on the day of the dismissal. The request must indicate where the student will be going, who will drive, the time the student needs to leave, and the approximate time of return. The student must sign out when leaving, and sign in when returning to school.

A student who becomes ill during the school day must report to the office, where they will contact a parent by telephone. The student may not leave campus unless the parent gives permission to do so. Under these circumstances, a student will not ordinarily be allowed to drive alone or to go home if there would not be a responsible adult present.

Tardiness

Students who are not in their classrooms or assigned area when the bell rings are tardy, and may be excused with a validated pass.

A student who will be late to school due to an appointment must present a written request signed by a parent to the attendance secretary by 3:00 on the day prior to the appointment. The request must indicate where the student will be and the approximate time of arrival at school. Students arriving late, must sign in with the attendance desk. If a student does not complete the sign in and reason sheet, they will receive an unexcused absence. After three unexcused absences and subsequent unexcused absences, a student will receive a discipline referral.

Absences

On the day a student is absent, a parent must call the school between 7:00am and 9:00am. The call must be made *every day the student is absent*. If the school does not receive a telephone call it will be assumed that the absence is without parental knowledge or consent.

Upon return to school, the student must present a note signed by a parent stating the cause and the dates of the absence.

Absences are noted as *Excused or Unexcused*, depending on the circumstances.

1. The following absences are always *excused*, provided the above procedures are followed:

- a. illness,
- b. death in the immediate family,
- c. family emergency, and
- d. other situations beyond the control of the student.

2. Other absences *may be excused* if all of these conditions are met:

- a. the above procedures are followed,
- b. the absence occurs with the prior consent of the parents, and
- c. the school is notified in writing at least two days in advance of the absence.

3. Other absences are always *unexcused* if:

- a. they occur without the knowledge and consent of the parents (truancy),
- b. they are the result of a suspension,
- c. the student is on academic probation, or
- d. the student has a record of frequent absenteeism or tardiness.

After the 7th absence in any one semester, a doctor's note will be required for the student to return to school. If a student misses 10% of any class per quarter, the grade for that class will be lowered one letter grade.

Frequent absenteeism is defined as having missed ten percent (10%) of the meetings of any class in the current or previous quarter. Frequent tardiness is defined as three or more instances in the current or previous quarter. All absences are counted and recorded, whether excused or unexcused.

Pre-Arranged Absences

Pre-arranged absences may be granted for family trips, other appointments, vacations, extended vacations, non-school sponsored athletic contests, etc. **Therefore, with the exception of absences other than medical,**

dentists, funerals, and family emergencies, notice must be made in writing and verbally five (5) school days in advance of the absence. Failure to pre-arrange the absence will result in an unexcused absence(s). **Pre-arranged absences are not allowed during semester exams.** Arrangements must be made with the attendance office and a pre-arranged form must be completed. The students have the responsibility for securing each teacher's signature and completing all class work as the teacher requires. This could be before the absence. No make-up work will be allowed for an unexcused absence.

College Days

Each student is allowed two college days during their **Junior and Senior** years. To be excused from class for a college day, the student must follow these procedures.

1. Ask for a College Day Form in the main office.
2. The form must be signed by the parents/guardians.
3. The name and address of the college(s) must be completed.
4. This form must be returned to the Attendance Secretary one week before the college day.
5. The student's name will be listed on the "future absence" part of the Daily Attendance (This informs all teachers in advance of the absence).
6. **The student is responsible for all work missed.**

The teacher has the option of having work turned in before the College Day or on the day the students return. The student should not plan a trip on a day that a test is given. If a test is given on the college day, the student is expected to make up the test on the day they return.

School-Sponsored Activities

Students who miss school because of a school-sponsored activity will not be considered absent. Sponsors of such activities notify teachers of the students who will be participating. It is the responsibility of the students, however, to obtain assignments from their teachers, and the rules for makeup work apply.

Students must be in attendance at least four full class periods on the day of an athletic contest or other public activity unless they have the prior approval of the principal. A student who is absent on Friday may participate on Saturday only at the discretion of the principal or athletic director.

Makeup Work

Regardless of the nature of the absence, teachers are never required to give tests and/or homework to students before an absence.

Except in the case of lengthy, unavoidable absences, homework which is assigned before an absence, and which is completed by other students during the absence, is due on the day the student returns to school. Tests which are assigned before an absence, and which are administered during the absence, will be made up as soon as it is convenient for the affected teachers. Homework and tests which are assigned before the absence but scheduled for a date after the absence are due on the assigned date. For homework and/or tests which are assigned and completed during an absence, one day of additional preparation may be allowed for each day the student is absent. Semester exams may be taken only at the time scheduled.

Incomplete Grades

There will be no 'incomplete grades' for the semester. Teachers have been asked not to give an 'incomplete' for a grade to a student who has been in school, but has not been responsible about completing her/his work. An "F" will be issued and a grade change will be given if the work is approved and completed. The 'incomplete' will be given to a student that has an excused absence from the administration. The student will have two weeks after the quarter or semester grading period to complete the missing work.

Lockers

Every student will be assigned his/her own locker with a school lock. In addition, each student will be assigned a Physical Education locker and lock. Both lockers must be locked when the student is not using the lockers.

Electronic Equipment

Upon entering the school building, all electronic devices must be turned off and placed in the student's locker until the end of the last scheduled class. No student shall use or have on his/her person any cell phone, musical device, or similar electronic paging device. These devices will be confiscated and returned to the student at the administrator's discretion. Additional disciplinary actions may occur.

