

CATHOLIC SCHOOL POLICY HANDBOOK

SECTION 4000

STUDENTS

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ADMISSIONS-MICHIGAN CATHOLIC CONFERENCE POLICY

The following statement was adopted and issued by the Board of Directors of the Michigan Catholic Conference on June 16, 1967. Its inclusion here makes it applicable to schools of the Diocese.

"No Catholic child whose parents desire to enroll him/her in any Catholic school in Michigan shall be denied admission to that school on the basis of race, color, national origin or sex."

"No child, regardless of religious affiliation, whose parents desire to enroll him/her in any Catholic school in Michigan which possesses capacity for additional students shall be denied admission to that school on the basis of race, color, national origin or sex."

"Catholic schools shall do everything possible to achieve their purpose in an increasingly adequate way, and to show their special concern for the needs of those who are poor in the goods of this world."

Those of other religions may be accepted unless attendance would cause conflicts for the students due to the religious philosophy of the Catholic school.

A statement of the religious philosophy of the Catholic school, and a signed acceptance form by the parents of the student, should be used as a safeguard against said conflicts.

Policy Adopted: August, 1988

Policy Reviewed: August, 1999 and August, 2008

REGULATION

CATHOLIC SCHOOL POLICY HANDBOOK – SECTION 4000 - STUDENTS

ADMISSIONS

1. In the admission of students to elementary schools, consideration shall be given to these criteria in the following order:
 - a. To children of active parishioners.
 - b. To children who live in neighboring parishes without a school.
 - c. To children from Catholic schools that are closing.
 - d. Non-Catholics.
2. In the admission of students to secondary schools, consideration shall be given to these criteria in the following order:
 - a. To students with brothers and/or sisters already in or graduated from the school.
 - b. To graduates of Catholic elementary schools.
 - c. To children from Catholic schools that are closing.
 - d. To Catholic students from public elementary schools.
 - e. Non-Catholics.
3. The Catholic schools shall **not** be refuge for parents/students who seek to avoid integration in the public schools.
4. When space permits, schools, elementary and secondary, are encouraged to enroll students to achieve cultural and ecumenical balance while maintaining the Catholic identity of the school.
5. Children of the parish presently attending public schools, Catholic children from outside the parish, and children of another faith may be admitted if, on the basis of a personal interview, the pastor or his designated agent, judges the intent and motivation to be in accord with the ideals of Catholic education.
6. In granting financial assistance first consideration shall be given to students from low-income Catholic families.
7. Admission of students in one year does not guarantee readmission of that student in subsequent years. The Catholic Schools may decide not to readmit a student in a subsequent year for any reason or for no reason unless prohibited by Federal or State Civil Rights laws.

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

Children with exceptional needs requiring special class placement are to be accepted if their needs can be adequately met in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the placement proves unsatisfactory, the parents will agree to enroll their child in another school system which provides for special needs of exceptional children.

It is incumbent upon schools to provide the resources necessary to successfully educate any child that the school chooses to admit. Those resources may include resource personnel who can provide additional time and support as needed specialized teaching materials and technological support.

Ordinarily when the private school cannot accommodate the needs of a child requiring special educational programming, a recommendation for special class placement should be made to the parents by the principal, after consultation with the child's teacher(s).

Consultative services for special education are available through the local Intermediate School District.

Policy Adopted: August, 1988

Policy Revised: August, 2008

ADMISSION RECORDS

For the admission of a kindergarten or a first grade child, parents should present:

1. The child's Birth Certificate or some legal verification of the child's birth.
2. Child's Immunization record.
3. The Baptismal record.

For admission of older children, parents are to present the proper transfer of other appropriate documentation from the school previously attended.

Policy Adopted: August, 1988

Policy Revised: August, 2008

ATTENDANCE - COMPULSORY

The Compulsory School Attendance Law requires that all children from 6 to 16 years of age be enrolled in a public or state approved non-public school. The following exceptions are acknowledged:

- The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road to a public school. (If transportation is furnished for pupils in the school district of the child's residence, this exception does not apply),
- The child is in attendance for religious instruction (not more than two class hours per week),
- The child has graduated from high school or has fulfilled all requirements for high school graduation,
- The child is being educated at home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing and English grammar.

Attendance officers may investigate situations where children are not in school.

Policy Adopted: August, 1988

Policy Revised: August, 2008

AGE OF ENTRANCE

Catholic schools in the Diocese of Gaylord will comply with the state laws in regard to admission of pupils.

The law states:

KINDERGARTEN

...A child, resident of the district, is entitled to enroll in the kindergarten if the child is at least 5 years of age on December 1 of the school year of enrollment...

(MCL 380.1147(2).)

If no kindergarten is provided, the child must be at least 5 years of age on the first day of enrollment. Although kindergarten and pre-kindergarten are not mandatory under the compulsory attendance law, both programs are strongly encouraged.

COMPULSORY SCHOOL ATTENDANCE

A child becoming 6 years of age before December 1 shall be enrolled on the first school day of the school year in which the child's sixth birthday occurs. A child becoming 6 years of age on or after December 1 shall be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs.

(Ref. General School Laws, 380.1561(2).)

In a non-graded school, a multi-unit school or a similarly structured school, a special policy regarding the age of admission should be established.

For early admission into school for exceptional children, consult the Secretariat for Education and Formation for the procedure to follow.

Policy Adopted: August, 1988

Policy Revised: August, 2008

ATTENDANCE RECORDS

Each teacher is responsible for maintaining accurate student daily attendance records during the current school year.

Absentee reports shall show exact dates.

Attendance is recorded in the student's cumulative folder at the end of each school year and kept indefinitely on file.

Non-public schools must furnish the following student information to the local school district superintendent or to the intermediate superintendent:

- The name and age of each child who is enrolled at the school,
- The number or name of the school district and the city or township and county in which the parent, guardian, or person in parental relation resides,
- The name and address of the parent, guardian, or other person in parental relation,
- The name and age of each child enrolled in the school that is not in regular attendance.

Comment: Specific forms are provided by the public schools for attendance reporting.

Policy Adopted: August, 1988

Policy Revised: August, 2008

ATTENDANCE AND EXCUSES

It is the shared responsibility of the school and the home to assist students to develop desirable habits of attendance and punctuality.

