

ADMISSIONS	5.100
ADMISSION OF STUDENTS	5.101
ADMISSION REQUIREMENTS	5.102
ADMISSION OF SPECIAL NEEDS STUDENTS.....	5.103
INTERNATIONAL STUDENTS AND EXCHANGE VISITORS (SEVIS).....	5.104
NON-CATHOLIC STUDENTS.....	5.105
ATTENDANCE.....	5.200
STUDENT ATTENDANCE	5.201
NOTIFICATION NECESSARY FOR RELEASING STUDENTS	
DURING SCHOOL HOURS	5.202
RELEASE OF STUDENTS TO POLICE.....	5.203
PROVISIONS FOR HOME INSTRUCTION.....	5.204
EMERGENCY INFORMATION FOR STUDENTS	5.205
COMMUNICABLE DISEASES	5.206
SUSPENSION.....	5.207
EXPULSION.....	5.208
APPEAL PROCESS.....	5.209
CORPORAL AND OTHER PROHIBITED FORMS	
OF PUNISHMENT	5.210
PROGRESS.....	5.300
DUAL ENROLLMENT WITH NON-ACCREDITED SCHOOLS	5.301
PROMOTION AND RETENTION FOR STUDENTS IN	
PARISH ELEMENTARY SCHOOLS.....	5.302
WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS	5.303
GRADUATIONS	5.304
RECORDS.....	5.400
PERMANENT RECORDS.....	5.401
CLINICAL RECORDS	5.402
HEALTH RECORDS	5.403
RELEASE OF RECORDS	5.404
TRANSFER STUDENTS	5.405
WITHHOLDING SCHOOL RECORDS.....	5.406
RELEASE OF NAMES AND ADDRESSES	5.407

STUDENT CONDUCT	5.500
STUDENTS CODE OF CONDUCT.....	5.501
SEARCH AND SEIZURE	5.502
SUBSTANCE ABUSE.....	5.503
USE OF ELECTRONIC COMMUNICATION.....	5.504
PREGNANCY	5.505
ABORTION	5.506
MARRIAGE AND COHABITATION.....	5.507
DRESS CODE.....	5.508
USE OF TECHNOLOGICAL DEVICES.....	5.509
INTERNET ENGAGEMENT	5.510
HARASSMENT.....	5.511
CRIMINAL GANG-LIKE ACTIVITY.....	5.512
BULLYING.....	5.513
WEAPONS.....	5.514
HEALTH, SAFETY, AND WELLNESS	5.600
IMMUNIZATION.....	5.601
MEDICATION POLICY.....	5.602
SCHOOL NURSE	5.603
STUDENT WELLNESS	5.604
CHILD ABUSE AND NEGLECT	5.605
PHYSICAL EXAMINATION.....	5.606
ACCIDENTS	5.607
ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL.....	5.608
EPIPEN® ADMINISTRATION.....	5.609
RECORDS FOR MEDICAL PREPARATIONS.....	5.610
SAFETY OF STUDENTS.....	5.611
SCHOOL BUILDINGS	5.612
FIRE SAFETY.....	5.613
CIVIL PREPAREDNESS.....	5.614
BOMB THREATS.....	5.615
TRAFFIC SAFETY	5.616
SCHOOL SAFETY AND CRISIS INTERVENTION PLANS.....	5.617

VISITORS AND/OR UNAUTHORIZED PERSONS..... 5.618
PARENTS WHO ARE SEX OFFENDERS..... 5.619

5.100 ADMISSIONS

5.101 ADMISSION OF STUDENTS

POLICY

Approved: September 1, 2009

The schools of the Archdiocese of Hartford admit qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of Hartford do not discriminate on the basis of race, color, ancestry, national and ethnic origin, or sex, except in the case of single sex schools, in the administration of educational policies, admission policies, and scholarship and loan programs.

Because of limits in their resources and programs, the schools of the Archdiocese of Hartford may not be able to provide an appropriate education to all students with special needs.

Preference for admission shall be given to students of the Catholic faith.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

The school's admission policy shall be clearly written in the Parent-Student Handbook.

The Principal/Chief Administrator shall ensure that the school abides by the non-discriminatory policy regarding students and publish such policy in the school's Parent-Student Handbook.

Each applicant and his/her parents/guardians shall have a pre-admission interview with the Principal/Chief Administrator or his/her designee.

