

Section 300

Students

Introduction

“The Church’s role is especially evident in Catholic Schools. It is the special function of the Catholic school to develop in the school community an atmosphere animated by a spirit of liberty and charity based on the Gospel. It enables young people, while developing their own personality, to grow at the same time in that new life which has been given them in baptism. Finally it so orients the whole of human culture to the message of salvation that the knowledge which the pupils acquire of the world, of life and of people is illumined by faith. Thus the Catholic school, taking into consideration as it should the conditions of an age of progress, prepares its pupils to contribute effectively to the welfare of the world and to work for the extension of the Kingdom of God, so that by living an exemplary and apostolic life they may be, as it were, a saving leaven in the community.”

Declaration on Christian Education
Vatican II, *Gravissimum*
Educationis

Students

Every human being has an inalienable right to an education in keeping with his/her God given ability. Catholic educators have the duty and privilege to aid in the harmonious development of the spiritual, moral, intellectual, physical and emotional endowments of the students entrusted to their care.

Our schools exist for the students. We look on the student as the focal point of our instruction and programs. Therefore, the entire school program should be relevant, effective, and adaptable to the students’ needs and the times in which the student is living and will live.

Catholic Students

The Archdiocese of Philadelphia is committed to providing a Catholic school for all Catholic students to the extent that it is possible. It is the tradition of the Archdiocese of Philadelphia that children attend the archdiocesan elementary school within the geographic boundaries of those parishes. School facilities should be fully utilized. Therefore, a class size of less than 25 in the primary grades and less than 30 in the upper grades is recommended by the Office of Catholic Education. (Section 500, page 9). No child should be turned away where this maximum has not been reached. If, in the judgment of the principal, local circumstances justify an exception to this rule, approval of the Pastor(s) is required. When a maximum number of students are reached in any case, a sequential waiting list should be established for those students for whom admission is requested.

The request for the admission of students to an archdiocesan school from a public or private school must be carefully reviewed and the reasons for the request examined. No student is to be admitted if there is any indication that the parents and students are seeking admission to avoid an integrated school environment in the public or private school.

Catholic students who wish to attend an archdiocesan elementary school outside the parish in which they reside or have membership may be admitted to that school provided:

- A. Dialogue at the local level as to the reason for the request must take place first.
- B. If it is determined that the permission should be granted since both pastors have judged the reasons for transferring to be meritorious, the sending pastor will write a letter of release with the receiving pastor acknowledging in writing the acceptance of the registration.
- C. The parents agree to assume the specified financial obligation.
- D. The parent has met all financial obligations at previous school.
- E. Adequate facilities are available.
- F. The academic and disciplinary records are satisfactory.

The Catholic school serves a variety of purposes, including the spiritual, academic, social, and physical development of the students. However, in the Archdiocese of Philadelphia, the primary purpose of the archdiocesan school, including those schools that have a substantial non-Catholic enrollment, is religious. All of these schools are conducted for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community in the faith. Therefore, each school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they live a full Christian life.

As a condition of registration in an archdiocesan elementary school, the student and the student's parent(s)/ guardian(s) commit the student to attend Religion classes, to fulfill the requirements for this subject, and to attend religious functions offered as part of the school program.

In light of the above statements concerning the primary purpose of Catholic Schools, great care is needed to avoid real or apparent proselytizing in the schools. Faith is a free gift of God which involves a free response. The Catholic school provides an opportunity for the student's act of faith through its religious program.

In accord with this general principle, non-Catholic students may be admitted to the archdiocesan school if:

- A. The permission of the pastor(s) is obtained by the principal in each case.
- B. Adequate facilities and space are available without denying the admission of eligible Catholic students.
- C. In the case of transfer, the student's academic and disciplinary records are satisfactory.
- D. The reason for entrance or transfer is valid.
- E. Parent(s)/guardian(s) agree in writing to permit their children to attend Religion classes and religious functions that are offered as part of the school program.

- F. Parent(s)/guardian(s) commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of the school as they appear in the Archdiocesan School's Policies and Procedures and the local school's handbook including the appendix for the Memorandum of Understanding and the Reasonable Use Policy for Technology.
- G. The student's parent(s)/guardian(s) agree in writing to assume responsibility for all financial obligations as specified by the pastor(s).

School Letterhead

Agreement for Admission

It is our (my) wish that our (my) child (children) attend _____
an archdiocesan elementary school. We understand that our (my) child (children) is (are)
obligated to attend classes in Religion and fulfill the requirements for this subject and, also,
to attend all religious functions offered as part of the school program.

We (I) assume the obligation to pay the specified tuition and school fees and agree to
support the philosophy, goals, objectives, and regulations of the school.

(School Official)

(Date)

(Parent/Guardian)

(Date)

(Parent/Guardian)

(Date)

Requirements for School Entrance

Age

A student who is six years old by September 1 is eligible for first grade. If the local public school district has a policy different from September 1, the local archdiocesan elementary school has the option to align its policy with the local public school district. (cf. Early Childhood Guidelines)

Forms and Certificates

- I. Entering Kindergarten or First Grade
 - A. Catholic Students
 - 1. Proof of membership in the parish
 - 2. Application form
 - 3. Baptismal certificate if student was not baptized in the parish
 - 4. Birth Certificate
 - 5. Written immunization records
 - 6. Court ordered custody agreements (if applicable)
 - 7. Local tuition agreement form
 - 8. Certificate of Individual Request for Loan of Textbooks and Instructional Material
 - 9. Responsible Use Policy for Technology
 - 10. Memorandum of Understanding
 - B. Non-Catholic Students
 - 1. Application Form
 - 2. Signed Agreement for Admission Form
 - 3. Birth Certificate

4. Written immunization records
5. Court ordered custody agreement (if applicable)
6. Local tuition agreement form
7. Certificate of Individual Request for Loan of Textbooks and Instructional Materials
8. Responsible Use Policy for Technology
9. Memorandum of Understanding

