



THE HIGH SCHOOL OF  
**SAINT THOMAS MORE**  
STUDENTS TODAY. COMMUNITY LEADERS TOMORROW.  
CHRIST'S DISCIPLES FOREVER.

## **The High School of St. Thomas More**

### **2025-2026 Student Handbook**

#### **General Information**

**Address:** The High School of Saint Thomas More  
3901 North Mattis Avenue  
Champaign, IL 61822-1001

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**CEEB Code:** 140-599

## **Prayers Prayed During the Day**

### **The Morning Offering - prayed at the start of each day over the PA**

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

### **Prayer to St. Thomas More - prayed at the end of each day over the PA**

Loving Father in Heaven, you have raised up St. Thomas More to be an example of holiness to the world through his extraordinary love for God, unwavering commitment to the Church and finally by his heroic martyrdom.

Through the powerful intercession of this great saint, may we grow in our love for God and in our service to His Church. May we be willing to give ourselves completely to Him without counting the cost and finally be led to Heaven to join the angels and saints glorifying and praising you forever and ever. Amen.

### **Meal Blessing - prayed before lunch over the PA**

Bless us, oh Lord, and these thy gifts which we are about to receive from thy bounty, through Christ our Lord. Amen.

## **Other Prayers**

### **The Prayer to St. Michael**

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the Devil.

May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, cast into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls. Amen.

### **The Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful.

O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

### **Guardian Angel Prayer**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light, to guard, to rule and guide.

### **Prayer to the Holy Spirit**

Come, Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

*Let us pray.* O God, Who didst instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same Spirit to be truly wise, and ever to rejoice in His consolation.

Through Christ our Lord. Amen

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

## **Administration**

President	Mr. Gary Martin
Principal	Sr. M. Bridget Martin, FSGM
Chaplain	Fr. Jack Swoik
Director of Advancement	Ms. Lisa Clarkson
Director of Student Success	Mrs. Mary Horn
Director of Counseling	Mrs. Melissa Donahoe
Director of Finance	Ms. Becky Knoblauch
Director of Athletics	Mr. John Delaney
Director of Information Technology	Mr. Matt Pope
Director of Building & Grounds	Mr. Melvin Peete

## **The High School of St. Thomas More Mission Statement**

The High School of Saint Thomas More exists to assist parents in forming students spiritually, morally, intellectually, and physically in a Christ centered atmosphere of love, respect, and reverence, consistent with the teachings of the Roman Catholic Church, sending them forth to fulfill their baptismal call as His disciples in the world.

## **Catholic School Statement of Purpose**

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom” (*The Religious Dimension of Education in a Catholic School*, Congregation for Catholic Education, Rome, 1988).

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

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

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

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of

the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised." Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

### **Non-Discrimination Statement**

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

No student shall be refused admission to Catholic schools on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. The High School of St. Thomas More will abide by discrimination policies and procedures set forth by the Illinois School Code as deemed appropriate to the teachings and philosophies of the Catholic Church.

Non-Catholic students will be admitted on the same basis as Catholics, provided only that if enrollment approaches capacity, priority will be given to Catholic students from Catholic elementary schools. If non-Catholics have been admitted, they will not be excluded to make room for parish children unless a written agreement, signed at the time of their admittance, clearly specifies that admittance is guaranteed for only one year.

### **Parent Cooperation**

Educating a student at The High School of St. Thomas More is founded on a strong relationship between the parents and the school. The parents always have a right to withdraw their child. The school also holds the right to require the withdrawal of a student if the administration has determined that the parent-school relationship is beyond repair.

# **Admissions**

## **Eligibility**

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

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

If a student seeking admissions has been expelled or asked to leave a previous school within the last five years, that student will not be accepted at The High School of St. Thomas More.

## **Freshmen**

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

If timely Freshmen applications exceed the available space, a currently enrolled non-Catholic student will not be dismissed in order to admit a Catholic student. The Priority of Admissions policy shall be applied in the following order:

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

## **Transfer Students**

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

Transfer students will only be admitted before the add/drop date for each semester. Placement

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

Students wishing to transfer to STM or upon requests from the Illinois State Police will be checked through the National Center for Missing & Exploited Children.

### **Foreign Nationals**

International applications to the High School are handled at the discretion of the principal. Anyone who is not a citizen of the United States must have completed an I-20A form before registration. Special arrangements must be made for foreign exchange students, and prospective sponsors should be aware that admission is not automatic. A limited number of foreign nationals will be admitted per year and all must be fluent in English. Each student must have a host family and that family must meet with the Administrator before acceptance and throughout the school year. Students living with guardians must present proper legal paperwork as part of documentation before an I-20 will be issued. No foreign exchange student will be considered after July 1.

### **Residency**

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

### **Health Records**

State law requires that a health certificate, including all immunizations, be presented by all students entering ninth grade, and by all transfer students. All students entering the 12th grade shall show proof of having received two doses of meningococcal conjugate vaccine prior to entering the 12th grade. Students who do not have health and immunization records on file or provide documentation of a scheduled doctor's appointment by October 15 will not be allowed to attend school until they are compliant. An interscholastic athletic physical does not meet this requirement.

All students coming directly from another state or country, must provide documentation of an updated eye examination. Students who do not have an updated eye examination on file or provide documentation of a scheduled doctor's appointment by October 15 will not be allowed to attend school until they are compliant.

All students entering the 9th grade are required to have a dental examination. Students who do not have a dental record on file or provide documentation of a scheduled dental appointment by May 15 will not be allowed to attend school until they are compliant.

All students who participate in interscholastic athletics must obtain a new health certificate (sport physical) each year prior to participation.

### **Family Emergency Plans**

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

**Custody Issues**

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

# **Financial Policies**

## **Tuition & Fee Amounts**

The High School of St. Thomas More has set the 2025-2026 Subsidized Tuition levels:

<b>Practicing Catholic</b>	<b>Catholic but Not Affiliated or Non-Catholic</b>	<b>International</b>
\$9,500	\$14,500	\$19,750

**Comprehensive Fees are not included in the tuition totals. Scholarships are available for students every year.**

## **Tuition and Fees Payment**

The High School of Saint Thomas More in conjunction with the Champaign Vicariate has adopted the following payment policy for the current academic term. Families can pay their bill in one of three ways:

1. Full Payment Pay Plan agreement. If parents choose to pay tuition by this option, there is a \$20 FACTS Enrollment fee. Full tuition is due on or before fee day. If payment is not made by that time, your student may not be able to begin attending school on the 1st day of school. In the event tuition is not paid by fee day, the FACTS account will be changed to a monthly pay plan and the FACTS Enrollment fee will be \$50.
2. Automatic Semi-annual Pay Plan Agreement. If parents choose to pay tuition by this option there is a \$20 FACTS Enrollment fee. First semester tuition is due on or before August 11. Second Semester tuition is due on or before January 2nd. In the event that the tuition is not paid by these due dates, your student may not be able to begin school on the first day of the semester. The FACTS account will be changed and set up as a monthly pay plan. The FACTS Enrollment fee will be \$50.
3. Automatic Monthly Pay Plan Agreement. If parents choose to pay tuition monthly the payment will be due on the 5th or the 20th of the month (parents to choose). Monthly payments are billed in 10 months. The first payment is due in August and the final payment is due in May. The FACTS enrollment fee will be \$50. If your payments are in arrears your student may not be able to begin attending school that month.

## **Parish Financial Assistance**

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

After FACTS completion/enrollment, families may

- Seek Parish Assistance by meeting with their Pastor; for Non-Catholic Families we would encourage reaching out to your Church or place of worship for possible assistance

- Meet with STM Administration to discuss Re-Enrollment and Tuition Payments
- Enrollment in FACTS in the spring prior makes possible for your family to receive assistance from the Lancaster Spalding Scholarship (for Catholic Families) **Spalding Scholarship**

### **Endowed Scholarships**

- Morgan Lee Buerkett Scholarship
- Robert L. Aimone Scholarship
- Knights of Columbus
- Msgr. Albert Hallin Scholarship
- Harrington Scholarship
- John May Memorial Scholarship
- Saber Scholarship

### **Late Enrollment or Withdrawal**

Families enrolling/registering after July 1, 2025, are expected to fulfill their tuition obligation according to the payment schedule stated herein. Monthly payments may not extend past May 31, 2025.

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

- Grades are recorded and/or credit is granted for the semester.
- Transfer grades are requested for work done during the semester.
- The number of school days in the semester has been twenty (20) or more.
- The student was enrolled and a written notice of withdrawal was not received within the first twenty (20) school days of the semester.

**\*\*If a family receives financial assistance and withdraws early, a refund will not be issued.\*\***

### **Late Payments**

**Full Payment families** – if payment is not received on or before Fee Day families will be set up in FACTS and will be charged the program fee of \$45.

**Monthly Payment families** – Accounts are automatically debited for the monthly tuition amount. If a family misses a monthly payment due to insufficient funds, a missed payment fee will be assessed by FACTS. An additional fee may be assessed by the family's financial institution. The missed payment will be reattempted by FACTS within 20 days.

### **Suspension of Monthly Payment Privileges**

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

However, in some cases it may become necessary to rescind the privilege to pay monthly. In such cases, the full remaining tuition balance will become due immediately. Failure to provide payment will result in the student not being admitted to any classes or other actions deemed appropriate by the administration.

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

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

## **Outstanding Balances**

Enrollment of a student at The High School of Saint Thomas More includes a financial obligation for tuition. Student accounts must be kept current at all times.

If any fee or school payment (including payment due on outstanding lunch balances, technology fee, sports uniforms etc.) would, for any reason whatsoever, remain due at the end of a semester or when a student withdraws from school, only an “unofficial transcript” will be provided until the full and final payment is received. Returning students who have an outstanding balance from the previous year will not be allowed to begin the new school year until the previous year’s balance is paid in full.

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

- Refuse to allow the student to attend classes; or participate in final exams
- Deny the student the right to participate in any type of extracurricular activity;
- Deny the student the right to participate in graduation ceremonies, to graduate, and to receive official transcripts of grades or a diploma; and
- Deny enrollment for subsequent semester at The High School of Saint Thomas More without the involvement of the Priests of the Champaign Vicariate acting upon the recommendation of the Principal
- Take other actions as deemed appropriate by the Diocese of Peoria

## **School Lunch Program**

The High School of Saint Thomas More school lunch program is an optional program. If a family would like to participate in buying lunch for their student at school they must establish an account on our school lunch payment portal located at: <https://schoolpaymentportal.com/Default.aspx>

All families are expected to keep a positive balance on their students' accounts. Payment can be made electronically (preferred) through the portal or by sending cash or check to the school office. If a student’s balance falls below negative \$10.00 the account will be locked and no further purchases may be made.

## **Parents Association**

All parents are active members of the Parents Association. Paying the annual dues and participating in the events sponsored by the association ensures that the mission of the school is family focused. The Parents Association meets quarterly throughout the year to talk about the needs of the classrooms and teachers and help provide for those needs. The Parents Association also organizes the Teacher Appreciation Week and acts as a liaison between the parents of the school and the administration.

# **House Formation**

## **Family/House System Vision Statement**

The primary objective of the House System at The High School of St. Thomas More is to further enhance our mission by emphasizing integral formation of the entire person. The House System will provide a vehicle for strong bonds between all members of the school community, promote the development of relationships, both personal and collegial, and enable a more proactive development of each student's leadership skills.

Our vision is undeniably tied directly to the mission of the school. We exist to further that mission. It is a vital undertaking, a call to serve God's Church, and we do that by forming the whole person. We are here to ensure that the students in our communities and houses are ministered to as complex individuals with physical, emotional, relational, intellectual, and spiritual needs. As such, we will serve them as best we can. Our house and community plans should take all of this into account. We should have time to build relationships through fun activities, games, and competitions. This helps develop the relational and physical needs that not all students meet through other means at STM. But we must also provide space and time for students to build their relationship with Christ. This is the first and most important calling of our system. We must lead all students to Christ through prayer and the sacraments, through experiencing His Holy Spirit alive in the beautiful persons around them, and through living a life of joy found in fun and beauty.

