

CATHOLIC EDUCATION OFFICE

HANDBOOK OF POLICIES AND PROCEDURES & ADMINISTRATIVE GUIDE



**DIOCESE OF ROCKFORD
555 COLMAN CENTER DR.
P.O. Box 7044
ROCKFORD, IL 61125**

Updated 02/25/2022

**MISSION STATEMENT
OF THE
CATHOLIC EDUCATION OFFICE**

MISSION STATEMENT

The Catholic Education Office,
under the Chief Teacher of the Diocese of Rockford:

- * leads through service
- * promotes faith development
- * fosters excellence in education
- * facilitates reconciliation and healing
within the educational community.

PREAMBLE

This Handbook sets forth the policies and procedures of the Catholic Education Office of the Diocese of Rockford on the various administrative, business, personnel, student and educational issues addressed herein. In those instances where questions exist as to the interpretation and application of these policies, the right to interpret these policies and procedures shall be vested in the Catholic Education Office, through the Director of Educational Services and the Diocesan Superintendent of Schools. The Catholic Education Office also reserves the right to periodically rescind, revise or supplement these policies as deemed appropriate by the Director of Educational Services and the Diocesan Superintendent of Schools.

Practices on personnel issues addressed in this Handbook should be read in concert with the policies set forth in the Diocesan Employee Handbook (as revised from time-to-time). Any inconsistencies between the provisions of these Policies and Procedures and those set forth in the Diocesan Employee Handbook shall be controlled by these Policies and Procedures.

Neither the Diocesan Education Office Policies and Procedures nor the Diocesan Employee Handbook is intended to establish contractual rights. Accordingly, these Policies and Procedures and the Diocesan Employee Handbook should not be interpreted as establishing contractual rights and/or obligations. Contracts between the Diocese, high schools and/or elementary schools and/or Diocesan parish religious education programs exist only where they have been entered into, in writing, on the appropriate Diocesan Contract Form and such have been approved and executed in keeping with the provisions of the Policies and Procedures set forth in this Handbook.

TABLE OF CONTENTS

COMMUNITY

1000 Series

Catholic Education	1001
Legal Opinions	1430
Administrative Jurisdiction	1710

ADMINISTRATION

2000 Series

Catholic Identity in Our Schools and Parishes	2100
Administration: Dept of Education Services	2110
Faith Formation	2400
Curriculum Criteria	2401
Testing	2402
Sexual Harassment of Employees and or Students	2405
Field Trips	2420
Use of Passenger Vans	2430
Student Hair Policy	2435
Extended Day -- Before Care and After School Programs	2500
High School Graduation Guidelines	2510
Tobacco Prohibition	2520
Marijuana Prohibition	2521
Student Handbook Policy Forms	2600
Homeschooled Children	2700
Guidelines for Sacramental Preparation for Homeschooled Children	2710

BUSINESS

3000 Series

State Recognition	3000
Tax Exemption	3100
Annual Budget	3110
Budget Procedures	Appendix 3110
Tuition Policy	3115
Financial Reports	3120
Fund Raising Activities	3290
Accounting Requirements	3410
Auxiliary Support Groups	3540
Functioning of Auxiliary Support Groups	Appendix 3540
Cash Handling Procedures	3542
Forms for Cash Handling	Appendix 3542
Memorial and Testamentary Gifts to Catholic Schools	3545
Form for Accepting Gifts	Appendix 3545
Accident Protocols	3600
Incident Report Form	Appendix 3640

PERSONNEL

4000 Series

Non-Discrimination	4001
Reasonable Accommodation	4002
Maternity/Paternity of Employees	4003
Diocesan Mandated Forms	4005
Criminal Background Checks on Employees and Volunteers	4006
Diocesan Meetings	4100

Recruitment and Selection of School Administrators and Catechetical Leaders (RDRE DRE CRE DYM YM)	4110
Qualifications of Administrators and Catechetical Leaders (RDRE DRE CRE DYM YM)	4111
Application Process: Principal	4112
Job Description: Principal	4113
Timeline for Recruitment and Selection of Principal	4114
Recruitment and Selection of School Teachers	4210
Qualifications of Teachers and Waiver	4211
Hiring Process: Teacher and Substitute Teacher	4212
Job Description: Teacher	4213
Recommended Timeline for Recruitment and Selection of Teachers	4214
Dismissal, Resignation or Non-Renewal of a Teacher	4215
Grievance Procedure for Teachers	4216
Coaches	4220
Unpaid Coach Agreement	Appendix 4220
Contracts – Administrator and Teacher	4250
Salary: Lay Elementary Principal	4251
Salary: Teacher	4252
Employee Benefits	4253
Personal Days – School Teachers/Support Staff	4275
Recruitment and Selection of Catechists	4310
Qualifications of Catechists	4311
Certification of Catechists and YM	4312
Dismissal of a Volunteer Catechist, Volunteer YM	4315
Personnel Files	4510
Internet Access Policy – Employees	4515
Evaluations of School Administrators, Teachers, RDRE, DRE, CRE, YM	4610
Evaluation Forms	Appendix 4610
Reduction in Staff	4630
Volunteers	4700
Forms for use with Volunteers	Appendix 4700

STUDENTS

5000 Series

Student Admissions	5001
Enrollment Forms for Student Admissions	Appendix 5001
High School Admission Standards	5004
Age of Admission: Kindergarten/First Grade	5100
Student Promotion	5110
Student Parenthood/Pregnancy	5120
Married Students	5130
Student Records	5132
Request Form to Release Student Record	Appendix 5132
Truancy	5134
Medication, Administering of	5140
Medical Cannabis	5142
Epi Pen & Asthma Inhaler use by Students and Staff	5145
Use of an Undesignated Epi-Pen, Asthma Inhaler or Opioid Antagonist	5146
Health Examinations and Immunizations	5150
List of vaccines	Appendix 5150
Diabetes	5155
Disabled Students	5156
Safety	5160

Child Abuse and Neglect Reporting Procedures	5161
Firearms on School Property	5162
Sample Weapons Policy for Student Handbook	Appendix 5162
Maintenance of Discipline	5165
Sample Suspension Letter	Appendix 5165
Sample Expulsion Letter	Appendix 5165
Sample Discipline Policy for Student Hdbk	Appendix 5165
Clear and Present Danger Reporting	5166
Student Detainment and Questioning	5167
Bullying	5170
Inspections of Student Property or Lockers	5171
Sample Inspections Policy for Student Hdbk	Appendix 5171
Internet Access Policy – Students	5172
Investigations Regarding Student Social Networking	5173
Mgmt of Concussion and Head Injury in Youth Sports	5175
Parental Custody Issues and Family Disputes	5200
Missing Person and His/Her Record	5601
Drug Violations (Reporting to Authorities)	5602
Firearms Violations (Reporting to Authorities)	5603
Attacks on School Personnel (Reporting to Authorities)	5604
Education of Migrant Children	5606

INSTRUCTION

6000 Series

Educational Programs in Schools	6100
School Calendar	6110
Class Size	6130
Athletic Policy	6200
Athletic Guidelines	Appendix 6200
Financial Standards for Elementary School Athletic Programs	6210

FACILITIES: CONSTRUCTION/CLOSING

7000 Series

School Closing	7100
New Construction	7200

BOARD OPERATIONS

8000 Series

Parish Education Commission and Council of Administration/Board of Consultors	8120
Functioning of Education Commission	Appendix 8120
Meeting Minutes: Council of Administration/ Board of Consultors, Education Commissions, and Deanery Catechetical Leaders Meeting	8340
Adoption of Policies by Deaneries, Parish Education Commissions, and High School Council of Administration/Board of Consultors	8350

Effective December 1, 2014
Revised May 27, 2015
Revised May 1, 2016
Revised December 2016
Revised August 2019

CATHOLIC EDUCATION

True education must strive for the integral formation of the human person, a formation which looks toward the person's final end, and at the same time toward the common good of societies. Children and young people are to be so reared that they can develop harmoniously their physical, moral and intellectual talents, that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life.

The Catholic faithful should greatly value schools, which are of principal assistance to parents in fulfilling their education task.

The Catholic faithful should greatly value catechetical programs, which are the vehicle for faith enrichment of all the Catholic faithful. There is a duty to provide for the catechesis of the Christian people so that the faith of the faithful becomes living, explicit and productive through formation in doctrine and the experience of Christian living. [*Code of Canon Law, 795*]

It is necessary that the formation and education given in a Catholic school and Catholic parish be based upon the principles of Catholic doctrine; teachers and catechists are to be outstanding for their correct doctrine and integrity of life, and in fostering Catholic identity in our schools and parishes.

The Catholic Education Office, under the Chief Teacher of the Diocese of Rockford:

- * leads through service
- * promotes faith development
- * fosters excellence in education
- * facilitates reconciliation and healing within the educational community.

Procedure:

The CATHOLIC IDENTITY IN OUR SCHOOLS AND PARISHES, Policy 2100, shall guide the formation and instruction of students in all schools.

The *Catechism of the Catholic Church*; the General Directory for Catechesis (Congregation for the Clergy, Vatican, 1997); and the National Directory for Catechesis (USCCB, 2005) shall be integral components of the life and teachings for all programs of Catholic formation.

LEGAL OPINIONS

The Diocese's General Counsel is available to advise principals and superintendents and catechetical leaders on legal issues encountered by the schools and parishes. Schools and parishes are not charged for legal services rendered by the Diocese's General Counsel.

Effective September 23, 1999
Revised December 1, 2014

ADMINISTRATIVE JURISDICTION

The Director of the Department of Educational Services, with the administrative staff of the Catholic Education Office, Office of Religious Education, and Youth Ministry shall represent the formal educational and catechetical structures of the Diocese.

The pastor is the canonical leader of the parish of which the elementary school is a part. The administration of the school lies within the jurisdiction of the pastor and the principal. The administration of the religious education programs lies within the jurisdiction of the pastor and director/coordinator of religious education.

In the Diocesan secondary schools, the administration of the school lies within the jurisdiction of the Chief Administrative Officer. The Spiritual Director/Assistant Principal, who is appointed by the Bishop, is responsible for the spiritual direction and growth in the high school, as well as any additional duties associated with said appointment.

Effective September 23, 1999
Revised August 1, 2004
Reviewed December 1, 2014

CATHOLIC IDENTITY IN OUR SCHOOLS AND PARISHES
--

Our Catholic schools and parishes have specific characteristics that support their Catholic Identity in both the instruction and formation of students. The students in both the school and the religious education program learn the beliefs and teachings of the Catholic faith as expressed in the *Catechism of the Catholic Church*, the *General Directory for Catechesis* (Congregation for the Clergy, Vatican, 1997); the *National Directory for Catechesis* (USCCB, 2005), and Catholic social teachings. They are called upon to witness to scriptural values, to worship, and pray together within the school faith community and parish faith community so that they may integrate faith into their daily lives. Through the efforts of the principal, faculty, and staff, and the pastor and catechetical leaders, students grow in an atmosphere of love, care, and respect.

THE CATHOLIC SCHOOL

1. THE PRINCIPAL'S LEADERSHIP IS ROOTED IN FAITH AND REFLECTED IN PERSONAL CHARACTERISTICS, BEHAVIORS, AND EXPECTATIONS.

- 1.1 As religious educational leader of the uniquely Catholic school, the principal demonstrates:
 - a. Active membership in the Roman Catholic Church and models that tradition.
 - b. Knowledge of the Sacred Scripture, Catholic Church teachings, and current trends in the Church.
 - c. An ability to express beliefs and values based on a background of faith and the teachings of the Church.
 - d. Public expression and active support of Catholic education.
 - e. Positive attitudes of enthusiasm, energy, and optimism regarding the mission of the Church and the Catholic school.
 - f. Understanding the role of total Catholic Education in the teaching mission of the Church.
- 1.2 The principal communicates the goals of the catechetical programs of the school to all constituencies.
- 1.3 The principal facilitates and monitors the development of religious curriculum and activities that support the faith development of students.
- 1.4 The principal observes Religion classes, participates in religious activities, liturgies, and programs.
- 1.5 The principal directs the faculty in the evaluation of all aspects of the school's Religion program.
- 1.6 Communications from the principal regularly emphasize the distinctly Catholic characteristics and mission of the school.

2. THE CATHOLIC SCHOOL IDENTIFIES ITSELF AS A FAITH COMMUNITY.

- 2.1 The faculty and staff recognize that teaching is primarily a ministry of sharing the Catholic faith.
- 2.2 The faculty and staff work together to develop a faith community in the school.
- 2.3 Students, faculty, and staff daily live out their faith in word and action within and outside of the school community.
- 2.4 The school community recognizes that it is an expression of the parish faith community and shares faith experiences with the parish community when possible.
- 2.5 The faculty and staff encourage students to take roles in parish activities.

3. FACULTY MEMBERS DEMONSTRATE CATECHETICAL LEADERSHIP ROOTED IN FAITH, PERSONAL CHARACTERISTICS, BEHAVIORS AND EXPECTATIONS.

- 3.1 As catechetical leaders, the faculty demonstrates:
 - a. An active faith life.
 - b. Knowledge of the Sacred Scripture, Catholic Church teachings and current trends in the Church.
 - c. An ability to express beliefs and values based on a personal commitment and education in faith.
 - d. Public expression and active support of Catholic education.
 - e. Effective decision-making based on Christian principles and Catholic teachings for the good of the students served.
 - f. Positive attitudes of enthusiasm, energy, and optimism regarding the mission of the Church and the Catholic school.
 - g. Understanding of total Catholic Education and the teaching mission of the Church.
- 3.1 Faculty members participate in in-service opportunities with regard to Sacred Scripture, church teachings, Catholic social principles, and catechetical methodology, in accordance with diocesan policy.
- 3.2 Faculty members participate in retreats, and other opportunities that foster their own ongoing faith development.

4. THE EDUCATIONAL STAFF OF THE SCHOOL DEVELOPS A STRONG RELIGION PROGRAM.

- 4.1 The basis of the Catholic school program includes four dimensions:
 - a. **Message** reflects the ability to incorporate the Sacred Scripture and important teachings of the Catholic faith into the entire program and throughout the day.

- b. **Worship** characterizes the ability to incorporate prayer and worship experiences throughout each day and to celebrate the spiritual dimensions of the seasons.
- c. **Community** describes the challenge to form a faith community responsive to the needs of its members and to become future active members of parish communities.
- d. **Service** means building a relationship that enables the members of the school community to serve others in the spirit of Jesus.

4.2 The school has a well-defined Religion program that is based on:

- a. The Sacred Scripture.
- b. Tradition.
- c. Official teachings of the Church as expressed in the *Catechism of the Catholic Church* and other Church documents.
- d. Catechetical teaching of the Magisterium.

4.3 The faculty members encourage the students to live out and model the Catholic faith.

5. ALL EDUCATIONAL EXPERIENCES OF THE SCHOOL REFLECT THE CENTRAL ROLE OF THE CATHOLIC FAITH IN THE LIFE AND IDENTITY OF THE SCHOOL.

- 5.1 Students are taught to integrate faith and life at a level appropriate to their age and development.
- 5.2 Students, faculty, and staff participate actively in Eucharistic celebrations.
- 5.3 Prayer is always an essential part of the school day.
- 5.4 Acts of service are integral to the educational program at all grade levels and emerge as outcomes of particular studies or needs which arise throughout the year.
- 5.5 The Liturgical Year provides a framework for learning about Christ and living the faith life through worship and prayer within the school and parish community.
- 5.6 Sacraments are celebrated as students grow in their understanding of the meaning of them for an active faith life.
- 5.7 Scriptural values the *Catechism of the Catholic Church*, the *General Directory for Catechesis*, the *National Directory for Catechesis*, Catholic social teachings and other declarations of the Magisterium serve as guides for moral development and decision-making.
- 5.8 Religion classes serve as a means of evangelization to foster ongoing faith development and formation resulting in an increased understanding of the Catholic faith.

6. THE SCHOOL COMMUNITY PROVIDES WITNESS TO SCRIPTURAL VALUES IN OBSERVABLE WAYS.

- 6.1 All members of the school community are challenged to respond to the call to protect people and the planet, living our faith in relationship with all of God's creation.
- 6.2 Catholic educators and administrators are urged to create additional resources and programs that will address Catholic social teachings.
- 6.3 The actions and interactions of faculty and staff members model Christian principles in every aspect of their personal and professional lives.
- 6.4 All members of the school community should take advantage of opportunities to nurture vocations and to examine various ministries within the Church.

7. THE SCHOOL FAITH COMMUNITY ASSISTS STUDENTS IN DEVELOPING AND LIVING THEIR FAITH LIVES.

- 7.1 Teachers provide activities that encourage students at all age levels to grow in their faith.
- 7.2 Symbols representing the Catholic faith are visible and respected in classrooms and throughout the school.
- 7.3 A bulletin board should be dedicated to seasonal themes of religious inspiration and/or an area of the classroom should be designated as a prayer space.
- 7.4 The school invites parents and the parish community to come together whenever possible for celebrations of the faith.
- 7.5 Prayer, including retreat experiences, and in-service programs are provided as opportunities for growing in one's faith and sharing one's beliefs.
- 7.6 The school, following parish norms, integrates sacramental preparation into the parish program(s).

8. TEACHERS COLLABORATE WITH PARENTS HELPING THEM TO FULFILL THEIR ROLE AS PRIMARY RELIGIOUS EDUCATORS OF THEIR CHILDREN.

- 8.1 Teachers share with parents/guardians ways of providing faith experiences in the home to help their children grow in their faith.
- 8.2 Parents/guardians have a central role in sacramental preparation and have opportunities for their own faith development.

9. THE SCHOOL COMMUNITY'S WITNESS OF THE CATHOLIC FAITH IS A MEANS OF EVANGELIZATION.

- 9.1 The school promotes opportunities for families to assume active roles in the parish community.
- 9.2 The school offers opportunities for parishioners to be involved in school activities.
- 9.3 Non-Catholic students have opportunities to experience and inquire about the Catholic faith.
- 9.4 Students and families who express interest in the faith receive encouragement and guidance enabling them to come to a greater knowledge of the faith.

10. MEANINGFUL EXPRESSIONS OF WORSHIP AND PRAYER ARE EVIDENT IN THE ROUTINES OF THE SCHOOL.

- 10.1 Celebration of the Eucharistic liturgy is of the highest priority with expectations for appropriate attendance, dress, and behavior.
- 10.2 Students and faculty actively participate in liturgical celebrations, prayers, services, and other faith experiences.
- 10.3 Students and staff cooperatively plan liturgies and prayer services.
- 10.4 Coordination between school and parish liturgies takes place when appropriate.
- 10.5 The school community celebrates liturgical seasons and special Church feasts as well as displaying related visible signs in the school environment.
- 10.6 Worship experiences are designed to reflect the age, understanding, and culture of the students.
- 10.7 Worship experiences include various prayer forms and music.

THE PARISH

1. THE CATECHETICAL LEADER'S LEADERSHIP IS ROOTED IN FAITH AND REFLECTED IN PERSONAL CHARACTERISTICS, BEHAVIORS, AND EXPECTATIONS.

- 1.1 As religious educational leader of the parish religious education and faith formation programs, the catechetical leader demonstrates:
 - a. Active membership in the Roman Catholic Church and models that tradition.
 - b. Knowledge of the Sacred Scripture, Catholic Church teachings, and current trends in the Church.
 - c. An ability to express beliefs and values based on a background of faith and the teachings of the Church.
 - d. Public expression and active support of Catholic education.

- e. Positive attitudes of enthusiasm, energy, and optimism regarding the mission of the Church.
 - f. Understanding the role of total Catholic faith formation in the teaching mission of the Church.
-
- 1.2 The catechetical leader communicates the goals of the catechetical programs of the parish to all constituencies.
 - 1.3 The catechetical leader facilitates and monitors the development of religious curriculum and activities that support the faith development of youth and adults.
 - 1.7 The catechetical leader observes faith formation classes, participates in religious activities, liturgies, and programs.
 - 1.8 The catechetical leader directs the catechists and youth ministers in the evaluation of all aspects of the parish's religious education faith formation programs.
 - 1.9 Communications from the catechetical leader regularly emphasize the distinctly Catholic characteristics and mission of the parish.

2. THE PARISH IDENTIFIES ITSELF AS A FAITH COMMUNITY.

- 2.1 The parish catechists, youth ministers, and staff recognize the importance of the ministry of sharing the Catholic faith.
- 2.2 The parish catechists, youth ministers, and staff work together to develop a faith community in the parish.
- 2.3 Youth and adults, parish catechists, youth ministers, and staff daily live out their faith in word and action within and outside of the parish community.
- 2.4 The parish catechists, youth ministers, and staff encourage youth and adults to take roles in parish activities.

3. CATECHISTS AND YOUTH MINISTERS DEMONSTRATE CATECHETICAL LEADERSHIP ROOTED IN FAITH, PERSONAL CHARACTERISTICS, BEHAVIORS AND EXPECTATIONS.

3.1 As catechetical leaders, catechists and youth ministers demonstrate:

- a. An active faith life.
- b. Knowledge of the Sacred Scripture, Catholic Church teachings and current trends in the Church.
- c. An ability to express beliefs and values based on a personal commitment and education in faith.
- d. Public expression and active support of Catholic education.
- e. Effective decision-making based on Christian principles and Catholic teachings for the good of the youth and adults served.
- f. Positive attitudes of enthusiasm, energy, and optimism regarding the mission of the Church.
- g. Understanding of total Catholic Education and the teaching mission of the Church.

3.2 Catechists and youth ministers participate in in-service opportunities with regard to Sacred Scripture, church teachings, Catholic social principles, and catechetical methodology, in accordance with diocesan policy.

3.3 Catechists and youth ministers participate in retreats, and other opportunities that foster their own ongoing faith development.

4. THE CATECHETICAL LEADERS, CATECHISTS, AND YOUTH MINISTERS DEVELOP STRONG RELIGIOUS EDUCATION AND FAITH FORMATION PROGRAMS.

4.1 The basis of the Catholic religious education and faith formation programs includes four dimensions:

- a. **Message** reflects the ability to incorporate the Sacred Scripture and important teachings of the Catholic faith into the entire program and throughout the day.
- b. **Worship** characterizes the ability to incorporate prayer and worship experiences throughout each day and to celebrate the spiritual dimensions of the seasons.
- c. **Community** describes the challenge to form a faith community responsive to the needs of its members and to become future active members of parish communities.
- d. **Service** means building a relationship that enables the members of the parish community to serve others in the spirit of Jesus.

4.2 The parish has well-defined religious education and faith formation programs that are based on:

- a. The Sacred Scripture.
- b. Tradition.
- c. Official teachings of the Church as expressed in the *Catechism of the Catholic Church* and other Church documents.
- d. Catechetical teaching of the Magisterium.

4.3 The catechetical leaders, catechists, and youth ministers encourage the youth and adults to live out and model the Catholic faith.

5. **ALL EXPERIENCES OF THE PARISH REFLECT THE CENTRAL ROLE OF THE CATHOLIC FAITH IN THE LIFE AND IDENTITY OF THE PARISH.**
 - 5.1 Youth and adults are taught to integrate faith and life at a level appropriate to their age and development.
 - 5.2 Youth and adults, catechetical leaders, catechists, youth ministers, and staff participate actively in Eucharistic celebrations.
 - 5.3 Prayer is always an essential part of the day.
 - 5.4 Acts of service are integral to the religious education and faith formation programs at all grade levels and experience levels, and emerge as outcomes of particular studies or needs which arise throughout the year.
 - 5.5 The Liturgical Year provides a framework for learning about Christ and living the faith life through worship and prayer within the parish community.
 - 5.6 Sacraments are celebrated as youth and adults grow in their understanding of the meaning of them for an active faith life.
 - 5.7 Scriptural values the *Catechism of the Catholic Church*, the *General Directory for Catechesis*, the *National Directory for Catechesis*, Catholic social teachings and other declarations of the Magisterium serve as guides for moral development and decision-making.
 - 5.8 Religious education and faith formation classes serve as a means of evangelization to foster ongoing faith development and formation resulting in an increased understanding of the Catholic faith.
6. **THE PARISH COMMUNITY PROVIDES WITNESS TO SCRIPTURAL VALUES IN OBSERVABLE WAYS.**
 - 6.1 All members of the parish community are challenged to respond to the call to protect people and the planet, living our faith in relationship with all of God's creation.
 - 6.2 Catholic catechetical leaders and administrators are urged to create additional resources and programs that will address Catholic social teachings.
 - 6.3 The actions and interactions of catechetical leaders, catechists and youth ministers and staff members model Christian principles in every aspect of their personal and professional lives.
 - 6.4 All members of the parish community should take advantage of opportunities to nurture vocations and to examine various ministries within the Church.
7. **THE PARISH FAITH COMMUNITY ASSISTS YOUTH AND ADULTS IN DEVELOPING AND LIVING THEIR FAITH LIVES.**

- 7.1 Catechists and youth ministers provide activities that encourage youth and adults at all age levels to grow in their faith.
- 7.2 Symbols representing the Catholic faith are visible and respected in classrooms and throughout the parish.
- 7.3 The parish invites parents and the parish community to come together whenever possible for celebrations of the faith.
- 7.4 Prayer, including retreat experiences, and in-service programs are provided as opportunities for growing in one's faith and sharing one's beliefs.
- 7.5 The parish integrates sacramental preparation into the parish program(s).

8. CATECHISTS AND YOUTH MINISTERS COLLABORATE WITH PARENTS HELPING THEM TO FULFILL THEIR ROLE AS PRIMARY RELIGIOUS EDUCATORS OF THEIR CHILDREN.

- 8.1 Catechists and youth ministers share with parents/guardians ways of providing faith experiences in the home to help their children grow in their faith.
- 8.2 Parents/guardians have a central role in sacramental preparation and have opportunities for their own faith development.

9. THE PARISH COMMUNITY'S WITNESS OF THE CATHOLIC FAITH IS A MEANS OF EVANGELIZATION.

- 9.1 The parish promotes opportunities for families to assume active roles in the parish community.
- 9.2 The parish offers opportunities for parishioners to be involved in parish activities.
- 9.3 Non-Catholic youth and adults have opportunities to experience and inquire about the Catholic faith.
- 9.4 Youth, adults and families who express interest in the faith receive encouragement and guidance enabling them to come to a greater knowledge of the faith.

10. MEANINGFUL EXPRESSIONS OF WORSHIP AND PRAYER ARE EVIDENT IN THE ROUTINES OF THE PARISH.

- 10.1 Celebration of the Eucharistic liturgy is of the highest priority with expectations for appropriate attendance, dress, and behavior.
- 10.2 Youth, adults, catechetical leaders, catechists, youth ministers actively participate in liturgical celebrations, prayers, services, and other faith experiences.
- 10.3 Youth, adults, catechetical leaders, catechists, youth ministers cooperatively plan liturgies and prayer services.
- 10.4 Coordination between school and parish liturgies takes place when appropriate.

- 10.5 The parish community celebrates liturgical seasons and special Church feasts as well as displaying related visible signs in the parish environment.
- 10.6 Worship experiences are designed to reflect the age, understanding, and culture of the youth and adults.
- 10.7 Worship experiences include various prayer forms and music.

Reviewed July 2000
Reviewed June 2005
Revised December 1, 2014

ADMINISTRATION: DEPARTMENT OF EDUCATIONAL SERVICES

1. DIOCESAN ADMINISTRATIVE STAFF:

The appointment and retention of the Diocesan Superintendent of Schools and Diocesan Director of Faith Formation and the Director of Youth Ministry are under the jurisdiction of the Diocesan Bishop, hereinafter referred to as the Ordinary.

2. DIOCESAN CENTRAL CATHOLIC HIGH SCHOOLS:

The Ordinary of the Diocese may always appoint a principal for any of the Central Catholic High Schools without following a set procedure.

The individual recommended by the Council of Administration/Board of Consultors for the position of High School Chief Administrative Officer shall be subject to the approval of the Diocesan Superintendent of Schools, and the appointment is subject to approval by the Ordinary.

In conjunction with the duties and responsibilities of said position, this individual may also be appointed by the Ordinary to serve as the Area Superintendent and assume said responsibilities.

Position descriptions, updated annually, for all administrator positions at the Central Catholic High Schools are to be on file at the Catholic Education Office. Said positions include: Chief Administrative Officer; Principal; Development Director; Dean of Students; Curriculum Director.

3. DIOCESAN ELEMENTARY SCHOOLS:

The Diocesan hiring process is to be followed in filling the position of Principal at all Diocesan Elementary Schools. Only candidates who have been approved by the Diocesan Superintendent of Catholic Schools are to be considered for employment as a principal.

The final decision to hire or retain the principal shall rest with the Diocesan Superintendent of Schools after consultation with the pastor. Position descriptions of the Principal and, if applicable, an Assistant Principal, are to be in writing and on file at each school.

4. RELIGIOUS EDUCATION PROGRAMS:

Deanery Directors of Religious Education shall be subject to the approval of the Vicar Forane of the Deanery, the Diocesan Director of Faith Formation, with said position subject to the approval of and appointment by the Ordinary. Position descriptions are to be on file, updated annually, with the Catholic Education Office.

5. DIRECTOR OF RELIGIOUS EDUCATION (DRE), COORDINATOR OF RELIGIOUS EDUCATION (CRE), DIRECTOR OF YOUTH MINISTRY (DYM) AND YOUTH MINISTER (YM) OF LOCAL PARISH:

The Diocesan hiring process is to be followed in filling the position of Director/Coordinator of Religious Education and Director of Youth Ministry, hereinafter referred to as DRE/CRE/YM. The final decision to hire or retain the catechetical leader shall rest with the pastor.

Procedure:

ASSISTANT PRINCIPAL/ADMINISTRATOR DESIGNEE:

Each school shall have an assistant principal, or a certified faculty member selected by the principal, who shall be in charge in the event the principal is absent from the building. In the absence of the principal, a certified faculty member previously selected by the principal, shall be designated to assume the responsibilities of the principal. The administrator designee shall notify the Catholic Education Office if the principal's absence is more than three days.

In the absence of the DRE/CRE/YM, the pastor shall appoint an individual to temporarily carry out the duties of the DRE/CRE/YM. The pastor shall instruct the appointed person in all necessary areas and thoroughly brief that person regarding all emergency procedures.

Effective: 23 September 99
Revised: 01 August 04
Revised December 1, 2014

FAITH FORMATION

Every school and parish catechetical program in the Diocese will maintain for its teachers and catechists a formalized program designed to continue faith formation consistent with Catholic teaching and values. Time and funds shall be allocated by the school or parish for this program.

Procedure:

Annually each Principal shall submit a written report to the Catholic Education Office outlining the faith formation activities and programs taking place in the school.

Each elementary principal and catechetical leader is responsible for obtaining documentation of catechist certification records from each catechist, and for maintaining those records at the school and parish.

Effective September 23, 1999
Revised December 1, 2014

CURRICULUM CRITERIA

The principal, as leader of the school community, is responsible for the Catholic Identity of the school and the criteria outlined in Catholic Identity in Our Schools and Parishes, policy 2100.

In addition to Religion, required areas for academic learning in the elementary school include (as cited in Illinois School Code 105 IILCS 5/27) language arts, mathematics, the biological, physical and social sciences, the fine arts, technology and physical development and health. Each school shall establish learning objectives consistent with the primary purpose of schooling, administer an appropriate testing and assessment system for determining the degree to which students are achieving the objectives, and develop reporting systems to apprise their community of assessment results.

The office of Catholic Education establishes a five year cycle for the study of major subject areas.

In all subject areas, the infusion of gospel values and Catholic social teaching shall be included.

American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all schools. No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects. (105 ILCS 5/27-3)

The Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions.

Instructional objectives shall include processes of assessment to determine ability levels of students, the incorporation of higher level thinking skills, and the use of technology to engage students in the learning process.

REQUIRED HIGH SCHOOL COURSES:

It is the expectation of the Catholic Education Office that course requirements for all Diocesan high schools exceed those standards set for State of Illinois high school graduation requirements.

Learning is guided by a planned written curriculum.

- The curriculum defines what teachers are to teach and what students are to learn.
- The curriculum includes experiences that provide students with the skills necessary to function effectively as Catholics in society.
- Teachers plan and provide effective instruction to accomplish the school's philosophy, goals and objectives.
- Students value learning and acquire learning skills.
- Assessment and evaluation are based on defined student outcomes.
- A well-designed staff development program is implemented in the school.
- A program for supervision and evaluation of teachers is in place.
- Adequate resources are available to support the total curriculum.

Curriculum will be addressed and updated by the Catholic Education Office on a rotation basis.

Reviewed June 2005
Revised December 1, 2014

TESTING

Riverside Publishing Company administers the Testing Program of the Iowa Tests of Basic Skills (ITBS). All schools will test students in grades 3, 5 and 7 with the ITBS and the Cognitive Abilities Tests.

Processing of reports begins when all schools in the area have their answer documents in Iowa City at the Scoring Service Center. It is imperative that each school send the documents according to the timeline provided by Riverside each year.

A letter is sent annually from Riverside Publishing Company to all elementary school principals. This letter outlines the proper procedures and deadlines. Please read this information carefully.

Testing for the Religious Education program is at the discretion of the Pastor.