II. Entering grade two to eight

A. Catholic Students

1. Proof of membership in parish
2. Application Form
3. Parent release form to obtain previous school records
4. Baptismal Certificate if student was not baptized in the parish.
5. Birth Certificate
6. Written immunization records
7. Court ordered custody agreements (if applicable)
8. Local tuition agreement form
9. Certificate of Individual Request for Loan of Textbooks and Instructional Material
10. Responsible Use Policy for Technology
11. Memorandum of Understanding

B. Non-Catholic Students

1. Application Form
2. Signed Agreement for Admission Form
3. Transfer from previous school and a copy of the most recent report card
4. Birth certificate
5. Written immunization record
6. Court ordered custody agreement (if applicable)
7. Parent release form to obtain previous school records
8. Local tuition agreement form
9. Certificate of Individual Request for Loan of Textbooks and Instructional Materials
10. Responsible Use Policy for Technology
11. Memorandum of Understanding

The school should endeavor to accommodate all applicants. Some students may suffer from diagnosed non-physical disabilities (e.g., LD, AD/HD, ODD) and physical disabilities. In such cases, the school should endeavor to reasonably accommodate the students. If reasonable accommodation is not possible, the school may decline admission.

With respect to issues that arise in accommodating children with disabilities, the schools are urged to contact the Director for Special Education of the Office of Catholic Education.

It is the expressed policy of the Archdiocese of Philadelphia that children (and employees) with HIV may not be denied admission (or employment) because of the condition. HIV status is a covered disability that under most circumstances poses no impediment to learning and employment.

I. Legal Requirements

- A. No child in grades kindergarten through twelve may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Section 1303A-Immunization-PA Public School 1949. A religious basis for a child not to be immunized is not recognized as an exemption.
- B. The certificate must be updated and readily available for auditing or for checking for exemptions in the event of a disease outbreak.
- C. The Certificate of Immunization shall follow the student when he/she transfers, graduates, or leaves. It may not be withheld for non-payment of tuition.

II. Admission Procedures

A. Registration

At registration, the child's immunization record and family demographic data are to be copied and forwarded to the school nurse to be verified and entered directly on the student's health record and the Pennsylvania Department of Health Certificate School Immunization Card.

- 1. Written proof of immunization, signed by a physician or other health professional, is to be requested of the parent.
- 2. Students who are exempted from immunization due to medical contraindications must present to the school written confirmation from their private physician or treating agency. Written confirmation is then sent to the Office of Catholic Education. No student may be accepted until the Archbishop gives approval.
- 3. If the parent does not have written confirmation from their private physician, a Certificate of Immunization should be taken to the physician for the physician's signature.

4. Students being admitted to second through twelfth grade may be admitted provisionally if evidence of at least one dose of each antigen (i.e. measles, mumps, rubella, polio, diphtheria, and tetanus) is given.

III. Maintenance of Health Records

- A. The Certificate of Immunization must (Pennsylvania regulations) be filed separately from all other information kept on file regarding students.
- B. The certificates are to be filed alphabetically.
- C. The certificates are to be filed in, or in close proximity to, the school office. They may be filed in the health room only if the latter location is adjacent to the school office.
- D. For children who are admitted either provisionally, or with exemptions, the card should be inserted in the file with the side having a blue-bordered top facing forward.

Students must be supervised at all times by an authorized adult designated by the administrator. School authorities are responsible for the safety and protection of the student from the time of arrival in school until the student is officially dismissed. Students are never to be sent on errands off or away from the school premises.

The regular school schedule must be published in the school handbook. Clear directives concerning the specific times of adult supervision should be listed. A policy for those abusing the starting time should be established at the local level. Parents who consistently ignore the stated supervision times should be advised by letter not to continue leaving students before school hours and that if the practice continues, the children may be removed from the school.

Active File

Each student enrolled in the parish school should have the following:

- A. Permanent Record Card
- B. Permanent Assessment Portfolio
- C. Health and dental records
- D. Roll Slip
- E. Court ordered custody agreements (if applicable)
- F. Copy of educational evaluations (if applicable)
- G. Standardized test accommodations authorization (if applicable)
- H. Retention agreement (if applicable)
- I. Curriculum modification forms, parent agreement letter, accommodations checklist (if applicable)
- J. Responsible Use Policy for Technology
- K. Memorandum of Understanding
- L. Standardized test scores
- M. Disciplinary record

The following information is required on the Permanent Record Card:

- A. Personal and family data
- B. Record of transfer, graduation or withdrawal and places where copies of records were sent
- C. Verified information on Baptism, Confirmation, and Holy Eucharist
- D. Teacher's name, date and grade
- E. Yearly cumulative attendance record
- F. Yearly cumulative academic record
- G. Standardized Testing results

All permanent records maintained in a school are to be kept in a locked file. All information on the front of the record cards, including the teacher's name, must be typed. Typing is not necessary for the numerical and letter grades given for subjects.

P/P Roll Slips

Policy No.: S307.2

Date: 2017

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The front of the Roll Slip must be typed and all pertinent information completed. The attendance must be kept daily. Absences should be verified in writing by the parent(s)/ guardian(s) and kept on file until September of the subsequent school year. The signature of the student's current home room teacher must appear on the reverse side of the Roll Slip. If a student transfers during the course of the school year, the teacher should indicate dates of transfer and the receiving school. At the end of each school year, the Roll Slips must be bound at a bindery, and then stored in a fire-proof cabinet/area. They are not to be stored electronically.

Absences should be recorded and coded daily to the following:

- A. Illness of pupil
- B. Illness of family
- C. Death in family
- D. Quarantine
- E. Inclement weather
- F. Non-weather school closing
- G. Parental neglect
- H. Truancy
- I. Other urgent reasons (e.g., court attendance, etc.)

