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STUDENTS

ENROLLMENT 5100

ADMISSION 5110

PHILOSOPHY OF ADMISSION TO CATHOLIC SCHOOLS 5111

The mission of Catholic schools is to assure that Catholic truths and values are fully integrated into the daily life and academic program of the student. All students will participate fully in the religion program of the school. Catholic schools offer a variety of programs and opportunities for students. Schools are encouraged to continue outreach efforts to attract culturally diverse student and teacher populations.

SUGGESTED PRIORITY OF ADMISSION 5112

1. Children of active parishioners:
 - a. children from parish families with children already enrolled;
 - b. oldest child just reaching school age;
 - c. children of new parishioners who are transferring from a Catholic school, or from an area where a Catholic school was not available, but who participated fully in the religious education programs offered.
2. Children from non-parish families with students already enrolled.
3. Other Catholic children if the designated parish authority judges the intent and motivation to be in accord with the purposes of Catholic education.
4. Non-Catholic students may be admitted if, on the basis of personal interview, the designated parish authority judges the intent and motivation to be in accord with the purposes of Catholic education.
5. In the resolution of individual applications, pastors (or properly designated parish authorities) and principals are authorized and urged to make exceptions to the normal priority status in these cases:
 - a. for the sake of furthering racial integration of the school;
 - b. when strict adherence to the guidelines is judged inadequate or unjust.

NON-DISCRIMINATION POLICY 5113

The schools of the Archdiocese of Louisville will not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs. Single sex schools may continue to accept only students of one sex in accordance with federal law.

AGES OF ADMISSION 5114

Children shall be five years of age by October 1 of the current school year to enter Kindergarten.

Children shall be six years of age by October 1 of the current year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

ADMISSION OF SPECIAL NEEDS STUDENTS (02/04) 5115

Prior to admitting a student with a diagnosed disability, our schools must consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in any one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

Principals may engage the services of the Archdiocesan Special Education Consultant to assist in making a determination of whether a student's educational needs can best be met in a particular school setting. Please see Archdiocese of Louisville Intervention Protocol for additional information.

INTERNATIONAL STUDENTS AND EXCHANGE VISITORS (SEVIS) (02/04)

5116

OLFE, through the superintendent's office, processes all paperwork for international students and exchange visitors for schools in the Archdiocese of Louisville through the Student and Exchange Visitor Information System (SEVIS).

Each school should designate a SEVIS contact that will 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 I20 process for international students.

- Before an I20 form can be completed, the student must be formally accepted by the school and in compliance with all the school's admission requirements.
- The school forwards a copy of the student's acceptance letter to the superintendent's office at the time of acceptance. The letter should identify the parent/guardian in the United States that will 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 will work with the superintendent or designated staff person to complete the computerized I20 form via the SEVIS system.
- The I20 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 I20 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 superintendent's office will contact the school to verify the student's attendance and will update the student's initial status to active status.
- The student's attendance must be updated each semester, and the superintendent's office will contact the school to verify the student's attendance.
- Students wishing to return home during school breaks and summer vacations must have the signature of the superintendent on their I20 form. Please refer students and their parent/guardians to the superintendent's office to make the necessary arrangements.

Please direct all questions regarding international students to the superintendent's office.

REGISTRATION

5120

ANNUAL REGISTRATIONS

5121

Each school shall have two registrations annually, a pre-registration in February and a final

registration in August. Enrollment statistics must be reported to the Office of Lifelong Formation and Education by September 15th.

REGISTRATION DOCUMENTATION

5122

When a student enrolls for the first time in any Kentucky elementary or secondary school, the school must, in writing, notify the person enrolling the student that within thirty days the person must provide either:

1. The original of the student's birth certificate from the Office of Vital Statistics. The billfold size copy, the hospital record of birth, and fax copies are not considered official documents. Schools are to retain a photocopy of the original birth certificate for the student's file;
2. Or, other reliable proof of the student's identity and age, with an affidavit of inability to produce a copy of the birth certificate.

If the person enrolling the student does not provide the necessary documentation within 30 days, then the school shall notify the person in writing that he/she must comply in 10 days or the case shall be referred to the Kentucky State Police Missing Child Center and local law enforcement officials for a missing person investigation.

Within 14 days of admitting a transfer student from another Kentucky school, the principal shall request from the previous school a certified copy of the student's record.

Any school receiving a request for a record that has been flagged as being that of a missing student shall not forward the record, but shall notify the Kentucky State Police Missing Child Center and the Office of Lifelong Formation and Education.

FIRST DAY ENROLLMENT (02/04)

5123

Principals will report first day enrollment to the Office of Lifelong Formation and Education before 5:00 p.m. EDT on the first day of classes.

ENROLLMENT STATISTICAL REPORTS (02/04)

5124

Each year principals shall record enrollment and other statistical data on the Elementary/Secondary School Data Report form by the Monday following Labor Day. These forms are to be emailed to the Superintendent's office at the Office of Lifelong Formation and Education by September 15.

ATTENDANCE

5130

COMPULSORY ATTENDANCE

5131

Kentucky law KRS 159.010 requires that each parent, guardian or other person residing in the state and having in custody or charge any child who has entered the primary school program, or any child between the ages of six (6) and sixteen (16), shall send the child to a regular public day school or private, parochial or church regular day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. A child's age is between six (6) and sixteen (16) when the child has reached his sixth birthday and has not passed his sixteenth birthday.

RECORDING ATTENDANCE

5132

Daily attendance records will be kept for each student and a daily report will be given to the principal. Every student enrolled in the school will be included in the records and is a member of that school until permanent withdrawal. A student is considered absent unless officially withdrawn. The student is marked absent until returning to school.

Attendance records will be maintained by the local school office for three years.

School attendance records are to be kept on an automated system.

At the end of each school year, an attendance report, listing aggregate days membership/absence may be requested by the Superintendent at the Office of Lifelong Formation and Education by June 15th.

CENSUS CARDS

5133

Census cards will be completed on each student using the student's legal name, address, birth, and grade and the cards will be sent to the local public school district. If the local public school district uses a different process for collecting this data, the Catholic school will comply with this process.

ABSENCE

5134

Students may need to be away from school for illnesses or family situations that arise. These are to be documented as absences. A written excuse stating the reason for absence and signed by the parent or guardian shall be required for all absences.

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

Parents/guardians will be encouraged to make appointments for private medical or dental services outside of school time.

Local school personnel are encouraged to make arrangements with the parents for continued education for students who are absent for an extended period of time. (See Section 6225.)

