

*Epiphany Catholic School*  
*Faculty-Staff Handbook*  
*2017-2018*



Epiphany Catholic School, a 2011 U.S. Department of Education Blue Ribbon School of Excellence, provides a student-focused, standards-driven, and secure educational environment. Our teachings are based upon Gospel values that promote the spiritual, emotional, moral, intellectual, and physical development of all students.

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## **Introduction**

This Faculty/Staff Handbook is intended to provide you with information on the School guidelines and operating procedures. While it is not possible to put everything in writing, we anticipate that this Handbook will provide you with general information concerning your employment with the School, the benefits which affect you personally, and the services which are available to assist you in the performance of your duties and responsibilities.

It must be understood that the guidelines and procedures discussed in this Handbook are established to assist you in your day-to-day work activities, but no statements set forth in this Handbook are contractual commitments or obligations of the School to any individual employee or group of employees. Circumstances may arise in which the School determines that changes are required in these guidelines and procedures. For this reason, the School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures set forth in this Handbook. Furthermore, you will occasionally receive updated information about policy changes, which you should keep in this Handbook.

Nothing contained in this Faculty/Staff Handbook is intended, and should not be interpreted, to guarantee employment for any specific period of time. It must be kept in mind that either you or the School may terminate your employment at any time, for any reason, with or without notice.

Policies contained in this Handbook are effective August 1, 2017, and preclude any and all policies which may have been in effect informally prior to that time.

# Statements of Purpose, Mission & Philosophy

## Epiphany Catholic School Statement of Purpose

The main purpose of Epiphany Catholic School is religious—forming students in Catholic faith, morals and social values. We proclaim Christ as the unseen but ever present teacher in its classes, the model of its faculty, staff and volunteers, and the inspiration of its students.

From the first moment that students, families, and visitors enter Epiphany Catholic School, they should have the experience of entering an environment permeated by the Catholic faith and be treated with love and the deepest respect. It is the responsibility of School personnel (faculty, staff and volunteers) to foster this unique spiritual environment.

All School personnel 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. Therefore, School personnel must support the teachings of the Church, actively practice their faith in their daily life, and be loyal to the Church's Magisterium.

## School Mission Statement

Epiphany Catholic School provides a student-focused, standards-driven, and secure educational environment. Our teachings are based upon the Gospel values that promote the spiritual, emotional, moral, intellectual, and physical development of all students.

## School Policies in the Diocese of Peoria

The Bishop of the Diocese of Peoria issues general school policies, typically through the Office of Catholic Schools. Any administrative regulation issued from the Office of Catholic Schools shall be considered a directive from the Bishop and is to be followed by all those to whom it is addressed.

The Superintendent of Schools is responsible for directing the Office of Catholic Schools and for implementing Diocesan policies for elementary and secondary schools. The Superintendent of Schools is the final arbitrator of these policies.

Local school policies can only be enacted by the pastor (cf. Epiphany Catholic School Advisory Board Constitution, revised 5/2013). The School Advisory Board promotes the participation of Epiphany Catholic School and Parish parents in its educational mission. Board members and staff may make recommendations to the pastor about how to fulfill this mission.

Parents, staff, and all volunteers must read the relevant handbooks--*Parent-Student Handbook*, the *Faculty-Staff Handbook* and the *Co-Curricular Handbook*--each year and sign and return the appended verification forms before the first day of school, participation in a co-curricular activity, or serving on campus—as the case may be. This ensures that all stakeholders are familiar with the School's overriding Statement of Purpose and common expectations.

## Commitment to Catholic Education

Epiphany Catholic School is committed to Catholic school education for our children, whenever possible. Support for this commitment is essential in all aspects of our parish Catholic school activities and programs. In support of this commitment, the following policies are established for Epiphany Catholic School.

1. All teachers and staff, in their contacts and conversations with school students, are expected to support and encourage Catholic school education for children from pre-school through high school.
2. All Catholic teachers and staff at Epiphany Catholic School, hired since 2003, **must indicate their intentions and commitment that their children will attend Epiphany Catholic School. Enrollment in post-elementary Catholic schools is a decision made by the parents and not a requirement for employment.**

Any employee who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teaching of the Catholic Church may be subject to disciplinary action including the immediate termination of employment.

## Non-Discrimination Policy

Epiphany School shall not discriminate on the basis of race, color, national origin, sex, or physical handicap in the hiring of teachers and other staff members.

Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school.

## Administration

The Principal is the School Administrator. The Administrator is charged with implementing diocesan and local school policy; guiding day to day school operations; providing staff and volunteer oversight and evaluation; and providing oversight regarding enrollment, recruitment and retention. The Administrator reports weekly to the pastor **and School Leadership team** and monthly to the School Advisory Board.

The primary responsibility of the Administrator is to ensure the effective operation of the school in accord with its mission. Therefore, administrators shall be free of any duties that would normally interfere with effective administration.

The Principal shall maintain the overall administrative supervision of the school's athletic programs and activities. However, under no circumstances may an administrator serve in any coaching assignment or hold the position of the Athletic Director.

In accord with civil corporate by-laws, the assets of each and every group or organization sponsored by a school are assets of the school corporation and should be included in the school financial statements. The Principal must be a signer on all accounts of the school and school organizations. Furthermore, all other signers on school accounts or the accounts of school organizations must be authorized by the Principal. All bank statements, interest checks, and other correspondence shall always be mailed to the school business office address.

## Parent Cooperation as a Condition of Enrollment

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

## Instructional Duties

### Statement of Staff Goals for Christian Formation

- Teach Catholic Doctrine and to relate this knowledge to everyday life situations
- Develop an awareness of God's presence and guidance in the life of Christ and to seek His love through our respect, support, and response to each other
- Learn to pray by participating in various prayer forms: Mass, reflection, spontaneous prayer, and traditional prayer
- Encourage involvement in planning and participating in liturgies
- Deepen appreciation of our Catholic heritage

### Statement of Staff Goals for Academic Education and Formation

- Providing a coordinated curriculum that imparts knowledge and gives opportunity to express opinions and ideas
- Providing updated education through wisely chosen teaching materials and resources
- Promoting and aiding the children in acquiring good study habits and basic skills, enabling them to achieve their own maximum levels of learning
- Diagnosing and prescribing learning experiences to meet individual needs of students
- Providing a learning environment where a child develops a positive self-concept and a desire to learn
- Instilling respect for authority and developing self-control and self-reliance
- Encourage independent learning by providing opportunities for each child to develop and pursue personal interests
- Promoting physical growth and coordination
- Fostering parental involvement in students' education

## Lesson Plans

Plans must be current; lesson plans must be submitted to the staff member's folder on the local computer network every Friday before departure. Every effort should be made to begin incorporating Core Standards into current lesson plans.

Teachers will coordinate long-term projects with other teachers (5th-8th grades) to create a balanced workload for the students.

## Homework Assignments

We believe that homework is a natural extension of the curricular programs as it is an integral component of instruction. The purpose of homework includes to: 1.) practice newly taught skills, 2.) review previously mastered skills, 3.) develop independent study habits and 4.) extend and enrich the curriculum. Homework is also intended to serve as a vital link between the school and family.

The following are policies relating to homework at Epiphany Catholic School:

- To facilitate their transition to junior high school, 6<sup>th</sup> graders will not be given homework on Wednesdays in the first five weeks of that year.
- Teachers in the junior high school will monitor tests, quizzes and projects dates on Edmodo.

## Late Homework

Homework is due at the beginning of the period for which it was assigned. If homework is not complete or not available when due, the homework may be turned in by the end of the day for a late grade.

Grade 5: A late grade is figured on a point value that is one letter grade down from the original point value. Therefore, the highest grade a late assignment may receive is a B-.

Junior High: Homework is due at the beginning of the period for which it was assigned. If homework is not complete or not available when due, the homework may be turned in by the end of the day for a late grade. A late grade includes a 20% deduction of the amount earned. In order to build responsibility, any homework brought to the student after the school day has begun will be considered as a late assignment. Students are not allowed to call for someone to bring forgotten work. Homework turned in two (2) or more days late will receive a "0".

Assignments missed due to absences from school are handled as outlined in the Parent-Student Handbook.