SEXUAL HARASSMENT IN THE SCHOOLS

The Diocese of Rockford has implemented a Policy Prohibiting Harassment which is found in the Diocese's Employee Handbook. This policy applies to the school setting and religious education program setting as well.

Unlawful harassment, whether of or by students or of or by staff members, presents potential liability for the schools and individual teachers. Most often the harassment that is alleged involves claims of "sexual harassment." The following is a summary of the legal principles applicable to these issues:

A. Harassment of Students:

Most often claims of harassment against students involve allegations of sexual misconduct against other students - and a school's liability for that conduct related to sexual matters.

Sexual harassment claims involving students typically involve allegations of a sexually "hostile environment" created by sex-related comments, slurs, double entendres, touching, etc. In order to minimize the risks arising from such claims, educational personnel who witness harassing conduct directed against students by others are required to take *appropriate corrective action* in response to those situations. Appropriate corrective action includes investigation, disciplinary measures where appropriate, and documentation of the facts and results of the school's response. Faculty and staff are required to report suspected harassment to the Principal or DRE, as applicable. The principal/DRE is encouraged to consult with the Diocese's General Counsel on all issues involving harassment of students or staff or others.

In investigating a harassment claim, the "process" that is followed may be of assistance in appropriately responding to, and minimizing the legal ramifications of, the claimed harassment. Consideration to some or all of the following steps must be given:

1. Notify the appropriate Diocesan authorities: in the school setting, notify the Diocesan Superintendent of Catholic Schools and the Diocese's General Counsel; in the religious education setting, notify the Director of Faith Formation and the Diocese's General Counsel.
2. Interviewing the complainant. The interview should involve at least two representatives of the school -- one to question and the other to take notes.
 - (a) Interviews of Necessary Witnesses. As with interviews of the complainant, two representatives of the school should be involved in these measures. Caution should also be taken in selecting the interviewers so that their involvement does not impede a successful investigation and to assure that the interviewers understand their role and what may constitute prohibited conduct.

3. Interview the Alleged Harasser. In so doing follow all of the steps outlined in #1 and #2 above.
4. Determine whether a “mandated reporter” obligation exists which requires that a report be made to the Department of Children and Family Services.
5. Notification of parents as to the nature of the allegations and the investigative and decision-making process to be followed by the school.
6. Evaluating the evidence (i.e. is there sufficient evidence to conclude that the complained of harassment has occurred?) Principals/DREs are urged to consult with the Diocese’s General Counsel.
7. Determine and communicate the appropriate disciplinary action.
8. Document the steps that have been followed, the corrective measures that have been taken.

B. Harassment Among Staff Members

Under State and Federal law, unlawful harassment in the employment setting falls into two (2) categories:

- “Quid pro quo” harassment - which is an exchange of job benefits, promotions, wage increases, etc. for sexual favors; and
- “Hostile working environment” harassment - which is sex-related conduct that has the purposes or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

Conduct that may be considered to create a “hostile working environment” includes:

- Sexual innuendo
- Suggestive comments
- Insults, threats, jokes about gender-specific traits
- Sexual propositions
- Suggestive or insulting noises, leering, whistling or obscene gestures
- Touching, pinching, brushing the body, etc.

While most harassment claims involve “sexual” harassment, the same principles apply to harassment resulting from the student’s or staff member’s race, religion, disability, national origin, etc. Therefore, harassment of these varieties should be dealt with as you would deal with sexual harassment.

C. Sexual Abuse at School

1. The General Assembly finds that:
 - a. Investigation of a child regarding an incident of sexual abuse can induce significant trauma for the child;
 - b. It is desirable to prevent multiple interviews of a child at a school; and

- c. It is important to recognize the role of Children’s Advocacy Centers in conducting developmentally appropriate investigations.
2. In this section:

“Alleged incident of sexual abuse” is limited to an incident of sexual abuse of a child that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred (i) on school grounds or during a school activity or (ii) outside of school grounds or not during a school activity.

“Appropriate law enforcement agency” means a law enforcement agency whose employees have been involved, in some capacity, with an investigation of a particular alleged incident of sexual abuse.
3. If a mandated reporter within a school has knowledge of an alleged incident of sexual abuse, the reporter must call the Department of Children and Family Services’ hotline established under Section 7.6 of the Abused and Neglected Child Reporting Act immediately after obtaining the minimal information necessary to make a report, including the names of the affected parties and the allegations. The State Board of Education must make available materials detailing the information that is necessary to enable notifications to the Department of Children and Family Services of an alleged incident of sexual abuse. Each school must ensure that mandated reporters review the State Board of Education’s materials and materials developed by the Department of Children and Family Services and distributed in the school building under Section 7 of the Abused and Neglected Child Reporting Act at least once annually.
4. For schools in a county with an accredited Children’s Advocacy Center, every alleged incident of sexual abuse that is reported to the Department of Children and Family Services’ hotline or a law enforcement agency and is subsequently accepted for investigation must be referred by the entity that received the report to the local Children’s Advocacy Center pursuant to that county’s multidisciplinary team’s protocol under the Children’s Advocacy Center Act for investigating child sexual abuse allegations.
5. A county’s local Children’s Advocacy Center must, at a minimum, do both of the following regarding a referred case of an alleged incident of sexual abuse:
 - a. Coordinate the investigation of the alleged incident, as governed by the local Children’s Advocacy Center’s existing multidisciplinary team protocol and according to National Children’s Alliance accreditation standards.
 - b. Facilitate communication between the multidisciplinary team investigating the alleged incident of sexual abuse and, if applicable, the referring school’s (i) Title IX officer, or his or her designee, (ii) school resource officer, or (iii) personnel leading the school’s investigation into the alleged incident of sexual abuse. If a school uses a designated entity to investigate a sexual abuse allegation, the multidisciplinary team may

correspond only with that entity and any reference in this Section to “school” refers to that designated entity. This facilitation of communication must, at a minimum, ensure that all applicable parties have each other’s contact information and must share the county’s local Children’s Advocacy Center’s protocol regarding the process for approving the viewing of a forensic interview, as defined under Section 2.5 of the Children’s Advocacy Center Act, by school personnel and a contact person for questions relating to the protocol.

6. After an alleged incident of sexual abuse is accepted for investigation by the Department of Children and Family Services or a law enforcement agency and while the criminal and child abuse investigations related to that alleged incident are being conducted by the local multidisciplinary team, the school relevant to the alleged incident of sexual abuse must comply with both of the following:
 - a. It may not interview the alleged victim regarding details of the alleged incident of sexual abuse until after the completion of the forensic interview of that victim is conducted at a Children’s Advocacy Center. This paragraph does not prohibit a school from requesting information from the alleged victim of his or her parent or guardian to ensure the safety and well-being of the alleged victim at school during an investigation.
 - b. If asked by a law enforcement agency or an investigator of the Department of Children and Family Services who is conducting the investigation, it must inform those individuals of any evidence the school has gathered pertaining to an alleged incident of sexual abuse, as permissible by federal or State law.
7. After completion of a forensic interview, the multidisciplinary team must notify the school relevant to the alleged incident of sexual abuse of its completion. If, for any reason, a multidisciplinary team determines it will not conduct a forensic interview in a specific investigation, the multidisciplinary team must notify the school as soon as the determination is made. If a forensic interview has not been conducted within 15 calendar days after opening an investigation, the school may notify the multidisciplinary team that it intends to interview the alleged victim. No later than 10 calendar days after this notification, the multidisciplinary team may conduct the forensic interview and, if the multidisciplinary team does not conduct the interview, the school may proceed with its interview.
8. To the greatest extent possible considering student safety and Title IX compliance, school personnel may view the electronic recordings of a forensic interview of an alleged victim of an incident of sexual abuse. As a means to avoid additional interviews of an alleged victim, school personnel must be granted viewing access to the electronic recording of a forensic interview conducted at an accredited Children’s Advocacy Center for an alleged incident of sexual abuse only if the school receives (i) approval from the multidisciplinary team investigating the case and (ii) informed consent by a child over the age of 13 or the child’s parent or guardian. Each county’s local Children’s Advocacy

Center and multidisciplinary team must establish an internal protocol regarding the process of approving the viewing of the forensic interview, and this process and the contact person must be shared with the school contact at the time of the initial facilitation. Whenever possible, the school's viewing of the electronic recording of a forensic interview should be conducted in lieu of the need for additional interviews.

- a. For an alleged incident of sexual abuse that has been accepted for investigation by a multidisciplinary team, if, during the course of its internal investigation and at any point during or after the multidisciplinary team's investigation, the school determines that it needs to interview the alleged victim to successfully complete its investigation and the victim is under 18 years of age, a child advocate must be made available to the student and may be present during the school's interview. A child advocate may be a school social worker, a school or equally qualified psychologist, or a person in a position the State Board of Education has identified as an appropriate advocate for the student during a school's investigation into an alleged incident of sexual abuse.
- b. The Department of Children and Family Services must notify the relevant school when an agency investigation of an alleged incident of sexual abuse is complete. The notification must include information on the outcome of that investigation.
- c. The appropriate law enforcement agency must notify the relevant school when an agency investigation of an alleged incident of sexual abuse is complete or has been suspended. The notification must include information on the outcome of that investigation.
- d. This Section applies to all schools operating under this Code, including, but not limited to, public schools located in cities having a population of more than 500,000, a school operated pursuant to an agreement with a public school district, alternative schools operated by third parties, an alternative learning opportunities program, a public school administered by a local public agency or the Department of Human Services, charter schools operating under the authority of Article 27A, and non-public schools recognized by the State Board of Education.

Public Act 101-0531
SB0456 Enrolled

Reviewed June 2005
Revised December 1, 2014
Revised February 25, 2022

FIELD TRIPS**Transporting of Students**

These procedures pertain to the transportation of students in private vehicles, chartered bus, or other vehicle to any school sponsored event. This includes athletic contests, extracurricular activities and any other events which are school sponsored.

Whenever possible bus transportation should be provided. The use of private vehicles is discouraged. If a private vehicle must be used, the following must be verified by the driver:

1. The driver must be 21 years of age or older;
2. The driver must have a valid, non-probationary drivers' license and no physical disability that may impair the ability to drive safely;
3. The vehicle must have a valid registration;
4. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence; and
5. The driver must not have a prior conviction for driving under the influence.

A signed Volunteer Driver Information Sheet must be submitted to the principal for each vehicle used.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is suggested.

Following are sample Parent Permission Form and Volunteer Driver Information Sheet. These forms should be used for field trips or for the transportation of students to other school sanctioned activities.

Subject of Field Trips

Class visits to places of cultural, educational, or religious significance give enrichment to the lessons of the classroom. To insure the desired outcome of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purposes and goals of the trip. An advance trip by the teacher is suggested.

The Illinois School Code provides immunity to schools, principals, and teachers for claims against them arising out of injuries sustained during activities connected to the school program. Because immunity may be lost if an activity cannot be demonstrated to have an educational connection, all field trips are required to have educational value to the students.

Thus, trips to Great America and other purely recreational field trips are not to be sponsored by the School.

Parental Consent Required

The written or electronic consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

1. Name, location and date(s) of event;
2. Cost to the student;
3. Mode of transportation to be used;
4. Name of supervisor overseeing the activity;
5. Parent's responsibility.

NO student may participate unless a signed parent permission slip for the specific event is on file with the principal.

Permission Slip and Volunteer Driver Information Sheet are attached

Reviewed June 2005
Revised December 1, 2014

PERMISSION SLIP

1. Consent: I grant my permission for my child _____
to attend and participate in _____
[SCHOOL SPONSORED and/or CHURCH SPONSORED ACTIVITY]
(hereinafter referred to as "Activity") to be held at _____
on _____ . [LOCATION]
[INCLUSIVE DATE OR DATES]

2. Student Cooperation: My child agrees to abide by all the rules of aforementioned Activity and to obey the staff in charge of this Activity. The Parish, School, and Diocese will not be liable for my child's failure to cooperate and/or to abide by the rules. Any infraction of the rules may result in the immediate dismissal of my child from the Activity at my expense and without refund to me of the costs paid for the Activity.

3. First-Aid/Emergency Treatment: I authorize the School, Parish, and Diocese and its employees and volunteers to administer first-aid to my child if deemed necessary and appropriate to preserve the life, limb or well-being of my child. I authorize the Parish, School, and Diocese to contact and engage medical personnel and arrange for emergency treatment of my child, including transportation for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. I agree that I am financially responsible for such medical treatment.

4. Administration of Medication provided by parent/guardian of child: If my child needs to take prescription or non-prescription medication during this Activity, I have provided the medication in its original container. I give permission to an adult employee or adult volunteer to administer the medication or assist in the administration of the medication to my child in the dosage prescribed by the prescription or, for non-prescription medication, the dosage recommended on the container by the manufacturer. If there are explicit instructions for this medication, I state them here:

5. Release: I hereby release and discharge The Diocese of Rockford and its Bishop, and the Parish and School, and the officers, directors, employees, and volunteers of same, from all claims for personal injuries or property damage that I or my child may suffer while my child is attending and/or participating in the Activity, unless the injuries or damage resulted from willful misconduct of the Diocese, the Parish, the School or its employees. If I have provided medication for my child to take during this Activity, I hereby release and discharge The Diocese of Rockford and its Bishop, and the Parish and School, and the officers, directors, employees, and volunteers of same, from all claims for personal injuries or property damage that I or my child may suffer as a result of the administration of or lack of administration of or assistance in or lack of assistance in the administration of said medication to my child, whether by my child and/or an adult employee and/or an adult volunteer; unless the injuries or damage resulted from willful misconduct of the Diocese, the Parish, the School or its employees.

Date: _____

Parent/Guardian's Signature: _____

Name: _____
[PLEASE PRINT]

Effective September 17, 2015
Revised January 1, 2016

STUDENT OR YOUTH EMERGENCY INFORMATION

PARISH/SCHOOL/DIOCESAN ENTITY: _____ CITY: _____

FAMILY NAME _____

Only ONE EMERGENCY INFORMATION form per family unit is necessary.

Full Name of Child	Sex	Date of Birth	Special Health Condition (describe) or Medication prescribed or Dietary needs, etc.

Home Address: _____ Phone: _____

Name of Mother/Guardian: _____ Place of Employment: _____

Mother's work number: _____ Cell Number: _____

Name of Father/Guardian: _____ Place of Employment: _____

Father's work number: _____ Cell Number: _____

If divorced, name of legal custodial parent: _____

Do Mother and Father have Joint Custody? (Y/N) _____

If custodial parent cannot be reached, may we contact non-custodial parent? (Y/N) _____

RESPONSIBLE ADULT(S) who have agreed to assume responsibility for child, if parent/guardian cannot be reached.

Name	Address	Phone	Relationship to Child

Physician of Choice: _____

Address: _____

Phone: _____

Hospital of Choice: _____

Address: _____

Phone: _____

If I, or responsible adult, and physician of choice, as indicated above, cannot be reached in an emergency and immediate medical and/or hospital attention is indicated I hereby authorize the transporting of my child to a hospital or physician for treatment.

Date: _____

Signature: _____

Print name: _____

Effective September 17, 2015; Reviewed January 1, 2016

VOLUNTEER DRIVER INFORMATION SHEET

The Driver shall be at least 21 years of age, and is required to provide the Driver's valid driver's license and a valid automobile insurance card for the vehicle to be used for this Activity.

Driver

Name: _____ Date of Birth: _____

Address: _____

Vehicle that will be used

Name of Owner: _____

Address of Owner:

Year and Make: _____ License Plate: _____

If more than one vehicle is to be used, the above information must be provided for each vehicle.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport youth. I certify I hold a valid driver's license which is not revoked or suspended. I certify I am the owner of the vehicle to be used for this Activity, or have the permission of the owner of the vehicle to use the vehicle for this Activity.

Signature _____

Date _____

FOR PARISH/SCHOOL/DIOCESE USE

Photocopy the Driver's valid driver's license, and valid automobile insurance card for the car being used in this Activity, and attach those copies to this Driver Information form. Verify that the liability limits on the Driver's automobile insurance card are \$100,000/\$300,000.

Reviewed June 2005
Revised November 1, 2014
Revised January 1, 2016

2430

USE OF PASSENGER VANS

All schools, parishes and Diocesan entities are prohibited from using a van equipped to hold more than 10 passengers including the driver. This prohibition includes the purchase, rental or borrowing of these vans for any parish, school, or diocesan entity. An exemption for cargo vans used solely for transporting furniture, equipment or goods may be requested in writing to the Diocese's Property Insurance Office.

Reviewed June 2005
Revised May 11, 2010
Revised December 1, 2014

2435

STUDENT HAIR POLICY

All Rockford Diocesan Schools will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, such as braids, locks, and twists.

School administrators are asked to call the Catholic Education Office when/if these situations occur.

Effective August 2021

2500

EXTENDED DAY - Before and After School Programs

Illinois School Code: 5/10-22.18b states in part that before care and after care programs:

. . . may include time for homework, physical exercise, afternoon nutritional snacks and educational offerings which are in addition to those offered during the regular school day. . . . Individual programs shall be coordinated by certified teachers or by persons who meet the requirements for supervising a day care center under the Child Care Act of 1969. Additional employees who are not so qualified may also be employed for such programs."

Since the Extended Day Program is an extension of the school, the principal has the responsibility for the administration and supervision of the program.

The principal may delegate the daily operation of the program to a coordinator who works closely with and is accountable to the school principal. The principal and coordinator shall determine which responsibilities may be delegated to other support personnel.

All personnel of the program are employees of the school. They are hired by the principal.

Reviewed June 2005
Reviewed December 1, 2014

HIGH SCHOOL GRADUATION GUIDELINES
--

Graduation is a public event which marks the successful completion of high school studies. The following guidelines are for all graduations at which the Bishop is invited to preside.

ARRIVAL:

A reserved parking space should be available near the entry. The Bishop is to be greeted and then escorted to a room for vesting.

GRADUATION PROCESSION:

The order of procession into graduation is as follows:

- Graduates
- Faculty
- Superintendent/Principal
- Diocesan Representatives
- Bishop

SEATING ARRANGEMENTS:

Honored guests are to be directed to assigned seating on or near the stage. Introductions should take place before the program begins.

ORDER OF THE EXERCISE:

1. Processional
2. Invocation given by a minister in Sacred Orders
3. Patriotic fillip (EITHER the *Pledge of Allegiance* or the singing of *The National Anthem*)
4. Student speaker (EITHER a valedictorian address of no more than ten (10) minutes in length, or a salutorian address of no more than four (4) minutes in length and a valedictorian address of no more than five (5) minutes in length.
5. Principal's presentation of the graduates. The Principal should read the text of the diploma and then state that all those present have met the requirements for graduation.
6. The presentation of the diplomas by the Bishop.
7. Bishop's remarks.
8. Benediction offered by a minister in Sacred Orders.
9. Recessional: The Bishop leaves first, followed by Diocesan representatives, high school superintendent/principal, faculty and then graduates.

In the implementation of the above, all other awards, citations, commendations for merit, medals of honor, scholarships, grants in aid, fellowships, etc. are to be announced and conferred at an awards assembly separate from graduation.

For the diocesan high schools, it is not necessary to have a graduation speaker other than the students listed above, the text of whose remarks should be vetted thoroughly beforehand. In these remarks, some mention should be made of God, the Redeemer, the Holy Spirit, the Church, and their families.

TOBACCO PROHIBITION

The Illinois School Code prohibits the use of tobacco, including the use of electronic cigarettes and vaporizers, on school property by any school personnel, student, or other person when such property is being used for school purposes.

“School purposes” includes but is not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school or in which pupils of the school participate.

Reviewed June 2005
Revised December 1, 2014
Revised August, 2019

MARIJUANA PROHIBITION

The Cannabis Regulation and Tax Act of 2019 prohibits the possession or use of marijuana, *in any form*, in a school bus, on the school grounds of any preschool, primary or secondary school, in a public place or knowingly in close physical proximity to anyone under the age of 21 by anyone who is not otherwise authorized under the Compassionate Use of Medical Cannabis Pilot Program Act.

Effective August, 2019

STUDENT HANDBOOK POLICY FORMS**DISCIPLINE – STUDENT**

This is a prototype. Do NOT Change This Language.

POLICY ON STUDENT DISCIPLINE

The School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular School hours, on School premises, in connection with School activities or otherwise. In the event of a violation of those standards, the School reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the School's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the School's policy on gang-related activities;
2. Violation of the School's policy on drugs and alcohol;
3. Violation of the School's policy on weapons;
4. Violation of the School's rules and regulations.

[List other appropriate rules]

5. Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School's mission.

Reviewed June 2005
Reviewed December 1, 2014

DRUGS AND ALCOHOL

This is a prototype. Do NOT Change This Language.

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function, except that a student is permitted to use a prescribed drug in the correct dosage while at school or at any school-related function, provided the school has been properly notified by the parent/guardian of the student, and provided said use of the drug does not impair the student.

Included within the prohibitions set forth in this Policy are the following:

- * Use, possession, manufacture, distribution, dispensing or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- * Storing in a locker, desk, automobile or other repository on school premises, or in connection with any school-related activity, any drug, drug paraphernalia or alcohol;
- * Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student's failure to cooperate in testing required by this Policy, or other violation of this Policy may result in disciplinary action up to and including expulsion from the school.

Reviewed June 2005
Revised December 1, 2014

GANGS AND GANG-RELATED ACTIVITIES
--

This is a prototype. Do NOT Change This Language.

This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal or disruptive purpose and/or activities prohibited by law and/or prohibited by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting or away from school, as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline, and also may foster anti-social behaviors, attitudes and practices, all of which may endanger the health, safety and welfare of all students, staff and the school community.

Students are prohibited from participating in any activity related to a gang or secret society. Activities prohibited by this policy include, but are not limited to, the following:

1. Membership in a gang or secret society or soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services; or requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

Any gang or gang-related activity in which a student engages outside the School and/or separate from School-related activities is also prohibited by this policy. Violations of this Policy may result in discipline up to and including dismissal from the School, in the discretion of the School.

INSPECTIONS

This is a prototype. Do NOT Change This Language.

Individuals entering upon the premises of the school - whether students, employees or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included within this Policy is the right to inspect the following:

1. Lockers;
2. Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether school, student or visitor) existing on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

INTERNET ACCESS POLICY AND AUTHORIZATION FOR INTERNET ACCESS

This is a prototype. Do NOT Change This Language.

Name of School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.
2. The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School.
 - g. Any activity which can be viewed as cyberbullying; and or which violates any policy or rule of the Diocese or school or parish
 - h. Using inappropriate language.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.
4. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner, is prohibited, except with the express permission of the Principal.

6. Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, videographing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the Principal.
7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
8. The School reserves the right to monitor employee use of School computers. Employees, including an employee's internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the internet or email.

Reviewed June 2005
Reviewed December 1, 2014

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: _____ Date of Birth: _____

Each student and his or her parent(s)/guardian(s) must receive the Internet Access Policy and sign this authorization before being a granted supervised or unsupervised access to the Internet. Students and parent(s)/guardian(s) need only sign this Authorization for Internet Access once while enrolled in the School.

The Internet Access Policy as well as the following statement must be read to a student if he or she is too young to read.

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Access Policy.

Dated: _____
User Signature

The following is required if the user is a student under the age of 18:

I have read the Internet Access Policy and this Authorization for Internet access and understand and agree that the terms of that Policy. I understand that access is designed for educational purposes and that the Diocese and School prohibit the access of inappropriate materials but that and it is impossible for the Diocese and School to restrict access to all controversial and inappropriate materials. I will hold harmless the Diocese, School, their employees and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Internet Access Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet.

Dated: _____
Parent/Guardian

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, acknowledge receipt of the "Internet Access Policy and Authorization for Internet Access." I further acknowledge that I have read the document, understand my obligations as outlined in the document, and agree to abide by the terms of the document while employed by _____
_____ School.

Employee

Date

Teachers and other staff must sign as a condition of using the School's Internet connection. Teachers and other staff need only sign this Authorization for Internet Access once while employed by the School. This form is to be kept at the school.

POLICY ON PARENTAL COOPERATION

This is a prototype. Do NOT Change This Language.

As members of the community of [NAME OF SCHOOL], we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by School, may result in corrective action, up to and including exclusion from School events and/or expulsion of the parent's child(ren) from the School. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from School events and/or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

WEAPONS - POSSESSION OF

This is a prototype. Do NOT Change This Language.

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may be considered to constitute a weapon.

Violations of this Policy may result in disciplinary action up to and including expulsion from the school.

Reviewed June 2005
Reviewed December 1, 2014

WELLNESS POLICY

All Rockford Diocesan schools participating in the National School Lunch Program and/or the School Breakfast Program are required to develop a local school wellness policy that promotes the health of students and addresses the problem of childhood obesity.

All Rockford Diocesan schools participating in the National School Lunch Program and/or the School Breakfast Program shall:

- a) comply with applicable federal, state, and local laws that are in place to ensure the wellness of students.
- b) comply with goals established by the Catholic Education Office to ensure nutrition education, physical activity, and other school-based activities that promote student wellness.
- c) require the school's food service program to follow nutritional guidelines consistent with the requirements set forth in the Healthy, Hunger-Free Kids Act of 2010 section 204.
- d) consult with its constituents in developing, reviewing and revising local school policies and procedures.

Each local school administrator or designee shall document implementation of the wellness policy by completing the measurement instrument provided by the Catholic Education Office for this purpose.

Effective: January 23, 2018

**HOMESCHOOLED CHILDREN:
PARTICIPATION IN SCHOOL-SPONSORED ACTIVITY, FUNCTION, OR SPORT**

It is the policy of the Diocese of Rockford that a student who is not enrolled in a Diocesan School -- that is, a parish grade school or middle school, or a Diocesan high school -- is ineligible to participate in the activities, functions, or sports sponsored by that Diocesan School.

Reviewed June 2005
Reviewed December 1, 2014

GUIDELINES FOR SACRAMENTAL PREPARATION FOR HOMESCHOOLED CHILDREN

The Diocese of Rockford recognizes that Catholic parents and those who function *in loco parentis* have the primary responsibility of instilling in their children the beliefs and teachings of the Roman Catholic Church. In this regard, The Code of Canon Law stipulates that:

1. The parents have a right to prepare their children for the sacraments;
2. The pastor alone determines the readiness of the child(ren) and the time at which the sacrament may be received.

Therefore, those parents who choose to homeschool their children, and do not choose to register their children with their parish religious education program, have the primary responsibility for sacramental preparation, in conjunction with the pastor.

When the homeschooling parent judges that the child is prepared to receive a sacrament, the following guidelines are pertinent:

1. The family must be registered members of the parish from which they want their child to receive the sacrament;
2. The parent(s) are to contact the Pastor and arrange a conference;
3. At the time of the conference, the Pastor has a duty and the authority to determine the readiness of the child; such determination is made in keeping with the norms established for catechetical formation by the Diocese of Rockford, Catholic Education Office; and
4. Once preparedness has been established, the Pastor and parent(s) will cooperatively choose a time appropriate for reception of the sacrament.

To assist all parents/Pastors/religious education programs, a copy of the norms established as set forth in the Religious Education Curriculum Guidelines is available from the Catholic Education Office. These guidelines will be provided to the parents of homeschooled children and/or to the parish upon request.

Revised December 1, 2014

STATE RECOGNITION

Refer to: Handbook for Self Study - Evaluation for Elementary Schools

The Illinois State Board of Education is authorized by statute to determine policies and guidelines with respect to private (nonpublic) elementary and secondary schools in Illinois. These policies and guidelines are advisory and request what is considered to be desirable action. The Illinois State Board of Education has adopted the following policies for the registration and voluntary recognition of nonpublic elementary and secondary schools:

Nonpublic elementary and secondary school registration -- That all nonpublic elementary and secondary schools in the State of Illinois be registered on an annual basis; such registration to be completed in conformance with procedures to be prescribed by the Illinois State Board of Education. Information required for satisfactory registration shall include assurances of compliance with federal and state laws regarding health examination and immunization, attendance, length of term, nondiscrimination, and with applicable fire and health safety requirements. This policy to be in effect July 1, 1977, amended December 11, 1980, 1984, 1996 and 2003.

Nonpublic elementary and secondary school recognition -- That all nonpublic elementary and secondary schools in the State of Illinois may voluntarily seek the status of "Nonpublic School Recognition" from the Illinois State Board of Education.

Certificate of Nonpublic School Recognition -- Such status may be obtained by compliance with administrative guidelines and review procedures as prescribed by the Illinois State Board of Education. Such guidelines and procedures shall take into account the recognized diversity of nonpublic schools and shall not impinge upon the non-educational relationships between such schools and their clientele.

It is intended by the Illinois State Board of Education that nonpublic schools receiving the Certificate of Nonpublic School Recognition shall be viewed by all educational institutions and organizations as having state-approved educational programs. Furthermore, such certification should mean that the attendance of children at such schools shall not be a barrier to participation in organized extracurricular activities or to acceptance by secondary and post-secondary educational institutions.

The Diocese of Rockford, Catholic Education Office, will grant Certification in recognition of the school's successful completion of the Diocesan School Evaluation Process.

Reviewed June 2005
Reviewed December 1, 2014

TAX EXEMPTION

The Office of Finance and Administration applies for tax exemption from the Legal Services Bureau of the Illinois Department of Revenue. Each school is provided with a copy of this letter and the tax exempt number.

Reviewed June 2005
Reviewed December 1, 2014

ANNUAL BUDGET

All educational entities shall prepare an annual budget according to a budget calendar prepared by the Diocesan Catholic Education Office and Office of Finance and Administration.

- A) The budget for a Deanery Office of Religious Education must be approved by the Vicar Forane of the Deanery.
- B) The budget for a parish elementary school and religious education program must be approved by the pastor.
- C) The budget for a high school must be approved by the Council of Administration/Board of Consultors.
- D) The budget for an inter-parochial school must be approved by its Canonical Administrator.

Approved budgets from inter-parochial schools, High Schools and Deanery Commissions must be submitted to the Office of Finance and Administration. Parishes with elementary schools shall submit their approved budget to the Accounting and Data Processing office.

Procedure:

See Appendix 3110

Budget Calendar for the Central Catholic High Schools of the Diocese of Rockford

Dec	Diocesan Office of Finance and Administration informs each school of the assessment from each parish for the following school year.
March	School reports to the Fiscal Manager for Education regarding the tuition program established and salary schedule for the following year.
May	The Council of Administration/Board of Consultors of the High School recommends the budget to the Diocesan Office of Finance and Administration for approval.
July	School files amended or final budget (if appropriate) to the Diocesan Office of Finance and Administration.

**Budget Calendar for Deanery Offices of Religious Education
of the Diocese of Rockford**

- Nov Deanery DRE and/or Superintendent, as appropriate, drafts budget proposal.
- Dec The Deanery DRE and/or Superintendent, as appropriate, presents the budget to the Vicar Forane of the Deanery and Deanery Pastors.
- Jan Approved budget is submitted to Diocesan Office of Finance and Administration.
- Feb Diocesan Office of Finance and Administration informs Deanery DRE, Vicar Forane of the Deanery and Deanery parishes of the assessment from each parish for the following fiscal year.

Budget Calendar for Parish Elementary Schools

- Nov Principal and Education Commission project enrollment and propose tuition structure and salary scale.
- Dec Principal discusses the proposals with the Pastor.
- Jan Pastor consults with the Parish finance council on budget proposals.
- Feb Principal and Education Commission prepare budget, and approve the tuition rate.
- Mar Principal presents budget to Finance Committee.
- Apr Pastor approves school budget for inclusion in the parish budget.

BUDGETS

PER PUPIL COST

Elementary Schools:

Per pupil cost is calculated from the income statement for Department 2 or 3.

Total all expenses
Less: Non-operating expenses
Principal & interest payment
DIAL deposits
Capital outlay
Net operating expenses
Divided by: Number of Pupils
Equals: Per Pupil Cost

Each year's budget will become more accurate when there is careful recourse to the actual expenses of the previous year. One to four computer printouts of financial (monthly and annual) reports are available, if needed, through the Diocesan Accounting and Data Processing Office.

High Schools:

Per pupil cost is determined by dividing the total operating expense by the number of pupils.

Number of pupils = enrollment as of the last day of school

Total operating expense can be gotten from the 6/30 statement.

BUDGET PROJECTIONS

The Education Commission and the Administrator(s) are to prepare and keep updated a three-year plan for projected expenditures for Parish Educational Programs.

BUDGETS

Budget questions regarding payroll, deductions, etc., should be directed to:

Accounting and Data Processing
815-399-4300

Questions relating to establishing/follow-up of a budget or per pupil costs should be directed to:

Office of Finance and Administration
815-399-4300

The principal should receive and code all invoices of purchases for which she or he is responsible.

- *This will permit verification that purchases have arrived and are accurate.*
- *This will also provide a consistency in coding.*
- *The principal has the knowledge as to which account purchases should be allocated.*

Reviewed June 2005
Reviewed December 1, 2014
Updated December 2016

TUITION POLICY

Every Diocesan Central Catholic High School must have a policy that states, "No student will be allowed to take first semester exams unless his or her tuition is current. Furthermore, no student will be allowed to take second semester exams unless his or her tuition and fees have been paid in full."

