

1.200 LOCAL LEVEL

1.201 PASTOR

POLICY

Approved : September 1, 2009

The Pastor, in accordance with Canon Law, and at the appointment of the Archbishop, has overall responsibility for the parish school, including responsibility for the implementation of Archdiocesan policies and procedures regarding schools.

The Pastor is, in accordance with Canon Law, ultimately responsible for the fiscal and plant management of the parish school.

The Pastor of the school shall particularly attend to matters within the school that affect worship, the ministry of the Word and the spiritual welfare and moral formation of the students and staff. It shall be his duty to see that the teachings of the Church are clearly and accurately presented.

PROCEDURE

Approved: September 1, 2009

Revised: May 13, 2013

The Pastor delegates to the Principal the direction of the school program and the ordinary administration of the school. The Pastor with the Principal shall establish the terms of such delegation and the means of regular and formal communication on school matters.

The Pastor, in close collaboration with the Principal, the school board, the finance and pastoral councils of the parish, and the Office of Catholic Schools, guided by Archdiocesan policies and procedures, has final approval over policies of the parish school.

The Pastor is responsible for the fiscal operations of the school. The Pastor should support the parish school from parish resources according to a reasonable formula, with due consideration for the mission and the operating needs of the school and the resources and mission of the parish.

The Pastor approves and supervises the school budget according to policies and procedures of the Office of Catholic Schools and the Archdiocesan Fiscal Office.

The Pastor is responsible for appointing, on recommendation of the local search committee, a qualified Principal in accordance with the policies and procedures of the Office of Catholic Schools.

1.201 PASTOR (CON'T)

The Pastor is responsible for hiring, on recommendation of the Principal, all employees for the school in accordance with the policies and procedures of the Office of Catholic Schools.

The Pastor shall utilize the appropriate ministry agreement set forth by the Office of Catholic Schools when hiring the Principal or the instructional staff.

A Pastor shall not terminate a staff member without first consulting with the Superintendent or Deputy Superintendent.

Pastors shall not engage or dismiss any religious congregation without permission of the Archbishop.

The Pastor and Principal shall ensure that the school is operated in compliance with applicable state, federal, and local laws, as well as the standards of the New England Association of Schools and Colleges, accrediting agency, and the procedures and policies of the Office of Catholic Schools.

SCHOOL BOARDS (LOCAL)

*POLICY**Approved: September 1, 2009**Revised: May 13, 2013*

There shall be a committee-driven school board in every school.

The board shall be established according to the guidelines issued by the Office of Catholic Schools.

Membership to the school board requires a background check through the Office of Safe Environment, Archdiocese of Hartford.

The parish school board is established by the Pastor and is to be consultative to him and the Principal, and may recommend policies for their consideration. However, no policies may be recommended by the board, or approved by the Pastor, which conflict with Archdiocesan policies and procedures.

The Archdiocesan high school board is established by the Archbishop and is to be consultative to him, the Superintendent, and the Chief Administrator. All policies recommended by the board require the Chief Administrator's and Superintendent's approval. At times, such recommended policies shall be deferred to the officers of the Corporation for approval. No policies may be recommended or approved which conflict with Archdiocesan policies and procedures.

*PROCEDURE**Approved: September 1, 2009**Revised: May 13, 2013*

The school board shall have the following responsibilities: to advance the school's Catholic mission and Catholic identity; recommend local policies consistent with Archdiocesan policies and procedures; develop, implement and monitor strategic planning; support school advancement, public relations, and marketing endeavors; engage in board development; recommend adoption of an annual budget and monitor that budget; assist in the evaluation process of the President and Principal; assist in the search process when hiring a President/Principal.

The school board business, discussion, and decision-making (independent of committee work) must be conducted within the context of regular meetings. The board shall have no fewer than four regular meetings annually. Any non-member who wishes to speak at a board meeting must submit a request in writing to the Chairperson. The request shall be honored only if the business is appropriate to the board's responsibilities and agenda. A time limit for the presentation shall be established.

1.209**SCHOOL BOARDS (LOCAL) (CON'T)**

In Archdiocesan high schools, at an annual meeting of the school board, the Chief Administrator shall submit, in writing, an annual report of the school's activities for review and approval by the board. This report shall be forwarded to the Superintendent as part of the corporation report for the Corporation Officers (Archbishop, Vicar General, Chancellor, and Superintendent) to review at their annual meeting.

1.210

PARENT ORGANIZATION

POLICY

Approved : September 1, 2009

Revised : May 13, 2013

Each school shall have a parent organization (Home School Association or similar organization) with bylaws drawn up according to the policies and procedures of the Archdiocese and approved by the Pastor/Chief Administrator.

All disbursements from income raised by parent organizations at a parish school are to be approved by the Pastor in collaboration with the Principal and the parent organization.

All disbursements from income raised by parent organizations at an Archdiocesan high school are to be approved by the Chief Administrator in collaboration with the parent organization.

All income raised for a specific purpose must be disbursed for that purpose, unless alternative disbursement options were set forth at the time the income was raised.

PROCEDURE

Approved : September 1, 2009

Any parent organization shall be required to follow the fiscal policies and procedures of the Office of Catholic Schools and Archdiocesan Fiscal Office.

It is recommended that, whenever funds are raised for a specific purpose, it also be made known that if the specific purpose is met, or the specific purpose cannot be carried out, that the funds shall be used for the general advancement of the school.

1.213

ACCREDITATION

POLICY

Approved : September 1, 2009

Revised May 17, 2010

All schools shall seek and maintain accreditation by the New England Association of Schools and Colleges.

Schools that apply for a School Readiness Program shall seek and maintain accreditation by the National Association for the Education of Young Children (NAEYC).

STANDARDS FOR SCHOOL PARENTS AND GUARDIANS*POLICY*

Approved: September 1, 2009

It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

PROCEDURE

Approved: September 1, 2009

Revised: May 13, 2013

Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and are encouraged to participate actively in the life of their parish or faith community.

2.111 RETENTION OF FINANCIAL RECORDS

POLICY

Approved: September 1, 2009

Revised: May 13, 2013

Every school shall preserve financial records in a safe place (fire resistant vault, if possible), in accordance with applicable law and Archdiocesan guidelines.

Every school shall back-up and store all electronic data on a weekly basis.

PROCEDURE

Approved : September 1, 2009

The following fiscal records are to be preserved:

Salary administration

W-2 forms	Seven years from time of filing
W-4 forms	Seven years from date of filing
Time cards	Three years from date of filing
Time sheets	Three years from date of filing
1-9 form	Seven years after termination

Financial Records Type Retention

Period Banking

Bank deposits	Seven years
Bank statements	Seven years
Bank reconciliations	Seven years
Cancelled checks	Seven years
Check registers/stubs	Seven years

General

Audit reports	Permanently
Balance sheets, annual	Permanently
Balance sheets, monthly/quarterly	One year (then destroy)
Budgets, approved, revised	Seven years
Financial reports, annual	Permanently
Financial reports, monthly	One year (then destroy)
Financial statements	Permanently

Accounting

Accounts payable invoices	Seven years
Accounts payable ledgers	Seven years
Accounts receivable ledgers	Seven years
Credit card statements/charge slips	Seven years
Invoices and paid bills, major building construction	Permanently

2.111 RETENTION OF FINANCIAL RECORDS (CON'T)

Invoices and paid bills, general accounts	Seven years
Cash books	Seven years
Cash journals	Seven years
Cash journals, receipts on offerings and pledges	Seven years
Receipts	Seven years
Mortgage payments	Seven years
 <u>Other Records</u>	
General ledger/annual	Permanently
Journals, general and specific funds	Permanently
Journal entry sheets	Seven years
Ledgers, subsidiary	Seven years
Payroll journals	Seven years
Payroll registers, summary schedule of earnings, deductions, and accrued leave	Seven years
Pension records	Permanently
Pledge registers/ledgers	Seven years
Permanently restricted gift documents	Permanently
Temporarily restricted gift documents	Seven years after meeting restrictions
 <u>Tax Records</u>	
Employment taxes, contributions, and payments, including taxes withheld	
FICA	Seven years from date of filing
W-2 forms	Seven years from date of filing
W-4 forms	Seven years from date of filing
Form 1099	Seven years from date of filing

2.200 TEMPORAL GOODS

2.201 BUILDING USE

POLICY

Approved: September 1, 2009

The Pastor/Chief Administrator has the authority and responsibility for renting within the school facilities (i.e., gymnasium, fields, classrooms), in accordance with guidelines established by the Archdiocese of Hartford and its insurance provider, and in consideration of the primary use of a school building which is for children and youth. Any long-term lease agreement shall be formalized with a contract and reviewed by the Archdiocesan Attorney before its execution.