TARDINESS

5135

Tardiness shall be defined as the arrival of a student after the beginning of the school day.

Each school shall have a policy to address excessive tardiness.

TRUANCY

5136

Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three days without a valid excuse.

All truants shall be reported by the principal to the Director of Pupil Personnel of the appropriate public school district.

The principal will notify the Superintendent at the Office of Lifelong Formation and Education.

GRADUATION

5140

GRADUATION DOCUMENTATION

5141

Documentation of satisfactory completion of the elementary school program, signed by an appropriate school official, shall be provided to graduating students. The final progress report will ordinarily be used to document satisfactory completion of the elementary school program.

DESTINATION OF STUDENTS **5142**

The Destination of Students form will be sent to the Superintendent/s at the Office of Lifelong Formation and Education for students completing grade 8. If the school terminates at grades 6 or 7, the form is used for those students.

GRADUATION EXERCISES **5143**

Elementary school graduation or closing exercises should feature a religious or liturgical ceremony and stress the student's need and responsibility, as members of the parish, to continue active participation in a parish faith community. Any activities related to the graduation shall be simple, inexpensive and nondiscriminatory. Guidelines for dress for graduation shall be outlined in the individual school handbook. Recognition of class or individual achievement may be included in the graduation ceremony.

RECORDS **5200**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT) **5210**

The handling of students' records shall follow the federal regulations which implement the Family Educational Rights and Privacy Act of 1975. The following paragraphs contain the important elements of these regulations:

WHO HAS A RIGHT TO RECORDS **5211**

All educational agencies and institutions shall give full rights to either parent unless the agency 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. Such students are categorized as "Eligible Students."

ANNUAL NOTIFICATION OF THE RIGHT TO INSPECT RECORDS **5212**

Each educational agency or institution shall annually notify parents of students currently in attendance, and eligible students, if any, that they have a right to inspect and review their student education records; the right to request the amendment of those records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; and the right to consent to, or decline from, allowing disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations authorize disclosure without consent.

RIGHT TO REQUEST THAT A RECORD BE AMENDED **5213**

If a parent or eligible student believes that the education records pertaining to that student contain information that is inaccurate, misleading, or in violation of the student's right to privacy or other rights, he/she may ask the educational agency or institution to amend the records. Upon receipt of such a request, the educational agency shall decide to amend the records in a reasonable time or to notify the parent or eligible student of the agency's decision not to amend the records. If the educational agency or institution decides not to amend the records, it shall inform the parent or eligible student of its decision, and of his/her right to a hearing.

RIGHT TO A HEARING **5214**

If a hearing is requested, the following requirements must be met: (a) the educational agency or institution shall hold the hearing within a reasonable time, not to exceed five days after it has received the request; (b) the educational agency or institution shall give the parent or eligible

student at least three days' advance notice of the date, time and place of the scheduled hearing; (c) the hearing may be conducted by any appropriate individual, including an official of the agency or institution who does not have a direct interest in the outcome of the hearing; (d) the educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised; and (e) the educational agency or institution shall provide a written explanation of its decision within a reasonable period of time after the hearing, not to exceed three days. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of that evidence and the rationale upon which the decision is based.

CONSENT NEEDED BEFORE A STUDENT RECORD IS RELEASED **5215**

The educational agency shall normally obtain a signed and dated written consent of a parent or eligible student before it discloses personally identifiable information from the student's education records. The only exception is if the disclosure is limited to other school officials whom the agency or institution has determined to have legitimate educational interest.

RECORDING THE RELEASE OF STUDENT RECORDS **5216**

An educational agency shall maintain a record of each request of access to, and each disclosure of, personally identifiable information from the education records of any student. That information shall be maintained with the education records of the student as long as those records are maintained. For each request or disclosure, the records shall include the parties who have requested or received personally identifiable information and the legitimate interests those parties had in requesting or obtaining the information.

EMERGENCY SITUATIONS **5217**

An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

CONFLICT OF LAW **5218**

If an educational agency or institution determines that it cannot comply with the Act due to a conflict with state or local law, it shall notify the U. S. Department of Education within 45 days, giving the text and citation of the conflicting law.

PERMANENT RECORDS **5220**
PERMANENT RECORD FOLDER **5221**

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 the personal life of the student shall be part of the permanent record.

Permanent record folders shall include:

1. standardized test scores;
2. progress reports;
3. applicable performance portfolios; and
4. other pertinent academic information.

FILING PERMANENT RECORDS **5222**

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

1. Active current file - the Permanent Record folder for all current students;
2. Inactive current file - permanent records or copies of permanent records of students who attended the school or transferred to another school;
3. "Dead file" - permanent records of students as they complete grade eight. These records are ready for **microfilming (?)** when requested by the Office of Lifelong Formation and Education;
4. **Microfilm (?) Copies of Permanent Records** - The Office of Lifelong Formation and Education shall direct the **microfilming (?)** of the Permanent Records in the "Dead file" in each school.

Subsequently, the original Permanent Records shall be destroyed, and microfilm copies will be maintained, with one copy in the Office of Lifelong Formation and Education and a duplicate copy in the home school.

CLINICAL RECORDS

5223

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 will remain in the home school and will 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. Additional parental permission must be given to transfer any records in regard to any information, including psychological evaluations and/or strategies implemented, in relation to any special education services received by the student while attending the school.

It is understood that parents are to make full disclosure to their child's school concerning all pertinent education and medical records and all previous assessment information.

HEALTH RECORD

5224

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. When a student transfers to another school or enters high school the card will be sent to the new school.

TRANSFER OF RECORDS

5225

Students who have attended a school in the Archdiocese or who are transferring from another system will be admitted and given such standing as their official record warrants.

If a student transfers to another school, the officials of the receiving school have a "legitimate educational interest," and the student's records will be transferred with parental consent forms.

When a student applies for a transfer to another school, the procedures are as follows:

The principal of the receiving school will:

Request that the parents/guardians of the applicant sign the Request and Release Form for Records, authorizing transfer of records from the former school.

The principal of the sending school will:

1. Send the transfer form and records directly to the new school upon receiving the Request and Release Form for Records.

As a general rule, a child shall not be accepted 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 parish leaders are asked to dialogue, with special care for the general good and spiritual welfare of both the student and the family. The decision of the pastor will be final.

