

CATHOLIC SCHOOL POLICY HANDBOOK

SECTION 1000

ADMINISTRATION

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ADMINISTRATION
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MISSION STATEMENT

Each Catholic School is responsible for the development of a mission statement which provides for the unified purpose and direction of all formal educational programs within the school system.

Policy Adopted: August, 1988

Policy Revised: August, 2008

ACCREDITATION/EVALUATION

All Catholic schools (elementary and secondary) are to apply for and receive accreditation from the Michigan Nonpublic School Accrediting Association (M.N.S.A.A.).

Catholic high schools may also have received other appropriate accreditation, as recommended by the Michigan Department of Education.

If a school has any reason to consider its accreditation in jeopardy, the administrator is to inform the Secretariat for Education and Formation immediately for the purpose of seeking help to retain its accredited status. A school may not eliminate accreditation without approval from the Secretariat for Education and Formation.

An evaluation of each school in the Diocese takes place every seven (7) years.

In the evaluation of the total education program of a Catholic school, the members of the evaluation team shall have expertise at the educational level they are evaluating. In the disciplinary areas which involve values, team members shall have background and experience in Catholic education. It is desirable that all evaluators have an understanding of the financing of Catholic schools. The principal of the school is the administrator of the evaluation process; i.e., makes provision for the scheduling and other logistical matters, and coordinates the financial remuneration (where required) from the school (parish) budget.

To assist in school evaluation, the Secretariat for Education and Formation will assist in providing for teams of evaluators.

Policy Adopted: August, 1988

Policy Revised: August, 2008

REGULATION

ADMINISTRATION

R-1004-School

EVALUATION OF SCHOOLS

The complete evaluation of an elementary or high school includes a three-phase process:

- Phase One: A self-study carried out by the faculty, staff, Catholic School Committee, and representative parents of the individual school. This step usually requires at least one year.
- Phase Two: An on-site evaluation of the school, its staff and curriculum by a visiting committee.
- Phase Three: The school's development of an improvement plan based on the findings of the evaluation report.

A school will be evaluated in terms of what it is striving to accomplish. Therefore, it is essential that the school faculty carefully consider its purposes and beliefs about the nature of a quality Catholic educational program for its own particular students. On such a developed philosophy and statement of beliefs, the school's program is planned, carried out and evaluated. Therefore, the school's goals and objectives become the norm against which the visiting team measures the school's progress.

ADMINISTRATIVE FORMS

At the beginning of the academic year every school shall complete and submit to the Secretariat for Education and Formation the following forms:

- NCEA Data Bank Form
- School Information Form (Electronic)
- School Financial Data (Electronic)
- School Professional Staff Roster (Electronic)
- Student Population Trends & Data Form (Electronic)
- Copy of School Budget
- Copy of current list of ALL school staff & their titles
- Copy of School Calendar
- Copy of Parent/Student Handbook
- Copy of Michigan Department of Education SM4325 Report, filed electronically with the State of Michigan
- Copy of Non-Public School – Personnel Report also filed electronically with the State of Michigan

The above-mentioned forms are to be submitted to the Secretariat for Education and Formation Office by September 30.

Policy Adopted: August, 1988

Policy Revised: August, 2008

MEDIA RELEASE POLICY

Written permission of parents/legal guardian is needed for promotional activities involving students.

Parents need to be aware that during the course of school and school sponsored events, students will occasionally be photographed and/or videotaped for various school publications, website, newspaper articles, etc. Written permission of parents/legal guardians should be on file prior to using a student’s image for any promotional activity.

SAMPLE:

Photo Permission:

I understand that during the course of school and school sponsored events, students will occasionally be photographed and/or videotaped for various school publications, website, newspaper articles, fundraisers etc. I hereby authorize such activities to take place.

Child’s Name (Please print) _____

Parent Signature _____ Date _____

Policy Adopted: August, 1988

Policy Revised: August, 2008

BUS INSPECTION/BUS INSURANCE

When non-public schools provide their own transportation to students to and from school, they must be aware of and adhere to all regulations that provide for the safe operation of buses.

The department of state police shall inspect each school bus annually. The department of state police determines, where school bus defects have been found, if the school bus meets the requirements of this act and the rules promulgated pursuant to this act. (Act 107 of 2006)

Such buses shall also be insured through the self-insurance program.