Schools shall not provide space (either on a rental or pro bono basis) to any political candidate or any group supporting a specific political candidate or political party and any organization whose purpose is not consistent with Catholic teachings.

Archdiocesan High Schools

Any parish, Archdiocesan organization, or other Catholic organization is to be charged per event or performance for the use of the auditorium, gymnasium, cafeteria or classroom. A dress rehearsal shall be included in the fee for the auditorium. For additional rehearsals, there shall be an additional charge per rehearsal.

Any parish, Archdiocesan organization, or other Catholic organization is to be charged per individual serving for the use of the cafeteria; this price is over and above the cost of the meal. Caterers other than the one providing the daily food service in the school shall be required to provide their own equipment for the preparation and serving of food.

PROCEDURE

Approved: September 1, 2009

Renters of facilities should submit written proof of liability insurance to the Pastor/Chief Administrator. The lessee shall provide written documentation of insurance and shall name the school, parish, and the Archdiocese as the additionally insured.

Archdiocesan High Schools

The Chief Administrator of an Archdiocesan high school, at his/her discretion, may decide to rent or not to rent the facilities. Long-term leases shall require the approval of the Superintendent.

2.201 BUILDING USE (CON'T)

The custodian shall be present whenever school facilities are used outside of school hours. His/her fee is over and above the rental fee. It is to be paid directly by the renter to the school at the appropriate rate per hour.

The lessee shall make good any damage inflicted upon school property by members of his/her organization. Vandalism may lead to the exclusion of the organization from the premises in the future.

Fees for the use of the various facilities in the schools shall be determined by the school administration. The written schedule of fees shall be published by the school annually.

The lessee, in each of the cases enumerated, must carry the proper liability insurance; he/she must provide police protection if the Chief Administrator judges it necessary, and he/she must pay the custodian's fee at the appropriate rate per hour.

ASBESTOS

*POLICY**Approved: May 24, 2012*

Each school shall comply with state and federal requirements pertaining to asbestos in schools, including all inspections, reporting obligations, operation and maintenance procedures, and in the planning for and implementation of necessary repair, restoration or abatement of asbestos (Response Action) in the school.

Each school shall send copies of all required documents and forms to the Office of Catholic Schools in a timely manner.

Each school will appoint a "designated person" to oversee compliance on asbestos requirements. The "designated person" as that term is defined in regulation is responsible for compliance at the school level. In most instances the "designated person" will be the principal. In situations where another individual is the "designated person," the principal will be responsible for seeing that the "designated person" completes all requirements.

In the event that a re-inspection by the contractor hired by the Office Catholic Schools is required due to the school's lack of compliance with Archdiocesan Policy or State or Federal Regulations, the school shall be financially responsible for the cost of the re-inspection.

*PROCEDURE**Approved: May 24, 2012*Responsibilities of the Office of Catholic Schools

The Office of Catholic Schools will identify a licensed and approved asbestos contractor to carry out those activities set forth in this section that require the use of a licensed asbestos contractor.

No school may use an unapproved contractor for building activities involving asbestos containing building materials.

The Office of Catholic Schools shall maintain a schedule showing the steps that must be followed at the local school level, when each such step is required, as well as a schedule for its activities in regard to asbestos. The Office will notify

2.203

ASBESTOS (CON'T)

each school in advance when a required activity must take place. The Office shall notify each school semi-annually when the Office does not have documentation that a required activity has taken place.

The Office of Catholic Schools shall schedule all required training and shall notify schools when and where the training shall take place.

Responsibilities of Each School

The school principal shall have responsibility to ensure that all requirements pertaining to asbestos at the local level are met. Those requirements are:

Management Plans

Each school must maintain an asbestos management plan for each building or portion of a building that it leases, owns or otherwise uses as a school building. If a school, after the adoption of its initial management plan uses an additional building or portion of a building not originally covered by the asbestos management plan it must implement an Asbestos Management plan for the new facility. This plan must be submitted to and be approved by the State Department of Public Health prior to occupancy as a school building. A school Asbestos Management Plan is not needed for a parish church when the facilities are used strictly for religious observances/celebrations.

The management plan shall be developed by an accredited management planner and shall meet all regulatory requirements. A copy of the management plan must be kept current at each school, and a copy of all the contents of the plan, including all updates, must be sent to the Office of Catholic Schools.

The principal has responsibility to maintain and update the school's management plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities. Each principal is responsible for ensuring that all required documents are properly updated, and maintained in the asbestos management plan which is available for public inspection.

2.403

TUITION RATES

POLICY

Approved: September 1, 2009

The tuition rates will be established by the Pastor after consultation with the Principal and school board.

Annual tuition rates shall be determined by February 15 as part of the budget process.

PROCEDURE

Approved: September 1, 2009

Tuition rates shall be set in conjunction with the annual budget development process. It is the responsibility of the Principal to recommend tuition rates to the Pastor and the school board for approval.

In setting tuition rates, consideration shall be given to families with more than one child in the school through the use of a sliding scale.

Tuition rates for Catholic non-parishioners shall be the same as those for parishioners. If they are not registered parishioners in another parish, they may be charged higher tuition.

Schools shall set tuition and fee rates equal or comparable to other parish schools in their town/city.

Schools shall explore the implementation of a formal tuition payment plan, which offers various payment options.

The finance chair of the school board, in collaboration with the Pastor, Principal and the full board, shall hold an annual meeting with parents to inform them of the tuition and fee rates. Parents shall be provided the actual cost of educating a child in the school.

Tuition contracts shall be executed by parents/guardians of students and will include the stated tuition rate, documentation of any financial assistance provided or discounts given (i.e. student of a teacher, etc.) and payment terms. These agreements will be signed and dated by the parent/guardian of the student.

Within these tuition contracts there will be NO discounts in the form of labor or other means of bargaining in lieu of financial payment.

2.507

TUITION RATES

POLICY

Approved: September 1, 2009

The tuition rates for Archdiocesan secondary schools shall be established by the Chief Administrator and the finance committee of the high school board, and subject to the approval of the high school corporation officers.

PROCEDURE

Approved: September 1, 2009

Annual tuition rates shall be determined by April 1 of the preceding year. Tuition rates shall be set in conjunction with the annual budget development process. It is the responsibility of the Chief Administrator to recommend tuition rates to the high school board. With board input, the Chief Administrator then recommends tuition rates to the Superintendent for approval by the corporation officers at their annual meeting.

In setting tuition rates, consideration shall be given to families with more than one child in the school.

Ordinarily, the finance chair of the school board, in collaboration with the Chief Administrator and the full board, shall inform parents in writing of the tuition and fee rates.

Tuition contracts shall be executed by parents/guardians of students and will include the stated tuition rate, documentation of any financial assistance provided or discounts given (i.e. student of a teacher, etc.) and payment terms. These agreements will be signed and dated by the parent/guardian of the student.

Within these tuition contracts there will be NO discounts in the form of labor or other means of bartering in lieu of financial payment.

2.511 CHANGE IN THE USE OF SCHOOL PROPERTY, LAND, BUILDINGS

POLICY

Approved: September 1, 2009

A change in the use of school land and buildings shall require the approval of the Superintendent and the written authorization of the Archbishop .

Archdiocesan secondary schools shall not enter into preliminary negotiations regarding alternate use of school land and buildings without prior authorization of the Superintendent and the written authorization of the Archbishop.

All agreements to buy, sell, rent, lease, grant easements, or otherwise encumber school property must be approved **in** advance by the Superintendent and with the written authorization of the Archbishop .

3.119

INCLEMENT WEATHER

POLICY

Approved: September 1, 2009

Revised : May 24, 2012; May 13, 2013

Schools shall follow the decisions of their local public schools regarding school cancellation, delay, or early dismissal because of weather conditions. If the Pastor/Principal/Chief Administrator deems it necessary to act outside of the local public schools' decision regarding cancellation, delay, or early dismissal, he/she may do so accordingly and with cause. Following such a decision, the Superintendent or the Deputy Superintendent must be informed.

It shall be the responsibility of the Principal/Chief Administrator to ensure that any instructional time lost due to school cancellation is made up.

PROCEDURE

Approved: September 1, 2009

Revised: May 24, 2012

The Pastor/Principal/Chief Administrator shall determine whether the school's office shall remain open and/or set the hours of operation if there is a school cancellation, delay, or early dismissal because of weather conditions.

The school administration shall set up procedures for notifying employees on the opening or closing of the school's office due to inclement weather.

If the school's office is open and an employee does not report to work due to adverse weather conditions, the employee may be paid for his/her scheduled hours for the day by utilizing either vacation or personal time, or the employee may choose to go unpaid for the day.

Employees who are not going to report to work, or who shall be late to work due to a weather-related issue, must call the administrator of the school.

3.211

CRIMINAL BACKGROUND CHECK

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Criminal background checks are required of all personnel in schools of the Archdiocese of Hartford.

