

BOOK III THE TEACHING OFFICE OF THE CHURCH

TITLE I THE MINISTRY OF THE DIVINE WORD

CHAPTER II CATECHETICAL INSTRUCTION

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§100 CATECHETICAL OPPORTUNITY

"Every parish needs a coherent, well-integrated catechetical plan which provides opportunities for all parishioners to encounter the gospel message and respond by fostering community and giving service." (NCD, #224)

101.1. Policy The parish shall offer catechesis to all in the parish, either directly or in cooperation with one or more other parishes.

Procedures

- a) The parish offers catechetical programs for adults, young adults, adolescents and children.
- b) The parish makes visible efforts in its catechesis to respond to people of the community from diverse racial, ethnic, cultural and linguistic backgrounds.
- c) The parish considers the needs of family life and the community when designing its religious education programs.
- d) The parish assists families in identifying, affirming and/or creating faith formation activities/practices in families.
- e) The parish provides catechetical and faith formation opportunities for parents as the first and foremost catechists of their children.
- f) The parish offers catechetical programs for parishioners with special needs such as developmental disability, deafness, physical handicaps, hearing or visual difficulties, either directly, in conjunction with another parish or in a cluster of parishes. These persons are to be a visible part of the parish and the worshipping community.
- g) The parish integrates those parishioners who are receiving catechesis elsewhere into its community life. (For example: SPRED, Office for the Deaf programs, Shared Religious Education programs located in another parish, High School and College programs, etc.)
- h) The parish makes visible efforts to welcome new members, catechumens, neophytes, the inactive, those who feel alienated etc., into its community life.

- i) The parish offers sacramental catechesis for the community, the family and the individual.
 - 1) Parish opportunities for sacramental catechesis are ongoing and adapted to the age and circumstances of the participants.
 - 2) The parish follows Archdiocesan guidelines for sacramental catechesis as found in *Archdiocese of Chicago Policies and Procedures Book IV: The Sanctifying Office of the Church*.

- j) The parish catechetical programs are physically accessible to all parishioners.

§200 PRIMACY OF ADULT RELIGIOUS EDUCATION

"While aiming to enrich the faith life of individuals at their particular stages of development, every form of catechesis is oriented in some way to the catechesis of adults, who are capable of a full response to God's word." (NCD, # 32)

201.1. Policy The parish shall provide visible evidence of the primacy of adult religious education and formation. It shall commit adequate resources to adult religious education programs.

Procedures

- a) The parish plan addresses the needs of the variety of adult groups within it: (e.g., single, widowed, divorced, married; parents; young adults, adults in mid-life, and older adults of the parish.)
- b) Planning for adult catechetical programs includes representatives of those to be catechized.
- c) Adult catechetical programs are developed in accord with the Gospel message and the magisterium of the Church.
- d) Adult catechetical programs respect and draw upon the life experience and cultural history of adults.
- e) Adult catechetical programs are to respond to the needs, interests, concerns and human situations of the adults in the parish.
- f) Adult catechetical programs provide an opportunity for the participants to integrate doctrinal content with their own faith life.
- g) Adult catechetical programs enable adults to deepen their spirituality, and mature as Christians.
- h) Adult catechetical programs help adults to minister more effectively to one another.

§300 PARENT'S RIGHTS AND RESPONSIBILITIES

"Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction." (NCD, #212)

<p>301.1. Policy The parish shall recognize the rights and responsibilities of parents as the primary religious educators of their children.</p>

Procedures

- a) The parish consults parents regarding the catechetical needs of their children.
- b) The parish gives substantive support for faith development within the home and family setting.
- c) The parish provides assistance and resources for Christian parenting.
- d) The parish involves representative parents of children from both the school and parish religious education programs on advisory groups for religious education.
- e) The parish involves parents in the planning, implementation, and evaluation of religious education programs.
- f) The parish invites representative parents to participate in an advisory role in the selection of catechetical materials. (See §1500.)
- g) The parish respects the right and supports the responsibility of parents, in consultation with the pastor and DRE or principal, to determine the readiness of their children to celebrate sacraments.
- h) The parish involves parents in the sacramental preparation of their children.
- i) The parish encourages regular communication and consultation between parents and catechists.
- j) The parish recognizes the special competence of parents in its programs of education in human sexuality.
- k) The parish provides appropriately for the needs of parents with physical disabilities, deafness, visual or hearing needs, translation needs, etc. when planning religious education events which involve parents.

§400 CATECHETICAL PLANNING

"Planning is an essential part of any serious organizational effort....It is important that planning for catechetical programs at the parish, diocesan, and national levels be part of a total pastoral plan." (NCD, #222)

401.1. Policy The parish shall have a comprehensive plan for the catechesis of all parishioners. This plan shall include a statement of catechetical purpose consistent with the parish mission statement.