The administrator is to develop procedures for the collecting of attendance records. When a student has an excessive number of days absent, the administrator should bring this to the attention of the parents by a written warning and conference. The warning should make note of the pattern of excessive absences. If written warnings are sent through the mail, it is advisable to send it via certified mail, return-receipt requested. A physician's note is required after three days of absence.

Students that miss excessive school days (20-25) without a physician's note or known valid reason are to be considered truants and subject to dismissal. The local public school district should be notified of dismissal for truancy and that the child is no longer on the school roll.

P/P Average Daily Attendance Record

Policy No.: S307.4

Date: 2017

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At the end of each year, Philadelphia schools will send the Average Daily Attendance Record to the Office of Catholic Education. The County Schools will follow the directives of the local school districts.

A student who needs to be dismissed for an appointment or for any other legitimate reason must have written notification from his/her parent(s)/guardian(s). Provisions must be made for parent(s)/guardian(s) or someone authorized by the parent(s)/guardian(s) to come into the school office to get the student. The administrator or designee is responsible for ascertaining the identity of the person who comes for the student. The parent/student handbook should enumerate a process for this procedure providing a sign-out book to be used at the time of dismissal.

When a student is sent home for illness, the parent(s)/guardian(s) must be contacted to come to school for the student. In the event that this is not possible, an authorized person should be contacted from the emergency numbers supplied by the parent(s)/guardian(s).

Generally, the school cannot and should not release a student into the custody of the non-custodial parent. If parent(s)/guardian(s) have joint custody, they each have right to custody according to the terms of the shared custody order or agreement. To determine the custodial parent, the school should request from all separated or divorced parents a copy of the court order or legally enforceable agreement adjudicating the determination of custody. This court order or agreement is to be placed in the student's personal file which is kept in the office.

A parent/guardian with primary custody usually has physical and legal custody of the student except where the non-custodial parent/guardian has visitation rights and therefore can exercise temporary custody of the student. A non-custodial parent who attempts to take a child out of school without the knowledge and consent of the custodial parent, in contravention of the terms of the custody order or agreement, should be told that the student will not be released to that parent. Schools should not release custody of the student to the non-custodial parent unless permission has been given in writing or in person by the custodial parent to the school officials.

It is advisable to obtain verification of the signature by use of a signature card. Ideally, if the circumstances allow for it, confirm the letter with a telephone call to the parent/guardian.

When a student transfers to another school, he/she is to be given a transfer form which must be presented upon admission to the receiving school. If a student is coming from another Catholic school, it is a courtesy to check the status of tuition payments, academics and behavioral records, retention and other pertinent issues. Parent(s)/guardian(s) should sign a release form for record to be sent. No psychological reports may be sent. (All reports must come from the agency generating the report.)

I. Records forwarded to an archdiocesan elementary school

When students transfer to another archdiocesan elementary school, the following records should be sent upon request from the receiving school:

- A. The original Elementary Permanent Record Card
- B. The permanent portfolio
- C. The original medical and dental records
- D. Curriculum Modification Checklist (if applicable)
- E. Retention letters (if applicable)
- F. Disciplinary record (within 10 days of receipt of the request)

II. Records forwarded to other elementary schools

- A. A copy of the student's Elementary Permanent Record Card
- B. Permanent Portfolios
- C. The original medical and dental records.
- D. Curriculum Modification Checklist (if applicable)
- E. Retention letters (if applicable)
- F. Disciplinary record (within 10 days of receipt of the request)

III. Transfers to other schools

- A. Give the Certificate of Immunization to the parent/guardian and instruct the parent/guardian that the receiving school will not admit the student without the certificate.
- B. Once written permission is granted, forward student records as enumerated above.
- C. Mark the Roll slip to indicate date of transfer.
- D. Adjust the Daily Attendance Record.

IV. Pupils moving to high school from an elementary school in the Archdiocese:

- A. Certificate of Immunization should be sent in a pack, filed alphabetically with the group of student records.

P/P Dissemination of Information
Regarding Students

Policy No.: S308
Date: 2017
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All information regarding students and their families must be protected to safeguard the rights of the students against infringements of privacy, misinterpretation of data, and inappropriate use.

The administrator or any school personnel may not divulge, in any form to any person or agency, information contained in school records except:

1. with written consent from the student's parents/guardians specifying records to be released, and to whom.
2. to comply with a judicial order.

Release of Records

1. Unless a court or custody agreement otherwise specifies, each parent/guardian is legally entitled to be provided access to all school records of the child or children. Only the parent/guardian or parent(s)/guardian(s) having “legal custody” of the child have the legal right to make religious and educational decisions. If there is joint custody, then both parents must agree on life decisions. Religion and education are life decisions.
2. To determine the custodial parent, the school should request from all separated or divorced parents a copy of the court order or legally enforceable agreement adjudicating the determination of custody. This court order or agreement is to be placed in the child’s personal file, which is kept in the office.
3. Non-custodial parent(s)/guardian(s) who have legal custody, and therefore have the right to participate in the educational decisions affecting the child, are generally entitled to report cards, newsletters, and the like. In an effort to ease administrative burden, an appropriate policy statement in the school’s handbook should enumerate how the school will address the issue.

P/P Dissemination and Maintenance of
Student Records for School

Policy No.: S308.2
Date: 2017
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Refer to: Appendix H, pages 5, 6, and 7 for a Regional Parish School
Appendix H, pages 8 and 9 for closing a Parish School

This process should be managed in conjunction with the Office of Catholic Education.

P/P Subpoenas for Production of Documents
And Attendance at Hearings and
Depositions

Policy No.: S308.3
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A subpoena requesting records to be produced is a court order requiring that the records be produced as requested. Similarly, absent applicable exceptions under the law, a subpoena requiring the attendance of a teacher or administrator of the school to testify requires that the individual be present on the date of the deposition or hearing.