All volunteer personnel in Catholic schools shall submit to a criminal background check through a background investigation agency contracted by the Archdiocese of Hartford. Initial and/or continued service is contingent upon successful completion of the criminal background check.

PROCEDURE

Approved : September 1, 2009

The Office of Catholic Schools shall annually provide school administrators with instruction on all requirements for criminal background checks.

At the initiation of service, a duly authorized agent must fingerprint the employee. The employee shall submit to a personal background check (federal and state).

All schools are to send completed information and fingerprint cards to the Office of Catholic Schools within 30 days of the individual's employment.

The school pays all fees for criminal background checks.

Continued service is contingent upon the successful completion of the background check. The finding of a conviction record shall not automatically eliminate an individual from consideration for employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, shall be considered in relation to specific job responsibilities and requirements.

3.212**ADULT SAFE ENVIRONMENT TRAINING***POLICY*

Approved : September 1, 2009

All new personnel, both employees and volunteers, shall attend the adult education program mandated by the Archdiocese of Hartford for "Safe Environments" within six months of the commencement of their service.

All personnel shall remain current on any continuing education bulletins by the Archdiocese for adult safe environments.

3.219

EXPOSURE TO BLOODBORNE PATHOGENS

POLICY

Approved: September 1, 2009

The Principal/Chief Administrator shall ensure annually that all employees are trained to take all necessary actions to protect from infectious disease, and in particular, H.I.V., and Hepatitis B Virus, life threatening bloodborne pathogens.

PROCEDURE

Approved: September 1, 2009

The Office of Catholic Schools shall provide the necessary information regarding training and vaccinations each school year.

3.220

VOLUNTEERS

POLICY

Approved: September 1, 2009

Revised: May 13, 2013

Any volunteer serving in a position where he/she may have regular contact with children or young people must undergo a background check. . No individual shall be permitted to volunteer for any position where there may be regular contact with children or young people without first satisfying the background requirement.

Training must be conducted for volunteers who have regular contact with students. The coordinator for volunteers, if any, may supervise volunteers at the discretion of the Principal, and may be delegated as their immediate supervisor.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011; May 24, 2012

Volunteers cooperate with the Principal in providing a positive educational climate for the student. Volunteers are directly accountable to the Principal. Volunteers agree to abide by established policies and procedures of the Archdiocese, which includes the completion of the background check, *Mind Your Business* .

The administration reserves the right to accept or decline any offer of volunteer service.

4.100 PROGRAM AND SERVICES

4.101 CURRICULUM DESIGN

POLICY

Approved: September 1, 2009

Curriculum design shall be understood to include every learning experience (academic and co-curricular) sponsored by the school.

The subjects included in the curriculum shall meet and/or exceed the requirements of Connecticut state law, as applicable to private schools, and Archdiocesan policies and procedures.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather it encompasses all of the learning experiences that students receive under the direction of the school and the Office of Catholic Schools.

In implementing the curriculum, each school shall consider the needs of the students, the abilities of the staff, and the requirements of time allotments, according to Archdiocesan and applicable state regulations.

If there are any curriculum changes that could affect a substantial shift in the educational program in the school, the Principal shall consult with Assistant Superintendent.

The Catholic schools in the Archdiocese are encouraged to implement and monitor an integrated curriculum infused with Gospel values and a global view, which recognizes that students learn in different ways.

Each elementary school maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology must be integrated into all curricular areas.

Teachers are viewed as facilitators of learning, demonstrating to students the importance of lifelong learning, how to learn in various disciplines, and how to solve various problems through research and analysis.

4.101 CURRICULUM DESIGN (CON'T)

Through the curriculum, students are taught to be critical thinkers, effective communicators, productive moral citizens, and spiritual leaders. Schools within the Archdiocese are encouraged to develop integrated programs, projects, and schedules that facilitate this type of learning.

The Office of Catholic Schools recommends that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi be coordinated effectively.

Developmental Curriculum

A developmental curriculum respects all the stages of growth of the student, leading him/her from mastery of basic skills to abstract thinking to creative insight. Education is more than information-gathering. Therefore, students must be helped to see the ramifications of facts, to draw inferences, to conceptualize and ultimately to synthesize. To accomplish this, teachers must know their students and differentiate instruction and assessment to meet the needs of all students.

Integrated Curriculum

Each aspect of the curriculum must be seen in relation to the whole, each subject area in relation to all others. Interdisciplinary planning is absolutely necessary to minimize compartmentalization and fragmentation. The thinking skills needed to discover solutions – personal, social, moral – must include the facility to interrelate knowledge of oneself and others with facts and concepts from several different disciplines.

Integration of Faith

Catholic school, by its very definition, must offer a curriculum that strives to integrate with religious truths, with life, and the teachings of the Catholic Church as outlined in the *Catechism of the Catholic Church*. The curriculum should be designed to provide excellent instruction and learning experiences, not only in human knowledge and skill, but also in Catholic truths and reason.

Global Citizenship

The curriculum in a Catholic school must develop awareness of students' citizenship in the world community and consequent responsibilities as Catholics, who believe that all people are children of one God.

4.105

HOMEWORK

POLICY

Approved: September 1, 2009

Homework shall be designed to serve a positive purpose, shall be assigned on a regular basis, and shall be closely integrated with classwork.

Each school shall establish and publish local procedures for the implementation of this policy in their Parent-Student Handbook.

PROCEDURE

Approved : May 17, 2010

Revised: May 24, 2012

Homework serving as a practice exercise must be assessed formatively.

Homework Protocol:

- Practicing new skills introduced in class
- Reviewing skills to prepare for an assessment
- Enriching background knowledge
- Expanding or integrating learned knowledge

Homework should be based on the ability needs of the students as well as students' total homework load.

4.106

RELIGIOUS EDUCATION

POLICY

Approved: September 1, 2009

The religious education in the schools of the Archdiocese must conform to the Religion Curriculum Standards provided by the Office of Catholic Schools.

PROCEDURE

Approved: September 1, 2009

Fostering the religious and moral growth of all students shall be the responsibility of every member of the faculty, regardless of the teacher's particular assignment or subject area specialization.

While not diminishing the importance of content, all teachers must realize that they teach by the example of their lives, as well as by the content of what they teach. Religion teachers, because of the subject matter which they teach, must be especially cognizant of this duty.

Catholic morality shall be an integral part of the religion curriculum in each school. All teachers shall help make students aware of its implications and application.

4.109**PRAYER***POLICY*

Approved : September 1 , 2009

The school day shall begin and end with prayer. Traditional prayers of the Church shall be taught. Informal prayer shall also be encouraged.

PROCEDURE

Approved: September 1 , 2009

It is recommended that each class begin with a prayer. This allows the students to recognize that Jesus is the reason for our existence as a Catholic school.

4.112 MASS AND SACRAMENTS

POLICY

Approved: September 1, 2009

Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist in such a manner that they shall come to realize that spiritual growth is a matter of cooperation with divine grace.

PROCEDURE

Approved: September 1, 2009

Efforts should be made to encourage attendance at Mass and the sacraments, but students should not be intimidated by or embarrassed about such matters.

Ordinarily, the Sacrament of Penance/Reconciliation shall be provided to students by the school during the liturgical seasons of Advent and Lent.

Ordinarily, well-planned liturgical experiences in accordance with approved liturgical norms shall form an integral part of the religious education programs. Mass shall be celebrated monthly and on Holy Days of Obligation .

Attendance at Mass by the entire student body may be used as a substitution for religion classes on school days.

4.113 ADMISSION TO SACRAMENTS

POLICY

Approved: September 1, 2009

The Pastor shall follow the norms of Church law and the policy of the Archdiocese in determining when the children of his parish shall be admitted to the sacraments.

Upon the Pastors approval, the school shall permit students from other parishes to be admitted to the sacraments in their own parish if their parents/guardians so desire.

4.114 RETREATS

POLICY

Approved : September 1, 2009

Students in grades 7-12 shall participate in an annual formal retreat program sponsored by the school.

PROCEDURE

Approved : September 1, 2009

Retreats that are approved by the Principal shall be permitted as an integral part of the instructional program .

Any retreat off campus must follow the policy and procedures for field trips and students must obtain the permission of their parents/guardians .

There are no overnight retreats for students in elementary/middle schools.

4.115 EDUCATION IN HUMAN SEXUALITY

POLICY

Approved: September 1, 2009

Elementary/middle schools shall implement the program in Family Life Education adopted by the Office of Catholic Schools.

Elementary/middle schools shall implement the Lures Program adopted by the Archbishop.

Education in human sexuality shall conform to the teachings and spirit of the Catholic Church.

The teaching of chastity education shall be implemented into the Archdiocesan high school programs adopted by the United States Conference of Catholic Bishops.