High school territorial marketing areas established by the Office of Catholic Schools will be maintained only for visits by the high schools to Catholic elementary schools and by Catholic elementary school students to the high schools. High schools may pursue all other marketing efforts without regard to the territorial guidelines, but with a sensitivity to each secondary school's home town.

The school should make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition, and make an equally strong effort to make sure that those who are able to pay tuition do so.

5.101 ADMISSION OF STUDENTS (CON'T)

Admission criteria shall vary from school to school, depending upon the objectives of the school, its resources, and the type of community served. Each school is encouraged to have a recruitment program. Schools may consider the following priorities for student admission:

Elementary and Middle School

1. Catholics who have brothers and sisters attending the school;
2. Catholic students from the parish(es) sponsoring the school;
3. Catholic students from other parishes in the Archdiocese of Hartford;
4. Catholic student from parishes outside the Archdiocese of Hartford;
5. Students whose parents/guardians are alumni of the school;
6. Non-Catholic who have brothers and sisters attending the school; and
7. Other non-Catholic students

The decision of the Pastor is final.

Archdiocesan High Schools

1. Catholics who have brothers and sisters attending the school;
2. Catholic students from the parish(es) in the territories assigned by the Office of Catholic Schools;
3. Catholic students from a parish school served by a given Archdiocesan high school;
4. Catholic students from other parishes in the Archdiocese of Hartford;
5. Catholic students from parishes outside the Archdiocese of Hartford;
6. Students whose parents/guardians are alumni of the school;
7. Non-Catholic students who have brothers and sisters attending the school;
8. Other non-Catholic students.

The decision of the Chief Administrator of a school is final.

5.102

ADMISSION REQUIREMENTS

POLICY

Approved: September 1, 2009

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

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

PROCEDURE

Approved: September 1, 2009

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

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

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

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

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

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

5.103

ADMISSION OF SPECIAL NEEDS STUDENTS

POLICY

Approved: September 1, 2009

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed special needs, a school shall make a determination as to whether or not it feels it can provide an appropriate education for that child. Each child must be considered on an individual basis. A school must consider:

- The severity and degree of the disability;
- The level of support needed from special services and any special equipment the student may require;
- The number of students with disabilities currently enrolled in an assigned class;
- The school's resources, such as available support personnel, class size, accessibility of school facilities, etc.;
- The accommodations, if any are necessary, and the school's ability to meet those accommodations; and
- The child's individualized education plan (IEP) if one exists, and the school's ability to meet the IEP.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Principals may engage the services of the Office of Catholic Schools to assist in making a determination of whether a student's educational needs can best be met in the least restrictive environment (LRE) in a particular school setting.

5.104

INTERNATIONAL STUDENTS AND EXCHANGE VISITORS (SEVIS)

POLICY

Approved: September 1, 2009

Schools must obtain a Certificate of Eligibility for Non-immigrant Students in order to enroll non-immigrant students through the Office of Catholic Schools.

PROCEDURE

Approved: September 1, 2009

The Office of Catholic Schools is an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS).

Each school should designate a SEVIS contact who shall work with the student, parent/guardian, and Archdiocese to complete, process, communicate, update, and verify all information required by SEVIS.

Schools are to implement the procedures below to facilitate the I-20 process for international students.

Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all of the school's admission requirements.

The school forwards a copy of the student's acceptance letter to the Office of Catholic Schools at the time of acceptance. The letter should identify the parent/guardian in the United States who shall be acting on behalf of the student in the SEVIS process. A copy of the legal guardian's authority to act on behalf of the student/parent is also required. The parent/guardian and SEVIS school representative shall work with the Office of Catholic Schools to complete the computerized I-20 form via the SEVIS system.

The I-20 form is completed and printed out for appropriate signatures. The parent/guardian sends the form to the parent/student in the home country. The parent/student presents the I-20 form to the U.S. embassy in the home country to receive a visa for entry to the United States.

When the student arrives in the United States and begins classes, the Office of Catholic Schools shall contact the school to verify the student's attendance and shall update the student's initial status to active status.

The student's attendance must be updated each semester, and the Superintendent's office shall contact the school to verify the student's attendance.

5.105

NON-CATHOLIC STUDENTS

POLICY

Approved: September 1, 2009

The non-Catholic student shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

The school's purpose and requirements shall be explained to the parents/guardians at the time of registration.

PROCEDURE

Approved: September 1, 2009

The non-Catholic student shall be required to attend and participate in the religion class. Teachers should be sensitive to the student's ability to understand, and should be respectful of his/her personal religious convictions.