Violation of the Cell Phone/Electronic Devices Policy will result in a detention for the first offense. In addition, the device is to be confiscated and will be returned to the student at the end of the school day. A second violation will result in a Saturday Detention and the device will be returned to the parent/guardian. A third violation and subsequent violations will result in a 3-day suspension from school, and the student may be recommended for expulsion.

Discipline Code

One of the principles of Catholic education is that learning self-discipline is as important to future success as learning English or mathematics. Students at the High School of Saint Thomas More are expected to show respect for the dignity, rights, property, welfare, and safety of others. They must understand that they are expected to use good judgment in all of their actions, and that they cannot always be protected from the consequences of bad decisions.

The guidelines for disciplinary action which follow are not intended to cover every possible situation, and the lists of offenses are intended only to be representative of their relative seriousness. The administration has wide latitude in dealing with student behavior.

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.

Minor Offenses

Minor Offenses are typically dealt with by an appropriate combination of reminders, telephone calls to parents, and detentions. Additional incidents may result in suspension and/or disciplinary probation.

Examples of minor offenses are:

1. Tardiness
2. Dress and Appearance Code violation
3. Inappropriate behavior
4. Public displays of affection
5. Littering
6. Food or drink outside cafeteria
7. Attendance procedure violation
8. Out of class without pass
9. Use of a prohibited electronic device
10. Unauthorized use of elevator

Major Offenses

Major offenses will result in discipline actions. The discipline may range from detention, suspension, social probation, and possible expulsion.

Examples of major offenses are:

1. Profanity or vulgar language or behavior

2. Making false or malicious statements about a student or school personnel
3. Lying to school personnel
4. Gross disrespect to school personnel
5. Forgery of notes or signatures
6. Alteration of student identification
7. Disruption of assembly or mass
8. Defacing school property
9. Possession of incendiary devices
10. Violation of computer use rules
11. Interfering with locks
12. Vandalism
13. Theft
14. Cutting class, including mass or assembly
15. Chronic minor offenses

Intolerable Offenses

An Intolerable Offense results in at least a suspension and disciplinary probation. In most cases, these offenses also fall under the juvenile or criminal code, and will be reported to legal authorities. Generally, students who commit intolerable offenses will be asked to withdraw from the school.

Examples of intolerable offenses are:

1. Fighting / Assault of another student or school personnel
2. Reckless driving on school property, during school time, or to or from school activities
3. Intimidation or harassment of another person
4. Possession of a weapon
5. Use of incendiary devices
6. Possession or use of drugs, alcohol, or tobacco
7. Interfering with the operation of any security system
8. Causing a false alarm
9. Chronic major offenses

Bullying

The High School of Saint Thomas More shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threaten; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. (In the event of a violation of this policy, STM will follow the administrative regulations of the diocese, which are posted at www.cdop.org D-147, AR-OCS)

Possession or use of Weapons or look alike weapons in school

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only

disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

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

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

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury. Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at 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 of a violation of this policy, STM will follow the administrative regulations of the diocese, which are posted at www.cdop.org D-150, AR-OCS)

Detentions

Detentions will be held on Tuesdays and Thursdays from: 3:05 – 3:50. Failure to fully serve a detention will result in two detentions. Failure to serve the assigned detention will result in two detentions. Failure to serve the two assigned detentions will result in a Saturday Detention and make-up of the two detentions.

The Dress and Appearance Code is in effect during detentions. Students are to remain seated and silent until the end of the detention period. Sleeping is not allowed, and students will not be excused from detention to go to lockers

or to the rest room. Students who report late to a detention, who do not follow detention guidelines, or who cause a disturbance during detention, will be asked to leave. These students will not have fulfilled the detention.

A detention may be rescheduled only for serious reasons. It must be rescheduled no later than noon on the day for which it was assigned, and it may be rescheduled only once. Students who are absent on the day of the detention will automatically have their detention rescheduled for the next available detention day.

Saturday Detentions

The administration may assign Saturday detentions. They will be served on Saturday from 8:00am to 11:00am. Students will be notified of the date and time of every Saturday detention in advance. Students who are late for Saturday detention must return the next Saturday detention time to serve an additional Saturday added to the day they are present.

Any student who fails to serve a Saturday detention will serve an out-of-school suspension that will be assigned on the next school day.

Students in athletics and extracurricular activities are not excused from detention. The only exception is students participating in state tournament events on that Saturday. In this case, the administration may postpone the detention to the next scheduled date.

Fines

When inattention or oversight on the part of a student creates additional work for staff, fines will be levied. Examples include forgetting a computer password and borrowing a tie or belt.

Dress and Appearance Code

Students are expected to always present a neat, clean and modest appearance. Any attire deemed inappropriate, distracting, immodest, or unsafe by the administration is a violation of the Dress Code.

To view appropriate style of dress, visit C & A Inspirations at 313 North Mattis Avenue, Champaign, IL.

Teachers and coaches may impose a higher standard for field trips, special programs, or game days. Coaches will designate one approved game / day per week during the season that students may dress as a team. Students are required to wear the designated team polo / fleece. No t-shirts are allowed.

Shirts, Blouses, and Sweaters

Shirt: The students must wear a white or Hunter green polo shirt with the school's logo as seen above. The logo can be put on relatively new shirts at C & A Inspirations for a minimal cost per shirt. New shirts with the logo can be purchased from C & A. These shirts with logos will be available at registration. Girls polo shirt sleeve underarm seam must be at least 3 inches in length.