Policy Adopted: August, 1988

Policy Revised: July, 1995

SCHOOL CALENDAR

The school principal has the responsibility of developing and providing adherence to a calendar which satisfies the statutory requirements for an academic year.

All principals are to send a copy of their school calendar to the Secretariat for Education and Formation by September 30.

Policy Adopted: August, 1988

Policy Revised: July, 1995

DAYS OF INSTRUCTION

There are no state requirements for the number of days and hours for non-public schools. The Diocese of Gaylord has accepted the State's requirements for its constituents which are as follows:

- The required minimum number of hours for first through twelfth grades is **1,098 hours** of pupil instruction. A full-time kindergarten pupil must be scheduled for at least one-half of those minimum required hours (549 hours). Instructional hours are based on the actual time that instruction is scheduled and provided for a given grade level or group of pupils.
- The first **30 hours** of scheduled pupil instruction that is not provided because of conditions not within the control of the school authorities such as severe storms, fires, health conditions, etc., shall be counted toward the required 1,098 hours of pupil instruction.
- Diocesan schools may apply up to **20 hours** of time for teacher professional development toward the minimum requirement for pupil instruction hours.

Any partial day may be counted as a day of instruction, but only the actual hours in session can be counted toward the annual hour requirement

Policy Adopted: August, 1988

Policy Reviewed: August, 2008

CODE OF CONDUCT

Each school will have a written code of conduct which reflects the Catholic Philosophy of the school. It should contain those regulations which are necessary for the health and safety of each individual as well as the proper order of the school.

This code of conduct is most effective if it is the product of a collaborative effort among students, teachers, administrators, and parents.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

CODE OF CONDUCT

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential to the learning situation. The Catholic school, as a faith community, encourages the proper atmosphere conducive to learning, not only academic skills, but Catholic values as well.

Each student should have freedom and encouragement to express individuality in school as long as his/her conduct does not intrude upon and endanger the freedom of others - especially upon the freedom of his/her peers to receive instruction.

The school's responsibility for helping each pupil to develop his/her unique abilities to the maximum must be emphasized. A rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program is desirable and recommended.

Ordinarily, the classroom teacher is responsible for proper order and behavior in the classroom.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action. When, in the judgment of a teacher, an individual or a group effectively challenges his/her authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, a teacher shall report such activity at once to the administrator who is empowered to institute appropriate corrective and/or disciplinary action.

SCHOOL HANDBOOK

Each Catholic School in the Diocese shall provide parents/legal guardians and teachers with a School Handbook which shall include, but is not limited to:

- Mission Statement of School
- Overview of School Program
- Student expectations
- Parent expectations
- Curriculum
- School Calendar
- Discipline policy
- Property damage policy
- Fire drill, tornado drill, bomb threat, and lockdown procedures
- Technology policy
- Media Release policy
- Grievance procedure
- Emergency Closing Procedure - Weather/Epidemics

Policy Adopted: July, 1995

Policy Revised: August, 2008

ADMINISTRATOR/TEACHER FAITH-FORMATION DOCUMENTATION

The Secretariat for Education and Formation has developed a process of faith formation for all Catholic school administrators and teachers. Each School shall maintain up-to-date documentation on this faith-formation for every administrator and teacher in the school.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

EMERGENCY PROCEDURES

The school principal is responsible to see that all personnel know exactly what to do in an emergency. Emergency procedures for evacuating the building in case of fire and taking cover in the event of a tornado warning shall be briefly and clearly written out. **Each school shall have an emergency crisis plan consistent with Diocesan policies.**

Policy Adopted: August, 1988

Policy Revised: August, 2008

EMERGENCY CLOSING: WEATHER/EPIDEMICS

In case of emergency, school principals must exercise their responsibility in making decisions on closing school.

Each administrator may make a decision appropriate to his/her level of administrative jurisdiction.

Accordingly, the Secretariat for Education and Formation has the authority to close the Diocesan system or any part thereof. The local superintendent of a consolidation has similar authority relative to the consolidated schools. The principal has this authority limited to his/her school.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

EMERGENCY CLOSING: WEATHER/EPIDEMICS

Emergency closing of school because of inclement weather must be announced to personnel and students according to a definite plan by the local school principal. Most radio stations provide school codes for such announcements and may be utilized by the school principal. Two or three stations must be chosen by the principal that he/she will use consistently to announce closings and/or changes in scheduling. At the beginning of the school year parents must be notified of the stations that will be used either through the School Handbook or School Newsletter.