PROCEDURE

Approved: September 1, 2009

Parents or guardians should be made aware of the curriculum content and be appropriately involved at all levels.

Parents' or guardians' decisions regarding the developmental readiness of their children for any aspect of this program must be respected.

4.116 LIBRARIES/MEDIA CENTERS

POLICY

Approved: September 1, 2009

Every school shall establish its own central library/media center making the best use of technology for access to information resources.

Budgeted funds shall be allocated on a regular basis for the purchase of library/media materials.

PROCEDURE

Approved: September 1, 2009

The Principal shall develop rules for the use of the library/media center and approve all purchases of library books and materials, including technology programs and software.

Each school shall develop a faculty reference library. The total faculty shall be consulted for recommendations of books and periodicals for this library.

4.122

SERVICELEARNING

POLICY

Approved: September 1, 2009

Each school shall establish in its curriculum a program for service learning.

PROCEDURE

Approved: September 1, 2009

The service learning should follow the principles of Catholic social teaching.

Ordinarily, service programs in parish schools should be limited to after-school hours; peer tutoring or buddy-class projects may take place during school hours.

SCHOOL-SPONSORED ACTIVITIES AND FIELD TRIPS

POLICY

Approved: September 1, 2009

The Principal is responsible for the coordination of all activities of the school, including student activities outside the school building or school day. If delegated, it should be clearly stated to whom the responsibility for the event is delegated.

The Principal is responsible for establishing clearly defined procedures to be used by student organizations for management of their funds. All funds must be deposited in the school account.

The Principal must approve any school-sponsored social activity. These activities must have a clear purpose, be carefully planned, and be well-supervised by staff. For such activities, all the areas of responsibility should be clearly defined .

All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.

PROCEDURE

Approved: September 1, 2009

The following procedures must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Students must wear seatbelts at all times; and

The Principal must ensure that adequate insurance coverage is in place for all school-sponsored activities and field trips. The insurance carrier should be consulted regarding requirements for coverage.

Permission slips should be retained for one year after the trip. If a charter bus is used for transportation, Principals must keep a copy of the signed contract on file in the school office.

Verbal permission to travel on a field trip is not permitted.

Permission must be written on the field trip permission form required and approved by the Archdiocese.

A completed permission slip received by fax is acceptable.

4.125**SCHOOL-SPONSORED ACTIVITIES AND FIELD TRIPS (CON'T)**

The Principal always reserves the right to exclude a student from participation in a field trip.

Children not enrolled in the school may not accompany the class field trip.

Preparation for the field trip shall include: a description of the place; an explanation of its relationship to current curriculum topics; a specification of what is to be learned; an explanation of any homework or follow-up assignments.

The field trip must be adequately supervised. Parents may assist in the supervision.

No student shall be permitted to go on a field trip unless his/her parent/guardian has given written permission, submitted on the official form. Written notes that do not contain the exact language of the form shall not be accepted.

Parents shall be informed of the date, purpose, destination, means of transportation, and probable time of return.

Principals must check with Catholic Mutual Group, the Archdiocesan insurance office, to see whether additional coverage is required.

School-sponsored overnight trips shall not be permitted in elementary/middle schools.

No student shall be denied a trip because of parental inability to pay.

No employee shall participate in any trip, including an overnight trip, where the majority of the participants are students from the employee's school, without obtaining the permission of the Principal. This prohibition applies even if the trip is not a school-sponsored trip.

School employees shall not drive students on school-sponsored activities and field trips.

4.126

ATHLETICS

POLICY

Approved: September 1, 2009

In the design of the athletic program, the widest possible participation of students shall be encouraged. Students who participate in sports must meet the behavioral and academic standards the school sets for membership on sports teams or leagues.

The Principal/Chief Administrator has final responsibility for and authority over all athletic teams.

Coaches shall be chosen for their character and willingness to abide by school policies, as well as for their coaching skills. They shall be directly accountable to the Athletic Director (except in those schools where there is no such position) and ultimately accountable to the school Principal/Chief Administrator.

Over emphasis on competitive athletics shall be avoided on the elementary level, and interscholastic sports programs shall not interfere with the regular academic program at the high school level.

4.132

CLASS SIZE

POLICY

Approved: September 1, 2009

The local school shall employ a sufficient number of qualified teachers to maintain the required teacher/student ratio.

Non-compliance with maximum class size must have written approval of the Superintendent.

PROCEDURE

Approved: September 1, 2009

Maximum class size is as follows:

- Pre-kindergarten: 20-25 students with one teacher and one full-time aide.
- Kindergarten: 20 students with one teacher and one part-time aide, or 21 - 30 students with one teacher and one full-time aide.
- Grades I - 12: 30 students

GRADING

*POLICY**Approved : September 1, 2009**Revised : May 19, 2011; May 24, 2012*

Every school shall publish in its Parent-Student Handbook a consistent system for grade level weighing.

The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning.

Teachers must input grades for each criteria weighed.

Teachers must keep an accurate record of students' grades. The grade book must be securely maintained. Confidentiality of grades must be maintained at all times. It is the sole responsibility of the teacher to enter and maintain any grade record. Under no circumstance can this responsibility be delegated to another party.

Every school shall provide parents/guardians with an electronic quarterly report card.

Schools shall follow the procedures for grading as directed by the Office of Catholic Schools.

*PROCEDURE**Approved: September 1, 2009**Revised: May 19, 2011; May 24, 2012*

All Archdiocesan schools shall ensure that grades effectively communicate what students have learned, how they perform, and whether their level of mastery is in line with appropriate grade level expectations. Grades must equitably reflect a culture of learning throughout the school. Grading practices must:

- Provide accurate, specific, timely feedback designed to improve student performance.
- Allow for multiple opportunities for students to demonstrate mastery of learning objectives.
- Ensure balanced forms of assessments to allow all students opportunities to demonstrate what they have learned.

GRADING (CON'T)

The grade book is the formal day-to-day record of academic achievement of each student. The individual teacher maintains it for the sole purpose of providing a system of record. As such, it is the property of the school and should be turned in to the office at the end of each school year and/or stored electronically on the school's server.

Weighing Grades on the Elementary School Level

- A nonacademic criterion (i.e. effort) is not to exceed 10% of total grade.
- Projects are performance-based assessments and so should be included under the category, "Assessments" and not listed as a separate category.
- Primary grades (grades 1-3) should not weigh social development skills (i.e. effort) and work skills (i.e. homework) as part of their academic grades. These are assessed separately in the designated areas.

Primary Report Card (Grades 1-3)

The use of percentages or five-point scale letter grades (A, B, C, D, F) is not allowed. Outcome based grades (E: Exceeds Grade Level Expectations, G: Grade Level Expectations, M: Meets Minimum Grade Level Expectations, N: Needs Improvement) reflect the philosophy of assessment and grading appropriate for this early developmental level.

Report Card (Grades 4-8)

The report card uses a five-point-scale (A, B, C, D, F) grading system. On this level, letter grades are awarded to document student progress made toward learning objectives. Percentages may not be used.

Schools must adhere to the following Archdiocesan marking code: A+=1 00-98, A=97-94, A-=93-90, B+=89-87, B=86-83, B-=82-80, C+=79-77, C=76-73, C-=72-70, 0=69-65, F=Below 65

Any subject that meets only once a week (i.e., art, music, physical education) should use 0, S or U to indicate student performance.

GRADING (CON'T)Honor Roll System for Elementary/Middle Schools

Schools implementing an honor roll system must include the following subjects when determining honors status: religion , language arts, literature, history/social studies, math, science/health, *world language .

*If taught fewer than three times a week, it need not be considered when determining honors status.

Any grade lower than a B- in a major academic area or lower than an S in a "special" shall negate honor roll status. In the event that a student receives one C in an academic area, but A's and B's in all other academic areas, the status of honorable mention may be awarded. Behavior must be a consideration in determining honor roll status.

Parent/Guardian Signature for Elementary/Middle Schools

Report cards must be distributed in an Archdiocesan designated envelope. The signature of a parent/guardian on the front of the envelope and subsequent return of the envelope to the homeroom teacher are required.

Archdiocesan High Schools

All Archdiocesan high schools shall set procedures that are comparable to college preparatory programs for weighing the student's progress. Standards for grading in all high schools will reflect accurate and fair practices that effectively lead to student improvement.

4.135 **STANDARDIZED TESTING PROGRAM**

POLICY

Approved: September 1, 2009

Each school shall administer standardized testing according to the guidelines established by the Office of Catholic Schools.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Ordinarily, elementary/middle schools shall test in grades 3-7.

Archdiocesan high schools shall provide placement tests to all incoming students to determine their academic ability and potential success to achieve rigorous college preparatory academic programs.