Non-Catholic students shall be required to be present for Mass and other religious services. They shall not be required to participate in such services, but should be invited and encouraged to do so to the extent they are able. They may not be permitted to receive the Holy Eucharist or the Sacrament of Penance/Reconciliation.

The Code of Canon Law does not object to the reception of Communion by Christians of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church. Members of these churches are urged to respect the discipline of their own churches.

Non-Catholic students, like other students, shall be required to participate in service learning projects sponsored by the school.

5.200 ATTENDANCE

5.201 STUDENT ATTENDANCE

POLICY

Approved: September 1, 2009

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

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

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

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

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

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

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

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

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

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

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

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

5.202

NOTIFICATION NECESSARY FOR RELEASING STUDENTS DURING SCHOOL HOURS

POLICY

Approved: September 1, 2009

A student should not be released from the school during the school day without the written request and consent of the parent/guardian. Students should be released only to a custodial parent/guardian; a non-custodial parent/guardian only after the school makes a determination that such non-custodial parent/guardian is authorized to take the child; or to a person designated and authorized by the custodial parent/guardian. The individual to whom the student is being released should be required to come into the school, show identification, and sign the student out.

Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc., without written parental permission and approval by the Principal.

PROCEDURE

Approved: September 1, 2009

Students must only be released through a definite process conducted through the school's main office.

Schools must request identification from the authorized person signing the student out of school.

Each school is expected to have an emergency information form on file for each student.

Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made.

High school students who have driven themselves to school must never be allowed to drive themselves home if they are being dismissed for medical reasons.

5.203

RELEASE OF STUDENTS TO POLICE

POLICY

Approved: September 1, 2009

Police and other government officials are required to directly deal with the Principal/Chief Administrator in requesting an interview with a student.

PROCEDURE

Approved: September 1, 2009

Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal/Chief Administrator. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PROVISIONS FOR HOME INSTRUCTION*POLICY**Approved: September 1, 2009*

A student unable to attend school for health reasons is eligible for home instruction provided through the local public school district's board of education.

The Superintendent must approve any provision for home instruction not related to health reasons.

*PROCEDURE**Approved: September 1, 2009*

A student who begins home instruction is, for attendance and legal purposes, temporarily transferred from the Catholic school to the public school system, and is marked as such in the attendance record with notation and reason. Upon completion of home instruction, the student is returned to the Catholic school and marked as re-entering in the attendance record.

Ordinarily, home school instruction is limited to students with health issues. In rare cases, the Principal/Chief Administrator shall request approval from the Superintendent of provisions for home instruction. Requests should be made in writing, detailing the rationale for home instruction.

5.205**EMERGENCY INFORMATION FOR STUDENTS***POLICY*

Approved: September 1, 2009

Revised: May 17, 2010

Schools must keep emergency information for each student enrolled in the school. This must include pertinent information in case of accident or illness.

Emergency information records must be retained until superseded or the student leaves the school. At such time, emergency information records must be destroyed.

PROCEDURE

Approved: September 1, 2009

The school must arrange for parents to update emergency information each year. Parents/Guardians must send emergency information changes throughout the school year as they occur.

5.206

COMMUNICABLE DISEASE

POLICY

Approved: September 1, 2009

School administrators shall report all known or suspected cases of communicable disease immediately to the local health department and the Superintendent, and follow all requirements of the health department.

A student infected with HIV/AIDS shall be allowed to attend school and other classes as long as the student poses no reasonable risk to himself/herself or to other persons in the school.

The right to privacy of the infected individual, student or employee, shall be respected at all times.

5.207

SUSPENSION

POLICY

Approved: September 1, 2009

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

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

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

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

PROCEDURE

Approved: September 1, 2009

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

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

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

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

EXPULSION*POLICY*

Approved: September 1, 2009

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

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

PROCEDURE

Approved: September 1, 2009

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

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

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

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

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

5.209

APPEAL PROCESS

POLICY

Approved: September 1, 2009

Parish Schools

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

Archdiocesan High Schools

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

5.210**CORPORAL AND OTHER PROHIBITED FORMS OF PUNISHMENT***POLICY**Approved: September 1, 2009*

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

5.300 PROGRESS

5.301 DUAL ENROLLMENT WITH NON-ACCREDITED SCHOOLS

POLICY

Approved: September 1, 2009

The Catholic schools of the Archdiocese may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day. This position is taken because of the Archdiocese's commitment to operating accredited schools.

