

**STUDENTS**  
**BK3§400**

**BK3§401.1 THE GOAL OF CATHOLIC EDUCATION WITHIN CATECHETICAL MINISTRIES**

**BK3§401.1.1** The goal of Catholic education is to assist the student, regardless of age, to grow as a whole person.

***Commentary***

*The goal of Catholic education is to assist the student, regardless of age, to grow as a whole person. All courses, programs, and activities are student-centered with the intention of helping the student grow spiritually, morally, intellectually and physically.*

*Genuine Catholic catechesis:*

*“Promotes knowledge of the faith...*

*Promotes knowledge of the meaning of the Liturgy and the sacraments...*

*Promotes moral formation in Jesus Christ...*

*Teaches the Christian how to pray with Christ...*

*Prepares the Christian to live in community and to participate actively in the life and mission of the Church...*

*Promotes a missionary spirit that prepares the faithful to be present as Christians in society.”<sup>1</sup>*

*Education in the faith is of paramount importance in Catholic education. Although a number of courses, programs, and activities can be sponsored in the context of the catechetical mission of the Church, all of these should be seen as helping the student to deepen his/her relationship with God and to grow in the Catholic faith.*

*The Scriptures remind us that all persons are created in the image and likeness of God and the Catholic Church continually reminds us of the dignity of the human person. This dignity is always to be respected, especially in the catechetical mission of the Church.*

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<sup>1</sup> United States Conference of Catholic Bishops, *NDC*, no. 20

## **STUDENTS WHO ARE MINORS**

**BK3§402**

### **BK3§402.1 ROLE OF PARENTS**

#### **BK3§402.1.1 Policy**

Parents of students are recognized as the primary educators of their children.<sup>2</sup>

#### **BK3§402.1.2 Policy**

Parents of students who are minors from both the school and the parish catechetical programs shall be represented on advisory committees.

### **BK3§402.2 SACRAMENTAL PREPARATION**

#### **BK3§402.2.1 Policy**

The rights of parents shall be respected and their responsibility supported to determine with the pastor, parochial administrator or priest moderator the readiness of their children for initiation into the sacramental life of the Church (Baptism, Reconciliation, Confirmation and Eucharist).

### **BK3§402.3 CUSTODIAL PARENTS**

#### **BK3§402.3.1 Policy**

In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent.

#### **Procedure**

Parents must provide a copy of the most recent court order to the catechetical administrator.

### **BK3§402.4 RESPECTING CHILDREN**

#### **BK3§402.4.1 Policy**

All persons who are active in the catechetical mission of the diocese shall respect the dignity of the persons entrusted to their care. They shall avoid personal indignities such as sarcasm, ridicule, nagging, name-calling and other public humiliation.

#### **BK3§402.4.2 Policy**

Persons shall neither employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

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<sup>2</sup> Congregation for the Clergy, *General Directory for Catechesis*, (Washington, D.C.: United States Catholic Conference, 1998) No. 255

**BK3§402.4.3 Policy**

Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, or other similar act (See the Policy on Sexual Abuse of Minors). Persons active in the catechetical mission or acting on behalf of a parish in its programs and activities are reminded of this prohibition. Conduct of this nature shall be absolutely forbidden and is a cause for immediate dismissal.

**BK3§402.5 SUPERVISION****BK3§402.5.1 Policy**

The catechetical administrator shall be responsible for insuring adequate supervision of students during the entire time they are in the care of the school or parish. All catechists and teachers share this responsibility with the catechetical administrator(s).

**BK3§402.5.2 Policy**

A student shall not be asked nor allowed to leave the premises, e.g. for field trips or errands, without parental/legal guardian authorization.

*Commentary*

*For information regarding field trips (see BK3§408.5, BK3§504.12).*

**BK3§402.6 POLICE QUESTIONING AND APPREHENSION****BK3§402.6.1 Policy**

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he/she is not under the jurisdiction of the parish or school if this can be arranged.

*Procedures*

The following steps shall be taken to cooperate with the authorities:

1. The officer shall properly identify him/herself.
2. The parent(s) or legal guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
3. The student's parent(s) or legal guardian have (has) a right to be present if the conference is held in the parish or school.
4. If the student's parent(s) or legal guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
5. If there is a warrant or if it is impossible for the parent(s) or legal guardian to be present, the catechetical administrator or designee may be a witness to the conference held in the parish or school at the request of the parent(s) or legal guardian.
6. Legal counsel should be called as needed if officers come to the parish or school.