Standardized tests shall gauge general achievement, cognitive, and scholastic ability. This balance should provide local schools and the system as a whole with sufficient data for making realistic decisions about the future goals of the curriculum, the system's individual schools, and individual students.

Archdiocesan high schools shall encourage students to take the PSAT in freshman or sophomore years, and the SAT and/or ACT (American College Test) in their junior and/or senior years.

The composite of standardized test scores must be shared with parents.

4.200 EDUCATIONAL TECHNOLOGY

4.201 TECHNOLOGY

POLICY

Approved: September 1, 2009

Each school shall include technology in its long-range strategic plan that provides for the integration of technology into the curriculum, and for the purchase and maintenance of equipment. The plan must also provide for the depreciation and replacement costs of all equipment.

The school must provide a network that shall allow for the availability of the Internet within the classroom.

Each school shall educate students in the proper use of the Internet and shall provide appropriate supervision and monitoring of student use.

ACCEPTABLE USE OF TECHNOLOGY

*POLICY**Approved: September 1, 2009*

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school, or other appropriate school use.

Users must not reveal personal information about themselves or others, including, but not limited to the following: their images, home addresses, telephone numbers, passwords, social security numbers, or credit card numbers. Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to modify, harm, or destroy data of another user.

Users may not establish any official representation of the school (i.e., on an Internet/Intranet home page) without obtaining prior approval of the Principal.

Each user shall abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats.
- Not sending chain letters or participating in pyramid schemes.
- Not bulk posting to individuals or groups to overload the system; i.e., "spamming" is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between students or their family members must be copied for available review by the Principal.

4.202**ACCEPTABLE USE OF TECHNOLOGY (CON'T)**

Each school must obtain the written permission of a student's parent/guardian before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the Office of Catholic Schools regarding the acceptable use of technology. These forms are to be signed and kept on file in the school's office for three years.

Use of school Internet/Intranet facilities is not private. Each user's use of the school's technology may be monitored or reviewed for appropriateness.

4.203

ELECTRONIC INFORMATION RESOURCES

POLICY

Approved: September 1, 2009

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Catholic Schools nor of the use of such information by students and staff.

PROCEDURE

Approved: September 1, 2009

Electronic information resources, such as local area computer networks, CD-ROMs, software programs, and the Internet/Intranet, shall be used in the schools to educate and to inform.

It is the responsibility of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the school is undertaken for educational and research purposes only and is not abused.

4.204 RESTRICTED ACCESS TO TECHNOLOGY

POLICY

Approved: September 1, 2009

The school shall take steps, such as using filtering programs, access controls, and active supervision by staff, to monitor and/or restrict access to the electronic information resources.

PROCEDURE

Approved: September 1, 2009

Active supervision by staff means monitoring students when they are using the electronic resources.

4.205 RIGHTS OF ACCESS AND REVIEW

POLICY

Approved: September 1, 2009

All material, including electronic mail, which is electronically stored on a school's computers, is the property of the respective school.

The Principal/Chief Administrator and the Superintendent and his/her designee retain the right to access, review, edit, and delete all user files and any material stored on any system.

Staff shall always be notified of deletions.

PROCEDURE

Approved: September 1, 2009

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator.

Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school Principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

4.206

ELECTRONIC GRADE BOOKS

POLICY

Approved : September 1, 2009

Revised : May 13, 2013

Each school shall formulate policies and procedures for the use of electronic grade books by teachers, including for access and portability .

Each school shall formulate policies and procedures for parents/guardians to access progress reports for students in grades 4-12.

PROCEDURE

Approved: September 1, 2009

Instructional staff shall be trained each school year on use and security of the electronic grade books.

4.300 SCHEDULING AND SCHOOL CALENDARS

4.301 SCHOOL CALENDAR

POLICY

Approved: September 1, 2009

Each school is required to follow the Official School Calendar issued annually by the Superintendent.

Days lost because of inclement weather must be made up in June or during one of the scheduled vacation periods.

PROCEDURE

Approved: September 1, 2009

School calendars for the next school year shall be published in the Parent-Student Handbook and on the school's website.

School calendars for the next school year shall be provided to the school parents on or before April 1.

Changes to the official school calendar issued by the Superintendent require his/her approval. Ordinarily, requests should be made by April 1.

The official school calendar from the Office of Catholic Schools shall include the number of required instructional days, maximum early dismissals allowed, holidays, holy days, and special events/meetings.

5.102

ADMISSION REQUIREMENTS

POLICY

Approved: September 1, 2009

Schools shall adhere to the age of admission for kindergarten established by the State of Connecticut Department of Education. (Connecticut General Statutes, Sec 10-15c)

Parents who seek a Catholic education for their child shall enter into a tuition agreement and agree to be bound by the policies and procedures of the school.

PROCEDURE

Approved: September 1, 2009

Children shall be six years of age by December 31 of the current year to enter first grade.

Students entering a Catholic school should be given an age-appropriate placement test indicating the applicant's readiness and ability to succeed in the established instructional program.

No student who has previously been enrolled in any school, public or private, shall be admitted to a Catholic school unless the parent/guardian signs an authorization allowing the Principal of the potential accepting school to talk to administrators and faculty of the child's former school, and the Principal has either talked to, or attempted to talk to, a representative of the child's former school.

In considering an applicant for acceptance, a decision would be based on: results of a placement test; transferred records, if applicable; recommendation of the previous school administrator, if applicable; and recommendation of the applicant's Pastor. In the case of a non-Catholic student, a letter of recommendation from the student's minister, rabbi or spiritual leader should be requested.

Before a student's admission, the following records are required:

1. School registration form
2. Official Birth Certificate
3. Transcripts from transferring school, if applicable
4. Baptismal Certificate (for Catholic students)
5. Health Record
 - a. Immunization data
 - b. Illness record
 - c. Acknowledgment of participation in the school health program
 - d. Health examination

5.200 ATTENDANCE

5.201 STUDENT ATTENDANCE

POLICY

Approved: September 1, 2009

The school is required to keep an accurate record of attendance, tardiness, and absences.

Students must attend school punctually and regularly and conform to the attendance policies and procedures established by the school.

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian.

If a truancy problem cannot be solved by the Catholic school authorities, the Department of Children and Families shall be notified.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

A student's attendance must be recorded on the quarterly report card and on the student's permanent record each year.

Local school policy shall determine when other absences or tardies are to be excused. In all cases, students are responsible for all work missed, and are subject to the local school policies for determination of whether absences are excessive, and to determine what consequences shall be enforced.

When a student fails to produce a required excuse, or when there is a reason to question the validity of the excuse, the Principal or appropriate administrator should investigate the situation. In some cases, conferences or referral to a guidance clinic maybe helpful.

An excused absence does not mean a student shall not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

All written excuses shall be kept on file for one school year.

The attendance record must be kept on file for a minimum of fifty years and then destroyed.

Each school shall determine its own guidelines for awarding perfect attendance.

5.210 CORPORAL AND OTHER PROIBITED FORMS OF PUNISHMENT

POLICY

Approved: September 1, 2009

The use of corporal punishment in any form is prohibited in the schools of the Archdiocese of Hartford. This includes not only the use of physical force on a student, but also verbal abuse and/or ostracism. All school personnel must exercise pastoral care in the discipline of a student, and must follow carefully articulated discipline procedures.

5.207**SUSPENSION***POLICY*

Approved : September I , 2009

Suspension shall be considered in cases of serious offenses or after lesser disciplinary measures have been ineffective .

Grounds for suspension may occur on or off school property, while receiving or awaiting school transportation services, or at any school-sponsored activity.

No suspension must last longer than five school days, unless approved by the Superintendent for a longer period of time. During the period of suspension, the student is marked absent.

The teacher may not lower the student's course grade due to suspension, but may indicate conduct as being unsatisfactory. However, a student shall be required to make up all missed work/tests.

PROCEDURE

Approved: September I , 2009

The school must carefully document the violation and the reason for the suspension.

Written notice must be given to the parent/guardian of the student of the reason and length of the suspension before it takes place.

Each school must determine the punitive conditions for suspension and these must be published in the school's Parent/Student Handbook.

When appropriate, in-school suspension shall be used in preference to exclusion from school.

5.208

EXPULSION

POLICY

Approved: September 1, 2009

Expulsion is a serious matter and should be invoked only as a last resort, or in cases of serious misconduct or violation of school policy.

A student may be expelled from school when he/she : has engaged in conduct which constitutes a serious violation of school policy; is seriously disruptive of the educational process, which endangers persons or property; or has engaged in repeated violations of school policies, rules and standards of conduct; and when other means of discipline have failed. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion. This policy is intended to cover serious misconduct which occurs off school grounds and which does not directly involve the school but which can be harmful to the education process of the school.

PROCEDURE

Approved: September 1, 2009

Revised: May 13, 2013

Schools shall publish in the Parent-Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school's website.