Qualified Tuition Reduction Programs by Wayne M. Lenell, C.P.A., Ph.D.

This memorandum attempts to explain the tax considerations of qualified tuition reduction programs and alternatives to compensating employees and volunteers with tuition reductions.

IRS Publication 970 states: If you are allowed to study tuition free or for a reduced rate of tuition, you may not have to pay tax on this benefit. This is called a "tuition reduction." You do not have to include a qualified tuition reduction in your income.

According to Publication 970, the qualified tuition reduction also applies to dependent children of employees of the educational institutions. Therefore, teachers and other employees of parochial schools may receive a tax free benefit of free tuition or reduced rate tuition for their children attending a diocesan school.

IRS Publication 970 also states: You must include in your income any tuition reduction you receive that is payment for your services.

There is an inherent contradiction in this restriction. Any tuition reduction for a teacher is obviously the result of a teacher's services to the school. The IRS is stating that for a tuition reduction to qualify as tax free it must be an employee benefit rather than associated with the rendering of a particular service or waiver of potential salary. The following three examples apply this principle.

1. Free or reduced tuition may not be in the form of a salary reduction. For example, if the salary for a particular teaching position is \$30,000 and the rate of tuition is \$3,000 for the first child, a parish may not give the teacher the option of reducing the salary to \$27,000 (thereby paying tax on lower earnings) and then receiving "free" tuition since it is the teacher's earnings that would be paying for the tuition.
2. Free or reduced tuition may not be in exchange for an additional assignment. For example, a school may normally pay a teacher \$3,000 in addition to his or her regular salary to coach an athletic team. The school may not give the teacher a choice between being paid or an offsetting reduction in tuition such as offering, "instead of paying you, we will allow your child to attend our school tuition free."
3. A school may not allow a parent to "work off" the cost of tuition without tax consequences. For example, if a parent agrees to work in the school cafeteria, the school may not give a tuition credit for each hour worked at an agreed upon rate. Instead, the school would need to report the hours worked as payroll hours and deduct appropriate taxes. The parent could then agree to have the

school withhold the net pay and apply it to tuition. The parent would receive a Form W-2 after the end of the year reporting the gross amount of wages for the work performed.

Effective May 8, 2006
Revised December 1, 2014

3120

FINANCIAL REPORTS

Supervision of the budget is exercised through the administrator's submission of regular financial reports to the appropriate body.

- a. The Area Superintendent/School President reports on the financial condition of the high school to the Council of Administration/ Board of Consultants.
- b. The elementary principal reports on the financial condition of the school to the Pastor and to the Education Commission.
- c. The Director of Religious Education reports on the financial condition of the parish's program to the Parish Education Commission.
- d. The Area Superintendent, if appropriate, or Regional Director of Religious Education reports on the financial condition of the programs to the Vicar Forane of the Deanery and Deanery Pastors.

The parish Finance Council has responsibility to review the finances of all parish programs including the school and advise the pastor of their observations.

Procedure:

Supervision of the budget is exercised through regular financial reports by the administrator to the appropriate body.

- a. The Area Superintendent/School President reports on the financial condition of the high school to the Council of Administration/Board of Consultants.
- b. The elementary principal reports on the financial condition of the school to the Education Commission and/or Finance Committee.
- c. The parish Director of Religious Education reports on the financial condition of their program to the Parish Council or Finance Committee.
- d. The Regional Director of Religious Education reports on the financial condition of the programs to the Deanery Commission.

The parish Finance Council has responsibility to review all parish programs including the school and advise the pastor of their observations.

Effective September 23, 1999
Revised May 8, 2006
Revised December 1, 2014

FUND RAISING ACTIVITIES

Organized fund-raising activities on behalf of the local community or church related agencies, with the approval of the appropriate entity (i.e. Pastor, Superintendent, Principal), be conducted in schools/parish religious education programs, provided there is only a minimum of interference with the instructional programs.

Effective September 23, 1999
Revised May 8, 2006
Revised December 1, 2014

ACCOUNTING REQUIREMENTS

All educational entities must use the Diocesan Accounting System and submit a financial report monthly with the Diocesan Accounting and Data Processing Office.

Procedure:

Each consolidated school, high school and parish school is required to file a monthly financial report with the Diocesan Accounting and Data Processing Office. The format and deadline for the submission will be determined by the Diocesan Accounting and Data Processing Office.

Effective September 23, 1999
Revised May 8, 2006
Revised December 1, 2014
Revised August, 2019

AUXILIARY SUPPORT GROUPS

All school and/or parish support group organizations and auxiliary groups such as Home & School Association, Booster, etc. (referred to as "Auxiliary Support Groups") are required to receive permission from the parish pastor and school principal to operate as a support or auxiliary organization for the benefit of or on behalf of the parish and/or school. These authorized Auxiliary Support Groups shall be supervised and controlled by the school/parish. Each Auxiliary Support Group, in accordance with section 501 (c)(3) of the IRS tax code, must demonstrate the Diocese has control of its respective organizations in the following manner:

- A) All bank accounts must be authorized by the corporation president (Bishop) and secretary (Chancellor) or his legal representative (Pastor, Principal or Superintendent).
- B) The Pastor/Superintendent/Principal must have signature authority over all bank accounts.
- C) Each organization shall provide the school/parish an annual financial report.
- D) The Pastor/Superintendent/Principal shall be an *ex officio* member of the executive committee of the group.
- E) The Pastor/Superintendent/Principal shall have final authority for the scheduling and implementing of all activities.
- F) All funds, other than a 90 day operating fund, raised during the fiscal year shall be allocated by the Pastor/ Principal/Superintendent on or before June 30th of each year.
- G) All excess funds earmarked for long-term projects must be kept in DIAL.
- H) Each Auxiliary Support Group is subject to Diocesan audits at the request of the Diocese.

Only those Auxiliary Support Groups that adhere to these rules shall be authorized to operate, and to use the school's/parish's tax exempt number.

Home & School Associations are optional.

See Appendix 3540

Effective September 23, 1999
Revised May 8, 2006
Revised December 1, 2014

FUNCTIONING OF AUXILIARY SUPPORT GROUPS

Items Purchased by School from Auxiliary Support Group Proceeds

The school, and not the Auxiliary Support Group, purchases items for the school. Items purchased for the school with money earned by an Auxiliary Support Group must be recorded in the following manner:

1. A check from the Auxiliary Support Group shall be written to the school.
2. The school shall record the Auxiliary Support Group's check as a donation.
3. The item(s) shall be purchased by the school and recorded as an expense.

Auxiliary Support Groups - Annual Financial Report

Each Auxiliary Support Group shall submit to the Pastor/Superintendent/Principal an account balance and statement of revenue and expenditures for each activity on an annual basis. The fiscal year for organizations/Auxiliary Support Groups shall be July 1st through June 30th. The financial reports shall be submitted by July 15th.

The account balance shall show the June 30th balance in each bank or other asset account. The income statement shall show all revenues, all expenditures and the resulting net excess or loss for the year.

The Pastor/Area Superintendent/Principal/School President shall provide copies of the financial reports to the Education Commission, Council of Administration/Board of Consultors and/or Finance Committee as appropriate.

Education Commissions, Home & School Associations, Booster groups, and other entities comprised of parents/volunteers not otherwise serving on the professional staff of the School play an important role in their development, promotion, operation and faith mission. However, due to civil and canon law requirements, each such organization's role is consultative in nature. Therefore, at all times all organizational, educational and other decisions affecting the School must be made by the Principal and Pastor (elementary schools) or the Principal/School President/Area Superintendent (high schools). In furtherance of this requirement, all Education Commissions, Home & School Associations, Booster groups and similar entities should adhere to the following:

- A. All bank accounts (of whatever type), investments or other financial matters are subject to the ultimate discretion and control of the Principal and Pastor (elementary schools) or the Principal/School President/Area Superintendent (high schools).
- B. While the Principal or Pastor may consult with the organization with respect to policies and practices, the ultimate decision-making authority with respect to such matters remains with the Principal and Pastor (elementary schools) or the Principal/School President/Area Superintendent (high schools).

Appendix 3540

- C. A Pastor or Principal may not delegate to such an organization ultimate decision-making authority with respect to matters which remain the ultimate responsibility of the Principal and Pastor (elementary schools) or the Principal/School President/Area Superintendent (high schools) under canon and/or civil law. Such issues include, but are not limited to, faith, financial, educational, employment and student/participant issues.
- D. No such organization has the authority to enter into a contractual obligation on the School's behalf or otherwise to legally commit the School without the express written permission of the Principal and Pastor (elementary schools) or the Principal/School President/Area Superintendent (high schools).

Effective September 23, 1999
Revised May 8, 2006
Revised December 1, 2014

CASH HANDLING

The Principal / Area Superintendent / School President of a Diocesan school has both the authority and the responsibility for the finances of the school and its Auxiliary Support Groups.

Every diocesan school, elementary and secondary, shall have a written procedure for the handling of cash boxes at school sponsored events, including but not limited to, athletic events, dances, bazaars, and cafeteria services.

Procedures:

1. Identify the staff member providing oversight for the collectors.
2. Provide written document for reconciling the contents of the cash box.
3. Insure that two unrelated people count the proceeds and sign the reconciliation document at the end of the event.
4. Specify a secure place with limited access for the proceeds to be stored overnight.
5. Identify the person responsible for depositing the proceeds.
6. Provide the principal with a document comparing the amount recorded in step 3 with the amount deposited in step 5.
7. Verify deposit and account to be credited with staff member providing oversight.

CASH BOX PROCEDURES:

1. The school bookkeeper will fill in the "Event", "Date", "First ticket number", "Color" and "Beginning Balance" for each cash box prepared.
2. Cash box, tickets, and receipt form must be signed out from the school bookkeeping office for each event by the staff or faculty member responsible for the event.
3. Oversight of the collection procedures at the event is the responsibility of the faculty or staff assigned to the event.
4. The individual collectors are responsible for reconciling the cash box, completing the Sales Report Form, and returning the box, form, and unused tickets to the staff or faculty members in charge at the conclusion of the event.
5. The faculty or staff member in charge of the event will be responsible for securing the cash box, Sales Report Form and unused tickets in the _____.
6. On the next business day, the school bookkeeper will reconcile the receipts, prepare the cash deposit and record the deposit to the appropriate account. Any differences between the Sales Report Form and the deposit will be reported to the Superintendent and also the faculty member responsible for the event.

See Appendix 3542 for Forms.

Effective May 6, 2004
 Revised May 8, 2006
 Revised December 1, 2014

FORMS FOR CASH HANDLING

**RECONCILIATION REPORT
CASH BOX REPORT FORM**

Event: _____ Date: _____

Beginning Balance \$ _____

First ticket number _____ Last ticket number _____ Color _____

Number of adult tickets sold _____ @ _____ = \$ _____

First ticket number _____ Last ticket number _____ Color _____

Number of adult tickets sold _____ @ _____ = \$ _____

Number of passes _____

Total Attendance _____

Ending Balance \$ _____

Signatures

Counter

Staff

Counter

For office use:

Total Cash Received \$ _____

Less Beginning Balance \$ _____

Total Deposit \$ _____

SIGN OUT SHEET
Sign Out for cash boxes

Event	Date	Amount	Responsible Party	In

MEMORIAL AND TESTAMENTARY GIFTS TO CATHOLIC SCHOOLS
--

ADMINISTRATION OF MEMORIAL GIFTS AND GIFTS BY WILL

A Memorial Fund is a general fund established for the purpose of accepting and holding for a short term undesignated memorial gifts to the school. Schools are encouraged to establish a general memorial fund in DIAL. Records for the individual memorials shall be maintained by the school, identifying the name of the giver and the person memorialized.

Memorial and Testamentary gifts to the school can be unrestricted or restricted (designated for one of the school's existing funds such as capital campaign, scholarship, technology, etc., or for a specific purpose). Persons who wish to make a gift to the school are to first discuss the proposed gift with the school's Superintendent /Principal/Pastor before making the gift to ensure that the goal of the donor can be accomplished.

It is recommended that the Superintendent/Principal/Pastor review the amounts and gifts in each of the school's funds twice a year to assure that the donors' wishes are being met. All gifts over \$25,000 must be reported to the Chancery using the Statement or Waiver of Conditions Form located in the Appendix for 3545.

Procedures:

See Appendix 3545.

In determining whether to accept a proposed gift for a purpose other than one covered by one of the existing funds of the school, the school is instructed as follows:

1. The Superintendent/Principal/Pastor shall determine the appropriateness of the proposed gift in the school's program and whether it advances the mission of the school, and
2. The Superintendent/Principal/Pastor shall determine whether the amount of the proposed gift is sufficient to completely fund the designated purpose. For example, if a family wants to create an annual scholarship in the name of the deceased for a needy student from its parish instead of adding its memorial to the school's general scholarship fund, the amount of the proposed gift must be large enough to cover at least four years' tuition. If the amount does not completely fund the designated purpose, the Superintendent/Principal/Pastor shall determine whether there is likelihood that an additional amount sufficient to accomplish such purpose may be available within a reasonable period of time, in order to accept the proposed gift from the donor with that designated purpose.
3. If the proposed gift is not appropriate in the school's program and/or the proposed gift does not completely fund its designated purpose and the likelihood is low that additional amounts will be available in a reasonable period of time so as to accomplish the donor's purpose of the proposed gift, the Superintendent/pastor/Principal should discuss with the donor whether the donor is willing to make the proposed gift for another more suitable or financially achievable purpose. If the donor is not willing to modify the purpose of the proposed gift and other possibilities for acceptance of the gift have been reviewed and exhausted with agreement, the proposed gift shall be declined.

If the Superintendent/Principal/Pastor accepts the gift, the gift should be handled in the following manner:

Unrestricted Memorial Gifts

Memorial gifts made without designation for a specific use should be written to the school and specified "In memory of _____." (without any additional designation.) These gifts can be deposited in the school or parish operating account and recorded as a memorial gift if used during the current fiscal year. Other options include depositing the monetary gift in a DIAL account for use in a future fiscal year or in the Catholic Foundation for the People of Rockford to become part of the school's permanent endowment fund. In any case the donor is to receive an official letter from the school acknowledging the amount of the gift and noting its disposition.

Restricted Memorial Gifts

If the donor of a memorial gift wishes to specify the fund to which the gift is to be applied, it is suggested that the gift be written to the school and specified "In memory of _____, to be used as a gift to (specific fund)" such as the school's building project capital fund. These gifts are to be deposited in the appropriate DIAL or Foundation account as specified by the donor. The donor is to receive an official letter from the school acknowledging amount of the gift and noting its disposition.

Gifts by Will

It is especially important that persons making gifts by Will to the school give serious consideration to the wording of their gifts.

- ✓ Undesignated gifts may be made to "legal name of school, city, state (U.S.A.)."
- ✓ Gifts to an existing fund may be made, for example, to the "legal name of the school, city, state (U.S.A.), to be added to the scholarship fund of said school."
- ✓ Memorial gifts also may be made by Will, for example, "to Newman Central Catholic High School, Sterling, Illinois, (U.S.A.), in memory of _____."

Everyone is encouraged to make memorial gifts to our schools, in memory of friends and loved ones, and also to remember the school by will. The most useful gift to our schools is an undesignated gift to the school's Memorial Fund.

Canon Law emphasizes the will of the donor of a gift as the governing principle. That is to say, if a gift is accepted in the name of the Church, the Church is morally and canonically obliged to fulfill the donor's will. If any condition is placed on a gift by a donor and the Church cannot fulfill the condition, either the gift cannot be accepted or an effort can be made to change or drop the condition.

Reverend Monsignor David D. Kagan, Vicar General/Moderator of the Curia, 11/17/2009

Effective December 7, 2011
Revised December 1, 2014

3545 Appendix

DIOCESE OF ROCKFORD STATEMENT OR WAIVER OF CONDITIONS PLACED ON PROPOSED CHARITABLE GIFT

This Statement of Conditions is made this ____ day of _____, 20__.

1. Name and address of individual/entity proposing to make the charitable gift:

2. Name and address of entity to which the gift is proposed to be made:

3. The gift is described as follows:

4. The Donor places the following conditions on the proposed gift OR states that no conditions exist on the proposed gift (check one):

the following conditions apply:

Donor states that no conditions are attached to the proposed gift, and Donor waives any conditions.

5. In the event the conditions of the gift become incapable of fulfillment, unnecessary, or impractical, may the Diocese/Parish/School/Other entity release the conditions as necessary to otherwise utilize the gift as closely as reasonably possible to carry out the Donor's original charitable endeavor?

Yes No

DONOR: _____ Print Name By: _____ Its: _____ DONOR: _____ Print Name By: _____ Its: _____ DONOR: _____ Print Name By: _____ Its: _____
--

_____ The above described gift is accepted by _____

_____ The above described gift is declined by _____ because the conditions placed on the gift cannot be fulfilled, and Donor has not consented to the Diocese choosing another appropriate use for or beneficiary of the proposed gift.

_____ The above described gift is declined by _____ for the following reasons:

DONEE:

Print Name
By: _____
Its: _____

Effective December 1, 2009
Reviewed December 1, 2014

ACCIDENT PROTOCOL**Protocol When Injury Occurs on School or Church Grounds**

1. Call 911 for immediate medical care for the injured individual.
2. Make no admissions as to defects in the parish or school property.
3. While being polite and caring, do not apologize for the injury or accident.
4. Make no representation regarding the payment of medical bills.
5. Make no representations regarding the person or entity responsible for maintenance of the premises, machinery, etc.
6. Notify the Diocesan Director of the Department of Educational Services as soon as possible after an accident/injury has occurred. Also, notify Gallagher Bassett Services, Inc.
7. If the injured individual or a witness makes a statement helpful to the School or Parish (such as, for example, "The injured person just tripped over her own feet"), obtain the name and phone number of the speaker, and document it.
8. Never give an oral or written statement to an attorney representing a person who has been injured on school or parish grounds, unless an attorney representing the school or parish is present.
9. Do not take corrective measures after an injury has occurred, without approval of school or parish pastor.
10. Keeping in mind all of the above, the pastor/parochial administrator may want to follow up with the injured individual as a matter of courtesy, which is encouraged and recommended.

Reporting the Accident / Injury

Students: Health and accident reports remain as a part of the student's permanent record.

Student Emergency Information forms are available on the Catholic Education Office website.

Accidents during school hours must be reported on a Diocesan Incident Report form. See Appendix 3640.

Appendix 3640

**DIOCESE OF ROCKFORD
INCIDENT REPORT FORM**

Names, addresses and phone numbers of individuals involved:

Date, time and location of incident:

Description of incident in as much detail as possible:

Names, addresses and phone numbers of witnesses:

State what action(s) were taken as a result of the incident:

Signature of Principal/Supervisor: _____

Date: _____

Revised September 2015

NON-DISCRIMINATION

The Diocese of Rockford assures equal employment opportunity in all of its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, political affiliation, veteran status, ancestry or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job with or without a reasonable accommodation.

While the institutions of the Diocese of Rockford may mandate or prefer the placement of practicing Catholics in positions that are involved in imparting the teachings of the Roman Catholic Church, they shall not otherwise discriminate against individuals on the basis of religion where such is prohibited by applicable state and/or federal law.

Institutions affiliated with the Catholic Diocese of Rockford shall not discriminate on the basis of an individual's marital status to the extent that such marital status does not conflict with the teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee.

All educational entities will comply with the employment policies specified in the Diocesan Employee Handbook. However, certain provisions of the Handbook are not applicable to educational personnel who have written employment contracts.

The Diocesan Employee Handbook, in its entirety and as it may be amended from time to time, governs the employment of all non-faculty members.

If an individual believes that he or she is a victim of unlawful discrimination by the School, the individual should report this to the Principal or Superintendent of the School. If the complaint of discrimination is against the principal or Superintendent, the individual may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation.

Effective September 23, 1999
Revised December 1, 2014
Revised May 1, 2016

REASONABLE ACCOMMODATION

Consistent with the philosophy of the Catholic Education Office of the Diocese of Rockford and the requirements of the Americans with Disabilities Act and the Illinois Human Rights Act, Diocesan schools provide a "reasonable accommodation" to qualified individuals with disabilities who can otherwise perform the involved job's essential functions. This philosophy is applicable to all elementary and high schools within the diocese.

When a qualified individual with a disability believes that he/she may be able to perform a job's essential functions but cannot do so without a reasonable accommodation, the individual should address such a request, preferably in writing, to the involved Principal/Administrator. Once such a request for a reasonable accommodation has been made, a process is initiated whereby the School will consider the appropriateness of the requested accommodation and whether such an accommodation may be granted without creating an undue hardship.

The process to be followed in determining whether a reasonable accommodation may be granted includes, but is not limited to:

1. consideration of the requested reasonable accommodation by others at the parish/School level in consultation with the Education Office;
2. Discussions with the otherwise qualified individual concerning ideas that he/she may have that would allow him/her to satisfy the job's essential functions; and
3. Consultation with appropriate health care professionals and/or disability constituent organizations for assistance in reviewing and exploring possible reasonable accommodations that would allow the otherwise qualified individual to perform the job's essential functions.

A reasonable accommodation will be granted by the involved School unless such results in an undue hardship and/or the individual's performance on the job will result in a direct threat of serious harm to the employee, students or to others (and that threat cannot be reduced to an acceptable level or eliminated altogether through the provision of a reasonable accommodation).

The provisions of this policy are applicable to current employees of Diocesan elementary and/or high schools and/or to candidates for employment.

MATERNITY/PATERNITY LEAVES FOR ADMINISTRATORS AND TEACHERS

Maternity leaves and paternity leaves should be treated as any other medical condition under the Family and Medical Leave Policy as set forth in the Diocese's Employee Handbook.

Complications requiring an extended leave are treated as any other medical condition under the Family and Medical Leave Policy as set forth in the Diocese's Employee Handbook.

Reviewed June 2005
Revised December 1, 2014

DIOCESAN MANDATED FORMS

Every employee of a school and/or of a parish religious education program and every volunteer in the Diocese of Rockford shall comply with the Diocese's safe environment program protocols, as described in the Required Safe Environment Forms. These documents assist the Diocese in ensuring the safety of minors to whom our employees and volunteers minister.

REQUIRED SAFE ENVIRONMENT FORMS FOR THE DIOCESE OF ROCKFORD

All documents are available online at www.rockforddiocese.org/documents under Safe Environment Program. Applies to those 16 years of age or older unless noted otherwise

1. Protecting God's Children Training

Every employee and volunteer of a parish/school/diocesan entity whose position involves direct contact with children or youth must participate in the Protecting God's Children® (PGC) program. The PGC training program is available in English and Spanish online: <http://www.ceorockford.com/ed/>. Maintain the certificate of completion at the parish/school/diocesan entity. Enter in the Recording Spreadsheet the date of completion.

2. Criminal Background Checks

State of Illinois Name-Based Conviction Information

Each adult (18 years of age or older) applicant for employment and adult prospective volunteer in a parish/school/other diocesan entity, whose position involves direct contact with children or youth, must submit to an online State of Illinois name based background check by completing the Authorization to Conduct Background Check form. The parish/school/diocesan entity submits the data to The Illinois State Police, through the online Criminal History Information Response Process (CHIRP). A fee will be assessed and a results report will be emailed to the parish/school/diocesan entity. Keep a copy of the results report at the parish/school/diocesan entity, give copy to the employee and/or volunteer and enter on the Recording Spreadsheet the date of the results report. A "hit" on the results requires notification to the General Counsel's office.

State of Illinois Fingerprint Criminal Background Check

Each **adult applicant for employment in a school** must submit to a **Fingerprint** Criminal History Background Check instead of a name background check. Fingerprinting applies to principals, teachers, school secretaries, maintenance workers, cafeteria workers, classroom aides, bus drivers, and all other individuals to be employed in the school. Enter on the Recording Spreadsheet the date of the results report. A "hit" on the results requires notification to the General Counsel's office.

Online Offender Data Base Checks

The parish/school/diocesan entity is to enter the name of every adult (18 years of age or older) applicant for employment and adult prospective volunteer into the State of Illinois Sex Offender Registry www.isp.state.il.us/sor and the National Sex Offender Registry www.nsopw.gov.

School employees are also required to be checked in the Violent Offender Database. <http://www.isp.state.il.us/cmvo/> Results are instantaneous. Enter on the Recording Spreadsheet the date the check was performed. A “hit” on the results requires notification to the General Counsel’s office.

3. Acknowledgement of Mandated Reporter Status

Every adult (18 years of age or older) employee and adult volunteer whose positions involve direct contact with children and youth are designated by law to be Mandated Reporters of suspected child abuse or neglect. This form is to be read and signed by the adult employee and adult volunteer and maintained at the parish/school/diocesan entity. Note that individuals age 16 and 17 years do not sign this form. Select the Mandated Reporter form for the volunteer or employee, as applicable. Enter on the Recording Spreadsheet the date signed.

4. Receipt Acknowledgement Forms

Every employee and volunteer must read the following policies online at our website and sign the applicable Acknowledgement Form at the end of each policy. All Forms are to be maintained at the parish/school/diocesan entity and the dates of signing are to be entered on the Recording Spreadsheet.

- a. Sexual Misconduct Norms**
- b. Code of Pastoral Conduct**
- c. Code for the Pastoral use of Technology and Social Media**
- d. Guidelines for Youth and Those Working with Youth**

The DCFS abuse hotline phone number is **1-800-25-ABUSE**.
The Diocese’s hotline number is **815-293-7540**.

If you have questions, please call the Catholic Education Office at: 815-399-4300.

Effective September 23, 1999
Revised August 1, 2004
Revised December 1, 2014
Revised October, 2016
Revised August, 2019

CRIMINAL BACKGROUND CHECKS OF SCHOOL EMPLOYEES AND SCHOOL VOLUNTEERS

SCHOOL EMPLOYEES Before an employee may begin working for a school:

1. The school administrator shall conduct a ***fingerprint*** criminal history background check on every individual hired on or after July 1, 2007 who will work for a school and have direct contact with minors. This requirement applies to teachers, principals, school secretaries, maintenance workers, cafeteria workers, classroom aides, and any other individual who is employed by the school and has direct contact with minors.
2. Additionally, the school administrator shall conduct a ***name*** search of every individual hired to work for a school who will have direct contact with minors on the following websites:

Illinois sexual offender registry database: <http://www.isp.state.il.us/sor/>

National sexual offender database: <http://www.nsopw.gov/>

Illinois State Violent Offender Against Youth Database: <http://www.isp.state.il.us/cmvo/>

SCHOOL VOLUNTEERS Before an individual may begin volunteering for a school:

1. The school administrator shall conduct an online State of Illinois ***name*** based background criminal history check on every individual who desires to volunteer for the school. The parish/school/diocesan entity submits the data to The Illinois State Police, through the online Criminal History Information Response Process (CHIRP). A fee will be assessed and a results report will be emailed to the parish/school/diocesan entity. Keep a copy of the results report at the parish/school/diocesan entity, give a copy to the volunteer and enter on the Recording Spreadsheet the date of the results report.
2. Additionally, the school administrator shall conduct a ***name*** search of every individual who desires to volunteer for a school who will have direct contact with minors on the following websites:

Illinois sexual offender registry database: <http://www.isp.state.il.us/sor/>

National sexual offender database: <http://www.nsopw.gov/>

Procedure for fingerprint background checks:

Accurate Biometrics is a vendor approved by the State of Illinois and FBI to participate in the fingerprinting check process. The Corporate Office contact information for this company is:

Accurate Biometrics
500 Park Blvd, Suite 1260
Itasca, IL 60143
866-361-9944

www.accuratebiometrics.com

The Accurate Biometrics web site lists all the locations in and around your School where an applicant may go for fingerprinting. Additionally, in the unlikely though possible event that you have 25 or more applicants to be fingerprinted at any one time, Accurate Biometrics will provide a technician at your school for this purpose.

1. Each school must first contact the Illinois State Police and obtain an Operator Reference Information (ORI) number for the School. The School's ORI number must be identified on the form that each applicant uses when going for fingerprinting. Your School ORI number identifies to the State Police that the fingerprint results of a particular applicant should be transmitted to your School. In order to receive results of fingerprint background checks of applicants, your school must have an OIR number. Contact the State Police at (815)740-5160 to obtain your OIR number.
2. Prior to sending an applicant for fingerprinting, the Principal of the School is required to conduct a background check of the applicant on the State and the National sex offender registries which you can access by the internet. A fingerprint background check run by the State of Illinois does not include an inquiry into the State of Illinois Sex Offender Registry or the National Sex Offender Public Registry. The School principal is responsible for conducting checks on both the State and National databases. If an applicant is listed on either State or national sex offender registry, the individual will be disqualified for employment and thus, there is no need to run a fingerprint check on the individual. Therefore, the Principal of the School should conduct the State and National sex offender registry check before telling the applicant to get fingerprinted. The websites for the State and National sex offender registries are www.isp.state.il.us/sor/ and www.nsopr.gov. When the applicant has cleared both the State and National sex offender databases, the individual should be instructed to get fingerprinted.
3. Instruct the applicant to get fingerprinted. Use the LiveScan Vendor Information and Applicant Consent Form for all fingerprint applications. Your School completes the "Agency/Organization Information" Section, listing your school name, ORI number, leaving "Cost Center" blank, identifying the Purpose Code as AWA, which stands for the Federal Adam Walsh Act; listing the same contact person name and phone number as the person whom you identify to the State Police when obtaining your ORI number.

Effective: 1 July 2007
Revised December 1, 2014
Revised October 2016
Revised August, 2019

DIOCESAN MEETINGS

Meetings of secondary and elementary school teachers and of Principals / Area Superintendents may be called by the Diocesan Director of Educational Services or Diocesan Superintendent of Catholic Schools. Attendance at such meetings is required. Exceptions may be made on an individual basis as needed.

Meetings of Deanery Directors of Religious Education, Parish Catechetical Leaders and Youth Ministers may be called by the Diocesan Director of Faith Formation. Attendance at such meetings is required. Exceptions may be made on an individual basis as needed.

Departmental and deanery meetings designed to promote professional growth and improve instruction shall be encouraged.

All teachers/educational administrators are expected to avail themselves of the institutes, workshops and faculty meetings scheduled during the contractual period.

Effective September 23, 19 99
Revised August 1, 2004
Revised December 1, 2014

RECRUITMENT AND SELECTION OF SCHOOL ADMINISTRATORS AND CATECHETICAL LEADERS (RDRE, DRE, CRE, DYM, YM)
--

1. **High School Chief Administrative Officer:**
Applications submitted to the Catholic Education Office; a search committee comprised of Diocesan Superintendent of Catholic Schools, and others appointed by the Bishop will serve. Recommendation made to Bishop for appointment.
2. **Elementary School Principal:**
Applications submitted to the Catholic Education Office; interviews conducted by Superintendent of Catholic Schools and/or Assistant Superintendent of Catholic Schools. Recommendation made to the Pastor. Pastor may also conduct its own search, but only candidates approved by the Diocesan Superintendent of Catholic Schools may be hired for the position.
3. **Deanery Directors of Religious Education:**
Applications submitted to the Catholic Education Office; a search committee comprised of the Diocesan Director of Faith Formation, the Vicar Forane of the Deanery, the Area Superintendent and others appointed by the Diocesan Director of Faith Formation will serve. Recommendation made to the Diocese Director of Faith Formation.
4. **Directors/Coordinators of Religious Education/Youth Ministers:**
Applications submitted to and reviewed by the Pastor. Final decision made by the Pastor.

Procedure:

Recruitment for school administrators is coordinated by the Catholic Education Office. Position openings are advertised; applications are sent out; and all completed applicant files are kept at the Catholic Education Office. Completed files are made available, upon request, to pastors seeking to fill positions.

Only those candidates for principal who have been approved by the Diocesan Superintendent of Catholic Schools may be hired for the position of principal.

Recruitment for Regional Director of Religious Education is coordinated by the Catholic Education Office. Position openings are advertised; applications are sent out; and all completed applicant files are kept at the Catholic Education Office.

Recruitment for parish DRE/CRE/YM personnel is coordinated by the Pastor or Parochial Administrator.

Effective: 23 September 99
Revised: 01 August 04
Revised: December 1, 2014

QUALIFICATIONS FOR ADMINISTRATORS AND CATECHETICAL LEADERS

Catholic school administrators and catechetical leaders (RDRE, DRE, CRE, DYM, YM) must embrace the Catholic vision in the General Directory for Catechesis (Congregation for the Clergy, Vatican, 1997); and the National Directory for Catechesis (USCCB, 2005); and, both at work and away from work, shall follow the teachings of the Roman Catholic Church, as expressed in the *Catechism of the Catholic Church*. They must be persons of faith whose lives bear witness to that faith; and who uphold the teaching authority of the Catholic Church, and who are committed to updating their knowledge of theology and/or religious education reflective of Vatican II. They will be committed to nurturing the Catholic identity of those they serve.

Compliance with the qualifications and requirements for said positions are to be in keeping with the Diocesan Employee Handbook and the Diocese's policies.

All individuals in said positions will have position descriptions on file in the parish or school.