The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment, or whenever the principal considers that exemption from attendance is in the best interest of the student or the school.

If a student has been absent more than ten days of a report period, the school shall not assign grades for that period unless the work has been satisfactorily made up.

Each school should determine a written policy on prolonged absences.

Principals are authorized to require an explanation in writing from the parent or guardian for the absence of a student for all or any part of the school day. This must be kept on file in the main office.

Policy Adopted: August, 1988

Policy Revised: August, 2008

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Aside from athletic competition and other school events which may cause a student to leave a school early, the principal may release a student during a school day upon request of the parent/guardian. Usually the request is made to the teacher in writing and approved by the school principal.

Teachers are not to release students from school without the prior approval of the principal.

Ordinarily a student in elementary school who is leaving during the school day is picked up from either the classroom or school office (according to local policy) by the parent/guardian or authorized person.

Parents who wish to take their child out of school for several days because of family matters should discuss it and the child's progress with the principal and teacher. Recommendations made to the parents should be recorded. The final decision rests with the parents.

Policy Adopted: August, 1988

Policy Reviewed: July 2007

MEDICAL APPOINTMENTS

Early dismissal for medical or dental appointments should be granted when a written request is made by the parent or guardian.

Parents should be urged to keep such requests to a minimum and should be encouraged to make arrangements for medical appointments during vacation periods or after school hours.

Policy Adopted: August, 2008

TARDINESS

Students are expected to arrive on time for the morning or afternoon sessions as scheduled by the individual school.

A student who arrives late for a session is to follow the procedure of the school in this respect.

Each case of tardiness should be recorded. Where frequent tardiness exists, the teacher and/or principal will confer with the parents to determine the necessary corrective action to be taken.

Policy Adopted: August, 1988

Policy Revised: August, 2008

TRUANCY

If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation and apply appropriate remedies.

In cases of apparent truancy, contact is first made with the parent/guardian. If all efforts to persuade the child to return to school are fruitless, the case should be referred to the attendance officer assigned to the non-public or local public school.

In some cases referral to a school social worker may be helpful.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995 and August, 2008

SUSPENSION

Each school, realizing its obligation to the students, must extend a reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption, or safety necessitate suspension.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical common good of the entire student body.

Parents shall be notified of the suspension and requested to attend a joint conference with their child, school Principal, and any appropriate faculty member(s). In no instance shall a student be asked to leave the school during regular school hours and proceed home without prior notification to and consent of the parent(s)/guardian. The decision to require a student to proceed home alone or await the arrival of a parent/guardian shall be made jointly by the parent/guardian and the Principal.

Immediately following the suspension, notification with details should be given to the Pastor/Pastoral Administrator, who frequently is in a position to be a facilitator and may be able to suggest pastoral remedies. The conference with the parent(s)/guardian and child shall take place within three (3) school days from the suspension, if possible. If the Principal and parent(s)/guardian and child are unable to meet within that time period for any reason, the conference shall be scheduled as quickly as possible. Within that same 3-day period, the Principal may continue investigation of the facts and circumstances leading to the suspension, and shall document the reasons for the suspension. Documentation of the suspension shall be placed in the student's file.

The Principal shall have discretion to extend the suspension beyond three (3) school days, with notification to the parent(s)/guardian.

Policy Adopted: August, 1988

Policy Reviewed: August, 2008

WEAPONS POLICY

The following is the official weapons policy for all Catholic Schools within the Diocese of Gaylord.

1. DEFINITIONS:

- A. A "weapon" is an object which can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapons", as defined by the State law, which includes a firearm, dagger, dirk, stiletto, knife with blade over 3 inches long, pocket knife opened by mechanical devise, iron bar or brass knuckles.
- B. "School premises" include the school building and the adjacent grounds, including, but not limited to, parking lot, playground, student lockers, and busses.
- C. "Immediate vicinity" of the school means within a block radius of the school, and any off-premises school activity site.
- D. A "firearm" means:
 - 1) any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
 - 2) the frame or receiver of any such weapons;
 - 3) any firearm muffler or firearm silencer; or
 - 4) any destructive device.

2. RULES:

- A. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.
- B. A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of a student's pockets (the student empties his/her own pockets), book bags, purse, lunch pail, locker, automobile, or any other items the student has in his/her possession or control. Questioning for the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor/pastoral administrator, or a person acting in the place of any of these persons.
- C. If a student refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including expulsion from school.

- D. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises or in the immediate vicinity of the school. Depending on the nature of the weapon, the local police department may be notified.
- E. Any student found to be in violation of the school's weapons policy is subject to disciplinary action, up to and including expulsion. Any student determined to have brought a weapon to school shall be expelled for a period of not less than one year. The rule regarding expulsion can be modified by the school principal or superintendent on a case-by-case basis whenever, in the principal's sole judgment:
- 1) the weapon was not possessed by the student for use as a weapon;
 - 2) the weapon was not knowingly possessed by the student;
 - 3) the student did not know or have reason to know that the object constituted a dangerous weapon;
 - 4) the weapon was possessed by a student at the suggestion, request or direction of a school or police authority;
 - 5) mitigating circumstances justify other disciplinary action besides expulsion.
- F. If an injury occurs in school, on school premises or in the immediate vicinity of the school, as the result of a weapon, the principal and teachers shall endeavor:
- 1) to have students remain calm and avoid panic;
 - 2) to notify the police, the pastor/pastoral administrator of the parish/inter parish school;
 - 3) to secure the school, and
 - 4) to notify and consult with the Secretariat for Education and Formation. The Secretariat for Education and Formation will, in turn, notify appropriate offices in the Diocesan Pastoral Center.
- G. The principal may use discretion to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Policy Adopted: December, 1995

Policy Reviewed: August, 2008

EXPULSION

Expulsion is defined as the permanent dismissal of a student from the school within a given school year. There are two (2) general situations which can lead to expulsion:

1. When the moral or physical well-being of the student body, school or staff is endangered.
2. When there is a prolonged and open disregard for school policies, authority, or habitual truancy.

The expulsion of student from a Catholic school is such a serious penalty that it hopefully will be invoked rarely. In most cases, the Principal should use available means to discover the cause of a student's problems and should attempt to utilize remedies such as suggesting that parents refer the student to a guidance clinic, physician or priest if, in the Principal's discretion, such remedies are likely to resolve the problems.

