



**PARENT/STUDENT  
HANDBOOK  
*2019-2020***

***St. Paul Catholic School***

322 W. Washington, Macomb, IL 61455  
Phone: 309-833-2470 FAX: 309-833-2470  
<http://www.stpaulmacomb.com>

SAINT PAUL SCHOOL PARENT/STUDENT HANDBOOK

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2019-2020 EDUCATION COMMISSION BOARD

Father Adam Stimpson

Larry Adams - Religious Ed Director      Laura Courter

Laura Cody – Principal                      Katrina Daytner

Tony Ensenberger – RCIA                      Carol Kersting

Pat Arnold

Circumstances may arise in which St. Paul School determines that changes are required in these guidelines and procedures. For this reason, St. Paul School, reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, procedures set forth in this Handbook

*St. Paul Catholic School  
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Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

*St. John Chrysostom*

Welcome to St. Paul Catholic School! In choosing St. Paul School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Laura Cody  
Principal

## CATHOLIC SCHOOL STATEMENT OF PURPOSE

*“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”*

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, which is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith, within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Catholic communities.

*“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”*

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

## MISSION STATEMENT

The mission of St. Paul Catholic School is to educate each child academically, spiritually, morally and socially in a safe Christ centered environment.

VISION  
Raising Saints

## PHILOSOPHY/GOALS

The following is a statement of the philosophy, purposes, and objectives of St. Paul School as formulated by the faculty and education commission and approved by the parish council.

## Philosophy of St. Paul school:

### We view St. Paul Catholic School as an environment

- where we strive to teach as Jesus did.
- where the history, beliefs and practices of the Catholic Church are taught and lived.
- where learning is valued and this value is transmitted to students by means of experience, study and instruction.
- where students are viewed as individuals with individual needs, interests, modes of learning and a respect for all of creation.
- where decision-making power and responsibility to self, to the present community and to the world are developed.
- where students and teachers share in the search for truth, where they recognize and develop talents and creativity.
- where teachers exercise authority, leading students toward self-regulation and self-discipline.
- where students are helped to have a sense of self-worth and purpose.
- where community is developed, providing students with the experience of living, working, and worshipping as members of a faith community.
- where Christian courtesy is esteemed and practiced so that students may learn by example.

### Purposes of St. Paul School:

- to teach Catholic values and Catholic doctrine
- to facilitate active participation of the faculty-student community in making decisions that will affect their lives and the lives of others.
- to develop the capacity for critical scrutiny of society and of personal experience in the light of the Gospel for the building of a value system that will promote a just society.
- to build an appreciation for learning and the attitude that education is an ongoing, lifelong process.
- to provide appropriate instruction and resources for personal and cultural development and for the acquisition of basic skills.
- to provide recognition of individual talents and achievements.
- to give experience in living and worshipping in a religious atmosphere.
- to give an example of Christian courtesy and respect.

### Objectives of St. Paul School:

- to provide a coordinated daily religious program.
- to provide opportunities for participation in liturgies and paraliturgical celebrations of the Sacraments, the feasts and the seasons of the Catholic Faith.
- to provide the educational needs of students through personalized instruction carried on through one-to-one, small group and small class work.
- to provide experiences which promote the ability to take responsibility and to make decisions, e.g., teacher-student planning of subject content, use of contracts and choosing among various learning activities.
- to encourage active participation in school, parish, local and world projects.
- to provide information, open discussion and experiences that bring about awareness of social issues and institutions in order to facilitate the formation of value judgments.
- to provide current course material, outstanding teachers, outside resource people and cultural experiences.

to provide suitable multimedia materials and equipment.  
to provide positive reinforcement.  
to promote good student-teacher interrelationships based on mutual respect.  
to promote teacher growth through in-service days, professional reading materials,  
workshops and supervision

## PARISH GOVERNING AND SUPPORT

St. Paul Parish Council – Chairperson – Bill Knox

Article II taken from the constitution and by-laws:

Objectives and Purpose

The objectives and purpose of the St. Paul Parish Council shall be:

1. the administration of the temporalities of St. Paul Church, School, and other properties which are hereby delegated by the Pastor and Lay Trustees of the Parish.
2. to prepare an annual budget for the operation of the church, school, and other properties owned by the parish; to approve and to coordinate all fund-raising projects.
3. to provide a teaching staff for the school consonant with the certification requirements of the Peoria Diocesan School Office and promote the highest standards of excellence consistent with the philosophy of Catholic education.
4. to analyze, plan and inaugurate programs to improve or to maintain the educational, financial or physical needs of the church, school and other facilities or properties owned by the Parish.
5. to serve as direct representatives of all parish families in all matters pertaining to the administration, financing and operation by the Church, School, Rectory and any other properties owned by the Parish.

St. Paul Education Commission – Chairperson –

Article II taken from the Constitution

This commission is an advisory body assisting with the operation of education programs at St. Paul Parish, subject to such regulations as might proceed from the Ordinary of the Diocese and/or Diocesan Board of Education as provided for by the Constitution of St. Paul Parish Council.

St. Paul Home and School Association – President – Christa Ingledue

Article II taken from the by-laws of the Association

The objectives of this association shall be:

1. to achieve a closer relationship and understanding among the parents, the Pastor, the Principal and the teachers of St. Paul School to the end that the education and social development of the children may be broadened and improved.

2. to cooperate with school authorities in specific projects and undertakings which will increase the educational opportunities of the children.
3. to assist the Pastor, the Principal and the teachers of St. Paul School in carrying out any program which they may suggest.

### Article III

#### Membership

All parents of children enrolled in St. Paul School shall be members of this Association.

### Article IV

#### Meetings

1. Regular meetings of this association shall be held on the second Monday of every other month, beginning with September of each year and ending with the Annual Meeting in May.
2. Meetings shall be called to order at 6:30 p.m. unless otherwise specified.
3. The Executive Committee upon seven days' notice may call special meetings.

### SPECIAL RESPONSIBILITIES

#### Administrative Responsibility – Principal – Laura Cody

To provide the educational leadership and the administrative skills to build a faith community through which the total development of each student is promoted.

To provide encouragement and understanding to the faculty and students, recognizing each as a unique individual.

To strive for harmony with the school community, providing an opportunity for honest, open communication.

To aid teachers in providing a total educational program whereby every child is given the opportunity to succeed.

#### Faculty Responsibility

To show acceptance and encouragement of each child as a unique individual.

To provide for the individual needs of each student.

To exemplify Christian principles and attitudes.

To maintain professional ethics at all times.

To communicate and interact with the adult personnel: faculty, principals, parents, priests and the St. Paul Education Commission.

To show a spirit of cooperation within each department and between departments.

To continue participation in professional activities and continuing education.

#### Student Responsibility

To strive to achieve to the fullest of one's ability.



To exemplify a concern toward one's self and others.  
To cooperate with the school laws and regulations.  
To accept and respect the uniqueness of each person.  
To assume, according to age level and intellectual capacity, co-responsibility with the faculty for development of individualized programs.  
To play a supportive role in school activities.

## INTRODUCTION

This handbook may be amended as needed. Parents and students will be notified of any changes made during the school year.

## ACADEMIC POLICIES

### Academic Expectations

Each student is expected to work to the best of their ability. Assistance will be given in the classroom as needed. Parents will be informed of their child's progress throughout the year with conferences, notes, phone calls and reports.

### Homework

If a parent knows a child will be absent for several days, the parent may make a request to have the student's homework collected. It may be picked up that day after school. Students will be allowed to make up work for excused absences and should make arrangements with the individual teacher to complete make up work in a reasonable amount of time. Teachers may require students to obtain assignments and/or turn in work in advance for prearranged absences.

### Report Cards

Report cards will be given after the end of each nine weeks. Letter grades are used for grades 3-6. The grading scale is:

A – 94 – 100 Excellent	E – Effort Shown, but below grade level
B – 86-93 Very Good	F – Below 68
C – 76-85 Satisfactory	I - Incomplete
D – 68-75 Below Average	

### Progress Reports

In grades 3,4,5, and 6 parents are notified mid-quarter through a progress report mailed to the home. It is the joint responsibility of the parent and teacher to keep on top of the progress of an individual student.

### Disability Issues

St. Paul School does not offer special education classes. Therefore, the acceptance of students in the categories noted below will be given individual consideration. This is done to determine if St. Paul can provide the services this student would need.

1. behavioral and discipline problems will be referred to the administration
2. physically handicapped will be referred to the administration
3. disabled learners will be referred to the administration
4. bilingual students will be referred to the administration

### Retention

The parents will be notified after the first semester, or as soon as possible, if a student shows an inability to master skills at the time they are presented and reviewed. Teachers will assist parents in suggesting remediation techniques to aid the student.

If, by the end of the year the student has not made expected progress and parents refuse to give consent to be retained, the parents must sign a statement of refusal and assume the responsibility for the child's future success at St. Paul School. This statement is kept in the student's file.

It is the responsibility of the administration to determine whether or not a student may re-register for St. Paul School when a recommended retention is refused.

## ADMISSION AND REGISTRATION REQUIREMENTS

### Priority of Admissions

1. Registered members of St. Paul Parish
2. Out of parish Catholic families
3. Families of other religious denominations

Non-Catholic students will be admitted if they fulfill the entrance requirements, and if class size permits. They will participate in all school activities at St. Paul including our school weekly mass.

### Enrollment Limit

The class size for grades K-6 shall be limited to 25 students per class. More than that would be admitted only if the families are registered members of St. Paul Parish.

### Parents

Parents who wish to enroll a child in St. Paul School must be registered, contributing members of St. Paul Church. Parents are expected to cooperate in preparing their children for the first reception of the sacraments.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### Parent Service Requirement

There are no specific parent service requirements at this time. Parents should volunteer for school activities and fundraisers as needed. As long as everyone steps up and helps, no specific mandates will be necessary.