- I. Minimal requirements for the positions of Area Superintendent and Principals/School Presidents of secondary schools and Principals of elementary schools include:
- a Master's degree with a major emphasis on administration and supervision,*
 - a minimum of five (5) years of successful teaching experience, preferably in
 - a Catholic school system,*
 - a current Illinois administrative license or eligibility for a license*, and
 - compliance with current catechist certification program.

*For a good cause a temporary waiver may be granted by the Diocesan Superintendent of Catholic Schools, in said Superintendent's sole discretion.

Additionally, all Area Superintendents, Principals and School Presidents must have a minimum of Level II in the Diocesan Catechist Certification Program within three years of the date of hire. Thereafter, they must renew their catechist certification every three years by taking 18 hours of approved coursework.

- Minimal requirements for Regional Director of Religious Education, Director of Religious Education, Coordinator of Religious Education, Director of Youth Ministry, and Youth Minister include:
successful teaching experience in religious education
- compliance with Diocesan Catechist Certification Program – Level II
- participation in the ongoing renewal of catechist certification requirement by taking 18 clock hours every three years of approved ongoing formation

Additionally,

- RDRE and DRE: completion of the Diocesan Ministry Formation or its equivalent and Catechetical Leader Certification Programs.
- CRE: must have a minimum of Level II in the Diocesan Catechist Certification Program.
- DYM: completion of the Diocesan Ministry Formation or its equivalent and Catechetical Leader Certification Programs, within three years of the date of hire.
- YM: must have a minimum of Level II in the Diocesan Catechist Certification Program

Effective September 23, 1999
Reviewed August 1, 2004
Revised December 1, 2014

APPLICATION PROCESS: PRINCIPAL

The procedure for application and screening of persons seeking principal positions in the Diocese of Rockford is:

STEP 1: SUBMISSION OF CREDENTIALS

Principal applicants are asked to submit the following to the Catholic Education Office through the Frontline System:

1. completed application and current resume.
2. college and graduate school transcripts forwarded directly by the college/university to the Catholic Education Office.
3. copy of each state certificate/credential (teaching, administration, and other related fields).
4. three letters of reference.
5. religious candidates – letter of recommendation from the Superior of the Community.

All items must be on file before an application may be processed.

STEP 2: INTERVIEW OF CANDIDATES BY CATHOLIC EDUCATION OFFICE

After processing the application, the Catholic Education Office will contact qualified candidates and arrange for an interview by the Superintendent or Assistant Superintendent.

STEP 3: APPROVAL OF CANDIDATE FOR PRINCIPALSHIP

Following the interview, the Superintendent or his or her designee will notify the candidate of the decision.

Subsequent to a satisfactory interview, a copy of the candidate's completed file will be forwarded to each Pastor (or Search Committee chair) who is engaged in a principal search.

STEP 4: LOCAL INTERVIEW

Candidates are interviewed by the local Search Committee designated by the Pastor.

STEP 5: APPOINTMENT OF PRINCIPAL

The appointment of an approved religious candidate to a particular school is contingent upon the approval of the Superintendent of Catholic Schools after consultation with the Pastor & the Search Committee, and the appointment policies of the candidate's religious community.

The appointment of an approved lay candidate to a particular school is contingent upon the approval of the Superintendent of Schools after consultation with the Pastor & the Search Committee.

STEP 6: CONTRACT

A contract is offered to the candidate, signed by both the Pastor and the Superintendent of Catholic Schools.

Reviewed December 1, 2014
Updated December 2016
Revised August, 2019

JOB DESCRIPTION: PRINCIPAL

Principal: Role Description

The essential role of the Catholic school principal is to provide leadership and vision for the development of an active faith and academic community that provides for the nurturing and complete growth of the children entrusted to their care. This role is best accomplished in collaboration with the staff and by organization and administration of school resources to achieve this school's established goals.

This role involves responsibility for the following areas:

faith community	student services
school philosophy	public relations
policy	personnel
personal/professional development	finance
curriculum and instruction	physical plant
general administrative responsibilities	

FAITH COMMUNITY: Fosters a climate of faith community.

1. assumes leadership in faith formation of staff and students
2. ensures that basic teachings of our faith are taught
3. provides prayer/liturgical experiences for staff and students
4. encourages and develops a spirit of Christian service
5. articulates and facilitates conflict resolution
6. collaborates with DRE/CRE in implementing the parish vision and mission statement
7. participates in experiences of faith development with members of the pastoral staff so that a shared ministry may grow

SCHOOL PHILOSOPHY: Articulates and implements the Catholic philosophy of the school.

1. incorporates the parish vision and mission statement into the school philosophy
2. initiates periodic philosophy review
3. ensures that programs and activities of the school reflect the school philosophy
4. communicates the philosophy and goals of the school

POLICY: Ensures the implementation of diocesan policies and procedures and local policies and procedures.

1. provides leadership and service to the education commission
2. informs the commission and staff about diocesan and local policies
3. prepares necessary background information and recommends needed local policies to the commission

PERSONNEL: Provides for the supervision and growth of personnel.

1. follows diocesan policies and procedures in the employment and termination of personnel
2. follows diocesan and parish policies, regulations and guidelines in training and certification of catechists
3. formulates and communicates the philosophy and objectives of the school

4. implements ongoing, systematic and cooperative evaluations of staff personnel according to diocesan and local procedures

CURRICULUM AND INSTRUCTION: Provides effective instructional leadership of programs which reflect the unique Catholic character of the school.

1. initiates and develops strategies for curriculum planning
2. articulates and implements instructional goals and objectives
3. provides materials and resources to meet the various needs and talents of students
4. establishes and maintains an orderly school environment that promotes learning through student self-discipline consistent with Gospel values and Christian principles
5. directs, supervises, and assesses the instructional program
6. provides for staff development

STUDENT SERVICES: Establishes student policies and procedures.

1. arranges systematic procedures for the continued assessment and reporting of student progress
2. manages enrollment and attendance policies and procedures
3. publishes academic and behavior expectations of students
4. provides for student health, welfare and safety on school property
5. develops and coordinates the co-curricular programs sponsored by the school

PUBLIC RELATIONS: Establishes, promotes and nurtures an atmosphere of good will and rapport with the school's various publics.

1. communicates the unique Catholic character, values and accomplishments of the school
2. promotes a spirit of cooperation among parents, students, staff and parish
3. provides vehicles of communication
4. assesses community reactions

PERSONAL/PROFESSIONAL DEVELOPMENT: Pursues opportunities for growth.

1. grows spiritually through prayer and shared faith experiences
2. continues to advance professionally through reading, seminars, conferences, and further study
3. participates in principals' meetings, institutes and other diocesan programs

FINANCE: Exercises fiscal responsibility.

1. prepares, implements and monitors the school budget
2. provides for a system of internal accounting
3. administers school purchasing
4. gives periodic budget reports to the commission

PHYSICAL PLANT: Supervises the custodial care and maintenance of the physical plant.

1. assures the implementation of fire, tornado and health and safety codes
2. assures standards of cleanliness, ventilation and safety
3. coordinates the use of physical plant, its needs, and the correction of unsatisfactory conditions

GENERAL ADMINISTRATIVE RESPONSIBILITIES: Provides for the day-to-day operations of the school.

TIMELINE FOR RECRUITMENT AND SELECTION OF PRINCIPAL

Procedure:

- **February 15** (or before): Administrator interviewed by Pastor/Council of Administration Chairman to discuss contract renewal.
- **February 25**: Contract offered to Administrator by Pastor/Council of Administration Chairman.
- **February 25**: If administrator is choosing to resign or transfer, written notification must be sent to Pastor/Council of Administration Chairman and to the Catholic Education Office. If contract renewal is not offered, written notification sent to Catholic Education Office.
- **March 15**: Administrator contract to be signed by administrator and Pastor/Council of Administration Chairman and sent to the Catholic Education Office.

Reviewed June 2005
Reviewed December 1, 2014

RECRUITMENT AND SELECTION OF SCHOOL TEACHERS

Potential elementary school teachers' names and files are available online on the Diocese's Frontline website. Professional personnel for the Catholic schools shall be interviewed by the school principal. The principal has the responsibility of offering contracts and renewed contracts on an annual basis.

Priest assignments at the high school level are made by the Bishop.

All contracts of employment must be signed by all authorized personnel identified on said contract in order to be valid.

Procedure:

All teacher applicants will be processed through the Catholic Education Office. Persons interested in teaching in the elementary and high schools are required to complete the application, along with references and necessary documentation through the Frontline system. This system is available to principals at all times. It is the responsibility of the principal to check all references. The final decision on hiring an applicant rests with the principal.

If hired, the principal will complete the Diocesan Employment Authorization and receive authorization from the Diocese prior to offering the candidate a contract.

Only those candidates for teacher who have been approved by this process may be hired for the position of teacher.

Effective September 23, 1999
Revised December 1, 2014
Revised August, 2019

QUALIFICATIONS OF TEACHERS

Catholic school faculty members must embrace the Catholic vision in the General Directory for Catechesis (Congregation for the Clergy, Vatican, 1997); and the National Directory for Catechesis (USCCB, 2005); and, both at work and away from work, shall follow the teachings of the Roman Catholic Church as expressed in the *Catechism of the Catholic Church*. They must be persons of faith whose lives bear witness to that faith; and who uphold the teaching authority of the Catholic Church; and who are committed to updating their knowledge of theology and/or religious education reflective of Vatican II.

Compliance with the qualifications and requirements for said positions are to be in keeping with the Diocesan Employee Handbook and the Diocese's policies.

Procedure:

All applicants for teaching positions in the elementary schools of the Diocese will be processed through the Catholic Education Office. The following are minimum requirements for employment as a teacher (Elementary & High School) within the Catholic school system:

1. Bachelor's Degree from a recognized degree-granting institution;
2. A current Illinois license or a waiver granted from the Catholic Education Office;
3. Catechetical Certification – See requirements below.

Waiver:

When an individual does not meet the minimum requirements for employment (Diocesan Policy #4211), the principal may submit an APPLICATION FOR A WAIVER to the Catholic Education Office.

1. The principal is to submit in writing all of the following information regarding the teacher and the position for which he or she is applying:
 - A. Clearly state the **reason** a waiver is sought. Explain in the opening paragraph **why** the individual needs a waiver.
 - B. List the **experience** the individual has and **how it relates** to the teaching position. Some teachers do not have certification but have expertise in a particular area (art, music, physical education, computer technology, shop, etc.). The principal must give evidence of knowledge for the waiver to be granted.
 - C. Include a **Plan for Certification**. The teacher will be required to fulfill this plan and it will be annually reviewed by the principal.
2. The initial application is to be sent to the Catholic Education Office.
3. Waivers are to be obtained prior to the signing of a contract.
4. The principal is to review the Plan for Certification with the teacher at the time they discuss the teacher's contract for the following year.

5. On the annual **TEACHER ROSTER form** from the Catholic Education Office, the principal is to indicate the **year** the teacher received the waiver under the “Certification Number” column.
6. **All schools going through State Recognition and the Self-Study Process must have proper, current waivers at the time of their visitation. This includes any waivers granted prior to 1996.**

Catechetical Certification Requirements as of July 1, 2017

- All full-time Catholic Elementary teachers and all full-time Catholic High School teachers hired after July 1, 2017 are required to complete, within 5 years of their hire date, 38 catechetical hours (19 courses) broken down in this manner: 6 Prerequisite hours (3 courses) – The Catechist & Learner; The Tools of the Catechist; & The Catechist & Catholic Culture (new course); 10 Level I hours (5 courses) – Catholic Understanding of Scripture; Understanding Church; the Sacramental Life of the Church; Catholic Moral Life & Decision Making; Catholic Prayers in the Classroom; 22 Level II hours (6 Required courses) – The Creed & The Trinity; The Mass & The Theology of Eucharist; The Ten Commandments & The Beatitudes; Catholic Social Teachings; Mary, the Saints & the Afterlife; Catholic Customs & Traditions; (5 Elective Courses) – Electives may come from a number of different experiences such as: Course work, Faculty retreats, Parish Missions, Spiritual Reading or other catechetical experience; Spiritual Formation (retreat experience).

The courses may be taken in the traditional classroom experience or through on-line classes offered by entities such as “My Catholic Faith Delivered”. For class comparison list, contact principal or RDRE.

It is recommended that the three Prerequisite courses be completed by the end of the first semester of teaching.

At the conclusion of each course the teacher is required to fill out a Catechist Assessment Form (see attachment and available on the Education Department webpage) summarizing what they learned. This is to be signed by their supervisor and retained by the catechist for their records. Also, a Catechist Certification Record (see attachment) is available on the Education Department webpage for the catechist and his or her supervisor to keep track of all completed courses. The Catechist Certification Record should be retained by the school administrator. When a catechist has completed all courses for each catechetical level the Director of Religious Education will issue a certificate of completion. Once a full time teacher has attained a Level II Catechist certificate they have 3 additional years to renew that certificate. Renewal requires 18 additional hours of electives.

- Full-time & Part-time High School Catholic teachers, hired before July 1, 2017, will be “grand-fathered” in and will be automatically granted Level II catechist status. They will then be expected to earn a Renewal Certificate by taking 18 elective hours in a 3 year period.

- Full-time & Part-time Elementary & High School Non- Catholic teachers are expected to complete the three Prerequisite classes within 1 school year. (The Principal/Superintendent may, at their discretion, require Non-Catholic teachers to take some or all of the five Level I courses or other elective courses.)
- Part-time High School Catholic teachers hired after July 1, 2017 are expected to complete the three Prerequisite classes and the five Level I classes within 3 years of hire.

A newly hired Catholic High School teacher means any teacher who will be teaching in one of our high schools for the first time. Any teacher who has at least one year experience in one of our Diocesan or Private Catholic High Schools (Rosary/Marmion) or has taught in another Catholic High School in another diocese will be granted Level II Catechist status.

Effective September 23, 1999
Reviewed August 1, 2004
Reviewed June 2005
Revised December 1, 2014
Revised July 1, 2017

HIRING PROCESS: TEACHER AND SUBSTITUTE TEACHER

SUBSTITUTE TEACHERS

A fully certificated teacher may be employed as a substitute teacher. A teacher not fully certified to teach the subject or grade level for which a substitute is sought may be employed, provided that the teacher holds a substitute teacher's certificate.

A substitute teacher's certificate may be issued upon request of the Regional Superintendent of Schools in any region in which the teacher is to teach. To qualify, an applicant must either hold a valid teaching certificate, or hold a bachelor's degree, or have had two years of teaching experience and meet other State Board of Education rules and regulations. 105 ILCS 5/21-9

Each Area has a system for maintaining substitute teacher files in accordance with the referenced Illinois code.

HIRING - ELEMENTARY TEACHERS

Prior to Contracting: Each person must complete the application process which begins by applying on Frontline.

Contracting: Each new employee is given the following at the time of contracting, most of which are available on the Diocese's website.

1. Diocesan contract (copy to be sent to Catholic Education Office)
2. Illinois State Police **Conviction Information Fingerprint Check**
3. Mandated Reporter Status form
4. Participation in "Protecting God's Children" training
5. Sexual Misconduct Handbook
6. Pastoral Code of Conduct
7. Diocesan Code for Technology and Social Media
8. Guidelines for Youth and Those Working with Youth
9. Internet Access Policy and Authorization for Internet Access Form
10. Employment Eligibility Verification (I-9) form
11. W-4 form (Federal and Illinois)
12. Employee Handbook and Receipt Form
13. Diocesan Group Insurance Enrollment card (takes a month to activate)
14. Insurance Trust booklet
15. Pension enrollment care and booklet may also be given applicant. However, employees are not eligible for entrance into the plan until twenty-five (25) years of age and following one year's employment.
16. Copy of Teaching Certificate
17. Job Description form
18. Diocesan Teacher Record Form (send to Catholic Education Office)
19. Catechist Certification Handbook
20. Statement of Good Health or a physical signed by a certified health provider within the last 12 months

HIRING - SECONDARY TEACHERS

The Catholic Education Office does not act as a clearinghouse for secondary teachers.

Once Contracted: Each new employee is given the following at the time of contracting, most of which are available on the Diocese's website.

1. Diocesan contract (copy to be sent to Catholic Education Office)
2. Illinois State Police **Conviction Information Fingerprint Check**
3. Mandated Reporter Status form
4. Participation in "Protecting God's Children" training
5. Sexual Misconduct Handbook
6. Code of Pastoral Conduct
7. Diocesan Code for Technology and Social Media
8. Guidelines for Youth and Those Working with Youth
9. Internet Access Policy and Authorization for Internet Access Form
10. Employment Eligibility Verification (I-9) form
11. W-4 form (Federal and Illinois)
12. Employee Handbook and Receipt Form
13. Diocesan Group Insurance Enrollment card (takes a month to activate)
14. Insurance Trust booklet
15. Pension enrollment card and booklet may also be given applicant. However, employees are not eligible for entrance into the plan until twenty-five (25) years of age and following one year's employment.
16. Copy of Teaching Certificate
17. Job Description form
18. Diocesan Teacher Record Form (send to Catholic Education Office)
19. Catechist Certification Handbook
20. Statement of Good Health or a physical signed by a certified health provider within the last 12 months

Reviewed December 1, 2014
 Revised October 2016
 Revised August, 2019

SAMPLE JOB DESCRIPTION: TEACHER
--

ROLE DESCRIPTION: Catholic School Teacher

The essential role of the Catholic school teacher is to witness the Gospel message and to lead students to reflect on a Christian approach to life while building the faith community. A teacher should provide students the opportunities to develop their gifts as peacemakers and stewards for the service of the world community. This role is accomplished through instructional techniques and interactive processes that enable students to use their creative talents to become Catholic adults in the 21st century who are problem solvers and makers of just decisions.

QUALIFICATIONS

1. Witness of Gospel values
2. Enthusiasm for teaching children
3. Mature judgment and professional decorum
4. Flexibility, sense of humor, and independent thinking
5. Tolerance, sensitivity and understanding toward children and adults
6. Good physical and mental health
7. Professionalism in attire, communication, demeanor
8. Well developed verbal and written communication skills

The role description of the Catholic school teacher involves the following requirements and responsibilities:

1. Have a minimum of a Bachelor's Degree (Policy #4211).
2. Be appropriately certified or certifiable by the State of Illinois.
3. Maintain proper documentation and complete recertification process in a timely manner.
4. Meet the requirements for religious instruction as established by the Rockford Diocese within three years of initial employment (Catechist Certification Handbook). Once certified, a teacher is expected to earn eighteen clock hours in religious certification workshops every three years.
5. Actively demonstrate initiative, cooperation, accountability and positive communication with administration and colleagues.
6. Handle confidential and/or official information with discretion.
7. Keep current on educational research by reading catechetical and curriculum journals and books.

DUTIES

1. Share and support the mission, philosophy, goals and objectives of the school (copies provided by the principal).
2. Teach Catholic values, and stories of faith with commitment in daily curriculum.
3. Develop formal and informal prayer experiences. Cooperatively plan assigned liturgies/prayer services with religion coordinator and other personnel.
4. Abide by the regulations in the Teacher's Handbook and the Diocesan Education Office Policies and Procedures.

5. Maintain open lines of communication with the principal.
6. Exhibit a positive attitude in dealing with people and issues.
7. Perform co-curricular activities as specified by the principal.
8. Prepare and attend parent conferences as necessary.
9. Report suspected child abuse/neglect as mandated by law.
10. Understand and maintain appropriate boundaries in regard to the physical and mental well-being of those in their care.
11. Read, agree and acknowledge receipt of the Sexual Misconduct Norms of the Diocese.
12. Read, agree and acknowledge receipt of Pastoral Code of Conduct.
13. Participate in required "Protecting God's Children" program.

WORK DAY

1. Time should be spent before or after school to prepare properly for instruction, to assist students and to be available for parent conferences.
2. Attend faculty meetings and other meetings called by the principal or the principal's delegate.
3. Attend diocesan institutes, meetings and/or workshops as directed.

PROFESSIONAL CLASSROOM DUTIES

1. Organize, teach and supervise assigned classes for optimal learning.
2. Assist students, colleagues, principal and parents in creating a school climate which fosters growth in faith, academics, and citizenship.
3. Show adequate preparedness for daily instruction through preparation of weekly lesson plans and objectives.
4. Use effective methods of assessment, document student achievement and maintain accurate records.
5. Communicate with students and parents to assure awareness of the religious, academic and social progress.
6. Assume responsibility for the supervision of students' health, welfare and safety.
7. Follow basic content objectives from the school's established curricular scope and sequence.
8. Use a variety of techniques, materials and assignments to meet the needs of diverse learners.
9. Provide flexible intervention strategies for children with special learning needs.

SUPERVISORY DUTIES

1. Never leave the classroom unattended when students are present.
2. Supervise the students' use of lavatories during the school day.
3. Supervise the arrival and dismissal of the students.
4. Supervise the students during Mass and other liturgical events.
5. Supervise the students going to and from special classes; P.E., music, library, class change, etc.
6. Supervise the recess, take bus duty, and other duties as assigned by the principal.
7. Supervise the students during the lunch period and during emergency drills.
8. Insure that students adhere to the dress code.

CLASSROOM MAINTENANCE

1. See that the desks, shelves, cabinets, equipment and lockers are in good order.
2. Supervise the dusting and washing of boards, ledges and desks as necessary.
3. Keep the bulletin board(s) current and attractive, displaying students' work. Bulletin boards should be instructive; at least one should have a religious theme.
4. Maintain a current inventory of classroom equipment, books and supplies.
5. Report maintenance and repair needs to administration or other authority.

PARENTS AND STUDENTS

1. Be positive in all personal contact.
2. Inform the principal of any situations that may come to his/her attention.
3. Be prepared for the unexpected, and always give the benefit of the doubt before making judgments or rash statements.
4. Attend general meetings of the parent organization.

EXTRA ACTIVITIES

1. Secure approval from the principal for any activities which will differ from the daily curriculum and schedule.
2. Cooperate with the faculty for school projects that would alter daily activities, such as: open house, assemblies and other special events.
3. Attend significant school events occurring outside of the school day.

RECOMMENDED TIMELINE FOR RECRUITMENT AND SELECTION OF TEACHERS***Recommended Timeline:*****Teachers/Lay Administrative Staff**

Many factors can come into play when deciding whether a teacher contract should be renewed or not renewed. One is the performance of the teacher. Others factors include the financial status of the school, and the projected enrollment for the upcoming school year.

If there are no issues regarding the teacher's performance, and no issues regarding the financial status of the school or projected enrollment for the coming school year, then the recommended timeline for renewing teacher contracts is as follows:

April 1: Contracts offered to teachers.

May 1: Contracts are to be signed and returned to Administrator by the teachers. Copies of teacher contracts are to be sent to the Catholic Education Office.

If there are issues regarding the teacher's performance, then the timeline may be extended for various reasons, such as for the purpose of allowing the teacher to show improvement in his or her performance, or other reasons. But, the Administrator should notify the teacher that his or her employment is in jeopardy if there is no change or improvement by the teacher, such notification to be made as soon thereafter as the administrator makes such determination. The Administrator should notify the teacher of non-renewal no later than May 1 of the current school year.

If there are issues regarding the financial status of the school, or projected enrollment for the coming school year, then Administrators are urged to make decisions about renewals and non-renewals of contracts, as soon as practicable.

If you have any questions, call the Catholic Education Office.

DISMISSAL, RESIGNATION OR NON-RENEWAL OF A TEACHER

A teacher may be dismissed by the Pastor/Principal/Superintendent, as is appropriate to the school situation, during the contractual period when there has been a breach of any portion of the contract.

In the event the Pastor/Principal/School President/Area Superintendent is considering dismissal of a teacher for breach of contract, the Pastor/Principal/Superintendent is required to consult with the Diocesan Superintendent of Catholic Schools prior to making the decision.

The teacher shall be notified in writing of dismissal. The Diocese's General Counsel will assist the Pastor/Principal/Superintendent in preparing the dismissal letter.

When there is cause for dismissal or non-renewal documentation is vital. All incidents, action taken, results must be dated and documented.

Note: If person is transferring within the Diocese, be sure this is noted on appropriate forms so that person is NOT removed from Pension, Health Insurance coverage or Education Office files.

Procedures for Dismissal, Resignation and Non-Renewal:

1. Employee Separation Form

- Send a copy to the Catholic Education Office within one week after termination.
- Retain a copy in employee's personnel file at Parish/School.
- Copy to be given to employee.

2. Sick Leave Form

- Send to Catholic Education office with Employee Separation Form (when applicable)

3. Unemployment Compensation Separation Report Form

- IMMEDIATELY send to:

Sedgwick CMS
8755 West Higgins Rd- 11th Floor
Chicago IL 60631
Attn: Gloria Gooden (773) 824-4320
FAX (501) 747-5664

- Send copy to: Accounting/Data Processing Office
P.O. Box 7044
Rockford, IL 61125

(Unemployment Compensation forms available online at the Diocese's website under Documents and Forms, Human Resources, Termination Packet)

4. Pension Notice:

- Notice to Administrator of Participant Leaving Plan to:
Trust Manager
Diocesan Lay Employee Pension Office
P.O. Box 7044
Rockford, IL 61125

5. Health Insurance:

- Notify Diocese Health and Life Insurance Office, (815) 399-4300

See Employee Termination Packet on Diocese's website under Documents and Forms, Human Resources for forms and additional procedures.

Effective September 23, 1999
Reviewed June 2005
Revised December 1, 2014
Revised December 2016

GRIEVANCE PROCEDURE FOR TEACHERS

In the event that a teacher wishes to contest his or her dismissal based on improper procedure being used, the teacher may:

Elementary School: Write a letter addressed to the principal/pastor explaining the grievance, with a copy to the Deanery Superintendent (if any) and the Diocesan Superintendent of Catholic Schools at the Catholic Education Office.

Secondary School: Write a letter addressed to the High School Chief Administrative Officer explaining the grievance, with a copy to the Diocesan Superintendent of Catholic Schools at the Catholic Education Office.

Request a meeting with the Diocesan Superintendent of Catholic Schools after submitting the written grievance. The Diocesan Superintendent of Catholic Schools shall decide whether an in person meeting is necessary and appropriate, and if so, shall decide who is to attend the meeting.

Decisions of the Diocesan Superintendent of Catholic Schools shall be final.

Reviewed June 2005
Revised December 1, 2014

COACHES

All certified paid coaches shall sign a seasonal Coach Contract.
All unpaid coaches shall sign the Agreement for Non-paid Coaches.

Procedure:

See Appendix 4220 for Agreement for Non-paid Coaches.

The Coach Agreements for Paid Coaches, both Staff or non-Staff, are available on the Catholic Education Office website.

Revised December 1, 2014

Appendix 4220

Agreement for Non-Paid Coaches

The School's Mission Statement

The athletic program at _____ is an integral part of the education program offered to students of _____. As such it is designed to implement the goals of the school's mission statement. Trust and confidence are placed in our coaches by the school, the athletes and the athletes' parents to promote the highest standards of the profession. Every Coach is expected to:

- Conduct him- or herself in a manner that is consistent with the philosophy, goals, objectives and regulations of the school, and the moral and religious teachings of the Roman Catholic Church as determined by the Ordinary of the Diocese or his designee.
- Witness Gospel values; promote moral values and ethical conduct which supports the mission of the school.
- Uphold the highest standards of professional conduct and competence.
- Exhibit moral behavior and respect that sets the standard for the players.
- Model ethical behavior and respect for the dignity of the individual in relationships with athletes, colleagues, officials, parents, administrators, and the community.
- Ensure compliance with all rules and regulations of the school, conference, Diocese and where applicable, the IHSA.
- Ensure compliance with the school's criteria for player eligibility.
- Clearly define expectations and consequences for use of alcohol, drugs, and tobacco in accordance with school policies.
- Defer diagnosis and treatment of injuries to the proper medical personnel; follow directives of medical authorities and obtain medical releases.
- Adhere to school policies regarding athletic funding.
- Ensure the proper supervision of athletes entrusted to your care.

I have received, read, and agree to abide by:

- The Athletic Handbook

- The Illinois High School Association Rule Book. (High School Only)

- The Goals, Rules and Regulations of the Diocese of Rockford for Elementary School Athletic Programs. (Elementary School Only)

- The expectations outlined above.

I understand that failure to adhere to any term or condition of this agreement may result in my dismissal.

Coach

Principal

Date _____

Date _____

CONTRACTS

Only a school superintendent, elementary principal, chief administrative officer of a high school, assistant principal, teacher, coach, RDRE, and DRE/ CRE are to have written employment contracts.

No other school employees are to receive written employment contracts.

No Employment Contract is to exceed the period of one year.

CONTRACTS – ADMINISTRATOR POSITIONS

The employment of Administrators (high school chief administrative officer/elementary school principal/regional director of religious education/parish director of religious education) is to be reduced to writing in a contract made at the time of employment. The Diocesan standard contract, available online at the Diocese’s website shall be used exclusively for this purpose. It is to be signed by all parties as indicated on the contract in order to be valid. Any proposed changes to the standard contract language are to be discussed with the Superintendent of Catholic Schools.

An Administrator who fails to fulfill his or her contract shall be subject to a fine in an amount up to \$2,000.

CONTRACTS - TEACHER

The employment of lay and religious elementary/secondary teachers, assistant principals, and coaches is to be reduced to writing in a contract made at the time of employment of each teacher. The appropriate Diocesan standard contracts for teacher, assistant principal and coach, available online at the Diocese’s website, shall be the exclusive form used for this purpose. It is to be signed by all parties as indicated on the contract in order to be valid. Any proposed changes to the standard contract language must be approved by the Superintendent of Catholic Schools.

Every contracted individual is expected to fulfill his or her contract except by written mutual agreement of all contract signatories, unless otherwise terminated consistent with that contract. All contracts shall be one (1) school year in duration.

A teacher who fails to fulfill his or her contract shall be subject to a fine in an amount up to \$2,000.

Revised August, 2019

Recommended Procedure:

The preferred Diocesan Contract Timeline is as follows:

February 15	Administrator interviewed by Pastor/Council of Administration Chairman/Board of Consultors Chairman to discuss contract renewal.
February 25	Contract offered to Administrator by Pastor/Council of Administration Chairman.
February 25	If the Administrator is choosing to resign or transfer, written notification must be sent to Pastor/Council of Administration Chairman/Board of Consultors Chairman and to the Catholic Education Office. If contract renewal is not offered, written notification sent to Catholic Education Office.
March 15	Administrator contract to be signed by Administrator and Pastor/Council of Administration Chairman/Board of Consultors Chairman and sent to Catholic Education Office.
April 1	Contracts offered to teachers.
May 1	All contracts signed and returned to the administrator.

SALARY: LAY ELEMENTARY PRINCIPAL

Elementary school principals shall be paid according to the guidelines established by the Diocesan Catholic Education Office. If this amount cannot be met, the pastor should consult with the Diocesan Superintendent of Catholic Schools.

Procedure:

Elementary Lay Principal Salary Guideline

The lay principal's salary shall be based on the salary scale for certified teachers proposed by the Parish Finance Committee and Parish Education Commission in November and approved by the pastor in March. The principal's years of administration determine his/her placement on the scale. Lay principals of elementary schools with fewer than 300 students should be paid at 150% of the teaching salary; principals with 300 or more students should be paid at 175%.

Questions should be directed to:

Fiscal Manager for Catholic Education
Mrs. Susan Murray
815/399-4300

Effective September 23, 1999
Revised August 1, 2001
Reviewed May 8, 2006
Revised December 1, 2014

LAY TEACHER SALARIES

Each Deanery or school should establish a salary scale for lay teachers. The base salary for secondary and elementary teachers should be at least eighty (80%) percent of the public school district(s) in which the school is located.

If this amount cannot be met, the pastor in an elementary school, or superintendent/principal in a secondary school, should consult with the Diocesan Superintendent of Catholic Schools.

TEACHER SALARY CREDITS

Advancement from base salary on the schedule can be achieved by graduate credit from an accredited Master's Degree program or by accumulation of clock hours in professional workshops or courses. If the hours earned from the workshops or courses are to be applied to the salary schedule, all such credits, workshops, or courses must be approved by the principal, in writing, prior to participation, and the teacher must submit verification of satisfactorily completing the workshop or course.

Sixteen (16) clock hours of professional workshops or courses will constitute one (1) professional hour to be applied to the salary schedule.

Procedure:

MINIMUM SALARY CREDIT FOR TEACHING EXPERIENCE

A schedule is recommended in determining the salary step for newly hired teachers with successful teaching experience in other Catholic and non-Catholic schools. Such schedule should comply with the following minimum requirements:

Years of experience in non-Catholic school	Salary step
1 year	begin on base
2 years	1 year
3 years	2 years

One-half year credit for each additional full year thereafter to a maximum of five years.

Full credit may be given for successful teaching experience in Catholic schools.

Effective September 23, 1999
 Revised May 8, 2006
 Revised December 1, 2014

EMPLOYEE BENEFITS

All full-time (35 hours per week or more) employees of the Diocese of Rockford are offered benefits in compliance with the Diocesan Employee Handbook and the Diocesan Insurance Trust.

Procedure:

All Diocesan employees are to be given an Insurance Trust booklet outlining the benefits available, and access to the Employee Handbook which is available online on the Diocese's website.