There may, however, be situations where immediate expulsion of a student from the school is appropriate. These situations include, but are not limited to, the following:

- a. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.
- b. Assault, battery, or any threat of force or violence directed toward any school or church personnel, volunteers or students.
- c. Use, sale, possession, or control of narcotics or illicit drugs on or about school/church premises.
- d. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
- e. Vandalism of school/church property.
- f. Possession or control of any weapon or other dangerous instrument on or about school/church premises.
- g. Any criminal behavior.

Policy Adopted: August, 1988

Policy Reviewed: August, 2008

PROCEDURE FOR STUDENT EXPULSION

1. The Principal shall seek the advice of the Pastor/Pastoral Administrator and Superintendent (if applicable) regarding any contemplated expulsion.
2. Except in situations involving immediate expulsion, the Principal shall exercise the right of expulsion only after a 3-day suspension to investigate and the conference with the student and parent(s)/guardian referred to under the Suspension Policy (4110-School).
3. If a decision to expel the student is made, the parent(s)/guardian shall be notified in writing of the action by the Principal.
4. The student, his/her parent(s)/guardian may, within five (5) school days following commencement of the expulsion, contact the Superintendent of Schools or his/her delegate, in writing, to have the expulsion reviewed. The manner of the review shall be in the sole discretion of the Superintendent of Schools on a case by case basis. In the event that the expulsion is found to be unfair or inappropriate, the Superintendent of Schools or his/her delegate shall so advise the Principal and action to reinstate the student will be undertaken. In this case, all reference to the expulsion shall be removed from the student's file.

SEARCH POLICY

The following is the official Search Policy for the Diocese of Gaylord.

1. Any student/participant discovered to be, or suspected of, carrying, possessing, concealing or transferring any drugs, alcohol, cigarettes, weapons, or illicit contraband of any nature whatsoever upon school premises or in the immediate vicinity of the school, or during field trips, retreats, or any other youth group experience, shall be immediately subject to a search.
2. The search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of student's/participant's pockets (the student/participant empties his/her own pockets), book bags, purse, wallet, suitcase, lunch pail, locker, automobile, or any other items the student/participant has in his/her possession or control. Questioning for the same purposes may include questioning by an instructor, counselor, chaperone, or other member of the administrative team, pastor/pastoral administrator, Principal, school teacher, or a person acting in the place of any of these persons.
3. If a student/participant refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including dismissal from the group or group activities, or expulsion from school.
4. If a student/participant is found to be in violation of the diocesan weapon policy, all of the provisions in that policy shall apply.

Policy Adopted: May, 1999

Policy Reviewed: August, 2008

TRANSFERS/WITHDRAWALS

A student transferring to a school must present the most recent student evaluation form (report card) as evidence of achievement in the school last attended. If the transfer is not due to a change of address, the principal must contact the former school for confirmation of the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school must request a copy of the student's cumulative record from the "sending" school. A child will be considered a temporary student until the cumulative records have been received from the last school attended and reviewed by the current administration.

Ordinarily the request for student records is made in writing. (See 4240.15, form 15) The student's parents/guardians are to sign the authorization for the release of the student's record .

Policy Adopted: August, 1988

Policy Revised: August, 2008

TRANSFER OF STUDENT RECORDS

The receiving school shall assume the responsibility to request records for transferring students.

The request for student records shall be made in writing.

The principal of the "receiving" school must sign the authorization for student record release before "the sending school" releases the student records.

Transfer of records to schools should ordinarily be by U.S. Mail except if the transfer is between local schools. One copy of the record should be sent and the second copy is retained by the "sending" school so that in the event of a lost copy in the mail, a duplicate record is readily available.

The following procedures apply when the records are received:

1. Start a new cumulative record for the transferring student.
2. Place records from "sending" school within the new cumulative record.
3. Keep on file student records which are part of the local health or public school system.

The principal (or records clerk) should keep an accurate listing of all in-coming and out-going records consisting of the following data:

IN-COMING RECORDS:

Name of Student, Grade/level, Date record received, School received from

OUT-GOING RECORDS:

Name of Student, Grade/level, Date record sent, School sent to

Policy Revised: August, 2008

PROCEDURES FOR TRANSFER OF STUDENT RECORDS

When a student transfers from one school district to another, the receiving school district will send for the records from the previous school of attendance. When transferring student records, the following items have been determined as the most essential needed for initial placement of the student. It is recommended that the records be sent within twenty (20) days upon receiving a request from an educational agency in which a student is enrolled. Schools should determine any additional information to be sent.

1. **STUDENT'S LEGAL NAME/ANY OTHER NAME**
The full name of a person including last name, first name and middle name and any appendage such as Junior or III. Include any other than the legal name, by which a person is known or may have been known, including the maiden name of a married female.
2. **SEX**
A person's sex: Male or Female
3. **DATE OF BIRTH AND VERIFICATION OF BIRTHDATE**
The year, month and day of a person's birth and the type of evidence verifying birth date.
4. **NAMES OF PARENTS/LEGAL GUARDIAN**
The names of the persons having parental or legal guardianship responsibility for the student. If the student is not residing with a parent or legal guardian, information should be included about the responsible adult or domicile.
5. **GRADE LEVEL**
The portion of a school program which represents the work of one regular school term, identified by a designation such as kindergarten, grade 1, or grade 10. If ungraded, state ungraded or any other designation if different from kindergarten and grades 1-12.
6. **DATE OF ENTRY**
The complete date (day, month, year) on which the student entered your school or school system.
7. **DATE OF WITHDRAWAL**
The complete date (day, month, year) the student withdrew from membership in your school. The date of withdrawal from membership is the first day after the date of last attendance or last date of excused absence.