Third piece: If a student wishes to wear an additional piece of clothing for warmth, it must be the Hunter green fleece pullover. They are available in the Saber Store. This piece will have a collar, half zipper, and the school logo on it. Students may also choose to wear the green Nike zippered pullover sold by the ABO. These pullovers may be ordered during Registration Day and at various times throughout the year.

Mass Days: Students will be required to wear a solid white full button down dress shirt / dress blouse with a collar. The shirt is required to be tucked in at all times and must have 3" length past waist to remain tucked in. No polo shirts are allowed on Mass Days. Female students will have the option of the crossover tie or traditional tie. Male students must wear traditional tie. Shorts may not be worn on Mass Days. Both ties are available at either C & A Inspirations or in our Saber Store.

Undershirts (optional): Undershirts must be solid white or black, short or long sleeved and must be free from any writing that shows through the shirt.

Saber Days: Students will be allowed to wear approved Saber Gear, approved Club/Organization Shirts, and approved team shirts. No hooded sweatshirts will be allowed. These days will be announced via school announcements. Pants and shoes must be in compliance of the dress code listed below.

Pants, Dress Shorts, Slacks, and Shirts

Khaki tailored pants, or khaki skirts or walking shorts in season, no shorter than two inches above the knee may be worn. A black or brown belt must be in all belt loops.

Pants and shorts must be worn at the waist, never at the hips. Hip huggers and/or tight-fitting pants are not allowed. Students wearing inappropriate fitting pants will be sent home to change.

Pants, shorts, slacks may not have any pockets or loops down the leg. Jeans, or pants with jeans pockets are not to be worn.

Shorts are not allowed from October 1st to April 1st.

Corduroy fabrics, Khaki jeans or pants with jean pockets (cargo-type pants) are not to be worn. This rule applies for both male and female students.

Shoes/Socks

Black or brown leather shoes, with standard heel and standard sole must be worn (Tennis-type, open-back shoes, house slippers, or shoes with no soles and no heels are not allowed. Shoes must have black hard soles and heels.) Socks must be worn with shoes.

Hair/Facial Hair

Hair must be of one, approved natural color, neat and clean. (For boys; no longer than three inches anywhere on the head, and off the face, ears, and collar).

For safety reasons certain hair styles may not be allowed. No designs of any kind may be cut into the hair. Boys must be clean-shaven at all times, and sideburns must not be lower than the bottom of the earlobe. Any student not in compliance with the facial hair policy will be required to purchase a disposable razor and shaving cream at the cost of \$5.00 and be required to shave at school. Continued failure to comply with this policy will result in disciplinary action.

Hats/Jewelry

Hats must be removed upon entering the school building and must remain off the entire school day.

Appropriate rings and watches, medals, crosses, etc. must be worn inside the clothing. Boys may not wear body - piercing jewelry. Girls may not wear excessive or unsafe earrings.

Other

Visible tattoos or similar decorations are not allowed.

Coats, jackets, backpacks, etc. must be kept in the locker during the school day.

Physical Education (Men and Women)

Approved physical education uniforms are available for purchase only at the Saint Thomas More Bookstore. Students must be properly dressed for physical education in order to be counted present in the class. In addition to the uniform, the following are required:

1. White athletic socks
2. White athletic shoes
3. Athletic bra for women
4. Athletic supporter for men

All physical education apparel must be kept clean and in good repair. P.E. Lockers must be locked with a school lock.

P.E. Uniforms can be purchased in the Saber Store (during August registration). You may purchase clothing that **meets the Dress Code** at a store of your choice. The following local business offers such clothing and has a copy of the STM Dress Code on hand:

C&A Inspirations - Owners: Karen/Denny Santarelli, Alumni Parents
313 N. Mattis Ave.
Champaign
(217)351-8744

Extracurricular Code

Extracurriculars make a strong contribution to a good school. Athletic activities stimulate fair play, friendly rivalry, and good sportsmanship. Student government and other organizations help to develop interpersonal skills and interests beyond the classroom. Interscholastic events of all kinds afford opportunities to interact with the public and with students from schools and communities throughout the state. Students who participate in these activities assume the obligation of being representatives of the school. People will judge our school and our commitment to Christian ideals by the manner in which our students behave both on and off our campus.

The following rules apply to all students who participate in extracurricular activities.

Citizenship

Students representing The High School of Saint Thomas More must exemplify the highest standards of moral integrity and good citizenship within school and within the community. Behavior that violates this principle is unacceptable and may result in a temporary suspension from an organization or team, complete loss of eligibility, or suspension or expulsion from the school.

Clothing and Grooming

Students not attired in a team uniform shall dress according to the school Dress and Appearance Code while at or en-route to or from a scheduled event. The sponsor or coach may select specific clothing, such as shirt and tie or blazer and skirt, as the attire for the day, or may relax this requirement for specific circumstances.

Prohibited Substances

The consumption or possession of alcohol, tobacco, or drugs by any student representing The High School of Saint Thomas More is prohibited. Because smoking reduces the oxygen capacity of the lungs and is considered generally injurious to a person's health, and because the use of alcohol and drugs is illegal, the rule prohibiting the possession or consumption of alcohol, tobacco, and drugs is in effect twelve months a year, on and off campus. Penalties for violation of this rule are:

First Offense: The student will be suspended from participating in any public activity for a period of four (4) school weeks, but may attend practices and meetings.

Second Offense: The student will be suspended from all extracurricular activities for three (3) school months. The student may not attend practices or meetings associated with any extracurricular activity.

Third Offense: The student is ineligible for further participation in extracurricular activities at The High School of Saint Thomas More.

Additional penalties may apply according to the school Discipline Code.