Upon learning of conduct that may warrant expulsion, the Principal shall conduct an investigation into the events that form the basis of the possible expulsion. No student shall be expelled unless the student and his/her parents/guardians have been given the opportunity to meet with the Principal/Chief Administrator and comment on the allegations.

The Principal of an elementary/middle school must contact the Pastor of the school and the Deputy Superintendent before expelling any student.

The Principal/Chief Administrator of a high school must contact the Deputy Superintendent before expelling any student.

If the decision is for expulsion, the Deputy Superintendent must be given a brief explanation of the reasons in writing.

5.209

APPEAL PROCESS

POLICY

Approved: September 1, 2009

Revised: May 13, 2013

Parish Schools

Parents/Guardians may appeal to the school Pastor a Principal's decision regarding dismissal of their son or daughter. After hearing the appeal, the Pastor of the school shall inform the Principal of his decision and, if necessary, assist in the development of an alternative plan of action. The Pastor shall make the final decision.

Archdiocesan High Schools

Parents/Guardians may appeal a Principal/Chief Administrator's decision regarding dismissal of their son or daughter to the Deputy Superintendent. After hearing the appeal, the Deputy Superintendent of the school shall inform the Principal/Chief Administrator of his/her decision and, if necessary, assist in the development of an alternative plan of action. The Superintendent shall make the final decision.

**PROMOTION AND RETENTION FOR STUDENTS
IN PARISH ELEMENTARY SCHOOLS***POLICY**Approved: September 1, 2009**Revised: May 17, 2010*

Students are promoted once a year based on the student's satisfactory completion of the grade requirements.

The parish elementary school may retain a student in a grade for a second year if the administration, faculty, and parents/guardians agree that it would contribute positively toward the personal development and academic progress of the student.

*PROCEDURE**Approved: September 1, 2009**Revised: May 17, 2010*

- Criteria for decision-making concerning retention should be based on the gathering and documenting of multiple forms of data including but not limited to: qualitative and quantitative sources of assessments, student responses to strategies implemented for intervention, teacher input and consultation among faculty, administration, and parents/guardians.
- Standardized testing should be a factor for academic judgment.
- When the question of retention arises, all other avenues should be investigated: public school assessment, psychological evaluation, and medical evaluations of hearing, eyesight, physical and social wellness.
- Retention should not be considered beyond grade three.
- If a student is to be retained in the same grade, the parent should be advised at least three months prior to the end of the school year.
- A student may be retained only once.
- When there is disagreement between the school and the parents/guardian, the parents/guardians shall make the final decision with a note to its effect in the student's file, and the student's report card will indicate "placed".

5.400 RECORDS

5.401 PERMANENT RECORDS

POLICY

Approved: September 1, 2009

A permanent record of the educational history of each student who has attended a school in the Archdiocese shall be maintained. No notation of clinical reports or comments about or value judgments of the personal life of the student shall be part of the permanent record.

PROCEDURE

Approved: September 1, 2009

Permanent record folders shall include:

- Standardized test scores;
- Progress reports;
- Attendance records;
- Applicable performance portfolios; and
- Other pertinent academic information.

A permanent record must be maintained for each student enrolled in the school.

Permanent records are retained by the school when a student transfers or graduates.

The permanent record shall be filed in the school's office as follows:

- Active current file – the permanent record folder for all current students;
- or
- Inactive current file – the permanent records or copies of permanent records of students who attended the school or transferred to another school.

Parish schools which close shall transfer the permanent record to the parish office.

Closed Archdiocesan high schools or closed parishes shall transfer permanent records to the Office of Catholic Schools.

All records should be kept in a fireproof file, in a secure location, and safe from vandalism or other damage.

5.405 TRANSFER STUDENTS

POLICY

Approved: September 1, 2009

There is no right to transfer into another Catholic school in the Archdiocese, and each potential transfer student shall be subject to the same standards and qualifications as would any child seeking admission to a Catholic school.

PROCEDURE

Approved: September 1, 2009

Ordinarily, a child shall not be accepted from another Catholic school unless financial responsibilities in the previous school/parish have been satisfied, or the parents have signed an agreement to meet these responsibilities. [n difficult cases, the Pastor of a school or the Chief Administrator is asked to dialogue, with special care taken for the general good and spiritual welfare of both the student and the family. The decision of the Pastor/Chief Administrator shall be final.

If a student transfers to another school, the officials of the receiving school have a "legitimate educational interest," and the student's records shall be transferred upon request of the receiving school.

Upon the written request of a receiving school, the student records shall be transferred to the receiving school with or without parental consent. If no consent is provided, the school shall notify the parents/guardians that the records are being sent.

When a student transfers to another school, the official Archdiocesan transfer form, a duplicate of the student's cumulative record card, and the original health card shall be sent to the proper official of the receiving school.

The transfer of a student from one Catholic school to another within the Archdiocese can occur only after consultation between the Principals of the two schools involved. The Principal of the sending school cannot discuss the student without an authorization signed by the parents/guardians. The Principal of the potential receiving school should obtain written authorization from the parents/guardians to speak to the sending school Principal as a pre-condition to consideration for admission .

Placement of students transferring from non-accredited schools, home schooling, public, or other state-approved, non-public schools is the decision of the Principal , based on testing, observation , and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is acceptable both to parents/guardians and the Principal.

5.407 RELEASE OF NAMES AND ADDRESSES

POLICY

Approved: September 1 , 2009

The school shall not publish parent/student directories with names, addresses, phone numbers, and e-mail addresses without written parental permission .

The names and addresses of students and/or their parents/guardians shall not be released to salespersons, commercial organizations, or to any unauthorized person or agency.

The names and addresses of sixth, seventh, and eighth grade students shall be forwarded to Archdiocesan high schools serving that region for the purpose of student recruitment.

The No Child Left Behind Act, which applies to schools receiving federal funds, requires release of information to recruiters and colleges. Archdiocesan high schools may provide military recruiters and institutions of higher education with names, addresses, and telephone numbers of students, unless the parents have specifically requested that their child's name and address not be given out.

5.500 STUDENT CONDUCT

5.501 STUDENTS CODE OF CONDUCT

POLICY

Approved: September 1 , 2009

Each school must have its code of conduct and discipline procedures published in the parent/student handbook.

PROCEDURE

Approved: September 1 , 2009

Revised: May 17, 2010

The school Principal, with the assistance of the faculty and the input of parents, must develop a code of conduct and disciplinary procedures based on Catholic values and the dignity of the human person. The purpose of the code of conduct is to develop sound moral character, responsibility, and citizenship.

Students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.

5.502**SEARCH AND SEIZURE***POLICY*

Approved: September 1, 2009

The Principal/Chief Administrator and/or his/her designee may search student desks, lockers and personal belongings , including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession .

The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

PROCEDURE

Approved: September 1, 2009

The Parent-Student Handbook of rules and regulations governing school operations and procedures must contain a statement concerning the use of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas.

5.503

SUBSTANCE ABUSE

POLICY

Approved: September 1, 2009

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event.

A "prohibited substance" is defined as:

- 1 . Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana , any narcotic drug, hallucinogen , stimulant, depressant , amphetamine, or barbiturate ;
- 2 Alcohol or any alcoholic beverage;
- 3 Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation ;
- 4 Any other intoxicant or mood-changing , mind-altering, or behavior altering drug; and
- 5 Any prescription drugs used i n amounts or purposes not contem plated by the prescription.
- 6 The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.

Students who violate this pol icy shall be subject to disciplinary action, including expulsion.

PROCEDURE

Approved: September 1, 2009

"Use" means a student has smoked, ingested , injected , imbibed , inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath , or speech.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

An interview with the parent/guardian of the student is required before a decision is made regarding the student's readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student's enrollment.

Under no circumstances should the student be sent home from school or a school-related function without the knowledge and permission of his/her parent/guardian. Under no circumstances are students to be sent home alone.

5.504

USE OF ELECTRONIC COMMUNICATION

POLICY

Approved: September 1, 2009

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion .

This policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which:

(1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

5.508**DRESS CODE***POLICY*

Approved: September 1, 2009

Each school shall establish standards for student dress, which shall promote the development of proper values, social acceptability, cleanliness, and good health. The Principal/Chief Administrator shall develop these standards in consultation with the local board, parents/guardians, and students.

School uniforms are expected.

PROCEDURE

Approved: September 1, 2009

The dress code shall be published in the Parent-Student Handbook.

The administration, faculty, and staff shall enforce the standards for the students' dress code.

5.509 USE OF TECHNOLOGICAL DEVICES

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

Use of any technology-oriented device in schools must have an educational focus and purpose.

The use of electronic communication devices during normal school hours is prohibited.