8. NAME, ADDRESS, PHONE NUMBER OF YOUR SCHOOL BUILDING.
9. SUBJECTS TAKEN WITH APPLICABLE MARKS - INCLUDE INTERPRETATION OF MARKING SYSTEM IF NOT SELF-EXPLANATORY
The student's program of studies (name of subject, course, program) and any final mark or report or any other method for evaluating the performance of the student.
10. HEALTH AND SENSORY RELATED CONDITIONS
 - a) Immunization Record
Record of immunization maintained for every student containing information required by the Michigan Department of Public Health.
 - b) Vision and Hearing Test Results
Results of the most recent vision and hearing tests.
11. TEST RESULTS
Results of standardized tests taken by students during the last three years of their attendance in your school. Include results of their attendance in your school. Include results of any college admission and scholarship qualifying tests such as PSAT-/NMSQT, SAT and its achievement tests, and the ACT.
12. IN ADDITION TO ABOVE RECORD DATA, THE SCHOOL WILL SEND THE FOLLOWING DATA FROM A DISABLED STUDENT'S RECORD
 - a) Latest IEPC used to determine eligibility for special education which includes the MET (multi-disciplinary Evaluation Team) Report.
 - b) Latest IEPC review of program if the eligibility IEPC was not within the past year.

(Reviewed: August, 2008)

REQUEST FOR STUDENT’S TRANSCRIPT AND RECORDS

Date: _____

Principal:

I certify that, as of the above date, the following students have enrolled at:

Name of School

Address

City, State, ZIP

Name: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Please send the records on the students listed above including all Remedial, Special Education, and 504 files to the school named above.

Principal’s Signature: _____

STUDENT RECORDS

The principal must provide for the use and keeping of student records in the manner that:

- the good of the student is safeguarded
- reasonable access is given as warranted
- it adheres to all legal provisions

Only the principal should authorize any additional copying of these records and he/she is to do this only in accord with the rules which follow.

Every student record should have a log in sheet in the front of the file. Anytime anyone goes into a student's file, they need to log in and state why they are in the file.

The following basic information should be included in, but not be limited to, any records being transferred:

- Pupil's legal name and any other name
- Sex
- Date of birth and verification of birth date
- Names of parents/legal guardians
- Sacramental Records
- Grade level
- Date of entry
- Date of withdrawal
- Name, address and phone number of your school building
- Subjects taken with applicable marks – explain marking system if not self-explanatory
- Health (immunization records) and sensory (vision and hearing test results) related conditions
- Test results for the last three years, including college admission
- IEP, or latest IEP review, where applicable, and only if written permission is received from the responsible agent
- School of last enrollment

Policy Adopted: August, 1988

Policy Revised: August, 2008

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CLASSIFICATION OF STUDENT RECORDS

The total set of student personnel data maintained in a school at a given time ranges from temporary reports to highly stable factual information. Each category of data requires a distinct arrangement for access and security. Classification according to specific categories follows:

CLASS A - PERMANENT RECORD

A permanent record (cumulative record) is compiled in duplicate and/or maintained for each student enrolled. This record may not be removed from the school by teachers, special service personnel or others. It remains with the last school in attendance. The permanent record contains:

1. Student and family identifying information
2. Residential information
3. Admission and transfer data (schools attended)
4. Attendance data (days absent, times tardy)
5. Academic records/credit earned/transcript
6. Level of achievement/class rank
7. Standardized achievement test scores (Specifically the students MAP Student Progress Report)
8. Sacramental data
9. Record of referral dates for auxiliary or special services
10. Student progress reports
11. Grades/levels completed/date of graduation

The entire original set of permanent records is sent to the receiving school when a student transfers, because that student is no longer a responsibility of the sending school. Because of the long-standing practice of making a copy of the records, and because the original could become lost in the mail, the current practice of retaining the second copy of the record shall be continued.

CLASS B - HEALTH RECORDS

A cumulative health record containing significant health data is compiled and maintained for each student enrolled. This record is usually kept with the student's permanent record.

When a student transfers to another school, it is sent to the receiving school with the cumulative record.

CLASS C - TEMPORARY RECORDS

Temporary records, also referred to as student behavioral records, include important information, but are usually not useful after a period of time. If information meets the following criteria there is a professional obligation to record it:

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1. The information will be helpful to the student by assisting future educators with whom he/she will come in contact while attending present school.
2. The information is factual and objective.

Temporary records should be screened and reviewed for the removal of irrelevant and extraneous materials and are normally not forwarded. Temporary records include:

1. Records of parent-teacher/parent-counselor conferences.
2. Anecdotal and/or assessment reports - dated and signed by person who originated the data.
3. Work samples - only where useful.
4. Disciplinary reports (records of suspensions, expulsion, and data on the hearing if any.)

In some cases, these temporary records may be transferred to Catholic schools within the Diocese of Gaylord and to schools of other systems within or outside the Diocese, i.e. significant disciplinary reports may be transferred as determined in the sole discretion of the school and Office of Catholic Schools.

CLASS D - PRIVATE PROFESSIONAL RECORDS

These records contain important information which has been collected by professional persons to best serve the needs of the student.

All such evaluative reports must be maintained separate from the student's permanent (cumulative) record. Included are:

1. Psychological reports
2. Reports from outside agencies regarding delinquency, psychiatric evaluation, etc.
3. Special education placement documents

Only those professional persons directly involved with the student may have access to confidential evaluation reports.

All evaluation reports should be interpreted and explained to the parents/guardian and/or adult student, teacher, and principal by the examining professional who is qualified to explain and interpret the report.

Parents/guardian and eligible students must be given access to the records within forty-five (45) days - if they so request in writing.

Page 3

These records/reports are not transferred to any other school or agency by the school. This information may be transferred only with the parents/guardians or adult student's written permission through the agency who performed the evaluation.

All such reports are to be destroyed one year after the student transfers to another school or graduates.

Reviewed, August, 2008

PSYCHOLOGICAL REPORTS: ACCESS/RETENTION/REMOVAL/DESTRUCTION**ACCESS**

Psychological reports and special services reports (Class D) are to be kept in a separate file in the principal's or counselor's office.

The fact that a psychological evaluation has been made is to be recorded in the cumulative record folder.

It is the responsibility of the principal and/or counselor to determine which members of the professional staff should have access to these reports for the purpose of providing the educational services needed for student(s). Certificated staff members with a demonstrated interest in the student would ordinarily include:

- the counselor having the student assigned as a counselee;
- a certificated staff member participating in a staff review or case review for a particular student.

Access to such reports shall be restricted to the minimum number of persons.

RETENTION/REMOVAL/DESTRUCTION

1. Psychological reports shall be retained for no longer than one (1) year after the student leaves the school.
2. Psychological evaluations shall be destroyed when removed.