## **BK3§402.7 STUDENT PHOTOS AND NAMES**

### **BK3§402.7.1 Policy**

All parishes and schools must have a policy in their handbook that states, “Student photographs and names will be used in the paper, on the internet or where appropriate unless a written objection is received from the parent or legal guardian.”

## **BK3§402.8 BULLYING, HAZING AND HARASSMENT**

### **BK3§402.8.1 Policy**

In order to create a safe and secure environment in which all persons are able to reach their full potential, all bullying and harassment incidents shall be taken seriously.

#### *Commentary*

*Bullying, hazing and harassment are behaviors involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. It may include physical and/or verbal intimidation; extortion or taking belongings; oral or written threats; outrageous actions; cruel rumors; suggestive comments; false accusations; cyber-bullying; and/or social isolation.*

### **BK3§402.8.2 Policy**

Bullying behavior shall not be tolerated in any form in any of the catechetical programs of the diocese.

## **BK3§402.9 CELL PHONES AND OTHER ELECTRONIC DEVICES**

### **BK3§402.9.1 Policy**

Without prior permission by a catechetical administrator, the use of phones or other electronic devices to take pictures shall be prohibited.

### **BK3§402.9.2 Policy**

Phones or other electronic devices shall not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local state or federal laws.

### **BK3§402.9.3 Policy**

Schools and parishes shall set their own policies regarding usage of cell phones and other electronic devices.

**Bk3§403.1 LOCAL POLICIES AND GUIDELINES****Bk3§403.1.1 Policy**

Every parish and school shall have a compilation of written catechetical policies and guidelines. These shall be distributed to parents and participants of catechetical programs. Every parish and school shall have written policies and guidelines on:

## Mission Statement

## Philosophy/Objectives/Purpose of program

## Admissions policies:

- Age requirement
- Birth certificate requirement
- Early admissions, if applicable
- Non-discrimination statement
- Students with learning disabilities
- If there is an admissions preference for Catholic students, it must be stated
- Attendance
- Absence (if a registered child is going to be absent, the parent should call the office; if the parent has not called, the parent is to be contacted)
- Truancy policy
- Late/early arrival/departure
- Student pregnancy
- Student service requirement
- Student accident insurance requirement

## Financial:

- Tuition/payment options
- Payment of fees
- Refund policies

## Academic:

- Academic expectations
- Dealing with absences
- Homework
- Grading
- Disability issues – students with learning differences
- Promotion
- Retention
- Records
- Transfer of records
- Procedure if parents want to view records
- Non-custodial parent (see **Bk3§402.3.1**)
- Statement of rights

***BK3§403.1.1 Policy continued***

- Testing
- Graduation
- System for flagging records of missing persons
- Administration contacts
- Visits to classrooms

Communication:

- Parent/teacher contacts
- Teacher/parent contacts
- Administration contacts
- Visits to classrooms

Discipline:

- Corporal punishment
- Respect for dignity of all
- Harassment (sexual, general, bullying) (see **BK3§402.8**)
- Rules/consequences/examples of infractions
- Substance abuse
- Weapons
- Suspension (see **BK3§407.2**)
- Expulsion (see **BK3§407.3**)
- Appeals (informing/conferencing)
- Student grievance procedure
- Levels of discipline
- Behavior expectations
- Conflict resolution
- Conduct, whether inside or outside of program
- Violence (threatened or acted)
- Threats
- Search, seizure
- Police questioning (see **BK3§402.6**)
- Uniform/dress code
- Reporting of drug violations, firearm incidents, attacks on personnel for local law enforcement

Extra-curricular activities:

- List of activities with requirements for participation
- Student retreats
- Facilities use
- If there are certain academic and conduct standards, these should be stated

Field trips:

- Diocesan policy (see **BK3§408.5, BK3§504.12**)
- In the policy, it should state that a field trip is a privilege, not a right
- Sample of standard permission form