### Students

Students entering a three-year-old program must be three years of age on or before September 1 of that academic year and for a four-year-old program they must be four years of age on or before September of that year.

Students entering kindergarten must be five years of age on or before September 1 of that school year. Students entering the first grade must be six years of age by September 1.

Verification of age is necessary for children entering school for the first time. The baptismal certificate and birth certificate (from the county courthouse – not hospital) needs to be in each student's file in the office.

Each student must meet current State of Illinois requirements. The current requirements are:

1. A physical exam by a physician before entering kindergarten and grade 5 must be on file

by the first day of school. This is also required of every student new to the State of Illinois. Students in Kindergarten and new to the school from another State must have a Vision Exam and students in Kindergarten, Second and Sixth must receive a Dental Exam by May of that school year.

2. Immunization against measles, tetanus, polio, pertussis, mumps, diphtheria and chicken pox. A lead test will be given at the kindergarten physical.

These are State/Diocesan immunization requirements. Each student must meet current requirements of the Peoria Diocese. The current requirements are:

1. to meet all current state requirements
2. to show baptismal certificate and birth certificate
3. transfer students must show verification of grade level from last school attended

St. Paul School does not offer special education classes. Therefore, the acceptance of students in the categories noted below will be given individual consideration. This is done to determine if St. Paul can provide the services this student would need.

1. behavioral and discipline problems will be referred to the administration
2. physically handicapped will be referred to the administration
3. disabled learners will be referred to the administration
4. bilingual students will be referred to the administration

#### Non-Discrimination in School Admission

St. Paul School welcomes students regardless of race, color, sex, national or ethnic origin.

Students of religious denominations other than Catholic are admitted when space is available and tuition standards are acceptable to the requesting parent(s). Such students attend religion classes and ordinarily fulfill usual assignments.

All students and parents are made aware that the basic purpose of St. Paul School is for the formation of students in preparation for living as Catholic/Christian adults within a community inspired by faith. Children must be capable, emotionally and intellectually, of meeting St. Paul Catholic School behavior and academic standards.

Student/family requests for admission for students with unique needs, requiring minor adjustments in academic programs will be considered on an individual basis. Determinations will take into account the needs of the students and the resources of St. Paul School. Any such admissions shall include a trial period with timely reviews of progress during the first year of attendance.

Parents of children enrolled in St. Paul School are required to inform the school of any health problems, disability, or special needs. The school can only make reasonable accommodations since there is no special education program.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Paul School reserves the right to terminate enrollment of the child.

St. Paul School reserves the right to terminate the enrollment of a student if custodial parents have not disclosed the student's special needs.

This is to inform you of the status of St. Paul School asbestos management plan. As required, our building was initially inspected for asbestos. Our most recent re-inspection was conducted in June 2017. The Asbestos Hazard Emergency Response Law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The inspection/management plan is available for public review in the main office.

## ATTENDANCE GUIDELINES

### Absences

A student's absence needs to be reported to the school office by the parent or guardian no later than 8:30 a.m.

### Appointments

Permission for medical and dental appointments during school time should be given at the discretion of the principal; however, parents are encouraged to schedule these for non-school time whenever possible. The parent or guardian must write all requests for early dismissal for appointments, etc. This note must be shown to the classroom teacher, who will initial it. The student will then take it to the office where the note will be kept on file.

### Excuses

An excuse written by a parent is required for each absence. These are to be initialed by the classroom teacher and sent with the student to the office.

### School Hours

The school day begins with the second bell at 8:00 a.m., and ends with the bell at 2:30 p.m.

It is essential that all students be in school as often as physically possible.

Good attendance is important at all grade levels to ensure each student's continuing academic progress.

Attendance is kept on the basis of full or half-day sessions. A student is counted present for that half day if he/she attends over half of said time period.

Student may not participate in after school activities if they are not in school that day.

Students will be counted tardy if they arrive after the beginning of the morning session – 8:00 a.m. and after the start of the afternoon session 12:10 p.m.

Supervision will be provided at 7:40 a.m. for all students. We request students not arrive before this time. Students will be dismissed at 2:30 p.m., at which time they should be promptly picked up or should immediately walk home. Any student not picked up by 2:45 p.m. will be placed in the Extended Care Program provided by St. Paul School and is charged the daily fee.

### Tardiness

Students arriving at school after 8:00 a.m. will be marked tardy. A tardy student should present to the office a written excuse from the parents/guardians stating the reason for the tardiness so that they may be admitted to their class.

A record of each time a student is tardy, including the date the tardiness occurred shall be kept by the teacher and in the office. The total number of times tardy is entered on the student's permanent record.

## BICYCLES

Bicycles must be placed in proper racks on the school grounds. Riding bicycles on walks or on blacktop is a safety hazard and therefore is not permitted. Children are asked to walk bicycles from the edge of the parking lot to the bicycle racks upon arrival. When dismissed, children must walk their bicycles until they cross the nearest intersection. Children will lose their bicycle privilege for one week if this rule is broken. **Locks are recommended to secure bicycles during school hours. St. Paul cannot be held responsible for lost or stolen bicycles.**

## BOOKS

An annual book fee is charged for each child and will be collected at the spring registration.

## COMMUNICATIONS

### Complaints

Complaints should be handled at the lowest possible level. Person with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the administrator or pastor be contacted.

### Parents

It is generally unnecessary for a student to make phone calls during the school day. If, however an emergency should arise, the student at the discretion of the principal, teacher or secretary may make a phone call.

Students will not be given permission to use the phone for forgotten homework or other items which students are responsible for bringing to school each day. Students will not be allowed to make phone calls regarding social plans for that evening or days to follow.

If students bring a cell phone to school, it must remain in their backpack on silent the entire day. No student is allowed to use their cell phones within the building. Cell phone usage is permitted outside only after school hours.

### Requests

Requests in writing by the parent asking permission for a student to remain indoors for a good reason must be signed by the classroom teacher. These requests are kept on file by the principal.

### Snow Days

St. Paul School will close for bad weather **only** when the Macomb Public Schools close. The announcement will be made over local radio stations –WJEQ, WIUM, WGEM TV and Ren Web voicemail.

Please do not call the rectory or school to inquire whether classes will be held on bad weather days. Listen to the local media.

### With Students

Parents should not go directly to their child's classroom during the school day. In the event that parents need to communicate with their children during the day, phone messages will be sent to the classrooms, or students will be called to the school office to meet the parents.

### With Teachers

Ordinarily teachers are in their classrooms thirty minutes before and after school. In the event that parents need to communicate with a teacher during the school day, parents should phone the office requesting that calls be returned when the teacher becomes available. Please respect the need for

teachers' privacy at home during the evenings. Parents are encouraged to call teachers at home only for crucial, school-related matters.

#### Custody of Student

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

St. Paul School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student.

#### CONFIDENTIALITY

All information concerning students' behavior or academic progress is confidential information to be shared with parents only. Records will be kept in the office and will be accessed by authorized personnel only.

#### COUNSELING

All students will be made aware of the necessity to talk with teachers, administrators or the pastor as needed. Whenever the faculty feels the need for extra support in counseling, the parents and faculty will determine what counseling venue to utilize that is best for each individual situation. Any counseling provided will be at no expense to the school.

#### CRISIS PLAN

Please refer to the crisis plan on file in the school office during regular school hours. This plan is reviewed yearly by the faculty and staff. Our plan ensures where we will take students in case of immediate danger within our building.

#### CURRICULUM

##### Preschool Program

The early childhood program will nurture the child's love of God, love of family, and love of learning. It will expand the child's world of ideas through play and discovery. The program will promote growth of the whole child addressing spiritual, intellectual, social, emotional, and physical development through developmentally appropriate activities. Parents will be supported as the primary teachers of their children.

##### Kindergarten Program

The purpose of the St. Paul School Kindergarten program is to provide a Christian environment that will help the student to his/her fullest potential. The carefully designed all-day program provides experiences in a language-enriched environment that fosters individual expression through learning. Students must be five years old by September 1 in order to be eligible.

### Primary Program

The basic goal of the primary program (grades 1, 2 and 3) of St. Paul School is to meet the student at his/her own level of ability and to guide and encourage him/her in developing the desire to continue learning so that he/she will ultimately experience a sense of success and achievement.

### Intermediate Program

The intermediate department of St. Paul School consists of grades 4, 5 and 6. Grades 5 and 6 are departmentalized for social studies and math. This semi-departmental arrangement provides opportunity for the student to develop personal responsibility and to experience variety in teaching approaches.

### Athletic Program

The athletic program of St. Paul School supports and carries out the philosophy of the school. The program provides for the growth and enrichment of the total individual. The objectives are directed toward guiding and assisting each student's mental, social and physical abilities to their fullest capacity. Emphasis placed on sportsmanship as well as on the development of skills.

Participation in athletics is a privilege, not a right. Therefore, students forfeit this privilege if behavior and academic standards are not met. Athletic events do not take precedence over academics; they work in cooperation with academics.

### Band and Chorus

Band and chorus programs are provided through the Macomb School District #185 for those students that are part of the Macomb School District. Students are eligible for band and chorus during their 6<sup>th</sup> grade year. Parents are asked to help provide a shuttle from Edison to St. Paul after band/chorus classes.

### Computer Program

Students at St. Paul have access to computers, netbooks, iPads, SmartBoards. They have experience with guidance from their classroom teachers and from parent volunteers. Accuracy in keyboarding is stressed, and the students are very comfortable with problem solving techniques taught by the class. It is the goal of the program to give each student a working knowledge of the database, word processing and spreadsheet by the end of the 6<sup>th</sup> grade. Students will have access to internet research under the strict supervision of adults.

### Music, Art and Physical Education Program

St. Paul School provides music, art and physical education classes for grades K-6. The teachers involved are certified in those areas of study.