## **House System Goals**

- To ensure individual care by providing each student with at least two adults—a Family Dean and a House Mentor who will monitor and support the academic, social, and spiritual growth of each student
- Embracing our Catholic values and traditions, the Community system will enhance the ministry provided to all our students
- To strengthen the bonds of the Family Spirit among the 9<sup>th</sup>-12<sup>th</sup> grade divisions in the school family
- To create opportunities for senior students to be trained and to serve as leaders
- To create opportunities for freshmen, sophomores, and juniors to serve as leaders
- To advance each student's interpersonal relationship skills
- To promote open discourse between divisions, students, and faculty
- To enhance the community strength outside The High School of St. Thomas More
- To plan, organize and coordinate school activities including dances, fund-raisers, and spirit-related functions.

## **Specifics of System Goals and Jobs**

### **Adult Leaders**

The House System is an arm of campus ministry that supports the Faith Formation of students at STM. As such, we recognize that the main goal of the House System is to “form faith”, meaning that we are participating in God's plan by spreading His Good News through interpersonal relationships, prayer, and the sacraments.

## **Chaplain**

The Chaplain's role pertaining to the House System is to serve the Deans and senior leaders to ensure that the vision of faith formation at STM is being realized. The Chaplain works closely with the School Captains and the Deans to ensure that the vision is being worked towards in the day-to-day activities and long-term goals of the system.

## **Deans**

The Deans work to serve the Captains to ensure that their vision is able to be realized. They support the Mentors and House Captains when needed with the planning of house and community events. They also help maintain the continuous identity of their individual family, even as the student leadership changes from year to year. Ideally, the Dean provides a sense of consistency within each family that is lost in the natural turnover of student leadership that occurs within a school setting.

## **Mentor Teachers**

Other than the House Captains, the Mentor Teachers are the most important individuals to helping the vision of the House System become a reality. On a practical level, they have to enforce the rules of House time (such as no computers being out or school work being done, students arriving on time and in dress code, students being respectful and well-behaved, etc.).

Additionally, the House System helps humanize the adults in the building. Family and House times provide an opportunity for the faculty in the building to engage in non-academic pursuits with the students, rather than simply being an instructional leader and moral role model in the classroom (although that is certainly important, too!).

## **Non-Mentor Teachers**

The inclusion of Non-Mentor Teachers, Faculty, and Staff in the House System acknowledges the important reality that our school is meant to recognize and engage all of the human persons present in our building, regardless of their role or job. It also demonstrates the understanding that these individuals are vital to the success of our mission, and as such, their fellowship and relationships are important to our success as a House System. They should be intentionally invited and acknowledged in all community events.

## **Student Leaders**

While the adults are present to serve, lead, and guide the students, and while all Christian obedience and respect is due to them, our system realizes that students respond to their peers in a unique and powerful way. As such, this system is meant to empower those young leaders, forming them and supporting them so that they can bring the message of Christ to their classmates.

## **School Captains**

The School Captains are the face of the House System to the larger school community. They

represent the school at public events, helping to spread the Gospel and the mission of STM to those outside of our four walls. They are also expected to serve and support the Family Captains, working with the adult leadership to ensure the realization of the community vision and the school's mission. They lead by example, living a life rooted in prayer and the sacraments, striving for virtue and engaging in humble relationships with all their peers.

### **Family Captains**

The Family Captains help live out the charisms of their particular family saint by forming their family in such a way that their unique identity can show the face of Christ to the school in a way the other families do not. They cast a vision for their family that should be particular to their members while still fitting completely under the umbrella of the school's mission and the family vision. While they plan school-wide events and are the voice of their classmates when decisions are being made, they serve to assist the House Captains to ensure that the houses are succeeding.

### **House Captains**

House Captains are the most important leaders in the school. Their ability to facilitate relationship building in their houses is what will determine how much success we have. The way that they best serve their house members is by being prepared and joyful leaders of every house time. By putting in the work to ensure that every meeting of their house has a plan and a purpose, they are helping create an environment and atmosphere of shared purpose and attention to the duties we owe to each other.

# **Faith Formation**

## **General Philosophy**

The High School of Saint Thomas More is a Catholic institution where students learn the Catholic faith in the classroom and how to embody it in their own lives.

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

## **Chaplain**

The High School of Saint Thomas More is blessed to have a chaplain as the spiritual leader and guide for her students, families, teachers, and staff. The chaplain is able to be seen by students Tuesdays and Fridays, before, during, and after school. When the chaplain is not in his office, a student wishing to schedule a conference with the Chaplain may contact him directly to make arrangements to meet with him as soon as possible. Even outside of scheduled days, the Chaplain will do his best to be available to students as various needs arise.

## **Mass and Reconciliation**

Mass is celebrated in the high school chapel Tuesdays, Thursdays, and Fridays. All students and their parents are invited to attend and participate. All School Masses are held monthly, as well as All School Adoration.

The Sacrament of Reconciliation is offered by the local priests during the monthly All School Adoration. Students are encouraged to arrange times with the Chaplain if they would like to go outside of those days.

## **Class Retreats**

Every year students attend a class retreat for a day of spiritual reflection, community building, prayer, and Sacraments, which ultimately lead to an encounter with Christ. These retreats allow students an opportunity to set aside the burdens of life and to recommit themselves to the love of God and a life as His Disciples.

Student attendance at class retreats scheduled throughout the year is mandatory. Students not in attendance for their scheduled retreat date for any reason will be required to work with the Chaplain to establish a fair and fitting makeup assignment. In the case of an unexcused absence, the student may be subject to further disciplinary action.

## Living the Faith Program

Our Living the Faith Program allows the students to put their faith into practice through volunteer work in the community. In this way, students come to understand that they can encounter Jesus Christ not only in the scriptures and the liturgy, but also, for instance, in the elderly, the sick, and the poor. In addition, the program challenges students to learn about their community and its needs while arousing in them a sense of responsibility for spreading the Gospel. There is a rich diversity of parish and community service opportunities in the Champaign-Urbana area to accommodate the interests and gifts of all students.

### What is the purpose of Living the Faith?

The ultimate purpose of these hours of service is to help students realize that their faith should not be confined to the church or chapel but should permeate every aspect of their lives such that faith becomes the guiding principle of every action. Living the Faith is one way in which this objective is measured.

### What exactly is expected of the student?

Before students can be eligible to graduate, they must demonstrate a living faith by documenting 120 hours of service (**25 hours as a Freshman, 35 hours both as a Sophomore and Junior, and 25 hours as Senior**). Transfer students are usually required to perform a lesser amount and should consult with the chaplain.

### How are Living the Faith Hours counted?

While there are many different examples of how we are called to Live the Faith and serve our neighbors, the purpose of these hours is to help each student to begin to live his/her faith daily. The following table does not exhaust the opportunities in the Champaign-Urbana community, but is meant to serve as an example of how hours will be counted.

<i>Each student's total hours may be comprised of any combination of the three columns or solely from Living the Faith Hours column.</i>		
<b>Faith Hours</b>	<b>Service Hours (@STM)</b> <i>*Total Hours cannot exceed 15-hours/year</i>	<b>Service Hours (in the Community)</b> <i>*Total hours cannot exceed 20-hours/year</i>
Spiritual/Corporal Work of Mercy	Managing a sports team	Volunteering at Community events
Campus Ministry (March for Life, LOGOS, etc.)	Assisting with the Music and Theater Department	Volunteering in Community businesses
Parish Apostolates/Youth Group	Assisting with extracurriculars	Volunteering at Sports Camps (i.e. FCA Day Camp)

## **What are some criteria for a good service project?**

It incorporates one or more of the corporal or spiritual works of mercy: The *Catechism of the Catholic Church* (n. 2447) teaches: “The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities.”

### **The Spiritual Works of Mercy are:**

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

### **The Corporal Works of Mercy are:**

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

## **What are some other things to note?**

All things being equal, a project which has a commitment of at least one year is to be preferred to a project which lasts only a short time. A project with a four-year commitment is even more laudable.

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

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

It brings the student into direct service of another person or persons (other than a family member) so that the student is aware that another person’s life has been enhanced due to his or her selfless generosity.

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

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

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

## **What are the responsibilities of those involved in the project?**

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

**Project supervisors** must be a responsible adult capable of adequately supervising a minor, and should typically not be a member of the student’s family. Supervisors of projects must be willing to keep accurate records of student service hours and evaluate the students when asked. Supervisors of service (or their superior) not officially affiliated with the Catholic Church must

sign and submit a liability waiver on behalf of the organization upon request.

**Parents** should be involved in selecting a suitable project and should monitor the project to ensure that the student is well supervised. Parents must submit a liability waiver at the beginning of the academic year.

The **chaplain** will maintain accurate records of each student's status in Living the Faith; educate, motivate, and support students involved in Living the Faith; promote and advertise service opportunities; and act as a resource for students and parents requesting information on Living the Faith.

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

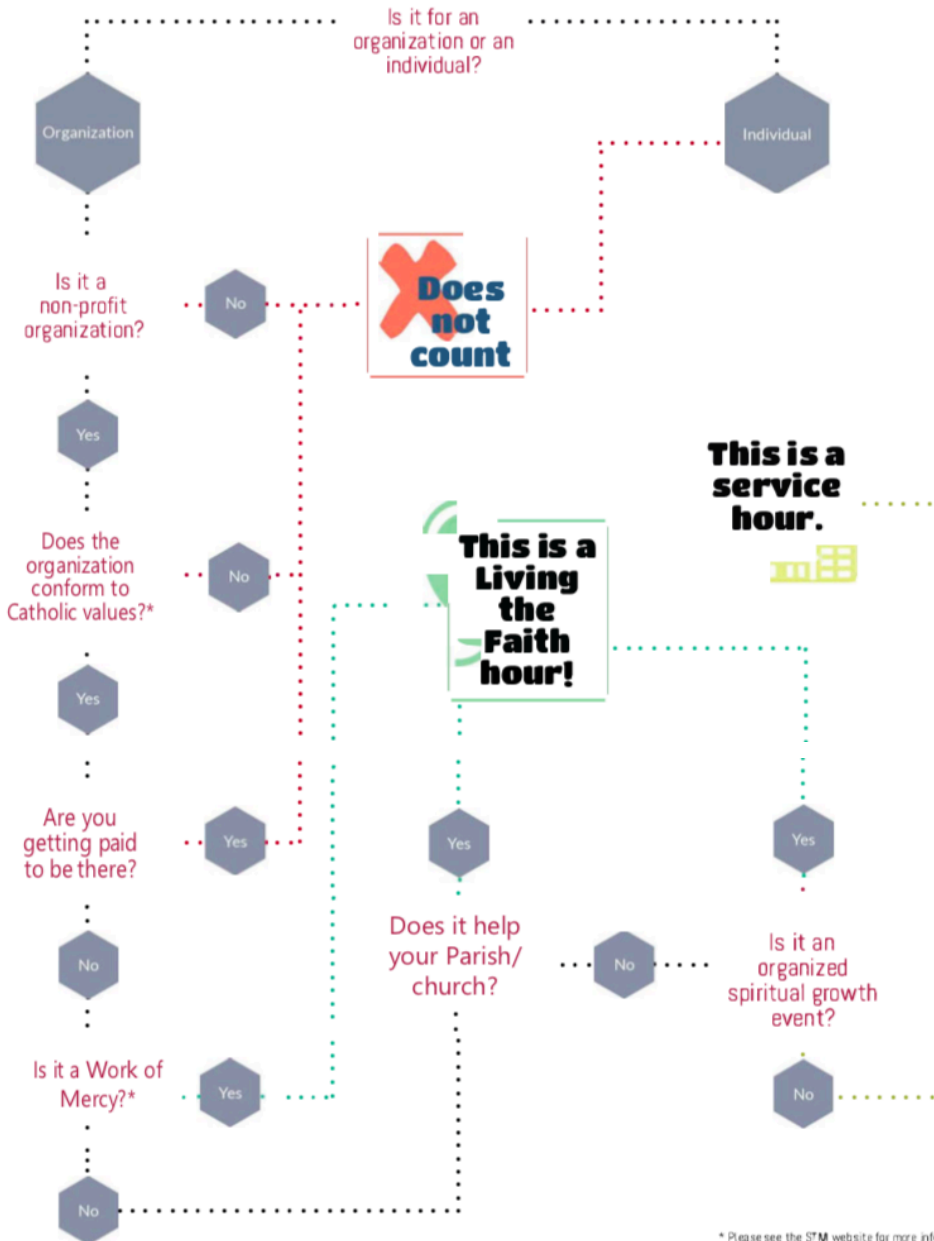
### **How are these hours to be documented?**

The documentation of Living the Faith hours is paperless using MobileServe. MobileServe is an app that we have partnered with to make submitting hours more convenient for our students. It is accessible online and on mobile devices. Each student will have their own account to track their progress.