Affirmed: July, 1995

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (also known as the Buckley Amendment) was passed by Congress in 1974. It established national minimum rights and standards concerning the use of school records. The Act contains several important features.

1. It guarantees parents or guardians the right to inspect their child's records.
2. It protects the confidentiality of student records.
3. It provides procedures through which parents can challenge questionable recorded information.

The Act applies to all schools receiving federal education money and to any student who attends or has attended such a school. Students rights may be asserted by their parents until they become 18 (or begin attending a post-secondary institution) at which time the students acquire the rights on their own.

Most Catholic schools are not required by law to follow the rules and regulations of the Family Educational Rights and Privacy Act because they do not receive direct federal funds. However, if a Catholic school has applied for and received direct funds or contracts for programs administered by the U.S. Commission of Education such as ethnic heritage, metric education, environmental education, drug abuse education and others, then these schools are subject to compliance with the regulations or risk the loss of their funding.

Although not adopting all of the provisions of the Act, in keeping with the spirit and purposes of the Family Educational Rights and Privacy Act of 1974, the following procedures are recommended if a parent/guardian, or eligible student desires access to his/her school records:

1. A request is made to the principal in writing by parent/guardian, or eligible student;
2. An appointment is scheduled within fourteen (14) days of the request;
3. The principal, or designee, is to be present to interpret the records;
4. An entry on the Log of Access is to be made.

Parents/students have a right to challenge or contest the contents of the student records to insure their accuracy and fairness. A special procedure (to be followed in dealing with contesting of records) as well as the rules and regulations of the Family Educational Rights and Privacy Act are available from the Secretariat for Education and Formation.

Affirmed: July, 1995, August, 2008

ACCESS TO STUDENT RECORDS

Access to student records is limited to the following:

1. Associate Director of the Secretariat for Education and Formation and his/her designee.
2. Pastors/Pastoral Administrators, School Principals, teachers, and counselors who are employed by the present or admitting school, and/or those who are working directly or indirectly with the student in an administrative, counseling, or diagnostic capacity.
3. Administrative office staff and clerical personnel who are employed by the school and whose duties require that they have access to student records.
4. School health personnel and local/state health department personnel when such access is required in the performance of official duties with administrative approval.
5. Parents or legal guardians of students under 18 who present proper identification. **(There is no distinction in Michigan Law between custodial and non-custodial parents. Unless there is a specific provision in a divorce decree to the contrary, both custodial and non-custodial parents shall have access to the student records of their minor child.)**
6. Students, age 18 and over, upon presentation of proper credentials.
7. Representatives of organizations in the exercise of accrediting functions.
8. All those otherwise authorized by law (See 34 CFR Sec. 99.31)

Other third parties (employer, social agencies, police, FBI, etc.) may have access to student records only with written permission of adult students, parents/guardians.

In the case of a valid court order requesting information on a student's record, the principal shall notify the parent immediately in writing of the information which has been subpoenaed.

A Log of Access to Student Records is kept with each part of the student records.

Affirmed: July, 1995, August, 2008

LOG OF ACCESS TO STUDENT RECORDS

When a request for access to a student record by non-school personnel or a third party is made, a "Log of Access" shall be prepared. It is then filed in the respective student record for future additions.

If parts of the student record are located separately, a separate log shall be kept with each part.

The log shall indicate:

1. Date written request for access was received;
2. Date access was granted;
3. Individual or agency receiving the data;
4. Reason for access;
5. Signature of person releasing the data;
6. Official position of person releasing the data;
7. Proof of receipt of data.

Unless a student's record information is to be deleted or released, the log requirement shall not apply to:

1. Authorized school personnel who inspect school records;
2. Administrative office staff and clerical personnel;
3. School nurses who review the student health record.

Affirmed: July, 1995, August, 2008

LOG OF ACCESS TO STUDENT RECORDS

(Non-school personnel/third party access)

School		Student's Name			
Date Written request for access was received	Date Access was completed	Individual/Agency who is to receive data	Reason for Access	Signature of person releasing data	Official Position of person releasing data

PROOF OF RECEIPT OF RECORDS _____

STUDENT RECORDS IN DIRECTORY INFORMATION

The principal shall designate categories of information to be known as Directory Information. This information will be made available for publication in school directories, yearbooks, annuals, commencement programs or athletic programs.

Categories of Directory Information may include:

1. Student's name
2. Address/telephone
3. Date/place of birth
4. Participation in officially recognized activities/sports
5. Weight and height of members of an athletic team
6. Period of attendance in schools
7. Grade/level
8. Previous schools attended

On or before the first day of class each year, the school must give public notice (e.g. Letter of Information from school, announcement in school paper, student handbook, etc.) of the categories designated as directory information. A parent/guardian or eligible student must notify the school in writing within fifteen (15) days of said notice if any or all such information of their child is not to be published.

No directory information shall be released prior to the fifteen (15) day waiting period other than data covered under the preceding public announcement.

Policy Revised: August, 2008

SECURITY AND PRIVACY OF STUDENT RECORDS

The principal, as custodian of all permanent records, is responsible for maximum physical security and privacy of the records.

The principal shall:

1. See that the student records are kept in a location where he/she will be able to control access;
2. Devise a procedure for assuring that access is limited to authorized persons only;
3. Make maximum provision for protection of records from review by unauthorized and non-school personnel;
4. See that electronically stored records are under the security system of the data center and access by other than school staff shall be under his/her control or direction.

When there is a guidance counselor, he/she is:

1. responsible for all temporary records of his/her assigned students;
2. responsible for all special service reports and psychological reports

Affirmed: July, 1995, August, 2008

RELEASE OF STUDENT RECORDS TO THIRD-PARTY NON-SCHOOL PERSONS

"Release of student records" means that oral or written disclosure in whole or in part, of information in a student record.

Except with written consent of the eligible student or the parent/guardian, information concerning a student may not be released to a third party non-school agency or individual, including:

1. Employer
2. Colleges or Universities
3. Sponsors of scholarships or aid programs
4. City agencies
5. The courts of law
6. Organizations
7. Welfare departments
8. Lawyers, doctors
9. Probation/police officers
10. Military

If, when requesting information about a student, an employer submits its own form, a written request from the student for a release of the information requested must also be provided to the School.