## Testing Programs

Three testing programs are used at Epiphany Catholic School, as mandated by the Diocese of Peoria.

<i>Name of Test</i>	<i>Grades Levels</i>	<i>Month of Testing</i>
Iowa Assessments	2, 3, 4, 5, 6, 7, 8	September (4th week)
Cognitive Skills	3, 5, 7	September (4th week)
Religious Education (ACRE)	5, 8	January

## Updates for Religious Certification and Development

Teachers are required to fulfill Diocesan and local policies regarding religious certification updates. The Office of Catholic Education of the Peoria Diocese requires a minimum of five contact hours each year for religious development and education. This requirement applies to each full-time and part-time teacher and administrator.

## Masses and Prayer Services

All school Masses are scheduled for **Thursday** afternoon at 2:30 pm, classes will be assigned to provide leadership for those Masses. On the **second Wednesday** of each month, the all-school Mass will be at 8:15 am to allow for attendance by the preschool. An annual Spiritual Schedule and Mass Schedule will be presented to the staff by the Rectory with staff input.

## Parent-Teacher Conferences

Parent-Teacher Conferences are held in **October**. Optional conferences may be scheduled in **February**.

## Letters or Notices to Parents

The Principal must approve all letters or notices to be sent home before they are copied.

## Record-Keeping/Grading

Classroom teachers must discuss their procedures for reporting student progress at Parent Orientation. Grading and inputting the grades into the data management system will be timely. Administrators will be reviewing the data management system frequently to ensure that teachers are in compliance with inputting student grades on a regular basis and to ensure that an adequate number of grades are recorded for each subject area.

The school year is divided into three (3) tri-mesters. Formal grades for each grading period appear on the report card which is posted online. Dates for online publication of report cards are found in the school calendar. Teachers will post all student grades on the data management system.

## Non-Instructional Duties

### Permanent Records

The permanent records of children currently enrolled are kept in the school office. Teachers may take the records out to their classrooms for a limited time.

### Before/After School Duty and Dismissal

Teachers are required to perform before and after school duties as scheduled. Teachers must get a substitute for duty when they are unable to do it.

Teachers are asked to escort their classes (PK-5) to the assigned areas for dismissal.

### Classrooms

Teachers and staff are expected to maintain a locked classroom when they will not be physically present.

### Faculty Rooms

The Faculty Rooms are available to faculty and staff. Everyone is responsible for maintaining its cleanliness and neatness. It is a workroom and a lunchroom, equipped with a microwave and a refrigerator.

## Field Trips

Field trips that are planned as part of the educational program are handled through the school office.

Field trips will be approved by the Principal using appropriate diocesan forms (see Appendix I, II and III).

NB: Permission slips and information sheets are of little value as a legal protection against lawsuits. Their purpose is to inform parents and students of possible risks, which they assume by participating. A permission slip and information sheet may be used in a Court of Law to show that proper information was given to the parents or guardians.

Please be sure to turn in all permission trip forms to the office after the trip.

## Personnel Policies

### Background Checks

All employees are required to be fingerprinted, submit to a background check through the Department of Children and Family Services (CANTS) and to attend the Safe Environment Program sponsored by the Diocese of Peoria.

### Confidentiality

All staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents and colleagues and should be adhered to at all times on or off campus. Should there be a question about the confidential nature of information, please see the Principal for clarification. The Administration will discuss significant violations with staff members, if needed, document and add to personnel files.

Maintaining good public relations is a job requirement of all Epiphany Catholic School employees.

Confidential matters which come to the attention of an employee in any way as a result of employment by Epiphany Catholic School must be carefully respected. Disclosure to anyone of such information is potential cause for dismissal.

Confidentiality is to be respected by all employees in regards to release dates on news releases, appointments and other announcements. Any advance release of such information is also potential cause for dismissal.

Employees, at no time, should reveal to others outside of Epiphany Catholic School the names of individuals who are visitors to the school.

Privileged information should be treated in a confidential manner. Care should always be taken regarding materials left unattended on a desk during the day.

## Supervision and Evaluation of Teachers and Staff

Per diocesan policy C-115, P-CDOP, and C-115, AR-OCS, faculty members shall participate in an ongoing evaluation and supervision process initiated by the administrator. For the purposes of this policy, the faculty is defined as all personnel who are licensed by the State of Illinois to teach.

The areas for evaluation shall include examination of philosophy, educational goals, classroom organization and planning, and effectiveness of instructional methods and professional and religious education development.

Faculty members will be formally evaluated twice a year for the first through third year of employment at Epiphany. Beginning with the fourth year of employment in the school, faculty members may be evaluated every year or every other year.

The Appendix IV and V include the evaluation instrument and a copy of the observation worksheet. Also, the evaluation schedule for the 2016-2017 school year is contained in Appendix VI.

The Principal shall keep personnel records on file for all teachers and staff.

## Attendance Policies for Teachers

- Teachers should arrive by 7:40 a.m. They may leave the building at 3:40 p.m.
- Teachers should schedule medical and personal appointment outside school hours if possible.
- Teachers are allowed ten (10) sick/personal days each year accumulated up to 40 days.
- Teachers will attend faculty meetings, in-service meetings, open houses and School Club functions. Teaching Assistants will attend meetings as directed.
- Be sure to give the Principal as much notice as possible if you are planning to be absent.
- When you are ill, call the Principal at 828-1279 or 310-3975 no later than 6:15 a.m.

## Health Insurance

Health insurance is provided through the Peoria Diocese. Each full-time employee (1,500 hours yearly) is offered health insurance at the time of employment. If you decline the coverage you may only re-apply during contract time in the spring. If coverage is needed after contract time, you may re-apply but will be responsible for the premiums. If you want coverage for your family, premiums are made through payroll deduction.

## Sick/Personal Leave

Ten days of Sick/Personal Leave are given at the beginning of each school year. Any unused days will go into a bank for a teacher to accumulate up to 40 sick days.

Faculty/Staff members are paid on the 1<sup>st</sup> and 15<sup>th</sup> day of each month on a 12 month basis. Non-certified staff members submit their monthly time sheet to the administrative office according to the schedule distributed in August.

# **The Catholic Diocese of Peoria Salaries and Benefits Package**

## **Health Insurance**

A health insurance plan provided through the Schlarman Health Fund, NFP, is available to eligible, full-time employees.

Initial enrollment in the health plan must be made within thirty (30) days of employment. Failure to enroll during this allotted time will result in requiring the employee to wait until an Open Enrollment Period, unless a loss of coverage has taken place outside of the employee's control.

Specific coverage and provisions of the Schlarman Health Fund may be modified or terminated at any time with or without notice.

Information regarding changes in dependent coverage should be reported to the plan before the end of a month. Changes will be made effective the first day of the following month.

Health benefits eligibility ceases when employment is terminated. An employee has the option to continue the same level of coverage he/she was carrying at the time of his/her termination date, but the premium must be paid by the employee with no contribution by the School. The length of time an individual may continue this coverage at his/her own expense is determined by the Schlarman Health Fund, NFP Health Benefit Plan documents.

## **Retirement Plan**

All full-time lay employees are offered the opportunity to participate in the retirement program offered by the Diocese of Peoria.

The employee will be able to contribute to a tax sheltered retirement plan. This contribution is in the form of an amount deducted from payroll on a tax-deferred basis up to the limits set by law.

The School, at the direction of the Diocese of Peoria, may also make a discretionary matching contribution to the employee's account. However, the amount of this match may be modified or terminated at any time by the Diocese of Peoria.

## **Worker's Compensation**

All employees are covered by worker's compensation insurance. An incident report must be filed within twenty-four (24) hours of the accident to the School's Principal.

## **Long Term Disability**

A long term disability plan provided through the Schlarman Health Fund, NFP is available to eligible employees.

## **Life Insurance**

A life insurance plan provided through the Schlarman Health Fund, NFP is available to eligible employees.

## Staff Absences

All full-time faculty members are allowed ten (10) paid personal/sick days each year, and these days may accrue for a maximum total of 40. Attendance for the current school year is given to each faculty member at the end of the school year. Faculty members and the Principal must sign the attendance form, and this form is placed in the faculty's personnel file located in the Principal's office.