Are You

# Living the Faith?



\* Please see the STM website for more info.

## Academics

One vital part of the Mission of the High School of St. Thomas More is to assist parents in forming students intellectually. This formation of the intellect is rooted in the understanding that we are made in the image and likeness of God and share in His wisdom and knowledge of the created world and of the world we have been made for. This flows into our classrooms, where our teachers are dedicated to serving our students by challenging them to seek Truth.

### **Counseling**

Students who need to see the Counselor may do so before or after school or during the lunch hour, or during their study hall. If the Counselor is not available, students should schedule an appointment in the main office, and the Counselor will make arrangements to meet with the student as soon as possible. If the student is experiencing an emergency crisis, they should ask for immediate help from the principal or chaplain.

### **Academic Requirements**

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

### **Minimal Credit Requirements for Graduation**

	<b>STM Diploma</b>	<b>College Prep Certificate</b>
<b>Theology</b>	4 credits	4 credits
<b>English</b>	4 credits	4 credits
<b>Math</b>	3 credits	4 credits
<b>Science</b>	3 credits	4 credits
<b>Social Studies *</b>	3 credits	3 credits
<b>Electives</b>	4.0 credits	4.0 credits
	1.5 yr Fine Arts (0.5 Art, 0.5 Music, 0.5 Student choice)	1.5 yr Fine Arts (0.5 Art, 0.5 Music, 0.5 Student choice)
<b>P.E.</b>	1.5 credits (3 semesters of 0.5 credits)	1.5 credits (3 semesters of 0.5 credits)
<b>Health</b>	0.5 credit	0.5 credit
<b>TOTAL</b>	<b>23.00</b>	<b>25.00</b>

\*US History, Civics and Economics are required.

All students are invited, as freshmen or as a transfer, to meet with the Counselor to arrange a four-year plan. All returning students are encouraged, but not required to meet with the Counselor when planning subsequent yearly schedules. Students and their families are encouraged to remain in close contact with the Counselor to ensure that they are on track for graduation and eligible for admission to the colleges in which they are interested in attending.

## Course Offerings

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

+ = Senior Elective Only

### Credit Math Department

1	Algebra I
1	Geometry
1*	Geometry, Honors
1	Algebra II
1*	Algebra II, Honors
1*	Pre-Calculus, Honors
1	College Algebra
1	Statistics
0.5	Personal Finance
1*	Advanced Placement Calculus

### Credit Science Department

1	Physics
1	Chemistry
1*	Honors Chemistry
1	Biology
1*	Honors Biology
0.5	Agriscience +
0.5	Forensics +
0.5	Engineering +
1*	Anatomy & Physiology, Honors
1*	Advanced Placement Chemistry
1*	Advanced Placement Physics I
1*	Advanced Placement Biology +
1*	Advanced Placement Physics C +

### Credit Social Studies Department

0.5	World History 1
0.5	World History 2
1*	Advanced Placement World History, Modern
0.5	Human Geography
1	United States History
1*	Advanced Placement United States History
0.5	Sociology
0.5	Psychology
1*	Advanced Placement Psychology
0.5	Civics +
0.5	Economics +
0.5	Comparative Politics
0.5	Current Events
0.5*	Dual Credit American National Government +
0.5	Dual Credit Entrepreneurship

### Credit Theology Department

0.5	Revelation I
0.5	Revelation II
0.5	Paschal Mystery
0.5	Catholic Moral Life
0.5	Theology of the Church
0.5	Sacraments
0.5	Senior Capstone
0.5	Faith & Science +
0.5	Catholic Social Teaching +
0.5	Apologetics +

0.5 Christian Literature +

### Credit English Department

1	Introduction to Literature and Composition
1	World Literature and Composition
1*	Honors World Literature and Composition
1	American Literature and Composition
1*	Advanced Placement English Language & Composition
1	British Literature and Composition
1*	Advanced Placement English Literature & Composition
0.5	Public Speaking (Elective)
0.5	Creative Writing

### Credit Fine Arts Department

0.5	Art I
0.5	Art II
1	Ceramics I (can be taken for 1 semester for .5)
1*	Honors Ceramics II (can be taken for 1 semester for .5)
0.5	Applied Arts
0.5	Photography
1*	Advanced Placement Studio Art
1	Portfolio Development (can be taken for 1 semester for .5 credits)
0.5	Band & Percussion Ensemble
0.5	Concert Choir Ensemble
0.5	Piano I
0.5*	Honors Piano II
0.5	Classical Guitar
0.5	Introduction to Music Theory and Instruments
0.5	Pre-AP Music Theory
1*	Advanced Placement Music Theory
0.5*	Dual Credit Music Appreciation
0.5	Graphic Design
0.5	Web Design
0.5	Basics of Cyber Security
0.5*	Dual Credit Computer Networking
0.5	Yearbook (Can be taken for 1 semester or full year; may repeat)

### Credit Language Department

1	Latin I
1	Latin II
1	Latin III
1*	Latin IV, Honors
1	Spanish I
1	Spanish II
1	Spanish III
1*	Spanish IV, Honors
1*	AP Spanish

### Credit Physical Education Department

0.5	Health (1 semester)
0.5	PE

## **Academic Status**

**Freshman, sophomore, and junior students are required to enroll in at least 7 academic classes each semester. Seniors are required to enroll in at least 6 academic classes each semester. Juniors and seniors may take Parkland courses during the school day if they do not conflict with the required curriculum, and a Parkland course may count as one of the required courses. Courses taken at Parkland may not be courses offered at STM. Seniors may request a late start or an early dismissal, but not both.**

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

## **Graduation Requirements**

**All Living the Faith service hours and credit recovery classes must be in by May 1 of the student's graduating year. Only those students that have met all graduation requirements will be permitted to participate in the graduation ceremony.**

## **Early Graduation**

Early Graduation may be granted on an emergency situation basis only. Should a student wish to apply for early graduation, the following steps will need to occur:

- 1) Permission is requested in writing by the student and their parent/guardian by the end of the second semester of their junior year.
- 2) A detailed program of studies is designed which
  - a) lists the courses which will be taken each semester,
  - b) includes completion of theology graduation requirements,
  - c) specifies the Living the Faith service hours to be completed each year,
  - d) attests to a plan of academic advancement for the spring semester,
  - e) and is signed by the student, the parents, and the administration.
- 3) All coursework must be completed by the last day of the semester the student plans to graduate.
- 4) Students who graduate in less time than the ordinary four-year sequence are not eligible to be named valedictorian/salutatorian.
- 5) Tuition will still be expected to be paid for the full-year; no tuition discounts will be given should a student need to graduate early.
- 6) Emergency basis will be determined by the principal.

## Grading Scale and Reporting

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

Parents may use PowerSchool at any point during the school year to access student grades. A reminder of semester report card availability will be sent to each parent via email so that they may check semester grade reports. Parents may request a copy of the transcript through Parchment.

Percent	Letter Grade	Regular Classes	Weighted Classes
		Grade Points (Regular)	Grade Points (Weighted)
100-97.50	A+	4.00	5.00
97.49-92.50	A	4.00	5.00
92.49-90.00	A-	3.67	4.67
89.99-87.50	B+	3.33	4.33
87.49-82.50	B	3.00	4.00
82.49-80.00	B-	2.67	3.67
79.99-77.50	C+	2.33	3.33
77.49-72.50	C	2.00	3.00
72.49-70.00	C-	1.67	2.67
69.99-65.00	D	1.00	2.00
64.99-0.00	F	0.00	0.00

## Weighted Classes

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

**Students enrolled in honors and Advanced Placement courses must maintain at least a C-average or they may be removed from the course.**

**Students who are enrolled in AP courses are required to take the AP test at the end of the year to fulfill the requirements of the course.** Families who are in need of financial assistance to pay for these tests may contact the finance office.

## Final Exams

All students are required to take final exams. Should the student request to delay taking their final exams, The High School of St. Thomas More requires confidential communication from a licensed doctor/psychologist/psychiatrist/counselor to confirm any medical/mental health issues (including anxiety disorders and concussions). The administration reserves the right to make any determinations on a case by case basis.

## Semester Grades

Semester grades are the only grades which appear on the transcript and the student's permanent record. The semester grades are computed using 80% for semester work and 20% for the final exam. Transfer credits will be denoted as such on the official transcript. Only transfer credits that The High School of Saint Thomas More accepts to fulfill graduation requirements (from other high

schools and from Parkland) will appear on the student transcript.

For college admission, students may need to request official transcripts from all schools they have attended. This is done through Parchment.

### **Second Semester Senior Final Exam Exemptions**

Students in the second semester of their senior year may be exempt from taking final exams in classes where they carry at least an A- average (semester average) **upon the teacher's permission**. Seniors who have more than **seven** excused absences (not including school-related absences and the two allotted college visits) during a class period will be required to take their finals. Seniors who have an unexcused absence during a class period will be required to take the final exam for that course. Semester grades for seniors who opt out of a final exam will be calculated using 100% of the semester course work.

### **Grade Point Averages and Honors**

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

The class valedictorian is the student with the highest cumulative weighted GPA at the end of seven continuous semesters, and the class salutatorian is the student with the second highest. If there is a tie for either position, as many students who are tied will receive the honor. In order to be eligible for either honor, the student must have completed at least six semesters by graduation at The High School of Saint Thomas More, must have fulfilled the Living the Faith service hours requirement, and may not graduate early.

### **Class Withdrawal and Grades**

Adding a course can be done through the first week of the semester (**five days**) if space permits. Students may drop a class without penalty up to 1 week (five days) into the semester. Students may not withdraw from a class after 1 week without a documented medical need. Students may not withdraw from a year-long class at semester.

### **Physical Education Medical Issues/Medical Incomplete**

Should a student experience a medical condition which keeps them from participating in Physical Education, a medical excuse from their doctor must be turned in to the office. If the injury requires complete lack of participation, students may be temporarily relocated to study hall during their assigned PE class. Students are able to return to PE as soon as they are released to participate by a doctor's note. PE teachers are able to make modifications if the student's doctor recommends limitations. If a student is out of PE for more than 6 weeks, an "M" may be assigned. An "M" is not figured into a student's grade point average in any way, and does not fulfill the requirement for PE for that semester. Students who are not able to participate in PE are unable to participate in STM athletics for the duration of their doctor's note.

## Summer Work for Honors Classes

If an Honors class requires summer work, it must be completed by the stated due date or the student will be dropped from the class.

## Schedule Change

The Counselor may be unable to accommodate a class change request. In that case, there are three scenarios:

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

## Transcripts

For current students, The High School of Saint Thomas More will send official transcripts free of charge through August after graduation. After that point, alumni can request transcripts to be sent for a small fee. All transcript requests need to be processed through Parchment ([www.parchment.com](http://www.parchment.com)) or in-person through the school registrar.