Effective September 23, 1999
Revised May 8, 2006
Revised December 1, 2014

PERSONAL DAYS – SCHOOL TEACHERS/SUPPORT STAFF

Regular full time employees receive ten (10) sick days per year (which do not carry over from year to year), plus two (2) additional days which may be used as personal days.

Paid personal time off is granted in a ½ day increment or as a full day. Personal days are to be used for personal reasons such as dentist or doctor appointments, car trouble or other personal situations that typically lasts for a day or less.

Unused personal days do not carry over from year to year. Whenever possible, personal time should be requested in advance.

Full time teachers and full time support staff are not permitted to take a personal day or days on days immediately preceding or following a holiday or during the first or last week of the school year.

Effective: July 1, 2018

RECRUITMENT AND SELECTION OF CATECHISTS

The recruitment and selection of catechists for parish catechetical programs are the responsibility of the director/coordinator of religious education *in keeping with the teachings and directives of Catechism of the Catholic Church, the General Directory for Catechesis and the National Directory for Catechesis.*

Effective September 23, 1999
Revised December 1, 2014

QUALIFICATIONS OF CATECHIST

Individuals who teach in the parish religious education/youth ministry programs must embrace the Catholic vision in the *General Directory for Catechesis* (Congregation for the Clergy, Vatican, 1997); and the *National Directory for Catechesis* (USCCB, 2005); and, both at work and away from work, shall follow the teachings of the Roman Catholic Church as expressed in the *Catechism of the Catholic Church*. They must be persons of faith whose lives bear witness to that faith; and who uphold the teaching authority of the Catholic Church; and who are committed to updating their knowledge of theology and/or religious education reflective of Vatican II.

Compliance with the qualifications and requirements for said positions are to be in keeping with the Diocese's policies.

Procedure:

The following are minimum requirements for catechist in a religious education program:

1. Completion of the prerequisite courses in the catechist certification program is required prior to performing services.
2. Commitment to work toward Diocesan Catechist Certification. Completion of Level I is required within one year of start date for all catechists, and completion of Level II is required within three years of start date for all catechists. Thereafter, they must renew their catechist certification every three years by taking 18 clock hours of approved ongoing formation.

Revised December 1, 2014
Revised August, 2019

CERTIFICATION OF CATECHISTS/YOUTH MINISTERS

Catechists/Youth Ministers are to comply with the most current Catechist Certification Program established by the Diocesan Office of Catholic Education, under the supervision of the Director of Religious Education and Formation.

Completion of the prerequisite courses in the catechist certification program is required prior to performing services.

Completion of Level I is required within one year of start date for all catechists, and completion of Level II is required within three years of start date for all catechists. Thereafter, they must renew their catechist certification every three years by taking 18 clock hours of approved ongoing formation.

Effective September 23, 1999
Reviewed August 1, 2004
Revised December 1, 2014
Revised August, 2019

4315

DISMISSAL OF A VOLUNTEER CATECHIST AND/OR VOLUNTEER YOUTH MINISTER

A volunteer catechist and/or a volunteer youth minister shall be dismissed as a result of any act, omission, or conduct not consistent with the philosophy of the parish religious education/youth ministry program or the religious and moral teachings of the Roman Catholic Church.

Effective September 23, 1999
Revised December 1, 2014

4510

PERSONNEL FILES

Parishes, parish schools and Diocesan high schools shall keep personnel files on site in a confidential manner.

Employees will have the right to inspect their personnel files consistent with the requirements of State law. If an employee or former employee requests to review or have a copy of his or her personnel file, contact the Diocese's General Counsel for assistance, before making the file available to the employee or former employee.

Procedures:

Permanent personnel records for all Diocesan employees, including principals, administrators, DREs/CREs/YMs, and elementary and secondary school teachers shall contain the following:

- a) Application and resume and letters of recommendation
- b) Prior employment verification, and interview notes
- c) Verification of academic credentials
- d) Position description
- e) Contract (where appropriate); compensation documentation
- f) Yearly performance appraisals
- g) Disciplinary memos or notes, whether they have been signed by employee or not; as well as all notes regarding the individual's performance or conduct
- h) Conviction Information Background Request report, and background check results
- i) Mandated Reporter Status form
- j) Documentation on DCFS contacts
- k) Receipt of Diocesan Sexual Misconduct Norms
- l) Receipt of Diocesan Pastoral Code of Conduct
- m) Verification of participation in "Protecting God's Children" training

- n) Receipt from Code for Pastoral use of Technology and Social Media
- o) Receipt from Guidelines for Youth and Those Working with Youth
- p) Statement of Good Health or a physical signed by a certified health provider within the last 12 months
- q) State and federal W-4 forms
- r) Letters of commendation
- s) Notice of changes of name, address, telephone, etc.
- t) Documentation of continuing education and development
- u) Documentation of use of professional growth allowance (where appropriate)
- v) Letter of resignation or notification of discharge
- w) Exit interview signed by administrator and employee

The parish is responsible for permanently maintaining the following information on volunteer personnel (such as parish catechists):

- 1) Position description
- 2) Mandated Reporter Status form
- 3) Background Request Information report or verification, and background check results
- 4) Receipt from Diocesan Sexual Misconduct Norms
- 5) Receipt from Diocesan Pastoral Code of Conduct
- 6) Verification of participation in "Protecting God's Children" training
- 7) Receipt from Pastoral use of Technology and Social Media
- 8) Receipt from Guidelines for Youth and Those Working with Youth
- 9) Catechist certification record
- 10) Performance evaluations

The preference of INS is for the I-9 Form (Employment Eligibility Verification Form) to be kept in a separate I-9 file and not in the personnel file.

Effective September 23, 1999
 Reviewed August 1, 2004
 Revised December 1, 2014
 Revised October 2016
 Revised August, 2019

INTERNET ACCESS POLICY AND AUTHORIZATION FOR INTERNET ACCESS

This is a prototype. Do NOT Change This Language.

Name of School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.
2. The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c) Invading the privacy of individuals;
 - d) Using another user's password or account;
 - e) Using pseudonyms or anonymous sign-ons;
 - f) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School or which violated any policy of the Diocese or school or parish;
 - g) Any activity which can be viewed as cyberbullying; and or which violated any policy or rule of the Diocese or school or parish; and or
 - h) Using inappropriate language.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

4. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner, is prohibited, except with the express permission of the Principal.
6. Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, video-graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the Principal.
7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
8. The School reserves the right to monitor employee use of School computers. Employees, including an employee's internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the internet or email.

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, acknowledge receipt of the "Internet Access Policy and Authorization for Internet Access." I further acknowledge that I have read the document, understand my obligations as outlined in the document, and agree to abide by the terms of the document while employed by _____ School.

Employee

Date

Teachers and other staff must sign as a condition of using the School's Internet connection. Teachers and other staff need only sign this Authorization for Internet Access once while employed by the School. This form is to be kept at the school.

Revised December 2004
Reviewed December 1, 2014
Update January 2017

EVALUATIONS

Evaluations for High School Chief Administrative Officers, Elementary School Principals, Deanery Directors of Religious Education, Parish Directors/Coordinators of Religious Education, Parish Youth Ministers and Catechists shall be held on an annual basis. Evaluation Forms are found in the 4610 Appendix.

Evaluations of teachers are to be conducted throughout the year, as well as at the end of each school year. Signed copies of the written evaluations are to be maintained in the personnel files. Although Evaluation forms are found in the 4610 Appendix, please refer to the Evaluation Handbook for more specific information and additional forms.

High School Chief Administrative Officers are evaluated by their Council of Administration/Board of Consultors members; the principal (when applicable) in the secondary school is evaluated by the secondary school Chief Administrative Officer.

Elementary school principals are evaluated by the parish pastor. A self-evaluation is completed by the principal. The principal and pastor meet to discuss the evaluations. An assessment form is provided by the pastor to members of the Education Commission for their input.

The Regional Director of Religious Education is evaluated by the Vicar Forane of the Deanery, Director of Religious Education and Formation, a DRE/CRE representative, a principal representative, where applicable, and a deanery commission representative, where applicable. The evaluations are collected and kept on file at the Department of Educational Services.

The parish DRE/CRE/YM is evaluated by the pastor. A self-evaluation is completed to facilitate discussion with the pastor. An assessment is provided to members of the Education Commission, if there is one, for their input.

All completed evaluations are to be submitted to the Department of Educational Services by the individual conducting the evaluation, and will be kept on file at the Department of Educational Services.

Procedures:

See Appendix 4610 for Evaluation Forms

The Catholic Education Office has established the following recommended contract timeline:

Prior to February 15 Evaluations/Assessments completed by the pastor and administrator.

February 15	Administrator interviewed by pastor/Council of Administration Chairman/Board of Consultants Chairman to discuss contract renewal
February 25	Contract offered to administrator
February 25	If administrator is choosing to resign, or if contract renewal is not offered, written notification sent to Catholic Education Office
March 15	Administrator contract to be signed by administrator and appropriate personnel, copy to Catholic Education Office
April 1	Contracts offered to teachers
May 1	All contracts signed and returned to principal

Effective September 23, 1999
 Reviewed August 1, 2004
 Revised December 1, 2014
 Revised January 2016
 Revised August, 2019

Appendix 4610

Diocese of Rockford Department of Educational Services

ADMINISTRATOR'S SELF-EVALUATION

Administrator:		School:		
Rating Scale: 1 = Area of Strength 2 = Meets Expectations *3 = Area for Growth				RATING
1.	I participate in the development and communication of the school's mission and philosophy, which reflect the unique Catholic character of the school.			
2.	I facilitate the study and implementation of the school's mission and philosophy, as well as assess their impact on student learning.			
3.	I promote the Catholic identity of the school and monitor its presence within the school community.			
4.	I recognize and respect the role of parents/guardians as the first educators of their children.			
5.	I initiate the review and development of curriculum in relation to the school's philosophy, learning expectations and student needs.			
6.	I foster a school climate, which gives evidence of mutual respect, open communication and collaboration.			
7.	I make decisions that reflect a sense of respect and justice.			
8.	I recognize and honor my responsibility to be a positive model for faculty, staff and students.			
9.	I participate in opportunities to grow in my Faith.			
10.	I speak, act, and instruct in a manner that is consistent with the teachings of the Church.			
11.	I foster confidence in others by delegating responsibilities.			
12.	I monitor student progress in consultation with parents, teachers and students, in a concerned and cooperative manner.			
13.	I encourage and develop the leadership and professional development of faculty and staff.			
14.	I communicate clearly and effectively with teachers, parents, and students.			
15.	I collaborate with the Council of Administration and inform them of significant activities or concerns.			
16.	I implement the diocesan professional growth requirements, including catechetical certification, for myself as well as the faculty.			
17.	I maintain accurate records and meet deadlines established by others.			
18.	I implement the policies and procedures of the Diocese of Rockford.			

19. I display ability to make responsible decisions, use good judgment and follow through with commitments made.	
20. I demonstrate long range planning and have future goals in place.	
21. I foster collaboration between parishes and school.	
22. I provide regular and useful faculty meetings, which support the vision of the school.	

Rating Scale: 1 = Area of Strength 2 = Meets Expectations *3 = Area for Growth	RATING
22. I employ development and marketing strategies while working with appropriate groups within the school and civic communities.	
23. I collaborate with the faculty/staff in developing and enforcing consistent, positive student management.	
24. I effectively and efficiently manage the school's financial and material resources.	
25. I promote a physical environment that is safe and conducive to learning.	

The ultimate purpose of the Administrator professional growth process is to enrich and improve performance. The following can serve as a basis for conversation with the Administrator's supervisor as well as an opportunity for personal reflection.

❖ What have been the highlights of your experience as Administrator during this year thus far? (Include projects, innovations, celebrations, special studies, etc.)

❖ What are the responsibilities to which you feel you should give more concerted attention during the remainder of this year and/or the coming school year?

❖ Current Goals:

❖ Projected Goals for next year:

Administrator Signature: _____ Date: _____

Diocesan Superintendent of Schools Signature: _____ Date: _____

Return To: Diocesan Superintendent of Schools, P. O. Box 7044, Rockford, IL 61125 by February 22nd.

DIOCESE OF ROCKFORD
Department of Educational Services

ADMINISTRATOR REVIEW by COUNCIL OF ADMINISTRATION

Name of Administrator:	School:
-------------------------------	----------------

Rating Scale: 1 = Area of Strength 2 = Meets Expectations *3 = Area for Growth NA= Not Able to Evaluate	RATING
1. The Administrator participates in the development and communication of the school’s mission and philosophy, which reflect the unique Catholic character of the school.	
2. The Administrator facilitates the study and implementation of the school’s mission and philosophy, as well as assesses their impact on student learning.	
3. The Administrator promotes the Catholic identity of the school and monitors its presence within the school community.	
4. The Administrator recognizes and respects the role of parents/guardians as the first educators of their children.	
5. The Administrator initiates the review and development of curriculum in relation to the school’s philosophy, learning expectations and student needs.	
6. The Administrator fosters a school climate, which gives evidence of mutual respect, open communication and collaboration.	
7. The Administrator makes decisions that reflect a sense of respect and justice.	
8. The Administrator recognizes and honors his/her responsibility to be a positive model for faculty, staff and students.	
9. The Administrator participates in opportunities to grow in his /her Faith.	
10. The Administrator speaks, acts, and instructs in a manner that is consistent with the teachings of the Church.	
11. The Administrator fosters confidence in others by delegating responsibilities.	
12. The Administrator places emphasis on the performance evaluation process of both faculty and staff.	
13. The Administrator monitors student progress in consultation with parents, teachers and students in a concerned and cooperative manner.	
14. The Administrator encourages and develops the leadership and professional development of faculty and staff.	
15. The Administrator communicates clearly and effectively with teachers, parents, and students.	

16. The Administrator implements the diocesan professional growth requirements, including catechetical certification, for himself/herself as well as the faculty.	
17. The Administrator maintains accurate records and meets deadlines established by others.	
18. The Administrator displays the ability to make responsible decisions, use good judgment and follow through with commitments made.	
19. The Administrator demonstrates long range planning and has future goals in place.	
20. The Administrator employs development and marketing strategies while working with appropriate groups within the school and civic communities.	
21. The Administrator collaborates with the faculty/staff in developing and enforcing consistent, positive student management.	
22. The Administrator effectively and efficiently manages the school's financial and material resources.	
23. The Administrator promotes a physical environment that is safe and conducive to learning.	

**If you assign a 3 to one or more categories, the Catholic Education Office asks that you write an explanation of the rating in either of the "Areas for Growth" section on the second page or on a separate sheet of paper. Your input is very helpful to our office in assessing the performance of your school administrator.*

- ❖ Areas of Strength:
- ❖ Areas for Growth:
- ❖ Other Comments:

Please use the areas above (as well as additional sheets if needed) to add comments regarding the performance of the school administrator.

Reviewer Signature: _____
Date: _____

Reviewer Printed Name: _____

Diocesan Superintendent
of Schools Signature: _____
Date: _____

Administrator Signature: _____
Date: _____

The Administrator has the right to respond to this report in writing.

Return to: Diocesan Superintendent of Schools, P. O. Box 7044, Rockford, IL 61125 by February 22nd.

Diocese of Rockford
Department of Educational Services
PRINCIPAL EVALUATION by PASTOR

Name of Principal:		School:	
Pastor:			

Rating Scale: 1 = Area of Strength 2 = Meets Expectations *3 = Area for Growth NA= Not Able to Evaluate	RATING
1. The principal motivates the school community to understand and reflect the mission and philosophy of the school, which reflect the unique Catholic character of the school.	
2. The principal facilitates the study and implementation of the school's mission and philosophy.	
3. The principal promotes the Catholic identity of the school and monitors its presence within the school community.	
4. The principal strives to build a living faith community at the school through opportunities for worship and service.	
5. The principal demonstrates personal leadership skills characterized by good judgment, problem solving ability and collaboration.	
6. The principal recognizes and respects the role of parents/guardians as the first educators of their children.	
7. The principal encourages and develops the leadership and professional development of faculty and staff.	
8. The principal fosters a school climate, which gives evidence of mutual respect, open communication and collaboration.	
9. The principal demonstrates effective skills in the recruitment, selection, and assignment of school personnel.	
10. The principal implements the policies and procedures of the Diocese of Rockford and of the school.	
11. The principal displays the ability to make responsible decisions, use good judgment and follow through with commitments made.	
12. The principal assumes leadership in long range planning and has future goals in place.	
13. The principal collaborates with the faculty/staff in developing and enforcing consistent, positive student management.	
14. The principal fosters confidence in others by delegating responsibilities.	
15. The principal maintains a physical environment that is safe and conducive to learning.	
16. The principal effectively and efficiently manages the school's financial and material resources.	
17. The principal communicates regularly and effectively with the pastor on school related matters so that the school is a vital part of the parish community.	

18. The principal employs development and marketing strategies while working with appropriate groups within the school, Parish and civic communities.	
19. The principal demonstrates leadership in working collaboratively with the Education Commission.	
20. The principal maintains effective communication with the parish and civic community.	

**If you assign a 3 to one or more categories, the Catholic Education Office asks that you write an explanation of the rating in either of the "Areas for Growth" section on the second page or on a separate sheet of paper. Your input is very helpful to our office in assessing the performance of your school administrator.*

❖ Areas of Strength:

❖ Areas for Growth:

**Please use the areas above (as well as additional sheets if needed) to add comments regarding the performance of the school administrator.*

Pastor Signature: _____ **Date:** _____

I have read and have had an opportunity to discuss this report with the Pastor.

Principal Signature: _____ **Date:** _____

The principal has the right to respond to this report in writing.

Return to: Catholic Education Office, P. O. Box 7044, Rockford, IL 61125 by February 22nd.

DIOCESE OF ROCKFORD
Department of Educational Services
PRINCIPAL REVIEW by EDUCATION COMMISSION

Name of Principal:		School:	
---------------------------	--	----------------	--

Rating Scale: 1 = Area of Strength 2 = Meets Expectations *3 = Area for Growth NA= Not Able to Evaluate	RATING
1. The principal participates in the development and communication of the school’s mission and philosophy, which reflect the unique Catholic character of the school.	
2. The principal facilitates the study and implementation of the school’s mission and philosophy, as well as assesses their impact on student learning.	
3. The principal promotes the Catholic identity of the school and monitors its presence within the school community.	
4. The principal recognizes and respects the role of parents/guardians as the first educators of their children.	
5. The principal initiates the review and development of curriculum in relation to the school’s philosophy, learning expectations and student needs.	
6. The principal fosters a school climate, which gives evidence of mutual respect, open communication and collaboration.	
7. The principal makes decisions that reflect a sense of respect and justice.	
8. The principal recognizes and honors his/her responsibility to be a positive model for faculty, staff and students.	
9. The principal participates in opportunities to grow in his /her Faith.	
10. The principal speaks, acts, and instructs in a manner that is consistent with the teachings of the Church.	
11. The principal fosters confidence in others by delegating responsibilities.	
12. The principal places emphasis on the performance evaluation process of both faculty and staff.	
13. The principal monitors student progress in consultation with parents, teachers and students in a concerned and cooperative manner.	
14. The principal encourages and develops the leadership and professional development of faculty and staff.	
15. The principal communicates clearly and effectively with teachers, parents, and students.	
16. The principal implements the diocesan professional growth requirements, including catechetical certification, for himself/herself as well as the faculty.	

17. The principal maintains accurate records and meets deadlines established by others.	
18. The principal displays the ability to make responsible decisions, use good judgment and follow through with commitments made.	
19. The principal demonstrates long range planning and has future goals in place.	
20. The principal employs development and marketing strategies while working with appropriate groups within the school and civic communities.	
21. The principal collaborates with the faculty/staff in developing and enforcing consistent, positive student management.	
22. The principal effectively and efficiently manages the school's financial and material resources.	
23. The principal promotes a physical environment that is safe and conducive to learning.	

****If you assign a 3 to one or more categories, the Catholic Education Office asks that you write an explanation of the rating in either of the "Areas for Growth" section on the second page or on a separate sheet of paper. Your input is very helpful to our office in assessing the performance of your school administrator.***

❖ Areas of Strength:

❖ Areas for Growth:

❖ Other Comments:

**Please use the areas above (as well as additional sheets if needed) to add comments regarding the performance of the school administrator.*

Reviewer Signature: _____ Date: _____

Reviewer Printed Name: _____

Pastor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

The principal has the right to respond to this report in writing.

Return to Pastor by February 22nd.

PERFORMANCE EVALUATION OF THE CATECHETICAL ADMINISTRATORS/LEADERS

(To be completed by the Catechetical Administrator/Leader)

This instrument is to be used annually by the Pastor and the Catechetical Leader to promote professional growth and to facilitate dialogue between the Pastor and the Catechetical Leader.

Name of Catechetical Leader: _____

Please check title: DRE CRE

Review the role description, and comment on the following in light of that role description.

1. In striving to fulfill my role description, my positive contributions and major accomplishments this past year include:

2. The following areas are in need of change or further development:

3. From my vantage point as Catechetical Leader, the most pressing concern facing our parish religious education/youth ministry program would be . . .

4. Additional Comments:

Signed by

Pastor: _____ Date: _____

Catechetical Leader: _____ Date: _____

Parish: _____ City: _____

NOTE: Upon completion, PLEASE return this evaluation form to...

Catholic Education Office
Attn: Michael Kagan
Director of Educational Services
555 Colman Center Drive
PO Box 7044
Rockford, IL 61125

DIOCESE OF ROCKFORD – FRAMEWORK FOR TEACHER EVALUATION

<p style="text-align: center;">DOMAIN 1: PLANNING AND PREPARATION FOR A SCHOOL WITH A STRONG CATHOLIC IDENTITY</p> <p>1.1 Demonstrates knowledge of Catholic doctrine and moral teachings, content area foundations, current research-based practice, and social and cultural changes <i>*A: Knowledge of Catholic doctrine and moral teachings</i> <i>*B: Knowledge of content standards and the structure of the discipline</i> <i>*C: Knowledge of prerequisite relationships</i> <i>*D: Knowledge of content-related pedagogy and current research-based practices</i></p> <p>1.2 Demonstrates understanding of each student’s learning and fosters the Catholic faith, social-emotional development, and academic growth of the diverse learning community <i>*A: Knowledge of child adolescent development</i> <i>*B: Knowledge of the learning process</i> <i>*C: Knowledge of students’ skills, knowledge, and language proficiency</i> <i>*D: Knowledge of students’ interests, background, and cultural heritage</i> <i>*E: Knowledge of and sensitivity to individual students’ needs</i> <i>*F: Speaks and acts with charity and justice regarding students</i></p> <p>1.3 Develops rigorous and level-appropriate student learning outcomes, differentiating instruction for each lesson <i>*A: Value, sequence, and alignment</i> <i>*B: Clarity</i> <i>*C: Balance</i> <i>*D: Suitability for diverse students</i></p> <p>1.4 Utilizes instructional materials and technological resources to support and enhance curriculum <i>*A: Resources for classroom use</i> <i>*B: Resources to extend content knowledge and pedagogy</i> <i>*C: Resources for students</i></p> <p>1.5 Implements a rigorous curriculum using daily and year-long lesson plans aligned with Gospel values, relevant standards, and 21st century skills, delivered through effective instruction <i>*A: Learning activities</i> <i>*B: Instructional materials and resources</i> <i>*C: Instructional groups</i> <i>*D: Lesson and unit structure</i></p> <p>1.6 Develops formal and informal, formative and summative assessments to gauge student learning and guide future instruction <i>*A: Congruence with instructional outcomes</i> <i>*B: Criteria and standards</i> <i>*C: Design of formative and summative assessments</i> <i>*D. Use for planning</i></p>	<p style="text-align: center;">DOMAIN 4: PROFESSIONAL RESPONSIBILITIES AS A CATHOLIC EDUCATOR</p> <p>4.1. Reflects on instructional practices and understands that teaching in a Catholic school is a ministry of the Church <i>*A: Reflects on role in ministry of the Catholic Church</i> <i>*B: Teacher makes accurate and thoughtful assessment of lesson’s effectiveness.</i> <i>*C: Use in future teaching</i></p> <p>4.2. Maintains accurate reports, detailed records, and upholds confidentiality of official information with respect to the human dignity of all <i>*A: Student completion of assignments</i> <i>*B: Student progress in learning</i> <i>*C: Non-instructional records</i></p> <p>4.3. Speaks and acts with charity and justice in all verbal and written communication with stakeholders, always mindful of the Catholic mission <i>*A: Information about the instructional program</i> <i>*B: Information about individual students</i> <i>*C: Engagement of families in the instructional program</i></p> <p>4.4. Participates in professional learning communities, serves willingly and responsibly in extracurricular areas while exhibiting a spirit of unity and cooperation modeling Catholic values <i>*A: Relationships with colleagues</i> <i>*B: Involvement in a culture of professional inquiry</i> <i>*C: Service to the school</i> <i>*D: Participation in school and Diocesan projects</i></p> <p>4.5. Participates in all staff professional and religious development opportunities and sets annual professional goals with administration <i>*A: Enhancement of content knowledge and pedagogical skill</i> <i>*B: Receptivity to feedback from colleagues</i> <i>*C: Service to the profession</i></p> <p>4.6. Maintains current Catechetical Certification, state licensure, and follows the policies and procedures of the school and the Diocese of Rockford <i>*A: Integrity and ethical conduct</i> <i>*B: Service to students</i> <i>*C: Advocacy</i> <i>*D: Decision making</i> <i>*E: Compliance with school policies and Diocesan regulations</i></p>
--	---

DIOCESE OF ROCKFORD – FRAMEWORK FOR TEACHER EVALUATION

<p style="text-align: center;">DOMAIN 2: THE CLASSROOM ENVIRONMENT AS A COMMUNITY OF FAITH LEADERS</p> <p>2.1. Fosters an environment imbued with Catholic values and social justice where mutual respect, cooperative spirit and self-motivation are evident for all of God’s creation <i>*A: Maintains an identifiably Catholic culture</i> <i>*B: Teacher interactions with students, including both words and actions, reflect Catholic values</i> <i>*C: Student interactions with other students, including both words and actions, reflect Catholic values</i></p> <p>2.2. Cultivates an environment for learning and academic excellence that communicates high expectations and recognizes the self-worth of each individual <i>*A: Importance of the content and of learning</i> <i>*B: Expectations for learning and achievement</i> <i>*C: Student pride in work</i></p> <p>2.3. Clearly establishes and communicates procedures that maximize effective use of instructional time <i>*A: Management of instructional groups</i> <i>*B: Management of transitions</i> <i>*C: Management of materials and supplies</i> <i>*D: Performance of classroom routines</i> <i>*E: Supervision of volunteers and paraprofessionals</i></p> <p>2.4. Establishes, communicates, and maintains an effective, fair, and consistent discipline plan in the spirit of mercy and reconciliation <i>*A: Expectations</i> <i>*B: Monitoring of student behavior</i> <i>*C: Response to student misbehavior</i></p> <p>2.5. Maintains an identifiably Catholic, safe, and orderly environment, effectively incorporating both the physical and visual enhancements of the room <i>*A: Evidence of signs and symbols of Catholic faith</i> <i>*B: Safety and accessibility</i> <i>*C. Arrangement of furniture and use of physical resources including technology</i></p>	<p style="text-align: center;">DOMAIN 3: INSTRUCTION, PHILOSOPHY, AND GOALS</p> <p>3.1. Provides expectations for successful learning, clearly shares the purpose and directions for the lesson, and regularly incorporates religious truths and values into the curriculum <i>*A: Expectations for learning</i> <i>*B: Directions for activities</i> <i>*C: Explanations of content</i> <i>*D: Use of oral and written language</i> <i>*E: Incorporates religious truths and values into the curriculum</i></p> <p>3.2. Offers opportunities for problem solving, critical thinking, and performance skills with high levels of student engagement throughout instruction <i>*A: Quality of questions/prompts</i> <i>*B: Discussion techniques</i> <i>*C: Student participation</i></p> <p>3.3. Encourages individual and group engagement by offering a variety of instructional resources and activities <i>*A: Activities and assignments</i> <i>*B: Grouping of students</i> <i>*C: Instructional materials and resources</i> <i>*D: Structure and pacing</i></p> <p>3.4. Implements a variety of effective formative and summative assessments to continually monitor student learning and provide timely, specific feedback <i>*A: Assessment criteria</i> <i>*B: Monitoring of student learning</i> <i>*C: Specific feedback to students</i> <i>*D: Student self-assessment and monitoring of progress</i></p> <p>3.5. Provides developmentally appropriate learning opportunities and adjusts lessons to meet the diverse learning needs of the classroom community <i>*A: Lesson adjustment</i> <i>*B: Response to students</i> <i>*C: Persistence</i></p>
--	---



DIOCESE OF ROCKFORD OBSERVATION FORM

Name of Teacher:	Grade Level/Subject:
Name of Observer:	Topic of Lesson:
Date of Classroom Observation:	Time of Observation:

KEY	I - INNOVATIVE	E - EFFECTIVE	D – DEVELOPING	NI – NEEDS IMPROVEMENT
-----	----------------	---------------	----------------	------------------------

DOMAIN 1					PLANNING AND PREPARATION	NOTES
I	E	D	NI			
				1.1 Demonstrates knowledge of Catholic doctrine and moral teachings, content area foundations, current research-based practice, and social and cultural changes		
				1.2 Demonstrates understanding of each student's learning and fosters the Catholic faith, social-emotional development, and academic growth of the diverse learning community		
				1.3 Develops rigorous and level-appropriate student learning outcomes, differentiating instruction for each lesson		
				1.4 Utilizes instructional materials and technological resources to support and enhance curriculum		
				1.5 Implements a rigorous curriculum using daily and year-long lesson plans aligned with Gospel values, relevant standards, and 21st century skills, delivered through effective instruction		
				1.6 Develops formal and informal, formative and summative assessments to gauge student learning and guide future instruction		

DOMAIN 2					THE CLASSROOM ENVIRONMENT	NOTES
I	E	D	NI			
				2.1. Fosters an environment imbued with Catholic values and social justice where mutual respect, cooperative spirit and self-motivation are evident for all of God's creation		
				2.2. Cultivates an environment for learning and academic excellence that communicates high expectations and recognizes the self-worth of each individual		
				2.3. Clearly establishes and communicates procedures that maximize effective use of instructional time		
				2.4. Establishes, communicates, and maintains an effective, fair, and consistent discipline plan in the spirit of mercy and reconciliation		
				2.5. Maintains an identifiably Catholic, safe, and orderly environment, effectively incorporating both the physical and visual enhancements of the room		

DOMAIN 4					PROFESSIONAL RESPONSIBILITIES	NOTES
I	E	D	NI			
				4.1. Reflects on instructional practices and understands that teaching in a Catholic school is a ministry of the Church		
				4.2. Maintains accurate reports, detailed records, and upholds confidentiality of official information with respect to the human dignity of all		
				4.3. Speaks and acts with charity and justice in all verbal and written communication with stakeholders, always mindful of the Catholic mission		
				4.4. Participates in professional learning communities, serves willingly and responsibly in extracurricular areas while exhibiting a spirit of unity and cooperation modeling Catholic values		
				4.5. Participates in all staff professional and religious development opportunities and sets annual professional goals with administration		
				4.6. Maintains current Catechetical Certification, state licensure, and follows the policies and procedures of the school and the Diocese of Rockford		

DOMAIN 3					INSTRUCTION	NOTES
I	E	D	NI			
				3.1. Provides expectations for successful learning, clearly shares the purpose and directions for the lesson, and regularly incorporates religious truths and values into the curriculum		
				3.2. Offers opportunities for problem solving, critical thinking, and performance skills with high levels of student engagement throughout instruction		
				3.2. Offers opportunities for problem solving, critical thinking, and performance skills with high levels of student engagement throughout instruction		
				3.3. Encourages individual and group engagement by offering a variety of instructional resources and activities		
				3.4. Implements a variety of effective formative and summative assessments to continually monitor student learning and provide timely, specific feedback		
				3.5. Provides developmentally appropriate learning opportunities and adjusts lessons to meet the diverse learning needs of the classroom community		

REDUCTION IN STAFF

Teachers whose contracts have not been renewed because of reduction of staff caused by consolidation, merging, or closing, declining enrollments, etc. shall be assisted by the Catholic Education Office and, when possible, be given priority consideration in another Catholic school in which there is currently an opening.

Procedure:

The Catholic Education Office should be notified by the teacher when he or she is seeking a new position as a result of a reduction in force. A file will be activated for the teacher and the teacher will be given priority on the Teacher Availability List.

Effective September 23, 1999
Revised December 1, 2014

VOLUNTEERS

All volunteers in a school, religious education setting, and/or youth ministry program, having direct contact with a minor or minors, shall, before commencing services, review and execute all Diocesan forms as outlined in the Required Forms Document available online at the Diocese's website; and shall take the Protecting God's Children training course, and submit to a criminal history background check.

Whenever a background check reveals a conviction on the volunteer or prospective employee, the administrator shall consult the Diocese's General Counsel before permitting the individual to volunteer, or hiring the individual.

Procedure:

See Appendix 4700 for forms.

Illinois State Police Name Background checks will be conducted on all volunteers coming into contact with minors. Volunteers must satisfactorily complete the criminal background check in order to volunteer.