## CUSTODY ISSUES

The school will abide with all custodial issues by the court system. If a parent is not to pick up or visit our school site, the custodial parent must produce an official document with the information for the faculty to follow.

## DISASTER DRILLS

Drills ensure the safety of students and precautionary measures that are followed in the event of a disaster from fire, storm, tornadoes, threats or civil defense alerts. The faculty makes students aware of these precautions during the course of the school year. Evacuation plans are posted in each classroom. If evacuated or separated because of an intruder the safe place has been designated as the fire department.

## DISCIPLINE

St. Paul Catholic School places a high value on respect, self-discipline and good behavior. It is our firm belief to have respect and dignity for all. Therefore, St. Paul has established the following policies and guidelines regarding discipline, all of which have been established within the philosophy and objectives of school.

The following behaviors are unacceptable:

1. Verbal abuse
  - a. Verbal disruption in the classroom
  - b. Verbal disrespect for teachers and students.
    1. talking back
    2. name calling
    3. rude/discourteous language
2. Bodily contact
  - a. pushing, shoving, jumping on another person
  - b. tripping, pinching, kicking or biting
  - c. fighting
3. Disrespect for property
  - a. removing hats, scarves or other items belonging to another student
  - b. stealing or destroying school supplies or lunch items
  - c. vandalism
4. Disobeying established classroom, school or bus rules

St. Paul School accepts the following **consequences** as appropriate for correcting students' inappropriate behavior:

1. **Teacher correction**, which may involve verbal corrections, detention (temporary delay in dismissal from school after notifying parents in advance) or assigned tasks appropriate to the age and maturity of the student.
2. **Conference**, which may include the teacher, student, parent(s) and principal. Plans are made to bring about understanding and a change in behavior. The need for counseling is to be explored.
3. **Students** will not have academic consequences to behavioral problems.

Procedures for expulsion are as follows:

1. When the principal is made aware of or determines that there may be cause for the permanent dismissal of a student, he/she will meet with the parents of the student, the student and the pastor to specifically discuss the matter.
2. If the principal determines that there is sufficient cause for expulsion, he/she will notify the president of the St. Paul Education Commission and request that a special meeting of the commission be held.
3. As soon as feasibly possible, the parents and the student will meet in executive (closed) session with the elected and ex-officio members of the St. Paul Commission for the purpose of detailing the infraction. Once the situation has been fully discussed, the parents and the student will be temporarily excused from the meeting at which time the commission will make a decision as to whether the student should be allowed to remain or be permanently dismissed from the school. The parents and the student will then be asked to rejoin the meeting.



4. Additional time will be granted to the commission, if needed, for further consideration or deliberation, not to exceed three days.
5. If the decision to expel is made, the parents of the student will have the option of withdrawing their child from the school. If they proceed in this manner, no notation of the expulsion will be made on the student's permanent record.
6. If the decision of the commission is to allow the student to remain at St. Paul, the principal will determine the disciplinary action, referring to the disciplinary policy set in the Parent/Student Handbook.

***Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.***

#### Pastor's Jurisdiction

The pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion. The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations of the parish.
- Following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

#### DRESS CODE

The St. Paul student is expected to wear clean, neat clothes to school and to keep him/herself clean and well groomed. Clothes should not draw unusual attention to the wearer, such as tee shirts with offensive wording or advertisements of tobacco or alcohol. If a parent has a question concerning whether a student will be referred to the principal, the best rule of thumb would be to save that outfit for an occasion other than school. Parents will be called to bring the child another outfit if the child is sent to the office for wearing offensive clothing.

Outerwear should be clearly marked to avoid loss.

Shorts may be worn through October and during April and May, providing that they are tasteful (no short-shorts), and that it is the **appropriate** weather for shorts. Students should be able to touch their shorts with their hand when their arms are hanging at their side. Students are not to wear halter tops, spaghetti strap tops or camisoles, all shirts must have a two inch strap if they are sleeveless.

**Students who have a part in mass are asked NOT to wear shorts on the altar.**

#### EMERGENCY INFORMATION

Emergency cards are distributed in the fall of the year for pertinent information in case of emergencies during the school day. It is imperative that the office has a work number for both parents. The school requests that the phone numbers of baby-sitters be written on the cards also, since these are frequently needed during the year. Cell phone numbers are also requested.

A current address and phone number for each family must be in the school files at all times. If your number changes, notify the office right away.

It is essential that parents provide all the numbers asked for on the card and in the health information form. Only the administrator, teachers and secretary use the information.

#### EXTENDED CARE

St. Paul School provides an extended day care to help parents who cannot pick their children up right after school because of work or other appointments. The program runs from 2:30 until 5:15 each day, and from the time of dismissal until 5:15 when school is dismissed early. The program does not run on days that lunch is not served. Students abide by the same rules at the extended care that they have throughout the school day. If there is a problem with discipline, a student may be expelled from the service, at the discretion of the program director. Each day the students will be served a nutritious snack, have time to do homework, and have playtime during extended care.

#### FIELD TRIPS

A well-planned field trip is considered an enriching experience that can contribute to the total education of children. The trips planned by St. Paul teachers are educational by nature and are sponsored by the St. Paul School administration. Field trip attendance is a privilege, not a right.

The homeroom teacher and/or academic teacher in consultation with the principal plans field trips. The teacher arranges transportation plans. Permission forms are signed at the beginning of each school year and individual trips are described in the weekly newsletter. If the individual trip needs specific items or arrangements, the classroom teacher will send home this information with the students prior to the trip.

Durham Busing can be contracted for transportation, or parents may be asked to help with transportation and supervision.

#### HEALTH RECORDS

Up to date health records are kept in each student file. The Illinois State Code requires health examinations for all students entering school in kindergarten and grade 6 or from students transferring from outside Illinois. Dental and vision examinations are required for grades 2 and 6 at St. Paul for the continued well being of each student.

#### Immunizations

A complete immunization record must be on file for each student in school. In compliance with the Illinois State Health Code, proof of immunization must be updated on the first day of school or the student will be excluded from school until the requirement is met. If, for medical reasons, one or more required immunizations cannot be completed by the first day of school, then the student shall present, by October 15, a schedule for the administration of the immunization and a statement of the medical reason for the delay. Students enrolling after October 15 must present the immunization record and their latest health examination as soon as possible.

#### HOME AND SCHOOL ASSOCIATION

The St. Paul Home and School Association provides extensive support for the school through fundraising, serving as room parents, athletic programs, teacher appreciation and many other

activities. Meetings are open and are generally held bi-monthly on the second Monday of the month at 6:30 in the Upper Room with babysitting provided by the current 6<sup>th</sup> grade class.

## INVITATIONS

Invitations to a party may be sent through the school only when the entire groups (all the boys or all the girls in the classroom) are invited. It becomes quite hurtful to children when a select subgroup is singled out with invitations. No “lunch time” parties may be hosted in the classroom or lunchroom unless planned and supervised by the classroom teacher.

## LIBRARY

It is the mission of the St. Paul School Library to support and enhance the education of St. Paul School. **Library materials** will reflect the following emphasis, in order of importance:

- ◆ Materials that teach or reflect the Catholic faith and its traditions
- ◆ Materials that support the curriculum
- ◆ Classic Children’s Literature – As an educational institution, St. Paul’s Library will first provide titles that will have an educational impact on students. Also, because St. Paul is a small library (with small resources), Classic literature will always be given priority over “trendy” titles.

The school library is open during school hours each day that school is in session. Students may use the library for research and to select books whenever the library is open.

Students may check out up to four books at a time for two week periods unless otherwise indicated. Books may be renewed unless another student or teacher is requesting them.

Students are responsible for lost books. A replacement fee of \$20.00 per lost book will be charged to cover the cost of the book and processing.

Students go to the library weekly as a class. During the class library times, **Library programs** and activities will:

- ◆ Strive to instill a love for reading and literature through book, author or genre talks, storytime and reader’s advisory
- ◆ Educate students on how libraries work
- ◆ Begin the concept of research

4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students receive evaluations in the report cards based on work and participation in class activities.

## LITURGIES

The students of St. Paul School will participate in a weekly celebration of the Eucharist. Any adult is welcome to join the students at these Masses, and parents are especially welcome to sit with their children’s class. Some special liturgies are celebrated throughout the year, where students plan the parts of the Mass as a class. During Advent and Lenten seasons, students in grades 3-6 attend reconciliation services. During Lent, students in grades 2-6 attend the Stations of the Cross weekly. On the Thursday before Easter (Maundy Thursday), all grades participate in a celebration of Holy Week as Jesus lived it. Children in grades 3-6 attend the Rosary one Friday a month. Students are asked to not wear shorts if they have a part in the mass. Everyone is welcome to come to this celebration. Prayer services are held throughout the school year.

## LUNCH PROGRAM

The hot lunch program for St. Paul School is provided by HyVee. A menu will be sent home before the beginning of each month. Lunch money should be sent to school in an envelope on Monday (checks written to St. Paul School) and marked with the days the student will be eating lunch.

St. Paul students are expected to be orderly and courteous in the lunchroom. They are to talk quietly in soft voices. The children must stay in their seats unless they have permission to do otherwise.

## MAKE-UP WORK

Students who do not complete their work before the quarter grading shall receive an "I" (incomplete). The "I" will be changed to a grade when the make-up work is submitted, graded and approved. Make-up work must be completed within two weeks after report cards are issued.

## MEDICATION

No over the counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may receive the listed over the counter medication. If it is determined that the student should receive prescribed or over the counter medication(s) at school the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
  - a. Name of student
  - b. Type of disorder
  - c. Name of the drug
  - d. Dosage amount
  - e. Time interval in which the medication is to be taken
  - f. An emergency number where the physician can be reached
3. All medications are brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office will make arrangements.
4. Medication may not be kept in book bags, lunchboxes, or classrooms. Asthma inhalers or epipens are the exception.