## Off Campus Classes--Online Courses

Students may take online courses to strengthen academic skills. Online courses taken for academic advancement will not fulfill prerequisites for courses offered at The High School of Saint Thomas More.

## Off Campus Classes--Dual Credit

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

- No high school credit will be given for a class taken off campus that is also offered at The High School of Saint Thomas More.
- Only if a student takes an off campus course for graduation requirements will the grade be computed in the student's GPA and the class and grade recorded on the high school transcript. If a student is taking a course off campus that is not required for graduation, the course will appear on the student's transcript, but the grade will not be included in the student's overall GPA.
- **Any class** taken at Parkland College or the University of Illinois for high school credit must be approved by the administration at least **two weeks** before the start of the semester. The student must complete a Parkland College or University of Illinois Dual Credit form. These need to be signed by the Principal or Counselor. Taking an off-campus class during school hours is a privilege awarded to seniors only. Students may not take a college class if it conflicts with their STM schedule.
- Any course, and the grade for the course, taken at Parkland College or the University of Illinois for dual credit is permanently on the student's college record and must be reported by the student when the student applies to college. It is advised that the student drop the class before the final drop date if the student is receiving a grade that he/she does not

- want on their permanent college transcript.
- Dual Credit procedures are also valid for any off campus classes at any other college or university.
- Students should check the consequences for college admission and financial aid.

### **Academic Probation**

Students are considered to be on academic probation if their current cumulative GPA is below 2.000. They remain on probation until their cumulative GPA is above 2.000. While on academic probation, they are expected to make every effort to improve their scholastic performance. They are expected to voluntarily curtail any extracurricular activities which reduce the time and effort available for study. Students who make no improvement in their cumulative GPA while on probation, or whose current GPA is below 2.000 for a second consecutive semester, may be asked to withdraw from The High School of Saint Thomas More.

### **Repeating a Course**

Should a student fail an academic class, he/she may choose to repeat that course in order to satisfy a prerequisite requirement or ensure that he/she has sufficiently gained the knowledge of that academic subject. Should a student fail a theology course, he/she will be required to repeat the course during the next academic year. He/she must also enroll in the next theology course in the sequence.

### **Credit Recovery**

- If a student fails a required class, it is advised that the student retake this class in summer school. Summer school may be taken at area high schools, if they allow this.
- Students also have the option of taking online credit recovery classes through Catholic Virtual.
- No credit will be given for any class taken in summer school or online that is offered at STM unless the student has received a failing grade in that class or the student has been granted approval for this type of credit. "Pass" or "Fail" will be recorded on the STM transcript.
- Official online course grades from the online institution must be received by the Director of Enrollment by May 1 in order to participate in graduation exercises.
- The maximum number of credits accepted in any one curricular area is 2, with a maximum of 3 credits total. Students may take more classes through approved credit recovery programs, but STM will not issue credit to fulfill graduation requirements and the courses will not appear on the transcript.

# Daily Attendance

## **Arrival and Departure**

Students should arrive at school each day no later than 8:10. They may enter the building by the main entrance (off the circle drive) or the commons entrance (off of the student parking lot). The entrances are locked when classes begin at 8:15. Any student who arrives after that time must sign in at the front office.

Parents should notify Mrs. Horn prior to the start of the school day if a student needs to be dismissed from school for any reason. Parents should indicate where the student will be going, who will drive, the time the student needs to leave, and the approximate time of return. The student must sign out when leaving and sign in when returning to school. A student who becomes ill during the school day must report to the office, where they will contact a parent by telephone. Parents must give permission for the student to leave campus and drive themselves home. Please make sure that contacts are updated often in PowerSchool so that the front office knows who to contact and who has permission to take a student out of school.

## **Tardiness**

Students who are tardy to the building must report to the office to sign in. Students who accumulate 4 tardies will receive a warning; 5 or more tardies will result in a progression of detentions. **A student who is tardy 5 times will receive a detention. If the student is tardy another 5 times (10 total) the student will receive an in-school suspension the following school day. If this is still an issue and the student is tardy 5 more times (15 total), that student will receive an additional in-school suspension the following school day. If a student is tardy 5 more times after that (20 total), they will receive 2 days of an in-school suspension. After the first 15 minutes of the school day, the student will be considered absent. Parents must notify the school if their student will be tardy or absent.**

## **Partial Day Absences**

The parents of a student who will be late to school or who will miss a partial day due to an appointment should notify the attendance secretary. Students must check in and/or out with the attendance desk. Students who miss a portion of a school day will be required to check in with the teachers of the classes that they missed to turn in any homework and discuss work missed. Failure to do so may result in reduced credit for tests that were taken during the absence. Students involved in extracurriculars must be aware of the participation policy found on page 50.

## **Senior Early Dismissal**

Seniors who are on-track with their credits to graduate can request to have an early dismissal (dismissing after 7th hour). Parent permission will be obtained through a form sent home via email. Seniors will not be allowed to leave until this form is completed. Seniors whose schedules can accommodate an early dismissal will be granted this privilege. Students having an early dismissal will need to leave campus within 5 minutes after 7th period ends, unless previously arranged with a faculty member. **The first violation is a warning. After the second violation, the privilege will be revoked. This privilege may be revoked if students are excessively tardy.** Students with an early dismissal will still need to be present for special schedules (such as Field Day or other special

events).

## Absences

On the day a student is absent, a parent/guardian should call the school between 7:15 a.m. and 9:00 a.m. The call should be made *every day the student is absent*. If the school does not receive a telephone call by 9 a.m., the school will notify the parents to determine the whereabouts of the student. **If students need to leave the school for an appointment before 1:00 p.m., they will need to produce a doctors' note for their absence to be excused.**

Absences are noted as *Excused (AE)* or *Unexcused (AU)*, depending on the circumstances.

1. The following absences are always *excused*:
  - a. Illness
  - b. Death in the immediate family
  - c. Family emergency
  - d. Prearranged absences (provided the student's total absences are below 8)
  - e. School field trips and retreats
2. Other absences are always *unexcused* if:
  - a. They occur without the knowledge and consent of the parents (truancy)
  - b. They are the result of a suspension
  - c. Prearranged absence procedures are ignored (**must be requested 3 days ahead of time**)
  - d. DMV appointment without a prearranged absence form turned in
  - e. The student is absent 8 or more times in a semester without a medical note
  - f. Student is absent/tardy for more than ½ the class period

**A doctor's note will be required to excuse prolonged or frequent (more than 8) absences for a single class or for a full day.** All absences are counted and recorded, whether excused or unexcused. **A student who is AU 2 times will receive a detention. If the student is AU another 2 times (4 total) the student will receive a one-day in-school suspension. If this is still an issue and the student is AU 2 more times (6 total), that student will receive another one-day in-school suspension. If a student is AU 2 more times after that (8 total), they will receive a two-day in-school suspension.**

**Excessive absences from one or more classes may result in the student having to retake the class in order to receive full credit. This will be reviewed on a case by case basis.**

## Mass/Adoration Attendance

All students are expected to attend All School Mass. Any student arriving late to Mass will be considered unexcused and appropriate disciplinary action will be taken. Situations for students enrolled in Parkland classes that conflict with Mass or Adoration will be evaluated on a case by case basis.

## Pre-Arranged Absences

Regular attendance in school is key to academic success. To the extent that it is possible, we ask that parents consider school when scheduling family trips, non STM-related activities and college and other non-medical appointments. When it is not possible to avoid absence from school,

**students should give notice to teachers in advance of the absence** in order to ensure that the student does not fall behind academically.

A pre-arranged form must be completed prior to the said absence date. **Failure to pre-arrange the absence will result in an unexcused absence(s). Pre-arranged absence requests made by students who have missed more than 8 school days will not be excused.**

### **College Days/College Visits**

Only juniors and seniors will be allowed college visits and opportunities to meet with college representatives during the school day. Each student is allowed **two** college days during each of their **junior and senior** years. To be excused from class for a college day, the student should follow the pre-arranged absence procedures. Juniors and seniors who have missed more than 8 school days in the semester will be required to provide documentation of their college visit from the school in order for the absence to be excused, if the total number of absences does not exceed 10.

When a university visits STM, the colleges will be visiting during students' lunch hours, **the Saber Block time**, or at 3:15 pm. No sign-up is required since students will be visiting college representatives during their lunch hours or after school.

### **School-Sponsored Field Trips**

Students who are attending a school-sponsored field trip or athletic contest will be marked in attendance as FT. Sponsors of such activities notify teachers of the students who will be participating. It is the responsibility of the students, however, to obtain assignments from their teachers so that they remain up to date with their school work. Students who are participating or attending school sponsored activities may be required to turn in assignments **before** they attend the activity. This determination will be communicated by each individual teacher. Students on field trips or other school-sponsored activities are not granted an automatic extension on work assigned during the activity.

A field trip is a privilege, not a right. For each individual field trip, a parental permission form will be forwarded to parents for a signature. **No student will be allowed to attend a field trip without a signed permission form.** Students experiencing behavioral difficulties and/or academic ineligibility will not be allowed to attend field trips that require them to be absent from school, but will be required to be in school that day.

## **Unexcused Absences**

Any time a student receives an unexcused absence, the maximum credit that they will receive for any of that day's collected homework or in-class assignments is 50%. Students who are unexcused do not receive an extension for work assigned during their absence. Tests and quizzes that are missed will be taken for full credit on the day the student returns. A student who has 2 or more unexcused absences will then serve a detention.

Truancy (unexcused absence without permission of parents) will result in additional disciplinary action (ISS).

## **Student Homework Make-Up Work Policy**

**Students are ultimately responsible for their own learning.** Students who are participating in or attending school sponsored activities may be required to turn in assignments **before** they attend the activity. This determination will be communicated by each individual teacher. Students on field trips or other school-sponsored activities are not granted an automatic extension on work assigned during the activity.

Except in the case of lengthy, unavoidable absences, homework assigned before an absence is due on the day the student returns to school. Tests assigned before an absence and administered during the absence will be made up in the timeline communicated by the teacher. Failure to make up a test or quiz in a reasonable time frame (determined by the teacher in conjunction with administration) may result in reduced credit for the test or quiz. Homework and tests which are assigned before the absence but scheduled for a date after the absence are due on the assigned date. For homework and/or tests which are assigned and completed during an absence, one day of additional preparation may be allowed for each day the student is absent.

Parents may request homework on the second day of an absence. Requests must be made before 9:00 a.m. to receive the homework by 3:30 p.m. Students who are absent for medical reasons for an extended period of time have the same number of days that they were absent to make up all assignments, tests and quizzes. It is the responsibility of the student to make arrangements for this work, and students are encouraged to seek the assistance of the administration if they are experiencing difficulty making up work because of lengthy medical absences. Extensions will not be granted to students with unexcused absences.

## **Incomplete Grades**

In the case of extended absences, an "I" may be issued and a grade change will be given if the work is completed within the time frame allowed.

## **Dress and Appearance Code**

Our goal is to ensure a safe and healthy environment that honors the values and mission of The High School of St. Thomas More. These policies emerge from our shared mission in promoting Catholic values that recognize the dignity and self-worth of all people made in the image and likeness of God. Dress for school should serve as a means to emphasize the beauty and dignity of the whole person as male and female “of a virtuous and Christ-centered person at all times.”

In order to promote the dignity of the human person, students are expected to always present a neat, clean and modest appearance. Any attire deemed inappropriate, distracting, immodest, or unsafe by the administration is a violation of the Dress Code. Students not in compliance will be sent home to change, and any time missed from school will be considered unexcused. To view appropriate style of dress and purchase pants and shirts with logos, visit <https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900191891>. Uniforms purchased from the Saber Store have been approved as appropriate uniform clothing, as well.

Teachers and coaches may impose a higher standard for field trips or special programs.

### **Pants, Dress Shorts, and Skirts**

Uniform khaki, black or navy tailored pants purchased from Lands' End (available in two styles) must be worn daily. A solid black or solid brown belt must be in all belt loops.