## Jury and Military Duty

Teachers have a legal right to perform jury duty. Advance notification given to the Principal for jury duty is helpful in arranging substitute teachers.

Teachers who serve in the Reserves of the Armed Forces must report for duty when called. Teachers will not be penalized in any way for serving. Members of the Armed Forces are legally entitled to return to the same or substantially similar job when they complete military service.

## Parental and Maternity Leave

Women may continue working throughout their pregnancies as long as they are able to perform their duties. Women are able to use all vacation and sick/personal time. They are also able to use the Family and Medical Leave Act.

## Family and Medical Leave

(C-405, P-CDOP): An employee of the Catholic Diocese of Peoria or one of its parishes who has worked for the diocese for at least twelve (12) months, and who has worked at least 1,250 hours during the previous twelve month period, may take unpaid family and medical leave in accord with eligibility guidelines and appropriate procedures as defined by the current federal statutes.

## Bereavement Leave

An employee will be allowed time off for the death of a spouse's relative within the same degree of kinship, such as parent, sibling, or grandparent as would be allowed for the employee's own relatives. The limits of the leave can be extended at administrative discretion.

## **Personnel Policies (Discipline)**

### **Discipline**

Disciplinary action against an employee must be taken when his/her conduct does not conform to basic employee responsibilities. The responsibilities include, but are not limited to the following:

1. Employees are expected to be of good moral character.
2. It is expected that all employees will conduct themselves at all times in a manner consistent with the mission and doctrines of the Roman Catholic Church and of the office in which they work.
3. Employees are responsible for performing their duties in a satisfactory manner.
4. All employees have the duty to be familiar with and abide by their School's policies and procedures, even as they change.
5. All employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position.
6. Employees have the duty to abide by rules of confidentiality, proper dress and loyalty.

This is not an exhaustive list. The above are only examples of common sense rules which experience has shown to be both necessary and most effective in maintaining sound working relationships. They are only typical of cases which can result in disciplinary action ranging from verbal warnings to discharge and are not to be construed as limiting or restricting disciplinary action to only the specific cases listed.

### **Complaints/Grievances**

If there is a misunderstanding or a grievance that an employee believes has not been handled in an appropriate manner, the procedure for a review of such misunderstanding and grievance is as follows:

1. Discussion between the employee and the School must take place within ten days of the occurrence of a grievance.
2. When an employee fails to receive satisfaction from the conference with the School, he/she may present within seven days to the Pastor, in writing, the specifics of his/her dissatisfaction and the particular action which gave rise to the grievance.
3. The Pastor may review the case and provide a remedy. The decision of the Pastor in the matter is final.

## Discharge

Epiphany Catholic School retains the right to terminate every employee "at will". Violations of conduct or rules may result in immediate discharge.

A list of certain behaviors which will not be tolerated and which may end in discharge follows:

1. Conduct inconsistent with the mission, doctrines and moral teachings of the Roman Catholic Church and of the School in which they work;
2. Conduct contrary to or detrimental to the religious and professional character of the School or its policies;
3. Poor job performance, including careless or inefficient performance of duties, improper standards of workmanship or productivity, excessive breaks, and interfering with others in the performance of their job duties;
4. Possession, use of, or working under the influence of any illegal substance, habit-forming drug or intoxicating beverages on School property;
5. Misrepresentation of facts or falsification of records, including but not limited to, personnel records, reasons for requesting a leave of absence or time off, and information in connection with obtaining of employee benefits or misuse of such benefits;
6. Unauthorized possession of a dangerous weapon, fighting or attempting bodily injury to another;
7. Dishonesty of any kind in relations with the School, such as theft or pilferage of the School property, the property of other employees, or property of others entrusted to the School, as well as any action constituting a criminal offense, whether committed on duty or off duty;
8. Insubordination and/or being in disregard of, or inattentive to, working directions and instructions received from supervision or refusal to comply with the same;
9. Excessive absenteeism or tardiness or failure to properly notify the School of your absence;
10. Gambling on School property;
11. Sexual, verbal, physical, or visual forms of harassment directed at any person associated with the School, or discriminatory treatment of other employees, where such discrimination or harassment is based on race, color, religion, national origin, sex, age, disability, or any other protected status. This prohibition also covers any form of sexual harassment, including unwelcomed sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature;
12. Engaging in any commercial activity, including outside employment, that conflicts with or gives the appearance of conflicting with the interests of the School, without first having obtained the written consent to such activity by the Pastor;
13. Communicating confidential matters which come to the attention of an employee in any way as a result of employment with the School.

This is not an exhaustive list or all-inclusive. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action, up to and including discharge, will be determined, at the School's discretion, on the basis of particular facts and circumstances.

## Personal Behavior

### Faculty and Staff Responsibilities Include:

- Fostering a Faith Community by striving to be Christian in their attitudes and example
- Promoting openness, honesty, and unity in all school relationships as each member strives to strengthen and achieve common goals
- Accepting each child as a unique individual
- Evaluating and reporting each child's progress to parents
- Disciplining out of concern for each student's inner growth in Christian attitudes and Christian behavior
- Performing assigned duties and assuming responsibilities in extra activities
- Participating in and sharing responsibility for in-service planning and programs
- Continuing professional growth
- Strengthening school spirit by supporting social and athletic functions
- Portraying a positive school image at all times

### Professional Ethics

Discreet interactions with all involved in an educational community are required.

1. Students: Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the Administration must be advised immediately and the situation resolved.
2. Faculty/Staff: The actions of the faculty/staff or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty and staff members should be considered as equally important members of our team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.
3. Administration: Mutual respect, loyalty, and support between the administration and the faculty/staff are required for a good working relationship. Communication must be honest and direct. The faculty/staff must support the decisions of the administration and refrain from discussing professional differences with students or parents. Any breach of professional confidence may be cause for dismissal.

When speaking with parents, on or off campus, there should be no criticism of the Pastor, the Principal, faculty/staff members, parents, or students. Discussions with parents must focus only on their child. Discussions regarding the behavior and attitude of every child should be objective and framed in positive language.

### Professional Dress

Staff members are to dress as professional role models. No tops/blouses/sweaters should be worn that are low-cut or immodest. Appearance should be a sign of professionalism. Faculty and staff will not wear blue jeans to school unless given prior permission by the Administration.

## Cell Phones

Cell phones should be in the “silent/vibrate mode” during the school day and during faculty/staff meetings. Acceptable usage is for emergencies only.

## Drug and Alcohol Abuse

Epiphany Catholic School has a strong commitment to its employees to provide a safe work place and promote employee health. Consistent with the spirit and intent of this commitment, the School has established this policy regarding drug and alcohol abuse. Quite simply, our goal is to maintain a work environment that is free from the effects of alcohol and drug abuse.

The School does expect employees to report for work in a condition to perform their duties. The School recognizes that alcohol and drugs can have an impact on the work place and on our ability to accomplish our goal of an alcohol and drug-free work environment. The following is the School's policy:

1. The illegal use, sale, possession, distribution or manufacturing of narcotics, drugs, or non-medically prescribed controlled substances while on the job or on School property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. Employees who are under the influence of alcohol and/or drugs or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own as well as their co-worker's safe and efficient job performance. Such conditions will be proper cause for administrative action up to and including termination of employment.
3. Off-the-job illegal use of controlled substances which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the School's equipment is proper cause for administrative or disciplinary action up to and including termination of employment.

Please see Appendix VI for the diocesan protocol regarding drug screening.

## Smoking

Epiphany Catholic School is smoke-free; therefore, smoking is prohibited on the school or parish grounds.

## Social Media

Employees of Epiphany Catholic School need to remain professional at all times and should not participate in social networking with students, i.e. Facebook, Instagram, Twitter, etc. If an employee maintains an online social networking account, they are advised to remember:

- Epiphany Catholic School employees are personally responsible for all comments and information they publish online. Be mindful that what you publish will be public for a long time.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you use in face-to-face communication
- Comments related to the school should always meet the highest standards of professional discretion.
- Make sure that any image posted reflects your professionalism.
- Any inappropriate or derogatory statements can be a cause for immediate dismissal from employment at Epiphany Catholic School.