Teachers reserve the right to allow communication devices (e.g. cell phones, laptops, iPods, personal digital assistants (PDAs), etc.) during instructional time for specific instructional purpose. If a particular electronic communication device is to be used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to (PDAs), calculators, gaming devices, cell phones, and pagers. Access will be determined by the administrator of the school.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered and treated as cheating.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

If a parent needs to contact a student during school time, such communication shall be through the school's office or before or after school hours via electronic communication devices.

Schools assume no liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.

5.510 INTERNET ENGAGEMENT

POLICY

Approved : September 1, 2009

Revised : May 24, 2012

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person 's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

5.511

HARASSMENT

POLICY

Approved: September 1, 2009

The schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, or slurs; it also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

A student who harasses another student shall be disciplined and may be expelled from the school.

PROCEDURE

Approved: September 1, 2009

Revised: May 13, 2013

Upon learning about the harassment incident, the administrator shall thoroughly investigate the circumstances. His/her investigation may include interviews with students, parents/guardians, and school staff; a review of school records; and identification of family issues.

5.511 HARASSMENT (CON'T)

If it is concluded that an act of harassment has occurred, the parents/guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for a student who harasses others shall depend on the results of the investigation and include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. This may involve reporting incidents to law enforcement if appropriate.

Harassment incidents that demand suspension or expulsion shall be reported to the Deputy Superintendent before any final decision is reached.

BULLYING

*POLICY**Approved: September 1, 2009**Revised: May 17, 2010; May 13, 2013*

Bullying or bullying type activity is prohibited in all Catholic schools in the Archdiocese. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and bullying type activities which do not directly involve the school, but which create a hostile environment at school, infringe on the rights of students at school, or substantially disrupt the education process, or the orderly operation of a school, or which are perpetrated by a student at a Catholic school in the Archdiocese may result in disciplinary actions. These may include detentions, suspension or expulsion from school. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student; a physical act or gesture by one or more students repeatedly directed at another student, that: (i) causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

BULLYING (CON'T)

*PROCEDURE**Approved: September 1, 2009**Revised: May 13, 2013*

School employees who become aware of any act of bullying must report the incident to the school administrator for further investigation. They have one school day to submit oral reports, three school days to submit written ones. It is essential that reports are submitted as timely as possible to ensure immediate action and clear recollection of facts.

Students and parents who become aware of any act of bullying are asked to report such act to the school administrator or teacher. While not required, students and parents are encouraged to file written reports of such acts with a school administrator.

Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publish the procedure in their parent/student handbook. Each school shall also set up a procedure so that parents or guardians of students may make written reports of acts of bullying. The guide to follow is the State of Connecticut Bullying Task Force Report, *Brave Enough to Be Kind*.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues. When schools receive reports of bullying, they must investigate them promptly. Parents of the children involved must be notified of the school's response within 48 hours after the investigation is complete.

Schools will respond to bullying outside the school setting if it creates a hostile environment at school for the bullied student, infringes on the rights of the student at school, or substantially disrupts the student's education or the orderly operation of a school.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

5.513 BULLYING (CON'T)

In order to protect the privacy rights of the students involved, school officials may report information to parents solely about their own child. Information about discipline, consequences, or services pertaining to any other child cannot be communicated.

Bullying incidents that demand suspension or expulsion shall be reported to the Deputy Superintendent before any final decision is reached.

CHILD ABUSE AND NEGLECT

*POLICY**Approved: September 1, 2009**Revised: May 13, 2013*

The identification and prevention of child abuse and neglect is of the utmost priority in our schools. All school personnel must abide by state law and Archdiocesan policy in regard to this subject. All school personnel and especially the Principal/Chief Administrators shall keep informed of their legal obligations under the law. Whenever there is a concern over legal requirements and obligations, the Superintendent/Deputy Superintendent must be contacted.

Whenever a report is made by a mandated reporter to the appropriate civil authorities, such mandated reporter shall also inform the school's Principal/Chief Administrator, who shall report said instance to the Superintendent/Deputy Superintendent, and shall ensure that a report, as required by statute, is made to the legitimate civil authorities as per the administrative procedures to this policy. In an instance of sexual misconduct by a school employee, the more restrictive norms of the Archdiocesan policy on this subject shall also be in effect.

*PROCEDURE**Approved: September 1, 2009*

Under current law, Section 17a-101 of the Connecticut General Statutes requires certain individuals, called "mandated reporters" to contact civil authorities whenever such individuals have reasonable cause to suspect or believe that a child has been abused or neglected.

This required reporting is part of the public policy of the State of Connecticut which seeks:

- a) to protect children whose health and welfare may be adversely affected through injury and neglect;
- b) to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care;
- c) to provide a temporary or permanent nurturing and safe environment for children when necessary.

Who Must Report?

Specific categories of professionals, called mandated reporters, are listed in the statute as being responsible for reporting suspected instances of child abuse.

CHILD ABUSE AND NEGLECT (CON'T)

These categories of persons include but are not limited to the following:

- Registered nurse
- Licensed practical nurse
- Medical examiner
- Dentist
- Psychologist
- School Principal/Chief Administrator
- School teacher
- School paraprofessional
- School guidance counselor
- Social worker
- Police officer
- Clergyperson
- Connecticut-certified substance abuse counselor or other counselor
- Connecticut-certified marital and family therapist
- Paid day care center employee
- School coaches of either intramural or interscholastic sports

What Must Be Reported?

A mandated reporter, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of 18 has been abused or neglected, or has sustained non-accidental physical injury or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm, must report.

Abuse is defined as: (a) any physical injury inflicted other than by accidental means, or (b) injuries at variance with the history given of them, or (c) a condition which is the result of maltreatment, such as, but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Sexual abuse and exploitation are any incidents of sexual contact involving a child which are inflicted or allowed to be inflicted by the person responsible for the child's care.

Emotional abuse or maltreatment is the result of cruel or unconscionable acts and/or statements made, threatened to be made, or allowed to be made by the person responsible for the child's care and which have a direct effect on the child.

Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision, and/or education.

CHILD ABUSE AND NEGLECT (CON'T)

The duty to report is triggered by the age of the child at the time that the alleged abuse or neglect occurred, not by the age of the victim at the time that reasonable cause to suspect or believe that abuse or neglect has occurred is formed. Therefore, a mandated reporter who has reasonable cause to suspect or believe that abuse or neglect has occurred must report, even if, at the time the reporter has such a suspicion or belief, the victim is over 18, if the conduct giving rise to the suspicion or belief occurred while the child was under 18 years of age.

Persons to Whom a Report Must Be Made

An oral report must be made to the State Commissioner of Children and Families, to the local police department (or State Police), or by calling the Child Abuse & Neglect Hotline/Care Line at (800) 842-2288. This oral report must be made as soon as practicable, but not later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm. The mandated reporter shall also immediately notify the school administrator, who in turn shall immediately notify the Office of Catholic Schools.

Any mandated reporter who makes an oral report to either the Department of Children or Families or the police must, within 48 hours, file a written report to the Commissioner of the Department of Children and Families; this written report must be made on Form DCF-136. If the person who is suspected of abuse or neglect is a school employee, the mandated reporter shall also give a copy of the report to the school administrator.

Within a few hours of making a report, the mandated reporter and/or school administrator should receive a phone call from the investigator from the Department of Children and Families and/or police. School officials shall cooperate, to the extent appropriate, in determining the course of the investigation and notifying the parents if the person accused is a school employee.

Suspected Sexual Misconduct

Whenever a report is filed concerning suspected abuse or neglect by a school employee, the Principal/Chief Administrator of the school shall immediately inform the Superintendent of Catholic Schools, and the parents/guardians of the child. School officials shall cooperate with the Department of Children and Families and/or local police in determining the conduct and course of any investigation, and the notification to the parents or guardians of the child. If requested to by civil authorities, if appropriate, and if there is no danger of additional harm to the child, the school may decide to allow to the investigating authority a reasonably short period of time to investigate, before taking any action. If there is concern over additional harm, the suspected employee may be suspended immediately from duty.

5.605**CHILD ABUSE AND NEGLECT (CON'T)**Cooperation with Authorities

In accordance with Connecticut General Statutes, Sec 17a-106, school officials shall cooperate, to the extent appropriate, with law enforcement officials, the courts, and appropriate state agencies, in the prevention, identification and investigation of child abuse or neglect.

Archdiocesan Policies

Beyond obligations imposed by civil law, all Archdiocesan employees, including school employees, are expected and required to report promptly to the Victims' Assistance Coordinator of the Archdiocese any instances of sexual misconduct involving a minor committed by any personnel of the Archdiocese and/or any instances where there is reasonable cause to suspect or believe that such sexual misconduct has occurred, regardless of when the sexual misconduct may have occurred. The Archdiocesan Victims Assistance Coordinator can be contacted by mail at 134 Farmington Avenue, Hartford, CT 06105, or by phone at 860-541-6491, ext 153.

