

## **§100 ORGANIZATION**

### *INTRODUCTION*

*The Archbishop coordinates the educational ministry of Catholic education through the Department of Evangelization and Christian Life and through the Office of Catholic Schools. A Superintendent of Catholic Schools is appointed by the Archbishop and is accountable to him through the Director of Evangelization and Christian Life.*

*The Superintendent is the chief administrative officer of the Office of Catholic Schools and is responsible for implementing all policies affecting Catholic schools. The Office of Catholic Schools is responsible for assisting Catholic school leadership in the local implementation of Archdiocesan school policies.*

## **§101 ARCHDIOCESAN AND PARISH CATHOLIC HIGH SCHOOLS**

<p><b>101.1. Policy</b> Catholic high schools sponsored by the Archdiocese of Chicago include Archdiocesan high schools and Parish high schools. All policies apply to both types of high schools unless otherwise indicated.</p>
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### ***Procedures***

- a) An Archdiocesan High School is a Catholic school owned by the Archdiocese which is responsible to establish a governing body to assist the school's administration in fulfilling the school's mission.
- b) A Parish High School is a Catholic school owned by the Archdiocese and sponsored by a local parish. The school is governed by an appropriate educational board.

**§102 GOVERNANCE**

**102.1. Policy** Each Catholic high school sponsored by the Archdiocese of Chicago shall have a governing body.

***Procedures***

- a) A governing council shall be established for each of the Archdiocesan high schools.
  - 1) The governing council of the Archdiocesan high school has the following responsibilities: advance the mission and the Catholic Identity of the high school; develop local policies consistent with archdiocesan policies for high; implement and monitor strategic planning; support institutional development and public relations; engage in council development; recommend adoption of the annual budget to the superintendent; evaluate and recommend hiring of the president / principal to the superintendent.
  - 2) The governing council shall conduct its business at meetings. The governing council shall have no fewer than four regular meetings annually. The meetings of the governing council are ordinarily closed.
  - 3) At an annual meeting of the governing council, convened by the superintendent in collaboration with the executive committee of the governing council, the council will submit, in writing, an annual report on its activities to the superintendent.
  
- b) The pastor shall establish an appropriate educational board to assist in the governance of the Catholic school(s) in the parish. The pastor is an ex-officio member of the board.
  - 1) The pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish, including the school(s).
  - 2) The pastor is responsible to foster, nurture, guide, and coordinate the ministries of the parish. He delegates the administration of the parish high school to a president and/or principal who administers the school in accordance with archdiocesan school policies and procedures.
  - 3) By virtue of his office, the pastor has the primary responsibility for those matters within the school which affect worship, the ministry of the Word, and the spiritual welfare of the students. It is his duty to see that the teachings of the Roman Catholic Church are clearly and accurately presented.
  - 4) The pastor is also responsible for the financial affairs of the parish.
  - 5) The pastor is bound by all Archdiocesan policies and procedures.

### §103 CATHOLIC IDENTITY

**103.1. Policy** Each Catholic high school shall have a clear statement of its Catholic Identity.

#### *Procedures*

The school's policies, procedures and programs shall reflect the central doctrines of the Catholic faith in keeping with the norms set by the National Catechetical Directory and in accordance with the Catechism of the Catholic Church.

### §104 EDUCATIONAL PROGRAM

**104.1. Policy** The educational program in each Catholic high school shall reflect the school philosophy, meet State of Illinois requirements and maintain North Central Accreditation.

### §204 LOCAL SCHOOL PLANNING

**204.1. Policy** Every Archdiocesan high school shall have an ongoing three-to-five year long range plan.

#### *Procedures*

- a) This plan shall be data-based and shall flow from the school's mission statement.
- b) The implementation of this plan is the primary responsibility of the president / principal, in collaboration with the governing body.

### §205 ANNUAL SCHOOL BUDGET

**205.1. Policy** In developing the school budget the president / principal shall follow the process and time line established by the Office of Catholic Schools and Department of Financial Services.

**205.2. Policy** The president / principal is responsible for developing a balanced budget. Income, including tuition, fees, and development monies, shall cover operational costs of the school.

***Procedures***

In addition to the annual budget each school shall develop a three-year financial projection.

**§206 DEVELOPMENT/FUND RAISING ACTIVITIES**

**206.1. Policy** Each Archdiocesan and Parish high school is required to sponsor a school development program and fund raising activities. This revenue shall be included in the school budget.

**§207 FEDERALLY FUNDED PROGRAMS**

**207.1. Policy** Schools shall access all federal and state funds and programs available to students.

***Procedures***

All funds collected and expended in connection with federal programs are to be kept in a separate checking account established for this program. Federal guidelines shall be followed.

**§301 ADMISSIONS**

**301.1. Policy** Every school shall have a written admissions policy.

***Procedures***

Criteria shall be developed by each school in determining priority of student acceptance.

**§302 NON-DISCRIMINATION IN SCHOOLS**

**302.1. Policy** Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools.

Archdiocesan schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs.