Khaki, black, or navy shorts purchased from Lands' End may be worn from the first day of school until November 30th, and then again from April 1st until the end of the school year. The start of the shorts season in the spring may be moved up at the discretion of the administration. Shorts may not be worn on Mass days. **Boys' and girls' uniform shorts must be no shorter than 3 inches above the knee.**

Female students also have the option to wear a uniform skirt purchased from Lands' End and approved by the school. There will be a uniform skirt reserved only for freshman and sophomore girls (blue plaid) and another uniform skirt reserved only for junior and senior girls (maroon plaid). Female students who choose to wear the skirt are required to wear opaque leggings, tights or pantyhose. Leggings/tights/pantyhose must be solid black, white, navy or gray. Leggings must be worn to the ankles and be free of writing. Khaki skirts may not be worn. **Skirts must be as long as fingertip length when standing up straight with hands by the side.**

**Students in violation of the STM dress code will be subject to disciplinary measures and will be sent home to change. Any time missed from class will be marked as unexcused.**

### **Shirts, Blouses, and Sweaters**

**Shirt:** Students must wear a white, navy, gray or Hunter green polo shirt with the school's logo.  
**Polo shirts must be tucked in at all times.**

**Third piece:** If a student wishes to wear an additional piece of clothing for warmth, the collar of the polo or oxford shirt must be visible. Students will have the option to wear a heather gray, navy,

or burgundy cardigan or sweater vest purchased from Lands' End, the STM hunter green fleece, any STM crew neck sweatshirt or pull over. Any sweatshirt that does not have STM on it may not be worn as part of the uniform. This includes swag from tournaments or camps. No other hooded sweatshirts or jackets may be worn. Polo collars must show while wearing any third piece.

**Undershirts (optional):** Undershirts must be solid white, black, or a color that corresponds to the polo worn, short or long sleeved and must be free from any writing that shows through the shirt.

**Saber Day:** Students will be allowed to wear Saber Gear, Club/Organization shirts, and team shirts on Friday, unless otherwise instructed. Any shirt that does not have STM on it may not be worn as part of the uniform. This includes swag from tournaments or camps. No t-shirts are allowed unless on Saber Days. **Shoes, pants, skirts must otherwise be in compliance with our dress code.**

**Dress Down Days:** Throughout the school year, students may have the possibility of having dress down days for certain events or fundraisers for a variety of causes. On these days students may dress out of uniform following the guidelines of the dress down day and meeting the following expectations:

- Loose fitting athletic shorts or sweatpants or jeans (no holes in the legs)
- Leggings are **not** to be worn as pants
- Tops that are chaste and modest in appearance (no crop tops or sleeveless shirts)
- Shoes; option to wear school-appropriate, UGG low-ankle boots or sneakers and more colorful choices in tennis shoes; still no open-toed, open-heeled, or croc-type shoes, or other choices found below in the “never wear” section
- **If shorts are worn, they must be as long as fingertip length when standing up straight with hands by the side.** Shorts may not be worn for dress down days between December 1 and March 31.
- Any student wearing clothing that violates the policy will be asked to change or sent home if the dress is provocative or immodest until the attire is in-line with these guidelines.

## Shoes

Neutral-colored shoes must be worn at all times (with the exception of dress down days). They must be single-colored, free from excessive ornamentation, patterns or branding. Loafers, Sperry's, HEYDUDES, plain tennis shoes or dress boots (no higher than the ankle) are acceptable for students to wear.

Students may never wear shoes with open toes or an open heel (Crocs, slip on Birkenstocks, etc.), slippers (Uggs or fleece lined choices), sandals, work boots (Doc Martens), shoes with an excessive heel, or casual, higher than the ankle, boots (like Uggs for example), unless approved by the administration.

## Mass Attire

Students will be required to wear a short-sleeved or long-sleeved, solid white full button down dress shirt/dress blouse with a collar and tie or crossover for the entire day. The shirt is required to be tucked in at all times and must have 3” length past waist to remain tucked in. **Students who are not wearing a dress shirt will be sent home to change and any time missed from class will be marked as unexcused.**

Female students will have the option of a crossover tie (gray, navy, or black) or traditional STM tie. Male students must wear the traditional STM tie. Ties and crossovers are available at Lands' End or our Saber Store. Shorts, polo shirts, and fleece sweatshirts may not be worn on Mass Days; cardigans and sweater vests are the only third piece that may be worn during Mass.

### **Hair/Facial Hair**

Hair must be of natural color, neat and clean. For boys: hair needs to be above the eyebrows, ears, and collar and no longer than 3 inches anywhere on the head. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety will be asked to modify their appearance.

Boys must be clean-shaven at all times, and sideburns must not be lower than the bottom of the earlobe. Continued failure to comply with this policy will result in additional disciplinary action.

### **Hats/Coats/Jewelry**

Hats and hoods must be removed upon entering the school building and must remain off during the entire school day. Girls may wear hair accessories during the school day as long as they are not a disruption to the classroom setting. At no time should a student's head be completely covered. Appropriate rings and watches, medals, crosses, etc. may be worn. Students may not wear body-piercing jewelry. Boys may not wear earrings. Girls may not wear excessive or unsafe earrings, (2 inches or larger in diameter). Visible tattoos or similar decorations are not allowed. Coats, jackets, backpacks, etc. must be kept in the locker during the school day. Girls may carry small purses no larger than a folder during the school day.

### **Fines**

When inattention or oversight on the part of a student creates additional work for staff, fines will be levied. Examples include taking home a borrowed tie or belt, using a disposable razor provided by the school or not returning a PE lock at the end of the school year.

### **Physical Education (Men and Women)**

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

1. Athletic socks
2. Athletic shoes
3. Personal hygiene items

**P.E. Uniforms** can be purchased in the Saber Store. All physical education apparel must be kept clean and in good repair. P.E. lockers must be locked with a school lock.

## **Dance Expectations**

Our goal is to insure a safe and healthy environment that honors the values & mission of The High School of St. Thomas More. These policies emerge from our shared mission in promoting Catholic values that recognize the dignity and self-worth of all people made in the image and likeness of God. **A student who is absent from school the day before a dance will need to have permission from the Administration to attend the dance.** Students may only bring guests of the opposite sex as a date to the dance. Outside guest forms must be completed and turned in before the dance along with a photo identification.

Dress for formal events should serve as a means to emphasize the beauty and dignity of the whole person as male and female “of a virtuous and Christ-centered person at all times, including dances and social activities.” Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

**All clothing must meet the requirements found in the Dance Expectations document found on the website. Any clothing that violates the policy will NOT be allowed into the event or sent home if clothing is provocative or immodest until the attire is in-line with these guidelines.**

## **Dance Behavior Expectations**

Students are expected to behave appropriately on and off the dance floor. Therefore, sexually explicit dancing is not allowed. These behaviors include expressing sexual innuendos, inappropriate touching and exposure, stimulating sexual activities, or participating in public displays of affection.

If a student behaves or dances inappropriately, he or she will be warned one time. Any further inappropriate actions will result in dismissal from the activity. We will notify parents before the student leaves the premises. These expectations are to help ensure and assist in living out the mission of forming our students in moral living to celebrate life in a way that promotes the dignity of the human person as male and female.

# **Virtuous Behavior Formation**

The Vatican II Document “The Catholic School” speaks of Catholic Education as one that is “intentionally directed to the growth of the whole person.”

“Every school, and every educator in the school, ought to be striving “to form strong and responsible individuals, who are capable of making free and correct choices,” thus preparing young people “to open themselves more and more to reality, and to form in themselves a clear idea of the meaning of life” [*The Catholic School*, 31].”

Students are expected to conduct themselves with the cardinal virtues of prudence, justice, fortitude, and temperance as well as the theological virtues of faith, hope and charity. If they fall short of those expectations, consequences are outlined in the following pages.

**“For this very reason, make every effort to supplement your faith with virtue, virtue with knowledge, knowledge with self-control, self-control with endurance, endurance with devotion, devotion with mutual affection, mutual affection with love.” 2 Peter 1:5**

## **The Saber Way**

### **We live out our faith.**

- Everything is rooted in Christ; therefore, we trust in His plan.
- No matter the score, on and off the field, we give Christ the glory.
- We put the needs of others before our own.
- We serve out of love, not necessity.

### **We live with honesty and integrity.**

- We demand academic honesty from ourselves and from our peers.
- We strive to consistently mirror virtue in school and out of school.
- While we desire unachievable perfection as we seek to follow the model of Christ, we are able to fail both gracefully and courageously.
- We admire mutual trust between students and staff.

### **We strive for excellence.**

- We take responsibility for our actions.
- We are determined to be the best version of ourselves.
- With the help of our teachers and peers, we aim for a balance between school and personal life.
- We recognize our responsibility to improve the environments of our school and community.

### **We respect others.**

- We welcome all with open hearts, excited about the gifts they bring as sons and daughters of God.
- We practice self-control in times of difficulty.
- We are empathetic towards the struggles and successes of others.
- We respect authority and the school's rules.

## Saint Thomas More Discipline System

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Warning or Teacher Discipline	Detention	In School Suspension	1-3 Day Out of School Suspension	4+ Day Out of School Suspension	Expulsion
-Dress Code -Tardy to class -Talking in class -Sleeping in class -No materials -Not following class rules -Game playing on laptop -Cell phone usage/disruption (first offense -\$10 fine) -Computer network violation (see policy) -Public display of affection -Lunchroom misbehavior -Unauthorized Food/drink in classroom -Repeats of these violations will result in other consequences. These may include but are not limited to: detention, cleanup, after school makeup time, fines, extracurricular consequences, etc.	-Repeated violations from the previous column -Excessive tardiness to 1st hour -Unauthorized use of elevator -Lying to school personnel -Profanity -Disrespect of person, property or faculty/staff -Hall pass violation -Academic Dishonesty (2 detentions) -Inappropriate or disruptive behavior (minor) -Failure to comply with a reasonable request -Parking violation -Unserved teacher detention -Unexcused absence from House/Family activity -Behavior contrary to the good name of STM	-Repeated violations from the previous column -Profanity directed towards another student -Disrespect of person, property or faculty/staff -Insubordination -Disruptive behavior (major) -Graffiti* -Truancy -Reckless driving -Behavior contrary to the good name of STM	-Repeated violations from the previous column -Vandalism* -Theft* -Sexual harassment* -Fighting* -Possession of dangerous materials* -In school computer usage violating human dignity -Profanity directed towards faculty/staff -Serious disrespect of faculty/staff -Behavior contrary to the good name of STM	-Repeated violations from the previous column -Vandalism* -Theft* -Sexual harassment* -Fighting* -Tobacco/vaping usage/possession drug/alcohol possession/usage at school/school sponsored event* -Intimidation, threat, harassment* -False evacuation -Assault/battery of student/staff* -Behavior contrary to the good name of STM	-Repeated violations from the previous column -Drug/Alcohol possession/usage at school/school sponsored event* -Weapon* -Arson* -Vandalism* -Serious misconduct* -Serious criminal activity* -Recurring insubordination -Bomb threat* -Assault/battery of student/staff* -Theft* -Profanity directed towards faculty/staff -Behavior contrary to the good name of STM

Though not exhaustive, this list provides information regarding consistency of consequences. For infractions spanning multiple categories, consequences are assigned based on the circumstances at the discretion of administration. Students with repeated level 3-5 behavioral violations may be asked to withdraw from STM. \*These offenses require immediate notification of the Illinois State Police.

## **Classroom Rules and Consequences**

Each individual teacher has his/her own set of rules and regulations regarding student behavior and conduct in the classroom. Whenever a teacher feels a student or students deserve detention, he or she may assign a detention to be served with him or her for a date, time and duration of his or her choosing. A student who fails to appear for a teacher detention will be referred to the Director of Student Success, and the student will be assigned 1-2 detentions, depending on the duration of the original teacher detention.