2. Transfer records as follows:
 - a. Elementary Schools
 1. Request Release Form for Records
 2. Transfer to Archdiocese of Louisville Catholic Elementary School: Send **original** Permanent Record Folder including standardized test scores. (A copy of the permanent record card is kept at the sending school.) Transfer to Public/Other School Systems: Send **copy** of Permanent Record Folder including standardized test scores. (The original permanent record card is kept at the sending school.)
 3. Copies of the Progress Report
 4. Health Record and Immunization Record
 5. Applicable Performance Portfolios
 6. Reading and Math Records, if applicable
 - b. High Schools
 1. Request Release Records form
 2. Copy of the Permanent Record Folder including standardized test scores
 3. Health Record and Immunization Record
 4. Applicable performance portfolios
3. Maintain all records if not requested by the receiving school.
4. Require additional parental permission to transfer any records in regard to any information, including psychological evaluations and/or strategies implemented, in relation to any special education services received by the student while attending the sending school. Clinical records not requested by the receiving school are to be returned to the parent/guardian.
5. Record the student's work to date on the Progress Report and place in the Permanent Record Folder if a transfer occurs before the end of the school year.

HEALTH **5300**

HEALTH REQUIREMENTS **5310**

HEALTH REGULATIONS **5311**

The health regulations as established by the Kentucky Department of Education shall be followed in all applicable areas.

CONTAGIOUS CONDITIONS **5312**

Contagious conditions such as strep throat, conjunctivitis, scabies, lice and ringworm must be treated according to the Department of Health regulations.

MEDICAL EXAMINATIONS **5313**

INITIAL ENROLLMENT **5313.1**

A medical examination shall be required of each child within six months prior to, or one month following, his/her initial enrollment in school. An initial enrollee is one who enters the school at the lowest level from another state, private school, county or local public school district.

SIXTH GRADE MEDICAL EXAMINATION

5313.2

A medical examination shall be required of each student prior to entering sixth grade. The medical examination shall be reported on forms prescribed by the Department of Education and will include: a medical history, record of immunization, assessment of growth and development and general appearance, physical assessment, including hearing and vision screening, and recommendations to the school regarding health problems that may require special attention in classroom or physical education activities.

EYE EXAMINATION FOR ELEMENTARY SCHOOL ENTRY (02/04)

5313.3

Effective with the 2004-05 school year, Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry.

IMMUNIZATIONS

5314

All parents, guardians and other persons having care, custody or control of any child shall have the child immunized against diphtheria, tetanus, poliomyelitis, pertussis, rubella, mumps, hepatitis B and hemophilus influenza disease in accordance with testing and immunization schedules established by regulations of the Cabinet for Human Resources. Additional immunizations may be required by the Cabinet for Human Resources through the promulgation of an administrative regulation pursuant to KRS Chapter 13A, if recommended by the United States Public Health Service or the American Academy of Pediatrics. All parents, guardians and other persons having care, custody or control of any child shall also have any child found to be infected with tuberculosis tested, examined and treated according to administrative regulations of the Cabinet for Human Resources promulgated under KRS Chapter 13A. The persons shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Human Resources.

Local school boards shall require all vaccinations and immunizations as required by law or regulations.

All public or private primary or secondary schools and preschool programs shall require a current immunization certificate for any child enrolled as a regular attendee, as provided by administrative regulation of the Cabinet for Human Resources, promulgated under KRS Chapter 13A, to be on file within two (2) weeks of the child's attendance.

RELIGIOUS EXEMPTION TO IMMUNIZATION REQUIREMENTS (02/04)

5314.1

The Archdiocese of Louisville has no religious prohibition against immunization, and in fact, the Archdiocese of Louisville encourages immunizations and requires, through its archdiocesan and school policies, compliance with all applicable immunization and health requirements.

Effective January 1, 2003, "bona fide" providers such as physicians, local health department, and medical facilities will issue religious exemptions for immunization requirements rather than school officials. The specific Kentucky Administration Regulation (KAR) reads as follows: "A physician, local health department, or medical facility administering immunizations shall, upon receipt of a written sworn statement from the parent or guardian of a child, issue a "Certificate of Religious Exemption" from the requirements of Section 2 of this administrative regulation, in

compliance with KRS 214.036.” (902 KAR 2:060)

Parents/guardians seeking a religious exemption are to go to a “bona fide” provider of immunizations. If the parent/guardian meets the established criteria, the provider will issue a religious exemption certificate.

If a parent/guardian presents a religious exemption certificate, the parent/guardian is required to have notarized the “Waiver and Release for Certificate of Religious Exemption.” Once the religious exemption from the “bona fide” provider and Waiver and Release have been properly completed and returned to the school, the student may be admitted if they have met all of the school’s admission requirements.

TUBERCULIN SCREENING (02/04) 5315

Effective July 15, 1998, a PPD (tuberculin) skin test is no longer required for students entering into Kentucky schools.

VISION, HEARING, AND SCOLIOSIS SCREENING 5316

All school boards shall adopt a program of continuous health supervision for all school enrollees. Such supervision shall include scheduled screening tests for vision, hearing, scoliosis, height and weight.

An effective mechanism for referral and appropriate follow-up of any apparent abnormality noted by screening assessment or teacher observation shall be recorded on school health records.

CUMULATIVE HEALTH RECORD 5317

Each elementary and secondary school shall initiate a cumulative health record for each pupil entering school. The record shall be maintained throughout the pupil’s attendance and shall be on forms prescribed by the Department of Education. The record shall include screening tests related to weight and height, vision and hearing, scoliosis and findings and recommendations of physicians and dentists, including an immunization record. A follow-up by the proper health or school authorities shall be made if necessary.

EMERGENCY INFORMATION FORM FOR STUDENTS 5318

Principals shall keep available current Emergency Information Forms for students. These forms shall contain pertinent information regarding persons to contact in case of accident or illness.

The school will arrange for parents to update emergency information each year. Parents are asked to send updates through the year as these occur.

COMMUNICABLE DISEASE 5320

Local school authorities shall report all known or suspected cases of communicable disease immediately to the local health department and the Superintendent at the Office of Lifelong Formation and Education, and follow all requirements of the health department.

HIV/AIDS 5321

The Catholic Church, as a community of faith, shares in the experience and challenge of HIV/AIDS: “When one member suffers, all members suffer” (1 Cor. 12:36). The Catholic Church in the Archdiocese of Louisville, along with the Church in other dioceses, continues to suffer with persons who have endured the pain, debilitation, isolation and death resulting from HIV/AIDS. At the same time, it also shares the trauma of family members, friends and associates who have been devastated by the suffering and death of loved ones. It is from this community of

faith that young people, as indeed the whole civic community, can learn a compassionate response for all suffering members, including those who suffer from the effects of HIV/AIDS.