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

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

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

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

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

5.303

WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS

POLICY

Approved: September 1, 2009

A school may require a student to withdraw for serious academic reasons if the school is unable to meet a student's needs. If such a request is made, the following conditions must be fulfilled:

- Sufficient advance notice of the request must be given in writing to the student and parents;
- The required progress reports shall have been given to the student and parents;
- The student and parents shall have been given the opportunity to discuss with the appropriate staff personnel the future school placement of the student; and
- The school must cooperate with any receiving school in matters concerning the placement of the student in an instructional program.

5.304

GRADUATION

POLICY

September 1, 2009

Revised: May 17, 2010

Each parish school shall develop graduation exercises, to be celebrated in a simple, dignified manner, at the conclusion of kindergarten and eighth grade.

Archdiocesan high schools shall develop a formal graduation ceremony, to be celebrated in a dignified manner, at the conclusion of the high school course of studies.

In order for a student to qualify for graduation in an Archdiocesan high school, all academic requirements must be met in full.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Each Archdiocesan high school must formulate a written statement of its requirements for graduation. A copy of the statement must be available to all teachers, students, and parents.

Each parish school must formulate a written statement for the completion of grade eight (8).

Parish schools shall create their own promotion certificates for kindergarten.

Parish schools shall use the standardized diploma approved by the Office of Catholic Schools that shall include the signatures of the Archbishop, Pastor, Superintendent, and Principal.

Graduation exercises in a parish school may not take place any earlier than one week before the last instructional day of the school year.

Archdiocesan high school diplomas shall include the signatures of the Archbishop, Superintendent, President, and Principal, if applicable.

Graduation exercises in the secondary schools may not take place any earlier than two weeks before the last instructional day of the school year (this includes semester examinations).

No student shall be excluded from the graduation ceremony except for the most serious reason and with the approval of the Pastor/Chief Administrator.

5.400 RECORDS

5.401 PERMANENT RECORDS

POLICY

Approved: September 1, 2009

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

PROCEDURE

Approved: September 1, 2009

Permanent record folders shall include:

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

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

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

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

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

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

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

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

5.402

CLINICAL RECORDS

POLICY

Approved: September 1, 2009

An individual folder, separate from the permanent record folder, shall be kept for a student's reports from psychological or clinical evaluations. These reports are confidential and shall remain in the school and shall be returned to the parent/guardian when the student leaves the school, unless the parent/guardian requests in writing that they be transferred to another school.

Parental/Guardian permission must be given to transfer any records with regard to any psychological evaluations and/or strategies implemented, in relation to any special education services received by the student while attending the school.

PROCEDURE

Approved: September 1, 2009

When a student performance appears to indicate the need for an individual psychological examination, a joint conference with the Principal/Chief Administrator, teacher, and parent/guardian shall be arranged. If further measures are indicated, the parent/guardian shall be referred to the proper person or agencies. The Principal/Chief Administrator may require the testing as a condition of continued enrollment of the student.

5.403**HEALTH RECORDS***POLICY*

Approved: September 1, 2009

A health record for each student, with accurate and current information, shall be kept in a school file in a place designated by the Principal and school nurse.

The school shall follow policies of related health immunizations and screenings as directed by local and state statutes as long as they do not violate Catholic moral teachings.

PROCEDURE

Approved: September 1, 2009

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

5.404**RELEASE OF RECORDS***POLICY*

Approved: September 1, 2009

All material in the student's file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, the parents/guardians, and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information.

Release to non-school personnel shall require written permission of the parent/guardian or a court subpoena.

PROCEDURE

Approved: September 1, 2009

Each school shall allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

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

TRANSFER STUDENTS*POLICY*

Approved: September 1, 2009

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

PROCEDURE

Approved: September 1, 2009

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

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

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

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

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

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

WITHHOLDING SCHOOL RECORDS*POLICY**Approved: September 1, 2009*

School records and report cards shall not be withheld from students as a disciplinary measure for non-payment of tuition if all academic requirements have been completed.

If final or quarterly grades are completed, they must be recorded on the transcript and/or quarterly report and the parent/student is entitled to a copy of the transcript and/or quarterly report. Thus, quarterly reports or transcripts are not to be withheld if, in fact, grades are completed.

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

Students whose tuition is not current by the end of a school year shall be denied admission for the next school year unless other tuition payment arrangements have been made with the Pastor/Chief Administrator.

A Pastor/Chief Administrator who has made a decision to allow a student to continue his/her studies in the second semester, regardless of any outstanding tuition payment(s) due by the parents at year-end, shall allow the student to participate in the graduation exercise.