Compliance with subpoenas may impose an undue burden on the school and the teachers. For example, where parents are involved in a custody dispute and require that teachers who taught the child be present for a custody hearing, this may create a serious problem for the school in terms of obtaining substitute teachers. There is a mechanism under court rules that allows parties to seek relief from the subpoena on the grounds that compliance with the subpoena would place an undue burden on the person served or any other third party (such as the school). All subpoenas must be faxed to the Office of Catholic Education, to the attention of the superintendent and who will in turn direct the issue to legal counsel for handling.

P/P Parent(s)/Guardian(s)
Teacher Conferences

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In recognition of the parents'/guardians' role as the primary educators of their children, Archdiocesan schools are encouraged to schedule Parent-Teacher Conferences. These are unique opportunities for the teachers and parents to share mutual observations on the educational growth of the child. The timing of these conferences should reflect an understanding of the mutual burdens of both the parents and teachers.

When conferences are scheduled, the integrity of the school calendar should be considered. It is strongly recommended that conferences, in addition to being held in the afternoon, should also be scheduled to accommodate working parents.

P/P Parents(s)/Guardian(s) Teacher/
Administration Meetings with Parent(s)/
Guardian(s) who Bring Third-Parties

Policy No.: S309.1
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Parent(s)/guardian(s) often wish to bring third-parties (relatives, friends, lawyers, counselors, or activists) to school meetings involving the student. Meetings where third parties are present should not take place. It should be made clear to the parent(s)/guardian(s) in the admission process and in writing that meetings will take place only with the parent(s)/guardian(s) and the student.

Discipline is a necessary reflection of the philosophy of a Catholic school. The school and individual classrooms should nurture a positive sense of self-discipline in order to provide an environment conducive to learning. Effective discipline has as its end the development of students who respect themselves, other persons and those in authority. As a general rule, the classroom teacher manages the discipline issues of the class and enlists the help of the administrator in cases involving serious or repeated misbehavior.

- A. Corporal Punishment is absolutely forbidden in the elementary schools. The archdiocese, parish, school or religious community can assume no responsibility for any use of corporal punishment by teacher or administrator even though the permission for such punishment has been given in writing by the parents. Any violation of this regulation will be considered a most serious matter. Failure of a teacher or administrator to comply with this regulation will result in immediate dismissal.
- B. Verbal, sexual, psychological or emotional abuse denies the dignity and respect deserving to all individuals and is therefore prohibited. One of the goals of a Catholic school is to develop an understanding and respect for each student. Teachers and administrators culpable of such action are in violation of the Standards of Ministerial Behavior and Boundaries and will be subject to disciplinary measures.
- C. Written punishments are non-productive assignments and are prohibited. Under no circumstances may lengthy written assignments be assigned for homework. Whole class punishments are also prohibited.
- D. Occasionally parent(s)/guardian(s) disgruntled with the school will direct that the student not be spoken to by the administrator or any other school official regarding conduct unless the parent(s)/guardians are present. The school should advise the parents that the school cannot teach the student under such circumstances and, therefore, the student should be removed if the parent(s)/guardians insist on such conditions.

Fair disciplinary policies are essential educational processes which should include procedures which are more helpful than punitive, yet include the necessary provisions which protect the common good of the school community. As part of any disciplinary program, it is important that a concise and clear policy be established in the school handbook governing student suspensions, probations, and dismissals. While ordinarily the administrator would be the competent authority to suspend a student, only the pastor may expel a student from school.

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. The administrator must inform the pastor when a student has been suspended.

Procedures to be followed in student suspensions:

- A. Only the administrator and/or pastor have the right to suspend a student.
 - 1. Suspensions are prohibited as a result of accumulated minor infractions such as chewing gum, incomplete homework, dress code violations, etc.
 - 2. The usual length of a suspension is from one to three days.
 - 3. Suspensions can take place either in or out of school, depending on the circumstances
- B. The infraction for which suspension is imposed must be major.
- C. Parent(s)/guardian(s) of the student must be informed by phone and in writing of the school's action.
- D. Following the suspension, parent(s)/guardian(s) are to be interviewed by the administrator.
 - 1. Students removed from the school community cannot be readmitted until this interview takes place.
 - 2. Parent(s)/Guardian(s) are to sign a formal agreement in which indication is given that there is understanding of the problem and that the parent(s)/guardian(s) are in agreement with the recommendations for improvement of behavior.

- E. When appropriate, a student should be referred for intervention. In the event the student evaluation is warranted, the student is to be evaluated by a licensed clinical psychologist and may not return to school unless deemed that they are not a harm to themselves or anyone else.
- F. Signed agreement by parent(s)/guardian(s) and an incident report of the suspension is to be kept on file in the school office. It is advisable to send a copy to the Office of Catholic Education.
- G. Suspensions incurred in the previous school year cannot be carried over into succeeding school years.

The common good of the entire school community needs to be valued by all. Choices that infringe upon this end must be dealt with in a fair and just manner. As a part of the disciplinary program, it is important that a concise and clear policy be established and promulgated governing student dismissals from the school.

Procedures to be followed in student dismissals:

1. Ordinarily a minimum of two suspensions during the academic year may lead to a student dismissal. In certain incidents, the seriousness of the offense may warrant immediate dismissal.
2. The pastor alone has the authority to dismiss a student from the school.
3. The student is given an indefinite suspension pending a thorough investigation. The dismissal from the school should not be formalized until the investigation is complete, allowing time for discussion, inquiry and evaluation by the administrator and pastor.
4. Prior to taking action, the administrator or pastor must contact the Office of Catholic Education about the case.
5. The pastor must inform the parent(s)/guardian(s) in writing of the decision and state the reason therein.
6. The school must keep all documentation concerning the dismissal proceedings. A copy of the documentation should be sent to the Office of Catholic Education.
7. Students who are dismissed may apply to the pastor for readmission after one full year. A careful review of the student's progress in the school of the previous year must be done before readmission is approved. This policy also applies to another archdiocesan elementary school.