The following recommendations are offered for keeping boundaries and avoiding the appearance of impropriety at Epiphany Catholic School (quoted directly from Sr. Mary Angela Shaughnessy, SCN, J.D., Ph.D. (\*pp. 112-115) :

1. Do not stay alone in a room with a student unless there is a window permitting others to see in or the door is open. Do think before you act. Ask yourself how someone else might perceive what you are doing. If a student were to leave your classroom or other area and claim abuse, a closed area with no visual access would leave little room for a defense.
2. Do not allow students to become overly friendly or familiar with you. Students should never call teachers by their first names or nicknames. There is a difference between being “friendly” and being “friends” with students. Boundaries between adults and young persons must be enforced. Insisting on proper titles is one way to keep boundaries.
3. Do not engage in private correspondence with students. If you receive personal communication from a student and the communication is not appropriate, keep a copy of the communication and do not respond unless you have received permission from a supervisor. It is not uncommon for students to develop “crushes” on teachers, to fantasize about them, and/or to try to communicate on a peer level. If one receives student letters, etc., that are romantic, sexual, or otherwise inappropriate, it is best not to respond and to report the occurrence to one’s supervisor for everyone’s protection.
4. Do not visit students in their homes unless their parents are present. Being alone with young persons can give an appearance of impropriety. Many accusations of sexual abuse are alleged to have occurred when adults were present in students’ homes when the parents were absent. In particular, if there is no one home but the student, the situation can quickly become one of your words against the student’s, if an allegation of misconduct is made.
5. Do not invite students to your home. The same comments in #4 apply here.
6. Do not transport students in your vehicle. Obviously, there exists the same problematic situation of an adult being alone with a student or students. In addition, the adult may assume personal liability for any accident or injury. It can be very tempting to respond to a student’s request for a ride home, but a better approach would be to wait in an open area with the student until transportation arrives or to direct the student to an administrator.
7. Do not take the role of surrogate parent with a student. Educators are not parents and do not have the responsibilities or privileges of parents. While being supportive and helpful, educators must respect the rights of parents. Some parents, feeling teachers have displaced them in their children’s affections, are seeking restraining orders against the educators.
8. Do not criticize a student’s parents to the student. No matter how poorly parent’s parent, they are most likely the only parents their children will have. If you believe a child is abused or neglected, contact the appropriate authorities.
9. Do not give your students your home or cell phone number without the permission and knowledge of your supervisor. While it is true that many teachers’ numbers are listed in the phone book and are readily available, it is prudent to not give such information unless one’s supervisor is informed. In the event of an allegation of abuse, the giving of one’s personal phone numbers to students can raise a specter of questions.
10. Do not communicate with students from your home e-mail address. The same reasons as offered in #9 above apply here. One should always communicate with students from one’s school, rather than home e-mail address. If a teacher has a web page which students can access for academic reasons, it should be part of the school’s web site and administrators should be able to access it at all times.

11. Do not hire students to work in your home without the express knowledge and consent of your supervisor. In the past, many teachers regularly relied upon their students to provide such services as babysitting and grass cutting. The difficulty that can arise is again one of the appearances of impropriety. What defense will a male teacher who is driving a high school freshman home after babysitting have if she makes an allegation of inappropriate behavior? The roles of teacher and employer should not be mixed. Before taking any action, a good question to ask oneself is: "How would I feel if what I am doing were to appear on the front page of the paper tomorrow?"

## E-mail Communication

The following guidelines can help faculty and staff in the appropriate use of e-mail and are quoted directly from Sr. Mary Angela Shaughnessy, SCN, J.D., Ph.D. (\*pp. 116-118):

1. Use your school e-mail account. Never use your home or personal e-mail account. Using a personal account can give an appearance of secrecy.
2. Always remember you are a professional rendering a service to students. You are not the student's friend or buddy.
3. Communicate only about school matters or matters that are appropriate to be discussed in school. Most especially avoid any communication that might be construed as having sexual overtones. Do not reply to any such e-mail you receive from students; make a keep a copy of any such inappropriate communication and notify the principal.
4. Write as though you are certain that others will read what you write. Remember that a student can share your message with students and others by a simple push of a button.
5. Remember there is no such thing as a private e-mail.
6. Do not use instant messaging. Do not put students on your "buddy list." If you find that a student has added you to his or her list, ask that your name be removed and keep a written copy of your request. Remember – people can make copies of instant messages and they can come back to haunt you. If you are involved in an academic chat room, use it appropriately.
7. Ask yourself: "If my principal or anyone asked to see this communication, would I be embarrassed by what I have written?" If the answer is "yes," don't send the e-mail.
8. Remember – the student you are e-mailing is someone's child. How would you feel if your child received the e-mail you are about to send? If you think your e-mail might somehow be misunderstood, don't send it.
9. Remember – boundaries must be respected in written correspondence as well as in oral communication. Don't push the boundaries of teacher/student relationships.
10. Finally, e-mail can be misinterpreted. Before sending e-mail, ask yourself if someone reading it might "read something into it" that you didn't intend, or if your message might be misinterpreted. Communicate in person whenever possible.

\*Reference: Shaughnessy, M.A. (2005). *The law and Catholic schools: A guide to legal issues for the third millennium*. Washington, DC: National Catholic Educational Association.

## Custody

Epiphany School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there

is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## **Other Policies**

### **Bullying**

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form. Catholic Diocese of Peoria Policy Adopted: 1/03 Reviewed: 9/07

### **Corporal Punishment**

“Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes but is not limited to slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm.” Cf. Catholic Diocese of Peoria Policy D-146.

### **Harassment**

“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.” Please see Appendix VIII for the diocesan harassment policy.

### **Sexual Abuse Allegations**

“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).” Please see Appendix IX for the diocesan policy concerning sexual abuse allegations.

## 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.”

Cf. Policy D-15o <http://www.cdop.org/pages/EdSchoolsPolicyBook.aspx>

## Technology & Internet Polices

Each faculty/staff member is expected to adhere to the “Acceptable Use Student Policy” and diocesan policy C-404, P-CDOP, “Computer Software Use and Federal Copyright Law” and enforce these policies with his/her students (both found in the Parent-Student Handbook). Appendix VII contains the diocesan Telecommunication Use Agreement.

Use of the computer and the Internet are provided for professional use only. The use of the Internet to send jokes, forward e-mail messages, or other communication not related to the professional duties to which you are assigned is restricted. Violation of policy may result in loss of computer privileges or dismissal.

Epiphany Catholic School Internet users are expected to use the Internet as an educational resource. The Mission of the school, existing Diocesan and Epiphany Catholic School policies, and all Federal, State and Local laws set the parameters for the use and the privilege of accessing the Internet at school. Any activity that is unethical, illegal, disruptive, offensive or mischievous is not acceptable. The following protocol and procedures are presented to provide a productive, efficient, and consistent use of all computer facilities at Epiphany Catholic School.

## Philosophy

Epiphany Catholic School has both a legal and ethical duty to maintain all school-owned computer hardware and software under appropriate guidelines. All Internet access is monitored and recorded. Privacy of information stored on school property should not be expected.

## User Name and Password

Students and staff are issued a user name and password. Designated technology personnel, under the supervision of the Technology Coordinator or the Principal will maintain records of all user names, access codes, and passwords. No changes to passwords, access codes, configurations, etc. are to be made without proper approval. Since all network activity is tracked by user name, this information must be kept private and confidential. Any person violating this standard will be subject to appropriate disciplinary action.

## Procedures for Alleged Violations

Disregard for any of these policies will result in referral to the proper authority for investigation and appropriate disciplinary action, if appropriate.