Not withholding the above, in the case of high school students whose tuition charges have not been paid in full prior to the dates assigned for final and mid-term examinations, the examinations are not to be corrected, thus rendering the final grades incomplete, and no course credit shall be given. An exception to this procedure may be made by the Chief Administrator. Written notice of the exception and the reason for it should be made by the Chief Administrator.

5.407**RELEASE OF NAMES AND ADDRESSES***POLICY**Approved: September 1, 2009*

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

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

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

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

5.500 STUDENT CONDUCT

5.501 STUDENTS CODE OF CONDUCT

POLICY

Approved: September 1, 2009

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

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

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

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

SEARCH AND SEIZURE

POLICY

Approved: September 1, 2009

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

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

PROCEDURE

Approved: September 1, 2009

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

SUBSTANCE ABUSE*POLICY*

Approved: September 1, 2009

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

A “prohibited substance” is defined as:

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

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

PROCEDURE

Approved: September 1, 2009

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

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

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

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

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

USE OF ELECTRONIC COMMUNICATION*POLICY**Approved: September 1, 2009*

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

This policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

5.505

PREGNANCY

POLICY

Approved: September 1, 2009

As Catholic teaching upholds the dignity of life, students shall not be expelled for pregnancy. However, the student may be required to leave for a period of homebound instruction at a time decided by the Pastor/Principal/Chief Administrator and after consultation with parents, student, and doctor.

PROCEDURE

Approved: September 1, 2009

- When school personnel become aware of the pregnancy, the Pastor/Principal/Chief Administrator must meet with the pregnant student and then her parent/guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following procedures shall be implemented:

- The Pastor/Principal/Chief Administrator of that school must meet with him and then his parent/guardian.
- He must be involved in a counseling program similar to that provided the mother to-be.

The school shall assist the pregnant student in completing her education by allowing her to continue attending classes, or by referring her to an appropriate alternative program, or homebound instruction.

If the student is to remain in school, she shall be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition allows.

If the student desires to return to the school after the birth of the child, the school shall facilitate her continuance only with appropriate documentation from a healthcare provider.

The condition of pregnancy itself must not exclude the student from participating in school activities and events. However, the Principal/Chief Administrator, in consultation with the Superintendent, the parent/guardian, and in the case of parish schools, the Pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

ABORTION*POLICY**Approved: September 1, 2009*

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother-to-be of the unborn child must be treated with compassion and respect.

5.507

MARRIAGE AND COHABITATION

POLICY

Approved: September 1, 2009

If a marriage of a student is recognized as valid by the Catholic Church, the student may remain in the school until graduation.

Cohabitation and a marriage not recognized as valid by the Catholic Church may be cause for expulsion.

5.508**DRESS CODE***POLICY*

Approved: September 1, 2009

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

School uniforms are expected.

PROCEDURE

Approved: September 1, 2009

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

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

5.509

USE OF TECHNOLOGICAL DEVICES

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

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

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

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

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

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

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

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

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

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

5.510**INTERNET ENGAGEMENT***POLICY**Approved: September 1, 2009*

Engagement in online blogs or postings, such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, YouTube®, etc., shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

HARASSMENT*POLICY*

Approved: September 1, 2009

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

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

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

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

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

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

PROCEDURE

Approved: September 1, 2009

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

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

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

5.512

CRIMINAL GANG-LIKE ACTIVITY

POLICY

Approved: September 1, 2009

Criminal gang-like activity shall not be tolerated on school grounds or at any school-sponsored activity. Students shall not wear/display explicit gang-like symbols. Violation may result in expulsion, suspension and/or other appropriate disciplinary action as deemed appropriate by the Principal/Chief Administrator.

Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

PROCEDURE

Approved: September 1, 2009

When student participation in criminal gang-like activity is suspected/observed on school grounds or at any school-sponsored activity, the following steps shall be taken:

- The teacher or other person having the aforesaid information shall notify the Principal/Chief Administrator of the school wherein the student is enrolled;
- The Principal/Chief Administrator, in consultation with appropriate resources, shall gather information to make a determination of student involvement in criminal gang-like activity;
- Upon confirmation of student involvement in criminal gang activity, the student's parents/guardians shall be notified, appropriate action shall be taken, and written documentation shall be kept on file;
- If activity cannot be confirmed and concerns exist about student behavior, the student's parents/guardians shall be notified, the concerns expressed to them and written documentation of notification kept on file;
- Local law enforcement should be notified if a criminal act occurs.