### ***403.1.1 Policy continued***

#### Health policies:

- Physical examinations/dental exams/eye exams
- Immunization requirements
- Medications
- Communicable disease (see **BK3§408.4**)

#### Media/PR:

- Internet use
- Diocesan Information Technology Systems Policy
- Note regarding student photos/information (see **BK3§402.7**)
- Cell Phones and other electronic devices (see **BK3§402.9**)

#### Parent Information:

- Parent service requirement (if applicable)
- Parent organizations

#### Handbook:

- Note concerning right to amend the policy book
- Agreement to abide by the handbook signed by parents, students/participants

### **Commentary**

*Any policies from the Handbook of Policies from Book 3: The Teaching Office of the Church may be repeated verbatim but should be expanded further in the local handbook as needed.*



**BK3§404.1 NON-DISCRIMINATION PRACTICE/ FAMILY SCHOOL AGREEMENT***Commentary*

*The below Family School Agreement was formerly known as §3404. Each of the individual policies within this document is now appropriately numbered.*

*Our Catholic schools in the Diocese of Springfield in Illinois are open to all students; however we are not simply a private or alternative school system. The purpose of Catholic education is to provide an environment of academic excellence where students learn how to become committed disciples of Jesus Christ, to grow in holiness as stewards of God's creation, share the Good News of Christ's love with others and invite them to join us in the Christian community of the Catholic Church. The Family School Agreement is intended to further these purposes.*

**BK3§404.1.1 Policy** In consideration for enrolling their child(ren) in a Catholic school in the Diocese of Springfield in Illinois, parent(s)/adoptive parent(s)/legal guardian(s) shall sign a Family School Agreement indicating that they 1) understand and agree that children in the school will be taught the teachings of the Catholic Church in their fullness, 2) accept a commitment to the stewardship way of life as practiced in their parish, 3) pledge their full cooperation with the school and parish to prepare their child(ren) to be a disciple of Jesus Christ, and 4) will make every effort to supervise their child(ren)'s commitment to this agreement.

**BK3§404.1.2 Policy** If the parent(s)/adoptive parent(s)/legal guardian(s) sign the Family School Agreement, the pastor and principal shall also sign the Family School Agreement indicating that the parish 1) accepts the request of the parent(s)/adoptive parent(s)/legal guardian(s) for a Catholic education and their commitment to the stewardship way of life, 2) is committed to subsidize their child(ren)'s tuition as we work towards the goal of providing Catholic education without charging tuition to parents, 3) acknowledges their obligation to assist the parent(s)/adoptive parent(s)/legal guardian(s) in their task of nurturing their child(ren) in the practice of the Catholic faith, and 4) will make their best effort to form the child(ren) of the parent(s)/adoptive parent(s)/legal guardian(s) as a disciple of Jesus Christ.

*Procedures*

- a) All children are welcome in the Catholic schools in the Diocese of Springfield in Illinois provided their parent(s)/adoptive parent(s)/legal guardian(s) sign and agree to the terms of the Family School Agreement.
- b) It is understood that our schools exist to pass on the Catholic faith for children as well as for their parent(s)/adoptive parent(s)/legal guardian(s) to grow in holiness living as disciples of Jesus Christ.

- c) All children will be taught the Catholic faith in its fullness, regardless of the situation of their parent(s)/adoptive parent(s)/legal guardian(s).
- d) Parent(s)/adoptive parent(s)/legal guardian(s) not living in accord with Church teaching are expected to discuss with the pastor of their Catholic parish ways in which we hope they could.
- e) Special attention is to be given to discussion of moral issues that may be problematic for the parent(s)/adoptive parent(s)/legal guardian(s) prior to signing the Family School Agreement.
- f) Churchgoing parents of other faiths are expected to sign and abide by the “Family School Agreement - Alternate Plan for Churchgoing Families of Other Faiths” and will be charged for the amount of their child(ren)’s Catholic education as determined locally.

**BK3§404.1.3 Policy** Failure to abide by the terms of the Family School Agreement shall be grounds for the child(ren)’s expulsion from the school.

**Procedures**

- a) Parent(s)/adoptive parent(s)/legal guardian(s) and students who cause public scandal by actively promoting a moral or doctrinal position contrary to Catholic teaching or by making a public issue of their state in life contrary to Catholic teaching shall be considered in violation of the Family School Agreement.
- b) These policies and procedures deal with the future and not with the past (see canon 9 of the *Code of Canon Law*).