EXCEPTION

The written consent of the parent/guardian for release of information to school and non-school agencies or individuals is not required when the principal or designee determines that a health or safety emergency exists in which the welfare of the student or students requires the release of information before such a consent can be obtained.

Policy Revised: August, 2008

**AUTHORIZATION FOR RELEASE OF STUDENT RECORDS
TO AN INSTITUTE OF HIGHER LEARNING OR PROSPECTIVE EMPLOYER**

TO: _____
(Name of High School)

FROM: _____
(Name of Student)

I hereby authorize the above school to forward any information from my official record which may be requested by an institution of higher learning or a prospective employer.

This request is to remain in force until rescinded in writing by my parents/guardian, or by me.

Signed: _____
(Student)

Signed: _____
(Parent/Guardian if student is under 18)

Date: _____

STUDENT RECORDS EXEMPT FROM REVIEW

Students may not examine financial records of their parents or any information contained therein.

Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, may not be examined if such letters or statements are not used for purposes other than those for which they were specifically intended.

A student may waive his/her rights to inspect confidential recommendations for admission to an educational institution, in applying for employment or for receipt of an honor, providing he/she is notified of the names of the persons making the recommendations and that the waiver is not a requirement.

Personal records/notes on students, which are records kept by staff members, are not considered educational records, provided that they are in the sole possession of the maker.

Policy Revised: August, 2008

UPDATING AND PURGING OF STUDENT RECORDS

Each current student's record file shall be reviewed at the end of each academic year to screen for material that is no longer useful to the student or to the future teachers, principals, or other school staff members.

This purging shall also take place:

1. When records are being transferred to another school or school system;
2. At the end of grades four (4), six (6), and eight (8).

This is the responsibility of the principal and her/his designee.

The criteria for judging whether information should be left in the student's file are:

1. Will the information be helpful to the student and useful to the professional educators involved?
2. Is the information apparently objective and factual?

Affirmed: July, 1995

RETENTION/DESTRUCTION OF STUDENT RECORDS**RETENTION OF PERMANENT RECORDS (CLASS A/CLASS B)**

The student's permanent record (Class A) and health record (Class B) shall be maintained by the last school attended in perpetuity. This requirement may be satisfied by proper microfilming and retention of a copy of the microfilm in fireproof containers or stored in a computer.

Class B records **should never** be forwarded to employers, prospective employers or post secondary education institutions.

DESTRUCTION OF TEMPORARY RECORDS (CLASS C)

Temporary student records shall be destroyed upon graduation of the student from the school, or the graduation of his/her class if the student did not complete school.

RETENTION/DESTRUCTION OF PSYCHOLOGICAL REPORTS (CLASS D)

Psychological reports are retained no longer than one (1) year after the student leaves the school. These reports are destroyed when removed.

Affirmed: July, 1995, August, 2008

ARCHIVE POLICIES – STUDENT RECORDS

Any archived records of students within the Diocese of Gaylord are considered private and closed to the public. Those persons seeking information from school records may submit a request in writing to the Office of the Bishop of the Diocese of Gaylord. The request should indicate specifically what information is desired and the reason for the inquiry. The Bishop of the Diocese of Gaylord will then decide whether or not access will be granted to any portion of the requested information.

Policy Adopted: December, 1998

Policy Reviewed: August, 2008

RELEASE OF STUDENT DATA

Names and addresses of students and their parents/guardian are not to be released to any unauthorized person or agency, especially to sales representatives and commercial enterprises.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

ELEMENTARY GRADUATION

Students graduating from the elementary schools of the Diocese of Gaylord may receive a diploma issued by the school. Public ceremonies for graduation are to be kept simple. Where feasible, the ceremony is to be centered in a special Liturgy planned by the graduates, their teacher(s) and the Presider.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

FIELD TRIP POLICY

Class visits to places of cultural, educational or religious significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following: (Sample form is attached)

1. Name, location and date(s) of the event.
2. Cost to the student.
3. Mode of transportation to be used.
4. Name of supervisor overseeing the activity.
5. Parent's responsibility.

No student shall participate unless a signed parent permission slip for the specific event is on file with the Principal. Medical information, contact persons and authorization for emergency medical treatment must be with the chaperones.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified by the driver. (See form attached)

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. If a bus is used, the vehicle must have a valid state inspection sticker.
5. The minimal, acceptable liability limit for privately owned vehicles is \$500,000 CSL (Combined Single Limited). Due to some insurer limitations, limits of \$250,000 per person/\$500,000 per occurrence are acceptable.

A signed Volunteer Driver Information Sheet must be submitted to the Principal for each vehicle used.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required.

Policy Adopted: August, 1988

Policy Revised: July, 1995

MEDICAL TREATMENT RELEASE FORM

To Whom it May Concern:

As a parent/guardian I do hereby authorize the treatment by a qualified and licensed Medical Doctor in an emergency which, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

Name of Minor: _____ Relationship to you: _____

Reason for which release is intended: _____

Address of Minor: _____ Phone: _____

Emergency Phone: _____ Cell phone: _____

Family Physician: _____ Phone: _____

Address: _____ City: _____

List allergies, medication, contacts, or other pertinent comments:

Health Insurance Data:

Company: _____ Policy: _____

Group: _____ Contract: _____

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Date: _____

Signed: _____
(Parent or Guardian)

DIOCESE OF GAYLORD
VOLUNTEER/EMPLOYEE DRIVER INFORMATION SHEET

I. Driver:

Name: _____ Date of Birth: _____

Address: _____ City: _____

II. Vehicle that will be used:

Name of Owner: _____ Year and Make: _____

Address of Owner: _____ Model: _____

_____ License Plate: _____

Registration Expires: _____ Inspection Expires: _____

If more than one vehicle is to be used requested information must be provided for each vehicle.

III. Insurance Information: The insurance coverage for a privately owned vehicle is the limit of the insurance policy covering that specific vehicle.

Insurance Company: _____

Policy Number: _____

Expiration Date: _____

Liability Limits of Policy*: _____

***Please Note:** The minimal, acceptable liability limit for privately owned vehicles is \$500,000 CSL (Combined Single Limit). Due to some insurers limitations, limits of \$250,000 per person/\$500,000 per occurrence are acceptable.