The following are considered major disciplinary infractions. However, this list is not limited to the following:

- A. immorality
- B. gross defiance
- C. truancy
- D. unauthorized leaving of school grounds or school sponsored events
- E. theft
- F. vandalism
- G. conduct failures
- H. session and/or use of weapons
- I. verbal, physical or sexual harassment
- J. threats against the faculty, staff, volunteers, students or administration
- K. possession and/or distribution of illegal substances
- L. not adhering to terms of a probationary contract

In some circumstances listed above, the seriousness of the offense may incur immediate dismissal.

Prohibiting Harassment, Intimidation, Hazing, or Bullying, etc

A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. A Catholic School environment refuses to accept any such behaviors. Therefore, acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our Catholic schools. School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. Schools must take action to investigate, respond, discipline, and remediate those acts of bullying. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying, etc. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter, or witness.

- A. According to Section 1303.1-A of the Pennsylvania School Code, non-public school students would be required to follow the bullying policy anytime they are in what is defined as the "school setting"
- B. "School setting" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school
- C. Policy also applies to off -campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment

Policy

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should tell a teacher or the principal immediately. The school must:

- A. Have a reporting mechanism in place
- B. Have an investigation procedure - oral/written statements, witnesses to those statements with signatures

- C. A plan for removal of student(s) involved for safety/investigation, if necessary
- D. In writing, give factual findings - state the nature of the bullying and its causes
- E. Notify Pastor(s), OCE
- F. Notify law enforcement immediately if there are terrorist threats/acts involving weapons
- G. Document all steps taken (Use OCE form, if desired.)
- H. Notify parents/guardians of the alleged offender and victim's parents/guardians (Confidentiality applies.)
- I. Notify Office of Communications/law enforcement/parents and school community (if warranted by actions)
- J. Apply disciplinary sanctions (according to school handbook) and/or take remedial action
- K. Provide staff development/student and parent education on prevention of bullying.

Sample Reporting Form

School Letterhead
Bullying, Harassment or Intimidation Reporting Form

Bullying (including harassment, intimidation, and hazing) is a serious negative behavior and will not be tolerated. This form may be used to report such alleged incidents perpetrated by either an individual student or group of students that occurred on school property; at a school sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off -campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort to, or damage to a person’s reputation that is intimidating or threatening and affects the learning and school environments. Under ordinary circumstances, if a bully is threatening to harm one student or others, those involved should tell a teacher or the principal immediately.

Today’s Date ____/____/____
 M D Year

Person Reporting Incident:

Name: _____

- Student Parent/Guardian Close adult relative other (specify)

1. Name of student victim: _____

_____ Age _____ Grade

2. Name(s) of alleged offender(s) (if known): _____

_____ Age _____ Grade

3. On what date did the incident happen? ____/____/____
 M D Year

4. Where did the incident happen?

5. Which statement best describes what happened (choose all that apply)?

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm student
- Teasing, name-calling, making critical remarks, or threatening, in person, or by other means
- Demeaning and making another the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying) extorting, or exploiting
- Spreading harmful rumors or gossip
- Other (specify) _____

As part of any effective program to combat drug abuse in a school, it is vitally important that the school administrators, in cooperation with other members of the school community, develop clear and concise policy for dealing with drug offenders. The policy should include provisions which are not primarily punitive, but remedial, and yet include the necessary provisions which protect the welfare of the school community.

The following procedures are required:

- I. Parental Involvement
 - A. Whenever possible, involve parents.
 - B. If, after prudent judgment, the school administration can choose not to involve the parents, the student should be referred to an outside agency for investigation, remediation and treatment.
 - C. The Pennsylvania Drug and Alcohol Abuse Control Act (1972), Section 12, protects the right of the school to refer students for treatment without parental knowledge or consent.
- II. Students Requesting Help
 - A. Notify parents.
 - B. Refer student for appropriate guidance, medical or psychological assistance.
- III. Suspicion of Use
 - A. Investigate the circumstances.
 - B. Take appropriate actions.
 1. Notify parent(s)/guardian(s).
 2. Seek professional help for the student.
 3. Create an action plan to support the ongoing rehabilitation of the student with appropriate consequences if compliance is not given.

IV. Suspicion of Possession

- A. Investigate circumstances.
- B. Pending investigation, contact parents, police as appropriate.

V. Suspicion of Possession of Drugs with Intent to Distribute or for Sale

- A. Investigate circumstances.
- B. Suspicions confirmed, contact parents, police as appropriate.

VI. Non-students Suspected of Sale of Drugs in School Environs

- A. Investigate circumstances.
- B. Suspicions confirmed, contact police as appropriate.

The administration of the school should be advised immediately of any/all suspicions of illegal drugs present within the school. The following procedures are to be followed:

- A. Never accuse any student of possession or use of a drug.
- B. Any confiscated sample should be placed in a container. A witness (school employee) should be present.
- C. The following should be noted on the outside of the envelope:
 - 1. Date and time
 - 2. School name
 - 3. Description of contents (i.e., leafy vegetable matter, pill, capsule - do not guess at labeling)
 - 4. Signatures of all involved in the confiscation
- D. Secure the container.
- E. A school official should call a local law enforcement agency informing them concerning the incident.
- F. Follow the directives of the law enforcement agency.
- G. Request a follow-up report.
- H. Contact the Office of Catholic Education and send copies of all documentation to OCE
- I. Initiate a school investigation.
- J. School takes appropriate actions and/or recommendations based upon investigation and follow up report.