**BK3§404.1.4 Policy**

Educational programs operated under the auspices of the Diocese of Springfield in Illinois must admit students of any race, national or ethnic origin, immigration status, or with a disability that can be reasonably accommodated, to all rights, privileges, programs and activities generally available to students in these programs.

***Commentary***

*Certain programs and sports are designed and intended for participation by a single gender. School and parish programs are committed to providing opportunities for all of the students regardless of gender, within constraints of the institution’s resources.*

**Procedure**

Appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admissions.

**BK3§404.1.5 Policy**

The personal situation of the parents/legal guardians, in the absence of public scandal, shall not affect the current enrollment status of a student.

**BK3§404.2 STATEMENT OF NON-DISCRIMINATION****BK3§404.2.1 Policy**

Catholic schools shall be required to publish annually a statement of non-discrimination and send a copy of this statement to the Office for Catholic Schools.

**BK3§404.3 PURPOSE OF CATHOLIC EDUCATION***Commentary*

*Education in the faith is the primary purpose of catechetical programs in the Catholic Church. Students and the parents/legal guardians of students who are minors are expected to subscribe to this concept.*

**BK3§404.3.1 Policy**

The purpose of all catechetical programs, including Catholic schools, shall be to form participants as disciples of Jesus Christ.

**BK3§404.3.2 Policy**

Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities.

**BK3§404.4 ADMISSIONS POLICIES****BK3§404.4.1 Policy**

No student shall be denied admission to any Catholic school/parish program solely on the basis of race, national or ethnic origin, or immigration status.

*Commentary*

*Certain programs and sports are designed and intended for participation by a single gender. Schools/parish programs are committed to providing opportunities for all of the students regardless of gender, within constraints of the institution's resources.*

**BK3§404.4.2 Policy**

Religious formation is the primary purpose of Catholic education. Students shall be admitted only if their parents subscribe to this concept.

**BK3§404.4.3 Policy**

Catholic catechetical ministries, established and maintained by the personal sacrifices of the Catholic community which continues to be their main source of support, shall justly give preference in admissions to students of families which support their local Catholic parish.

**BK3§404.4.4 Policy**

Local boards, in conjunction with the appropriate pastor, parochial administrator or priest moderator/ catechetical administrator, shall establish written requirements of parents or legal guardians as conditions for the continued enrollment of their children. Such requirements shall be in conformity with the state and federal regulations.

**BK3§404.4.5 Policy**

Inability to fulfill financial requirements shall not be the sole reason for denying admittance to the school or parish programs.

***Commentary***

*Present state code states that a child who is six years of age by September 1 may be admitted into grade one.*

*Other catechetical programs may follow local standards.*

**Procedures**

Students who do not fulfill the age requirement but, who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted into the Catholic school. Likewise, with the consent of the pastor, parochial administrator or priest moderator, the principal is authorized to exclude from admission to kindergarten or first grade students who, on the basis of testing conducted by the school, are definitely unprepared for regular classroom work.

Students enrolled in other catechetical programs must obtain developmental level commensurate with their peer group.

**BK3§404.4.6 Policy**

The Catholic school shall make every reasonable attempt to provide Catholic education to students with disabilities. (See NDC, no. 49)

**BK3§404.4.7 Policy**

Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment.

***Commentary***

*Present state statutes require that public school districts accept in part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools and who are in need of special education and related services not available in the non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities and privileges of special education and related services as any student in the public school.*

**BK3§404.5 PART-TIME ENROLLMENT IN PUBLIC SCHOOL PROGRAMS****BK3§404.5.1 Policy**

When students in the Catholic school are in part-time enrollment in public schools or public school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

**BK3§405.1 STATE LAW****BK3§405.1.1 Policy**

All Catholic schools shall follow State law for compulsory attendance of all children in an academic institution between the ages of seven (7) and sixteen (16) years.

**BK3§405.2 ABSENCE****BK3§405.2.1 Policy**

All teachers shall keep accurate daily records of attendance. Attendance records must be kept in accord with diocesan record retention policies and permanently on file.