In most cases, the principal will attempt to coordinate the Catholic school schedule with that of the local public school schedule.

Other emergency closings, caused by boiler breakdown, epidemics, etc., may be determined by local principal. Notification of such closings must be made to the Secretariat for Education and Formation.

Local police departments, crossing guards, bus companies and those serving the school must be notified of any change in the daily schedule by the school principal.

FIRE EMERGENCIES

The first person to discover a fire sees that the building is evacuated immediately; that is, sound the internal fire alarm. He/she is to then call the fire department emergency number in their area - giving the exact address and location of the fire. He/she is to notify the principal's office as soon as possible.

The last person to leave a room shall check to be sure that everyone is out and then close the door.

The teacher takes his/her class attendance record or register and takes roll to make sure that all students are accounted for. If a student is missing, a firefighter must be notified immediately.

Speed is subordinate to control and order. There is to be no talking, running, or pushing in hallways, nor skipping steps on stairs.

Teachers are to maintain control of students at a safe distance from the fire and fire-fighting equipment and wait until they receive directions from the principal.

Emergency procedures for each school must be readily accessible to all personnel.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

EMERGENCY DRILLS

The law requires that some drills be conducted during lunch, recess, or other times when a significant number of students are gathered but not in the classroom. It is suggested that drills be conducted as early in the new school year as possible.

State law requires **five** fire drills per year. Three of the fire drills shall be held in the fall and 2 shall be held during the remaining part of the school year.

A minimum of **two tornado safety drills** is required for each school year. These drills shall be conducted for the purpose of preventing danger related to potential hazards and injuries caused by severe weather.

Two lockdown/shelter in place drills (occupants are restricted to the interior of the building and the building secured appropriate to an emergency such as hazardous materials release or intruder on or near premises) **must** be conducted during the course of the school year.

Policy Adopted: 1973

Policy Revised: August, 2008

**EMERGENCY DRILLS
Documentation Form**

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Type of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: _____

Date of Drill: _____ Time drill was held: _____ (am/pm)

Exact Time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: _____

This report is for emergency drill # _____ for school year _____.

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: _____

Lock Down/Shelter in Drill Place drill was COORDINATED with:

- Emergency Management Coordinator

Name and Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee of MSP)

Name and Title _____

OR

- Fire (fire chief or designee)

Name and Title _____

FIRE SAFETY

All legal requirements for fire safety, including fire drills, fire extinguishers and fire exits shall be met.

Every teacher must be instructed regarding the location and use of fire boxes and the responsibility of ringing the alarms when necessity arises.

All halls, doors and stairs must be free of obstructions. Fire doors are to be kept closed. However, all doors and exits are to be unlocked during school hours and when the school is open to the public.

Furnaces, electrical installations, fire extinguishers and the building in general, should be inspected regularly for possible health and safety hazards.

Emergency exit routes shall be posted in each room. Exits must be properly marked and exit lights on when the building is occupied.

An adequate warning system shall be maintained to facilitate emergency evacuation of the building(s).

A school public address system, if available, shall be used as a secondary warning device in the event the fire alarm system malfunctions.

All occupants, **with no exceptions**, shall leave the building whenever a fire alarm is sounded.

The local fire department makes rules and regulations with regard to the use of candles, Christmas tree lights and open flames within the school.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995, August, 2008

DISASTER PROCEDURES/BOMB THREATS

It is the principal's responsibility to develop a comprehensive plan for civil defense for use in the event of a bomb threat or other disasters. This plan shall include:

- (a) a warning system different from the fire alarm (e.g. distinct ringing of school bell, announcement over public address system, etc.)
- (b) the designation of places to which the children will be taken.
- (c) the supervision of practice drills at irregular intervals.
- (d) instructions for interview of caller (See following Form)

BOMB THREATS

If a telephone or written bomb threat is received by a school, the police department is to be notified immediately. This is a police matter. Accept the decision of the police authorities concerning the course of action to be taken.