STUDENTS INFECTED WITH HIV/AIDS

5321.1

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.

RIGHT TO PRIVACY OF PERSON WITH HIV/AIDS

5321.2

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

HIV ANTIBODY NEGATIVE

5321.3

No special procedures will be required for an individual who is HIV antibody negative, regardless of the HIV status of any of his/her family members.

HIV ANTIBODY POSITIVE

5321.4

When a child attending school in the Archdiocese is determined to be HIV antibody positive or when a child known to be HIV antibody positive is considered for school admission, the fact will be reported to the Communicable Disease Branch of the Kentucky Department for Health Services. The commissioner for Health Services or his/her designee will assemble a panel and designate the chairperson.

1. The panel, consisting of the child's parent/guardian; the child's physician; the physician from the local board of health; and the school superintendent or designee (with consent of parent/guardian) will be called together.
2. Unless the child's parent/legal guardian wishes otherwise, the panel meeting will be conducted anonymously -- that is, the parent/legal guardian, child, and proposed school will not be named during the meeting.
3. The child's clinical history to date will be reviewed by the panel and a determination will be made as to whether he/she is well enough to carry on classroom responsibilities and whether he/she poses any risk to other persons at the school.
 - (a) NO RISK: If the child poses no risk, school attendance without restriction will be allowed and medical confidentiality will be maintained.
 - (b) RISK: If the child has a possible risk factor for transmission (such as scratching, biting or lack of control of bodily secretions, etc.), an alternative educational setting/activity restriction will be considered and the most appropriate option consistent with public protection will be selected. In such a case the superintendent will oversee arrangements for a student's education.

PANEL FOR HIV POSITIVE INDIVIDUALS

5321.5

1. The panel should meet to review its earlier decision at the beginning of each school year.
2. The child's physician should also notify the Communicable Disease Branch when any significant change in the child's condition is noted.

3. The panel will reconsider the suitability of the child's continuing or resuming the responsibilities of the classroom.

CONFIDENTIALITY OF HIV POSITIVE INDIVIDUAL

5321.6

The school will respect the right to privacy of the AIDS or HIV-infected individual.

1. The panel will decide if any person in the school has a direct need to know that the child is infected.
2. If any individuals are deemed to have such a need, the superintendent or designee will be informed of the child's identity and, WITH THE CONSENT OF THE PARENT/LEGAL GUARDIAN, the superintendent or designee will inform those persons.
3. Confidentiality requirement will be made clear to such persons.

ILLEGAL DRUGS (02/04)

5330

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

Distributing/Selling Illegal Drugs or Alcohol

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
4. The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is

found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

REFERRAL COUNSELING FOR ALCOHOL/DRUG USE PROBLEMS **5331**

Contact Family Counseling for alcohol/drug use assessment and counseling information.

SPECIFIC HEALTH CONCERNS **5340**

MEDICATION **5341**

Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate preparation for the administration of medication and recording of medication. They should also receive appropriate supervision.

The person supervising the administration of medication must keep a written record. All medication given must be documented on a medication log. Records must contain the legal signature of person(s) administering medication and be kept on file in the student's cumulative health record. Documentation should be complete and reflect beginning and ending dates and rotations of missed doses and absences. Medication recording sheets should be filed in a student's cumulative health folder when completed, or when medication is changed or discontinued. **(See Appendix V - B)**

All medication must be stored in a secure, locked, clean container or cabinet accessible only to the responsible authorized school personnel.

All medication should be sent to school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication. KRS 218A.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

A signed "authorization to give medication" form from the parent is required for school personnel to give medication to a student. The information on the form should include: name of student; (2) name, address and phone number of physician; (3) type of medicine; (4) dosage; (5) time of day for dosage; (6) reason medication is to be given; (7) possible reactions or side effects of medicine; (8) release from liability and (9) parent's telephone at home, work and an emergency number. **(See Appendix V - C)**

Prescription medication should be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength and directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian, provided a completed authorization to give medication form is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

ASTHMA MEDICATIONS

5341.1

In 2002, the General Assembly passed KRS 158 that permits the self-administration of medications by a student with asthma if the student's parent or guardian:

- Provides written authorization for self-administration to the school.
- Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information: name and purpose of medications, prescribed dosage, time(s) when the medications are to be regularly administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.
- The statement shall be kept on file by the school.
- The parent/guardian of the student shall be informed that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent/guardian shall sign a statement acknowledging that the school shall incur no liability and the parent/guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.
- The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year.

DEATH OF A STUDENT OR TEACHER

5342

In keeping with our faith tradition, the subject of death, dying and grieving should be a part of the regular religion curriculum. In the event of the death of someone closely connected with the school or parish community, there are resources available to help the students and faculty work through the grief process. Counselors from Family Counseling (636-1044), *ArchResponse*, Archdiocese of Louisville, are available to meet with the faculty and students.

PREGNANCY

5343

In view of our Catholic teaching on respect life, students shall not be dismissed for pregnancy.

MARRIAGE OF MINORS

5344

Generally, marriages between teenagers are to be discouraged because statistical evidence indicates that the probability of permanence in such marriages is greatly reduced.

1. Rarely, if ever, will the Church give permission for marriage for anyone under eighteen.
2. If either party is not yet nineteen years old, the Church will consider marriage only after consultation with parents and after a favorable recommendation from a counselor approved by the Archdiocese.

If Catholic students marry without following the marriage guidelines of the Archdiocese, they may not attend the Catholic schools of the Archdiocese of Louisville.

SAFETY

5400

SCHOOL ENVIRONMENT

5410

PHYSICAL PLANT

5411

The local school administration shall provide and maintain a physical environment that is conducive to the health and safety of school children. It shall be the responsibility of all schools to comply with current laws and regulations applicable to all public buildings pertinent to health, sanitation and safety. In accordance with current regulations and standards from authorities having jurisdiction, it shall be the responsibility of schools to establish:

1. an adequate supply of water of safe, potable, sanitary quality;
2. a sanitary disposal of sewage, other water carried waste and solid waste;
3. adequate toilet and lavatory facilities and other sanitary fixtures;
4. adequate heating, lighting and ventilation in all school buildings;
5. adequate facilities and equipment in cafeterias and lunch rooms;
6. supervision of general sanitation and safety of the school buildings, grounds and playground equipment; and
7. adequate first aid facilities;
8. adequate control of air pollutants.

The principal shall institute protective procedures to ensure student safety by planning programs of instruction in such matters as traffic safety, dealing with strangers, reporting safety hazards on school grounds, bus safety, first aid, drugs, etc.