### Asthma Inhalers

Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization.

1. A written authorization from the parents of the student.
2. A dated parent signature agreeing to the statement, contained in St. Paul School authorization form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information.
  - a. The name of the student/patient
  - b. The name and purpose of the medication

- c. The prescribed dosage
- d. The time or times at which (or the special circumstances under which) the medication is to be administered

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Paul School.

#### MILK PROGRAM

St. Paul School will provide a morning milk break for those students who would like to drink milk after morning recess. Milk for lunch and recess can be purchased on a semester basis. A form will be sent home the first day of school, and another the week before the beginning of the second semester to inform the office of the child's wish to order milk. Milk money should be sent to school in an envelope with the student's name on it and the amount enclosed.

#### NEWSLETTER

A weekly newsletter is written by the principal and sent home with the oldest child in each family every Friday. This newsletter is the school's best tool of communication with the parents, so it is very important that it is read **every week** by parents. Any approaching meetings or changes made in scheduling will be mentioned in the newsletter.

#### PARENT-TEACHER CONFERENCES

Conferences concerning students are scheduled for all students at the end of the first quarter. Other conferences are scheduled throughout the year when requested either by parent or teacher.

#### PARKING AND SAFETY PRECAUTIONS

##### Arrival time procedures

Children are asked not to arrive on the school grounds before 7:40 a.m. Adult supervision starts at that time. During the months of good weather the children will line up on the school parking lot. When the weather is not suitable, the children will be in the gym until the first bell at 7:50 a.m.

##### Dismissal time procedures

Children not taking the bus must be picked up in the school parking lot. A teacher will be present on a weekly basis. The teacher will assist the children to safely enter their cars as each car drives through the lot.

Parents are asked to show extreme caution as the children are moving to their cars.

St. Paul School dismisses at 2:30 p.m. The teacher in charge will place the children in the St. Paul Extended Care Program if the parents do not arrive before 2:45 p.m.

If someone other than the parent is taking the child home, a note is required from the parent to be given to the homeroom teacher.

Bus children will be dismissed at the front door with one teacher presiding on a weekly basis.

A teacher at the corner of Washington and Johnson Street will assist children who walk or ride bikes home.

## PARTIES

A simple birthday treat may be passed to the children in their homeroom.

St. Paul School has three classroom parties per year, including Halloween, Christmas and Valentine's Day. The Home and School Association delegates a planning committee with room parents each year to help plan and provide treats and games for each class.

## PERMISSION FORMS

All standard Diocesan permission forms are found at the back of the handbook.

## PLAYGROUND

St. Paul School has two areas used for playgrounds. West of the school is the grassy area with the playground equipment. East is the parking lot that is used when the grassy area is too wet on which to play.

In playing ball, the students are to be careful of all windows. The balls should not be thrown so high that they go on the roof of the various buildings. Under no circumstances is any student allowed to get a ball off any roof.

When the balls go into the street, students should ask the playground monitor to go after the ball.

Snowballing or throwing snow is not permitted on school grounds. Students are not allowed to climb or pull on fences. Neither tackling nor wrestling is allowed on the playground. Harmful or dangerous objects are not permitted.

A student may not leave the playground without permission of the principal. Students are to report any difficulties to the teacher or supervisor in charge of their area. Each supervisor is requested to report to the office any grave disrespect, misbehavior or language problems. The principal is available to the supervisors who may wish to discuss difficulties.

## PUBLICITY FORMS

Parents will be asked to complete a signed publicity form for each of their children registered at St. Paul School. This form will allow St. Paul School to use pictures for public relation purposes.

## RELEASE OF STUDENTS DURING THE SCHOOL DAY

Permission to leave the school grounds or classes for any reason is to be obtained from the principal. Students will be released from school only on personal or written request by the parent or guardian.

## SACRAMENTAL PROGRAM

Parents are expected to participate with their children in preparing for the first reception of the sacraments of Reconciliation and the Eucharist. Parents are notified in advance of the dates and times of the special parent-student preparation sessions.

## SAFETY

Students are expected to conduct themselves in a Christian manner. Therefore, the following safety measures are to be observed:

1. Students are expected to walk in hallways.
2. Throwing objects in the school or on the playground (except appropriate playground equipment) is not permitted.
3. Tripping, shoving and pushing in lines are prohibited.
4. Playground, recess and lunchroom rules are to be followed at all times.

If a student witnessed an accident at school, he/she is to report this to the nearest adult. Anyone who notices a hazardous condition such as broken glass or faulty equipment should report this to the principal.

## SCHOOL PROPERTY

### Care of Textbooks

At the beginning of the school year each child should have a book bag so that no damage to the books results. Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged. Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.

### Care of School Property Including Desks, Tables and Chairs

Students are responsible for good care of their desks, tables, and chairs. Students should not sit on desks or tables. Desks should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks. No writing on or around desks is permitted. Any damage to school desks is considered vandalism. Desks and coat racks are property of St. Paul School and school personnel reserve the right to inspect desks or backpacks at any time.

Students may not hang on doors, overhead pipes, basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff. If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office.

## SPECIAL SERVICES

### Title I

St. Paul School participates in the federally funded Title I Remedial Program. The purpose of the program is to give small groups of children in grades K-3 special assistance for approximately thirty minutes per day, according to the schedule of the classroom teacher.

### Macomb Public School Services

St. Paul School students are eligible to participate in the Macomb Public Schools Special Service Program, assuming that state and federal criteria are met. Either parents or teachers may request a student to be referred for possible evaluation. Parental approval is required. The teachers complete a questionnaire regarding the child's academic and social behavior. If testing is warranted, an evaluation report and recommendations are forwarded to the school. A staffing is scheduled during which parents and appropriate parochial and public school personnel discuss the report. There is no charge for this service.

## STUDENT SERVICE PROGRAMS

Students throughout the building are involved in a service project during Thanksgiving in collecting food for our local Loaves and Fishes Food Pantry. During the Christmas holiday, students contribute money for Coats for Kids and also purchase Angel gifts for children through WIRC and Catholic Charities. Some classrooms adopt a family to buy Christmas gifts for during the holidays. As national or local events take place, our school will become involved in needed service projects.

## STUDENT SUPPLIES

A supply list is available to parents at the time of registration. This list of supplies are also available at local stores.

## TESTING

Standardized tests of basic skills are given each September to students in all grades. All schools in the Peoria Diocese are given the same approved test, MAPS. Parents will be notified of the results as we receive them. Students will be tested 3 times a year. This is a growth model testing program.

## TRIPS/VACATIONS

Occasionally, plans for vacation will be made during the school year and sometimes these plans conflict with the school calendar. Parents should notify the principal as soon as they are aware that their children) will miss school. Teachers may give assignments ahead of time **if it is possible.** Parents are responsible for making certain that all missed class work is completed **within three days of the student's return to school.**

## TUITION/FEE REFUND POLICY

Students withdrawing from school before the school year is finished are entitled to a prorated refund of tuition to be calculated on a daily basis. \$100 of the tuition is non-refundable to cover administrative expenses. Registration fees are not refundable after the first month of school attended by student. Payment of any outstanding tuition will be due at the time of withdrawal from the school. An unofficial transcript will be sent to the new school if tuition payments are not up to date at the time of withdrawal.

## USE OF SCHOOL GROUNDS

Any member of St. Paul Parish that wishes to use the facilities of St. Paul School should notify the office for all the details and any cost involved. Activities for the school and parish organizations will take precedence to all requests.

## VISITORS/PARENTS

All who come to visit the school building are requested to first report their presence to the school office.

## VOLUNTEERS

Volunteers are parents, grandparents, high school and college students and any other interested individuals. They play a vital role in the total educational picture of our school. As classroom assistants or "teacher aides" they help with many important non-teaching tasks such as: setting up



displays, getting supplies, correcting papers, reading stories to children, giving individual tests, taping stories, listening to children read or spell, etc. Under the direction of the teacher, a volunteer may help an individual child who may be having special difficulties in learning certain subject matter. By helping in this way the aide frees the teacher so he/she can provide more direct teaching help.

Qualifications for volunteers:

1. A desire to help children
2. A willingness to work with the teacher in a way that is most needed.

**Volunteers may give any amount of time agreed to by him/herself and the teacher involved.**

#### WELLNESS

St. Paul School follows diocesan policy D-151, P-CDOP and implements a local student wellness plan.

#### WITHDRAWAL/TRANSFERS

In the event that a child will be withdrawn from St. Paul School, parents should notify the principal as soon as possible prior to the date of withdrawal. A "Release of Records" form for transferring both academic and health record is usually signed by the parent at the new school and forwarded to St. Paul School. Copies of the record will be sent within 10 days of the transfer. An official transcript is sent within 10 days after all fees and fines have been paid.

#### RIGHT TO AMEND

The administration of St. Paul School reserves the right to amend this Handbook. Parents and students will be notified of any amendments.