## **Detentions**

Detentions will be communicated to parents through email. Failure to fully serve a detention on the day it is assigned will result in two detentions. Failure to serve the two assigned detentions will result in an in-school suspension and make-up of the two detentions.

Students in athletics and extracurricular activities are not excused from detentions and must serve them the day they are assigned. A detention may be rescheduled only for serious reasons, and may not be rescheduled for athletic or other extracurricular contests. Students who are absent on the day of the detention will automatically have their detention rescheduled for the next available date.

During detention, students will provide needed service to the school. They will be assigned to clean a specific area of the school, and will be provided detailed instructions for their job. Students who report late to a detention, who do not follow detention guidelines, or who cause a disturbance during detention will be asked to leave. These students will not have fulfilled the detention and will be assigned two detentions. All school policies, including dress code and technology acceptable use, are in effect during detentions.

## **Social Probation**

Students found to have committed a violation of the school's disciplinary and/or citizenship codes may be placed on social probation for an amount of time determined by the administration. A student on social probation may not attend, participate in, or serve as a representative of The High School of St. Thomas More in any extracurricular event (practices, meetings, games, dances, performances, etc.).

## **In and Out of School Suspensions**

Students who are suspended from school will be considered absent unexcused. Students may not participate in any extracurricular activities during the time they are suspended. Coaches may assign additional penalties for athletes who are suspended from school. **The maximum credit that students serving a suspension will receive for any assignments due that day is 50%. During an in-school suspension, all tests/quizzes given will be taken during that time for regular credit. If a student is serving an out-of-school suspension, they will be expected to take the test/quiz on the day of their return. Students serving a suspension will receive no extensions for work assigned during the suspension.**

## **Expulsion**

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. Offenses that also fall under the juvenile or criminal code will be reported to legal authorities.

## **Academic Integrity**

Students are expected to conduct themselves according to the highest standards of personal integrity and accountability. Students are expected to assume full responsibility for their work and resist any behavior that would be in conflict with their integrity. Academic dishonesty is any action that seeks to obtain credit for work which is not one's own. This includes, but is not limited to, the following: copying, communicating with another student during a quiz or test, using notes on a test or quiz without permission, using a cell phone during a test or quiz or plagiarism. **No credit will be given for the assignment.**

**Students often mistake sharing their electronic documents or handwritten work as “helping” another student. This enabling behavior frequently results in the work being copied and/or plagiarized. When a student is caught copying off of another student who willfully provided their assignment, the student who shares the assignment will earn one detention and up to 50% credit on the assignment.**

**The use of Artificial Intelligence (for example ChatGPT) is forbidden and seen as plagiarism.**

Breaches of academic integrity will result in two after school detentions for the first offense. Subsequent offenses will earn an appropriate progression of detentions, in-school suspension and out of school suspensions. Necessary information will be shared with club sponsors, including but not limited to National Honor Society.

# Acceptable Use Guidelines for Technology

## STM's Technology Mission

The High School of Saint Thomas More seeks to initiate and promote a classroom environment that allows students to interact with 21<sup>st</sup> century technology to enhance their learning experience in a Christ-centered environment.

## Technology Vision

Technology has the potential to enhance both the academic and working environments at STM. In addition, it has the power to unify the school community by connecting staff, students, parents and community members through its communication network.

At STM, the use of technology is to support all aspects of the school's operation. At the core of the Technology Vision is a set of beliefs that provides the foundation for the school's implementation and utilization of technology.

Specifically, the STM community believes:

- Technology is a tool that can enhance and diversify teaching, learning, communication, and productivity.
- All students and staff shall have equal access to technology and shall receive support in the use of that technology through ongoing teaching and training.
- The dynamic nature of technology requires that the school's technology vision be consistently monitored and updated to maximize its effectiveness.

## Acceptable Use Policy

The High School of Saint Thomas More provides internet access as a means of creating an environment where students can learn and may provide computers upon request. Technology, which includes computers, networks, internet access and peripherals, are a part of that environment.

Students are expected to use the school's computer technology correctly and appropriately. The misuse of technological devices (including personal devices) will be subject to appropriate academic and disciplinary consequences.

## General Guidelines

- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from STM, except for approved projects with the express permission of the teacher.
- Transmission of material in violation of any state or federal regulation is prohibited.
- Students who install or store in a computer, hand held calculator, or any electronic storage device any program contradictory to the mission or philosophy of the school or who are in possession of such technology are subject to appropriate academic and disciplinary consequences and to the confiscation of the device.
- Despite our strong firewalls, it is still possible to find internet sites that contain objectionable,

adult-oriented, or otherwise inappropriate sites. Students may not access, download or print from these sites. Violations may result in disciplinary action, including suspension or expulsion.

- Abuse of the network and/or any form of illegal conduct including any form of vandalism to equipment or software, uploading or creation of computer viruses, and unauthorized access to the files of other users, may result in disciplinary action including revocation of access privileges, possible suspension/expulsion from Saint Thomas More, and/or appropriate legal action.

## **The High School of Saint Thomas More Acceptable Use Policy & Chromebook Agreement**

### Device

The High School of Saint Thomas More is supplying students with a Chromebook device. This device is the property of STM. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or "high end" computing.

1. TAKING CARE OF OUR CHROMEBOOKS: Chromebooks that are broken, or fail to work properly, must be taken to Mr Pope.

### General Precautions

1. No food or drink is allowed next to your Chromebook while it is in use. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
2. Students should never carry their Chromebooks while the screen is open.
3. Chromebooks must remain free of any writing, drawing, or stickers. An identification tag with a number will be provided by the school.
4. Vents CANNOT be covered.
5. Chromebooks must have a STM tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook that could put pressure on the screen.
4. Do not place anything in a carrying case or backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils)
7. Clean the screen with a soft, dry microfiber cloth or wipes specifically made for electronics

### Backgrounds and Password

1. Inappropriate media may not be used as a screensaver or background.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
3. Take care to protect your password. Do not share your password.

### Printing

1. Students will not be able to print from their Chromebooks.
2. ACCEPTABLE USE POLICY: Acceptable use guidelines for internet, electronic media, and communication apply to all STM devices. These guidelines shall be adhered to by all students, faculty, staff, and administration. The Administration and Staff will never require a student for a password for their social media platforms, regardless of device. STM uses Go Guardian for Chromebook monitoring. Go Guardian is able to offer its complete Chromebook filtering and monitoring software wherever the device may be. Please note that your student's activity is not private.

### General Guidelines

1. Chromebooks are in compliance with the Children's Internet Protection Act (CIPA).
2. Chromebooks shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase. a. The display of any kind of sexually explicit image or document on any STM system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
3. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of STM. STM reserves the right to block objectionable or inappropriate sites.
4. Students are responsible for their ethical and educational use of the technology resources of STM.
5. Access to the STM technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
6. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
7. No employee or student may use STM facilities to download or distribute pirated software or data.
8. CYBERBULLYING WILL NOT BE TOLERATED! Please report any cyber bullying activity to the school administration immediately.

### Legal Property

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution or disciplinary action by STM.
4. STM retains the copyright to any material posted on the Internet and/or network by any employee and/or student in the course of his or her duties or required coursework.

### Email and Electronic Communication

1. Always use appropriate and proper language in your communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
3. E-mail & communications sent/received should be related to educational needs.
4. Emails & communications are subject to inspection by the school at any time.

### Consequences

1. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
2. Noncompliance with the policies of this document will result in disciplinary action.
3. STM cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### 3. REPAIRING CHROMEBOOK:

The student will be charged \$260 for replacement costs of damaged Chromebooks.

Students will only be charged for repairs that are directly the fault of the student. This includes misuse, improper handling or storage, drops and falls, water damage, etc. Mr. Pope will recommend to the administration if the breakage should be charged to the student.

### 4. CHROMEBOOK USE AND POLICY AGREEMENT

This page must be signed and returned before a student is issued any school-owned technology equipment. I have read and agree to abide by the STM Acceptable Use Policy and Chromebook Agreement. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of STM's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school owned equipment.

Teachers and the building principal are responsible for determining what is unauthorized or inappropriate use. Access to the Network/Internet may be revoked from individuals who violate STM's Acceptable Use and Chromebook Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

By signing this form, I am acknowledging that my son/daughter(s) will adhere to the following:

1. I give permission for my child to use and access the Internet at school and for STM to issue an Internet/email account to my child.
2. I have read and understand the responsibilities of my child's use of an STM issued Chromebook.

### **Technology Use During the School Day**

- Cell Phones shall be turned off and left in the student's locker. Cell phones may not be used during class or study hall time without express permission from the teacher. When a student is found to be using a cell phone during the school day, or a cell phone causes a class disruption, or a student is using a laptop in a way that violates policy:
  - The device will be confiscated and, on the first violation, the student will receive a warning.
  - On the second violation, the student will pay a \$10 fine and the device will be released to the student at the end of the school day.
  - On the third violation, the student will pay a **\$20 fine** and serve an after school detention. The device will be released to the **student's parent/guardian** after the detention is completed.
  - On the fourth violation, the student will pay a **\$20 fine** and serve an In-School Suspension. The device will be released to a parent or guardian **and will be required to be checked into the office for the remainder of the semester.**
  - Repeated misuse of laptops in the classroom or study hall may include the loss of the privilege of using a laptop during the school day for a period of one week.
- Smartwatches shall only be used as a timepiece. A smartwatch is a wearable computing device that closely resembles a wristwatch or other time-keeping device. In addition to telling time, many smartwatches are Bluetooth-capable. The watch becomes a wireless Bluetooth adaptor capable of extending the capabilities of the wearer's smartphone to the watch. Violations to this policy will be similar to violations related to cell phones in school.
- Game playing on electronic devices is not allowed during academic classes or study halls. Students playing games during classes may have their devices confiscated.
- It is not acceptable to use the Internet during academic classes for non-academic communications. Social media is not permitted during academic classes or study halls.
- Students who refuse to give their device to a teacher when suspected of violating acceptable use policy may be subject to additional disciplinary action, including suspension.
- The Administrative staff reserves the right to examine all internet transactions to determine when violations have occurred.

### **Tech Check**

NEW this year!! Students have the opportunity to drop off their phones to Mrs. Horn in the office. Cell phones will be kept in a secured location for the duration of the day. Phones may be charged during this time and will be returned at the end of the day. This is a voluntary option for students to disconnect from the temptation of using their phones in school.

## Use of Proxy Servers

To maximize and create a positive learning environment in the classroom, we hope to create a space for learning, community, and communication to happen between students and teachers. When this space breaks down because of inappropriate internet or device usage, the following consequences will be assigned:

- **1st Infraction:** A warning that the next infraction is a 1 week loss of STM internet with the screen-shot sent home to parent/guardian showing the student connected to a VPN/Proxy.
- **2nd Infraction:** Loss of internet & device use for 1 week and communication sent home with a warning that the 3rd infraction means loss of STM internet & device use for the rest of the semester.
- **3rd Infraction:** Loss of internet & device use for the rest of the semester and communication sent home with a warning that the 4th infraction is revocation of STM internet & device use for the entire year.
- **4th Infraction:** Loss of all internet & device use for the rest of the year.

## Bullying

The High School of Saint Thomas More shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation.

Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. In a case of bullying, administration will continue to follow up with affected students after reports of bullying, but asks that further incidents are reported quickly. Early reporting allows us to effectively discipline and stop the bullying behavior. (In the event of a violation of this policy, STM will follow the administrative regulations of the diocese, which are posted at [www.cdop.org](http://www.cdop.org). D-147, AR-OCS)

## Possession or use of Weapons or look alike weapons in school

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

teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

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

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

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look a-likes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices, including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury.

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools.

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

In the event of a violation of this policy, STM will follow the administrative regulations of the diocese, which are posted at [www.cdop.org](http://www.cdop.org) D-150, AR-OCS.