Guidelines: The following guidelines are expected to be followed:

- E-mail or Fax from a computer or similar electronic communications is provided to assist students and staff in conducting business for Epiphany Catholic School. These forms of communication, although not generally intended for personal use, may be used for personal use if done so in an appropriate manner taking into consideration the availability of terminals and communication links.
- No software, either operating or task-oriented shall be installed on any school computer without the expressed permission of designated technology personnel. No individual is authorized to install any software packages on school equipment. Persons who violate this guideline are subject to disciplinary action.
- Screen savers that require logon to resume are an important part of any computer utilization. Proper time intervals, usually 5 minutes, should be maintained in sensitive areas on all terminals to assure that an unauthorized person cannot access a terminal left unattended. A screen saver should be professional in appearance. For this reason, it is recommended that all screen savers carry some variation of the Epiphany Catholic School logo.
- Designated technology personnel are responsible for the maintenance of hardware and software for the school.
- Any person who engages in any incident of lewd, obscene or inappropriate material either accessed from or entered into any communication device including computers, by any means, is subject to disciplinary procedures.
- Students caught using a user ID/password that is not assigned to them, or exploring outside the main menu system, will lose access to all computers (including those not connected to the network) for at least two weeks and may receive additional consequences. Students may be prohibited from using any school electronic equipment. Even though a student may be prohibited from using school electronic equipment, the student is expected to meet all instructor directions for completing daily assignments/projects/papers.
- All files are to be maintained consistent with school policy. The Technology Coordinator will have access to view all files at all times. Departmental policy should be established to control access to departmental files.
- No person shall knowingly enter or cause to be entered any information on the Internet (i.e., creating web sites) that indicates or infers Epiphany Catholic School's connection with any event or program without the expressed, written consent of Epiphany Catholic School Principal.
- No person shall remove any computer software or hardware from school computers without the permission and knowledge of designated technology personnel.
- Persons who tamper with any computer devices or other school technology will be subject to disciplinary procedures.
- All activities involving computers or any use of technology shall always be consistent with the policies and procedures of the Diocese of Peoria Office of Catholic Schools.
- Disregard for any of these procedures or policies will result in disciplinary action and, if appropriate, termination for staff or expulsion for students.

## **Emergency Procedures, Drills and Crisis Plans**

Emergency Procedures are updated annually and posted in classrooms and throughout the building.

Emergency drills will be conducted periodically throughout the school year. Drills will be both announced and unannounced. Teachers will explain and review fire, tornado, and other emergency procedures with students at the start of the school year and periodically throughout the year. Teachers will instruct students of what to do in case they are not in their classroom when an emergency arises.

Fire drills will be held a minimum of three times a year. Tornado drills will be held twice yearly. Intruder drills will be held at least once per year.

Teachers are to follow all procedures as outlined in the Crisis Plan, unless doing so would cause danger to themselves or others.

In the event of smoke or fire, pull the nearest fire alarm. Notify the office, if it is safe to do so.

## **Handbooks**

### **Policies Are Not Contractual**

In consideration for employment by Epiphany Catholic School, all employees are expected to conform to the guidelines contained in this Handbook. However, just as an employee has the right to terminate employment at any time for any reason, the School retains the right to terminate employment and compensation, with or without notice, at any time at the opinion of the School. Nothing contained in any document published by the School shall in any way modify the above, and the terms of employment cannot be modified by any oral or written representations made by anyone employed by the School. All policy statements, manuals or documents issued by the School shall be interpreted consistent with the School's right to terminate the services of any employee at any time for any reason.

While the School wholeheartedly believes in its policies and benefits, it reserves the right to alter, modify, or terminate any policy or benefit at any time as the needs of the School may require.

### **Additions, Changes or Deletions to the Faculty/Staff Handbook**

The contents of this Faculty/Staff Handbook are presented as a matter of information only. The School reserves the right to alter, modify or terminate any guideline, procedure, policy or benefit, in whole or in part, at any time, with or without advance notice, and such changes will become effective on the announced date. The language used in this manual is not intended to create, nor is it to be construed to constitute an employment contract between the School and any or all of its employees.

## **APPENDIX I Instructions for School-Sponsored Educational Field Trips 2017-2018**

### ***OFFICE OF CATHOLIC SCHOOLS CATHOLIC DIOCESE OF PEORIA, IL***

The following forms shall be used for all school sponsored educational field trips:

#### **FIELD TRIP PERMISSION FORM**

This form is to be signed by the parent/legal guardian of each child participating on any educational field trip. Under no circumstances may students participate in a school sponsored field trip if their parent/legal guardian has not signed and returned the official permission form. The lead teacher/field trip supervisor shall bring the signed permission forms along on the field trip. Upon completion of the trip, the permission forms shall be kept on file in the school office. (Policy D-131)

#### **EDUCATIONAL FIELD TRIP REQUEST**

The top section of the form is to be submitted by the lead teacher/field trip supervisor to the principal for written approval prior to the date of the trip. The principal is to review and “Approve” or Deny” the proposed trip and forward the request to the Office of Catholic Schools for approval. Upon the completion of the trip, any Accident Reports (non-employee) or Property Damage reports need to be completed by the lead teacher/field trip supervisor and kept on file in the school office with the permission forms for the trip. (Administrative Regulations D-131)

#### **GROUP LEADER/CHAPERONE RELEASE OF LIABILITY WAIVER FORM**

This form shall be signed by all group leaders and field trip chaperones participating in the field trip. Completed forms shall be kept on file in the school office with the permission forms from the trip. (Administrative Regulation D-131)

#### **VOLUNTEER DRIVER**

This form shall be completed and signed by all individuals volunteering to transport students in their vehicles. Together with the completed form, the school needs to attach a photocopy of the volunteer’s driver’s license.

#### **PARENTAL/GUARDIAN CONSENT FORM**

#### **MEDICAL INFORMATION / EMERGENCY FORM**

The education field trip documents listed above shall be kept on file in the school office for four (4) calendar years, provided that if there is an accident or injury on a field trip, the forms shall be kept for twenty (20) years. (Administrative Regulation D-131)

If private vehicles are used as the method of transportation on field trips, the school must have on a file copy of each driver’s valid driver license, proof of insurance, and a volunteer driver form before any private vehicles are used to transport students. (Administrative Regulation D-131) Students **CANNOT** ever be transported in 11 (including driver) to 15 passenger vans.

## APPENDIX II Teacher Field Trip Request

### EDUCATIONAL FIELD TRIP REQUEST & REPORT FORM

2017 - 2018

#### Authorization for Field Trip

Date of Trip	Teacher/Field Trip Supervisor
Class/Grade Level	Approximate # of Students Participating
Destination	
Educational Purpose of Field Trip	
Brief Description of Activities	
Departure Time	Return Time
Anticipated Cost	Funding Source(s)
Method of Transportation	Number of Chaperones
If trip is overnight, where will students and chaperones stay?	

\_\_\_\_\_  
Signature of Teacher/Field Trip Supervisor

\_\_\_\_\_  
Date

Approved:  Yes  No

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

#### Field Trip Incident Report

Date of Trip:

Destination:

Number of Students Participating:

Were there any unusual incidents (including injuries or damages)?  Yes  No

If yes, please include a description below (use reverse side of form if additional space is necessary).

\_\_\_\_\_

\_\_\_\_\_

Diocese of Peoria Field Trip Permission Form
(This form is required for all school field trips)

2017-2018

TO BE COMPLETED BY THE SCHOOL

Form with fields: Date of Trip, Destination, Departure Time, Return Time, Educational Purpose, Trip Supervisor, Student Cost for Trip

TRANSPORTATION BEING PROVIDED (check all that apply):

- School bus, Private vehicle, Commercial carrier, Walking, Other

DRIVERS OF PRIVATE VEHICLES (check all that apply, if applicable):

- Parents, Teachers, School staff, Other

PLEASE RETURN THE COMPLETED PERMISSION FORM WITH ANY MONEY DUE BY: STUDENT AGREEMENT

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance. I will listen attentively and will follow the supervisor's directions at all times.

Signature of Student, Date

MEDICAL INFORMATION

Does the student have any known allergic reactions or chronic illnesses? Yes No

If yes, please describe:

Will the student need to take any medication while on this trip? Yes No

If yes, list name of medication:

Name of Insurance Company: Group Identification/Policy #:

Name of Primary Physician: Physician's Phone # (including area code):

PARENTAL AUTHORIZATION

I request that my child, be allowed to participate in the field trip listed above. I understand that this activity will take place away from the school/parish grounds, and I grant my consent to the method of transportation.