Academic Eligibility

Students participating in any extracurricular activity may not represent The High School of Saint Thomas More in any public activity while they are in danger of failing two or more courses, or while they are on suspension or disciplinary probation.

Each teacher submits weekly eligibility on Friday to the Dean of Students indicating those students whose grades are below passing as of that day. Students who are marked as failing on two teachers' Eligibility Lists will be ineligible for the entire following week (Monday through Sunday). The student will be notified and a letter will be send home. Ineligible students may not participate in any extracurricular event or other performances, nor may they or their

individual work represent the school or any school organization in a public place. They may, however, continue to practice or rehearse, and they may take part in club meetings or work sessions.

Attendance

Students must be in attendance four consecutive class periods (4th hour thru 8th hour-entire periods) to participate in **any** school extra-curricular activity, contest, or practice. A student who is absent on Friday or before a holiday may participate on Saturday or Sunday with administrative approval.

Mass Day Attendance

All students are expected to attend Mass, even those who have late arrival.

Independent Teams

A student athlete may not participate on an independent team while participating in the same sport at The High School of Saint Thomas More.

Health Physicals

Student athletes must have an annual physical examination on file prior to participation (including practice sessions) in any sport. An athlete who incurs an injury must have a written medical release from a qualified physician in order to return to participation.

Miscellaneous

Computers

- 1) No one may alter any equipment or software without the fully informed and expressed consent of the I.T. Director.
- 2) All password and access codes will be assigned and administered by the I.T. Director.
 - a) Users should always log off a workstation when finished.
 - b) Accounts or passwords must not be shared with someone else.
 - c) Users should file personal documents only in their My Documents directory, never on a local C: drive.
- 3) No software may be installed on school computers without the fully informed and expressed permission of the Instructional Media Director, and no software may be copied from school computers for use on another computer.
- 4) The administration has access to all files at all times.
- 5) Users may not send broadcast, group, or alias messages.
- 6) Any attempts to access directories or files other than the user's own, whether on a local, network, or remote system, will result in suspension of the user's account.

Media Center

- 1) Students may use the library during class hours by obtaining a pass from one of their academic teachers.
- 2) The library is considered a quiet study area. Students who are disruptive will be asked to leave.
- 3) No materials are to be taken from the library without being checked out.
- 4) Students are expected to keep the library neat, to dispose of waste paper, and to treat the library materials with respect.
- 5) Students may not bring food or drinks into the library.
- 6) Bathroom or locker passes are not issued from the library.
- 7) Book bags are not permitted in the library.

Elevators

The elevators are primarily for the use of persons who are physically unable to use stairs, and for the occasional use of faculty and staff when moving heavy or bulky objects from one floor to another. They are not to be routinely used by students.

Food and Drink

All food and drink is to be consumed in the cafeteria. No food or drink is allowed in the halls or in the student's locker.

Telephones and Messages

A telephone is provided for student use in the hallway just outside the Learning Center. Students are not allowed to use the telephones in the offices or classrooms.

Only in extreme emergencies will messages be delivered to students during classes. When a message for a student is received in the office, the student will be paged over the public address system between classes.

Copiers

Students are not allowed to use the copiers in the teacher workrooms or the office. A coin-operated copier is available for student use in the Media Center.

Use of School Grounds

Any use of school grounds requires prior approval from the administration. For the safety of our students, any activity that is unsupervised by school personnel is strictly prohibited.

Building Security

The High School of Saint Thomas More is equipped with a modern security system, which includes electronic monitoring of all entrances and fire alarms. Any attempt to defeat the purpose of any part of the security system is prohibited. This specifically includes either disabling or purposely activating a smoke, fire, or motion detector, propping open or preventing outside doors from locking, or admitting anyone into the building without proper authorization. All doors to the building will be locked from the start of school until school ends. Entry is made through the front door. The secretary will open the door.

Field Trips

For each individual field trip, a parental permission form will be forwarded to parents for a signature. No student will be allowed to attend a field trip without a signed permission form. A field trip is a privilege, not a right. Students experiencing behavioral difficulties will not be allowed to leave campus.

Prescription Medications

Whenever possible, the schedule for administration of prescription medications should be adjusted so that school hours are not involved. If medications must be taken during school hours, they should be taken to the office in the original container, along with specific instructions for their use (actual times should be listed, for example, rather than the number of times per day). If medications are to be administered "as needed" or "on demand," the instructions must include the medical indications and/or contraindications for their use.

The school will make every reasonable attempt to comply with the medication needs of the students, but cannot and will not accept the responsibility for administering medications at the proper times.

School Insurance

Students who are participating in athletics must be covered by accident insurance, and their parents sign an affidavit to that effect at the time they give their written permission for the students to participate in a given sport. The coverage may be provided by family insurance and/or additional student coverage.

The High School of Saint Thomas More offers interscholastic athletic accident coverage through First Agency, Inc. Information about school insurance from First Agency, Inc. is available in the athletic office.

Student Services

Mass and Reconciliation

Mass is celebrated in the high school chapel Tuesday through Friday. All students and their parents are invited to attend and participate. Mass is offered after school Tuesday, Wednesday, and Thursday and before school on Friday. Generally speaking, all-school Masses are held on the first Friday of each month as well as obligatory holy days.

The Sacrament of Reconciliation is offered during the lunch hour twice a week on Wednesday and Friday or by appointment.

Chaplain

The chaplain is able to be seen by students before the beginning of the school day, during the lunch, after school, and during some class periods. When the chaplain is not in his office, a student wishing to schedule a conference should do so in the main office and the chaplain will make arrangements to meet with the student as soon as possible.