## Extracurricular Code

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

### **Academic Eligibility**

Students participating in any extracurricular activity may not represent The High School of Saint Thomas More in any public activity while they are in danger of failing one or more courses, or while they are on suspension or disciplinary probation. **Each week, teachers update grades (PowerSchool) by Thursday. Students who are marked as failing one or more classes or having two or more D's (cumulative for the semester) will be ineligible for the entire following week (Sunday through Sunday), even if that week falls over a school break.** The student and coach will be notified. Ineligible students may not participate in any extracurricular event or other performances, nor may they or their individual work represent the school or any school organization in a public place. They may, however, continue to practice or rehearse at the coach or sponsor's discretion, and they may take part in club meetings or work sessions. The student will be eligible to compete/perform after the period of ineligibility expires if the next Thursday check indicates that the student is no longer failing.

### **Attendance**

Students must be in attendance **within the first 15 minutes of the school day** to participate in **any athletic contest/practice, dramatic or musical performance/practice**, or any other after school/evening activity. A student who is absent on Friday or before a holiday may participate on Saturday only with administrative approval.

### **Independent Teams**

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

### **Health Physicals**

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

### **Expectations Related to Extracurricular Activities**

All behavioral infractions will be followed up with a meeting between the Director of Student Success and the Athletic Director to determine eligibility. Extracurricular activities may be affected by the following infractions:

- Out of uniform compliance (including hair)
- Student is sent out of a classroom for disruptive behavior
- Student is issued a detention for behavioral reasons

- Recurrent issues with tardies or absences

Furthermore, no student who is out of uniform compliance will be allowed to take individual or team pictures. Similarly, no senior will be allowed to take/hang a senior banner picture if their hair (including facial hair) is out of compliance.

### **Athletics/Activity/Communication**

#### **Parent/Coach or Moderator Communication**

Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student athletes. As parents, when your child becomes involved in our programs, you have a right to understand the expectations. This begins with the clear communication between the coach and the parent.

#### **Communication you should expect from the Coach/Moderator**

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

#### **Communication Coaches/Moderators expect from Parent(s)**

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

#### **Procedure to Discuss a Concern with a Coach:**

- Student/Athlete needs to have meeting with Coach
- Parent and Student/Athlete meet with Coach.
- PLEASE, do not attempt to confront a coach before or after a practice or contest. These can be emotional times for both the parent and the coach. Meetings of this type do not promote a resolution. Therefore, please wait 24 hours to allow for reflection and assessment.
- The parent or coach may request to have the athletic director or present at the meeting.
- If the previous meetings don't rectify the concern then the parent, coach, athletic director and administrator meeting can be requested.

#### **Appropriate Concerns to Discuss with Coaches:**

Academic support and college opportunities; a concern for your son's/daughter's mental and

physical well being; ways to help your son/daughter improve; concerns about your child's behavior.

### **Issues not Appropriate to Discuss with the Coaches**

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

### **What Can a Parent do if the Meeting with the Coach did not provide a Satisfactory Resolution?**

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

### **Dual Sport Athletes**

- Any student athlete who wishes to participate in two sports during the same season will need to make a written request and have it submitted two weeks before whichever primary or secondary sports season starts first. The request should be in the form of an email to the primary sport head coach, alternate sport head coach and the athletic director.
- The primary sport head coach will meet with the secondary sport head coach, and athletic director to review the schedules of practices and games to determine if the two sports are compatible.
- If it is determined that the two sports are compatible the student athlete and their parent's or guardian's will have a meeting with the two coaches and the athletic director to discuss their expectations for their sport during the season.
- Any dual sport student athlete who decides to quit either sport during the season will not be approved for this arrangement for one calendar year. The student athlete can still participate in the one sport that they did not quit for that season.

### **Citizenship**

Students representing The High School of Saint Thomas More must exemplify the highest standards of moral integrity and good citizenship within the school and community. Behavior that violates this principle is unacceptable. On campus behavior (or behavior at school-sanctioned events) that exhibits a lack of judgment and integrity may result in a temporary suspension from an organization or team, complete loss of eligibility, or suspension or expulsion from the school.

The school can respond to off campus violations of this principle only with direct evidence and/or police involvement. Rumor, innuendo and anonymous complaints are not grounds for an investigation into off campus behavior.

### **Clothing and Grooming**

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

for the purpose of modesty or in accordance with their religious requirements.

## **Prohibited Substances**

The consumption or possession of alcohol, tobacco, or drugs by any student attending or representing The High School of Saint Thomas More is prohibited. The discipline policy outlines two sets of consequences involving possession or consumption of alcohol and drugs. The first set deals with possession and/or consumption while attending school or any school-sponsored activity. The second set deals with students' participation in extracurricular activities. Because the use of alcohol and drugs is illegal, the rule prohibiting the possession or consumption of alcohol, tobacco, and drugs is in effect twelve months a year, on and off campus.

### **TOBACCO AND VAPING** C-314 P-CDOP

The promotion and/or use of tobacco products on school grounds and at school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Smoking is prohibited at all diocesan elementary and secondary schools. No student, staff, administrator, or visitor may possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at school-sponsored events. This includes the promotion of these products via gear, bags, clothing, or any other materials. In addition, no diocesan school may solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco or vaping shop. Adopted 7/2018

### **Academic/School Consequences**

The penalty for possession and/or consumption of any form of liquor or controlled substance on school property or at any school-sponsored function is up to 10 days suspension, and may result in expulsion.

For any students under the influence of alcohol and/or drugs while attending school and/or a school-sponsored function are as follows:

**First Offense:** The student will be suspended for a period of 1-3 days. In addition, the student will be assigned extracurricular consequences for the first offense.

**Second Offense:** The student may be expelled at the discretion of the administrator.

### **Extracurricular Consequences**

Per diocesan policy, students are subject to random screening for drug usage.

Penalties for violation of this rule are:

**First Offense:** The student will be suspended from participating in any public activity for a period of four (4) school weeks, but may attend practices and meetings. In addition, the student will be evaluated by a qualified substance abuse professional and will complete any recommendations from that evaluation.

**Second Offense:** The student will be suspended from all extracurricular activities for three (3) school months. The student may not attend practices or meetings associated with any extracurricular activity. Assessment from a treatment center is mandatory. The student must follow through with any recommendations by the treatment center before being re-admitted to extracurricular activity.

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

## **Catholic Diocese of Peoria Policy on Screening for Drug Usage**

D-148

### **SECTION I: STATEMENT OF PURPOSE**

**The Catechism of the Catholic Church states that:**

The political community has a duty to honor the family, to assist it, and to ensure especially... the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. ... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practice gravely contrary to the moral law. CCC § 2211, § 2291

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

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

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

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

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

### **SECTION I: PROHIBITIONS**

Students will be screened for drug usage utilizing diocesan approved drug testing services employing radioimmunoassay technology in the analysis of hair (RIAH) and post-positive GC/MS,

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

## **SECTION II: SCREENING FOR DRUG USAGE**

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

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

## **SECTION III: DRUG SCREENING METHOD**

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

## **SECTION IV: NOTIFICATION OF TEST RESULTS**

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

in regard to a negative test result.

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

In the case of students who test positive for prohibited substances on a second or more occasions during their high school career, the Principal of the high school in consultation with the Priests of the Champaign Vicariate and the Superintendent of Schools may determine to exercise discipline, including the possibility of recommending expulsion.

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

## **SECTION V: APPEAL OF TEST RESULTS**

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

## **SECTION VI: RETENTION OF RECORDS**

No documentation pertaining to each student's screening for drug usage will be made part of the

student's permanent record. All documentation will be kept in a separate confidential file with the Drug Screening Coordinator and will be destroyed upon three years of the student's graduation from high school.

### **SECTION VIII: ANNUAL NOTIFICATION**

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

### **CONSENT FORM REQUIRED OF ALL PARENTS**

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

I/We understand that the school will request a hair sample of our son/daughter for the purpose of this screening and I/we agree that our son/ daughter will submit a sample upon request at any time.

I/We agree to the methodology being used for hair sampling and sharing the results with appropriate persons referred to in the policy.

I/We further agree to defend and indemnify the High School and the Diocese of Peoria, their employees and agents, against any demands or claims of any type whatsoever (including the cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Drug Screening Program, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at the High School is conditioned upon execution of this consent.

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

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

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

### **CONSENT FORM REQUIRED OF STUDENTS**

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

I understand that the school will request a hair sample from me for the purpose of this screening and I agree that I will submit a sample upon request at any time.

I agree with the methodology being used for hair sampling and sharing the results with my parents, guardian and/or other appropriate persons referred to in the Policy.

I further agree that the High School is not responsible if test results are erroneous and hereby release the High School and the Diocese of Peoria, their employees and agents. I further agree to defend and indemnify the High School and the Diocese of Peoria, their employees and agents, against any demands or claims of any type whatsoever (including the cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the Drug Screening Program, or any acts, errors or omissions relating thereto, by the student identified below whose attendance at the High School is conditioned upon execution of this consent.

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

I agree to abide by the terms mandated by this policy if I test positive for the presence of a prohibited substance and will cooperate fully in obtaining an immediate assessment from a substance abuse professional.

I fully understand that refusal to sign this consent form renders me ineligible for attendance at The High School of Saint Thomas More.

## **Miscellaneous**

### **Saber Store**

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

### **Parking**

The High School of Saint Thomas More does not provide transportation for students to and from school outside of extracurricular activities approved by the administration. All students, faculty, and staff must register their cars with the office through PowerSchool. Any vehicle parked on school property without valid registration is subject to towing. Any vehicle not parked within one designated space is subject to towing without warning.

The front (east) parking lot and the first row in the back (west) parking lot (northernmost near the grass) are reserved for administration and guests. The back (west) parking lot is reserved for faculty and students.

A student who arrives late for school must park in the back (west) lot and request entry from the attendance secretary through the back door entry system. The rear entrance is locked from 8:00am to 3:00pm. Students illegally parking in a handicap or reserved parking spot are subject to disciplinary action.

Senior Parking spaces are available for a \$50 fee (annual). Seniors may choose whichever parking spot they would like and design it (with approval from the administration). A packet is available in the front office. Painting of the spots may take place during the first few weeks of school and completed by Homecoming Week.

### **Vehicle Searches on School Grounds**

The privilege of bringing a vehicle onto school premises is hereby conditioned on consent by the student to allow the search of that vehicle. The act of bringing a vehicle upon school premises shall be considered by the school administration as consent by the student, parent, guardian, or owner of the vehicle for a search of that vehicle. Refusal by a student, parent, guardian, or owner of the vehicle to allow access to the vehicle while it is located on school premises will be cause for termination of the privilege of bringing a vehicle onto school premises.

The school administration reserves the right to request law enforcement officers to search vehicles on school premises subject to the provisions of this policy. If a vehicle search uncovers evidence that a student has violated or is violating a school rule and/or a state or federal law, the student will be subject to disciplinary action including the possibility of suspension or expulsion.

### **Library**

The library is open for study and reference use from 7:15 AM to 4:30 PM.

- 1) The library is considered a quiet study area. Students who are disruptive will be asked to leave.
- 2) No materials are to be taken from the library without being checked out with the office staff.

- 3) Students are expected to keep the library neat, to dispose of waste paper, and to treat the library materials with respect.
- 4) Students may not bring food or drinks into the library.
- 5) Book bags are not permitted in the library during school hours.

### **Elevators**

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

### **Food and Drink**

All food and drinks are to be consumed in the cafeteria. No food or drink other than water is allowed in the halls or in the student's locker. Water bottles with closed lids are allowed in the classroom **at the discretion of the teacher**; bottles are to contain only water and should be closed at all times - no other beverages (coffee, juice, sports drinks, etc.) are allowed.

### **Telephones and Messages**

A telephone is provided for student use in the hallway just outside the Library. Students are not allowed to use the telephones in the offices or classrooms. Only in extreme emergencies will messages be delivered to students during classes. When a message for a student is received in the office, the student will be called to the office.

### **Copiers**

Students are not allowed to use the copiers in the teacher workrooms or the office without permission of school personnel and will be charged \$0.25 a page to be printed or copied.