**Procedure**

Any time a student is not in school, he/she is designated absent.

**BK3§405.2.2 Policy**

Notification from the parent(s) or legal guardian(s) of the student shall be required for each absence. If a student is absent without an excuse, or for more than one day and the school has reason to suspect the validity of the excuse, the principal shall investigate the situation.

**Procedures**

Students who must be excused for medical, dental, funeral, or other reasons during school time are considered absent. Notification must be given in advance stating the time, length, and reason for the absence.

For all other absences, parent(s) or legal guardian(s) need to call the school within a specified time to report an absence or the school will call the parent(s)/legal guardian(s). The school is to document these calls.

**BK3§405.2.3 Policy**

Accurate attendance records shall be kept for registered students in parish catechetical programs. All absences shall be verified.

### **BK3§405.3 TARDINESS**

#### **BK3§405.3.1 Policy**

Accurate records of tardiness shall be kept for registered students in parish catechetical programs.

### **BK3§405.4 HABITUAL ABSENCE AND TARDINESS**

#### *Commentary*

*A truant is a student who is absent without a valid cause for a school day or a portion of the day.*

#### **BK3§405.4.1 Policy**

In persistent cases of absence or tardiness in a Catholic school, the services of the truant officer, assigned to the local public school, shall be enlisted.

#### **BK3§405.4.2 Policy**

In similar circumstances in other catechetical programs, the catechetical administrator shall coordinate remediation with the parents and student.

**BK3§406.1 EVALUATION OF STUDENT PROGRESS****BK3§406.1.1 Policy**

Schools/other parish education programs shall use a variety of means to evaluate the students.

**BK3§406.2 REPORTING STUDENT PROGRESS****BK3§406.2.1 Policy**

Catechists shall use a variety of means of reporting students' progress to parents since no single method can present an adequate profile of an individual student.

**BK3§406.3 RELEASE OF SCHOOL/PARISH RELIGIOUS EDUCATION PROGRAM RECORDS****BK3§406.3.1 Policy**

Except as set forth below or with the permission of the parent or legal guardian, names and addresses of students and their parent(s) or legal guardian and other information shall not be released to unauthorized persons, e.g., business firms, insurance companies, fund-raising organizations, etc.

**BK3§406.3.2 Policy**

The parent(s) or legal guardian shall have the right to access their student's records.

**BK3§406.3.3 Policy**

Catechetical administrators and their designees shall not release personally identifiable records without the prior written consent of the parent(s) or legal guardian except in the following cases:

- To other school/parish officials, including catechists and counselors within the school/parish or school system who have a legitimate interest
- To officials of other schools/parishes in which the student intends to enroll, provided that the parent(s) or legal guardian are notified of the release of the records, are provided a copy of the record if they desire it and are given an opportunity to challenge the record if necessary
- To government auditors who are auditing a performance of government funded programs
- A court order or a proper subpoena



**BK3§406.3.4 Policy**

Official school/parish records do not have to be released until all fees and other obligations are satisfied.

**BK3§406.3.5 Policy**

Schools shall follow all State laws regarding transfer of records.

***Commentary***

*According to the Illinois State Board of Education, information sufficient to insure adequate placement of a student and the student's health record must be released within ten (10) days of a transfer to another school.*

**BK3§406.4 INACTIVE FILE OF SCHOOL RECORDS****BK3§406.4.1 Policy**

When a student graduates from a Catholic School, the permanent cumulative record shall be placed in the inactive file. It shall contain:

- Attendance records
- Academic records
- Standardized test results
- Copies of health and immunization records
- Promotions – retentions
- Any other pertinent information

**BK3§406.4.2 Policy**

Only factual statements shall be recorded on permanent records.

**BK3§406.4.3 Policy**

The permanent cumulative record shall be maintained in a file for at least sixty-two (62) years.

**Procedure**

In the case of school closure, the Office for Archives and Records Management may accept school records for storage.

**BK3§406.4.4 Policy**

When a student transfers to another school, a duplicate copy of the student's permanent cumulative record shall be sent. The original shall be placed in the inactive file.