Media Center

The Media Center provides students and teachers with library services and materials for classroom work and for personal information. The center is open for study and reference use from 7:15 AM to 3:15 PM.

Books (except reference and reserve materials), periodicals and vertical file materials may be borrowed for two weeks with renewals for materials not in demand. Reserve and reference materials may be borrowed for overnight loan. These are checked out after school and due back in the library before first hour of the following school day.

Students who have overdue materials may not check out more library materials until they return the items or pay for them. Report cards will be withheld until lost or overdue library materials are returned or paid for.

Counseling

Students who need to see the Counselor may do so before or after school or during the lunch hour without an appointment. During class hours however, the Counselor may not always be available. If there is no one in the counseling office, students should schedule an appointment in the main office, and the Counselor will make arrangements to meet with the student as soon as possible. If the student is experiencing an emergency crisis, they should ask for immediate help.

Saber Store

The Saint Thomas More Saber Store is open during regular school hours or by appointment and carries a limited line of required STM clothing – PE clothing, ties and crossovers and polar fleeces. Cash, checks, and credit cards are accepted. Please obtain a key from the school office.

Parking

All students, faculty, and staff must register their cars with the office. Any vehicle parked on school property without valid registration is subject to towing.

The front (east) parking lot is reserved for administration and guests. The back (west) parking lot is reserved for faculty and students.

A student who arrives late for school must park in the back (west) lot and request entry from the attendance secretary through the back door entry system. The rear entrance is locked from 8:00am to 3:00pm.

Students illegally parking in a handicap or reserved parking spot are subject to disciplinary action.

Appendix A

Catholic Diocese of Peoria Policy on Screening for Drug Usage

SECTION I: STATEMENT OF PURPOSE

The Catechism of the Catholic Church states that:

The political community has a duty to honor the family, to assist it, and to ensure especially... the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. ... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law.

Catechism of the Catholic Church. § 2211, § 2291

The Catholic Diocese of Peoria is committed to providing the most optimal educational environment possible for all students attending the schools of the diocese. In order to assist parents, the primary educators of their children, and to work toward the establishment of a safe and drug-free environment, students enrolled in any of the Catholic high schools of the diocese will be screened for drug usage in accordance with the procedures outlined in the accompanying administrative regulation.

The church community recognizes its duty to honor the family and to assist it. This same community wishes to ensure the protection of security and health in all matters, but in a special way with regard to dangers such as drug usage. The program of screening for drug usage is intended to:

1. Deter young adults from beginning or continuing drug use, and
2. Identify young adults who are harmfully involved in drug use so that they can be steered into appropriate drug education and treatment.

We wish to empower our students with knowledge and skills in order to make responsible decisions about their behaviors. We believe that the most effective deterrent to drug usage is openness and communication among students, parents, and the school community. This collaborative effort serves to enhance all aspects of school life in order to produce healthy, positive and productive citizens.

Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege comes certain responsibilities. We hold students and their parents, or guardians, to a high code of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at a Catholic high school in the Diocese of Peoria.

SECTION I: PROHIBITIONS

Students will be screened for drug usage utilizing diocesan approved drug testing services employing radioimmunoassay technology in the analysis of hair (RIAH) and post-positive GC/MS, LC/MS or MS/MS confirmation testing. Specifically, samples will be submitted to a diocesan approved drug testing company for RIAH detection of the presence of Cocaine, Opiates, Phencyclidine (PCP), Marijuana, and Methamphetamine. Post-positive testing includes GC/MS, LC/MS or MS/MS confirmation for Benzoyllecgonine (Cocaine Metabolite), Opiates (Heroin/Morphine/Codeine), PCP, Carboxy-THC (Marijuana Metabolite), Methamphetamine, and Ecstasy. The use of such drugs by students without legitimate medical authorization is prohibited. The Catholic Diocese of Peoria reserves the right to test for additional drug substances as such screening becomes available.

SECTION II: SCREENING FOR DRUG USAGE

Students enrolled in any of the Catholic high schools of the Diocese of Peoria will be screened for drug usage as follows:

- 1 **Annual Screening:** All students will be screened for drugs at least once per year.
- 2 **Random Screening:** Any student enrolled in any of the Catholic high schools of the Diocese of Peoria is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year.
- 3 **Screening Based Upon Behavior:** Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy and administrative regulation, will be required to submit to screening. If the observed conduct could possibly endanger the student or others, the student may be removed from the school immediately and placed in the care of the student's parents or guardians. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.
- 4 **Follow-Up Screening:** Any student found to be in violation of this policy and administrative regulation will be subject to follow-up screening. Such follow-up screening will take place ninety (90) days after the student has received a positive test result.
- 5 **Transfer Students:** All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained. Transfer students who test positive for drug usage shall not be admitted.

SECTION III: DRUG SCREENING METHOD

The Catholic high schools of the Diocese of Peoria will use hair-sampling procedures for the purposes of policy implementation. Normally, a small sample of head hair will be collected from the students by trained personnel. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. Therefore, it is expected (except in certain situations) that students will wear a hair style that allows for a sample of head hair to be collected.

SECTION IV: NOTIFICATION OF TEST RESULTS

Notification of test results will be given to the Principal or Drug Screening Coordinator of the program in each school by the drug testing company. The Drug Screening Coordinator will also notify the chaplain. Parents and guardians and students shall be notified of a positive test result as soon as possible by the Principal or Drug Screening Coordinator. It is left to the discretion of each local high school as to whether or not they will notify parents and guardians in regard to a negative test result.