Policy Adopted: August, 1988

Policy Revised: August, 2008

SAMPLE BOMB THREAT RESPONSE REPORT

Phoned in Threat:

Questions to Ask:

Exact Wording of the Answer:

- 1. When is bomb going to explode? _____
- 2. Where is it right now? _____
- 3. What does it look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. What is your address? _____
- 9. What is your name? _____

DETAILS OF THE WORDING OF THE THREAT:

Caller's Voice: ___ male ___ female ___ adult ___ juvenile ___ soft ___ loud ___ slow ___ rapid ___ distinct
 ___ calm ___ laughing ___ angry ___ crying ___ deliberate ___ excited ___ normal ___ deep
 ___ raspy ___ accent ___ lisp ___ disguised ___ slurred ___ nasal ___ stutter ___ ragged
 ___ cracking voice ___ clearing throat ___ deep breathing ___ familiar

If the voice is familiar, who did it sound like? _____

Background Sounds: ___ street noises ___ house noises ___ factory machinery motor ___ office ___ booth
 ___ animal noises ___ voices ___ long distance ___ clear ___ other

Threat Language: ___ well spoken ___ rational ___ irrational ___ foul ___ incoherent ___ taped
 ___ message read by threat maker

Written Threat

Describe _____

Where found? _____

Face-to-Face Threat

Who made the threat? _____

Exact Words: _____

To who is the threat directed? _____

Suspicious Package

Describe: _____

Where was package found? _____

Person who received threat: _____ Date/Time: _____

SEVERE WEATHER/TORNADOES

TORNADO WATCH (Forecast of possibility of tornado)

The principal must have a plan (steps) to be taken in the event that more severe weather develops.

Parents may come to school and get their children at any time during severe thunderstorm warnings, tornado watches or warnings.

TORNADO WARNINGS (Tornado is approaching)

If a tornado warning is in effect in the locality of a school, pupils should be taken to a safe place. A basement area will provide the best protection. If the building is of reinforced construction, keep the pupils inside, but away from the windows, and preferably in an interior hallway on the lowest floor.

Areas such as auditoriums and gymnasiums with large, poorly supported roofs are extremely dangerous.

Children must not be sent home during a tornado warning. Parents may come to school and get their children at any time during a tornado warning.

Policy Adopted: August, 1988

Policy Reviewed: July, 1995

INVENTORIES

The Principal shall maintain an accurate and complete written inventory of the following items which are used in the Catholic School:

- Equipment
- Books
- Instruction Materials
- Furniture

This inventory is to be reviewed and updated each year, and kept on file in the school office.

For purposes of insurance, a copy of this inventory needs to be filed in a safe place other than in the school.

Policy Adopted: August, 1988

Policy Revised: August, 2008

**LAW ENFORCEMENT MEASURES
CHILD ABUSE INVESTIGATIONS**

Principals and teachers shall observe the following rules in the event a police officer or other governmental agent requests to interrogate a student within the school building regarding suspected child abuse:

1. The Principal shall allow police officers or other governmental agents to interrogate a child upon request in a time, place and manner which will safeguard the student's privacy as much as possible under the circumstances.
2. The Principal or a delegate should be present during any interrogation within the school building, or in the immediate vicinity of the interrogation.
3. Principals and teachers shall not release oral or written confidential information regarding a student without the student's parent's written permission or a court order.
4. Private investigators, lawyers, or representatives of insurance agencies are not governmental agents and shall not be allowed to interrogate, or obtain information about, students without the student's parent's written permission or a court order.
5. The Principal shall request that governmental agents or police officers present their appropriate credentials prior to interviewing a student.
6. Principals and teachers shall not allow a police officer or any governmental agent to strip search any student without a written court order.

Policy Adopted: July, 1995

Policy Revised: August, 2008

**LAW ENFORCEMENT MEASURES
INVESTIGATION OF CRIMES OTHER THAN CHILD ABUSE**

Principals and teachers shall observe the following rules in the event a police officer or other governmental agent requests to interrogate a student within the school building or to take a student into custody for issues other than child abuse:

1. Parents/guardians must be contacted and are to be present or give written consent prior to any uninvited action by the police or governmental authorities to interrogate a student within the school building.
2. The Principal or a delegate shall be present during any interrogation within the school building.
3. Principals and teachers shall not release oral or written confidential information regarding a student without the student's parent's written permission or a court order.
4. Private investigators, lawyers, or representatives of insurance agencies are not governmental agents and shall not be allowed to interrogate, or obtain information about, students without the student's parent's written permission or a court order.
5. The Principal shall request that governmental agents or police officers present their appropriate credentials and obtain prior written parental consent before interviewing a student.
6. Principals and teachers shall not allow a police officer or any governmental agent to strip search any student without a written court order.