## **BK3§406.5 INACTIVE FILE OF PARISH CATECHETICAL RECORDS**

### **BK3§406.5.1 Policy**

When a student transfers into faith formation beyond the scope of the parish religious education program his/her permanent cumulative record shall be placed in the inactive file. It shall contain:

- Attendance records
- Catechists' names
- Standardized test and religious assessment results
- Progress reports
- Any other pertinent information

*Commentary*

*The essence of Christian discipline is self-discipline. All disciplinary action should be created to help the student grow in understanding of him/her self and of his/her Christian responsibilities to others. This is achieved best when the principal, DRE/CRE, catechists and parents or legal guardian(s) cooperate in guiding the student's growth in Christian attitudes, values and behaviors.*

**BK3§407.1 STUDENT DISCIPLINE****BK3§407.1.1 Policy**

All persons in the employ of or working on behalf of the school/parish shall:

- Respect the dignity of the student at all times—avoid personal indignities such as striking, pulling hair or ears, sarcasm, ridicule, nagging, name-calling and public humiliations
- Provide a classroom that is conducive to learning—order and discipline are an outgrowth of good teaching
- Deal with individual student discipline problems—avoid indiscriminate punishment of all in the class for the misconduct of one or some student(s)
- Help the student to see clearly the consequences of various behaviors and to realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors—the consequences should always be logical and appropriate to the behavior
- At the beginning of the year make clear to students and parents or legal guardian the catechetical program and classroom regulations and procedures, as well as the consequences of violating these regulations and procedures—the consequences of violating regulations should always fit the offense

**BK3§407.2 SUSPENSION****BK3§407.2.1 Policy**

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The time period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

**Procedure**

Behavior that warrants suspension from a parish catechetical program will result in a conference with the catechetical administrators, parents or legal guardian and student. The objective is a mutually agreed upon solution.

## **BK3§407.3 EXPULSION**

### ***Commentary***

*The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems is not in itself sufficient reason for expelling him/her.*

#### **BK3§407.3.1 Policy**

The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator or priest moderator.

#### **BK3§407.3.2 Policy**

Causes and procedures for permanent dismissal from the catechetical program are to be clearly delineated in writing by the catechetical administrator. They shall be published in the handbook in order that parents and students are informed of them at the beginning of the school year.

### **Procedures**

The general situations which demand removal of a student can be reduced to two:

1. Delinquency and conduct which poses a risk of injury to the student, other students or staff, or which could be considered a violation of law or a serious violation of the rules of the school
2. Chronic or incorrigible misbehavior which undermines classroom discipline and impedes the progress of the entire class

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed five school days.
2. The parents or legal guardian of the student are to be granted a conference with the pastor, parochial administrator or priest moderator and catechetical administrator in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, parochial administrator or priest moderator, in consultation with the catechetical administrator, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, the catechetical administrator will make an effort to help them make arrangements for the further education/formation of their child.
4. If expulsion is necessary, the date of the withdrawal and the word "misconduct" will be annotated on the student's school record. At the option of the school, if the reason for the expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, battery of a staff member or a fellow student, said reason(s) can be

*Procedure continued*

specifically indicated on a transfer record.

Any other reason for expulsion that catechetical administrators think needs to be disclosed should be subjected to legal review.

**BK3§408.1 CHILD ABUSE AND SEXUAL ABUSE***Commentary*

*In response to the call by the United States Conference of Catholic Bishops to break the “cycle of abuse,” the Diocese of Springfield in Illinois has revised and adopted a Policy on Working with Minors. Responsibility for adherence to the Policy on Working with Minors rests with the individual. Church personnel who disregard this policy will be subject to remedial action. Corrective action may take various forms - from a verbal reproach to removal from the ministry/employment – depending on the specific nature and circumstances of the offense and the extent of the harm.*

**BK3§408.1.1 Policy**

All Church personnel and volunteers, as defined in **BK3§101** shall certify to their understanding of this Policy on Working with Minors and the Policy on Sexual Abuse of Minors by Church Personnel by signing the appropriate Certification and Authorization Document.

**BK3§408.1.2 Policy**

All Church personnel and volunteers shall comply with Safe Environment policies in the Diocese of Springfield in Illinois.