If private vehicles are used for transportation, I give permission for my child to (check all that apply, if applicable):

- Ride with another parent, Ride with teacher/staff, Ride with another student, Drive himself/herself

Signature of Parent, Date

Phone # (with area code) where I can be reached during trip: (cell) (work) (home)

If I cannot be reached, please contact: Relationship to student: Phone #:

DRIVER INFORMATION (if applicable)

If private vehicles will be used for transportation on this field trip, please complete the following:

- Yes, I will drive for the field trip. I can accommodate students with seat belts. Please note: if you have a front passenger seat with airbag, do not use that seat for a student.

A copy of my driver's license is on file in the school office. Yes No

My automobile liability insurance carrier is: Policy #: Expiration:

The minimum acceptable liability limit for private vehicles is \$100,000/300,000.

- Sorry, I am not available to drive for the field trip.

TO BE COMPLETED AT HOME

## APPENDIX IV Classroom Observation Form

RE: **CLASSROOM OBSERVATION**

FROM: **MIKE LOOTENS**

DATE:

**Begin With The End In Mind** *Stephen Covey*

Attached you will find comments related to my recent class on (enter date). Please bring this with you along with your grade book for our post-observation conference scheduled for (enter date and time). Thank you.

Thank you for allowing me to witness a lesson that was...

Also, the following attributes and traits were observed...

When designing and implementing teaching lessons please consider the following questions:

**EPIPHANY CATHOLIC SCHOOL**  
*Where Faith and Knowledge Flourish*

**EPIPHANY CATHOLIC SCHOOL  
DIOCESE OF PEORIA**

**TEACHER EVALUATION FORM**

**Teacher:**

**Grade/Subject:**

**Observer:**

**Date:**

***Christian/Professional Characteristics***

***Satisfactory    Improvement  
   Needed***

Shares an active interest in building a Christian educational community.

( )

( )

Works cooperatively with staff.

( )

( )

Works cooperatively with parents.

( )

( )

Takes part in the spiritual life of the school and parish.

( )

( )

Is tactful and discrete when discussing school matters.

( )

( )

Assumes share of duties concerning school activities.

( )

( )

Is willing to share ideas and techniques.

( )

( )

Plans lessons, daily and long range, thoroughly.

( )

( )

Posts lessons on the L Drive weekly.

( )

( )

Handles school matters administrative duties in a timely

( )

( ) manner.

**Comments:**

***Instruction***

***Satisfactory***

***Improvement  
   Needed***

State and Common Core Standards are identified in lessons.

( )

( )

Recognizes and attempts to provide diversified instruction.

( )

( )

Time on task is appropriate to lessons.

( )

( )

- Follows adopted school and diocesan curriculum. ( ) ( )
- Teaches critical thinking skills as part of classroom activities. ( ) ( )
- Uses a variety of instructional delivery methods. ( ) ( )
- Utilizes effective questioning skills. ( ) ( )
- Involves entire class in lesson. ( ) ( )
- Environment is maintained and includes Catholic décor. ( ) ( )
- Provides adequate supervision of instruction. ( ) ( )
- Posts daily assignments. ( ) ( )

**Comments:**

<i><b>Classroom Management</b></i>	<i><b>Satisfactory</b></i>	<i><b>Improvement Needed</b></i>
Maintains appropriate control.	( )	( )
Classroom environment demonstrates a focus on learning.	( )	( )

**Comments:**

**Teacher** \_\_\_\_\_

**Date:**

**Principal** \_\_\_\_\_

**Date:**



# EPIPHANY CATHOLIC SCHOOL

*Let the Children come to Me - Luke 18*

## TEACHER EVALUATION SCHEDULE 2015-2016 and 2016-2017

	DATE OF HIRE	2016-2017			2017-2018		
		1 <sup>st</sup> TRI-MESTER	2 <sup>nd</sup> TRI-MESTER	3 <sup>rd</sup> TRI-MESTER	1 <sup>st</sup> TRI-MESTER	2 <sup>nd</sup> TRI-MESTER	3 <sup>rd</sup> TRI-MESTER
Angel	08/12					X	
Bangen	08/15	X	X		X	X	
Bateman	08/14	X	X		X	X	
Billington	08/11		X				
Coppersmith	08/16	X		X	X	X	
Dicken	08/05	X					
Francois	08/15	X	X		X	X	
Frey	08/86						X
Friedmann	08/03			X			
Grunewald	08.07		X				
Havens	08/11				X		
Hunter	08/14	X	X		X		X
Lanham	08/10			X			
Manuel	08/14	X	X		X	X	
Lohr	08/99			X			
Olson	08/99		X				
Overby	08/11					X	
Simpson	08/94				X		
Smyth	08/94			X			X
Wey	08/13						X
Williams-Zambrano	08/16	X		X	X	X	
York	08/98			X			X
<b>TOTAL EVALUATIONS</b>		<b>8</b>	<b>8</b>	<b>7</b>	<b>9</b>	<b>8</b>	<b>5</b>

Inclusion of the schedule does not guarantee job placement for the 2017-2018 school year.



1002 East College Avenue, Normal, IL 61761 309-452-3268  
 Pre-School: ext. 201 Elementary: ext. 300 Junior High: ext. 320 Fax: 309-454-8087



## **APPENDIX VII Diocese of Peoria Drug Screening Protocol for Elementary School Employees**

### **Drug Screening for New Elementary School Employees**

All newly hired administrators and teachers will be screened for drug usage prior to employment at their assigned regional high school or at their respective elementary school. Appointments for drug screening should be made by the principal or designee with the drug coordinator at the assigned school – high school or elementary. Drug screening must be completed within one month of the initial hire date.

Individuals will be asked to show federal or state picture identification.

Individuals being screened will be provided with the Drug Screening Consent Form and asked to read and sign the form. Failure to comply with this policy in any part or whole constitutes cause for immediate termination. Refusal to sign the consent form renders the employee ineligible for employment at any school in the Catholic Diocese of Peoria.

Hair sampling will be used for drug screening.

Hair samples are sent to Psychemedics. Results of the drug screening will be relayed to the Office of Catholic Schools by Psychemedics. When the result of the drug screening is positive, results are relayed to the principal, who acquires prescription information from the employee. This information is sent to Psychemedics for review stating whether or not the prescriptions could have caused the positive results. When necessary, the Superintendent of Schools in consultation with the Chancellor of the Catholic Diocese of Peoria will take appropriate action. Documentation of screening for drug usage will not be part of an employee's personnel file. All documentation will be kept in a confidential file.

The Office of Catholic Schools will bill the schools \$42 for each employee screened. (The fee for drug screening at Bloomington Central Catholic is \$55 - \$10 of which is paid to CCHS at time of screening).

### **Drug Screening for New Secondary School Employees**

All newly hired secondary school administrators, teachers, and staff members will be screened at their respective high schools.

Individuals will be asked to show federal or state picture identification.

Individuals being screened will be asked to read and sign the Drug Screening Consent Form. Failure to comply with this policy in any part or whole constitutes cause for immediate termination. Refusal to sign the consent form renders the employee ineligible for employment at any school in the Catholic Diocese of Peoria.

Hair sampling will be used for drug screening.

High school drug coordinators forward hair samples to Psychemedics. Results will be relayed directly to the high school by Psychemedics. When the results are positive, the principal consults with the Superintendent of Schools. When necessary, the Superintendent of Schools in consultation with the Chancellor of the Catholic Diocese of Peoria will take appropriate action. Documentation of screening for drug usage will not be part of an employee's personnel file. All documentation will be kept in a confidential file.

## **Random Drug Screening for Administrators, Teachers, and Employees of Elementary and Secondary Schools**

Administrators, teachers, and employees of all elementary and secondary schools of the Catholic Diocese of Peoria are subject to random screening for drug usage. Each year ten percent (10%) of the entire faculty and staff or a minimum of two (2) individuals will be randomly selected by a computer program to be screened. Names of the employees will be sent to the principal along with instructions for complying with the random drug screening.

Screenings will be scheduled by the principal with the drug coordinator at the assigned school.

Individuals will be asked to show federal or state picture identification.

Individuals being screened will be asked to read and sign the Drug Screening Consent Form. Failure to comply with this policy in any part or whole constitutes cause for immediate termination. Refusal to sign the consent form renders the employee ineligible for employment at any school in the Catholic Diocese of Peoria.

Hair sampling will be used for drug screening.

