

§100 ADMINISTRATION

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 THE PASTOR

<p>101.1. Policy The pastor is the canonical leader of the parish of which the school is a part.</p>

Procedures

- a) As new school models emerge the role of the pastor may be redefined.
- b) The pastor, in collaboration with the principal, 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.
- c) The pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish including the school.
- d) The pastor is responsible to foster, nurture, guide, and coordinate the ministries of the parish. He delegates the administration of the school to the principal who administers the school in accordance with Archdiocesan school policies and procedures.
- e) 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.
- f) The pastor is also responsible for the financial affairs of the parish.
- g) The pastor is bound by all Archdiocesan school policies and procedures.

§102 LOCAL SCHOOL BOARD / EDUCATION COMMITTEE

102.1. Policy Each school shall have a local advisory board.

Procedures

- a) The written constitution and bylaws shall be in accordance with Archdiocesan policies and procedures.
- b) Operational procedures provided by the Office of Catholic Schools shall be followed.

§103 CATHOLIC IDENTITY

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

Procedure

The religion program shall present 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 school shall reflect the “Criteria for Excellence in Catholic Schools” outlined in the School Evaluation Process of the Office of Catholic Schools and meet appropriate State of Illinois requirements.

§120 LOCAL SCHOOL PLANNING

120.1. Policy Every school of the Archdiocese shall have an ongoing three-to-five year long range plan.

Procedures

- a) The 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 principal, in collaboration with the board and pastor.

§121 ANNUAL SCHOOL BUDGET

121.1. Policy In developing the annual school budget the principal shall follow the process and time line established by the Office of Catholic Schools and Department of Financial Services.

121.2. Policy The principal is responsible for developing a balanced budget. Income, including tuition, fees, fundraising and subsidy from the parish and/or the Archdiocese shall cover operational costs of the school.

Procedure

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

121.3 Policy In cases of mergers, consolidations, and students coming from parishes which have no schools, reasonable financial arrangements to offset per student costs shall be agreed upon between pastors from the sending and receiving parishes.

§122 DEVELOPMENT/FUNDRAISING ACTIVITIES

122.1. Policy School development and fundraising activities are determined in the context of development and fundraising efforts of the parish. This revenue shall be included in the school budget.

§123 FEDERALLY FUNDED PROGRAMS

123.1. 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 purpose. Federal guidelines shall be followed.

§124 CATHOLIC ELEMENTARY SCHOOL FINANCIAL SUPPORT

Stewardship is the work of the total Church and of each of its members. The Church is a steward of all its resources, including Catholic schools. It is recommended that each parish and every Catholic practice stewardship as a spiritual way of life: to support the parish and all of its ministries through each member's time, talent and treasure.

124.1. Policy All Catholic faithful, clergy and laity, shall provide for the adequate financial support of Catholic schools as provided for in Canon Law (Book III, Title III, Catholic Education, Chapter I) and the USCCB Pastoral Letter "Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium," 2005.

Procedures

- a) Pastors are responsible to provide for the Catholic education of the children in their parishes.
- b) Pastors shall promote Catholic school education to their families through various means.
- c) Parents shall consider seriously their responsibility to provide for the religious education of their children by sending them to a Catholic school.

124.2. Policy Tuition charged shall be at the lowest possible level so that Catholic schools are affordable to as many children as possible. This shall be done in light of parish assistance in the form of parish subsidy, scholarships, and fundraising.

Procedures

- a) The tuition charged and the parishes' and schools' ability to implement this policy shall be monitored by the vicariate administrative consultants and the assistant superintendents.
- b) Any parish not supporting this policy shall be reviewed by the local vicar and the superintendent of schools so that appropriate action may be taken to resolve the matter.

124.3. Policy Parishes with schools shall provide a direct subsidy to their own Catholic school to the extent that it is possible, given the total financial status of the parish.

Procedures

- a) Pastors shall take specific action steps to lead their parishes in a stewardship way of life.
- b) All parishioners shall support their parishes through a life of stewardship.

124.4. Policy Parishes which jointly sponsor a school with other parishes, shall financially support the school, in accordance with the joint written agreement with the other parishes and the school.

Procedures

- a) The joint agreement of the parishes shall be approved by the local vicar and the superintendent of Catholic schools.
- b) The joint agreement shall not be changed without the approval of the local vicar and the superintendent of Catholic schools.

124.5. Policy Parishes without a Catholic elementary school and which do not support any elementary school as described above, shall pay the difference between the per-pupil cost and the parishioner rate of tuition for any students from that parish to the Archdiocesan sponsored Catholic school of attendance.

Procedures

- a) *Participating Parishioner Rate: The tuition for a Catholic elementary school shall be established by each Catholic school and shall be the same for all Catholics attending the school, providing that the student's family is an active member of the Catholic parish, as determined by the pastor, in accordance with Canon Law.*
- b) **Non-Participating Parishioner Rate:** A Catholic family living within the geographic boundaries of the parish operating the school or registered in the parish, but does not meet the criteria for parish participation as determined by the pastor in accordance with Canon Law, shall be charged a greater tuition than a participating parishioner, but not more than the per pupil cost of educating a child.
- c) **Non-Catholic Rate:** A non-Catholic family shall pay the non-parishioner rate; this shall be greater than the parishioner rate but no greater than the per pupil cost of educating a child.
- d) **Eastern Catholic faithful** living within the geographic boundaries of a Latin parish operating a school should be registered with the proper parish of his or her rite. Since these Eastern parishes are not part of the archdiocese, such students should be charged the non-parishioner rate. This shall be greater than the parishioner rate but no greater than the per pupil cost of educating a child. If such a parish chooses to abide by this policy, then a family from that parish would be charged the parishioner tuition.