SCHOOL ARRIVAL AND DISMISSAL PLAN

5412

Each school will develop a plan to create a safe and orderly environment during arrival to and dismissal from school. Where the city or county provides school traffic guards, the principal will cooperate in planning dismissal schedules.

Where students are transported to school, a plan will be established to ensure safety and avoid disruption of traffic.

UNAUTHORIZED VISITORS

5413

Precautionary means will be taken to guard against unwanted visitors within the school building. If it is necessary to lock outside doors during school hours, they must be easily opened from the inside in case of emergency.

It is essential that school officials have a plan for responding to unauthorized visitors. All teachers and staff must be made aware of this plan.

ACCIDENTS

5414

REPORTING ACCIDENTS

5414.1

The principal or designee shall be notified immediately of any accident that occurs on school premises. The principal shall notify the parent/guardian and arrange for emergency medical aid if

necessary. School personnel must remain with the injured child until the parent/guardian arrives. Every accident, no matter how minor, shall be documented on the Student Report. (See Appendix V - D)

This report will be completed in duplicate; one copy will be sent to the Superintendent at the Office of Lifelong Formation and Education and the second copy will be retained in the school file.

STUDENT INSURANCE

5414.2

Student accident insurance is available through the local school. The company sends information annually to the schools. The school insurance is voluntary, but it is recommended that parents have insurance on all children.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

5415

The Occupational Safety and Health Administration (OSHA) has implemented "Occupational Exposure to Bloodborne Pathogens" (29 CFR. 1910.1030), which requires agencies to develop a Bloodborne Pathogen Exposure Control Plan. This includes local school districts. Occupational exposure is defined as reasonable anticipated exposure to blood or other potentially infectious materials (OPIM) as the result of performing job duties. Therefore, some employees in your school will be involved. In schools, employees who might be covered by the OSHA standard could include school nurses and those certified in first aid. Other employees who could be covered include custodians, teachers, secretaries, coaches and special education teachers. Any employee who has involvement with blood or body fluids or designated duties involving bloodborne pathogens should be included. An exposure control plan and training are required for each district.

The Archdiocese of Louisville has adopted the "Bloodborne Pathogens Exposure Control Plan for Schools" developed by SafetyLine. This Exposure Control Plan can easily be implemented by one person. Schools/parishes may wish to assign specific duties to individuals, but the responsibility for implementation falls back on the Plan Administrator and ultimately on the school board or administrator of the school.

The responsibilities of the Plan Administrator fall into five general areas:

1. Make sure that the school follows the policies and procedures set out in the plan.
2. Make sure that employees receive training on bloodborne pathogens and the Exposure Control Plan.
3. Implement the hepatitis immunization program. (If the school has any medical personnel on staff, it must offer them free hepatitis immunization within ten days of employment.)
4. Implement the post-exposure incident procedures following an exposure incident.
5. Keep the required training records and medical records on each employee with occupational exposure.

Please refer to the SafetyLine "Bloodborne Pathogens Exposure Control Plan for Schools" for complete information.

The Archdiocese of Louisville sponsors training for all who may be exposed to bloodborne pathogens. Review the Safetyline Plan at school. (See Appendix V - E)

ASBESTOS

5416

In addition to our commitment to excellence in education, the Archdiocese of Louisville schools are also committed to assuring a safe and healthy learning environment for our students and staff by maintaining compliance with all laws and regulations pertaining to health and the environment. The Asbestos Hazards Emergency Response Act, or AHERA, requires comprehensive management of asbestos left in a school building through a detailed process which includes notifications, training, maintenance and proper handling, removal and disposal of asbestos in school buildings.

The Archdiocese has a moral obligation as well as a legal mandate to meet these compliance components and has developed a system to fully implement all requirements of the AHERA law. The Archbishop has assigned an individual to the official position of Local Educational Agent Designee. In addition, the Archbishop has assigned a "Responsible Person" at each school to manage that school's asbestos program, and that Responsible Person reports directly to the assigned LEA Designee.

When implemented properly, the system that the Archdiocese has in place provides an environment that is safe with respect to potential asbestos exposure and meets all requirements for AHERA compliance.

NONSMOKING POLICY FOR CHILDREN'S SERVICES

5417

Schools are to be in compliance with the Nonsmoking Policy for Children's Services set forth in the Pro-Children Act of 1994, which states that: (a) "No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary or secondary education or library services for children," and (b) "No person shall permit smoking within any indoor facility (or portion thereof) owned or leased or contracted for by such person for the provision by such person of regular or routine health care or day care or early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this section shall not apply to (1) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs, or alcohol, and (2) any private residence."

PESTICIDE APPLICATION IN SCHOOLS (02/04)

5418

Effective July 1, 2002, 302 KAR 29:050 Section 12 requires each school district to implement an integrated pest management program with a primary goal of controlling dangerous and destructive pests with the judicious use of pesticides.

If schools and child care centers in the Archdiocese of Louisville apply pesticides, they are to check with the pest control companies they use to verify if the chemicals and methods used are governed by the regulations. The regulation lists the following exemptions:

- germicides, disinfectants, bactericides, sanitizing agents, water purifiers, and swimming pool chemicals used in normal cleaning activities
- personal insect repellants
- human or animal ectoparasite control products administered by qualified health professional or veterinarians
- manufactured pest or gel bait insecticides placed in areas where humans or pets do not have reasonable access to the bait

If the pest control chemicals and methods used are covered by the regulations, schools must implement an integrated pest management program including the following:

Advance notification of pesticide use

At the start of each semester or school year segment, a verifiable notice shall be sent or given to all staff members, health professionals, and parents or guardians of school children concerning twenty-four (24) advance notifications of pesticide applications. Schools must maintain a registry of those requesting advance notification.

Notification content

The advance notification shall include:

- The anticipated date of possible pesticide application. (If special circumstances arise and the advance notice is not provided as required, such as the emergency application of pesticides to control organisms that pose an immediate health threat or that may be disruptive to a normal learning environment, the school shall provide the notice as soon as possible. In this situation, the notice shall explain the reasons why advance notice was not provided and what pesticide was applied.)
- A description of the general location of the pesticide application.
- The routine scheduled service, a description of pests encountered, the brand name of the pesticides applied, a list of active ingredients, and pesticide application method.
- A telephone number that parents and staff can use to contact the school for more information.