The Office of Catholic Schools will bill the elementary schools \$42 for each employee screened. (The fee for drug screening at Bloomington Central Catholic is \$55.)

Drug screening coordinators forward hair samples to Psychemedics. Results of the drug screening will be relayed to the Office of Catholic Schools by Psychemedics. When the result of the drug screening is positive, results are relayed to the principal, who acquires prescription information from the employee. This information is sent to Psychemedics for review stating whether or not the prescriptions could have caused the positive results. When necessary, the Superintendent of Schools in consultation with the Chancellor of the Catholic Diocese of Peoria will take appropriate action. Documentation of screening for drug usage will not be part of an employee's personnel file. All documentation will be kept in a confidential file.

### **Reasonable Suspicion Screening**

When the principal of an elementary or secondary school of the Catholic Diocese of Peoria has reasonable suspicion that a teacher or employee is demonstrating conduct that may be in violation of Drug Usage Policy and Regulations (C-312), the principal will ask the individual to submit to drug screening.

The screening will be scheduled by the principal with the drug coordinator at the assigned school.

The individual being screened will be asked to read and sign the Drug Screening Consent Form. Failure to comply with this policy in any part or whole constitutes cause for immediate termination. Refusal to sign the consent form renders the employee ineligible for employment at any school in the Catholic Diocese of Peoria.

Hair sampling will be used for drug screening.

The Office of Catholic Schools will bill the elementary schools \$42 for each individual screened. (The fee for drug screening at Bloomington Central Catholic is \$55 - \$10 of which is paid to CCHS at time of screening.)

Drug screening coordinators forward hair samples to Psychemedics. Results of the drug screening will be relayed to the Office of Catholic Schools by Psychemedics. When the result of the drug screening is positive, results are relayed to the principal, who acquires prescription information from the employee. This information is sent to Psychemedics for review stating whether or not the prescriptions could have caused the positive results. When necessary, the Superintendent of Schools in consultation with the Chancellor of the Catholic Diocese of Peoria will take appropriate

action. Documentation of screening for drug usage will not be part of an employee's personnel file. All documentation will be kept in a confidential file.

**Employees include anyone who receives payment for his/her service: administrators, teachers, paraprofessionals, coaches, office staff, cafeteria staff, custodial staff, bus drivers, outside contract employees, and any other employee who has direct contact with students.**

### **Drug Screening for Secondary School Volunteers**

There is no change from the procedures used during the past school years for secondary school volunteers.

### **Reasonable Suspicion Screening for Elementary and Secondary School Volunteers**

When the principal of an elementary or secondary school of the Catholic Diocese of Peoria has reasonable suspicion that a volunteer is demonstrating conduct that may be in violation of the Drug Usage Policy and Regulations, the principal will ask the individual to submit to drug screening.

The screening will be scheduled by the principal with the drug coordinator at the assigned school.

The individual being screened will be asked to read and sign the Drug Screening Consent Form.

Hair sampling will be used for drug screening.

Drug screening coordinators forward hair samples to Psychomedics. Results of the drug screening will be relayed to the Office of Catholic Schools by Psychomedics. When the result of the drug screening is positive, results are relayed to the principal, who acquires prescription information from the employee. This information is sent to Psychomedics for review stating whether or not the prescriptions could have caused the positive results. When necessary, the Superintendent of Schools in consultation with the Chancellor of the Catholic Diocese of Peoria will take appropriate action. Documentation of screening for drug usage will not be part of an employee's personnel file. All documentation will be kept in a confidential file.

The Office of Catholic Schools will bill the elementary schools \$42 for each individual screened. (The fee for drug screening at Bloomington Central Catholic is \$55 - \$10 of which is paid to CCHS at time of screening.)

Failure to comply with the Drug Usage Policy and Regulations in any part or whole constitutes cause for immediate termination from volunteer service at any school in the Catholic Diocese of Peoria.

**ALL NEW ELEMENTARY AND SECONDARY SCHOOL EMPLOYEES WILL NEED TO PROVIDE PROOF OF COMPLETING SAFE ENVIRONMENT TRAINING AND THE CHILD ABUSE AND NEGLECT TRACKING SYSTEM (CANTS) FORM.**

Each employee is expected to follow the Telecommunications Use Agreement and enforce this policy with his/her students. Use of the computer and Internet are provided for professional use only. The use of the Internet to send jokes, forwarded e-mail messages, or other communication not related to the professional duties to which you are assigned is strictly prohibited. Transmission of such material may result in loss of computer privileges or termination of employment.

**Telecommunications Use Agreement**

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while employed at the School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the School.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on School equipment without proof of licensure and prior approval of appropriate School personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor the School's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. The use of the Internet must be in support of education and research consistent with the educational objectives of the School. Faculty using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of School computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Faculty may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The faculty is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action. The School reserves the right to seek financial restitution for any damage caused by a faculty member. The system administrators will deem what is appropriate use, and their decision is final. The administration of the School may request that the system administrator deny,

revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above may be cause for termination.

### ***Technology Concerns***

**Blogs:** Engagement in online blogs with students such as, but not limited to, MySpace and Facebook®, etc. may result in disciplinary actions if the content of the teacher's blog includes defamatory comments regarding the School, the faculty, other students, parents or the Parish. Teachers should not be social networking "friends" with their students.

**E-Mail:** A teacher's email on his/her school email account should not be considered private and may be read at any time by School administration.

**Instagram®:** Photos and captions on a teacher's Instagram® account that depict the School, the faculty, other students, or the Parish in a defamatory way may result in disciplinary action.

**Sexting:** Teachers involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face termination.

**Texting:** Teachers should refrain from texting students.

### **Social Networking Sites:**

Any photographs or statements made on an individual's Social Networking Site may be cause for dismissal. This includes defamatory comments made about the School administration, other teachers, students or the Parish.

\*Teachers should not "friend" their students on their social networking sites. This is a breach of professional boundaries.\*

## **APPENDIX IX 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

## **APPENDIX X    Diocese of Peoria Sexual Abuse Allegation Policies and Procedures**

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

#### **I.        PREAMBLE**

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

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

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

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

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

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

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

Even conduct that does not constitute sexual abuse may be offensive or may create misunderstanding or embarrassment. Experience has shown that actions by a priest or deacon with minors such as hugging, patting, tickling,

or similar "horseplay," even if intended innocently, may be misconstrued. Priests and deacons must be especially careful, therefore, to avoid such conduct, especially when other adults are not present. The Diocese of Peoria will provide separately a Code of Conduct applicable to all personnel (use of such term includes volunteers working regularly with children) and all personnel will receive training regarding the Code of Conduct.

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

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

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

## **V. DEFINITIONS**

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

## **VI. DISTRIBUTION OF POLICY**

- A copy of this Policy will be posted on the Website of the Diocese.
- This Policy will be incorporated into all Diocesan personnel guidelines and printed in the Employee Handbooks.
- This Policy will be communicated to the competent ecclesiastical superiors of all members of religious institutes and societies of apostolic life who serve as personnel of the Diocese.
- All clergy, religious and lay staff of the Diocese, Diocesan Parishes, and Diocesan institutions should be acquainted with the seriousness of the sexual abuse policy of the Diocese. Pastors should inform Parish employees/volunteers of this policy. Principals should inform all School employees of this policy. The Diocese shall so inform Diocesan employees.
- This policy shall be made known to alleged victims who report sexual abuse.
- This policy shall prevail over any contradictory policy or procedure in the Diocese.
- A signed acknowledgment of receipt and understanding as well as an agreement to be governed by this policy will be required of all personnel of the Diocese. The signed acknowledgments of receipt and understanding of these guidelines will be returned by the above personnel to the superior or supervisor and filed in the appropriate personnel file. All priests incardinated in the Diocese of Peoria will be required to have a signed acknowledgment of receipt and understanding on file in the Office of the Chancellor. A copy of the required acknowledgment is attached.

