

Employee Code of Professional Conduct

All employees are expected to maintain high standards, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents, staff members, and others.

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 employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard established by the Diocese of Peoria will be subject to discipline up to and including dismissal.

The following standards related to school employee conduct shall be adhered to at all times.

1. Employees are prohibited from engaging in grooming behaviors and/or any sexual misconduct including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples include, but are not limited to:

- a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialogue
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student.
2. Employees are expected to maintain professional relationships with students.
 - a. Employees are strictly prohibited from using any form of communication with students such as e-mails, letters, notes, text messages, phone calls, and/or conversations that include any subject matter that could be deemed unprofessional and inappropriate between an employee and student.
 - b. 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 and parent(s) to do so.
 - c. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the school's educational mission are permitted when authorized by the school administration.
 - d. Employees are not permitted to meet with a student or contact a student outside the employee's professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.

3. Employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/).
4. Employees shall report prohibited behaviors and/or boundary violations pursuant to the guidelines established in Diocesan Policy C-402, *Policies & Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers*.
5. Employees are required to complete diocesan safe environment training, an FBI/ISP fingerprint-based criminal history check, and a DCFS CANTS check.
6. Employees shall not smoke or use tobacco products in the presence of children and/or youth.
7. Employees may not use, possess, or be under the influence of alcohol or cannabis at any time while working with children.
8. Employees are prohibited from using, possessing, or being under the influence of illegal drugs at any time.
9. No employee may strike, spank, shake, or slap children and/or youth, or touch a minor in a sexual or other inappropriate manner.
10. No employee shall humiliate, ridicule, threaten, or degrade children or youth, including the use of any discipline that humiliates children.
11. Employees may not use profanity.
12. Employees shall not access, view, or distribute pornography.