BULLYING*POLICY*

Approved: September 1, 2009

Revised: May 17, 2010

Bullying is prohibited in all Catholic schools in the Archdiocese. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

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

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

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at the school-sponsored activity, which acts are repeated against the same student over time. Bullying includes physical intimidation or assault; extortion; oral, written or electronic threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; and social isolation.

PROCEDURE

Approved: September 1, 2009

School employees, students, and parents who become aware of any act of bullying must report the incident to the school administrator for further investigation.

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

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

5.513**BULLYING (CON'T)**

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

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

5.514**WEAPONS***POLICY*

Approved: May 17, 2010

No student may possess or use, or attempt to possess or use a deadly weapon, dangerous instrument, including a firearm, or electronic defense weapon while on school premises, during any school term, or off school premises at a school-related activity, function or event.

No student may possess or use a deadly weapon, dangerous instrument, including a firearm or an electronic defense weapon in an aggressive, offensive manner, or in conjunction with any other illegal activities.

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

5.600 HEALTH, SAFETY, AND WELLNESS

5.601 IMMUNIZATION

POLICY

Approved: September 1, 2009

All schools are required to comply with Connecticut state law regarding immunization requirements for students. All students must have required immunizations prior to being allowed to attend school, unless exempted by law.

“Each local or regional board of education, or similar body governing a nonpublic school or schools, shall require each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B and any other vaccine required by the schedule for active immunization adopted pursuant to section 19a-7f before being permitted to enroll in any program operated by a public or nonpublic school under its jurisdiction.”

“Before being permitted to enter seventh grade, a child shall receive a second immunization against measles. Any such child who (1) presents a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Public Health; or (2) presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contraindicated because of the physical condition of such child; or (3) presents a statement from the parents/guardians of such child that such immunization would be contrary to the religious beliefs of such child; or (4) in the case of measles, mumps or rubella, presents a certificate from a physician or from the director of health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or (5) in the case of hemophilus influenza type B has passed his fifth birthday; or (6) in the case of pertussis, has passed his sixth birthday, shall be exempt from the appropriate provisions of this section.”

“If the parents/guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall, on the recommendations of such board of education, be paid by the town.” (Connecticut General Statutes, Sec 10-204a)

5.602

MEDICATION POLICY

POLICY

Approved: September 1, 2009

Students are not allowed to carry medication, including non-prescription medication, on their person. The school nurse shall only give medication, which is necessary for a student to remain in school, during school hours.

PROCEDURE

Approved: September 1, 2009

Medication is to be brought to the office by the parent/responsible party. If the medication is liquid, it must be accompanied by a calibrated medication dispenser, which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist shall be administered during school hours. Medication shall be dispensed by the school nurse or nurse practitioner.

Each student's medication must be in its original container, clearly labeled with the following information:

1. Student name
2. Physician/dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

No medication which has expired shall be given. Medication shall be returned only to the parent/responsible party by the school nurse or designated person.

5.603**SCHOOL NURSE***POLICY*

Approved: September 1, 2009

The school nurse shall be responsible for the health records of the students and provide medical treatment as approved by the local public school district.

At no time may a school nurse promote or entertain any medical treatment that would be contrary to the teachings of the Catholic Church.

PROCEDURE

Approved: September 1, 2009

Under state law, each town or regional school district which provides health services to the children in the public schools must provide the same health services to children attending a private school.

The school nurse is to maintain a daily log of health related incidents, illnesses, or complaints, as well as a daily medication log.

(Refer to Connecticut General Statutes, Sec 10-217a)

5.604

STUDENT WELLNESS

POLICY

Approved: September 1, 2009

In order to protect students' health and ability to learn by supporting healthy eating and physical activity, the schools shall:

- Comply with the Connecticut Department of Education Nutrition Policy and/or the USDA Dietary Guidelines for Americans
- Provide nutrition education to foster lifelong habits of healthy eating
- Provide opportunities for all students to be physically active on a regular basis
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals
- Appoint a wellness committee to annually evaluate compliance with the wellness policy and local school goals

PROCEDURE

Approved: September 1, 2009

Schools shall implement the wellness policy by developing local school goals based on the student wellness policy. A wellness committee shall annually evaluate compliance with the student wellness policy and local school goals.

CHILD ABUSE AND NEGLECT*POLICY**Approved: September 1, 2009*

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

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

*PROCEDURE**Approved: September 1, 2009*

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

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

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

Who Must Report?