A complete copy of the policy is located on the Archdiocesan website at www.archdioceseofhartford.org.

School officials shall also encourage anyone who has been or knows someone who has been a victim of sexual misconduct by a person working for the Roman Catholic Church within the Archdiocese of Hartford (such as priest, deacon, sister, brother, lay officer, lay employee, lay volunteer, etc.) to report to the Archdiocesan Victims' Assistance Coordinator by mail at 134 Farmington Avenue, Hartford, CT 06105, or by phone at 860-541-6491, ext 153.

5.609**EpiPen® ADMINISTRATION***POLICY*

Approved: September 1, 2009

Parents and school officials should cooperate in the identification of children with life-threatening allergies, and the prevention of unfortunate incidents due to allergic reactions. Schools shall encourage administrators, full-time teachers, licensed physical or occupational therapists, and coaches to obtain the training necessary in order to be able to use an EpiPen® or cartridge injector on a student with a known life-threatening allergic condition.

If a child with a known life-threatening allergy suffers a serious allergic reaction which requires prompt treatment to prevent serious harm or death, a licensed nurse, or in the absence of a licensed nurse, an administrator, teacher, licensed physical or occupational therapist, or coach who has been properly trained to administer medication by injection, may administer injectable medications by EpiPen® or cartridge injector to that student.

An individual who is qualified to administer an injection by EpiPen® or cartridge injector may administer such injection only to students who have a written order for such injection by a qualified health care provider and written authorization of a parent or guardian. No such injection may be given to a child who has not been identified as having a life-threatening allergy and for whom no written order and parent or guardian authorization has been received.

A paraprofessional who has been properly trained to administer emergency EpiPen® or cartridge injections may be authorized to administer such injections to a specific child, but only if there is a written authorization from an appropriate health care provider and parent or guardian of that child that permits the paraprofessional to administer such injections to that student.

911 shall be called immediately whenever a child has been administered an emergency EpiPen® or cartridge injection, and such child shall be immediately transported to the nearest hospital emergency room. The parent or guardian shall also be notified and shall be instructed to meet the student at the receiving hospital.

Emergency medication shall be kept in an appropriate, easily accessible location which allows for prompt response in case of a reaction.

EpiPen® may be allowed to accompany the student throughout the school only after it has been determined to be necessary by the school nurse on a case-by-case basis.

5.609**EpiPen® ADMINISTRATION (CON'T)***PROCEDURE**Approved: September 1, 2009*

Each school shall maintain records that indicate which students may have a serious allergic condition. Each school nurse, the Principal, any assistant administrators, and the teachers and coaches of each child with a serious allergic reaction shall be made aware of the child's serious allergic condition.

Under existing law, any administrator, teacher, licensed physical or occupational therapist, or coach shall be held personally liable for administering medication in accordance with the law and shall be held liable for ordinary negligence. There is no immunity for acts or omissions that constitute gross, willful or wanton negligence.

5.611 SAFETY OF STUDENTS

POLICY

Approved: September 1, 2009

The Principal/Chief Administrator shall oversee supervision of students on the school premises. The faculty shall share this responsibility with the Principal/Chief Administrator.

5.612 SCHOOL BUILDINGS

POLICY

Approved: September 1, 2009

Revised: May 19, 2014

All school buildings shall conform to federal and state laws governing safety and sanitation. The Principal/Chief Administrator shall see to it that regular attention is given to the cleanliness and proper maintenance of the building.

Each school must prepare and retain a comprehensive floor plan for each school building under the school's authority or control that is occupied by students. A copy of the floor plan must be included in the School Safety and Crisis Intervention Plan and be readily available in the school administrative office.

PROCEDURE

Approved: May 19, 2014

Floor Plans

School floor plans (not a building blueprint) shall meet the following guidelines:

- Should be on white letter 8 1/2" x 11", legal 8 1/2" x 14" or 11" x 17" paper
- Include a Key to define any symbols
- Compass directions (at a minimum North) clearly noted
- Each floor should be illustrated on a separate page
- Street names that surround the facility clearly identified
- Building entrances/exits/windows clearly marked and numbered
- Location of water, gas and electrical shut-offs clearly noted
- Location of existing AED (Automated External Defibrillator), areas of refuge/assistance, fire extinguishers, alarm panels and camera locations clearly noted
- Exterior alpha phonetic identification of building sides (Alpha, Bravo, Charlie, Delta) Universal language in emergency services field (Fire, Police, EMS, etc.)
- School name, address, phone number for both the school offices, important offices, contacts (i.e. Rectory, maintenance staff office, etc.) should be included on each page of floor plan.

5.613

FIRE SAFETY

POLICY

Approved: September 1, 2009

All schools must conform to the requirements of the current state/city/town fire code.

Monthly fire drills are required in all schools.

PROCEDURE

Approved: September 1, 2009

The administration shall ensure that all teachers, other employees, and students are made aware of the procedures to be followed in case of fire.

There shall be written log readily available in the school office to the fire inspectors regarding monthly fire drills.

SCHOOL SAFETY AND CRISIS INTERVENTION PLANS

*POLICY**Approved: September 1, 2009**Revised: May 19, 2014*

Each school must have its own School Safety and Crisis Intervention Plan (hereafter, safety/crisis plan) outlining the procedures to be followed in the event of an accident or serious injury, fire, bomb or bomb threat, intruder, incapacitated teacher, attack, bus accident, kidnapping, hostage situation, suicide, environmental hazard, weather, utility failure, death of an employee or student, active shooter, or other situations requiring a plan for safety. Each school shall have periodic safety and crisis drills each year so that all employees and students are familiar with the procedures outlined in the plan.

Each school shall be familiar with the current state/town/city civil preparedness program.

The Administration and school board or governing authority shall update the safety/crisis plan at least once every three (3) years or when a major modification to the building requires a change in the procedures outlined in the safety/crisis plan.

Each school throughout the Archdiocese must file their school's safety/crisis plan with their local emergency response agencies, municipality and forward a copy to the Superintendent of Catholic Schools.

Each member of the school safety team shall also be given a copy of the safety/crisis plan.

The school administrator is responsible for developing an annual safety team at the beginning of each school year.

*PROCEDURE**Approved: September 1, 2009**Revised: May 17, 2010; May 19, 2014*

The plan should include, but not be limited to:

- Chain of command
- Listing of all emergency numbers and contact persons
- Emergency calling system (before and after school)
- Emergency call system for notification of parents/guardians
- A warning system different from a fire alarm
- Designation of places to which the students shall be taken
- Adequate instruction of personnel
- Lockdown protocol for internal and external threats

5.617**SCHOOL SAFETY AND CRISIS INTERVENTION PLANS (CON'T)**

In developing the safety/crisis plan for each building, the administration must involve their community law enforcement, fire and safety officials, school board, parents, employees, teachers, professional safety experts, school nurses and others deemed necessary by the administration.

The safety/crisis plan should be consistent with the local incident command structure as established by law enforcement and other safety agencies. Administrators, teachers and staff should be familiar with the Incident Command System and consider being certified. The safety/crisis plan shall include type-specific emergency response procedures for addressing each different type of serious threat and the appropriate response to school-based emergency events.

Each emergency response procedure should identify key school officials, procedures for the notification of law enforcement, fire and safety officials, communication procedures, evacuation/staging site (if applicable), security procedures, utility and traffic control, student accountability procedures, resource allocation, parental notification procedures and method of student reunification and other needs that may be identified locally.

The school safety committee shall meet quarterly and provide training to school employees each semester.

5.618

VISITORS AND/OR UNAUTHORIZED PERSONS

POLICY

Approved: September 1 , 2009

Each school shall develop a policy concerning visitors to the school which must be published in the Parent-Student Hand book and posted at all entrances to the school.

Each school shall develop a method of identification for the regular school faculty and staff, so as to be easily differentiated from visitors and/or unauthorized persons.

Visitors must report to the school office immediately upon arrival.

6.112 SCHOOL WEBSITE

POLICY

Approved: September 1, 2009

Schools shall maintain a website that promotes the school, provides information to prospective parents and the wider community, and acts as a communication tool between the school and home.

Schools shall have written authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website.

If advertising is used for a site, a disclaimer must be included on the site indicating that the school does not endorse any advertiser on the website.

Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

PROCEDURE

Approved: September 1, 2009

Release forms authorizing publication of photos and videos shall be developed by the Office of Catholic Schools.

Schools which change their websites or create new sites should communicate to all of their constituents what changes are occurring.

The Principal/Chief Administrator or his/her appointed designate, is ultimately responsible for the content and the approval of content for the website. Similarly, Principals/Chief Administrators are responsible for the decision whether or not to allow advertising on their school site.