**302.2. Policy** Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school is required.

### §303 STUDENT RECORDS

**303.1. Policy** The school is required to keep a full and accurate record of each student's attendance, health, academic progress and directory information.

#### *Procedures*

Information regarding the content, maintenance, privacy, inspection, release, transfer, and destruction of student records is found in Office of Catholic Schools publication, Procedures for Management of School Records.

### §304 TRANSFER OF RECORDS

**304.1. Policy** The school shall request that the parents release appropriate academic records from the previously attended school prior to consideration for admission.

### §305 CHILD CUSTODY

**305.1. Policy** Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent the exclusive custody.

#### *Procedures*

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

## §306 HANDBOOK

**306.1. Policy** The administration is responsible to develop and disseminate a student / parent handbook that states the rights and responsibilities of the students enrolled in the school.

### *Procedures*

The administration shall annually communicate the contents of the student / parent handbook to parents/ guardians and students.

## §307 STUDENT ATTENDANCE

**307.1. Policy** The Archdiocese of Chicago shall follow the State of Illinois school age requirements.

## §308 DISCIPLINE

**308.1. Policy** The school shall establish and promulgate a discipline code.

### *Procedures*

- a) The code shall include disciplinary measures that are progressive and foster student growth.
- b) The code shall include procedures for conferences and written documentation of decisions and recommendations.
- c) When appropriate, the administration may impose disciplinary measures, such as suspension, probation, and expulsion. These disciplinary measures may be imposed, separately or progressively, as the situation warrants, in accord with the local written discipline procedures.
- d) Probation affords the student the opportunity to continue education in the school setting contingent on cooperation and satisfactory behavior.
- e) Suspension is the isolation of the student from some or all school activities.
- f) Expulsion is the termination of the student's privilege to attend the school.

**§309 SUBSTANCE ABUSE, USE OF ALCOHOL, ILLEGAL POSSESSION OF WEAPONS**

**309.1. Policy** The administration, with appropriate consultation, shall develop local policies and procedures regarding substance abuse, use of alcohol, and possession of weapons.

**§310 STUDENT HEALTH**

**310.1. Policy** Each school shall comply with the local and State of Illinois regulations regarding physical examinations, immunizations, and contagious diseases of students.

**§311 SMOKE FREE ENVIRONMENT**

**311.1. Policy** School buildings shall be smoke-free learning environments.

**§312 SAFETY**

**312.1. Policy** The principal shall be responsible for ensuring adequate supervision of students during the entire time they are on school premises during the official times of the school day.

***Procedures***

- a) Building security shall be maintained at all times during the school day.
- b) Local police officials shall be given a copy of the school calendar and shall be informed in advance about any change in the schedule.
- c) Signed parent / guardian permission is required for educational field trips.
- d) A student shall never be released early or detained without the explicit knowledge of the parent / guardian.
- e) A student should not be released to anyone other than the parent / guardian without the expressed written permission of the parent / guardian.

**§313 ILLNESS AND ACCIDENT AT SCHOOL**

**313.1. Policy** When a student becomes ill or is injured at school, the principal shall take appropriate, immediate action including contact with the parent /guardian.

**Procedures**

- a) Each school shall develop procedures for notifying a parent / guardian in times of emergency. Such procedures shall include names and other appropriate data of persons who have agreed to assume responsibility when the parent / guardian is not available.
- b) In the absence of a parent/guardian, a principal shall call the police or paramedics and accompany the student.
- c) Written documentation of such incidents shall be kept on file at the school.
- d) In cases of accidents or injury, an accident report is completed.

**§314 EMERGENCY PROCEDURES**

**314.1. Policy** The principal is responsible to ensure that all school personnel know what to do in an emergency.

**Procedures**

- a) A crisis management plan shall be developed by the principal and school personnel.
- b) The principal shall comply with local regulations for fire protection. The principal shall regularly conduct and document fire drills.
- c) It is the principal's responsibility to develop a comprehensive plan for civil defense for use in the event of tornadoes and other disasters.
- d) If a telephoned or written bomb threat is received, the building shall be vacated immediately and the police department shall be notified. Ordinarily, the principal shall accept the decision of the police authorities concerning further action to be taken.
- e) If a tornado warning is in effect in the locality of the school, students shall be taken to the safest place. Students shall not be sent home during a tornado warning.



### **§315 STUDENT ACCIDENT INSURANCE**

**315.1. Policy** The school does not provide automatic student accident insurance. Therefore, the school shall attempt to provide parent/guardian with the opportunity to participate in a student accident insurance program. Students who participate in school sponsored sports and activities are required to demonstrate proof of accident insurance.

### **§316 STUDENT BECOMING A PARENT**

**316.1. Policy** If a student is becoming a parent, the principal and staff shall use their discretionary authority to determine the most appropriate course of action for the student and school. The medical, psychological, spiritual, and educational well being of the boy / girl shall always be a major consideration as well as is the life of the unborn. In any case, becoming a parent is not necessarily a cause for disciplinary action.

### **§317 GRADUATION**

**317.1. Policy** Students shall be issued a diploma upon completion of the school's academic requirements.