On occasion, it is necessary for law enforcement officers to interview students during school hours or to take them into custody. The police or officers of the courts deserve the full cooperation of the school officials. However, in order to safeguard the individual rights of students, the school administrators should be aware of certain responsibilities to the student regarding cooperation with law enforcement agencies.

The following procedures should be followed by the school regarding the interview and apprehension of students during school hours:

- A. The law enforcement agent should contact the administrator or his/her delegate and advise the administrator of the nature and circumstances of the visit.
- B. All reasonable efforts should then be made by a school administrator to locate the parent(s)/guardian(s) to notify them of the nature of the proposed police contact and to secure the presence of at least one of the parent(s)/guardian(s) for the interview.
- C. If it is impossible to secure the presence of the parent(s)/guardian(s), the school administrator has the right and power to act *in loco parentis*, and to take appropriate actions in that capacity. The administrator or his/her designee should be present during all interviews.

In an emergency situation where the commission of a criminal offense has been witnessed by the police, the police have the legal right to take direct action in schools in such situations where they are engaged in a crime in progress.

In the event it becomes necessary to make apprehension during school hours, the police would contact the administrator to have the student summoned to the administrator's office before being released from school into police custody. No arrests should be made in the classroom.

The school should record the name, badge number and agency represented by the officer, the time of departure, and the reason for the apprehension and the place to which the student will be transported. The parent(s)/guardian(s) should be notified immediately where the student will be taken.

The school has the right to search desks, lockers, and coat closets which are the property of the school. The school understands and upholds the right of privacy which a student has in regard to his/her school bag. It is the proper function, however, of school authorities to inspect questionable desks, etc. under the school's control and to prevent any use in illicit ways or for illegal purposes. In circumstances of probable cause, the pastor and administrator(s) may need to conduct a search of the student school bag. The pastor and administrator(s) are the responsible school officials for conducting student searches.

It is preferable to attempt to obtain the student's consent and cooperation, and to have a witness present during any search. If the student refuses to cooperate, do not exercise force. The student should be given appropriate supervision and the parents should be contacted.

The school handbook should set forth clearly that any threatening, harassing, or violent acts by children or parent(s)/guardian(s) would constitute grounds for immediate dismissal of the child. In the case of children, the school should investigate all such incidents promptly and confidentially. A student under investigation should be released to his parents or legal guardian and removed from the school pending the investigation.

If the acts involve a weapon, the school should report the incident to the local police depending on the nature of the incident involving a weapon. Items that are not by their nature weapons may become weapons depending on how they are used. For example, a baseball bat, if used to strike someone can be a deadly weapon. Guns and knives, for example, are deadly weapons in and of themselves.

Whenever physical harm results, the police should be informed. Threats of violence by use of a weapon are also crimes, and again the particular circumstances will dictate whether the police should be contacted. When a weapon is found, the police should be called immediately. If the police are called, school officials should make every reasonable effort to release the child to the police outside of the presence of other children, and, if at all possible, after the parents have been contacted and have arrived. In matters of a serious nature, the Office of Catholic Education should be called, and copies of all documentation forwarded to this Office.

The protection and welfare of the students are the goals and responsibilities to which the administrator, teachers and school staff willingly dedicate daily efforts. The fulfillment of this responsibility requires constant vigilance and concern in all areas of the school operation. This is particularly true in the very sensitive and critical area of child abuse. Responsibility to the child requires all to be aware of the symptoms and indicators of child abuse and the procedures to be followed where such abuse has been identified. Responsibility and concern for the family require all to approach this sensitive area with great prudence and discretion in order to avoid any unnecessary embarrassment to those involved.

Because of daily interaction with students, teachers and administrators are in a position which permits identification of children who may be abused or neglected. If a teacher suspects that a child is being abused, the mandated reporter must report this to the administrator who in turn, after investigation, must enlist the services of the school nurse in determining if child abuse may exist.

The mandated reporter and administrator must report cases of suspected child abuse to Child Line, the Office of Catholic Education, and the Victims' Assistance Office of the Archdiocese of Philadelphia immediately upon such determination. The school nurse in accordance with the provisions of Act 124 (Child Protective Services Law) should report cases of child abuse to the appropriate authorities with proper documentation to follow.

[Refer to Guide to Disclosure of Confidential Student Information and Criminal History and Child Abuse Background Checks for School Employees]

P/P Receipt of Notification of a
Sex Offender Residing in the
Community

Policy No.: S317
Date: 2017
Page No.: 1 of 1

Administrators may receive notification from the local police that a convicted sex offender is residing in the community. Police receive notice through the mandatory filing requirements of Pennsylvania's version of "Megan's Law." Upon the school's receipt of this information, the school should send a letter to the parents advising them only of the receipt of the information and directing parents to contact the police for any further information about the individual.

Accidents or unusual illness occurring at school should be reported immediately to the administrator. When a student becomes ill or meets with an accident, the parent(s)/ guardian(s) should be contacted immediately. In the event of serious injury, 911 should be called and emergency personnel contacted. If the parent(s)/ guardian(s) cannot be reached, the emergency contact person should be contacted. An insurance form should be provided to the parent(s)/guardian(s) of the injured student requiring treatment. A follow-up incident report must be written and kept on file in the school office.

A. First Aid

1. Only minor and very basic first aid may be administered. Secondary treatment may not be administered to an area already treated by the family or a physician.
2. Parents/guardians must be contacted immediately if there is any question regarding an injury.

B. First Aid Kit

1. Each school should have and use first aid kits which are updated on a regular basis to ensure freshness of materials contained within the kit.

C. Serious Injury

1. In the case of serious injury/accident, the Office of Catholic Education and Insurance Office should be notified immediately and a copy of the incident report should be forwarded to this Office.

The Office of Catholic Education and the Communications Office of the Archdiocese of Philadelphia have established the following protocol for emergency school closings. Careful adherence to these procedures will assist each school in a well-organized and executed plan for closures.