124.6. Policy Exceptions to this policy must be approved by the Vicariate Vicar and Superintendent of Schools.

§130 NON-DISCRIMINATION IN SCHOOLS

130.1. 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 gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

130.2. 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, are required.

§131 ADMISSIONS

131.1. Policy Each school shall have a written admissions policy.

Procedures

- a) Criteria are developed locally in determining priority of student acceptance.
- b) A child entering school must be in compliance with the age requirements of the State of Illinois regarding age of admission.
- c) For the admission of a pre-school, kindergarten, first grade, or a transfer student, parents shall present:
 - 1) an official copy of the child's birth certificate
 - 2) the baptismal record (if applicable)
 - 3) a record of compliance with local and State of Illinois health requirements.
- d) For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon written request from the receiving school, all records from the previous school shall be transferred within ten days provided financial obligations to the school have been met.
- e) In all cases, unofficial records, (transfer, health records) must be sent within ten days.

§132 STUDENT ATTENDANCE

132.1. Policy The Archdiocese of Chicago shall follow the State of Illinois school age requirement for admissions.

§133 CHILD CUSTODY

133.1. 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 exclusive custody.

Procedure

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.

§134 HANDBOOK

134.1. Policy Each principal is responsible to develop and disseminate a student/parent handbook that states the rights and responsibilities of the students enrolled in the school.

Procedure

The school principal should communicate the contents of the student/parent handbook annually to parents and students.

§135 SURVEYS

135.1. Policy Personal or family surveys of students by outside organizations shall be authorized by the Office of Catholic Schools. In addition, such surveys require that parents be informed in writing and that they shall give their written consent prior to student participation. Surveys that are directed to the school in general by outside organizations shall be authorized by the Office of Catholic Schools.

§136 SUSPECTED CHILD ABUSE/NEGLECT BY A PERSON RESPONSIBLE OR A CHILD'S WELFARE (PARENT/GUARDIAN)

136.1. Policy When school personnel suspect child abuse or neglect by a person responsible for a student's welfare, they shall follow procedures of the State of Illinois and report the suspicion to proper authorities.

§137 STUDENT RECORDS

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

Procedure

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.

§138 ASSESSMENT AND EVALUATION

138.1. Policy Multiple forms of authentic assessment and standardized testing are used to evaluate the curriculum and to determine student learning needs.

Procedures

- a) The standardized testing program, adopted by the Office of Catholic Schools of the Archdiocese of Chicago, is to be used by all Archdiocesan elementary schools.
- b) Testing is required in each school for grades 3, 5, and 7.
- c) Other forms of authentic assessment shall be used to measure and report academic performance.

§139 RETENTION

139.1. Policy The decision to retain a student shall be made only if there has been adequate evaluation and documentation which indicate that the student would most likely profit from retention.

Procedures

- a) The decision to retain a student shall be a cooperative one made by parents, teacher, and administrator. Ordinarily, parents shall be notified of the possibility of retention no later than midyear. Parents have the final decision.
- b) If a student is to be retained, the school shall provide a special program to ensure growth and progress.
- c) Retention should be used rarely above the primary grades.

§140 GRADUATION

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

Procedure

As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitutions of the United States and the State of Illinois. The fulfillment of this requirement shall be documented on the student's permanent record.

§150 STUDENT HEALTH

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

§151 STUDENT BECOMING A PARENT

151.1. 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 the 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.

§153 SMOKE FREE ENVIRONMENT

153.1. Policy School buildings shall be smoke-free learning environments.

§154 SAFETY

154.1. Policy The principal and staff 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.

Procedure

- a) Building security shall be maintained at all times during the school day.
- b) Before the opening of the school year, the principal shall arrange with local police officials for the protection of students who cross traffic intersections on their way to and from school.
- c) Local police officials shall be given a copy of the school calendar and shall be informed in advance about any change in the schedule.
- d) Signed parent/guardian permission is required for educational field trips.
- e) A student shall never be released early or detained without the explicit knowledge of the parent/guardian.
- f) A student shall not be released to anyone other than the parent / guardian without the expressed written permission of the parent/guardian.

§155 EMERGENCY PROCEDURES

155.1. 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 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.

§156 STUDENT ACCIDENT INSURANCE

156.1. 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.

§157 ILLNESS AND ACCIDENT AT SCHOOL

157.1. 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 the 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 school representative 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.

§158 DISCIPLINE

158.1. Policy The school shall establish and promulgate a discipline code.

Procedures

- a) The code shall include disciplinary measures that are progressive and foster student personal growth.
- b) The code shall include procedures for conferences and written documentation of decisions and recommendations.
- c) When appropriate, the principal may impose other disciplinary measures, such as suspension, probation, and expulsion. These disciplinary measures may be imposed, separately or progressively, as the situation warrants, in accordance 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.

§ 159 SUBSTANCE ABUSE, USE OF ALCOHOL, AND ILLEGAL POSSESSION OF WEAPONS

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