Policy Adopted: July, 1995

Policy Revised: August, 2008

PATRIOTISM

Our American heritage grants freedom of schooling with the individual freedoms guaranteed by law. The right of nonpublic schools to exist, implied in the Constitution, has been affirmed by the United States Supreme Court (1924). Accordingly, patriotic respect for Country is both a privilege and a responsibility.

Patriotism is to be encouraged through the Pledge of Allegiance, the display of the flag in the classroom, and patriotic music and drama.

Each school shall display a large United States flag on a staff in a conspicuous place on the school grounds. The flag is flown at all times during school hours, inclement weather excepted. It may be flown at night if there is a light which will provide proper illumination.

It is the responsibility of the principal and teachers to arrange for special observance of national holidays.

Also, September 17 has been designated as Constitution Day. This statute requires all educational institutions receiving Federal funds to hold an educational program on the United States Constitution for the students served by the educational institution. The law is not specific on the content or length of the education program.

Policy Adopted: August, 1988

Policy Revised: August, 2008

POLITICAL CAMPAIGN ACTIVITY

During an election campaign, tax exempt organizations remain free to address issues of concern to them and to their membership, even when such issues are relevant to the campaign. However, such discourse must focus on issues and not personalities." Mark Chopko, General Counsel, U.S. Catholic Conference, 1988. Section 501(c) (3) of the Internal Revenue Code governs what tax-exempt organizations may and may not do in terms of political activity. While such organizations are prohibited from participation in political campaigns on behalf of or in opposition to candidates, issue-oriented speech -- even that which overlaps campaign issues -- is permissible. Issue oriented speech is a right protected by the First Amendment to the U.S. Constitution. It is a right which extends to churches, as well as to individuals and other exempt organizations.

- 1) Activities in which private parochial schools **may participate:**
 - A) Letter-writing campaigns and other efforts to educate legislators about issues of concern and to seek support for legislation.
 - B) Distribution of informational materials about current federal, state or local law, as well as legislative proposals. The names, addresses and phone numbers of pertinent lawmakers to be contacted may be provided.
 - C) Information about public policy issues may be included in school speeches and bulletins during an election year. No reference to or bias for or against any candidate for elective office is permitted.
 - D) Non-partisan voter-registration drives. Again, no bias for or against any candidate for elective office is permissible.
 - E) General voter education. Materials may include candidates' views on various issues based on statements, voting records, or responses to candidate questionnaires provided that the materials are not biased, cover a wide range of issues, and take no position on the issues covered. Editorial comment is not permitted. Voter education materials should state their purpose explicitly and disclaim any intent to endorse or oppose any candidate for elective office. Voter education materials should be reviewed by an exempt organization's legal counsel prior to publication and distribution.
 - F) Non-partisan public forums, debates or lectures. Public forums should include all eligible candidates, and it is advisable that a variety of issues be addressed. The sponsoring group must not, however, indicate its views on the issues being discussed, comment on candidate responses, or indicate a bias for or against any candidate.
- 2) Activities in which private parochial schools **may not participate:**
 - A) Distribution of partisan campaign literature or partisan voter education materials.

- B) Establishment or support of political action committees.
 - C) Provision of financial support -- including volunteers, facilities or mailing lists -- to candidates' political action committees or political parties.
 - D) Issuance of statements, whether written or spoken, in support of or in opposition to any candidate for political office.
- 3) Activities in which individual employees of private parochial schools **may participate:**
- Employees and officials of tax-exempt organizations, acting in their individual capacities, may participate freely in the political process. Such persons should, however, make it clear that they are acting on their own behalf and not as representatives of any exempt organization.
- 4) Activities in which employees of private parochial schools **may not participate:**
- Employees and officials of tax-exempt organizations, even though acting in their individual capacities, may not participate in the political process through the use of any school computers, websites, copying or facsimile machines, or other telecommunications or media devices directly or indirectly involving any of the restricted political campaign activities noted above.

Policy Adopted: August, 2008

REGISTRATION PROCEDURE/CUMULATIVE RECORDS

Each school will develop a procedure for registration. Appropriate forms are to be developed to secure the necessary student and family data. Registration forms for the students should include, but are not limited to, the following information:

- Name, Address, Home Phone, Birth date, Grade Entering, Sex and Sacramental Records
- Parents name and contact information, custodial parent,
- Emergency Data:
 1. Persons Other than parent to notify in emergency: Name, Address, Phone
 2. Physician preferred to emergency treatment: Name Address, Phone
 3. Hospital
- Health information
 1. Pertinent medical problems or physical disabilities
 2. Medications taken regularly
 3. Wear eye glasses

Information supplied on the registration form is transferred to the permanent cumulative record.