## Diocesan Policies

D-101 P-CDOP PROVISION FOR ATTENDANCE OF THOSE IN FINANCIAL NEED Each pastor/canonical pastor shall adopt policies and procedures to insure that a reasonable amount of resources is allocated to provide opportunity for participation in the educational programs of the school by those in financial need. Reviewed 7/2018

D-101 AR-OCS PROVISION FOR ATTENDANCE OF THOSE IN FINANCIAL NEED All financial assistance is to be based on financial need objectively assessed. All parishes and schools of the diocese shall use the service provider for needs assessment as determined by the Office of Catholic Schools. Reviewed 7/2018

D-101 P-CDOP PROVISION FOR ATTENDANCE OF THOSE IN FINANCIAL NEED Each pastor/canonical pastor shall adopt policies and procedures to insure that a reasonable amount of resources is allocated to provide opportunity for participation in the educational programs of the school by those in financial need. Reviewed 7/2018

D-101 AR-OCS PROVISION FOR ATTENDANCE OF THOSE IN FINANCIAL NEED All financial assistance is to be based on financial need objectively assessed. All parishes and schools of the diocese shall use the service provider for needs assessment as determined by the Office of Catholic Schools. Reviewed 7/2018

D-110 P-CDOP STUDENT ADMISSION FROM ANOTHER SCHOOL Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools. International students cannot be admitted without a valid F-1, L-2, J-2, M-2, or G-4 visa. Reviewed 7/2018 Revised 7/2018

D-110 AR-CDOP STUDENT ADMISSION FROM ANOTHER SCHOOL Each school will follow local policies and procedures for admission. If an administrator believes that there is merit in admitting a student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, the administrator shall obtain written approval from the school's pastor/canonical pastor prior to petitioning the Superintendent of Schools. The Superintendent will review all pertinent information, with consideration being given but not limited to the following: Nature and circumstances of the expulsion or withdrawal Attendance records Disciplinary records Academic records Counseling records After reviewing all pertinent information, the Superintendent shall make a final decision regarding admission to the school. Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the student. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the principal and not to exceed one semester. Reviewed 7/2018

D-111 P-CDOP NON-DISCRIMINATION IN ADMISSION POLICIES No student shall be refused admission to Catholic schools on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. Reviewed 7/2018 Revised 7/2018

D-111 AR-OCS NON-DISCRIMINATION IN ADMISSION POLICIES The norms for the acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish(es). When non Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish(es). cf. E-151, AR-OCS Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year. Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes. Reviewed 7/2018

D-112 P-CDOP ADMISSION AGE Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year. When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year. Exceptions to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools. For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students. Reviewed 7/2018

D-112 AR-OCS ADMISSION AGE It is expected that the admission ages defined by this policy will be followed. Any exceptions require the prior formal approval of the Superintendent of Schools. No exceptions will be considered without the recommendation of the administrator. Any request for an exception shall be made in writing to the Superintendent of Schools by the principal. The request shall include: 1. Name of child and parents of the child for whom the exception is being asked. 2. Reasons for exception. 3. Summaries of measures used to determine readiness level. 4. Recommendation of the administrator. The Superintendent of Schools will consider the judgment of the principal when granting exceptions. Therefore, the administrator retains the major responsibility for determining if a child younger than state regulation and/or diocesan policy allows may enter preschool, kindergarten or first grade in a particular school. Before making a determination, the principal shall consider several facets of readiness: physical maturation including size, speech and motor skills; social maturity including behavior; language development; and mental age level. Reviewed 7/2018

D-113 P-CDOP ABSENCES Guidelines delineating both school and parental responsibilities in regard to student absences shall be defined and published in school handbooks. Reviewed 7/2018

D-113 AR-OCS RECORDING ABSENCES Absences from school shall be noted on the student's permanent record even though the absence has been excused. Parents shall be notified in the event a student is sent home during the day or if classes are dismissed at other than the regularly scheduled time. If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present but excused, and are responsible for completing school work while in the suspension. A student is considered truant if they have missed, without a valid excuse, five percent or more of the student attendance days within the past twelve months, irrespective of the academic year. The

school shall develop a service plan for any student that has a chronic illness or medical condition that interferes with regular school attendance. Reviewed 7/2018 Revised 7/2018

D-114 P-CDOP PERMANENT DISMISSAL OF STUDENTS The permanent dismissal of a student from a Catholic school is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The application of policies and procedures to particular cases is the province of the principal and the canonical pastor of the school. The Superintendent of Schools shall be consulted before any student is permanently dismissed from school. Policies delineating causes and procedures for permanent dismissal from the school shall be clearly stated in writing by the administrator. These causes and procedures for permanent dismissal are then presented to the pastor/canonical pastor for approval and promulgation. After approval, causes and procedures shall be published in the parent/student handbook. Parents and students shall be informed of these causes and procedures at the beginning of the school year. cf. A-421, P-CDOP Reviewed 7/2018

D-115 P-CDOP STUDENT RECORDS A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet. A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution. In accordance with the Missing Children Records Act (325 ILCS 50/5), each school shall have a system in place to flag student record requests for any current or former student reported as a missing person by the Illinois State Police. Reviewed 7/2018 Revised 7/2018

D-115 AR-OCS STUDENT RECORDS The following student records are considered to be permanent records, and must be retained for a minimum of 60 years after a student has transferred, graduated, or withdrawn from the school: Student name and address Parent (or legal guardian) name and address Certified copy of birth certificate Highest grade level attained Grades received in each subject area Attendance records Medical/immunization records Academic achievement test scores Results of federal/state constitution tests (for graduates of 8th grade and high school) The following are considered student temporary records, and shall be retained no longer than their usefulness to the student and the school (generally, no longer than 5 years after a student graduates, transfers, or withdraws from the school): Family background information Psychological evaluations and test scores Personality test results Teacher or administrator notes/evaluations/comments Parent notes/comments Awards, recognitions, recommendations Disciplinary records A standard attendance form for use in diocesan schools is available from the Office of Catholic Schools. Software programs may also be utilized for keeping attendance records. The Office of Catholic Schools can be consulted for software options. Procedures for Compliance with Missing Children Record Act Upon notification by the Illinois State Police of a person's disappearance, a school in which the

person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's records. Reviewed 7/2018 Revised 7/2018

D-116 P-CDOP TRANSFER OF STUDENT RECORDS Elementary and secondary schools shall adopt procedures that are in accordance with State regulations for the transfer of student records from non-public schools. Reviewed 7/2018

D-116 AR-OCS TRANSFER OF STUDENT RECORDS Elementary and secondary schools shall use the diocesan student transfer form when transferring student records. Schools that are permanently ceasing operations shall follow the procedures for the transferring of student records outlined in the administrative regulation for Policy A-436. Reviewed 7/2018

D-121 P-CDOP PARENT-TEACHER CONFERENCES / REPORTING STUDENT PROGRESS Parent-teacher conferences shall be conducted in accord with the norms established by the local school. The reporting of student progress to parents shall be done on a regular basis. Reviewed 7/2018

D-122 P-CDOP NON-PROMOTION OF STUDENTS Procedures to be employed in the case of non-promotion shall be clearly stated in writing by the administrator and published in the faculty and parent/ student handbooks at the beginning of the school year. cf. A-421, P-CDOP Reviewed 7/2018

D-128 P-CDOP RETREATS AND DAYS OF RECOLLECTION Each school of the diocese must provide time for students to reflect and to pray on a daily basis. Elementary schools are encouraged to provide days of recollection, especially as part of sacramental preparation programs. Additionally, each secondary school of the diocese will provide for not less than one day of recollection each year for its 9th, 10th, and 11th grade students and days of retreat for all seniors. All students of the school shall participate in these days of recollection and retreat. Reviewed 7/2018

D-128 AR-OCS RETREATS AND DAYS OF RECOLLECTION In each secondary school, the chaplain of the school is responsible for the programs of retreat and days of recollection. He will organize these days in concert with the principal of the school. Reviewed 7/2018

D-131 P-CDOP SCHOOL TRIPS All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Permission forms including

the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the school office. In order to have students participate in field trips or activities that have a higher risk factor (e.g. skating, swimming), schools must have all students enrolled in a blanket student accident insurance program approved by the Office of Catholic Schools. In regard to overseas travel, diocesan elementary and secondary schools are not to sponsor or to be associated with foreign study or travel outside of the United States. This policy also includes on site advertising or distribution of materials in regard to overseas travel programs. Reviewed 7/2018

D-131 AR-CDOP SCHOOL TRIPS A. The following are required for all school trips: 1. An educational purpose must be stated in writing for a school trip and kept on file in the school office. 2. Proper forms shall be used that include the following components: a. A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return. b. The educational purpose including objectives c. Specific materials to be brought including lunch, clothing, money, etc. d. An authorization for emergency medical treatment. This information will be kept in the possession of the school/parish and distributed to the person in charge of each trip on which a student/minor participates, and/or athletic activities. e. A permission form which includes the parent/guardian's signature and date. 3. Permission forms shall be kept on file in the school office for four (4) calendar years provided that, if there is an accident on the trip, forms shall be kept for twenty (20) years. 4. A medical information sheet shall be obtained and kept on file for each child participating in the trip. The trip supervisor shall bring copies of medical information sheets for all students on the trip, as this information shall be relied upon in making healthcare decisions regarding the student/minor. The medical information shall include: a. Student/minor's name and address b. Emergency contacts (names, addresses, phone numbers, relationship to student) c. Student/minor's regular physician (name, address, phone number) d. A list of any medical conditions affecting student (asthma, diabetes, etc.) e. List of any allergies or allergic reactions to medications f. List of medications the student/minor is taking g. Date of the student/minor's most recent tetanus shot h. Student/minor's health insurance provider (company and contact info) i. Any other pertinent medical information 5. The Office of Catholic Schools does not recommend that younger children accompany their parents who are acting as chaperones on a field trip. The parents who are serving as chaperones need to be attending and supervising students assigned to their care without having their own children to supervise in addition to their assigned chaperone duties 6. All individuals transporting students/minors shall be made aware in writing that there is exposure to personal liability. The school/parish shall have a copy of the driver's valid driver's license and proof of insurance on file in the school office before any private vehicles are used. All drivers must also complete the defensive driving training modules from the Catholic Mutual Group. 7. Since many high school students are of the legal age to drive a vehicle, all secondary schools shall include an attachment to school trip forms outlining the parent's permission for student travel options. If high school students transport themselves, the school shall obtain a copy of their valid driver's license and proof of insurance. In addition, they must complete the defensive driving training modules from the Catholic Mutual Group. 8. After each trip, a written report shall be submitted by the designated