If a student tests positive for prohibited substances, that student and his parents or guardians shall be required to meet with the Principal or Drug Screening Coordinator to determine the necessary follow-up steps. Such a student will be required to receive an immediate assessment by a substance abuse professional approved by the Principal or Drug Screening Coordinator. This student and his family must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding a plan of treatment. The assessment of any student engaged in extra-curricular activities must consider whether this student will be allowed to continue to engage in extra-curricular activities or what limitations will be placed upon such activities. Furthermore, each local high school with the approval of the Office of Catholic Schools may adopt further punitive or disciplinary policies to be implemented if the student tests positive for prohibited substances. Such local policies will be noted in the Parent/Student Handbook. The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be subject to school discipline, including the possibility of expulsion. Upon completion of necessary treatment, the student must submit to follow-up testing as set forth in Section II above or such other method as proposed by the substance abuse professional and agreed to by the high school. All costs associated with assessment, treatment and follow-up testing shall be borne by the student or the student's parents or guardians.

In the case of students who test positively for prohibited substances on a second or more occasions during their high school career, the Principal of the high school in consultation with the President of the Pastor's Board and the Superintendent of Schools may determine to exercise discipline, including the possibility of recommending expulsion.

The high school will make reasonable attempts to keep information respecting positive drug tests and the follow-up procedures of the school confidential. However, the school cannot be responsible for information that must be shared (for example, with the coach that the student must limit participation in an extra-curricular activity) or as required by law or for information that is shared with others by the student or the parents or guardians of the student.

SECTION V: APPEAL OF TEST RESULTS

If the student or his or her family feels the test results are erroneous, the student or family has the right to request that a second test be taken. This test must be requested and taken within three (3) days of the positive result. The cost shall be borne by the student, parents or guardians. Furthermore, all requests for a second test will be submitted to the same company that provided the initial test results for hair analysis, and the student may not alter their hairstyle prior to the second test. If the second test results vary from the first test results, the school and the parents or guardians will discuss the further action to be taken; however, the school's decision shall be final.

SECTION VI: RETENTION OF RECORDS

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Drug Screening Coordinator and will be destroyed upon three years of the student's graduation from high school.

SECTION VIII: ANNUAL NOTIFICATION

Each secondary school shall submit a report to the Office of the Catholic Schools annually. This report shall include data on the number of students tested (but not their names), the dates of the tests and the number of positive and the number of negative results obtained.

CONSENT FORM REQUIRED OF ALL PARENTS

I/We have read the policy statement regarding the mandatory screening for drug usage that is required of all students in attendance at The High School of Saint Thomas More.

I/We understand that the school will request a hair sample of our son/daughter for the purpose of this screening and I/we agree that our son/ daughter will submit a sample upon request at any time. I/We agree to the methodology being used for hair sampling and sharing the results with appropriate persons referred to in the policy. I/We further agree to defend and indemnify the High School and the Diocese of Peoria, their employees and agents, against any demands or claims of any type whatsoever (including the cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Drug Screening Program, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at the High School is conditioned upon execution of this consent.

I/We understand that failure to comply with this policy in any part or in whole constitutes cause for immediate dismissal from the school.

I/We agree to abide by the terms mandated by this policy if our son/daughter tests positive for the presence of a prohibited substance and will cooperate fully in obtaining an immediate assessment from a substance abuse professional. Furthermore, I/ we agree to also cooperate with the particular plan of treatment or recovery that is recommended for our son/ daughter.

I/We fully understand that refusal to sign this consent form renders our son/ daughter ineligible for attendance at The High School of Saint Thomas More.

CONSENT FORM REQUIRED OF STUDENTS

I have read the policy statement regarding the mandatory screening for drug usage that is required of all students in attendance at The High School of Saint Thomas More.

I understand that the school will request a hair sample from me for the purpose of this screening and I agree that I will submit a sample upon request at any time. I agree to the methodology being used for hair sampling and sharing the results with my parents, guardian and/or other appropriate persons referred to in the Policy. I further agree that the High School is not responsible if test results are erroneous and hereby release the High School and the Diocese of Peoria, their employees and agents. I further agree to defend and indemnify the High School and the Diocese of Peoria, their employees and agents, against any demands or claims of any type whatsoever (including the cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Drug Screening Program, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at the High School is conditioned upon execution of this consent.

I understand that failure to comply with this policy in any part or in whole constitutes cause for immediate dismissal from the school. I agree to abide by the terms mandated by this policy if I test positive for the presence of a prohibited substance and will cooperate fully in obtaining an immediate assessment from a substance abuse professional. I fully understand that refusal to sign this consent form renders me ineligible for attendance at The High School of Saint Thomas More.

Appendix B

Catholic Diocese of Peoria Policy on Right to Life Secondary Schools

Diocesan High Schools shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of human life and the right of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

Abortion

Students who are known to have procured an abortion, or participated directly in such a decision, may be required to withdraw from the Diocesan High School.

Pregnancy Policy

In keeping with the ancient belief and practice of the Roman Catholic Church, abortion is not an option for pregnant women.

Diocesan High Schools believe, support, and emphasize the need to make moral choices in compliance with the doctrines and teachings of the Roman Catholic Church regarding sexual abstinence, pre-marital sex, abortion, and marriage. Diocesan High Schools recognize its moral responsibility toward the pregnant student, the student body, and the general public.

The President of the Diocesan High School's Area Pastors' Board, principal, and school chaplain shall make every effort to assist and support the pregnant student and the student known to have fathered the child and their parents/guardians in continuing the students' Catholic education program.