Qualifications for pesticide applicators

Persons who apply pesticides in schools shall be certified under Category 7(a), General Pest and Wood-destroying Organisms, and Category 7(b), Integrated Pest Management, to apply pesticides. Applicators currently holding a Category 7(a) certification on the effective date of this administrative regulation shall receive their Category 7(b) certification without additional examination.

Schools and childcare centers may contact the Superintendent's office for copies of model notification letters and forms.

RELEASE OF STUDENTS

5420

RELEASING STUDENTS DURING SCHOOL HOURS

5421

A student shall not be released from school during school hours into the custody of any person other than those listed on the EMERGENCY INFORMATION FORM FOR THE STUDENT. Identification of the person to whom the child is released must be verified.

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

Students shall not be sent on errands off the school grounds or sent home for books, homework, etc.

Students shall not be released to speak with anyone other than school staff, Child Protective Services or police officers during school hours. In all other cases the parent/guardian is first notified.

Students must be released through the school office.

RELEASING STUDENTS TO POLICE

5422

Observe the following if a police officer asks to speak with a student:

1. Ask for identification to verify that the person is a police officer. The officer is

not required to present a warrant to speak with a student, but will be asked to wait until parents are notified and given reasonable time to come to the school.

2. Phone the parent/guardian and ask the parent/guardian to come to the school to be present with the student during the interview. If the parent/guardian cannot come, the principal or designee will be asked to sit in for the interview "in loco parentis." However, the police officer has the discretion to grant or deny the request.
3. Ask the officer to present a warrant for arrest before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus or while the police officer is present the principal must contact the parent/guardian to come to the school.
4. If the parent/guardian cannot come, the principal or designee must accompany the student to the police station.
5. Contact the Superintendent within 24 hours if a student is arrested.

NON-CUSTODIAL PARENTS

5423

Schools may ask all divorced parents to furnish the school with a court certified copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

SPECIFIC SAFETY CONCERNS

5430

CHILD ABUSE (02/04)

5431

As stated in KRS 620.030, ‘any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky state police, the cabinet, or its designated representative, or the Commonwealth’s attorney by telephone or otherwise.’”

This reporting requirement includes all clergy, employees, and volunteers. When the accusation involves church personnel, such a report also must be forwarded to the Chancellor of the Archdiocese.

Persons making a report should provide the following information:

1. the names and addresses of the child and his or her parents or other persons who have custodial responsibility for the child;
2. the child’s age;
3. the nature and extent of the child’s suspected dependency, neglect, or abuse, including any previous charges of dependency, neglect, or abuse, if known;
4. the name and address of the person who is allegedly responsible for the abuse or neglect; and
5. any other information that will be helpful to the child abuse investigator.

No internal investigation shall be initiated before this report is made to the authorities and to the Chancellor. Failure to report suspected child abuse to the civil authorities is a Class B misdemeanor punishable by law and is grounds for the termination of employment and/or the termination of a volunteer relationship with a diocesan entity. The only exceptions to this requirement involve information learned within the Sacrament of Reconciliation or within an attorney-client relationship. [KRS 620.050(3)]

Please refer to "Restoring Trust: The Sexual Abuse Policies of the Archdiocese of Louisville" for additional information.

MISSING CHILDREN

5432

Kentucky State Law regarding missing children shall be followed.

According to state law the following actions will be taken:

1. State:
The Kentucky Department of Education shall officially notify the school of the disappearance of a child registered in that school.
2. Local School:
 - a. Upon notification by the Department of Education of a child's disappearance, the principal will flag the record of the missing child in such a way that whenever a copy of or information regarding the child's record is requested, the principal will be alerted to the request and will report the request to the Kentucky State Police Missing Child Center.

Upon finding the missing child, the Department of Education will notify the principal to remove the flag from the student's record.
 - b. Within 14 days after admitting a transfer student from another Kentucky school, the principal shall request from the previous school a certified copy of the student's record.

Any school receiving a request for a record that has been flagged as being that of a missing student shall not forward the record but shall notify the Kentucky State Police Missing Child Center.

FIREARMS AND DANGEROUS WEAPONS

5433

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education."

The Kentucky Penal Code, Section 500.080, states that "deadly weapon" means:

- a. any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged; or
- b. any knife other than an ordinary pocket knife or hunting knife; or
- c. billy, nightstick, or club; or
- d. blackjack or slapjack; or
- e. nunchaku karate sticks; or
- f. shuriken or death star; or
- g. artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocket knives as "deadly weapons," these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Each chief administrator of a public or private school shall display about the school in prominent

locations, including, but not limited to, sports arenas, gymnasiums, stadiums and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating: "UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE."

Failure to post the sign shall not relieve any person of liability under this section.

Should a student be in violation of the above policy, the following steps should be taken:

1. the parent/guardian is contacted;
2. the student is dismissed from school;
3. the police are called;
4. superintendent is notified; and
5. the reason for dismissal is noted on the student's permanent record.

DISCIPLINE **5500**

ESTABLISHING GUIDELINES **5510**

CODE OF CONDUCT **5511**

School authorities shall establish guidelines for the behavior of students on school premises, on field trips or during other activities where students are representing the school community. Each school shall have a written code of conduct that is published in the Parent-Student Handbook.

SUPERVISION OF STUDENTS **5512**

Supervision of students is required at all times. Supervision is a mental as well as physical act. If an emergency necessitates that an adult has to leave the classroom, students should be told periodically what they are to do if no adult is present. Principals shall require that the procedure for behavior in the absence of an adult be included in classroom rules.

MEETING DOCUMENTATION **5513**

Any meeting regarding discipline, placement or change in curriculum should be properly documented. Attendees at the meeting should be given a copy of the appropriate documentation within one week.

EFFECTIVE DISCIPLINARY ACTION **5514**

Positive approaches to discipline need to be stressed. The following guidelines are given as a way to achieve positive results.

1. Disciplinary action must be individualized, constructive and proportionate to the act. The student must understand what he/she has done and the consequences of the act.
2. Such action must be applied as soon as possible after the act, with careful deliberation by the proper authority.

ACCEPTABLE METHODS OF CHANGING INAPPROPRIATE BEHAVIOR

5520

Procedures for changing inappropriate behavior should follow this sequence as a normal rule:

1. a teacher conference with student to seek an understanding and solution.
2. consequences, such as extra work, detention, etc.
3. a conference including teacher, student and principal.
4. a plan for improvement formulated; consequences set up, such as isolation with supervision, time out, loss of privileges, etc.
5. a conference with parents.
6. a probation period put into effect. Behavior contracts may be utilized during the probationary period.
7. suspension in/from school (depending on local discretion).