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

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

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

What Must Be Reported?

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

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

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

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

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

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

Persons to Whom a Report Must Be Made

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

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

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

Suspected Sexual Misconduct

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

Cooperation with Authorities

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

Archdiocesan Policies

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

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

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

5.606**PHYSICAL EXAMINATION***POLICY*

Approved: September 1, 2009

All students are required to have the same health assessments as are required by state law for public school students. That is, no child may be enrolled in a Catholic school without a physical exam, and in addition, each child must have a health assessment in grades six or seven, and in grade ten or eleven. Any student transferring from another state shall be required to have a pre-enrollment health assessment.

(Refer to Connecticut General Statutes, Sec 10-206)

5.607

ACCIDENTS

POLICY

Approved: September 1, 2009

All accidents on school premises shall be reported to the Principal/Chief Administrator immediately. The Principal/Chief Administrator shall notify the Archdiocesan Insurance Office and complete all required forms concerning such accident.

PROCEDURE

Approved: September 1, 2009

In parish schools, the Pastor shall be informed by the Principal regarding any accidents.

In Archdiocesan schools, the Assistant Superintendent shall be informed by the Chief Administrator regarding any accidents.

*POLICY**Approved: September 1, 2009*

In accordance with Connecticut law, Sec. 10-212a, Administration of Medications in Schools: (a) “A school nurse or, in the absence of such nurse, any other nurse licensed pursuant to the provisions of chapter 32.8, including a nurse employed by, or providing services under the direction of a local or regional board of education at a school-based health clinic, who shall administer medical preparations only to students enrolled in such school-based health clinic in the absence of a school nurse, the principal or any teacher of a school may administer medicinal preparations, including such controlled drugs as the commissioner of consumer protection may, by regulation, designate, to any student at such school pursuant to the written order of a physician licensed to practice medicine or a dentist licensed to practice dental medicine in this or another state, or an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a, or a physician assistant licensed to prescribe in accordance with section 20-12d, and the written authorization of a parent or guardian of such child. The administration of medicinal preparations by a nurse licensed pursuant to the provisions of chapter 32.8, a principal or a teacher shall be under the general supervision of a school nurse. No such school nurse or other nurse, principal or teacher shall be liable to such student or a parent or guardian of such student for civil damages for any personal injuries which result from acts or omissions of such nurse or other nurse, principal or teacher in administering such preparations which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.”

School secretaries may not administer medications.

5.609

EpiPen® ADMINISTRATION

POLICY

Approved: September 1, 2009

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

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

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

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

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

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

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

PROCEDURE

Approved: September 1, 2009

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

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

5.610**RECORDS FOR MEDICAL PREPARATIONS***POLICY*

Approved: September 1, 2009

“Each school wherein any controlled drug is administered under the provision of this section shall keep such records thereof as are required of hospitals under the provisions of subsection (f) and (h) of Sec. 21a-254 and shall store such drug in such manner as the commissioner of health services shall, by regulation, require.” (Connecticut General Statutes, Sec. 10-212a, [b]).

5.611**SAFETY OF STUDENTS***POLICY*

Approved: September 1, 2009

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

5.612**SCHOOL BUILDINGS***POLICY*

Approved: September 1, 2009

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

5.613**FIRE SAFETY***POLICY*

Approved: September 1, 2009

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

Monthly fire drills are required in all schools.

PROCEDURE

Approved: September 1, 2009

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

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

5.614

CIVIL PREPAREDNESS

POLICY

Approved: September 1, 2009

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

5.615**BOMB THREATS***POLICY*

Approved: September 1, 2009

In the case of a bomb threat received by the school, the Principal/Chief Administrator at his/her discretion, shall determine whether the building should be evacuated, and shall notify the local police department, and follow the directions given.

5.616**TRAFFIC SAFETY***POLICY*

Approved: September 1, 2009

Before the opening of the school year, the Principal/Chief Administrator is to arrange with local police officials for the protection of students who cross traffic intersections on their way to and from school.

PROCEDURE

Approved: September 1, 2009

Local police officials are to be given a copy of the school calendar at the beginning of the year and must be informed in advance about any changes in the schedule.