Married Student Policy

Students enrolled in Diocesan schools are expected to be unmarried.

Administrative Regulation for Pregnancy (female)

1. Pregnancy is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student is pregnant, designated personnel shall meet with the pregnant student and her family to inform them of the information given to them indicating that their daughter is pregnant.

3. School personnel will inform the student and her family of the services that are available within the Catholic community for medical and neo-natal care.
4. School personnel will review the student's schedule and discuss what adjustments need to be made to enable the student to continue her educational plan.
5. Pregnant students are expected to exercise appropriate discretion regarding the pregnancy in relationship to members of the student body.
6. Out of concern for the health of the pregnant student and her child, pregnant students are not eligible to participate in any athletic, cheerleading or dance team activities sponsored by the school. Participation in all other school-sponsored activities shall be determined on a case-by-case basis by the school principal and school chaplain in consultation with the President of the Pastors' Board or Parish School.
7. Children born of a female student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school-sponsored events.

Administrative Regulation for Pregnancy (male)

1. Fathering a child is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student has fathered a child, designated personnel shall meet with the young man and his family to inform them of the situation.
3. School personnel will inform the student and his family of support services that are available within the Catholic community.
4. Participation in school-sponsored activities shall be determined on a case by case basis by the school principal.
5. Children born to a male student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school-sponsored events.
6. Students enrolled in Diocesan High Schools are expected to be unmarried.

Administrative Regulations for Married Students

1. Any marriage contracted by a student attending a Diocesan High School must be considered valid by the Roman Catholic Church.
2. Students who have contracted invalid marriages are no longer eligible for enrollment and will be required to withdraw.
3. Students who have contracted an invalid marriage and have had the marriage validated by the Church, may be re-admitted on a case-by-case basis.

Office of Catholic Schools

Administrative Regulation

Issued: 9/07

Appendix C

Appeal and Review

Statement of Policy

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

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy. or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.
- It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Statement of Process

The individual or group desiring the appeal or the review must make that request known to the competent authority whose decision they question in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local vicar by the competent authority.

This letter must clearly cover each of the following points:

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

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within 30 days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools of the Catholic Diocese of Peoria and the local vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local Vicar who has the authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria.

Promulgation

This policy replaces the Conflict Resolution Policy of the Diocese of Peoria and shall be included in all policy statements of all schools of the Catholic Diocese of Peoria.

ATHLETIC/ACTIVITY COMMUNICATION

Parent/Coach or Moderator Communication

Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student athletes. As parents, when your

son/daughter becomes involved in our programs, you have a right to understand the expectations. This begins with the clear communication between the coach and the parent.

Communication you should expect from the Coach/Moderator

- Philosophy of the coach/moderator
- Expectations the coach/moderator has for your son/daughter as well as the other team players
- Location and times of all practices and games
- Team requirements, special equipment, off-season conditioning
- Procedure should your son/daughter be injured during participation
- Discipline that results in denial of your son's/daughter's participation

Communication Coaches/Moderators expect from Parent(s)

- Concerns expressed to coach/moderators (see examples below)
- Notification of any schedule change well in advance
- Specific concern in regard to a coach's/moderator's philosophy and/or expectations
- There are situations that may require a conference between the coach/moderator and the parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the procedure below should be followed to help promote a resolution of the issue or concern.

Procedure to Discuss a Concern with a Coach:

- Call and leave message at school (352-7210) with athletic director to set up the meeting.
- PLEASE, do not attempt to confront a coach before or after a practice or contest. These can be emotional times for both the parent and the coach. Meetings of this type do not promote a resolution. Therefore, please wait 24 hours to allow for reflection and assessment.
- The parent or coach may request to have the athletic director or administrator present at the meeting.

Appropriate Concerns to Discuss with Coaches:

Academic support and college opportunities; a concern for your son's/daughter's mental and physical well being; ways to help your son/daughter improve; concerns about your child's behavior.

Issues not Appropriate to Discuss with the Coaches

Playing time; team strategy; play calling; other student-athletes.

What Can a Parent do if the Meeting with the Coach did not Provide a Satisfactory Resolution?

- Call and set up an appointment with the Athletic Director.
- At this meeting, the appropriate next step can be determined.

Appendix D

Illinois High School Association Athletic Code

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

Attendance

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

Scholastic Standing

1. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. [If you do not reside with both of your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.]

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; or

2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended or where one of your parents' current spouse attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
 - d. Your transfer is from one private/parochial school to another private/ parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
 - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
5. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

6. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

Participation Limitations

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may possibly have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

Use of Players

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

Participating Under a False Name

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

Physical Examination

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

Amateur Status

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. Offer or acceptance of room, board or clothing or financial allotment for clothing.
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. Offer or acceptance of free transportation by any school connected person.
 - e. Offer or acceptance of a residence with any school connected person.
 - f. Offer or acceptance of any privilege not afforded to non-athletes.
 - g. Offer or acceptance of free or reduced rent for parents.
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Directors.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

3. Playing in Non-School Competition
4. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
5. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
6. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your principal must initiate the request for approval in writing prior to any such participation.
7. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
8. You will become ineligible if you play on any junior college, college or university team during your high school career.

All-Star Participation

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA.
2. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
3. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

Coaching Schools

1. A coaching school is defined as "any program sponsored by an organization or individual which provides instruction in sports theory and skills to groups of persons."
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - a. You may not attend a coaching school, camp or clinic for any fall sport(s) after July 31.
 - b. You may not attend a coaching school, camp or clinic for any winter or spring sport(s) after the day your school begins in the fall.