**BK3§408.2 SCHOOL HEALTH EXAMINATIONS AND IMMUNIZATIONS****BK3§408.2.1 Policy**

In compliance with Illinois law, health examinations and immunizations shall be required according to the rules and regulations promulgated by the Department of Public Health. All sections of the Certificate of Child Health Examination must be accurately completed by the specified party. Parent(s) or guardian(s) who object(s) to health examinations or to immunizations on religious grounds shall not be required to submit their children to them. The parent(s) or guardian shall, however, present to the principal of the school a Certificate of Religious Exemption (detailing grounds for objection and specific immunizations, tests, or examinations to which they object, and signed by the authorized examining healthcare provider).

**BK3§408.2.2 Policy**

In the event of an outbreak, students who are not adequately immunized (and have a parent-signed Certificate of Religious Exemption with reasons on file) must be removed from school for their own safety. Schools shall maintain a susceptibility list of these students.

**BK3§408.2.3 Policy**

If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician shall disclose such fact upon the health examination form.

**BK3§408.3 SCHOOL RECORDS****BK3§408.3.1 Policy**

The most recent health examination and immunization records shall become part of the student's permanent cumulative academic record.

**BK3§408.4 COMMUNICABLE DISEASES****BK3§408.4.1 Policy**

Students with communicable diseases shall get an evaluation from a doctor and share it with the catechetical administrator or designee before they can attend school or a catechetical program.

**BK3§408.4.2 Policy**

A child shall be sent home from a school/parish program upon displaying symptoms of a communicable disease, having a temperature of 100 degrees or above, having vomited or having experienced an accident requiring a doctor's attention.

**Procedure**

A child who shows signs of illness should not come to school/parish program.

**BK3§408.4.3 Policy**

Parents shall notify the school/parish program when a child has a communicable disease.

**BK3§408.4.4 Policy**

The catechetical administrator shall notify the Department of Public Health when a student is sent home because of any suspected communicable disease.

**Procedure**

1. A student may return to a school/parish program after being free of symptoms of non-chronic diseases.
2. A student returning to school/parish program after an absence due to a communicable and chronic infectious disease may be required by administration to present a certificate from a physician licensed in the state of Illinois stating that the student qualifies for readmission to the school/parish program under the rules of the Illinois

*Procedure continued*

Department of Public Health which regulates periods of incubation, communicability, quarantine and reporting.

**BK3§408.5 CONDUCT AND RESPONSIBILITIES WHEN ATTENDING FIELD TRIPS AND OTHER PARISH SPONSORED TRIPS WITH MINORS**

**BK3§408.5.1 Policy**

Children, adolescents and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his/her individual dignity, self-worth and value in God's eyes
2. Each person will respect the dignity, self-worth and value in God's eyes of other persons
3. Each person will respect the physical property and possessions of other persons and institutions
4. Each person has a duty to report violations of the conduct code

**Procedure**

Specific violations of the code include, but are not limited to, the following:

1. Possession or use of alcohol or any controlled or look-alike substances (sacramental wine for use in the liturgy is excluded from this policy)
2. Sexual harassment or other sexual activity
3. Theft
4. Destruction of property
5. Any other act defined as criminal under the laws of the state in which the event is occurring
6. Leaving the activity/activity grounds without permission
7. Absence without permission from a designated sleeping area
8. Wearing of obscene, alcohol/drug related or tobacco related clothing
9. Violence of any kind
10. Violation of directives given by supervisors or officially designated chaperones

**BK3§408.5.2 Policy**

A procedure shall be established for each event to determine consequences for the violation. Every care will be taken in establishing said procedure to protect the rights of the person accused of the violation.



## Procedure

Consequences may include, but are not limited to:

1. Expulsion from the event
2. Suspension from future events
3. In-school suspension, i.e., restricted to a specific room under supervision
4. Community service
5. Suspension for specific activity included in the event
6. Monetary restitution for damages
7. Notification of parents, catechetical administrator and pastor, parochial administrator or priest moderator
8. Notification of appropriate legal authorities

Although no consequences are mandated for any violation, expulsion from the event will be strongly considered for drugs, alcohol, sexual activity, illegal acts or acts which seriously endanger the lives or safety of others.

### **BK3§408.6 STUDENT ACCIDENT INSURANCE**

#### **BK3§408.6.1 Policy**

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance.