trip supervisor and kept on record. The report shall state the date, time period, and description of the trip, together with a description of whatever injuries or damages occurred or were reported. These reports are to be kept with the permission slips for that trip. If an incident occurs, the report shall be immediately forwarded to the Office of Catholic Schools and the diocesan insurance carrier. The information to be recorded on the Student/Minor Trip Report is as follows: a. Date of trip b. Location of trip c. School supervising employee (designated trip supervisor) d. Educational purpose of trip e. Other adults attending trip f. List of students/minors attending trip g. Hours of trip h. List of those who transported students/minors i. Any unusual incidents (including injuries or damages) j. Trip supervisor's signature/date 9. The student trip forms described above shall be obtained from the Office of Catholic Schools. B. The following requirements apply to overnight trips: 1. Overnight trips or overnight activities on campus are not permitted for students in PreK through 8th grade. 2. A full itinerary of the trip, including educational or religious purpose, shall be submitted to the principal for review, and then submitted by the principal to the Superintendent for approval at least three weeks prior to the trip. The Superintendent's approval is not required for school trips that are one day or less in duration (not overnight). 2. All participants must have a parent permission/waiver form signed, which details the trip itinerary and educational purpose for the trip. 3. CANTS background checks and fingerprint background checks shall be done on all chaperones for overnight trips. 4. Each student must have on file with the parish or school a signed and notarized medical authorization form. Copies of these authorizations shall be retained in the school office with the originals kept with the lead chaperone or supervisor responsible for the trip. Included with the medical authorization should be a detailed list of any medical problems any of the students have, along with allergies, medications, etc. 6. There should be no more than 6-8 students for every adult chaperone. Chaperones for overnight trips must be at least 25 years or older. If both male and female students are participating in an overnight trip, there must be at least two male and two female chaperones at a minimum. 7. A plan for taking numerous daily attendance counts must be in place to ensure that adults are keeping track of all students. Photo ID's are helpful and simple to produce with digital cameras and computers. 8. Lodging arrangements must be common sense in nature—boys with boys, girls with girls. It is important that chaperones only room with their own students. Reviewed 7/2018 Revised 7/2018

D-140 P-CDOP TRANSPORTATION If a school owns and operates its own transportation system, it must comply with all state regulations regarding the health and safety of students. All vehicles owned by schools must be insured through the Diocese. All drivers shall be appropriately licensed, submit to a criminal history check and drug screening, and complete the diocesan safe environment training program. Passenger or cargo vans designed to carry eleven to fifteen passengers shall not be used to transport students as prohibited by Illinois state law. Vehicles (cars, minivans) designed to carry ten passengers or less may be used as long as properly insured and the driver licensed. All students who are transported by bus shall have bus evacuation training per state requirements. Adopted 7/2018

D-140 AR-OCS TRANSPORTATION For transportation to and from events such as, but not limited to, field trips, athletic events, retreats, or any event not related to the direct transportation

of students to and from the school campus, the school is strongly recommended to use commercial transportation or its own bus transportation system. In the event that such transportation is not readily available or feasible, schools shall adhere to the following regulations: 1. Volunteer drivers must have a current valid driver's license and be at least 25 years old. An exception may be made for faculty/staff or parents age 21 years or older. 2. Volunteer drivers must complete the Catholic Mutual Group's defensive driving training modules, complete a volunteer driver form, and provide current proof of insurance with a minimum of \$100,000/\$300,000 in coverage. 3. Drivers who are paid employees must complete the Catholic Mutual Group's defensive driving training modules, complete a volunteer driver form, and provide current proof of insurance with a minimum of \$100,000/\$300,000 in coverage. 4. Parents must sign a form indicating that they are aware of the mode of transportation being used on the school trip. 5. If the school rents or is loaned a vehicle for a trip, it shall take the insurance provided by the rental company. 6. As an alternative to renting multiple vehicles for a trip, a school may rent a Multifunction School Activity Bus (MFSAB) provided it complies with the Federal Motor Vehicle Safety Standards applicable to school buses for crash survivability and mirrors. Adopted 7/2018

D-141 P-CDOP SEARCH AND SEIZURE Catholic school officials may conduct periodic inspections of all or a randomly selected number of lockers, desks, and other storage spaces owned by the school and provided as a courtesy to students. The furnishings of lockers, desks, and other storage spaces provided as a courtesy to students shall not give rise to an expectation of privacy. Schools shall contact the Office of Catholic Schools prior to conducting any search. The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore the school reserves the right to search them without prior notice. If illegal and/or inappropriate items are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents. The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein. Students shall not lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process. Adopted 7/2018

D-142 P-CDOP SAFETY OF THE EDUCATIONAL FACILITY Schools shall have safe access, free from traffic hazards and shall be clean and in good repair. Proper precautions shall be taken to protect pupils and employees from health hazards and injuries. In-services on proper safety and supervision requirements shall be provided for all employees and volunteers. Reviewed 7/2018

D-142 AR-OCS SAFETY OF THE EDUCATIONAL FACILITY Administrators are responsible for completion of a safety checklist before instruction resumes in the fall. The checklist shall be



provided by the Office of Catholic Schools. Knowledgeable consultants will be utilized to insure as thorough an inspection as possible. A few items will require inspection quarterly, all others once a year. Administrators may conduct inspections more frequently. Each inspection item on the checklist shall be dated (month, day, year) when the inspection was completed and found in compliance. For buildings constructed on or before January 1, 2000, and occupied by ten or more students in prekindergarten through fifth grade, the school shall test each source of potable water for lead contamination and submit the results to the Office of Catholic Schools and the Illinois Department of Public Health. Reviewed 7/2018

D-143 P-CDOP EMERGENCY PROCEDURES Emergency evacuation and shelter procedures shall be explained to the students and be posted in a conspicuous place in the school classroom. A sufficient number of drills shall be conducted and recorded annually to insure the safety of the students and to fulfill the requirements of State law. Reviewed 7/2018

D-143 AR-OCS EMERGENCY PROCEDURES Each elementary and secondary school shall hold 1. Three evacuation drills; one with participation of local fire department. 2. Bus evacuation drill. 3. One severe weather drill. 4. One law enforcement drill in which local law enforcement participate . All schools shall develop and maintain a program for the warning, protection and, if necessary, evacuation of children in the event of tornadoes, tornado warnings or tornado watches. Evacuation routes as well as tornado preparedness plans are to be posted in a prominent place in each classroom as well as in the school hall, cafeteria, gym, etc. It is suggested that these plans be of uniform color and pattern so that each teacher and student will recognize and know where to look for them. It is also helpful if the plans are displayed in a consistent place in each classroom or meeting area. For example, a blue fire drill route and an orange tornado plan are placed under the light switch at each doorway. The evacuation signs should be placed at the student's eye level. Whenever possible, the reading part of the evacuation plan is accompanied by a picture or symbol. For example: Reviewed 7/2018

D-144 P-CDOP EMERGENCY PREPAREDNESS PLANS Each school of the Catholic Diocese of Peoria shall prepare an emergency preparedness plan and will review the plan on an annual basis. Reviewed 7/2018

D-144 AR-OCS EMERGENCY PREPAREDNESS PLANS All schools shall adopt or adapt the Diocese of Peoria Emergency Procedures Manual posted on the Office of Catholic Schools website. Each school's emergency preparedness plan shall address, at a minimum, all of the elements contained in the diocesan manual. Reviewed 7/2018

D-145 P-CDOP DISCIPLINE Each school in the diocese shall establish a policy in regard to discipline. The administrator in consultation with the faculty shall be responsible for developing

the Discipline Code for the school and publishing it in the parent/student handbook. cf. A-421, P-CDOP Reviewed 7/2018

D-145 AR-OCS DISCIPLINE The purpose of discipline in the Catholic schools is to facilitate or promote a sense of moral responsibility in students and to maintain an environment conducive to learning. Discipline is administered in ways designed to meet this twofold goal. Undue harshness as well as undue leniency shall be avoided. Consistency, balanced with individual circumstances, shall be sought. The policy shall be specific enough to give the administration a sense of where the pastor/canonical pastor stands on discipline but shall be broad enough to allow for administrative discretion. It may address the philosophy of discipline or principles about the kind of student behavior expected or the kinds of discipline measures to be used. Specific policies may be needed in special instances, such as drugs or alcohol abuse or when addressing suspension or permanent dismissal, but policy shall not be confused with administrative regulation or a discipline code/specific procedures. The discipline code is developed by the administrator with teacher input. Parent input is also encouraged. The code shall be approved by the administration and is published in the parent/student and faculty handbooks. The discipline policies, procedures, and/or code shall be reviewed annually and updated as necessary. If a student is given an out-of-school suspension it is considered unexcused. If they are serving an in-school suspension they are marked as present, but excused, and are responsible for completing school work while in the suspension. Reviewed 7/2018

D-146 P-CDOP CORPORAL PUNISHMENT Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but is not limited to, slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm. Reviewed 7/2018

D-147 P-CDOP BULLYING PREVENTION All elementary and secondary schools in the Catholic Diocese of Peoria shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited. Although religious schools are exempt from the Illinois law and its application to bullying situations, for the purpose of this policy, Illinois law shall be used to define bullying in our diocesan schools: Bullying, including cyber-bullying, is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student in reasonable fear of harm to the student's person or property; 2. Causing a substantially detrimental effect on the student's physical or mental health; 3. Substantially interfering with the student's academic performance; and/or 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school (105 ILCS 5/27-23.7b). Bullying conduct covered under this policy is conduct that occurs on school property or at school sponsored activities or events, while students are being transported or walking to and from school or school sponsored activities or events, while students are waiting at bus stops for

transportation to and from school, or cyberbullying as defined hereinafter. Cyberbullying under this policy is the bullying and/or intimidation of students through the use of the internet and/or social media sites on any electronic devices, whether on or off school campus or during non-school hours. Adopted 7/2018