IV. Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer/employee driver, I hold a valid driver's license and have the required insurance coverage in effect on any vehicle used to transport students, co-employees, service recipients and/or act on behalf of the church or related entities.

(Signature)

(Date)

V. Recommendation:

Only experienced drivers, i.e. 21 or over, should transport students.

ATHLETIC TRANSPORTATION POLICY

Bus transportation to and from the athletic event is preferred, especially for larger athletic teams (such as football or baseball/softball teams). However, private vehicles can be utilized to transport students to or from athletic contests, but the following must be verified by the driver (see Volunteer Drive Information Sheet attached).

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. If a bus is used, the vehicle must have a valid state inspection sticker.
5. The minimal, acceptable liability limit for privately owned vehicles is \$500,000 CSL (Combined Single Limited). Due to some insurer limitations, limits of \$250,000 per person/\$500,000 per occurrence are acceptable.

A signed, Volunteer Driver Information Sheet must be submitted to the Coach/Principal for each vehicle used.

Following the athletic competition in which the student/athlete has competed, the student may, in the discretion of the parent, be released to return home in a private passenger vehicle of a parent/guardian or an adult driver 21 years of age or older. The following conditions apply:

1. The parent/guardian must notify the athletic coach in writing that they are taking the student/athlete with them.
2. If the parent/guardian wishes to have another adult parent or driver 21 years of age or older take their student/athlete home in a private passenger vehicle from the athletic event, the parent/guardian must notify the athletic coach in writing prior to the student/athlete's release.

Policy Adopted: August, 2008

CHILD ABUSE OR NEGLECT (ACTUAL OR SUSPECTED)**STATE OF MICHIGAN LAW - PUBLIC ACT NO. 238**

It is legally required that cases of actual or suspected child abuse or neglect be filed immediately in accordance with the State of Michigan Child Protection Law (Public Act 238) by school administrators, teachers, counselors, nurses, physicians, coroners, medical examiners, law enforcement officers or any duly regulated child care provider.

A person required to report an instance of suspected child abuse or neglect who fails to do so is civilly liable for the damages proximately caused by the failure. (Sec.13.(1))

A person required to report an instance of suspected child abuse or neglect who knowingly fails to do so is guilty of a misdemeanor. (Sec.13.(2))

Reports shall be made immediately to the local Family Independence Agency if reasonable cause exists to suspect child abuse or neglect. A report made by telephone shall be followed by a written report within seventy-two (72) hours by the person making the oral report.

Any citizen should recognize a moral responsibility to seek adequate child protection, if child abuse or neglect is suspected, by contacting the Family Independence Agency. However, private citizens are not legally liable if they do not report. Michigan Compiled Laws (1982) Child Protection Law Act 238 (1975) 722.621 (p.556).

A person acting in good faith who makes a report or assists in any other requirement of this act shall be immune from civil or criminal liability which might otherwise be incurred thereby. (Sec. 5)

The identity of a reporting person shall be confidential subject to disclosure only with the consent of that person or judicial process. (Sec. 5)

Form F.A.-3200 (Rev. 4-96) shall be used for filing the written report. A sample of this form follows, please contact the local Family Independence Agency Office for copies of the actual form which is to be kept on file in the school office.

Policy Adopted: August, 1988

Policy Reviewed: August, 1999

WELFARE, HEALTH, AND SAFETY PRECAUTIONS

Any serious illness or accident is to be brought to the attention of the principal as quickly as possible. A parent/guardian or emergency contact person of the injured student is to be contacted as soon as possible.

A seriously injured student is to be moved only by trained personnel.

The school must be concerned with the health and safety of all students. Anything that could be considered a health or safety hazard in the school building or on the school grounds must be eliminated.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

EMERGENCY INFORMATION

Emergency procedure information for each student must always be available for quick reference.

Either a card on each student or the student data form must be readily available to the principal and teachers.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995

REPORTING SCHOOL RELATED ACCIDENTS

The Student Accident Report should be used to record all injuries occurring during the school day on school premises, or during school-sponsored activities. Three copies of the completed reports are to be made:

- one is sent to Gallagher Bassett Insurance Services;
- one is sent to the Secretariat for Education and Formation;
- one is kept in the file of the local school office.

All injuries of a serious nature are to be reported to the Secretariat for Education and Formation as soon as possible or at least twenty-four (24) hours from the time the injury occurred.

Policy Adopted: August, 1988

Policy Revised: July, 1995

STUDENT ACCIDENT REPORT

SCHOOL _____ MCC UNIT NO. _____ PHONE: (____) _____ - _____

ADDRESS: _____ CITY: _____ ZIP: _____

NAME OF INJURED STUDENT: _____ DATE OF BIRTH: _____ GRADE: _____

PARENT'S NAME: _____ PHONE: (____) _____ - _____

PARENT'S ADDRESS: _____
(NUMBER & STREET) (CITY) (ZIP)

DATE OF ACCIDENT: _____ TIME: _____ AM _____ PM _____

SPECIFIC LOCATION OF ACCIDENT: _____

PERSON SUPERVISING: _____ TITLE: _____

DESCRIBE HOW ACCIDENT OCCURRED: _____

DESCRIBE ACCIDENT LOCATION, SURFACE AND CONDITION: _____

DESCRIBE INJURY, EXTENT, AND PART OF BODY: _____

NAME OF PERSON PROVIDING FIRST AID: _____

DESCRIBE FIRST AID ADMINISTERED: _____

WERE PARENTS NOTIFIED? YES ___ NO ___ HOW? _____

BY WHOM? _____ AT WHAT TIME? _____

LIST WITNESSES, ADDRESSES, AND PHONE NUMBERS:

PERSON MAKING REPORT: _____ PHONE (____) _____ - _____

TITLE: _____ DATE OF REPORT: _____

ALL ACCIDENTS SHOULD BE REPORTED TO THE PRINCIPAL'S OFFICE ON THIS FORM ON THE DAY THEY OCCUR.

STUDENT ACCIDENT SUPPLEMENTAL INSURANCE IS PROVIDED BY A SEPARATE PROGRAM THROUGH MICHIGAN CATHOLIC CONFERENCE. HOWEVER, TO PROTECT THE DIOCESE FROM POTENTIAL LIABILITY, THIS REPORT MUST BE COMPLETED FOR ALL INJURIES OTHER THAN MINOR CUTS AND BRUISES..