I. Weather-related

A. City Schools

1. The Office of Catholic Education in consultation with the School District of Philadelphia will consider student transportation, weather conditions and the School District of Philadelphia's decision regarding its schools' closures, delayed openings, or openings and the parochial schools' decision to concur or not.
2. An authorized person from the Office of Catholic Education will contact KYW News directly regarding the closures of the schools in the Archdiocese of Philadelphia within the city limits.
3. KYW will continue to be the official station announcing the parochial schools' openings, closings or delayed openings throughout the Archdiocese of Philadelphia within the city limits.

B. Schools Outside City of Philadelphia

1. The Archdiocesan school outside of the city limits will maintain communication with local school districts and departments of transportation.
2. Decisions to close, delay openings, or open the school should be made in light of the above contacts as well as with the approval of the pastor.
3. School administrators in the counties will contact KYW directly and follow the procedure given by the radio station.

II. Non-weather Related

All Schools

1. In consultation with the pastor and with his approval, non-weather related closings must be reported to the authorized person at the Office of Catholic Schools.
2. The authorized person from the Office of Catholic Education will contact the Director of Communications who will call KYW news to report the information for broadcast over this station. KYW will not honor a call from any other person than the authorized person from the Communications Office.

III. Closings Due to Illness

If an illness affects a significant number within a school, seriously affecting student and faculty attendance, the administrator must discuss this situation with the Office of Catholic Education. No decision to close the school may be made without prior consultation and direction from the Office of Catholic Education and the approval of the pastor(s).

IV. Closings During the School Day

In the event of an emergency situation, a school may need to be closed during the school day. The school should have on file an emergency notification form for each student listing the names and phone number of three persons in rank order who can be notified in such an emergency closing. If the persons on the emergency list cannot be notified of the school closing, the students are to remain in school until notification is made to parent(s)/guardian(s) or other persons listed on the emergency notification list.

The Office of Catholic Education must have a written report of the reason as soon as possible following the closure. This report, completed on the form provided, should be sent to the attention of the Assistant Superintendent of Elementary Schools.

(Refer to Policy No. SP319.1 Non-Weather Related Emergency Closing Report Form)

[School Letterhead]

**NON-WEATHER RELATED
EMERGENCY CLOSING
REPORT FORM**

SCHOOL NAME _____

ADDRESS _____

COUNTY _____ ZIP CODE _____

PASTOR(S) _____

SCHOOL ADMINISTRATOR _____

DATE(S) OF EMERGENCY CLOSING _____

DETAIL OF REASONS FOR EMERGENCY CLOSING

Pastor's Signature

Administrator's Signature

Date

Date

A. Parent(s)/Guardian(s)

1. The school should adopt rules regulating the rights of parent(s)/guardian(s) to visit their children during school hours.
2. All parent(s)/guardian(s) must understand and accept the school's regulation regarding visitation of students during the school day.
3. Whenever possible, it is desirable that the school administrator and the parent(s)/guardian(s) plan a mutually agreeable alternative to visiting the student in school.

B. Non-Custodial Parent

1. The school cannot become involved in adjudicating marital disputes or in assessing parental rights of visitation during school hours.
2. The custody order should detail when the non-custodial parent has the right to visit with the student. A non-custodial parent who attempts to visit with the student without the knowledge and consent of the custodial parent, in contravention to the terms of the custody order, should be told that the student will not be permitted to visit with that parent.
3. Schools should not permit such a visit with the non-custodial parent unless permission has been given in writing or in person by the custodial parent to the school administrator.

C. Department of Human Services

1. The Department of Human Services frequently seeks to interview children while in school without the parent(s)/guardian(s) knowledge. When the department makes a request to interview a student, the administrator should advise the department investigator that the legal custodian will be notified unless the investigation concerns conduct of the legal custodian. The administrator should also advise the investigator that the school would prefer that the interview be conducted off school premises and after school hours when the student is released from school.

2. The investigator should contact the administrator or his/her delegated representative advising the administrator of the nature and circumstances of the visit.
3. All reasonable efforts should then be made by the school administrator to locate the parent(s)/guardian(s) to notify them of the nature of the proposed contact to secure the presence of at least one of the parent(s)/guardian(s) for the interview.
4. Where the subject of the investigation is one of the parent(s) or legal guardian(s), the school should request that the investigator conduct the investigation off premises and after school hours. If the investigator insists, then the interview should be conducted in the administrator's office. The County Children and Youth Agency is the sole agency responsible for the investigation of suspected child abuse and neglect reports. Nothing in the Child Protective Law (CPSL) 23 PA.C.S., (Chapter 63), or the Protective Service Regulations (55 PA Code, Chapter 3490) provides for school personnel to be present when a county agency caseworker interviews a child at school. It is solely the County Children and Youth Agency as the department that determines who is present during any investigative interview or risk assessment. The decision is made on a case-by-case basis. When appropriate, the county agency caseworker may interview the child alone. If the student refuses to submit to the interview, then the interview should not take place as requested.

D. Police

(Refer to SP313 Cooperation with Law Enforcement Officers and Agencies)

A sign should be posted at the entrance to the school requesting all visitors to report to the school office where the purpose of the visit must be stated. Visitors may not approach the classroom teachers or the students without the knowledge and permission of the school administrator.

I. Non-Emergency Administration of Student Medication

- A. Teachers and other non-administrative school employees, except a certified school nurse, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.
- B. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the local school's procedures.
- C. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
 - 1. Prescription medication means any medication prescribed by a licensed physician or dentist.
 - 2. Non-prescription medication means any over-the-counter medication.
 - 3. School nurse means any Pennsylvania certified professional nurse.
 - 4. Health aide means a registered nurse employed by the district who does not possess a teaching certificate.