In applying all of these procedures, school authorities are expected to be sensitive to the age of the child and the gravity of the offense.

DETENTION

5521

Detention is considered an acceptable means of discipline. Detention shall not occur without prior notification of the parents. Students who are detained shall be provided adequate supervision.

UNACCEPTABLE METHODS OF CHANGING INAPPROPRIATE BEHAVIOR

5530

Christian respect for the dignity of each person precludes actions such as:

1. sarcasm, ridicule, public humiliations;
2. personal indignities such as striking or pulling ears, hair, clothes, etc.;
3. indiscriminate punishment of all students in a class;
4. isolation without supervision; and
5. unreasonable/lengthy written punishment (i.e., I must not... 500 times).

CORPORAL PUNISHMENT

5531

Corporal punishment is not allowed in schools of the Archdiocese.

STRIKING A STUDENT

5532

In the event that a teacher should strike a student or use inappropriate physical restraint, the teacher shall inform the principal immediately and shall file a written explanation of the incident to the principal within 24 hours.

PROBATION AND SUSPENSION

5540

When normal disciplinary procedures have failed, or in cases of exceptionally severe breaches of discipline, the principal shall administer probation or suspension as a disciplinary measure.

PROBATION

5541

Probation is a disciplinary procedure by which a student is evaluated by the teacher and principal in regard to his/her attitude and behavior over a specified period of time. This procedure is followed in order to determine the student's resolve to remain in the school community:

1. The principal has a conference with the student and parent/guardian to advise them of reasons for probation, the plan of action (which may include counseling) and the time-length of the probation. The teacher(s) may be asked to attend. A written summary of this conference is sent to the parent/guardian, and the principal retains a copy.
2. The pastor is advised immediately.
3. After the period of probation, a second conference is held to determine whether the probation is to be terminated or extended.

SUSPENSION

5542

Suspension is a disciplinary procedure by which a student is removed from the school/class for a specified period of time. Suspension gives the student an opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community.

There are two types of suspension:

IN-SCHOOL SUSPENSION

5542.1

The student is temporarily removed from the class but remains in school under supervision.

OUT-OF-SCHOOL SUSPENSION

5542.2

The student is not permitted to be on school property for the duration of the suspension.

If, in the principal's judgment, suspension is necessary, he/she shall:

1. hold a conference with student and teacher;
2. inform the pastor;
3. call a conference with the parents and any others, as circumstances demand;
4. determine whether it will be in-school or out-of-school suspension; and
5. provide educational tasks for the student to complete.

DISMISSAL

5543

Dismissal is a disciplinary procedure by which a student is removed from the school. Dismissal is used in those cases where probation and suspension seem inadequate to effect the desired changes in the student's attitude and behavior.

If, in the principal's judgment, dismissal is necessary, he/she:

1. has a conference with student and teacher;

2. informs the pastor;
3. calls a conference with the parents and any others, as circumstances demand;
4. informs other persons who are affected by the decision, including School Board chairperson;
5. may allow parent/s to withdraw student;
6. provides guidance for transfer to another school;
7. sends a written statement of the measures taken and the reasons for the action to the Superintendent at the Office of Lifelong Formation and Education and to the parents.

Schools are advised to design a form that:

- records dates the above actions were taken and document reasons for the action;
- documents evidence of violation/s of a school's Code of Student Conduct; and
- provides line for principal's signature and date.

SPECIFIC ISSUES

5550

SEARCH AND SEIZURE

5551

Each Catholic school shall have a policy on searching students and/or seizing their possessions, and this policy shall be included in the Parent-Student Handbook.

"If a principal believes that a student is carrying a dangerous item on his or her person, the principal should ask the student for it. If the student refuses, the student can be asked to empty pockets, book bags, purses, etc. If the student still refuses, the principal must make a choice. Obviously, if the principal believes that persons are in danger, the principal will have to take whatever action appears necessary to gain possession of the item. If the situation permits, the best course for action would appear to be to contact the parent and have the parent come to school and conduct a search of the child. Obviously, such a procedure is a serious one and should be undertaken only in appropriately serious circumstances. Where possible, principals should contact the appropriate diocesan personnel or attorney for advice.

"Catholic schools and their personnel can be subject to tort suits of assault and battery and/or invasion of privacy if a student is harmed because of an unreasonable search. Carefully developed policies and procedures should guide any search and seizure; a common sense 'balancing test' should be applied in each case: is this search and its possible effects worth finding whatever it is that school officials are seeking? For example, an exhaustive search for a student's lost dollar does not seem worth the effort. After asking if anyone has seen the dollar, the teacher would be well advised to lend the student a dollar, if necessary, rather than to disrupt the educational process by a search. If the student has lost an expensive piece of jewelry, the teacher might conduct a more extensive search. Approach is most important. Saying to students, 'Let's all help Johnny look for his watch,' or 'Let's all look in our book bags to see if it could have fallen into one by mistake,' while the teacher examines his or her own bag, avoids the trauma of students being singled out for accusation.

"The dignity of each student and a commitment to treat everyone the way the educator would wish to be treated should be guiding principles in any search and seizure situation." (*The Law and the Catholic Schools: Approaching the New Millennium*, Sr. Mary Angela Shaughnessy, 1991, pp. 74-75.)

HARASSMENT

5552

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 can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, 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.

Each school should have a harassment policy and procedures to deal with harassment in place.

CRIMINAL GANG-LIKE ACTIVITY (9/97)

5553

Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the principal.

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.

Criminal gang-like behavior is addressed in other existing Archdiocesan policies. For example, Harassment (5552), Truancy (5136), Drugs (5330), Firearms (5433), Discipline (5500), Dress (5600), etc. Please refer to these and other appropriate policies for dealing with criminal gang-like behavior.

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:

1. the teacher or other person having the aforesaid information shall notify the principal of the school wherein the student is enrolled;
2. the principal, in consultation with appropriate resources, will gather information to make a determination of student involvement in criminal gang-like activity;
3. upon confirmation of student involvement in criminal gang activity, the student's parents or legal guardians shall be notified, appropriate action taken, and written documentation kept on file;
4. if activity cannot be confirmed and concerns exist about student behavior, the student's parents or legal guardians shall be notified, the concerns expressed to them and written documentation of notification kept on file;
5. local law enforcement should be notified if a criminal act occurs.

Additional guidance can be found in the response scenarios below.