#### **BK3§408.6.2 Policy**

If a student does not take the student accident insurance, the local school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan.

#### **BK3§408.6.3 Policy**

If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

### ***Commentary***

*The diocese does not provide student accident insurance coverage. Failure to follow these policies and have the required documents on file may result in the school paying the claim.*

## **BK3§408.7 EMERGENCY PROCEDURES**

### **BK3§408.7.1 Policy**

The catechetical administrator(s) must insure that all personnel know what to do in an emergency. Procedures shall be brief, clearly written and posted in a conspicuous place in each room that is used in the program. All schools and parish catechetical programs shall develop a Crisis Plan, implement it and keep it updated.

## **BK3§408.8 ACCIDENT, INJURY AND ILLNESS**

### **BK3§408.8.1 Policy**

All student accidents, injuries or illness happening on the parish and school property during catechetical activities shall be reported immediately to the catechetical administrator(s) or a properly designated authority.

### **Procedure**

An effort should be made by the available personnel to contact the parent(s) or legal guardian of the student for information and instructions. If the parent(s) or legal guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the student to be taken to a doctor or to a hospital for treatment. This action on the part of any personnel does not obligate the person or the parish and school to assume financial responsibility for the treatment of the student.

### **BK3§408.8.2 Policy**

Catechetical personnel shall not administer medication to a student unless he/she is acting under a direct order which is signed by a licensed physician and parent or legal guardian.

### **Procedures**

Additional information is available from the offices.

**BK3§408.8.3 Policy** Each parish and school shall have an emergency file listing the address and telephone number at home and at work of the parent(s) or legal guardian and the information on one or two other persons who have agreed to assume responsibility when the parent(s) or legal guardian is(are) not available.

## **BK3§408.9 TRAFFIC SAFETY PLAN**

**BK3§408.9.1 Policy** All catechetical programs shall develop a plan for the safety of children arriving and leaving the facilities.

## **BK3§408.10 FIRE SAFETY**

### **BK3§408.10.1 Policy**

Fire drills shall be conducted according to city, county and state regulations. All persons connected with the operation of the school or catechetical program should be aware of procedures for notifying authorities in the event of fire.

## **BK3§408.11 BOMB THREATS**

### **BK3§408.11.1 Policy**

If a bomb threat is received by a school or catechetical program, the police department must be notified immediately.

### **Procedures**

This is a police matter. The catechetical administrator should accept the decision of the police authorities concerning the course of action to be taken.

## **BK3§408.12 TORNADO WARNINGS**

### **BK3§408.12.1 Policy**

Catechetical programs shall have procedures in place for tornado warnings.

### **Procedures**

If a tornado warning is in effect in the locality of the school or parish facility, everyone should be directed to a safe place. A basement area will provide the best protection. Areas with large roof expanses, such as auditoriums and gymnasiums, are hazardous in these conditions. If the building is of reinforced construction, keep everyone inside, away from windows and, preferably, in an interior hallway on the lowest floor.

## **BK3§408.13 INCLEMENT WEATHER AND THE CLOSING OF SCHOOL OR CANCELLATION OF PARISH CATECHETICAL PROGRAM SESSION**

### **BK3§408.13.1 Policy**

In case of the closing of school for inclement weather, water shortage, or the like, some arrangement shall be made with the local media to have the announcement broadcast throughout the area.

### **Procedure**

In most situations of this nature, it is best to collaborate with the local public school policy regarding this so that all schools will be doing the same thing.

**BK3§408.13.2 Policy**

In the case of the cancellation of a parish program session for inclement weather, etc., appropriate arrangements shall be made to notify parents or legal guardian.

**BK3§408.14 CRISIS PLAN****BK3§408.14.1 Policy**

Each catechetical program is to develop and maintain a crisis plan. All persons will be trained in its implementation.

**BK3§408.15 WELLNESS PLAN****BK3§408.15.1 Policy**

All schools that participate in the federal nutrition programs (lunch, breakfast, milk) are required to develop a wellness policy according to the Child Nutrition and WIC Reauthorization Act of 2000.

**Procedures**

In developing the program schools have three options:

1. Schools can use the diocesan wellness policy.
2. Schools can establish their own policy.
3. Schools can adopt the wellness policy of their local district.