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

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

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

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

1. The Diocese of Peoria recognizes that sexual abuse of minors often causes serious and continuing emotional and psychological problems for the victim. Therefore, the Diocese is committed to providing victims of such misconduct with appropriate professional assistance to address these consequences of abuse by any personnel of the Diocese. The Bishop of Peoria will appoint a Victim Assistance Coordinator to provide such assistance. It is the policy of the Diocese that victims must be treated justly.
2. When credible accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, contact by the Victim Assistance Coordinator with the alleged victim will be promptly initiated. Contact should be made for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation. Medical, mental health, and spiritual assistance may be offered according to the specific situation presented.
3. Under the direction of the Victim Assistance Coordinator, competent counselors and social workers will offer to provide for appropriate assistance to persons who make a credible claim that any personnel of the Diocese sexually abused them when they were minors. This outreach will be made regardless of whether the alleged abuse was recent or occurred many years in the past. The outreach will include the offer of counseling, spiritual assistance, support groups, or other social services agreed upon between the victim and the Diocese.

### **C. SEXUAL MISCONDUCT REVIEW BOARD**

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

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

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

- A. Any personnel of the Diocese, including, but not limited to, mandated reporters who have actual knowledge of or who have reasonable cause to suspect sexual misconduct against a minor by any personnel of the Diocese (including a priest or deacon), must report that information (unless to do so would violate the priest/penitent relationship of the Sacrament of Penance). First and foremost, an individual should contact the Illinois Department of Child and Family Services at 1-800-252-2873. A report should also be made to Diocesan officials by contacting the Office of the Chancellor.
- B. The reporting statement may be made by telephone, by mail, or by e-mail. The reporting statement should include the name and contact information of the complainant, the name and position of the person alleged to have engaged in the misconduct, and the details of the incident or practice.
- C. If a cleric is advised in a confessional setting of sexual abuse by a cleric of this Diocese, he shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged sexual abuse outside the confessional setting.

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

### **A. NOTIFICATIONS OF REPORT**

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

been made against the alleged offender and should keep the superior advised of the status and outcome of the proceedings.

## **B. REQUIREMENT OF INVESTIGATION**

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

## **C. CONFIDENTIALITY**

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

## **D. INTERIM MEASURES**

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

## **E. INVESTIGATION OF INCIDENT REPORTS**

1. Each reported incident will be promptly investigated under the direction of the Office of the Chancellor, with care taken not to interfere with any confidential or civil/criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator. Ongoing information about the investigation of the incident will be provided to the Bishop of Peoria.
2. The alleged offender shall be given the opportunity to rebut before the Bishop or his designee any evidence against him.
3. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines.

## **F. PROCESS FOR INVESTIGATION**

1. When there is a report made or cause to believe that sexual abuse by a priest, deacon, lay employee or volunteer of this Diocese is threatened or has occurred, notice should be given immediately to the Chancellor at (309) 671-1550; Vicar General at (309) 671-1550; or the Victim Assistance Coordinator at (309) 671-1550. Any employee, cleric, non-Diocesan cleric, or religious of the Diocese or Parish to whom such a report is made or who has reasonable cause

- to believe that sexual abuse by a lay person, religious, or non-Diocesan cleric employed by or in this Diocese or in a Diocesan Parish is threatened or occurred has the responsibility to give such notice. Once the Chancellor and/or Vicar General have been notified, they shall immediately notify the Bishop.
2. Any person to whom alleged abuse by a priest, deacon, lay employee or volunteer of this Diocese is first reported should attempt to fully document the report. This should include a description of the alleged abuse, the date(s) of the alleged offense(s), the alleged offender(s), the alleged victim(s), and the manner and circumstances in which the report was first made. This report should be provided immediately to the Chancellor and/or Vicar General, who will inform the Bishop immediately.
  3. All appropriate steps will be taken to protect the reputation of the alleged offender during the investigation. The alleged offender will be encouraged to retain the assistance of civil counsel (and in the case of a priest or deacon, canonical counsel).
  4. If the alleged victim is not the source of the report, the Victim Assistance Coordinator will endeavor to contact the alleged victim to obtain information directly from her or him. The alleged victim and any other witnesses will be encouraged to submit a written description of the incident or incidents, but it will be made clear that the report will be investigated even without a written complaint.
  5. The Victim Assistance Coordinator will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.
  6. The Chancellor and/or Vicar General will promptly notify the alleged offender about the substance of the report. The Chancellor and/or Vicar General will interview the alleged person to obtain the offender's response to the allegations contained in the report. The offender will be informed of the right to obtain counsel in connection with the investigation and any ensuing proceedings.
  7. The Chancellor and/or Vicar General will immediately notify the Bishop of any information developed in the course of the investigation that, in their judgment, warrants immediate attention. In all events, within approximately thirty days following the initial receipt of the report, the results of the investigation, even if not yet completed, will be conveyed to the Bishop and to the Sexual Misconduct Review Board.

**G. REPORT TO SEXUAL MISCONDUCT REVIEW BOARD**

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

1. Unless the allegations are already well-known or unless personally identifying information is otherwise necessary, an anonymous reference to the alleged offender together with a description of the alleged offender's age, current clerical assignment and date of ordination, if applicable, and a general history of prior assignments;
2. An anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment;

3. A complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including:
  - i. The circumstances that led to the person's decision to make the report, especially if the alleged incident occurred a long time in the past; and
  - ii. Any professional psychological counseling or treatment the alleged victim has received that may be related to the alleged incident.
4. A copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person).
5. A description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest, deacon, lay employee or volunteer who is the subject of the report.
6. A complete and thorough recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations;
7. A description of further investigative steps the Chancellor, Vicar General, and Victim Assistance Coordinator recommend be taken before the Review Board makes any final recommendations to the Bishop;
8. Any conclusions the Chancellor, Vicar General, and Victim Assistance Coordinator wish to offer about the weight of the allegations and the reliability and credibility of any persons who submitted information, including the alleged victim and the accused priest, deacon, lay employee or volunteer.

## **H. RECOMMENDATIONS BY REVIEW BOARD**

After receiving the information obtained in the investigation, the Review Board:

May request that further information be pursued by Diocesan Officials, or immediately proceed to make a recommendation to the Bishop.

The recommendations the Review Board may make to the Bishop include (but are not limited to) the following:

1. The allegations are not supported by sufficient evidence or otherwise are not credible and the matter should be closed without adverse action regarding the alleged offender;
2. The allegations appear credible, but no final conclusions should be reached pending receipt of:
  - i. A report of psychiatric or psychological evaluation of the alleged offender, if the alleged offender is willing to allow the release of such report to the Review Board;
  - ii. A similar report from the alleged victim's professional psychiatric or psychological counselor, if the alleged victim is willing to authorize their release to the Review Board;  
or
  - iii. Additional specific information that still may be available.

3. The allegations appear to be supported by sufficient, credible evidence and steps should be taken:
  - i. To remove the priest or deacon from the ministry, either by consent (including retirement) or in accordance with the procedures provided by canon law, if the priest or deacon contests the findings; or
  - ii. To terminate the employment of a lay employee or to terminate the service of a lay volunteer.

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

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

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

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

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

1. If the alleged perpetrator is a clergyman incardinated in the Diocese of Peoria, the report and investigation will be referred to the Bishop of Peoria in accordance with Canon Law and subject to the provisions of canon 1722.

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

#### **L. RECORDS**

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

#### **M. JURISDICTION**

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

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

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

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

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

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

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

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

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

## **R. ADDITIONAL AUTHORITY OF THE BISHOP TO TAKE ADMINISTRATIVE ACTION**

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

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

## **S. "SINGLE INCIDENT" POLICY**

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

## **T. POSSIBLE ADMINISTRATIVE MEASURES**

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

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

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

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

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

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

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

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

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

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

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

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

##### **C. CONFIDENTIALITY AGREEMENTS**

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

#### **D. OUTREACH TO AFFECTED PARISHES**

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

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

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

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

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

In accordance with Illinois law (325 ILCS 5/4), all personnel of the Diocese of Peoria who are mandated reporters, including school personnel and members of the clergy, shall sign a statement acknowledging their status as mandated reporters prior to commencement of employment. The official DCFS form

(Cants 22 - Acknowledgment of Mandated Reporter Status for Employees or Cants 22a - Acknowledgment of Mandated Reporter Status for Clergy) shall be used for this purpose. The signed acknowledgment form shall be retained by the employer (i.e. School, school, institution or agency of the Diocese of Peoria) in each individual's personnel