II. School Medication Authorization

- A. No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form. (Refer to SP 328.1)
- B. The form shall be completed by the student's parent(s)/guardian(s) and physician and shall be on file at the local school. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

III. Personnel Authorized to Administer Medication

- A. All student medication shall be left with the school nurse or the district's health aide during the school day. If there is no school nurse or health aide in the building, then the medication shall be left with the person designated by the administrator.
- B. All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container.
- C. All student medication will be administered by the school nurse whenever possible.
- D. Teachers, other certified school personnel, and secretaries designated by the building administrator may administer student medication (if the school nurse is not available).
- E. A record shall be kept of all medications dispensed to students, specifying the time of dispensation, dosage and supervising personnel.

IV. Field Trips

- A. Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization described above.
- B. In the event the time of the trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

(The Privacy Act of 2003 (Record-Keeping and Sharing of Information) enacted on April 14, 2003, protects the privacy of student health information in school, the Health Insurance Portability and Accountability Act (HIPAA). The final regulations for HIPAA, specifically exempt any health information entered into a student's record by a school nurse from HIPAA requirements. The health-related information is subject to the older Family Education Rights and Privacy Act (FERPA) with which schools have been in compliance since 1974.

[Letterhead]

Name of Student: _____ Date of Birth: _____ Grade: _____

School: _____ Fax #: _____ Phone #: _____

Medication Treatment Plan To Be Completed by Physician

Diagnosis:

Medication, Dosage, Specific Times & Director for Administration:
(Please write each medication, dosage, frequency and time separately)

NOTE: Medication must be supplied in the original prescription container. Ask pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.

Side Effects/Special Instructions:

*Note to Physicians: Please complete the treatment plan on the back of this form for students who require any special health procedures during school hours; i.e., inhalers, nebulizer treatments, catheterization, suctioning, tube feedings, glucose testing, etc.

Printed Name or Stamp of Physician

Physician's Signature

Date

Physician's Phone Number

Physician's Fax Number/email

P/P Sample Medication Form
Authorization for Medication

Policy No.: S322.1
Date: 2017
Page No.: 1 of 2

Parental Permission to be Completed by Parent(s)/Guardian(s)

I grant the administrator or his/her designee the permission to assist in the administration of each prescribed medication/procedure to be provided during the school day, including when _____ is away from school property on official school business.

(Name of Student)

(Signature of Parent(s)/Guardian(s))

(Date)

Home Phone Number: _____

Work Phone Number: _____

P/P Photo Release

Policy No.: S323
Date: 2017
Page No.: 1 of 1

In order to promote and market our schools, contact with the local media may occur. Press releases are accompanied many times with a photo of a student, teacher and/or various groups of students from the school. It is necessary to obtain permission from parent(s)/guardian(s) to use a student's photograph for newspapers, flyers, posters, videos, websites or any other publications or visual images.

It is necessary to keep the forms on file when they are returned. They must be renewed annually. (Refer to 314.1 Photo Release Form)

[School Letterhead]

PHOTO RELEASE FORM

I, _____, hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity.

I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

Signature of Parent(s)/Guardian(s)

Date

Student

Date of Birth

Address

City, State, Zip

Phone

School year

In order to market our schools, contact with the local media may occur. When this contact takes the form of student interviews, it is necessary to obtain permission from parent(s)/guardian(s).

It is necessary to keep the forms on file when they are returned. The form must be renewed annually. (Refer to 315.1 Student Interview Release Form)

[School Letterhead]

STUDENT INTERVIEW RELEASE FORM

I, _____, hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to permit my child to participate in a supervised interview with the news media. This authorization and release covers the use of said interviews in any form and by any media of advertising publicity.

I also understand that the school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such interviews.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

Signature of Parent(s)/Guardian(s) _____
Date

Date of Birth

Address

City/State/Zip

Phone _____
School Year

Exercises are to be conducted no earlier than two days preceding the closing day of school. The Mass is the focal point of the graduation ceremony. The Office of Catholic Education encourages simple and appropriate eighth grade closing exercises and celebrations. Parents/Guardians may not contract for a celebration in the name of the parish/regional elementary school without the consent of the pastor(s).

Any student in 8th grade who fails a major subject for the school year will be mandated to fulfill an academic make up requirement in that subject that meets the approval of the school in order to graduate. Transcripts forwarded to the high school will show either a failure or an incomplete. Once successful completion of the requirement is fulfilled, the transcript will be updated and resubmitted to the high school. Whether that student would be permitted to participate in graduation exercises and related graduation activities is subject to a decision by the principal and pastor on a case-by-case basis. Any student who fails discipline for the school year will be required to perform a school/community service requirement that meets the approval of the principal and pastor. The decision to participate in graduation is up to the principal and pastor.

P/P Display and Allegiance to the Flag
Of the United States of America

Policy No.: S326
Date: 2017
Page No.: 1 of 1

The School Law of the State of Pennsylvania (Section 771) mandates that all educational institutes display the Flag of the United States of America within all school buildings during each day that schools are in session. All administrators and teachers shall establish and direct the conduct of appropriate daily instruction or ceremonies for the purpose of offering and developing allegiance to and respect for the Flag of the United States of America. (Section 771, School Laws of Pennsylvania)

Collaboration is desirable in making the final decision for a change in uniform. The parents should be consulted in determining color, style, price, durability, etc. Careful consideration should be exercised in order that the cost of the uniform is economical.

P/P Request for Cooperation in
Surveys & Research Projects

Policy No.: S328
Date: 2017
Page No.: 1 of 1

Whenever requests are received from individuals engaged in graduate study, research, etc., for cooperation in survey or research studies, express, written permission should be obtained from the Superintendent of Schools before such authorization is granted. In instances where such permission is granted, appropriate safeguards to protect student rights to privacy and parent(s)/guardian(s) choice to cooperate or not, must be part of the agreement. After permission is given, local schools reserve the right to participate.