PLEASE REPORT ALL INJURIES IMMEDIATELY TO GALLAGHER BASSETT SERVICES, INC.:

IF UNIT LOCATED IN ARCHDIOCESE:
PO BOX 687, SOUTHFIELD MI 48037
(248) 352-1062 FAX (248) 350-1710

IF UNIT LOCATED OUTSIDE ARCHDIOCESE:
PO BOX 1448, EAST LANSING MI 48826-1448
(517) 351-3100 (800) 926-1819 FAX (517) 351-552

MEDICAL PROBLEMS

It is the responsibility of the parents/guardian to inform the principal and appropriate teacher(s) if a student is subject to chronic medical problems that may need attention while in school.

The teacher(s) should be briefed on the care of such student(s) in the event of an attack or seizure.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995

HEALTH EXAMINATION/IMMUNIZATIONS

A parent or guardian must have the child immunized and present a verified certificate of immunization before a child may enter school in this state.

A principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of 1 dose of an immunizing agent against each of the diseases specified by the local health department has been received and certified by a health professional or the local health department. In the case of a child with the minimum dosage, an updated certificate of immunization must be submitted within 4 months after initial attendance showing that the immunizations have been completed.

Exemptions:

- A child is exempt from this requirement as to specific immunization for a period of time if a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.
- A child is exempt from this requirement if a parent or guardian presents a written statement to the administrator that the requirement cannot be met because of religious convictions or other objections to immunization, and the school believes that admittance of the child will not create a serious health risk to the student body.

Policy Adopted: August, 1988

Policy Revised: August, 2008

ADMINISTERING MEDICATIONS FOR PUPILS AT SCHOOL

All schools are to follow the model Policies and Guidelines for Administering Medications to Pupils at School issued by the Department of Education.

Generally those policies include the following requirements:

1. The pupil's parent/guardian must give the school written permission and request to administer medication(s) to the pupil.
2. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
3. A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
4. Medications other than those self-possessed by the pupil shall be stored in a school location that is kept locked.
5. A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year and discarded one year after the pupil's graduation from high school.
6. All individuals designated to administer medication shall receive in-service training on district policies and procedures related to this responsibility. School staff should be trained by a licensed registered professional nurse, physician or physician assistant who has knowledge of local school medication policies and procedures.
7. A copy of the Model Policies and Guidelines for Administering Medications to Pupils at School shall be provided to all school staff and individuals designated to administer medications, and upon request, to a pupil's parent/guardian.

Policy Adopted: March, 2001

Policy Reviewed: August, 2008

MEDICATION/TREATMENT AUTHORIZATION FORM

Name of Student _____ Birth Date _____

School _____ Grade _____

SECTION I

To be completed by the physician or licensed health care provider on all medications
(REQUIRED)

Diagnosis / Purpose of medication / treatment (optional) _____

Name of medication / treatment _____

Dosage _____ Frequency _____ Time _____ Route _____

Start date _____ Stop date _____ Indefinite _____

Instructions, adverse reactions, storage requirements, etc. _____

Physician's signature _____ Date _____

Physician's Name (print) _____

Physician's Address _____

SECTION II

To be completed by Parent/Guardian (REQUIRED)

Medications and treatment supplies will be brought to school by the parent/guardian unless other safe arrangements are necessary and possible. All medication should be kept in a labeled container as prepared by a pharmacy, physician or pharmaceutical company and labeled with the student's name, route, dosage and frequency. The prescription renewal and medication/treatment supply shall be the responsibility of the parent/guardian.

The student is responsible for presenting himself/herself on time and for taking the medication as prescribed. The undersigned parent/guardian shall notify the school district in writing in the event the prescription shall be discontinued.

I request that the medication/treatment be administered in conformance with the physician/licensed health care provider directions and according to the School District's policy. I give permission for the physician/healthcare provider/staff and school district staff to share information needed to assist my child with medication needs.

Parent/Guardian Signature _____ Date _____

INSURANCE (STUDENT COVERAGE)

A group plan for student accident insurance is made available by the Diocese, through the Michigan Catholic Conference, for all students enrolled in a Catholic School. The plan is in effect from August 1 to July 31.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August 2008

PREGNANT STUDENTS

In this delicate area, it is of paramount importance that the principals have a predetermined guide for discretionary action. The controlling moral issue is the sanctity of human life.

The concerns of those dealing with the issue shall be the physical, emotional and spiritual welfare of the girl and her unborn child, and the families involved. Proper spiritual guidance and counseling, as well as medical contacts, should be facilitated.

Policy Adopted: August, 1988

Policy Revised: August, 2008

STUDENT ATTIRE

Catholic schools in particular must be concerned about the educational environment. In the matter of dress, the community, custom, and the economic conditions should be considered.

The principal, through the school handbook or other written communication, informs all parents/guardian and students about acceptable standards of attire.

Policy Adopted: August, 1988

Policy Reviewed: August, 1999

STUDENT EVALUATION - GRADING

Grading, as a means of reporting student progress, must be based on specific data gained from a variety of evaluative techniques, such as: direct observation, pre- and post-tests, daily performance, student's self-evaluations, interviews and other methods.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

PARENT-TEACHER AND/OR PARENT-TEACHER-STUDENT CONFERENCES

A conference with parents/guardian of each student is to be held at least once a year for the purpose of discussing constructively the student's rate of progress in school and other matters of mutual concern.

Parent-teacher conferences are not considered part of an official school day.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

ACCELERATION

Acceleration may be granted in exceptional cases upon the recommendation of the teacher, approval of the principal, and with the written approval of the parents/guardian.

The student's social and emotional maturity should be seriously evaluated whenever special promotion is considered.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

RETENTION

Every effort should be made to meet the individualized needs of students, utilizing special services as needed. Ordinarily, students who have completed a grade to the best of their ability should be promoted to the next grade.

Exceptions may be made in particular cases when in the judgment of the teacher(s), principal, and parents/guardian, the retention seems to be in the best educational interests of the student. Prolonged absences alone is not sufficient reason for retention.

The student's parents/guardian should be informed about the possibility of retention as early as possible, but not later than at the beginning of the second semester.

If the recommendation for retention is rejected by the parents/guardian, a notation should be made on the student's cumulative record for future reference.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008