5.617

SCHOOL SAFETY AND CRISIS INTERVENTION PLANS

POLICY

Approved: September 1, 2009

Each school must have its own School Safety and Crisis Intervention Manual outlining the procedures to be followed in the event of an accident or serious injury, fire, bomb or bomb threat, intruder, incapacitated teacher, attack, bus accident, kidnapping, hostage taking, suicide, and death of an employee or student. Each school shall have periodic safety and crisis drills each year so that all employees and students are familiar with the procedures outlined in the manual.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

The plan should include, but not be limited to:

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

5.618**VISITORS AND/OR UNAUTHORIZED PERSONS***POLICY**Approved: September 1, 2009*

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

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

Visitors must report to the school office immediately upon arrival.

5.619

PARENTS WHO ARE SEX OFFENDERS

POLICY

Approved: May 17, 2010

The children of a sex offender have the same rights to attend one of our schools as any other child. Protection of all students require that special arrangements and restrictions be placed on a parent or guardian who is a sex offender. The violation of the special arrangements and restrictions may lead to the expulsion of the offender's children.

PROCEDURE

Approved: May 17, 2010

If a child of a registered sex offender attends, or is enrolling in a Catholic school, the following procedures and restrictions should be established.

Any Principal or Pastor who has received information that a parent or guardian of a student in a Catholic school is a registered sex offender shall immediately notify the Superintendent of Catholic Schools. The Superintendent shall take appropriate steps to ascertain whether the information received is accurate. Once the information is determined to be accurate, the Pastor/Principal/Chief Administrator, in consultation with the Superintendent and Archdiocesan legal counsel shall determine the restrictions that will be placed on the offender. The Principal/Chief Administrator and/or Pastor shall then attempt to meet with the offender to explain the restrictions that will be imposed upon the offender. These restrictions will also be provided in writing to the parent or guardian. If the parent or guardian does not attend the meeting, a letter indicating the restrictions shall be sent to the offender, via regular and certified mail.

The following restrictions shall be applied unless there is sufficient reason to provide for a variance:

1. The offender shall not be permitted on school premises at any time when children are expected to be present. This includes walking the child to and from school. If the offender drives a vehicle to school to pick up or drop off the offender's own child at school, the offender must remain in the vehicle at all times, and shall not stay any longer than is necessary to accomplish this task. No school children, other than the offender's own child, may be picked up or dropped off at school by the offender.
2. Offenders may attend an adults-only event at the school, such as a parent-teacher conference, provided it occurs after school hours, and no children, other than the offender's own child, are expected to be present.

5.619**PARENTS WHO ARE SEX OFFENDERS (CON'T)**

3. Offenders are not permitted to attend any school event or activity, on or off school grounds, at which children are expected to be present.
4. Offenders may not volunteer or work in any capacity at any school event or activity.
5. Offenders may communicate with their child's teachers, coaches or school administrators by telephone, regular mail, or email, or by making an appointment to see them after-hours when no other children are present. The parent must have advance approval from the principal for any such appointment, including parent-teacher conferences. Whenever possible, any conference, such as a parent/teacher conference, should be scheduled as late as possible, so as to minimize the possibility of other children being in the building. If approval is granted, the offender shall be instructed to report to the principal immediately upon his or her arrival at school, and the Principal/Chief Administrator or their designee should escort the offender to the approved meeting. (The Principal/Chief Administrator, to the extent possible, should be the escort.) The escort should remain with the offender during the offender's entire time in a school. When the offender is meeting with a teacher or other school personnel, it is appropriate for the escort to remain outside of the meeting room, to afford the offender and school personnel some privacy.

The escort should be reminded that he or she must be discreet, and that the offender should be treated with courtesy.

6. Offenders have a right to review their child's educational records, unless there is a court order that provides otherwise, or unless the child is not the offender's biological child. In the case of the latter, written permission from the child's biological parent is required before access to the child's records can be given. An offender may review his/her child's records by contacting the Principal/Chief Administrator and scheduling an appointment. Any such appointment shall be scheduled for after school hours.
7. The offender shall be told that failure to comply with these restrictions could result in the offender's child being denied the right to continued schooling at any Catholic school.
8. At the close of the meeting with the offender, or immediately thereafter, or if no meeting is held, as soon as reasonable, the offender should be sent a letter, by regular and certified mail, outlining the restrictions set forth.

5.619**PARENTS WHO ARE SEX OFFENDERS (CON'T)**

9. It is recognized that circumstances may necessitate some deviation from this policy, or that relief from any or all of these restrictions may be appropriate in a given case. Any deviation or relief from these restrictions must be approved in advance by the Pastor/Principal/Chief Administrator and the Superintendent. In making any such decision, the school shall not rely on any representation of facts made by the offender.