### **Use of School Grounds**

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

### **Building Security**

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

### **Concussions**

A student who experiences a concussion, whether in a class or during an athletic event, will be assessed by the Athletic Trainer. The Athletic Trainer will place limitations on the student, as needed, and the student will then have to complete the Return to Play and Return to Learn protocols. These can be found on the [IHSA website](#).

## **Prescription Medications**

D-153 P-CDOP

Whenever possible, the schedule for administration of prescription medications should be adjusted so that school hours are not involved. If medications must be taken during school hours, they should be taken to the office in the original container; along with specific instructions for their use (actual times should be listed, for example, rather than the number of times per day). If medications are to be administered “as needed” or “on demand,” the instructions must include the medical indications and/or contraindications for their use. The school will make every reasonable attempt to comply with the medication needs of the students, but cannot and will not accept the responsibility for administering medications at the proper times.

The school and school personnel will not be held liable for injuries occurring while administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. Parents agree to this with their signature of agreement to following this handbook.

The school has undesignated epinephrine injectors and undesignated opioid antagonists on hand for emergency use. If used, the school administration will notify proper emergency personnel, student parents, and ISBE, in addition to the county health in order to refill the standing prescription.

### **ADMINISTRATION OF MEDICATION**

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

Adopted 7/2018

D-153  
AR-OCS

### **ADMINISTRATION OF MEDICATION**

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.

7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.
11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

Adopted 7/2018

### **School Insurance**

Students who are participating in athletics must be covered by accident insurance, and their parents sign an affidavit to that effect at the time they give their written permission for the students to participate in a given sport. The coverage may be provided by family insurance and/or additional student coverage. The High School of Saint Thomas More offers interscholastic athletic accident coverage through First Agency, Inc. Information about school insurance from First Agency, Inc. is available in the athletic office.

### **Lockers**

Every student will be assigned his/her own locker. In addition, each student enrolled in Physical Education will be assigned a Physical Education locker and lock. Students are expected to lock both lockers to protect their personal belongings. Any locker that is not cleaned at the end of the year will be charged a \$10 maintenance fee. **The High School of St. Thomas More assumes no liability for students' possessions in the locker rooms or school assigned lockers.**

### **SEARCH AND SEIZURE D-141 P-CDOP**

Catholic school officials may conduct periodic inspections of all or a randomly selected number of lockers, desks, and other storage spaces owned by the school and provided as a courtesy to students. The furnishings of lockers, desks, and other storage spaces provided as a courtesy to students shall not give rise to an expectation of privacy. Schools shall contact the Office of Catholic Schools prior to conducting any search. The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore the school reserves the right to search them without prior notice. If illegal and/or inappropriate items

are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents. The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein. Students shall not lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process. Adopted 7/2018

## **Illinois High School Association Athletic Code**

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

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

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

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

Students and student athletes must follow the concussion protocol laid out by the IHSA if a concussion is incurred at any point.

### **Attendance**

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

### **Scholastic Standing**

1. You must pass twenty five (25) credit hours of high school work per week. Generally, twenty five (25) credit hours is the equivalent of five (5) "full credit" courses.

2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

## Residence

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

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

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

## Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to

- the district attendance area for the school to which you transfer;
- c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
  - d. Your transfer is from one private/parochial school to another private/ parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
  - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
  5. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  6. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

### **Participation Limitations**

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

### **Age**

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

### **Use of Players**

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

### **Participating Under a False Name**

If you compete under a name other than your own, your principal will immediately suspend you

from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

### **Physical Examination**

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

### **Amateur Status**

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

### **Recruiting of Athletes**

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
  - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
  - b. Offer or acceptance of room, board or clothing or financial allotment for clothing.
  - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
  - d. Offer or acceptance of free transportation by any school connected person.
  - e. Offer or acceptance of a residence with any school connected person.
  - f. Offer or acceptance of any privilege not afforded to non-athletes.

- g. Offer or acceptance of free or reduced rent for parents.
  - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
  - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

### **School Team Sports Seasons**

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - a. You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Directors.
  - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.
3. Playing in Non-School Competition
4. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
5. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
6. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your principal must initiate the request for approval in writing prior to any such participation.
7. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
8. You will become ineligible if you play on any junior college, college or university team during your high school career.

### **All-Star Participation**

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:

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

### **Coaching Schools**

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

### **Misbehavior During Contests**

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

## **Appendix A**

### **Catholic Diocese of Peoria Policy on Right to Life Secondary Schools D-149**

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

#### **Abortion**

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

#### **Pregnancy Policy**

In keeping with the belief and practice of the Roman Catholic Church, abortion is not an option for pregnant women. Diocesan schools believe, support, and emphasize the need to make moral choices in compliance with the doctrines and teachings of the Roman Catholic Church regarding sexual abstinence, pre-marital sex, abortion, and marriage. Diocesan schools recognize their moral responsibility toward the pregnant student, the student body, and the general public. The pastor/canonical pastor, the principal and the school chaplain (if applicable) shall make every effort to assist and support the pregnant student and the student known to have fathered the child and their parents/guardians in continuing the students' Catholic education program.

#### **Married Student Policy**

Students enrolled in Diocesan schools are expected to be unmarried.

#### **Administrative Regulation for Pregnancy (female)**

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

#### **Administrative Regulation for Pregnancy (male)**

1. Fathering a child is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student has fathered a child, designated

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

#### Administrative Regulations for Married Students

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

Office of Catholic Schools  
Reviewed 7/2018

## **Appendix B**

### **Appeal and Review G-111 Statement of Policy**

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

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

It is to be noted that dissatisfaction with a decision regarding personnel matters can only be appealed by the aggrieved personnel and not third parties, due to issues of confidentiality.  
Revised: 7/2018

#### **G-111 AR-CDOP APPEAL AND REVIEW – Secondary and Pre-K Through 12 Schools**

The individual desiring the appeal or the review of a decision must make that request known to the principal of the school in the form of a written letter. This letter must clearly cover each of the following points: The decision that is being questioned and which competent authority made it. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and The proposed resolution. The principal, having received the request for appeal or review, is to respond to the individual making the request within thirty (30) days of receiving the request. A copy of the principal's response letter is

to be forwarded to the Superintendent of Schools as a matter of record. In most cases, the decision of principal is final. However, the individual who has requested the appeal or review may further appeal the decision of the principal to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual requests a further appeal or review of the Superintendent's decision, the individual may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases. Revised: 7/2018

## **Appendix C - 401**

### **Diocese of Peoria Harassment Policy**

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

#### **DEFINITION**

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

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

#### **PROCEDURE**

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

harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.

3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.
4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.
5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.
6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.
7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.
8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.
9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.

10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.
11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.
14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.
15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.
16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.
17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or

she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.

18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.
  19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.
  20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.
  21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination
  22. This policy shall be made known to alleged victims who report harassment.
  23. This policy shall be reviewed on an annual basis.
  24. This policy shall prevail over other Diocesan or parish harassment policies.
- 03/08

## **Appendix E: Policies and Procedures relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers**

### **I. PREAMBLE**

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

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

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

## **II. Prohibition of Sexual Abuse of Minors**

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

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

## **III. Caveat and Other Objectionable Conduct**

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

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

## **IV. Definition of Sexual Abuse of Minors**

- Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. This includes, but is not limited to, sexual contact with the intimate parts (genital area, groin, anus, inner thighs, buttocks, or breasts) of a minor for the purpose of sexual gratification or arousal or for the purpose of degrading or humiliating the minor. Deliberate touching of the intimate parts of a minor, a request to touch the intimate parts of the adult, the exposure of the intimate parts of the adult to a minor, or requesting the minor to expose his or her intimate parts also constitute sexual abuse. A minor is a person who has not yet reached his or her eighteenth birthday.
- The transgressions in question relate to obligations arising from Divine commands regarding human sexual interaction as conveyed to us by the Sixth Commandment of

the Decalogue. Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the Sixth Commandment (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, USCCB, 1995, p. 6).

- A canonical offense against the Sixth Commandment (c. 1395, §2) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, imputability (moral responsibility) for a canonical offense “is presumed upon external violation.” (c. 1321, §3. Cf. cc 1322-27)
- If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians may be consulted and the opinions of recognized experts may be obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the Bishop of Peoria, with the advice of the Diocese’s Sexual Misconduct Review Board, to determine if the allegation warrants further action.

#### **V. Definitions**

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

#### **VI. Distribution of Policy**

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

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

**VII. Maintenance of Safe Environment and Pastoral Care for Victims**

**1) SAFE ENVIRONMENT PROGRAM**

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

**2) Assistance to Victims**

- a) The Diocese of Peoria recognizes that sexual abuse of minors often causes serious and continuing emotional and psychological problems for the victim. Therefore, the Diocese is committed to providing victims of such misconduct with appropriate professional assistance to address these consequences of abuse by any personnel of the Diocese. The Bishop of Peoria will appoint a Victim Assistance Coordinator to provide such assistance. It is the policy of the Diocese that victims must be treated justly.
- b) When credible accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, contact by the Victim Assistance Coordinator with the alleged victim will be promptly initiated. Contact should be made for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation. Medical, mental health, and spiritual assistance may be offered according to the specific situation presented.
- c) Under the direction of the Victim Assistance Coordinator, competent counselors

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

### **3) Sexual Misconduct Review Board**

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

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

## **Appendix F: Diocesan Pastoral Code of Conduct Policy**

### **I. Preamble**

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

### **II. Responsibility**

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

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

### **III. Pastoral Standards**

#### **1. Conduct for Pastoral Counselors and Spiritual Directors**

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

- 1.1. Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.2. Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). [See Section 7.2.2]
- 1.3. Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.
- 1.4. Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and non-consensual contact, forced physical contact, and inappropriate sexual comments.
- 1.5. Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client such as relatives or friends of the client when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.6. Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 1.7. Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.
- 1.8. Sessions should be conducted in appropriate settings at appropriate times.
  - 1.8.1. No sessions should be conducted in private living quarters.
  - 1.8.2. Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 1.9. Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

#### **2. Confidentiality**

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

- 2.1. Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
  - 2.1.1. If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.
  - 2.1.2. Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director

should inform the person being counseled about the disclosure and the potential consequences.

- 2.2. Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.
- 2.3. Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.
- 2.4. Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.
- 2.5. While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:

\* Attempt to secure written consent from the minor for the specific disclosure.

\* If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

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

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

### **3. Conduct With Youth**

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

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

#### **4. Sexual Conduct**

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

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

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

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

#### **5. Harassment**

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

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

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

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

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

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

## **7. Conflicts of Interest**

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

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

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

## **8. Reporting Ethical or Professional Misconduct**

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

- 8.1. Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff, or volunteers, you should notify the proper civil authorities immediately. Also notify the Office of the Chancellor.
- 8.2. When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, it is advisable to consult with the Office of the Chancellor
- 8.3. When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:
  - Report the issue to a supervisor or next higher authority, or
  - Refer the matter directly to the Office of the Chancellor.
- 8.4. The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.5.

## **9. Administration**

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

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

## **10. Staff or Volunteer Well-being**

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

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

## **Faith's Law Mandate against sexual abuse in schools**

On December 3, 2021, Governor Pritzker signed Faith's Law, P.A. 102-0676 (HB 1976), into law. Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act. In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and

misconduct in schools.

The law specifically provides that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment. As part of this law, we are posting a copy of the Resource Guide to support you and your family should you need it.

[Resource Guide Link](#)

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P-CDOP

## **School Employee Code of Professional Conduct**

Pursuant to Illinois's Faith's Law requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

### **I. Educator Code of Conduct**

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

- Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.
- Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.
- Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other

professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

- Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.
- Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employeestudent conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct.

## **II. Sexual misconduct**

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5).

II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or

entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

### **III. Expectations of School Employees**

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (emails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

### **IV. School employees are mandated reporters**

The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

### **V. Employee training related to child abuse and educator ethics**

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

Effective 7/1/2023