All volunteers in a school, religious education setting, and/or youth ministry program, regardless of whether they work with minors, will be required to sign; receipt of acceptance of Diocesan Sexual Misconduct Norms, Pastoral Code of Conduct, Code for use of Technology and Social Media, and Guidelines for Youth and Those Working with Youth. All volunteers who have direct contact with children shall also sign the Mandated Reporter form and participate in "Protecting God's Children" training.

The duties and obligations of all volunteers will be made clear to them prior to their participation.

LEVELS OF RESPONSIBILITY OF A VOLUNTEER

A volunteer cannot legally substitute teach unless they hold certification as a teacher or substitute teacher. Volunteers may be used to assist in the instruction of pupils under the immediate supervision of a certificated teacher.

Most Responsible Volunteer Jobs:

- *Define areas of responsibility and authority;
- *Assign responsibility - not specific, detailed tasks;
- *Allow person to negotiate time and people-power needs;
- *Skills and abilities required should be defined;
- *Allow room for initiative and creativity in how responsibility is carried out.

Less Responsible Jobs:

- *Task is generally spelled out fairly well;
- *Time and skills required are defined;
- *Lines of responsibility and authority are indicated.

Least Responsible Jobs:

- *Duties, time and skills clearly defined;
- *Much more specific about tasks -- exactly what needs to be done and when.

Effective September 23, 1999
Reviewed June 2005
Revised December 1, 2014
Revised October 2016

FORMS FOR USE WITH VOLUNTEERS

Description of School Volunteer Opportunities

Job Title: _____

Responsible to: _____

Job Description: _____

Time Required: (Specify hrs. Per month/term of job) _____

In-Service Training Provided: _____

Qualifications/Special Skills: _____

Reviewed June 2005
Revised December 1, 2014

VOLUNTEER DRIVER INFORMATION SHEET

The Driver shall be at least 21 years of age, and is required to provide the Driver's valid driver's license and a valid automobile insurance card for the vehicle to be used for this Activity.

Driver

Name: _____ Date of Birth: _____

Address: _____

Vehicle that will be used

Name of Owner: _____

Address of Owner:

Year and Make: _____ License Plate: _____

If more than one vehicle is to be used, the above information must be provided for each vehicle.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport youth. I certify I hold a valid driver's license which is not revoked or suspended. I certify I am the owner of the vehicle to be used for this Activity, or have the permission of the owner of the vehicle to use the vehicle for this Activity.

Signature _____

Date _____

FOR PARISH/SCHOOL/DIOCESE USE

Photocopy the Driver's valid driver's license, and valid automobile insurance card for the car being used in this Activity, and attach those copies to this Driver Information form. Verify that the liability limits on the Driver's automobile insurance card are \$100,000/\$300,000.

Reviewed June 2005
Revised November 1, 2014
Revised January 1, 2016

STUDENT ADMISSIONS

Schools and parish religious education programs will not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational and admissions policies, scholarships and loan programs, and athletic and other programs.

Each elementary and secondary school shall publish in the school handbook its current student admission policy. Said policy will state the order in which students are accepted into the school.

Procedure:

See Appendix 5001

The school policy, published in the handbook, will be determined at the school/parish level and approved by the Catholic Education Office.

The admission policy is to include a non-discrimination.

The Council of Administration/Board of Consultors of each Diocesan high school shall have a non-discrimination policy which has been approved by the Diocesan Superintendent of Catholic Schools.

Effective September 23, 1999
Revised August 1, 2001
Revised December 1, 2014

Appendix 5001

ENROLLMENT FORMS FOR STUDENT ADMISSIONS

To assist in avoiding an enrollment application and/or student handbook from being viewed as a “contract” between the School and the student/parent, language similar to the following should be included in each application used by Diocesan Schools.

This form is not intended to constitute nor should it be viewed as creating a “contract” between the School and the student/parent. The School reserves the right to revoke its acceptance of this application, deny enrollment and/or dismiss the student in keeping with applicable School and/or Diocesan policies. Neither this form nor any other written document issued by the School (including, but not limited to, the student handbook) should be considered to be a “contract.” A contract may only be entered into on the School’s behalf with the express written permission of the Pastor/Principal (elementary schools) or Superintendent/Principal (high schools).

Reviewed June 2005
Reviewed December 1, 2014

5004

HIGH SCHOOL ADMISSION STANDARDS

Students are eligible to be admitted to a Diocesan high school upon successful completion of eighth grade in an accredited school provided they otherwise meet the eligibility requirements for enrollment in the particular high school.

For students who have been educated in a home school program or in a non-accredited school, eligibility will be based upon an assessment by the high school of the student’s readiness; by considering such factors as academic achievement, admission test results, social maturity, and other relevant factors, as determined by the particular high school.

Effective September 23, 1999
Revised December 1, 2014

5100

AGE OF ADMISSION: Kindergarten/First Grade

The age of students entering kindergarten and first grade in all Diocesan elementary schools will comply with the Illinois School Code (105 ILCS 5/10-20.12).

Procedure:

105 ILCS 5/10-20.12:

. . . (i) children who will attain the age of 5 years on or before September 1 of the year of the 1990-91 school term and each school term thereafter may attend school upon the commencement of such term and (ii) based upon an assessment of the child's readiness, children who have attended a non-public preschool and continued their education at that school through kindergarten, were taught in kindergarten by an appropriately certified teacher, and will attain the age of 6 years on or before December 31 of the year of the 2009-2010 school term and each school term thereafter may attend first grade upon commencement of such term. . . . Based upon an assessment of a child's readiness to attend school, a school may permit a child to attend school prior to dates contained in this Section. . .

Effective September 23, 1999
Revised December 1, 2014

5110

STUDENT PROMOTION

In compliance with Illinois School Code 105 ILCS 5/10-20.9a(b), schools shall not promote students to the next higher grade level based on age or other social reasons not related to the academic performance of the student.

Procedure:

105 ILCS 5/10-20.9a

(b) Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on the Iowa Test of Basic Skills, or other testing or any other criteria established by the local school administration.

Effective September 23, 1999
Revised December 1, 2014

STUDENT PARENTHOOD/PREGNANCY

Schools shall be committed to the guidance and pastoral support of all students, especially those facing parenthood. Each school shall establish a procedure to address the situation of pregnancy of a student within the parameters of any applicable diocesan regulations. When the school becomes aware that a male or female student is a party to a pregnancy, the circumstances surrounding each case shall be assessed on an individual basis. The medical, psychological, spiritual well-being, and continued educational development of each student shall always be the major consideration.

Procedure:

If a student is becoming a parent, a conference to determine the most appropriate course of action shall be held with the student(s), the parent(s)/guardian(s), administration, and additional school personnel as deemed appropriate. The most appropriate course of action may include continuance at the school or a leave of absence with criteria from school personnel for completion of studies. Preceding a student's return to school a similar conference shall be held.

In determining the course of action, factors to be considered by the school shall include, but not be limited to, the following:

the attitude, maturity level, state of physical and emotional health, and personal desire of each student;

support, cooperation and input and desires of the parent(s)/guardian(s) of each student; and

other pertinent considerations, such as professional counseling of each student, pastoral counseling of each student, input from doctor(s) of each student, and the impact on the school.

The final decision regarding each student's educational program shall be determined by the school administration.

Effective September 23, 1999
Revised December 1, 2014

MARRIED STUDENTS

The Church has expressed grave concern for the problems posed by marriages of the young. As cited in Code of Canon Law 1071: "A person who has not completed his or her eighteenth year is considered a minor. If one or both parties are under this age, the case must be referred to the local Ordinary."

In keeping with the above-referenced Code of Canon Law, and in the best interests of the individuals involved, married students are not permitted to enroll or continue enrollment in Diocesan schools.

Effective September 23, 1999
Reviewed December 1, 2014

STUDENT RECORDS

Maintenance of student records in the Diocese of Rockford elementary and high schools shall be in compliance with Illinois School Code, subject to regulations of the State Board.

The schools of the Diocese of Rockford will comply with the following polices and schedules:

School Student Record

In accordance with Illinois School Code 10, Student Records Act, Section 2.(d) “School Student Record” means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

The following shall not be deemed school student records under this Act: writings or other recorded information maintained by an employee of a school or other person at the direction of a school for his or her exclusive use; provided that all such writings and other recorded information are destroyed not later than the student’s graduation or permanent withdrawal from the school; and provided further that no such records or recorded information may be released or disclosed to any person except a person designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of this Act.

Student Permanent Record

Further, Illinois School Code defines “permanent record” as “the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information may include the student’s name, birth date, address, grades and grade level, parents’ names and addresses, attendance records, and such other entries as the State Board may require or authorize.”

Schools in the Diocese of Rockford: Permanent records shall include:

- student name
- gender
- birth date
- address
- telephone number
- grades and grade level
- parents’ names and addresses
- attendance records
- health and accident records
- sacramental record
- eighth grade constitution test results

Students' permanent records may include:
 honors, awards
 school-sponsored activities/athletics
 offices in school-sponsored organizations

The Illinois School Code , 10/4, Section (e) provides, "Each school shall maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school."

Temporary Records

The Illinois School Code defines "temporary records" as "all information contained in a student record but not contained in the permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student"

Under the Illinois School Code, information about a report of abuse or neglect made to the Illinois Department of Children and Family Services is considered as part of a temporary record of the student. Information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction are considered part of the student's temporary record. For purposes of this provision, serious disciplinary infractions means: infractions involving drugs, weapons, or bodily harm to another.

No school shall maintain any student temporary record or the information contained therein beyond its period of usefulness to the student and the school. In no case shall it be kept longer than five (5) years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

Inspection and Access

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A parent's request to inspect and copy records must be granted within a reasonable time and in no case later than 10 school days after the date of receipt of such request. The school may charge its reasonable costs for the copying of school student records, except no parent or student shall be denied a copy of school student records for inability to bear the cost of such copying.

Record of Release

A record of release of information must be made and kept as a part of the school student record. Such record of release shall be maintained for the life of the school student records and shall be available only to the parent and the official records custodian.

Each record of release shall include:

- nature and substance of information released
- name and signature of person releasing information
- name of person requesting information
- date of release
- copy of consent to such release

Procedure:

See Appendix 5132 for Parental Release Form

Reviewed June 2005
Reviewed December 1, 2014
Revised March 6, 2020

Appendix 5132

**DIOCESE OF ROCKFORD
PARENTAL REQUEST FOR OR AUTHORIZATION TO RELEASE
STUDENT RECORD**

I, _____, hereby request/authorize

School Name

Address

City/State

to RELEASE the following record of my child:

First

Middle

Last Name

in _____ grade.

_____ Biographical Information (name, address, age, gender, parents)

_____ Academic Records

_____ Attendance Record

_____ Accident Reports

_____ Health Records

_____ Sacramental Record

_____ Other: (Specifically what is requested and reason): _____

to: _____ located at

Parent/School/Other

Street

City

Zip

Signature of Parent/Legal Guardian

Print Name

Street

City

Zip

Telephone

TRUANCY

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

The principal will investigate and involve the parent/guardian if

- there is a suspicion that a student is truant;
- a student returns to school with no excuse or one that might not be valid;
- a student continues to be absent with no apparent reason.

Often extraordinary circumstances are involved and the principal, parent and counselor should work together to remedy the situation.

When all efforts to persuade the student to regular attendance fails, and the student's absences for non-medical or non-family emergency reasons exceeds more than five percent (5%) of the total student attendance days in the school year, written notice shall be sent to the parent/guardian stating that the matter is being turned over to the truancy department of the Regional Office of Education. Additionally, the school may drop the student from enrollment.

Reviewed June 2005
Revised December 1, 2014

MEDICATION, ADMINISTERING OF

Students who are required to take prescription or over-the-counter medications ("medications") while attending school and/or religious education and youth ministry programs may do so provided that they abide by the provisions of this policy. Medication may be taken by a student so long as sufficient precautions are taken to assure that the medication is consumed: a) in keeping with the student's physician's orders (for prescription medications) and/or manufacturer's specifications (for both prescription and over-the-counter medications) and, b) only by the involved student and, that c) the medication(s) is safeguarded so that it may not be consumed by others.

This policy applies to all students enrolled in schools and/or religious education/youth ministry programs operated by entities that are owned or operated by the Diocese of Rockford.

Prescription and/or over-the-counter medications shall not be administered unless the student and his/her parent or guardian is in compliance with this policy's provisions, and follows the administrative procedures adopted by the particular school.

The following requirements are established for students who take medications while attending school and/or religious education and/or youth ministry programs.

1. Duties of the parent or guardian of the child:
 - a. The parent/guardian of the child must notify the principal/program director of the physician's orders and the nature of the prescription. The prescribed medication must be in its original container.
 - b. Where personnel or volunteers of the school, religious education program or youth ministry program may be required to assist the student in administering the medication, the parent/guardian of the student shall be required to:
 - i. sign a form authorizing the administering of the medication and releasing the personnel/volunteers, school/parish, religious education/youth ministry program and other appropriate entities from claims arising from the administration of the medication; and
 - ii. provide in advance appropriate instruction or training to the involved personnel or volunteers (at the parent's/guardian's expense, if any) so that the medication may be properly administered.
 - c. When the child must have immediate access to the medication at all times, due to the nature of the child's condition, the parent or guardian is required to inform the principal (or program director, in the case of a religious education or other activity program) of this fact.

2. Who is permitted to administer the medication to the child:

Individuals are permitted to assist the child in taking the medication provided the parent or guardian has signed a release form as described in Paragraph 1. b (i) above, and has provided appropriate training as described in Paragraph 1. b (ii) above.

3. Where the medication must be kept:
 - a. Unless otherwise required by the physician's orders, the medication must be left in the care of the principal/program director and the student shall report to the office of the principal/program director in keeping with the schedule established by the physician's orders.
 - b. When the child must have immediate access to a medication due to the nature of the student's medical condition, the medication must be maintained in the original container and must be stored in a location in the classroom/facility where it may not be accessed by individuals other than the involved student, except in the case of a student's self-carry of an epi pen or asthma inhaler, which is discussed in Policy 5145.
4. How the medication shall be administered to the child: Prescription medications shall be taken only in keeping with the student's physician's orders. Over-the-counter medications shall be taken only in keeping with the instructions provided by the manufacturer of the medication.
5. A school principal and/or religious education program director and/or youth ministry program director may in his or her discretion decline to permit the consumption of medication on its the premises where the principal/program director determines that the procedures have not been met by the parent/guardian, the school/program lacks adequate safeguards and/or trained personnel, or for other appropriate reason.

Effective September 23, 1999
Revised August 2007
Revised September 30, 2011
Revised December 1, 2014
Revised August, 2019

SUNSCREEN POSSESSION AND USE BY STUDENTS

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration

Effective January 11, 2019

ADMINISTRATION OF MEDICAL CANNABIS

In conformance with the updated Public Act 101-0370, entitled Ashley's Law, the Diocese of Rockford implements this policy on the administration of medical cannabis which is effective January 1, 2020.

Under circumstances set forth in this policy, the administration of medical cannabis to a student is permitted while on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

POLICY:

The only medical cannabis that is permitted to be administered on the premises of the school or on a school bus are cannabis-infused products limited to foods, oils, ointments or other products containing usable cannabis that is not smoked.

A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese determines that doing so would create a disruption to the school environment or would cause exposure of the product to other students.

A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese would lose federal funding as the result of the implementation of this Policy.

Administration by a Parent/Guardian/Designated Caregiver

- A Catholic School in this Diocese shall authorize a parent or guardian or any other individual who has been registered with the Department of Public Health as a designated caregiver of a student who has been registered as a qualifying patient to administer to that student a medical cannabis-infused product, on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.
- After the parent/guardian/other individual administers the medical cannabis-infused product to the student, the parent/guardian/other individual shall promptly remove the product from the school premises or the school bus, as the case may be.

Self-Administration

- A Catholic School in this Diocese may authorize the self-administration of medical cannabis infused product by a student who is a registered qualifying

patient if the self-administration takes place under the direct supervision of a school nurse or school administrator.

- Any personnel that will be supervising the self-administration of medical cannabis are subject to yearly training on the administration of medical cannabis and the records of such training are to be maintained at the school.
- Medical cannabis infused products that are to be self-administered must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

A school nurse or school administrator is not subject to arrest, prosecution, or denial of any right or privilege, including, but not limited to, a civil penalty, for acting in accordance with Section 22-33 of the School Code relating to administering or assisting a student in self-administering a medical cannabis infused product.

No employee or volunteer of the school shall be required to administer a medical cannabis-infused product to a student.

PROCEDURES:

1. Before allowing the administration of a medical cannabis infused product by a parent, designated care giver, school nurse or school administrator or a student's self-administration of a medical cannabis infused product, the student's parent or legal guardian must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered.
2. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school nurse or where other medical files are kept.
3. The authorization for a student to self-administer medical cannabis infused products is effective for the school year in which it is granted and must be renewed each subsequent school year.
4. The parent, guardian, or other individual who is the one who will administer the medical cannabis to the student shall be a registered caregiver. The registered caregiver shall present to the school a copy of his or her caregiver registration card. The school shall make a copy of the card and keep it on file.

Effective Date: August 1, 2018

Revised August 14, 2019

Implementation Date: January 01, 2020

“EPI-PEN” AND ASTHMA INHALER USE BY STUDENTS AND STAFFUse by a student

A student may carry on his or her person and may self-administer an epinephrine auto-injector (“epi-pen”) or asthma inhaler where the student or student’s parent/guardian supplied the epi-pen or asthma inhaler, and presented the school with a prescription authorizing the student to use the epi pen or inhaler.

A parent whose child’s condition requires the use of an epi-pen or asthma inhaler is required to notify the school, provide a prescription for the epi-pen, supply the prescribed pen or asthma inhaler to the student, and complete the forms required by the school. The prescription may be written by a physician, a physician assistant, or advanced practice nurse.

1. “Trained Personnel: A school nurse or trained personnel are permitted to administer the epi-pen or the asthma inhaler to the student. A school nurse or trained personnel may also give the epi-pen or inhaler to the student for self-administration.

The following are eligible to be “trained personnel”:

- any school employee;
- a volunteer person of good character who serves as a supervisor, chaperone or sponsor for school activities not connected with the academic program of the schools;
- a volunteer who performs non-teaching duties such as supervising study halls, detention areas, and school-sponsored extracurricular activities;
- a volunteer non-certificated person who assists in the instruction of pupils under the immediate supervision of a certified teacher; and
- a student teacher intern who holds a bachelor's degree, is in a master's degree program, as in an intern program approved by the ISBE.

Information about training resources are available from the Illinois State Board of Education (“ISBE”).

Training must occur prior to administering an epi-pen or asthma inhaler, and trained personnel must be retrained annually. The school must maintain records demonstrating trained personnel were trained annually, and the training curriculum used.

Trained personnel must submit to the school’s administration proof of:

- completion of the training curriculum to recognize and respond to anaphylaxis or respiratory distress that meets the requirements of the ISBE; and
- cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification.

Revised August 1, 2014
Reviewed December 1, 2014
Revised August, 2019

USE OF AN UNDESIGNATED EPI-PEN, ASTHMA INHALER OR OPIOID ANTAGONIST

Schools with or without a school nurse may maintain a supply of undesignated epi-pens, asthma inhalers or opioid antagonists in any secure location that is accessible before, during or after school where a person is most at risk for an emergency, including but not limited to, a classroom or the nurse's office. Additionally, the school nurse and trained personnel may carry undesignated medications on their person while in school or at a school-sponsored activity. Any supply of undesignated medication must be maintained in accordance with the manufacturer's instructions.

USE OF AN EPI PEN

Use of an epi-pen is permitted to any child or adult whom the school nurse or trained personnel in good faith believes is having an anaphylactic reaction (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property

USE OF AN ASTHMA INHALER

Use of an asthma inhaler is permitted to be used in an emergency on any child or adult that the school nurse or trained personnel believes in good faith is having respiratory distress (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property

USE OF AN OPIOID ANTAGONIST

Use of an opioid antagonist (such as Narcan) is permitted to be used in an emergency on any person that the school nurse or trained personnel believes in good faith to be having an opioid overdose (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

The law protects authorized school personnel from liability when an epi-pen, asthma inhaler or opioid antagonist is administered in good faith.

School's obligations after the use of an undesignated epi-pen, asthma inhaler or opioid antagonist

Upon any administration of an undesignated epinephrine auto-injector, asthma inhaler or opioid antagonist the school must immediately activate the EMS system, and notify the student's parent, guardian, or emergency contact, if known.

Additionally, within 24 hours of the administration of an undesignated epinephrine auto-injector, asthma inhaler or opioid antagonist, the school must notify the physician, physician assistant, or advance practice nurse who provided the prescription for the undesignated epinephrine auto-injector, asthma inhaler or opioid antagonist of its use.

Further, within 3 days after the administration of an undesignated epinephrine auto-injector, asthma inhaler or opioid antagonist by a school nurse, trained personnel, or a student at a school or school-sponsored activity, the school must report to the ISBE the following information:

- 1) age and type of person receiving the medication (student, staff, visitor);
- 2) any previously known diagnosis of a severe allergy;
- 3) trigger that precipitated allergic episode or respiratory distress;
- 4) location where symptoms developed;
- 5) number of doses administered;
- 6) type of person administering epinephrine or asthma inhaler (school nurse, trained personnel, student); and
- 7) any other information required by the ISBE.

Forms for reporting this information to ISBE are available on the ISBE website (www.isbe.net).

Training Requirements

- Training must occur prior to administering an epi-pen, asthma inhaler, or opioid antagonist.
- Personnel must be retrained annually.
- The school must maintain records demonstrating trained personnel were trained annually, and the training curriculum used.
- Information about training resources is-available from the Illinois State Board of Education ("ISBE").

Trained personnel must submit to the school's administration proof of:

- completion of the training curriculum to recognize and respond to anaphylaxis, respiratory distress, or opioid overdose that meets the requirements of the ISBE; and
- cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification

Effective August, 2019

HEALTH EXAMINATIONS AND IMMUNIZATIONS

1. **Health Exam Required.** Each Diocesan school student shall have a health examination within one year prior to entering pre-school; 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 child's grade level.
2. **Dental Exam Required.** Each Diocesan school student in kindergarten, second sixth, and ninth grades shall have a dental exam and that student's parent/legal guardian must provide proof of that exam by May 15th of the current school year. Noncompliance with this policy will result in the withholding of the students report card until the required documentation is provided.
3. **Eye Exam Required.** Each Diocesan school student entering kindergarten for the first time or any Diocesan student entering school for the first time must present proof of an eye exam (from a licensed physician or a licensed optometrist) by October 15th of the current school year. Noncompliance with this policy will result in the withholding of the students report card until required documentation is provided.
4. **Immunizations Required.** Each Diocesan 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 in paragraph 5 below is satisfied.
5. **Proof of Health Exam and Immunizations Required.** A child'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 15 of the current school year in which to have the child examined and receive the immunizations, and present proof of same.
6. **Noncompliance with this Policy.** Failure to provide proof of required health exams and immunizations shall result in the child 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.
7. **Objections to Examinations and/or Immunizations.**
 - a. A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:
 - i. **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child

health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.

- ii. **Religious Objection.** An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis. **NOTE:** In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's child.

Effective October 16, 2015, any objection based on religious grounds must be accompanied by a completed *Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form*, bearing the signatures of the parent/guardian and the health care provider who is responsible for performing the child's health examination and submitted to the Superintendent of Schools no later than **October 15th** of said year. The procedure and form follow this page.

- b. The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection. 665.510

Procedure:

See Appendix 5150 for list of vaccines that have alternatives

Effective May 7, 2010
Revised January 19, 2011
Reviewed December 1, 2014
Revised August 25, 2015
Revised October 2015

Revised August, 2019

Procedure for Filing a Religious Exemption to the Required Illinois Immunization Requirements
Diocese of Rockford
Updated August, 2016

STEP 1: A parent who wishes not to have his or her child immunized needs to fill out the religious exemption form. The form can be found either on the ISBE website or may be available at the child's school. This form must be filled out thoroughly, including writing the specific reasons why the parent is asking for the exemption. If the space provided is not sufficient then the parent can attach extra pages. A separate form IS required for each child applying for an exemption.

STEP 2: The parent then takes this form to their child's medical care provider who then must provide the parent with both the benefits and potential risks that may exist if the child is immunized. The health care provider then is required to sign and date the form.

STEP 3: The parent sends this form along with a copy of his or her child's previous immunization record (if there is one) directly to Michael Kagan, the Superintendent of Schools for the Rockford Diocese. His e-mail is: mkagan@rockforddiocese.org. His mailing address is: 555 Colman Center Dr. P.O. Box 7044 Rockford, IL. 61125*

STEP 4: The Superintendent of Schools will read the information contained in the documents and then make a determination as to whether or not a waiver will be issued. He will mail his decision directly to the parent with a copy being sent to the principal of the school the child attends. This copy should be placed in the child's health file.**

STEP 5: The above application process for a religious exemption MUST be repeated ONLY in the years that a child is required to receive immunizations (grades K, 6th, 9th).

- Step 3: If parents complete the Illinois Religious Exemption Immunization Form thoroughly and correctly they no longer need to send an additional letter addressed to the Superintendent of Schools. If, HOWEVER, parents send a separate letter requesting an exemption without the accompanying state form, their request will be delayed until the proper form is submitted.
- STEP 4: If additional documentation is needed in order for a decision to be made the Superintendent of Schools will contact the parent directly.

INSTRUCTIONS FOR COMPLETING

ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM

Who may use the *Certificate of Religious Exemption to Required Immunizations and/or Examinations Form*:

- Parents or legal guardians who are requesting a religious exemption to immunizations or examinations **must** use this form for students entering kindergarten, sixth, or ninth grades.
- A separate form must be used for **each child** with a religious exemption enrolled to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school.
- This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions. (See excerpts below from Public Act 099-0249 enacted August 3, 2015 at page bottom.)

When use of this form becomes required: October 16, 2015

How to complete the *Certificate of Religious Exemption to Required Immunizations and/or Examinations Form*:

- Complete the Parent/Guardian sections, which include key information about the student and the school the student will be entering, and the immunizations or examinations for which religious exemption is being requested. Provide a statement of religious belief(s) **for each vaccination/examination requested**.
- The form must be signed by the child's parent or legal guardian **AND** the child's health care provider* **responsible for performing the child's health examination**.
- Submit the completed form to local school authority on or before October 15th of the school year, or by an earlier enrollment date established by a school district.

Religious Exemption from Immunizations and/or Examination Form Process:

- The local school authority is responsible for determining whether the information supplied on the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form constitutes a valid religious objection.
- The local school authority 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, in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690).
- Exempting a child from health, dental, or eye examination does not exempt the child from participation in the program of physical education training provided in Section 27-5 through 27-7 of the Illinois School Code [105 ILCS 5/27-5 through 105 ILCS 5/27-7]. A separate request for exemption from physical education, if desired, would need to be presented.

Excerpt from Public Act 099-0249 enacted August 3, 2015:

Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations or immunizations if the parents or legal guardians present to the appropriate local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations and/or examinations to which they object. The grounds for objection must set forth the specific religious belief(s) that conflict with the examination, immunization, or other medical intervention. The certificate will be signed by the parent or legal guardian to confirm their awareness 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 child's health care provider responsible for performing the child's examination for entry into kindergarten, sixth or ninth grade. This signature affirms that the provider educated the parent or legal guardian about the benefits of immunization and the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois.

The religious objection provided need not be directed by the tenets of an established religious organization. However, general philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screening or dental examinations will not provide a sufficient basis for an exception to statutory requirements. The local school authority is responsible for determining if the content of the Certificate of Religious Exemption constitutes a valid religious objection.

The local school authority shall inform the parent or legal guardian of exclusion procedures in accordance with IDPH's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the objection is presented.

**ILLINOIS CERTIFICATE OF RELIGIOUS EXEMPTION
TO REQUIRED IMMUNIZATIONS AND/OR EXAMINATIONS FORM**

PARENT OR LEGAL GUARDIAN - COMPLETE THIS SECTION

Note: This form is required for all students entering kindergarten, sixth or ninth grades when parent(s) or legal guardian(s) is requesting a religious exemption on or after October 16, 2015. This form also must be submitted to request religious exemption for any student enrolling to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school on or after October 16, 2015.

This form may NOT be used for personal or philosophical reasons. Illinois law does not allow for such exemptions.

Student Name:(last, first, middle) _____	Student Date of Birth: Month Day Year _____	School Name: _____	Grade: _____
Parent/Guardian Name: _____	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	City: _____	
Address: _____ _____	Telephone Number(s): _____	Exemption requested for (mark all that apply): <input type="checkbox"/> Hepatitis B <input type="checkbox"/> DTA ^P <input type="checkbox"/> Polio <input type="checkbox"/> Hib <input type="checkbox"/> Pneumococcal <input type="checkbox"/> MMR <input type="checkbox"/> Varicella <input type="checkbox"/> Td/Tdap <input type="checkbox"/> Meningococcal <input type="checkbox"/> Health Exam <input type="checkbox"/> Eye Exam <input type="checkbox"/> Dental Exam <input type="checkbox"/> Vision/Hearing Tests <input type="checkbox"/> Other (indicate below)	

To receive an exemption to vaccination/examination, a parent or legal guardian must provide a statement detailing the religious beliefs that prevent the child from receiving each required school vaccinations/examination being requested. In the space provided below, state each vaccination or examination exemption requested and state the religious grounds for each request. If additional space is needed, attach additional page(s).

Religious Exemption Notice:

No student is required to have an immunization/examination that is contrary to the religious beliefs of his/her parent or legal guardian. However, not following vaccination recommendations may endanger the health or life of the unvaccinated student, others with whom they come in contact, and individuals in the community. In a disease outbreak, or after exposure to any of the diseases for which immunization is required, schools may exclude children who are not vaccinated in order to protect all students.

I have read the Religious Exemption Notice (above) and have provided requested information for each vaccination/examination being requested for religious exemption.

Signature of parent or legal guardian (required)

Date

HEALTH CARE PROVIDER* – COMPLETE THIS SECTION

Provision of information: I have provided the parent or legal guardian of the student named above, with information regarding **1) the required examinations, 2) the benefits of immunization, and 3) the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois.** I understand that my signature only reflects that this information was provided; I am not affirming the parent or legal guardian's religious beliefs regarding any examination, immunization or immunizing agent.

Signature of health care provider*

Health Care Provider Name:

Address:

Telephone #: _____

Date: _____
(Must be within 1 year prior to school entry)

*Health care provider responsible for performing child's health examination includes physicians licensed to practice medicine in all of its branches, advanced practice nurses, or physician assistants.

Appendix 5150

U.S. Produced Vaccines from Aborted Cell Lines

Disease	Vaccine Name	Manufacturer	Cell line (fetal)
Polio	Poliovax	Aventis-Pasteur	MRC-5
Rabies	Imovax	Aventis-Pasteur and Sanofi Pasteur	MRC-5
Hepatitis A	Havrix	Merck & Co. and GlaxoSmithKline	MRC-5
Hepatitis A	Vaqta	Marck & Co. and Glaxo/SmithKline	MRC-5
Hepatitis A-B Combo	Twinrix	Glaxo/SmithKline	MRC-5
Smallpox	Acambis 1000	Acambis	MRC-5
Chickenpox	Varivax	Merck & Co.	MRC-5 and WI-38
Measles, Mumps, Rubella	MMR II	Merck & Co, and others	WI-38
Measles, Mumps, Rubella, Chickenpox	ProQuad	Merck & Co.	MRC-5 and WI-38
Mumps-Rubella	Biavax II	Merck & Co	WI-38
Measles-Rubella	MR-VAX	Merck & Co	WI-38
Rubella only	Meruvax II	Merck & Co	WI-38
Shingles	Zostavax	Merck & Co.	MRC-5
Adenovirus	Oral vaccine	Barr Labs, Inc.	WI-38
Diphtheria, Tetanus, Pertussis, Polio, HIB	Pentacel	Sanofi Pasteur	MRC-5

U.S. Produced Alternative Vaccines

Disease	Vaccine Name	Manufacturer	Cell line or Medium
Polio	IPOL	Aventis-Pasteur and Sanofi Pasteur	Monkey kidney
Mumps	Mumpsvax	Merck & Co.	Chick embryo
Measles	Attenuvax	Merck & Co.	Chick embryo
Rabies	RabAvert	Chiron Therapeutics	Chick embryo
Rabies	RabAvert	Novartis	Synthetic
Smallpox	Acambis 2000	Acambis-Baxter	Monkey kidney
Hepatitis B	Engerix	Glaxo/Smith/Kline and Merck & Co.	Yeast
Hepatitis B	Comvax	Merck & Co.	Yeast
Hepatitis B	Recombivax	Merck & Co.	Yeast
Hepatitis B and HIB	Comvax	Merck & Co.	Several
Diphtheria, Tetanus & Pertussis	Daptacel/Adacel	Sanofi Pasteur	Several
Diphtheria, Tetanus & Pertussis	Infanrix/Boostrix	GlaxoSmithKline	Several
HIB	Hiberix	GlaxoSmithKline	Semi-synthetic
HIB	PedvaxHIB	Merck & Co.	Several
HIB	ActHIB	Sanofi Pasteur	Semi-synthetic
Diphtheria, Tetanus, Pertussis and Polio	Kinrix	GlaxoSmithKline	Several
Diphtheria, Tetanus, Pertussis, Hepatitis B and Polio	Pediarix	GlaxoSmithKline	Several

There are currently no U.S. approved alternatives for Adenovirus, Chickenpox, Hepatitis A, Measles, Mumps, Rubella and Shingles.