The records should be updated on an annual basis.

Policy Adopted: August, 1988

Policy Revised: August, 2008

STUDENT DATA FORM

 (Date) _____ (School)

Child's Name _____ Grade Entering _____
 (Last) (First) (Middle)

Home Address _____
 (Number & Street Name) (City) (Zip)

Home Telephone Number _____ Place of Birth _____
 Sex: M F Birth date _____ (City & State)

Emergency Data

In case of an accident or serious illness the school will first contact a parent.

1. PERSONS OTHER THAN PARENT TO BE NOTIFIED IN EMERGENCY SITUATION WHEN PARENT IS NOT AVAILABLE:

 (Name) (Address) (Phone)

 (Name) (Address) (Phone)

2. PHYSICIAN PREFERRED FOR EMERGENCY TREATMENT:

 (Doctor's name) (Address) (Phone)

3. Hospital: _____

Health Information

4. Does the child have medical problems or physical disabilities, etc.?

 (please specify)

5. Does student take any medication regularly? _____ Yes _____ No

6. Does student need to wear eye glasses during the school day? _____ Yes _____ No

For survey purposes ONLY.

Race: _____ American Indian _____ Black _____ Caucasian
 _____ Hispanic _____ Oriental _____ Other

Religion: _____

Family Data

	Father	Mother (Maiden)
1. Name		
2. Country or State of Birth		
3. Language spoken in the Home		
4. Place of work & occupation		
5. Business phone		
6. Religion		
7. Marital Status	Married _____ Separated _____ Divorced _____ Remarried _____ Deceased _____	Married _____ Separated _____ Divorced _____ Remarried _____ Deceased _____
9. Name of Step Parent and/or legal guardian		
10. With whom does the child reside?		

Children in the Family (Youngest to Oldest)

Name	Birth date	School	Grade/Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parish/Church Data

We are registered members of _____ Parish/Church
We attend _____ Parish/Church
We live within the boundaries of this parish: _____ Yes _____ No

Sacrament(s) this child has received (if applicable):

	Church	City	Date
Baptism	_____	_____	_____
Confirmation	_____	_____	_____
1st Communion	_____	_____	_____
1st Confession	_____	_____	_____
	_____ Signature		

SAFETY

The Principal is to develop appropriate written guidelines at the local level to advance safety in and around the school.

Guidelines should include at a minimum the determination of who is responsible at specific times and places for supervision of:

- Lunchroom
- Playground
- Gym
- School Bus
- Instruction areas whenever students are present.

This supervision requires actual physical presence. That is, if the students are outside, the supervisor must also be outside.

Students are not permitted to leave school premises without permission of the principal or delegate and written permission from parents/guardians.

Students are not to be sent out of the school on errands or an activity during school hours unless a parent/guardian has been contacted and verbal and/or written authorization has been received.

Policy Adopted: August, 1988

Policy Revised: August, 2008

SAFETY GLASSES

Industrial quality eye protective devices are required to be furnished by the schools in courses where exposure to eye danger exists. An eye protective device shall meet the standards based upon the operation involved. Eye protective devices shall be sanitized when 2 or more students use the same device.

See Public Act 269 – MCL 340.1301, 340.1302, 340.1303, 340.1304 for definitions of dangerous materials, for courses requiring eye protection and for further details.

Policy Adopted: August, 1988

Policy Revised: August, 2008

TRAFFIC SAFETY

Every school should have an established traffic pattern for pick-up and drop-off of students.

Crossing guards, if any, are to be given a copy of the school calendar for the year, and are to be notified in advance of any change in the calendar.

Where there is a school safety patrol, written permission the parents/guardian is required for a student to participate in this activity. Safety patrol members are not permitted to direct vehicular traffic.

Policy Adopted: August, 1988

Policy Revised: August, 2008

SECURITY/KEYS

It is the responsibility of the school, principal or delegate, to issue all school keys and keep an exact inventory of them.

Requests for permanent issuance of keys shall be made only where the employee regularly needs a key to carry out normal activities necessitated by the position which he/she holds.