Student in a gang

1. Being a gang member is not yet a crime in the state of Kentucky.
2. If an infraction of school rules or illegal act occurs, the primary concern should be the infraction or illegal act.
3. Address the infraction through school/Archdiocesan policy; address the illegal act through local law enforcement.

Student in a gang and wants out/Student is being pressured to join a gang

1. Person having the aforesaid information shall notify the principal of the school wherein the student is enrolled.
2. The student's parent or legal guardian shall be notified.
3. Local law enforcement and/or appropriate gang unit can be contacted for assistance.

Please consult the Superintendent and the Family Counseling Office for assistance in dealing with criminal gang-like activity.

THREATENING BEHAVIOR (02/04)

5554

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental state of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an

adequate mental health assessment.

7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.
8. Please refer to School-Centered Emergency Management Guide, Response Section “Threat of Harm” for additional information.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Consultation

The Superintendent and Director of Family Counseling, are available to consult with schools dealing with threatening behavior.

GRIEVANCE PROCEDURES (02/04)

5560

Authority as exercised in the Catholic school system depends in a large measure upon a spirit of willing cooperation among administrators, staff and students. However, honest disagreements can, and sometimes do, occur between persons at various levels. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory, the following guidance is offered.

Normal Level of Resolving Grievances

1. Students (Parents)
 2. Staff Person
 3. Principal
 4. School Board (Chairperson selects two members of the Board with approval of pastor as a hearing committee)
 5. Pastor
 6. OLFE/Superintendent (who may choose to form a hearing committee composed of OLFE board members and staff)
 7. Due Process Board of Archdiocese of Louisville
 8. Archbishop
- a. It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.
 - b. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should be made in writing within a reasonable time frame (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is bound to maintain confidentiality concerning all information received.

- c. At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem.
- d. At any point, the Office of Lifelong Formation and Education is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.
- e. When a matter is referred to the Office of Lifelong Formation and Education, a representative of the office will meet with both sides of the dispute to search for and propose a satisfactory resolution.
- f. The Archdiocesan Personnel Office may also be of assistance in employee-related matters.
- g. The Office of Lifelong Formation and Education may appoint an ad-hoc committee to conduct a hearing should that approach be considered helpful.
- h. Unresolved disputes may be referred to the Archdiocesan Due Process Board.

DRESS

5600

Local school authorities shall establish guidelines regarding uniforms and dress codes.

APPENDIX V - B
 DAILY LOG FOR MEDICATION(S)
**This log intended for individual student records.*

School _____	Week of _____					Week of _____					Week of _____					Week of _____									
Student _____ Medicine _____ Dosage _____ Time _____	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Medicine _____ Dosage _____ Time _____																									
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Medicine _____ Dosage _____ Time _____																									
Medicine _____ Dosage _____ Time _____																									

Signature _____

APPENDIX V - C
PERMISSION FORM FOR MEDICATION

School: _____

Date form received by the school: _____
Student: _____ Date of birth, or age _____
Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber

Reason for medication: _____
Name of medication: _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (*Schedule and dose to be given at school*): _____

Start: date form received Other date: _____
Stop: end of school year Other date/duration: _____
 for episodic/emergency events only

Restrictions and/or important effects: None anticipated

Yes. Please describe. _____

Special Storage Requirements: None Refrigerate
Other: _____

This student is both capable and responsible for self-administering this medication:

No Yes - Supervised Yes - Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On the back side of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____
Address: _____
Phone Number: _____
Doctor's Signature: _____

To the school: Please report concerns about medications or disease to the above physician.

To be completed by parent/guardian:

I give permission for (*name of child*) _____ to receive the above medication at school according to standard school policy. (*Schools require parent/guardian to bring the medication in its original container.*)

Date: _____ Signature: _____

Relationship: _____

Parent/Guardian Phone Numbers: Home _____ Work _____ Emergency _____

Appendix V - D
ACCIDENT REPORT

Each accidental injury which requires a doctor's attention or which kept a student out of school one-half day or more is to be reported on this form. The teacher/coordinator should complete the report when the Principal/Director is unable to do so.

WHO WAS HURT? _____

Name _____ Address _____

Age _____ Sex _____ School Attended _____ Grade _____

WHEN DID ACCIDENT HAPPEN?

Date: _____ Time _____ A.M. _____ P.M. _____

WHERE DID ACCIDENT HAPPEN?

At school? _____ If so, in building or on playground? _____

On the street? _____ If so, where? _____

Was this an automobile accident? _____

If on the street, was it on the way to school? _____ From school? _____

At home? _____ If so, was it in the house? _____ Outside house? _____

HOW DID ACCIDENT HAPPEN?

What was person doing when hurt? _____
(Playing baseball, crossing street, etc.)

Describe the accident _____

WHAT KIND OF INJURY WAS IT?

(Broken arm, fractured skull, cut finger, burn, etc.)

Was a doctor called? _____ If so, state his name and address: _____

Number of days kept from school _____

Signature of Teacher/Coordinator _____

Signature of Principal/Director _____

School/Parish _____

Please send a copy of this report to the Office of Lifelong Formation and Education as close to accident date as possible.

Appendix V - E

UNIVERSAL PRECAUTIONS IN SCHOOLS REGARDING BLOODBORNE PATHOGENS

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for school personnel and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, the OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious material in routine as well as emergency situations. Based on the type of possible contact, school personnel and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of school personnel and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- * Hands should be washed before physical contact with individuals and after contact is completed.
- * Hands should be washed after contact with any used equipment.
- * If hands (or other skin) come into contact with blood or body fluids, wash immediately before touching anything else.
- * Hands should be washed whether gloves are worn or not, and after gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside of the gloves and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid, caked with blood, is not absorbed in materials and is capable of releasing the substance if compressed, special disposal such as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

Clean-up

Spills of blood and OPIM should be cleaned up immediately.

- * Wear gloves.
- * Clean up spill with paper towels or other absorbent material.
- * Use a solution of one part household bleach to one hundred parts of water (1:100), or other EPA approved disinfectant. Wash the area well.
- * Dispose of gloves, soiled towels and other waste in a plastic bag.
- * Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM is handled as little as possible with a minimum of agitation. It is bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. School personnel who have contact with this laundry should wear protective barriers.

Exposure

An exposure incident to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- * Always wash the exposed area immediately with soap and water.
- * If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- * If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure is reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further healthcare.

Resource: Haynie, Palfrey, Porter. (1989). Children Assisted by Medical Technology in Educational Settings: Guidelines for Care. "Guidelines for Care: Universal Precautions and Infection Control." (Project School Care, The Children's Hospital). Boston, Massachusetts. 17-19