Effective January 19, 2011
Revised: December 1, 2014

DIABETES

A student with diabetes who seeks assistance with diabetes care in the school setting, is required to submit to the principal a reasonable "diabetes care plan," (see definition) signed by the student's physician and parent. The diabetes care plan is to become the student's 504 (or ICEP) provided it is deemed "reasonable" by the School.

The School is required to allow a student to do any of the following, on the student's own, provided the student's diabetes care plan specifically states that the student should do so:

- (1) check blood glucose when and wherever needed;
- (2) administer insulin with the insulin delivery system used by the student;
- (3) treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds and at any school-related activity or event in accordance with the diabetes care plan; and
- (4) possess on his or her person, at all times, the supplies and equipment necessary to monitor and treat diabetes, including, but not limited to, glucometers, lancets, test strips, insulin, syringes, insulin pens and needle tips, insulin pumps, infusion sets, alcohol swabs, a glucagon injection kit, glucose tablets, and food and drink, in accordance with the diabetes care plan.

If the student's diabetes care plan calls for a delegated care aide, the principal must first review the proposed duties of the delegated care aide in the submitted care plan to determine its reasonableness before asking for a volunteer.

If the principal deems the proposed duties of the delegated care aide (as set out in the diabetes care plan) are reasonable, the principal is required to ask staff if anyone wants to volunteer to be trained in diabetes care and so designated, to assist the student in management of the disease.

No staff person can be compelled to become a delegated care aide and, in fact, must volunteer. The Diocese prohibits retaliation against any staff member who declines to be a delegated care aide. Any staff member who volunteers for the delegated care aid position is immune from civil liability.

A staff member volunteering to become delegated care aides requires training which the local public school district is to provide at no cost to the school.

In the event no one volunteers among staff, a delegated care aide cannot be provided by the school and the diabetes care plan cannot be implemented.

Time for submitting the diabetes care plan. A diabetes care plan shall be submitted to the school at the beginning of the school year; upon enrollment, as soon as practical following a student's diagnosis; or when a student's care needs change during the school year. Parents shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

Definitions.

“Delegated care aide” means a school employee who has agreed to receive training in diabetes care and to assist students in implementing their diabetes care plan and has entered into an agreement with a parent or guardian and the local public school district or the Diocesan school.

“Diabetes care plan” means a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services.

- (a) A diabetes care plan shall serve as the basis of a student’s Section 504 plan (29 U.S.C. Sec. 794) and shall be signed by a student’s parent or guardian and submitted to the school for any student with diabetes who seeks assistance with diabetes care in the school setting, unless the student has been managing his or her diabetes care in the school setting before the effective date of this Act, in which case the student’s parent or guardian may sign and submit a diabetes care plan under this Act. It is the responsibility of the student’s parent or guardian to share the health care provider’s instructions concerning the student’s diabetes management during the school day. The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.
- (b) The services and accommodations specified in a diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- (c) A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- (d) A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.

Effective January 19, 2011
Reviewed December 1, 2014

DISABLED STUDENTS

A disabled student or disabled prospective student will not be denied a Catholic education in a Diocese elementary or secondary school, on the basis of that student's or prospective student's disability, if the school, with minor adjustments, is able to provide the individual an appropriate education within the School's program or activity.

What constitutes "minor adjustments" is to be determined on a case-by-case basis, examining the needs of the particular individual, and the operations of the school.

There is no requirement that a Catholic school provide an aide, attendant, or tutor for the individual, or mechanical or electronic devices or appliances personal to the individual, or educational auxiliary aids.

If the school determines it is able to make minor adjustments that will allow the individual to receive an appropriate education in the school, the school may not charge more for the provision of an appropriate education to a disabled student than to nondisabled students, except to the extent that any additional charge is justified by a substantial increase in cost to the school.

Schools are encouraged to consult with the Diocese's General Counsel for assistance in determining whether an "appropriate education" can be provided to a disabled individual, and what actions constitute "minor adjustments" in a particular situation.

Procedure:

34 C.F.R. §§104.33(b)(1), 104.34, 104.35, 104.36

SAFETY

School:

The school administration and staff shall be responsible for ensuring adequate supervision of students on school premises during the official times of the school day.

The school administrator is responsible to ensure that all personnel who come into contact with students have received, read and signed the Department of Children & Family Services Mandated Reporter form, as well as read and acknowledged receipt of the Diocesan *Sexual Misconduct Norms, Pastoral Code of Conduct, Code for the Pastoral use of Technology and Social Media, The Guidelines for Youth and Those Working with Youth*, as well as submit to a State of Illinois name based background check.

The school administrator is responsible to ensure that each school employee and volunteer has taken the “Protecting God’s Children” training course prior to performing services for the school. The administrator is to provide ongoing safety training to the school employees.

The administrator is responsible to ensure that all school personnel and catechists have been trained in responding to emergency situations. All schools and religious education programs will have procedures for identification of visitors to the building; a crisis management plan which implements action for crisis intervention, fire/tornado drills, and civil disasters.

Parish religious education and youth ministry:

The catechetical leader shall be responsible for ensuring adequate supervision of students on parish or school premises during religious education classes, and of youth on parish premises while attending a parish youth function.

The catechetical leader is responsible to ensure that all personnel who come into contact with students and youth have received, read and signed the Department of Children & Family Services Mandated Reporter form, as well as read and acknowledged receipt of the Diocesan *Sexual Misconduct Norms, Pastoral Code of Conduct, Code for the Pastoral use of Technology and Social Media, The Guidelines for Youth and Those Working with Youth*, as well as submit to an State of Illinois name based background check.

The pastor is responsible to ensure that each parish employee and volunteer has taken the “Protecting God’s Children” training course prior to performing services for the school.

Procedure:

Every Diocesan school and religious education program shall have in place a Crisis Management Plan. All school employees shall be trained in responding to emergency situations.

All employees, catechists and volunteers who have direct contact with minors are required to take the “*Protecting God’s Children*” training course before performing services for the school. Ongoing training, either online or with handouts, is to be provided by the school to its employees and volunteers, and by the parish to its catechists and volunteers on a periodic basis.

Volunteers who refuse to participate in the program or read and acknowledge receipt of the Diocesan policies will be excluded from any activities involving children in the Diocese of Rockford. Applicants/Employees who refuse to participate in the program or read and acknowledge receipt of the Diocesan policies will be denied/terminated from employment.

Training of Children/Youth: Each elementary school shall provide annual safety training to children in grades K through 8 with the “*Empowering God’s Children*” program and training to children in pre-kindergarten with the Diocese’s “Keeping Myself Safe” program. The dates shall be established by each school annually.

Each high school shall provide annual safety training with the Diocese’s “Circles of Care Safe Environment Program” to its students in grades 9 through 12. The dates shall be established by each school annually.

Each Director of Religious Education shall provide safety training to children in grades K through 8 enrolled in the parish’s religious education classes with “*Empowering God’s Children*” and, where applicable, training to children in kindergarten religious education classes with the Diocese’s “Keeping Myself Safe” program. Those dates are established annually at each parish.

Each parish that has a religious education program for high school students may provide annual safety training with the Diocese’s “Circles of Care Safe Environment Program” to those students on dates established by each parish annually.

Fire Drill procedures shall be followed by each school in accord with Illinois School Code 105ILCS 120/1. Fire and Tornado Drill Reports shall be filed by each school annually with the Catholic Education Office.

Chronic Infectious Diseases and Blood borne Pathogen Training will be conducted in accord with Diocesan directives. Each school is to have in place a Chronic Infectious Disease Review Team. Resources are available from YouTube.

At the discretion of the principal and/or pastor, when a situation arises in the school or the parish where assistance from social services would be beneficial, contact your area Catholic Social Services office.

Effective September 23, 1999
Revised June 30, 2003
Revised August 1, 2004
Revised December 1, 2014
Revised October 2016
Revised August, 2019

CHILD ABUSE AND NEGLECT REPORTING PROCEDURES
--

Guidelines for Managing Reports of Alleged Child Abuse

What the Law requires:

A mandated reporter who has reasonable cause to believe that a child known to the mandated reporter in his or her professional capacity may be abused or neglected shall immediately make a report to the Illinois Department of Children and Family Services

Child abuse or neglect is an increasingly sensitive issue. Each case calls for different responses but the following guidelines should be shared with all school personnel of the Diocese of Rockford. The principal, or the pastor in the case of an allegation against the principal, is responsible to see that all reports of child abuse are investigated and acted upon.

Administrators are encouraged to consult with the Diocese's General Counsel in matters involving suspected child abuse or neglect.

Definitions

1. "Abused Child" means a child whose (i) parent, (ii) immediate family member, (iii) person responsible for the child's welfare, (iv) any individual residing in the same home as the child, or (v) a paramour of the child's parent:
 - a. inflicts, causes to be inflicted or allows to be inflicted, upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
 - b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
 - c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age;
 - d. commits or allows to be committed an act or acts of torture upon such child; or

- e. inflicts excessive corporal punishment. (Emphasis added for each subparagraph)
- 2. "Neglected Child" means any child whose parent or other person responsible for the child's welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely on the basis of present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under State law as necessary for the child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care.

Procedures:

1. GIVE AN INITIAL RESPONSE TO THE PERSON MAKING THE ALLEGATION.

Neither defend nor admit fault on the part of the alleged abuser or neglector. Assure the person making the allegation that a full investigation will be made. Inquire about the welfare of the student in question.

2. CALL THE DEPARTMENT OF CHILD AND FAMILY SERVICES (DCFS) AND MAKE A VERBAL REPORT.

1-800-252-2873
1-800-25-ABUSE

3. MAKE A WRITTEN REPORT TO DCFS WITHIN 48 HOURS.

Complete form: "Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters." This form is available online at the DCFS website.

4. The oral report must be confirmed in writing by the person reporting the abuse or neglect within 48 hours. Mail the written report to the appropriate Child Protective Service Unit.

5. Copies of the report to DCFS regarding suspected child abuse should not be placed in the student's permanent school record, but may be placed in the student's temporary school record.

6. Keep a copy of the written report for the school.

7. Department of Children and Family Services staff showing proper identification are permitted to interview a student who is the subject of a report of suspected child abuse or neglect.
8. The school administrator shall assign an appropriate employee of the school to attend the interview with the student.
9. The principal/administrator should use discretion in notifying parents of child(ren) regarding reports of suspected abuse or when a DCFS investigator is going to see the child pursuant to such a report. Administrators are encouraged to consult with the Diocese's General Counsel.
10. Keep the entire matter confidential. Do not discuss the matter with other staff members, Disclosure of information about a report of suspected child abuse or neglect to others is a violation of the law.
11. Individuals who in good faith make a report of suspected child abuse or neglect are immune from liability.
12. A person who makes a report of suspected child abuse or neglect may be called to testify at a hearing.
13. The refusal or failure of a mandated reporter to make a report when he or she reason to believe that a child may have been abused/neglected can result in loss of professional license, and criminal prosecution.

Reviewed June 2005
Revised December 1, 2014

FIREARMS ON SCHOOL PROPERTY

The Illinois Firearm Concealed Carry Act prohibits the carrying of firearms on school premises or into a school building or any other facility operation by a school, such as a school's outdoor football stadium.

This is the rule, regardless of whether the individual carrying the weapon has a concealed carry license.

The law also requires that schools, pre-schools, and childcare facilities post at their property entrances and building entrances an official sign notifying the public that weapons are prohibited on and in the premises.

You should not create your own sign; the official sign can be downloaded at no charge from the Illinois State Police website here:

<https://ccl4illinois.com/ccw/Public/Signage.aspx>

The sign must be printed in color on white paper, and you will have to re-size the sign so that it is 4 inches high and 6 inches wide, the required dimensions.

However, the ban on firearms on school premises and in school buildings does not extend to the contents of private vehicles in a parking lot of a school. Thus,

1. On school premises, a licensed individual is permitted to carry a concealed firearm on or about his or her person within a vehicle, and to store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view.
2. On school premises, a licensed individual also may carry a firearm in the immediate area surrounding his or her vehicle for the limited purpose of storing a firearm within, or retrieving a firearm from, the vehicle's trunk, provided the firearm is unloaded.

Procedure:

See Appendix 5162 for Sample Weapons Policy

See Policy 5603 for Reporting Fire Arms Violations to Authorities

WEAPONS - POSSESSION OF

This is a prototype. Do NOT Change This Language.

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may be considered to constitute a weapon.

Violations of this Policy may result in disciplinary action up to and including expulsion from the school.

Reviewed June 2005
Revised December 1, 2014

5165

DISCIPLINE, SUSPENSION AND EXPULSION

Corporal punishment of students by school staff members is not permitted. A teacher may remove a student from the classroom for disruptive behavior. A student may be given a detention or other discipline, suspended (either in-school or out of school), or expelled depending on the conduct.

A teacher, other certified employee, and any other person, whether or not a certified employee, providing a related service for, or with respect to, a student, may use reasonable force as needed to maintain safety for the other students, school personnel or other persons, or for the purpose of self-defense or the defense of property.

When a student is suspended the suspension may not be for more than 10 school days. And when a student commits an expellable offense the student is to be suspended pending an expulsion hearing that must take place within those 10 days of suspension.

A suspension or expulsion may include a directive that the student is prohibited from attending school, from attending and/or participating in all school activities, and from being present on school grounds during the period of suspension or expulsion.

Procedure:

Suspension (In-School or Out of School): The School administrator shall immediately notify the parent or legal guardian of the student of the suspension, the reason, and the length. If practical, the School should notify the parent or legal guardian in person at school. However, the School is required to provide the parent or legal guardian a written notification of the suspension, the reason, and the length, as well as the right to a review of the suspension. The School administrator must promptly notify the Diocesan Superintendent of Schools of the suspension, the reason, and length of the suspension.

A suspension may not exceed 10 school days. However, a student who engaged in gross disobedience or misconduct on a school bus may be suspended from riding the school bus for more than 10 days for safety reasons.

NOTE TO PRINCIPALS: If the parent or legal guardian states he or she wants to appeal the suspension, the principal should tell the parent or legal guardian that the suspension will be reviewed by the pastor of the parish in cases of an elementary school, and by the Catholic Education Office in cases of a high school. If the parent/guardian requests an appeal, the principal is to inform the parent or guardian that he or she may provide a written statement to the pastor (in the case of an elementary school), or the Catholic Education Office (in the case of a high school), and that the suspension will be reviewed. A parent/legal guardian request for an appeal of a suspension DOES NOT delay implementation of the suspension.

Expulsion: The School Administrator must promptly notify the Catholic Education Office of any suspension which involves a possible or contemplated expulsion.

If the student conduct involves possible or contemplated expulsion, the school administrator shall suspend the student for “10 school days, pending an expulsion hearing.” Where possible, the parent or legal guardian should be notified of this action in person.

The school administration shall compile a discipline committee, and shall schedule an expulsion hearing, to occur within the 10 school days that the student is suspended.

Additionally, the school administrator is required by law to promptly send written notice via by certified mail, return receipt requested, to the parent or legal guardian stating the following: that the students “is suspended for 10 days pending an expulsion hearing”; that an expulsion hearing has been scheduled stating the date, time and location of the hearing; that the parent or legal guardian and the student may appear at the hearing, if they desire, to present information; that neither the parent or legal guardian nor the student is required to attend the hearing if they do not want to do so.

At the hearing, the parent or legal guardian and/or student may present information relevant to the matter. The discipline committee shall decide whether the student shall be expelled, and shall notify the parent or guardian in writing of the decision and length of expulsion. The length of the expulsion may not exceed two years.

NOTE TO PRINCIPALS: If the parent or legal guardian states he or she wants to appeal the expulsion, the principal should tell the parent or legal guardian that the suspension will be reviewed by the pastor of the parish in cases of an elementary school, and by the Catholic Education Office in cases of a high school. If the parent/legal guardian requests an appeal, the principal is to inform the parent or legal guardian that he or she may provide a written statement to the pastor (in the case of an elementary school), or the Catholic Education Office (in the case of a high school), and that the expulsion will be reviewed.

The members of the discipline committee are selected by the school administrator. The discipline committee shall be comprised of the school administrator and two others, such as a teacher, guidance counselor, coach, dean of students, principal, and assistant principal.

If a parent/legal guardian requests his or her child be re-enrolled after the period of expulsion, the school administration must meet with the parent/legal guardian and determine whether the child has remediated the behavior that led to the expulsion. Even if documentation provided by the parent/legal guardian that indicates that the child remediated his or her behavior, re-admittance remains at the discretion of the school administration. Administrators are urged to consult the Catholic Education Office in deciding whether to re-admit a child.

Illinois School Code, 105 ILCS 5/24-24 Maintenance of Discipline

105 ILCS 5/10-22.6 Suspension or Expulsion

*See Appendix 5165 A for Sample Notification of Suspension to parent or guardian and Sample Notification of Expulsion Hearing to parent or guardian.
See Appendix 5165 B for Sample Discipline Policy for Student Handbook.*

Effective: September 23, 1999
Revised: December 1, 2014 &
Revised: September 30, 2019

Appendix A 5165

DISCIPLINE, SUSPENSION AND EXPULSION

Sample suspension notification letter:

[SCHOOL LETTERHEAD]

[date]

VIA CERTIFIED MAIL—RETURN RECEIPT REQUESTED

Dear [parent or guardian]:

_____ [student] was suspended from school for a period of _____ school days on _____, 20 __, at _____ a.m./p.m. as a result of reports that _____ [describe the conduct], in violation of the School's rules of conduct and policies.

IF APPLICABLE INCLUDE THIS SENTENCE: _____ [student] has admitted to _____, and the School considers the actions to be [gross misconduct, a threat to the safety of others, etc.].

You have a right to have this decision reviewed if you request.

_____ [student] may return to school on _____, 20 __.

[School Administrator]

Effective: September 30, 2019

Appendix B 5165

DISCIPLINE, SUSPENSION AND EXPULSION

Sample expulsion hearing letter:

[SCHOOL LETTERHEAD]

[date]

VIA CERTIFIED MAIL—RETURN RECEIPT REQUESTED

Dear [parent or guardian]:

As you have been informed, _____ [student] was suspended from school for a period of 10 school days on _____, 20____, at _____ a.m./p.m. as a result of reports that _____
_____ [describe the conduct], in violation of the School’s rules of conduct and policies.

IF APPLICABLE INCLUDE THIS SENTENCE: _____ [student] has admitted to _____, and the School considers the actions to be [gross misconduct, a threat to the safety of others, etc.].

You are requested to appear at a hearing before the Discipline Committee which has been scheduled for _____, 20____, at _____ o’clock, a.m./p.m. in the _____ [room] at _____ School, _____ [school address], on the subject of _____’s [student] possible expulsion from School, for purposes of presenting evidence you may have on the issue. Attendance at this hearing is not required; it is an opportunity afforded to the student to present the student’s side of the story. Thereafter, a decision will be made on the nature and extent of discipline to be issued, which may include expulsion from school.

[School Administrator]

DISCIPLINE – STUDENT

This is a prototype. Do NOT Change This Language.

POLICY ON STUDENT DISCIPLINE

The School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular School hours, on School premises, in connection with School activities or otherwise. In the event of a violation of those standards, the School reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the School's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the School's policy on gang-related activities;
2. Violation of the School's policy on drugs and alcohol;
3. Violation of the School's policy on weapons;
4. Violation of the School's policy on bullying or harassment;
5. Violation of any of the School's rules and regulations or other policies.
6. Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School's mission.

[List other appropriate rules].

CLEAR AND PRESENT DANGER REPORTING

A School Principal is required to report information on a student or other person who poses a clear and present danger to himself, herself, or others. This report must be made to the Illinois State Police (ISP) within 24 hours after the Principal makes this determination. This report is required by the Firearm Concealed Carry Act and the Mental Health and Developmental Disabilities Code. Clear and present danger is defined as a person who:

1. Communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself or another person as determined by a physician, clinical psychologist, or qualified examiner; or
2. Demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

Procedure:

1. If a Principal determines that a student or other person poses a clear and present danger, he or she is to report such threat to the Illinois State Police using the form provided by that agency. The form is available online at the Illinois State Police website. The direct link to that form is: <http://www.isp.state.il.us/docs/2-649.pdf>.
2. The Principal is to also notify and provide a copy of the form to the Catholic Education Office immediately.

405 ILCS 5/6-103.3 Clear and Present Danger Notice

Effective August 26, 2019

STUDENT DETAINMENT AND QUESTIONING

An amendment to the Illinois School Code prohibits a law enforcement officer, school resource officer (usually a police liaison), or school security personnel from questioning in school grounds a student under 18 years of age who is suspected of a criminal act, unless the student's parent, guardian, or other specified person is present.

Before a law enforcement officer, school resource officer, or school security personnel detains and questions a minor student on school grounds, the law enforcement officer, school resource officer, or school security personnel is required to:

- 1) ensure that notification of the student's parent was made or attempted;
- 2) make reasonable efforts to ensure the parent or guardian of the student is present during questioning, and
- 3) if the parent or guardian is not available, then ensure that a "school personnel, including but not limited to, a school social worker, a school psychologist, a school nurse, a school guidance counsellor, or any other mental health professional" is present during the questioning. Additionally, the law enforcement officer, school resource officer, or school security personnel officer
- 4) "if practical, must make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning."

These are the obligations of the law enforcement officer, school resource officer, or school security personnel officer. If any of the above steps is not taken, the Principal or Superintendent should refuse to allow detention and questioning of a minor student at school. If the parents and guardian are not available, and the school does not have "a school social worker, a school psychologist, a school nurse, a school guidance counsellor, or any other mental health professional," the law prohibits questioning to occur, and the Principal or Superintendent should not permit questioning to occur.

This amendment to the law does not limit a law enforcement officer's authority to arrest a student on school grounds.

This amendment does not apply in "circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following: 1) prevent bodily harm or injury to the student or any other person; 2) apprehend an armed fleeing suspect; 3) prevent the destruction of evidence; [or] 4) address an emergency or other dangerous situation."

Students who are 18 years or older have the right to ask that their parent or guardian be present for questioning, and law enforcement is required by law to inform them of this right before questioning occurs. Principals and Superintendents should also inform the student of this right and encourage the student to ask that his or her parent or guardian be present for the questioning.

BULLYING

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“Cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network, or other similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”), 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 or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance; or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Face Book, Twitter, Instagram, My Space etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student's school.

Procedure:

This policy is to be communicated by each Diocesan school principal to the school's students and their parent/guardian annually.

Any behavior of a student which, in the School's discretion, puts that student at risk for aggressive behavior, including bullying, shall be reported by the Diocesan school principal to the parent/guardian of the student committing the behavior, and the parent/guardian may be required to investigate early intervention based upon available community-based resources.

Effective August 1, 2010
 Revised August 13, 2012
 Revised December 1, 2014

INTIMIDACION – “Bullying”

Cualquier acción, palabra o comportamiento que atormente, intimide, o cause algún daño físico, emocional, o psicológico a otro alumno o alumnos es estrictamente prohibido. Esta conducta prohibida se extiende al uso de la tecnología (‘Intimidación Cibernética’) como instrumento para acosar o causar daño.

La intimidación es prohibida durante cualquier programa educativo o actividad que es patrocinado por la escuela; durante las horas escolares, suceda en la propiedad de la escuela, en los camiones escolares o otros vehículos escolares, en los sitios designados como paradas de los camiones escolares; o durante actividades o eventos patrocinados por la escuela; o por medio de la transmisión de información de alguna computadora, el sistema informativo, o otros equipos electrónicos similares. Sin embargo, esta póliza no esta limitada a la conducta que ocurre mientras este presente en la escuela Diocesana.

“Intimidación” quiere decir cualquier acto o conducta física o psicológica severo o penetrante, incluyendo comunicación hecha por escrito o electrónicamente (‘intimidación cibernética’), que sea dirigida a un alumno o alumnos y tenga, o que sea razonablemente previsto de tener, el efecto de uno o mas de las siguientes maneras:

- (1) Que ponga al alumno o alumnos en la posición de miedo razonable de que algún daño llegue a la persona o a la propiedad del alumno o alumnos.
- (2) Cause un efecto físico o mental que sea considerablemente perjudicial al alumno o alumnos.
- (3) Considerablemente interfiere con el rendimiento académico del alumno o alumnos; o
- (4) Considerablemente interfiere con la habilidad del alumno o alumnos de poder participar en o beneficiar de servicios, actividades o privilegios provistos por la escuela.

La intimidación puede ser de varias formas, incluyendo sin ninguna limitación a uno o más de las siguientes formas: acoso, amenazas, intimidación, violencia física, perseguir, acoso sexual, violencia sexual, robo, humillación pública, destrucción de propiedad, o venganza por afirmar o alegar un acto de intimidación. Ejemplos de “intimidación cibernética” incluye pero no están limitados al uso de correo electrónico, sitios de la red, mensajería instantánea, envío electrónico de fotos o videos, paginas sociales (i.e. Face Book, Twitter, My Space etc...) para acosar o intimidar. Estas listas son ilustrativas y no exhaustivas.

Los estudiantes que infrinjan esta póliza serán sujetos a la póliza de disciplina de la escuela del estudiante.

Procedimiento:

Esta póliza debe ser comunicada anual por el administrador de la escuela Diocesana a los alumnos de la escuela y a sus padres/guardianes.

Cualquier conducta de parte de un alumno que, según la discreción de la Escuela, ponga a riesgo a ese alumno por comportamiento agresivo, incluyendo intimidación, será reportado por el administrador de la escuela Diocesana a los padres/guardianes del alumno demostrando el comportamiento, y los padres/guardianes podrán ser requeridos que investiguen métodos de intervención basado en los recursos disponibles en la comunidad.

En efecto 1º de Agosto 2010
Revisada 13 de Agosto 2012
Revisada 1 Diciembre 2014

INSPECTION OF STUDENT PROPERTY OR LOCKERS

In order to maintain order and security in the schools, school authorities are permitted under Illinois law to inspect and search school property and property belonging to students, including lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, and students' personal effects left in those places and areas. The inspection may occur without notice to or the consent of the student, and without a search warrant.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, school authorities may seize the evidence, and disciplinary action may be taken against the student. School authorities may also turn over such evidence to law enforcement authorities.

Guidelines for School Administrators

1. The Inspection Policy. In order to minimize a student's objections to such an inspection as constituting a "breach of privacy," the School should adopt an inspection policy that is published and distributed to all students. (A sample policy is found at Appendix 5171). If the School has not adopted and distributed such a policy, the School should conduct such an inspection only in cases involving substantial risks to health and/or safety or criminal activity; in those instances, advance consultation with the Catholic Education Office, to the extent possible, is advised.
2. Conducting the Inspection. Despite the presence of an inspection policy and/or individual's rights while, at the same time, preserving the School's right to take appropriate action based upon the results of the inspection. Therefore, in conducting inspections, the following should be considered:

Inspectors. Wherever possible, a minimum of two (2) administrative and/or

faculty members should be involved in each inspection in order to corroborate the nature, scope extent and findings resulting from the inspection. Prior to conducting an inspection, the inspectors should be trained/advised of their duties and the procedures to be utilized in conducting the inspection. The inspectors should also be required to maintain a contemporaneous written record of their inspection activities and/or findings; serious consideration should also be given to the use of camera and/or video equipment in maintaining a record of the inspection's findings.

Participation by Students. Students whose property is not subject to the inspection and/or who are otherwise not involved should be barred from the area(s) where the inspection is being conducted, to the extent possible and practical. Such measures preserve the privacy rights of the student(s) whose property is being subjected to the inspection. The school may permit a student whose property is subject to the inspection to witness the inspection, but it not required to do so. The school may bar the involved student from the inspection if the student is likely to interfere with the inspection, health and safety issues are presented, or reasoned judgment indicates such to be prudent.

Conduct of the Inspection. The School authorities conducting the inspection should refrain from inspections in cases where an unreasonable risk to their health and/or safety and/or the health and safety of others is presented. In that instance, school authorities shall request assistance from appropriate law enforcement authorities.

In conducting inspections, the School authorities should avoid or minimize damage resulting to the individual's property from such an inspection, to the extent possible or practical. Furthermore, inspections of clothing worn by a student should be conducted only by a School representative of the same sex as the student subject to the inspection.

Identification of Illegal Materials or Other Contraband. If an inspection identifies prohibited materials or other contraband on School premises, the school authorities are to remove those materials to a secure area and mark the materials for identification purposes as to the involved student. School authorities are to allow access to the seized material only to appropriate law enforcement authorities (where necessary) and others having a "need to know."

Group Inspections. Special issues are presented by the simultaneous inspection of the property of numerous students (e.g. group locker inspections, use of "drug sniffing" dogs, etc.). To the extent possible, the same procedures outlined above should be used in those instances.

Use of Police and/or Other Authorities. A School is encouraged to utilize an appropriate law enforcement agency in conducting a group inspection. Advance

consultation with the Catholic Education Office is required before a school or law enforcement agency conducts a group inspection.

Advising the Student (Parent/Guardian). The inspection of a student's property and any information or material resulting from such inspection shall not be shared with anyone other than the student and/or his/her parent or guardian, and others who have a "need to know". Consult with the Diocese's General Counsel about this.

3. Retention of Record of Inspection. Documentation and/or records (e.g. photographs or videotapes, a log of what was seized) resulting from such an inspection should be retained indefinitely by the Principal .
4. Inquiries by the Media. Media inquiries about an inspection are to be referred to the Diocese's Director of Communications, and the school should make no statements to the Media. If the Principal has any questions or requires assistance in conducting inspections contemplated by this policy, contact the Catholic Education Office for further assistance.

Procedure:

See Appendix 5171 for Sample Inspections Policy for Student Handbook

Reviewed June 2005
Revised December 1, 2014

SAMPLE INSPECTIONS POLICY FOR STUDENT HANDBOOK

This is a prototype. Do NOT Change This Language.

Individuals entering upon the premises of the school - whether students, employees or visitors - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of school property, property of a student or students, and property of a visitor to the school's premises.

Included within this Policy is the right to inspect the following:

1. Lockers;
2. Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether of the school, student or visitor) present on school premises.

A student's failure to cooperate with such an inspection may lead to disciplinary action up to and including expulsion.

Reviewed June 2005
Revised December 1, 2014

INTERNET ACCESS POLICY AND AUTHORIZATION FOR INTERNET ACCESS

This is a prototype. Do NOT Change This Language.

Name of School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.
2. The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c) Invading the privacy of individuals;
 - d) Using another user's password or account;
 - e) Using pseudonyms or anonymous sign-ons;
 - f) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School;
 - g) Any activity which can be viewed as cyberbullying; and or which violates any policy or rule of the Diocese or school or parish; and or
 - h) Using inappropriate language.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

4. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner, is prohibited, except with the express permission of the Principal.

6. Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, videographing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the Principal.
7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
8. The School reserves the right to monitor employee use of School computers Employees, including an employee's internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the internet or email.

Revised December 2004
Revised December 1, 2014

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: _____ Date of Birth: _____

Each student and his or her parent(s)/guardian(s) must receive the Internet Access Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Students and parent(s)/guardian(s) need only sign this Authorization for Internet Access once while enrolled in the School.

The Internet Access Policy as well as the following statement must be read to a student if he or she is too young to read.

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Access Policy.

Dated: _____
User Signature

The following is required if the user is a student under the age of 18:

I have read the Internet Access Policy and this Authorization for Internet access and understand and agree that the terms of that Policy. I understand that access is designed for educational purposes and that the Diocese and School prohibit the access of inappropriate materials but that and it is impossible for the Diocese and School to restrict access to all controversial and inappropriate materials. I will hold harmless the Diocese, School, their employees and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Internet Access Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet.

Dated: _____
Parent/Guardian

Revised December 2004
Revised December 1, 2014
Updated January 2017

INVESTIGATIONS REGARDING STUDENT SOCIAL NETWORKING**Do NOT Change This Language.**

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

Effective 12/5/18

THE MANAGEMENT OF CONCUSSION AND HEAD INJURY IN YOUTH SPORTS

The State of Illinois enacted a law effective July 1, 2011, requiring IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA. The School and its coaches shall continue to adhere to the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions and the IHSA Return to Play Policy, as they are now and may hereafter be amended. This Diocesan Policy applies to elementary schools and high schools.

Definition

A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness, but the vast majority of concussions occur without loss of consciousness.

Removal from Practice and Game if Suspected Injury

When a student exhibits signs, symptoms, or behaviors consistent with a concussion or other head injury, such as a loss of consciousness, headache, dizziness, confusion, or balance problems, or when a coach otherwise suspects a student has suffered a concussion or other head injury, the student shall be removed at that time from participation in a practice or game or other competition.