D-147 AR-OCS BULLYING PREVENTION Any reported bullying issue shall be promptly brought to the attention of the appropriate party, the pastor or principal or their designee, and thereafter investigated. Any student who engages in bullying and/or cyberbullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling. Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser. Types of Bullying 1. Relational: ostracizing another student, psychological manipulation, and systematic actions to isolate, shun, or exclude. 2. Verbal: name calling, put downs, and/or the spread of rumors. 3. Physical: aggressive acts such as hitting, slapping, choking, kicking, spitting, or pushing, as well as the destruction of property or the writing of offensive notes/graffiti. 4. Cyberbullying: actions associated with one or more types of bullying utilizing email, instant messaging, social networks, text messages, or other means of electronic communications. Bullying conduct may include but is not limited to: Physical acts such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; or destruction or damage to the property of another. Written or electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium including but not limited to cell phones, computers, websites, electronic networks, instant messaging, text messages, and emails. Verbal threats made to another; blackmail or demands for protection money. Non-verbal threats or intimidation such as aggressive or menacing gestures. Direct or indirect relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation. Blocking access to school property or facilities. Stealing or hiding or otherwise defacing books, backpacks or other personal possessions. Repeated or pervasive taunting, name calling, belittling, mocking, putdowns, or demeaning humor related to a student's race, color, sex, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or create a hostile educational environment for the student. Any of the preceding conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events. Adopted 7/2018

D-148 P-CDOP SCREENING FOR DRUG USAGE -- STUDENTS The Catechism of the Catholic Church states that: The political community has a duty to honor the family, to assist it, and to ensure especially ... the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc. ... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave

offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to the moral law. Catechism of the Catholic Church §2211, §2291 The Catholic Diocese of Peoria is committed to providing the most optimal educational environment possible for all students attending the schools of the diocese. In order to assist parents, the primary educators of their children, and to work toward the establishment of a safe and drug-free environment, students enrolled in any of the Catholic high schools of the diocese will be screened for drug usage in accordance with the procedures outlined in the accompanying administrative regulation. The church community recognizes its duty to honor the family and to assist it. This same community wishes to ensure the protection of security and health in all matters, but in a special way with regard to dangers such as drug usage. The program of screening for drug usage is intended to: (1) Deter young adults from beginning or continuing drug use, and (2) Identify young adults who are harmfully involved in drug use so that they can be steered into appropriate drug education and treatment. We wish to empower our students with knowledge and skills in order to make responsible decisions about their behaviors. We believe that the most effective deterrent to drug usage is openness and communication among students, parents, and the school community. This collaborative effort serves to enhance all aspects of school life in order to produce healthy, positive and productive citizens. Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege comes certain responsibilities. We hold students and their parents, or guardians, to a high code of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at a Catholic high school in the Diocese of Peoria. Reviewed 7/2018

#### D-148 AR-CDOP SCREENING FOR DRUG USAGE – STUDENTS SECTION

I—PROHIBITIONS Students will be screened for drug usage utilizing diocesan approved drug testing services employing radioimmunoassay technology in the analysis of hair (RIAH) and post-positive GC/MS, LC/MS or MS/MS confirmation testing. Specifically, samples will be submitted to a diocesan approved drug testing company for RIAH detection of the presence of Cocaine, Opiates, Phencyclidine (PCP), Marijuana, and Methamphetamine. Post-positive testing includes GC/MS, LC/MS or MS/MS confirmation for Benzoylecgonine (Cocaine Metabolite), Opiates (Heroin/Morphine/Codeine), PCP, Carboxy-THC (Marijuana Metabolite), Methamphetamine, and Ecstasy. The use of such drugs by students without legitimate medical authorization is prohibited. The Catholic Diocese of Peoria reserves the right to test for additional drug substances as such screening becomes available. SECTION II—SCREENING FOR DRUG USAGE Students enrolled in any of the Catholic high schools of the Diocese of Peoria will be screened for drug usage as follows: 1) Annual Screening: All students will be screened for drugs at least once per year. 2) Random Screening: Any student enrolled in any of the Catholic high schools of the Diocese of Peoria is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year. 3) Screening Based Upon Behavior: Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy and administrative regulation, will be required to

submit to screening. If the observed conduct could possibly endanger the student or others, the student may be removed from the school immediately and placed in the care of the student's parents or guardians. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.

4) Follow-Up Screening: Any student found to be in violation of this policy and administrative regulation will be subject to follow-up screening. Such follow-up screening will take place ninety (90) days after the student has received a positive test result.

5) Transfer Students: All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained. Transfer students who test positive for drug usage shall not be admitted.

**SECTION III—DRUG SCREENING METHOD** The Catholic high schools of the Diocese of Peoria will use hair-sampling procedures for the purposes of policy implementation. Normally, a small sample of head hair will be collected from the students by trained personnel. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. Therefore, it is expected (except in certain situations) that students will wear a hairstyle that allows for a sample of head hair to be collected.

**SECTION IV—NOTIFICATION OF TEST RESULTS** Notification of test results will be given to the Principal or Drug Screening Coordinator of the program in each school by the drug testing company. The Drug Screening Coordinator will also notify the chaplain. Parents and guardians and students shall be notified of a positive test result as soon as possible by the Principal or Drug Screening Coordinator. It is left to the discretion of each local high school as to whether or not they will notify parents and guardians in regard to a negative test result. If a student tests positive for prohibited substances, that student and his parents or guardians shall be required to meet with the Principal or Drug Screening Coordinator to determine the necessary follow-up steps. Such a student will be required to receive an immediate assessment by a substance abuse professional approved by the Principal or Drug Screening Coordinator. This student and his family must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding a plan of treatment. The assessment of any student engaged in extracurricular activities must consider whether this student will be allowed to continue to engage in extracurricular activities or what limitations will be placed upon such activities. Furthermore, each local high school with the approval of the Office of Catholic Schools may adopt further punitive or disciplinary policies to be implemented if the student tests positive for prohibited substances. Such local policies will be noted in the Parent/Student Handbook. The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be subject to school discipline, including the possibility of expulsion. Upon completion of necessary treatment, the student must submit to follow-up testing as set forth in Section II above or such other method as proposed by the substance abuse professional and agreed to by the high school. All costs associated with assessment, treatment and follow-up testing shall be borne by the student or the student's parents or guardians. In the case of students who test positively for prohibited substances on a second or more occasions during their high school career, the Principal of the high school in consultation with the Superintendent of Schools may determine to exercise discipline, including

the possibility of recommending expulsion. The high school will make reasonable attempts to keep information respecting positive drug tests and the follow-up procedures of the school confidential. However, the school cannot be responsible for information that must be shared (for example, with the coach that the student must limit participation in an extra-curricular activity) or as required by law or for information that is shared with others by the student or the parents or guardians of the student.

**SECTION V—APPEAL OF TEST RESULTS** If the student or his or her family feels the test results are erroneous, the student or family has the right to request that a second test be taken. This test must be requested and taken within three (3) days of the positive result. The cost shall be borne by the student, parents or guardians. Furthermore, all requests for a second test will be submitted to the same company that provided the initial test results for hair analysis, and the student may not alter their hairstyle prior to the second test. If the second test results vary from the first test results, the school and the parents or guardians will discuss the further action to be taken; however, the school's decision shall be final.

**SECTION VI—RETENTION OF RECORDS** No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Drug Screening Coordinator and will be destroyed upon three (3) years of the student's graduation from high school.

**SECTION VII—ANNUAL NOTIFICATION** Each secondary school shall submit a report to the Office of the Catholic Schools annually. This report shall include data on the number of students tested (but not their names), the dates of the tests and the number of positive and the number of negative results obtained. Reviewed 7/2018

**D-149 P-CDOP RIGHT TO LIFE** Schools shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of human life and the right of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

**Abortion** Students who are known to have procured an abortion, or participated directly in such a decision, may be required to withdraw from school.

**Pregnancy** In keeping with the belief and practice of the Roman Catholic Church, abortion is not an option for pregnant women. Diocesan schools believe, support, and emphasize the need to make moral choices in compliance with the doctrines and teachings of the Roman Catholic Church regarding sexual abstinence, premarital sex, abortion, and marriage. Diocesan schools recognize their moral responsibility toward the pregnant student, the student body, and the general public. The pastor/canonical pastor, the principal and the school chaplain (if applicable) shall make every effort to assist and support the pregnant student and the student known to have fathered the child and their parents/guardians in continuing the students' Catholic education program.