All keys are to be coded for identification and a record kept in the office. It is strictly forbidden that there be any duplication of keys that have been issued. School keys are never to be out of one's immediate possession.

Keys are ordinarily not loaned to students; they are never given to students to give them unsupervised access to buildings outside of school hours.

All keys are to be returned to the principal at the conclusion of the school year.

Policy Adopted: August, 1988

Policy Revised: August, 2008

PROPERTY DAMAGE

Parents/guardians of students will be held responsible for the replacement of property damaged, and materials damaged or lost, through the willful acts or negligent acts of their children.

Policy Adopted: August, 1988

Policy Revised: August, 2008

REGULATION

ADMINISTRATION

R-1174-School

VANDALISM

All incidents of illegal entry, theft of property, vandalism, or willful damage to school/parish property, are to be reported to the principal as soon as it is discovered.

Accordingly, the principal is directed to take the following action:

1. Identify the student(s)/individuals involved.
2. Contact persons, including the parents/guardians, needed to study the causes and to advise them on appropriate disciplinary action.
3. Decide upon disciplinary action and/or upon assessment of costs against the parents/guardians of the students under 18 years of age, or against the student, if over 18 years of age.
4. Take any constructive actions possible to guard against future student misbehavior.
5. File a written report of the incident within twenty-four (24) hours of discovery.
6. Contact local law enforcement authorities at school's discretion.

Vandalism reports are to be kept on file in the school office indefinitely.

SUBSTANCE ABUSE

Drug usage includes the use or possession of, alcohol, tobacco, and any illegal substance as well as the abuse of any legal substances.

Drugs, as defined above, are not to be carried, purchased, sold or consumed on school property.

In seeking a solution, school officials should balance the personal good of the individual involved and the common good of the student body.

The principal should notify the parents/guardians, pastor/pastoral administrator and Secretariat for Education and Formation upon the discovery of a student involved in the selling/using of drugs on school property.

A conference shall be held promptly with the student and parents/guardians together. Recourse to special counseling agencies should take place in conjunction with guidance personnel.

Policy Adopted: August, 1988

Policy Revised: August, 2008

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

The Occupational Safety and Health Administration (OSHA) has issued regulations whose purpose is to reduce or eliminate the possibility of an employee contracting any of a series of diseases that are spread through body fluid contact. The Occupational Exposure to Blood borne Pathogens Standards became fully effective on October 1, 1992.

The two viruses of most concern are the Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV). Prevention of HBV exposure is the main purpose of these regulations in the school setting. HIV and HBV are potentially life-threatening blood borne pathogens. These viruses are transmitted through exposure to blood and other infectious body fluids and tissues.

All teachers, staff and volunteers in the Catholic School should be made aware of the exposure control procedure.

Policy Adopted: July, 1995

Policy Revised: August, 2008

COMMUNICABLE DISEASE CONTROL POLICY

Catholic Schools in the Gaylord Diocese should work cooperatively with local, county and state agencies to enforce and adhere to the state Health Codes for prevention, control, and containment of communicable diseases in their buildings.

The Principal or designee must exclude a child who is out of compliance with the required immunization schedule. Program personnel shall complete and coordinate all immunization data, waivers and exclusions including the necessary immunization Assessment Program forms to provide for preventable communicable disease control.

The Principal or designee may exclude students and/or personnel from classes who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well being of that individual. All reportable communicable disease will be referred to the local health unit by the principal.

The decision to close a program due to a communicable disease outbreak is at the discretion of each local administration. Consultation on such decision should be sought from the pastor, Secretariat for Education and Formation, and/or local health officials.

Communicable disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate administrators and/or health officials.

Policy Adopted: August, 1988

Policy Revised: August, 2008

SMOKE-FREE ENVIRONMENT

Smoking shall be prohibited in all parish/school buildings and areas, during regularly scheduled times when students are present for class (academic or religious education) and/or related activities including, but not limited to, athletic events and other sponsored student co-curricular activities.

Policy Adopted: August, 1994

Policy revised: August, 2008

SUPERVISION

The principal or delegate is responsible for adequate supervision of students during regular school hours. All members of the faculty share this responsibility with the principal.

Instructional areas are to be supervised whenever students are present.

At least one adult supervisor must be present to supervise the school grounds and building during noon hour, recess periods, and during the entering and exiting of students for classes/activities.

School buses and bus zones at the school must also be supervised.

Policy Adopted: August, 1988

Policy Revised: August, 2008