No Return to the Practice or Game without Physician Clearance

A student who has been removed from an interscholastic contest for a possible concussion or head injury shall not be permitted to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student shall not be permitted to return to play or practice until the student has provided the School with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic

Application of this Policy

This policy and the attached appendices are to be made a part of the any agreement, contract, code, or other written instrument the School requires a student and his or her parents or guardian to sign before participating in practice or interscholastic competition.

Procedure:

The School shall educate its coaches in recognizing the signs and symptoms of and properly managing head injuries. The School shall distribute to every coach a copy of "A Fact Sheet for Coaches," which can be found at http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf; and the CDC Guide for Coaches which can be found at http://www.cdc.gov/concussion/pdf/Coach_Guide-a.pdf.

The School shall distribute to every parent whose student is in a youth sport the Fact Sheet for Athletes, found at http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf (English) and http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet_Spanish-a.pdf (Spanish); and the Fact Sheet for Parents, found at http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf (English) and http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf (Spanish); and the attached 2-page Concussion Information and Release Form which must be signed and returned to the School by the parents or guardian and the student.

Every locker room in the School shall display the two posters found at http://www.cdc.gov/concussion/pdf/Signs_Symptoms_Poster-a.pdf and http://www.cdc.gov/concussion/pdf/Concussion_A-Must_Read_for_Young_Athletes-a.pdf

Concussion Information and Release Form

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
--	---

Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness
--

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent/Legal Guardian Signature

Date

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

PARENTAL CUSTODY ISSUES AND FAMILY DISPUTES

Regardless of whether one or both parents has custody of a student, both parents have the right to inspect and receive a copy of school records and report, in the absence of a court order to the contrary.

The school will 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 EDUCATION RIGHTS AND PRIVACY ACT with regard to parents' right to access of their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

Release of school records to the non-custodial parent cannot be conditioned upon the approval of the custodial parent unless there is a court order requiring such approval. The custodial parent has the responsibility to provide the principal with an official copy of a court order affecting the parent's child and/or restricting the other parent rights to access the school, the child, or the child's student record.

Unless informed otherwise in writing, and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

A school should give a non-custodial parent the opportunity for a Parent-Teacher Conference upon request, at a time other than that of the custodial parent.

If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes application to volunteer in the school, the principal need not accept the application. If a principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the principal should notify the custodial parent and have the custodial parent resolve the issue.

In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the student record, the parent who is not in charge of education of the child is not denied access to the record.

Schools may wish to attach a notice to the registration form requesting that parents notify the school of any special arrangements regarding child custody.

Divorce, Disputes between Parents of a Child, Subpoenas, Requests for Information about Students

All subpoenas issued to a school, a teacher, or a principal are to be forwarded to the Diocese's General Counsel.

A parent's request that a teacher or other school personnel keep notes on a child's performance or behavior for the parent's use in a divorce or custody dispute are to be denied.

Administrators are encouraged to consult with the Diocese's General Counsel whenever disputing parents of a student request the School provide testimony, keep notes on a student, or otherwise participate in the divorce proceedings of parents or custody proceedings of a student.

Reviewed June 2005
Revised December 1, 2014

MISSING PERSON AND HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police. The procedure is as follows:

Procedure:

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 record.

Effective: January, 2013
Reviewed December 1, 2014

REPORTING DRUG VIOLATIONS TO AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

A “drug violation” occurs when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or a to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

Procedure:

Reporting: Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities immediately **and** to the Illinois State Police. If the person found to be in possession of the firearm is a student, the Superintendent or his or her designee shall also immediately notify that student's parent or guardian.

Reports to the Illinois State Police are to be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

Effective January, 2013
Reviewed December 1, 2014
Revised August 2019

REPORTING ATTACKS ON SCHOOL PERSONNEL TO AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

Effective January, 2013
Reviewed December 1, 2014

EDUCATION OF MIGRANT CHILDREN

Catholic Schools in the Diocese of Rockford shall not discriminate against migrant children in the provision of education.

(Plyler v. Doe)

Effective May 1, 2016

EDUCATIONAL PROGRAMS in SCHOOLS

All educational programs within each Catholic school shall reflect the Criteria for Standards of Excellence in Catholic Schools outlined in the School Evaluation Process of the Catholic Education Office and meet applicable State of Illinois requirements.

Procedures:

All elementary and secondary schools of the Diocese are registered with the State of Illinois.

Each school is expected to meet the Illinois State Board of Education requirements. The school Principal/Chief Executive Officer/School Superintendent shall comply with these requirements in order to receive and maintain Recognition as a school in the State of Illinois.

It is the policy of the Diocese that each Catholic high school maintain accreditation through the Advanced Education Association. It is the responsibility of the school Principal/Chief Executive Officer/Area Superintendent to comply with the standards established by the Association.

Elementary schools of the Diocese maintain Certification with the Catholic Education Office. It is the responsibility of the school Principal to comply with the STANDARDS OF EXCELLENCE and the School Evaluation Process established by the Catholic Education Office.

Effective September 23, 1999
Revised December 1, 2014

SCHOOL CALENDAR

The school program shall comply with Illinois State Code 105 ILCS 5/10-19 and computable under Section 18-8(g). This provides for a term of at least 185 days to insure 176 days of actual student attendance. In addition to the five (5) clock hours of daily instruction required by Illinois State Code, all schools within the Diocese will have an additional one-half hour (.5) of daily instruction for the instruction of religion in the curriculum, for a total of a minimum 5.5 hour day of instruction.

1. The Catholic Education Office shall issue an official school calendar form annually.

2. The calendar shall state the required minimum number of pupil attendance days, and shall include four (4) institute and five (5) emergency days.
3. The principal shall identify on the calendar official holidays, institute days and in-service opportunities. On those institute or in-service days that will include partial pupil attendance, the minimum number of hours of required actual pupil instruction will be stated on the calendar.
4. The principal shall identify on the calendar the purpose of every institute and in-service day. Any in-service activity using one-half day must ensure that the students will be in attendance for three or more clock hours.

In-service activities must: (a) identify and set forth program objectives; (b) include activities which relate to the fulfillment of the program objectives; (c) provide for evaluation of program activities and outcomes; and (d) ensure the integrity of the length of the required minimum school day.

Procedure:

A working calendar form shall be provided each spring by the Catholic Education Office. The administrator will complete the school calendar for the following school term and return it to the Catholic Education Office. Those schools involved in the upcoming year's Illinois State Recognition process will also receive a calendar from the State for completion.

Effective September 23, 1999
Revised December 1, 2014

CLASS SIZE

Recommended Maximum Class Size

Pre-K - Kindergarten

Preschool for 3 and 4 year olds is based on a staff/child ratio of 1 to 10 and a maximum group size of 20 students per classroom. Kindergarten is based on a staff/child ratio of 1 to 20 and a maximum of 30 students per classroom.

Grades 1 – 8

Regular class size in first through eight shall be limited to 35 students to one teacher.

Preschool	20 Students
Kindergarten	30 Students
Grades 1 – Grades 8	35 Students

It is recommended that an instructional aide assist the classroom teacher when the class size in primary grades exceeds 25 students. Local School Commissions may recommend different limits provided the decision does not place the school in jeopardy of a deficit budget.

Parish Religious Education, Young Adult and Youth Ministry Programs

In the parish religious education programs the ratio shall be a maximum of 15 students to 1 catechist. Exceptions are granted at the discretion of the director/coordinator of religious education or the pastor.

In the Young Adult/Youth Ministry Program there shall be a minimum of one adult leader for each 10 participants. Exceptions are granted at the discretion of the catechetical leader or Pastor.

Effective September 23, 1999
 Revised August 1, 2004
 Revised December 1, 2014
 Revised July 25, 2017

ATHLETIC POLICY

All elementary and high school athletic programs associated with Catholic schools and/or parishes in the Diocese of Rockford shall be under the jurisdiction of the local school Principal/parish Director of Religious Education or Coordinator of Religious Education. The athletic director will be accountable to either the Principal or Director/Coordinator of Religious Education.

All elementary schools will adhere to the Diocese of Rockford's "Elementary School Athletic Programs: Philosophy, Goals, Rules and Regulations" revised November 1, 2014.

All secondary schools, in accord with Illinois School Code 5/10-20.30, shall establish, implement and enforce a uniform and consistent policy under which any student who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled, or both, is suspended from further participation in all school-sponsored or school-supported athletic or extracurricular activities in which the student participates for a specified period or until a specified minimum grade point average or minimum grade, or both, are earned by the student.

Procedure:

See Appendix 6200: Diocese of Rockford Elementary School Athletic Programs: Philosophy, Goals, Rules, and Regulations, revised November 1, 2014.

Effective September 23, 1999
Revised June 30, 2003
Revised May 6, 2004
Revised December 1, 2014

**DIOCESE OF ROCKFORD
Elementary School Athletic Programs
Philosophy, Goals, Rules and Regulations**

ARTICLE I – BELIEFS

The athletic programs of the Elementary Schools of the Diocese of Rockford are founded on these beliefs:

- the existence of God
- the dignity and worth of the human person
- the collegiality of people
- the right of God's people to mature in society and in the Church
- the responsibility of parents in transmitting these beliefs to their children

ARTICLE II – PHILOSOPHY AND PURPOSE

The athletic programs of the elementary schools of the Diocese of Rockford exist to promote the spiritual, moral, social and physical development of students guided by the teachings of the Catholic Church. Such programs shall serve the following purposes:

- develop a healthy response to God and society
- show the goodness of God alive in our world
- deepen self-knowledge
- promote growth in social skills and moral development
- promote physical development and increase potential for improvement in sports
- experience God-given talents with fellow athletes
- develop within each student a philosophy of teamwork and fair play
- develop common goals
- create a spirit of camaraderie
- recognize personal responsibility based on truth and justice
- afford athletes the opportunity to participate and earn the respect and companionship of their peers
- discover and improve individual skills in each person
- promote self-confidence and poise as team members
- promote excellence through participation and learning while competing with other teams
- teach good fundamentals, team spirit and sportsmanship
- promote understanding and knowledge in healthy living and sound physical development
- improve the ability to respond to the needs of others

ARTICLE III – ADMINISTRATION

In accord with Rockford Diocesan Policy 6200 “All elementary and high school athletic programs associated with Catholic schools in the Diocese of Rockford shall be under the jurisdiction of the local school principal. The athletic director will be accountable to the principal.” The Superintendents Council of the Diocese shall serve as the Board of Directors for diocesan elementary school athletics. This Council shall make decisions on matters that are not resolved by the local school principal and/or the local conference of Catholic schools. All local policies must comply with and compliment diocesan policies. All deanery and/or local league policies must be submitted to the Catholic Education Office annually for review.

ARTICLE IV – ATHLETIC PROGRAM REQUIREMENTS

Section 1. A candidate for an athletic team may not practice or play in a game until s/he has filed with the school a certificate of physical fitness issued by a licensed medical doctor for the current school year and a proof of insurance waiver signed by the parent/guardian. As of July 1, 2011 all student-athletes in the State of Illinois must comply with mandated school policies regarding concussions and head injuries. This applies to students in both elementary and high schools. Principals, coaches and athletic directors should refer to Diocesan Policy 5175 for details of this mandatory policy. Also, see attached Concussion Information and Parent Release Form that must be distributed to every parent.

Any student athlete who misses a contest due to an injury or a health issue must provide the principal, coach and athletic director a doctor’s note clearing them to resume playing.

Section 2. Lower grade (through 6th) programs shall have as their primary emphasis instruction and participation. Upper grade (7th and 8th) shall emphasize instruction, participation, and competition. At the lower grades (through 6th) in order to emphasize instruction and participation, playing time in a given contest is to be equitable among all athletes on a team.

Section 3. Coaches and athletic directors must cooperate in teaching methods, styles of play, etc. so as to provide the best opportunity for athletes to develop proficiency and character

Section 4. It shall be the responsibility of the host school to lead those assembled in a public prayer and the recitation of the pledge of allegiance or playing/singing of the national anthem.

- Section 5.** It is mandatory that all team members who are listed in the official scorebook for each contest be given playing time. Playing time at the lower grades (through 6th) is defined in Section 2 of this article above. In the upper grades (7th and 8th) every member listed in the book must enter and play in the game/match/contest before it ends. Likewise, it is mandatory that all team members who are listed in the official scorebook sit out a portion of each contest. Exception: When the number of team members is equal to the number of athletes necessary to field a team. The head coach of each team is responsible for implementing this rule.
- Section 6.** Host schools are responsible for having a designated person in charge of the game facility at all times. Such person will notify visiting coaches of his/her role. The individual in charge of paying game officials must pay them by check only. Cash payments of officials are NOT allowed.
- Section 7.** Each school shall establish, implement and communicate scholastic eligibility requirements for its students. Such scholastic eligibility requirements are to be included in the school's handbook which is distributed to families each school year.
- Section 8.** Each school shall establish, implement and communicate conduct eligibility requirements for its students. Such conduct eligibility requirements are to be included in the school's handbook which is distributed to families each school year.
- Section 9.** Religious activities take precedence over all athletic activities.
- Section 10.** Any Invitational Tournament sponsored by a Diocesan school must follow Diocesan rules and regulations. (See Article VII, Section 4.) Diocesan schools that participate in contests/tournaments with non-Diocesan schools or sponsored by non-Diocesan schools must compete in such contests following these Diocesan rules and regulations.
- Section 11.** A properly equipped first aid kit must be available to coaches at all practices and contests. Every school gymnasium must have a properly functioning A.E.D. (Automatic External Defibrillator) unit in or near the gym. All adults who oversee athletics (i.e. coaches, athletic directors, principals etc...) must be adequately trained to utilize the A.E.D. in an emergency.
- Section 12.** Club teams, AAU teams, etc. (those operating independently from school/parish teams) must not be sanctioned by the elementary schools. In addition, to minimize confusion, such teams are not to be allowed to practice or play games in Diocesan elementary school facilities. Also, as a reflection of the philosophy and purpose of the Rockford Diocesan Elementary Athletic Policy, the Catholic Education Office recommends

that participation on school teams take precedent over club, travel or A.A.U. teams.

Section 13. Consequences for violations of these Diocesan Rules and Regulations are to be developed and determined at the local level by the school principal. However, at a minimum, for violations of Article IV, Section 5; Article V – Requirements for Coaches and Athletic Directors; and Article VII – Sport Limitations and Specifics, the school in violation shall be required to forfeit the contest in which the violation occurred and the head coach of the school in violation shall be suspended for the following contest.

Section 14. “Slaughter Rule” – If a team is ahead by 25 points at the end of the 3rd quarter (for all regular season and tournament games) the clock will continue to run through the entire 4th quarter. Neither team will run a full court press. The team with the higher score will remove as many starters as possible. Official time outs will continue.

ARTICLE V – REQUIREMENTS FOR COACHES AND ATHLETIC DIRECTORS

Section 1. Head coaches must be at least 21 years of age. An assistant coach may be under 21 provided an adult is at every game and practice when the head coach is unavailable. There must be a minimum of 2 adults at every practice and game.

Section 2. At least one adult female must be in attendance at all girls' team practices and contests. At least one adult male must be in attendance at all boys' team practices and contests.

Section 3. All coaches or other adults involved in student supervision must complete all diocesan requirements – Protecting God’s Children training, criminal background checks, sexual misconduct norms receipt, Social Media Pastoral Code acknowledgement receipt, bloodborne pathogens training, and any other requirements that currently or in the future may exist or be implemented.

Section 4. Coaches shall display good sportsmanship to instill in each student a sense of responsibility for being good examples to one another. Coaches are always to be positive in coaching and encouraging a good attitude towards officials. Sportsmanship covers not running up the score on another team. Obscene language and behavior will not be tolerated. Coaches are not to incite the fans toward opposing coaches, players or officials. Athletic Directors are instructed to caution coaches and remind them of their responsibilities and accountability in this regard.

Section 5. All coaches will answer directly to their Athletic Director who will in turn answer to his/her Principal. The local school principal is responsible for

implementing the requirements for coaches and for determining and applying appropriate consequences for any violations that may occur.

Section 6. Diocesan rules governing sportsmanship and coaches shall apply in all cases.

ARTICLE VI – SPECTATOR GUIDELINES AND EXPECTATIONS

Section 1. All spectators are expected to exhibit acceptable conduct at all times and may be removed by the game officials or authorized personnel of the host school.

- A) Fans are expected to be courteous and respectful of the host school facility and those in authority
- B) Obscene language and behavior will not be tolerated
- C) Kicking and stomping on bleachers is unacceptable
- D) Local host rules regarding food and drink in gyms must be observed

Section 2. All student spectators must be accompanied by a responsible adult.

Section 3. Diocesan rules governing sportsmanship and spectators shall apply in all cases.

ARTICLE VII—SPORT LIMITATIONS AND SPECIFICS

The Diocese enacts the following sport limitations and specifics:

Section 1. If a school has many students at a particular grade level, there are to be multiple teams at that level so as to encourage greater participation. There is to be no cutting of players in the athletic program.

Section 2. Any contests and practices scheduled on Sundays shall begin at 1:00 P.M. or later.

Section 3. Playing/Practice Time for Diocesan Schools: Each school team shall have a maximum of four days of practices/contests in a given week – Sunday through Saturday. Practice times shall be limited to no more than 90 minutes per session. This applies to Cheerleading/Pompon/Dance Squads.

Section 4. Diocesan athletic rules provide guidelines as to limitations on the number of contests (every interscholastic competition/scrimmage shall be considered a contest):

Football

The total number of regular season contests may not exceed nine

Soccer

The total number of regular season matches may not exceed seventeen

Volleyball (7th and 8th Grade Levels)

The total number of regular season contests may not exceed:

- a) Twenty-one matches and no tournaments; or
- b) Nineteen matches plus one tournament; or
- c) Eighteen matches plus two tournaments; or
- d) Sixteen matches plus three tournaments; or
- e) Fifteen matches plus four tournaments

No volleyball team shall play in more than five different matches during any given tournament.

Volleyball (5th and 6th Grade Levels)

The total number of regular season contest may not exceed:

- a) Eighteen matches and no tournaments; or
- b) Sixteen matches plus one tournament; or
- c) Fourteen matches plus two tournaments.

No volleyball team shall play in more than five different matches during any given tournament.

Appendix 6200

Basketball (7th and 8th Grade Levels)

- a) Twenty-one games and no tournaments; or
- b) Nineteen games plus one tournament; or
- c) Eighteen games plus two tournaments; or
- d) Sixteen games plus three tournaments.

No team shall play in more than five different games during any given tournament.

Basketball (5th and 6th Grade Levels)

The total number of regular season contest may not exceed:

- a) Eighteen games and no tournaments; or
- b) Sixteen games plus one tournament; or
- c) Fourteen games plus two tournaments.

No basketball team shall play in more than five different games during any given tournament.

Cheerleading / Pompons / Dance Teams

Regular season contests plus two competitions per squad per year.

Track & Field and Cross Country

Established school teams should engage in at least three interscholastic contests, however, for the purpose of these rules and regulations, no diocesan school team shall compete in more than eight interscholastic meets/contests.

Effective January 2003
Revised October 2012
Revised December 1, 2014

FINANCIAL STANDARDS FOR ELEMENTARY SCHOOL ATHLETIC PROGRAMS
--

Income and expense information for all school athletic programs must be reported on the diocesan monthly statements.

Elementary athletic programs are required to be reported as a unique department (Department 38) as designated by the Diocesan Accounting Office.

No payments are to be made in cash – all payments are to be recorded as program expenses and all revenue is to be reported as program income. Athletic programs may accumulate excess funds in a separate DIAL account.

If the athletic program has a separate check book:

- The ultimate financial responsibility for an elementary school athletic program is with the parish Pastor or delegated to the school Principal.
- The Pastor and Principal must have signature authority.
- The bank statement must be sent to the school (a copy can be mailed to the AD or Treasurer as appropriate).
- The financial activity in the checkbook must be reconciled and reported to the parish business office monthly using one of the methods designated by the Diocesan Accounting Office; i.e. copy of check register, diocesan cash reconciliation form or journal entry. The level of detail will be up to the parish/school but at a minimum must include a separate account for referees.

If the school has a Booster Club:

- The Booster Club must adhere to IRS regulations and Diocesan policy # 3540 for auxiliary groups.
- The Booster Club is accountable to the school Principal and must present an annual financial statement to the school.
- The primary purpose of the Booster Club is to provide volunteer help the school's athletic program.
- The Booster Club may be authorized to raise funds on behalf of the school athletic program but is not responsible for the financial operation of the school's athletic program; i.e. paying referees, purchasing uniforms, etc.

The Booster Club may not accumulate revenue from year to year except in a separate DIAL account.

Effective May 27, 2015

SCHOOL CLOSING

In the event a pastor, or a parish commission of education with approval of the pastor, proposes the consolidation, merging or closing of its parish school, the following process shall be observed:

1. An exhaustive study of the school shall be made by the parish. The study should involve the pastor, parents, faculty and concerned parishioners. The resources of the Diocesan Office of Catholic Education will be available to facilitate this study. The Diocese's "Process for School Recommendation" shall be followed.
2. Once the study is completed, the parish may formulate a petition for consolidation, merging or closing of the school. This petition and study shall be presented to the Diocesan Superintendent of Catholic Schools who shall forward the petition to the Diocesan Task Force, comprised of individuals appointed by the Ordinary, adding such comments as the Superintendent of Catholic Schools deems useful.
3. The Diocesan Task Force shall make a written recommendation that the petition be granted or denied on the basis of the following factors:
 - a. that the study of the parish school involved the pastor, parents, faculty and other concerned parishioners;
 - b. that the study has taken into consideration the reality that Catholic education is an integral part of the total mission of the church;
 - c. that the study has explored all possibilities for making Catholic school education available within the locality to all Catholics who desire it;
 - d. that a viable plan for the religious education of all students in the parish has been developed;
 - e. that further determinations have been based on locality and individual circumstances of the parish.
4. The Diocesan Task Force shall forward within ninety (90) days to the Ordinary for his decision the study and petition along with the Diocesan Task Force's recommendation, and the recommendations of the pastor, and Diocesan Superintendent of Catholic Schools.

Effective September 23, 1999
Revised December 1, 2014

NEW CONSTRUCTION

In the event a pastor, or a parish commission of education with the approval of the pastor, proposes new construction/addition/remodeling/reopening of a parish school, **or** in the event new construction of a secondary school is proposed, the **UNIFORM PROCEDURES FOR THE PURCHASE OF OR CONTRACT FOR LAND, BUILDING, REMODELING AND IMPROVEMENTS**, revised May 2004, shall be observed.

All ideas/plans for new construction, remodeling or reopening of an elementary school must involve the pastor, principal, and Education Commission members. A study should be completed and proposal made in accord with the above-referenced document. Where the cost of a proposed project will exceed \$12,500, permission must be received from the Vicar General/Moderator of the Curia and Diocesan Building Commission before beginning the project.

On a secondary school level the Chief Administrator, the Vicar Forane, and the Council of Administration/Board of Consultants should be involved in all proposals.

Procedure:

The Diocese's UNIFORM PROCEDURES FOR THE PURCHASE OF OR CONTRACT FOR LAND, BUILDING, REMODELING AND IMPROVEMENTS set forth the procedures.

EDUCATION COMMISSION AND COUNCIL OF ADMINISTRATION/BOARD OF CONSULTORS

PARISH EDUCATION COMMISSION

Parishes are encouraged to have an **Education Commission** which represents all education programs in the school and the parish. The function of said Commission is exclusively consultative (advisory) in nature; final decision-making authority remains with the Pastor.

The consultative functions of the Parish Education Commission are described as (1) appraisal, (2) policy making, (3) evaluation, and (4) planning. The Parish Commission of Education is required to recognize and maintain the distinction between those activities which are appropriate to the Education Commission as the consultative body of the parish and those administrative activities which are to be performed by the parish pastor and/or the school principal.

COUNCIL OF ADMINISTRATION/BOARD OF CONSULTORS

All secondary schools are to have a **Council of Administration or a Board of Consultors**. Members of the Council of Administration shall consist of the Pastor and lay representative(s) from each of the participating parishes, the Chief Administrative Officer, and the Principal of the Diocesan Central Catholic High School. Any priest appointed by the Bishop to be Assistant Principal and Spiritual Director shall be a member of the Council. The Council of Administration is established by the Bishop, to assist the **chief administrator** of the Diocesan Central Catholic High School **with normative decisions on matters of policy**. Members of the Board of Consultors consist of Priests and Lay People appointed by the Bishop.

The functions of the High School Council of Administration/Board of Consultors are described in the Constitution and By-Laws of each Council/Board.

Procedure:

All schools, elementary and secondary, will have a Constitution and By-Laws, as needed. A copy of said Constitution is to be on file with the Catholic Education Office.

No employee of a school or relative of a school employee may serve on a commission or board.

See Appendix 8120

Effective September 23, 1999
Revised December 1, 2014
Revised January 20, 2016

FUNCTIONING OF EDUCATION COMMISSION

Consultative Function of Education Commission

Education Commissions, Home & School Associations, Booster groups, and other entities comprised of parents/volunteers not otherwise serving on the professional staff of the School play an important role in their development, promotion, operation and faith mission. However, due to civil and canon law requirements, each such organization's role is consultative in nature. Therefore, at all times all organizational, educational and other decisions affecting the School must be made by the Principal and Pastor. In furtherance of this requirement, all Education Commissions, Home & School Associations, Booster groups and similar entities should adhere to the following:

- A. All bank accounts (of whatever type), investments or other financial matters are subject to the ultimate discretion and control of the Principal and Pastor.
- B. While the Principal or Pastor may consult with the organization with respect to policies and practices, the ultimate decision-making authority with respect to such matters remains with The Principal and Pastor.
- C. A Pastor or Principal may not delegate to such an organization ultimate decision-making authority with respect to matters which remain the ultimate responsibility of the Principal and Pastor under canon and/or civil law. Such issues include, but are not limited to, faith, financial, educational, employment and student/participant issues.
- D. No such organization has the authority to enter into a contractual obligation on the School's behalf or otherwise to legally commit the School without the express written permission of the Principal and Pastor.

Agenda

The agenda for each meeting is shaped by the administrator and Education Commission president. Visitors are free to attend any open commission meeting, but may address the commission only after the administrator and/or commission president have determined that the topic is appropriate for commission consideration (e.g., deals with a general area of need rather than with a specific individual).

Appendix 8120

In determining the format of the agenda, the administrator and Education Commission president may wish to consider the following:

1. Placing action items, when possible, before routine reports;
2. Indicating whether each item is for information, discussion, advice, or action;
3. Always including some item to invite questions asked of or by commission members.

The agenda should be sent to Education Commission members at least a week prior to the meeting with written background materials and proposals. The agenda and/or abbreviated minutes shall be made available to parents and other interested persons.

Executive sessions may be called when confidential matters are discussed; executive sessions include all members--elected and ex officio (pastor and administrator). Closed sessions demand complete confidentiality of all Education Commission members.

Procedures

Although Robert's Rules with yes/no voting may be required on occasion, the Education Commission shall generally work toward consensus. That approach includes the following:

1. Altering a proposal until it accommodates the group;
2. Utilizing three responses to proposals:
 - a. can accept;
 - b. prefer another, but can live with this;
 - c. cannot accept;
3. Discussing a variety of factors and approaches that could change a proposal as needed;
4. Listening to and involving each person within the discussion.

Constitution and Bylaws

Each Education Commission shall have a constitution and bylaws; these documents shall be approved by the superintendent and/or director of catechesis when initially written or substantially revised. A copy of these documents shall be given to the parish council.

Basically the constitution includes the following elements:

1. Title: Name of the Education Commission
2. Purpose: Responsibilities
3. Membership: Number of members
Requirements (parents, other parishioners, representation of neighboring parishes, etc.)
Status of pastor as parish administrator who enacts policy
Position of principal as executive officer

Appendix 8120

Term of office

Ineligibility (generally paid school/parish employees and members of household; other conflict-of-interest situations)

4. Officers: Titles
Who can be elected/appointed
Term of office
5. Meetings: Frequency
Quorum
6. Committees: Standing committees
Appointment of ad hoc committees
Eligibility for committee membership

Bylaws include the following:

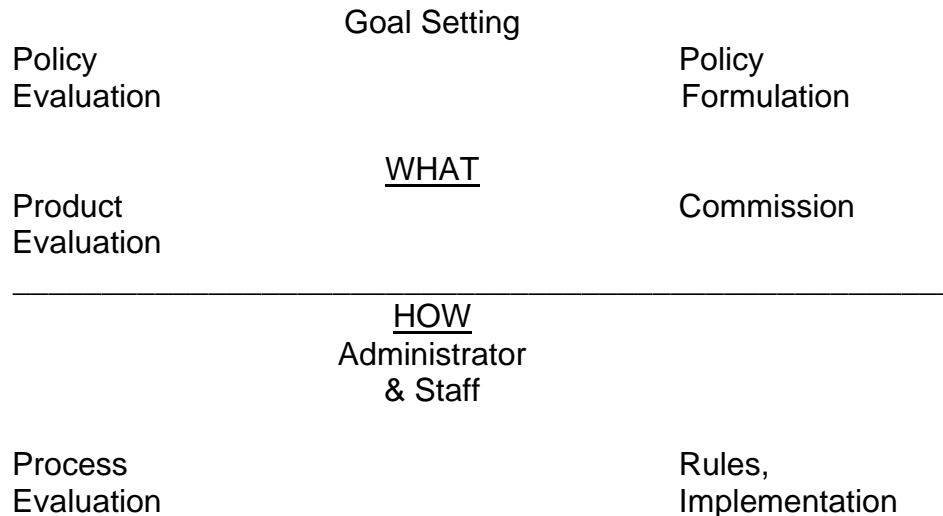
1. Policy: Process for formulating policy
Process for communicating policy after enactment by pastor
Process for maintaining file of policies
Process for annual review of existing policies
2. Search for
Administrator: Size and basic composition of search committee or how it will be determined by the pastor or parochial administrator.
3. Membership: Time and process of annual election or appointment
Resignation, terminations
Filling vacancies
4. Officers: Process of election/appointment
Responsibilities of each office
5. Meetings: Regular meetings open
Stipulation concerning visitors
Definition of executive session
Procedure for calling special meetings
Meeting procedures
Basic meeting format
6. Committees: Functions
7. Amendments: Process

Local Education Commission documents may vary while reflecting diocesan policies.

Appendix 8120

Policies

Policies are general guides for the discretionary action of those who are involved with the education programs on a day-to-day basis. Policies state “what” should be done, with the “how” determined by the administrator and other appropriate parties. In other words, the Education Commission gives general guidance rather than specific direction.



The upper half of the chart shows the “what” tasks of the Education Commission: Goal setting, policy formulation, product (outcomes) evaluation, and policy evaluation. The lower half shows the “how” tasks of the administrator with staff: development of rules and programs to implement policies, as well as process (methods) evaluation. Some examples follow:

1. The Education Commission deals with personnel positions (such as establishing new staff positions). The administrator selects specific persons and the pastor presents contracts.
2. The Education Commission sets salary scales by education and experience, not by name.
3. The Education Commission determines any other employee policies or benefits for all or general categories of staff, not for individual persons.
4. The Education Commission guides major curriculum directions (such as “a practical health education program”), with implementation by the administrator and faculty.

In some areas the administrator may elect to ask the Education Commission for more specific decisions; e.g., details regarding the dress code or acceptability of specific materials for a human sexuality program.

Workshops for Education Commission

The Catholic Education Office will sponsor workshops throughout the Diocese for Education Commission Members at the request of a principal or pastor. If additional information is needed, contact the Education Office.

SHARED RESPONSIBILITY is a theological principle which states that each member of the Church has the right and obligation to assist the Church by offering time and talent, so that its mission will become more effective. . .
(Second Vatican Council Decree on the Apostolate of the Laity, 3)

In the years since Vatican II the Church has reemphasized the concept of shared responsibility. The Catholic Education Commission is a lived reality of this concept of shared responsibility for the educational ministry of the parish.

Commission workshops may be scheduled by contacting the Catholic Education Office. Flyers are also available for distribution to Commission members.

Reviewed June 2005
Revised December 1, 2014

8340

**MEETING MINUTES:
COUNCILS OF ADMINISTRATION/BOARDS OF CONSULTORS,
EDUCATION COMMISSIONS, AND
DEANERY CATECHETICAL LEADER MEETINGS**

Meeting minutes are required to be kept of all meetings of the Councils of Administration, Boards of Consultors, Educations Commissions and Deanery Catechetical Leader Meetings.

Copies of all minutes of Councils of Administration/Boards of Consultors Meetings, and Education Commission meetings are to be submitted by the secretary of the entity to the Diocesan Superintendent of Catholic Schools.

Copies of all minutes of Deanery Catechetical Leader Meetings are to be submitted by the secretary of the entity to the Diocesan Director of Faith Formation and the Vicar Forane of the Deanery.

Effective September 23, 1999
Revised August 1, 2004
Revised December 1, 2014

8350

**ADOPTION OF POLICIES BY DEANERIES, PARISH EDUCATION COMMISSIONS AND
HIGH SCHOOL COUNCILS OF ADMINISTRATION / BOARDS OF CONSULTORS**

Each Deanery, parish Education Commission and Council of Administration/Board of Consultors shall follow local procedure regarding adoption of policy, as such is required by its by-laws.

Effective September 23, 1999
Revised December 1, 2014