Misbehavior During Contests

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

Appendix E

C - 401

DIOCESE OF PEORIA

HARASSMENT POLICY

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

DEFINITION

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

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

PROCEDURE

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This

written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.

4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.
5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.
6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.
7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.
8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.
9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.
10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.
11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.

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

03/08

Appendix F

Policies and Procedures relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers

I. PREAMBLE

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

In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

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

II. Prohibition of Sexual Abuse of Minors

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

Additionally, under both Federal and Illinois civil and criminal law, the sexual abuse of minors is a grave crime and an offender may be subject to severe penalties, including but not limited to incarceration, fines, and/or monetary damages.

III. Caveat and Other Objectionable Conduct

Even conduct that does not constitute sexual abuse may be offensive or may create misunderstanding or embarrassment. Experience has shown that actions by a priest or deacon with minors such as hugging, patting, tickling, or similar “horseplay,” even if intended innocently, may be misconstrued. Priests and deacons must be especially careful, therefore, to avoid such conduct, especially when other adults are not present. The Diocese of Peoria will provide separately a Code of Conduct applicable to all personnel (use of such term includes volunteers working regularly with children) and all personnel will receive training regarding the Code of Conduct.

Similarly, lay employees and volunteers should refrain from engaging in any non-sexual physical contact with minors under their care, if there is any realistic possibility that the contact may be misunderstood by the minor or found objectionable by the minor’s parents.

IV. Definition of Sexual Abuse of Minors

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

V. Definitions

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

VI. Distribution of Policy

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

- This policy shall be made known to alleged victims who report sexual abuse.
- This policy shall prevail over any contradictory policy or procedure in the Diocese.
- A signed acknowledgment of receipt and understanding as well as an agreement to be governed by this policy will be required of all personnel of the Diocese. The signed acknowledgments of receipt and understanding of these guidelines will be returned by the above personnel to the superior or supervisor and filed in the appropriate personnel file. All priests incardinated in the Diocese of Peoria will be required to have a signed acknowledgment of receipt and understanding on file in the Office of the Chancellor. A copy of the required acknowledgment is attached to this policy as Appendix A.

VII. Maintenance of Safe Environment and Pastoral Care for Victims

1) SAFE ENVIRONMENT PROGRAM

- a) 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.
- b) 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.
- c) 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.

2) Assistance to Victims

- a) 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.
- b) 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.
- c) 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.

3) Sexual Misconduct Review Board

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

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

(This policy is printed only in part. To view the policy in its entirety, please visit the diocesan website at www.cdop.org. In the event of a violation of this policy, STM will follow the administrative regulations of the diocese).

Appendix G

Diocesan Pastoral Code of Conduct Policy

I. Preamble

Priests, deacons, pastoral ministers, administrators, staff, and volunteers in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers (Code of Pastoral Conduct)* provides a set of standards for conduct in certain pastoral situations.

II. Responsibility

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

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

III. Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors

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

- 1.1. Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.2. Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). [See Section 7.2.2]

- 1.3. Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.
- 1.4. Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
- 1.5. Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client such as relatives or friends of the client when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.6. Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 1.7. Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.
- 1.8. Sessions should be conducted in appropriate settings at appropriate times.
 - 1.8.1. No sessions should be conducted in private living quarters.
 - 1.8.2. Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 1.9. Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

2. Confidentiality

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

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

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

3. Conduct With Youth

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

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

4. Sexual Conduct

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

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

The Catholic Diocese of Peoria's procedures will be followed to protect the rights of all involved.
- 4.5. Clergy, staff, and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Illinois and should follow those mandates.

5. Harassment

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

- 5.1. Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

5.2. Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:

- Physical or mental abuse.
- Racial insults.
- Derogatory ethnic slurs.
- Unwelcome sexual advances or touching.
- Sexual comments or sexual jokes.
- Requests for sexual favors used as:
 - a condition of employment, or
 - to affect other personnel decisions, such as promotion or compensation.
- Display of offensive materials

5.3. Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4. Allegations of harassment should be taken seriously and reported immediately to the Victim Assistance Coordinator.

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

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

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

6.1. Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.

6.2. Most sacramental records older than 70 years are open to the public.

6.2.1. Information regarding adoption and legitimacy remains confidential, regardless of age.

6.2.2. Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.

6.3. Parish, religious community/institute, or organization financial records are confidential unless review is required by the Catholic Diocese of Peoria or by law. Contact the Office of the Chancellor upon receipt of any request for release of financial records.

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

7. Conflicts of Interest

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

7.1. Clergy, staff, and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

7.2. Clergy, staff, and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

7.2.1. No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

7.2.2. Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3. When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- Clarify with all parties the nature of each relationship,
- Anticipate any conflict of interest,
- Take appropriate actions to eliminate the conflict, and
- Obtain from all parties written consent to continue services.

7.3. Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by:

- Prior dealings,
- Becoming personally involved, or
- Becoming an advocate for one (person) against another

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

8. Reporting Ethical or Professional Misconduct

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

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

Also notify the Office of the Chancellor.

8.2. When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor

8.3. When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:

- Report the issue to a supervisor or next higher authority, or
- Refer the matter directly to the Office of the Chancellor.

8.4. The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.5.

9. Administration

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

9.1. Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*.

9.2. No clergy, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

10. Staff or Volunteer Well-being

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

10.1. Clergy, staff, and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.

10.2. Clergy, staff, and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3. Clergy, staff, and volunteers must address their own spiritual needs. Support from a Spiritual Director is highly recommended.

10.4. Inappropriate or illegal use of alcohol and drugs is prohibited.