**Married Students** Students enrolled in Diocesan schools are expected to be unmarried. Reviewed 7/2018

**D-149 AR-OCS RIGHT TO LIFE Administrative Regulation for Pregnancy (female)**

1. Pregnancy is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student is pregnant, designated personnel shall meet with the pregnant student and her family to inform them of the information given to them indicating that their daughter is pregnant.
3. School personnel will inform the student and her family of the services that are available within the Catholic community for medical and neonatal care.
4. School personnel will

review the student's schedule and discuss what adjustments need to be made to enable the student to continue her educational plan. 5. Pregnant students are expected to exercise appropriate discretion regarding the pregnancy in relationship to members of the student body. 6. Out of concern for the health of the pregnant student and her child, pregnant students are not eligible to participate in any athletic, cheerleading or dance team activities sponsored by the school. Participation in all other school-sponsored activities shall be determined on a case-by-case basis by the school principal in consultation with the pastor/canonical pastor. 7. Children born of a female student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school sponsored events. Administrative Regulation for Pregnancy (male) 1. Fathering a child is not a condition that constitutes a reason for exclusion or expulsion. 2. When school personnel are informed that a student has fathered a child, designated personnel shall meet with the young man and his family to inform them of the situation. 3. School personnel will inform the student and his family of support services that are available within the Catholic community. 4. Participation in school-sponsored activities shall be determined on a case-by-case basis by the school principal. 5. Children born to a male student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school sponsored events. Administrative Regulations for Married Students 1. Any marriage contracted by a student attending a Diocesan school must be a marriage that is considered valid by the Roman Catholic Church and approved by the Superintendent of Schools. 2. Students who have contracted invalid marriages are no longer eligible for enrollment and will be required to withdraw. 3. Students who have contracted an invalid marriage and have had the marriage validated by the Church may be re-admitted on a case-by-case basis. Reviewed 7/2018

D-150 P-CDOP POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor/canonical pastor and principal, be subject to immediate expulsion. Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended

from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school. In cases where there are substantial mitigating circumstances, the pastor/canonical pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school. Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. Reviewed 7/2018

D-150 AR-OCS POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented: 1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student. 2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed. 3. The student shall be immediately suspended pending the completion of an administrative review of the events. 4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building. 5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed. 6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing. 7. A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school. 8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as: Is the violation merely technical in nature (e.g. squirt guns)? Was the weapon displayed or used in a threatening manner? Has the weapon caused any harm, injury, destruction, or damage? Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)? Did verbal threats precede the possession of the weapon? Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others? 9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy. 10. Parents may withdraw their child



from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action. 11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement. 12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons: Possession and/or use is required as part of an authorized class or course Possession is part of an authorized school and/or class display or presentation Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.) Possession is authorized as a stage prop Possession and/or use is part of an authorized interscholastic sports activity. Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity. Reviewed 7/2018

D-151 P-CDOP STUDENT WELLNESS PLAN All elementary and secondary schools of the Catholic Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Catholic Diocese of Peoria that: 1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity. 2. All students in early childhood programs and grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis. 3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat. 4. To the extent practical, the schools in the Diocese will participate in available federal school meal programs. 5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. 6. Each school will engage students, parents, teachers, staff, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan. Reviewed 7/2018

D-151 AR-OCS STUDENT WELLNESS PLAN The purpose of this administrative regulation is to ensure a total school environment that promotes and supports student health and wellness, helps reduce childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004. GOALS FOR NUTRITION EDUCATION 1. Students in early childhood programs and grades Kindergarten through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the

knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in early childhood through the primary grades as eating habits are established at a young age. 2. The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities. 3. Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

**GOALS FOR PHYSICAL ACTIVITY**

1. Students in early childhood programs and grades K through 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in early childhood through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations. 2. Elementary schools shall provide a daily, supervised recess period to all students. 3. Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs, or other like activities.

**GOALS FOR OTHER SCHOOL ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS**

1. Consistent School Activities and Environment – Healthy Eating

a. All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing, and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits. b. Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Pyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products. c. It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff. d. School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat. e. All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations. f. Students, parents, school staff, and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. g. Access to any area involved in storage, preparation, or service of food on the school campus shall be limited to authorized personnel.

2. Consistent School Activities and Environment – Physical Activity

a. Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active. b. Physical activity facilities and equipment on school grounds shall be safe. c. Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

3. Food as a Reward or Punishment

a. School personnel shall not withhold food or beverages from students as punishment.

**NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY**

1. Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing, and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy

products; ensure that whole grain products are served). 2. All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of the student wellness plan. This includes: a. a la carte offerings in the food service program; b. food and beverage choices in vending machines, snack bars, school stores; c. food and beverages sold as part of school-sponsored fundraising activities. 3. Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

**GUIDELINES FOR SCHOOL MEALS**

1. School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans. 2. School meals shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

**MEASURING IMPLEMENTATION**

1. The principal of each building shall be responsible for implementation of the student wellness plan.

**Healthful Food and Beverage Options for School Functions**

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below. Raw vegetable sticks/slices with low-fat dressing or yogurt dip Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc. Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc. Fruit salad Cereal and low-fat milk 100% fruit or vegetable juice Frozen fruit pops with fruit juice or fruit as the first ingredient Dried fruits – raisins, cranberries, apples, apricots Single serving applesauce or canned fruit in juice Peanut butter with apple wedges or celery sticks Fruit smoothies made with fat-free or low-fat milk Trail mix (dried fruits and nuts) Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts) Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads) Party mix (variety of cereals, nuts, pretzels, etc.) Pretzels or reduced fat crackers Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.) Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars) Mini bagels with whipped light or fat-free cream cheese Pasta salad Breadsticks with marinara Fat-free or low-fat flavored yogurt & fruit parfaits Fat-free or low-fat pudding cups Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes) Flavored soy milk fortified with calcium Pure ice cold water This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

Reviewed 7/2018

#### D-151 AR-OCS SCHOOL WELLNESS PROGRAM IMPLEMENTATION CHECKLIST

**Definition:** Integration of programs that provide access to a variety of nutritious, affordable and appealing meals and snacks for students; nutrition education; and an environment that promotes healthy eating behaviors. **Goal:** The goal of nutrition is to promote the role of nutrition in academic performance and quality of life, and to ensure the adoption of school policies which provide adequate opportunities to be able to encourage and support healthy eating by students. **Check One Box Which Best Describes the Current Level of Implementation In Place In Process (partially in place) In Planning Phase Not in Place**

Food & beverages sold in vending machines minimally meet state regulations  
Food & beverages sold a la carte (snack bars) minimally meet

state regulations. Food & beverages sold as fundraisers during school hours minimally meet state regulations. Food & beverages sold as fundraisers before and after school hours minimally meet state regulations. Your school provides nutrition education activities that align with state standards. A copy of the School Wellness Plan should be signed by the principal and kept in the school files. Reviewed 7/2018

D-152 P-CDOP HEALTH EXAMINATIONS AND IMMUNIZATIONS Dental Health Exam Required. All students in kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist. Each school must give notice of the dental examination requirement to the parents or guardians of the students at least 60 days prior to May 15 of each school year. If a child fails to present proof of the required dental examination, the school may hold the child's report card. Vision Exam Required. All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. If a child fails to present proof of the required eye examination, the school may withhold the child's report card. Health Exam Required. Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student's grade level. Immunizations Required. Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied. Proof of Health Exam and Immunizations Required. A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the student examined and receive the immunizations, and present proof of same. Noncompliance with this Policy. Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance. Objections to Examinations and/or Immunizations. A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows: Medical Objection. Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason(s), and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met. Religious Objection. Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on

religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's or understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois Department of Public Health website at:

<http://dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions. The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected. Determination of Objection to Examination and/or Immunization. The school is to forward all objections to the Catholic Diocese of Peoria, attention Superintendent of Schools, for determination of whether the required documentation has been presented for an exemption from health examination and/or immunization requirements. The final decision regarding whether a valid exemption exists rests with the Superintendent of Schools. List of Non-Immunized Students. An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella. Reviewed 7/2018 Revised 7/2018

D-153 P-CDOP ADMINISTRATION OF MEDICATION The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication. Adopted 7/2018 D-153 AR-OCS

ADMINISTRATION OF MEDICATION 1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff. 2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix. 3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year. 4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home. 5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with

the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container. 6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor. 7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products. 8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix. 9. As required by state law, students may self carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students. 10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students. 11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures. 12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner. Adopted 7/2018 D-153

ADMINISTRATION OF MEDICATION—APPENDIX School Medication Authorization Form To be completed by the student's parent/guardian. A new form must be completed each school year. Please complete one form per medication. Medications must be brought to the school office in the original container. Student's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ To be

completed by the student's physician. Physician's Name (printed): \_\_\_\_\_

\_\_\_\_\_ Office Address: \_\_\_\_\_

\_\_\_\_\_ Office Phone: \_\_\_\_\_

\_\_\_\_\_ Medication Name: \_\_\_\_\_ Purpose of

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

\_\_\_\_\_ Frequency: \_\_\_\_\_ Time

medication is to be administered at school or under what circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Prescription Date: \_\_\_\_\_ Order Date: \_\_\_\_\_

\_\_\_\_\_ Discontinuation Date: \_\_\_\_\_

\_\_\_\_\_ Expected Side

Effects (if any): \_\_\_\_\_ Other \_\_\_\_\_

medications student is receiving: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents must also complete the next page For all parents/guardians: By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize

\_\_\_\_\_ and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of \_\_\_\_\_), lawfully prescribed medication in the manner described above, or over-the-counter medication that has been brought in by the student in the manner indicated on the container. I acknowledge that \_\_\_\_\_ does not have a school nurse. I agree to indemnify and hold harmless \_\_\_\_\_ and its employees and agents against any and all claims, except a claim based on willful and wanton misconduct, arising out of the administration or the child's self-administration of medication. If you agree, please initial: \_\_\_\_\_ Parent/guardian

For parents/guardians of students who need to carry asthma or diabetes medication or an epinephrine auto-injector: I authorize \_\_\_\_\_ and its employees and agents, to allow my child to possess and use his/her asthma or diabetes medication and/or epinephrine auto-injector while in school. Illinois law requires \_\_\_\_\_ to inform parents/guardians that it, and its employees and agents, incur no liability, except for willful and wanton misconduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). If you agree, please initial: \_\_\_\_\_ Parent/guardian All parents must sign below: \_\_\_\_\_

Printed name Printed name \_\_\_\_\_

\_\_\_\_\_ Signature/Date Signature/Date Medication

Administration Record Student Name: Birthdate: Grade Level: Name of Medication: Dosage:

School Year: Staff Member(s) Dispensing Medication: The staff member administering

medication shall enter the time and their initials in the appropriate box(es) below. Month 1 2 3 4

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Aug. Sept. Oct.

Nov. Dec. Jan. Feb. Mar. Apr. May Jun. Name of Staff Member Initials

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Codes X = Non

student attendance day or weekend A = Student absent D = Early dismissal (student left school for scheduled med time) N = No medication available (parents notified) O = Administration of medication omitted R = Student refusal or no show