Procedures

- a) The parish religious education planning process includes: regular needs assessment; the development and periodic revision of a statement of catechetical purpose; goal-setting or updating; review and evaluation of existing programs; development of new programs when necessary; and the budgeting of resources.
- b) The development of the parish statement of catechetical purpose follows guidelines offered by the Archdiocesan Office for Catechesis.
 - 1) The catechetical staff, in dialogue with the pastoral staff and the parish education commission, develops the written statement of catechetical purpose. The pastor has final approval of the statement.
 - 2) The parish statement of catechetical purpose is available to parishioners and the Vicar and Dean.
 - 3) The catechetical staff re-evaluates the statement of catechetical purpose regularly.
- c) The catechetical staff develops long- and short-range goals in light of statement of catechetical purpose.
- d) The catechetical goals provide the basis for the development, implementation and evaluation of parish catechetical programs.

§500 CATECHETICAL PROGRAMMING

"Like other pastoral activities, catechetical ministry must be understood in relation to Jesus' threefold mission. It is a form of the ministry of the word, which proclaims and teaches. It leads to and flows from the ministry of worship, which sanctifies through prayer and sacrament. It supports the ministry of service, which is linked to efforts to achieve social justice and has traditionally been expressed in spiritual and corporal works of mercy." (NCD, #32)

<p>501.1. Policy In accord with Church teaching and discipline, catechetical programming shall include proclamation, community, and service. Catechetical programming shall invite a response in faith and prayer.</p>

Procedures

- a) The content of parish catechesis is presented according to the developmental level and individual circumstances of the participants including their racial, ethnic and cultural backgrounds.
- b) The content of parish catechesis is in accord with the Gospel message and the magisterium of the Church.
- c) Catechesis takes place within a faith community and in an atmosphere of mutual respect.
- d) Prayer and worship experiences are integrated with catechesis for participants of all ages.
- e) Catechesis fosters service to the community of faith and society in general.
- f) Catechesis faithfully proclaims the Word and consistently relates that Word to the lived experience of the participants.
- g) Catechetical programming for persons with special needs such as deafness or developmental disability is consistent with guidelines developed by the Archdiocese. Such guidelines are available from the Archdiocesan agencies that serve persons with special needs. (e.g. Office for the Deaf, SPRED, Office for Persons with Disabilities)

§600 RESOURCES FOR RELIGIOUS EDUCATION

*"As far as possible, parish catechetical programs are to be established, financed, staffed, and evaluated in light of the goal of meeting the needs of everyone in the parish."
(NCD, #224)*

601.1. Policy The parish shall allocate adequate funds and resources to provide sound catechesis for all parishioners and ongoing formation for parish catechists. The parish shall provide appropriate staff support, adequate financing and space for a full religious education program.

Procedures

- a) The parish budget includes adequate funds to insure the implementation of sound parish catechetical programs.
- b) The parish budget includes funds to enable the DRE, catechists and other catechetical personnel to obtain necessary training, formation and certification.
- c) The parish budget ensures adequate financial resources for religious education/formation programs for adults.
- d) Pastoral judgement guides the establishment of fees for participation in catechetical programs.
- e) No one is denied catechesis because of an inability to pay.
- f) Parish facilities and equipment are available for all catechetical programs, especially for programs for adult religious education.

§700 EVALUATION OF PROGRAMS

"Catechetical programs should be subjected to regular evaluation. The evaluation should be made in light of established goals and objectives, which themselves should be evaluated periodically." (NCD, #222)

701.1. Policy The parish shall evaluate its catechetical programs annually in accord with objective criteria. The Archdiocesan Office for Catechesis will offer assistance in program evaluation.

Procedures

- a) Parish catechetical programs are evaluated according to:
 - 1) the principles articulated in the *National Catechetical Directory*.
 - 2) the previously established goals and objectives of the program.
(See §400, Catechetical Planning.)
- b) Parish catechesis is evaluated every three to five years using *Harvesting Hope/Cosechando La Esperanza: A Process for Evaluating Parish Catechesis*.
- c) Parish catechetical programs are evaluated annually according to goals and objectives previously established through *the Harvesting Hope/Cosechando La Esperanza* or other planning/evaluation process.
- d) On-going evaluation of parish catechetical programs involves feedback from participants and other parishioners who reflect all of the diversities of parish membership.
- e) Members of the parish catechetical staff provide input for the overall parish planning process *Tomorrow's Parish*.

§1500 SELECTION OF CATECHETICAL MATERIAL

"Textbooks are guides for learning, summary statements of course content, and ready instruments of review. They must present the authentic and complete message of Christ and His Church, adapted to the capacity of the learners, with balanced emphasis proportionate to the importance of their particular truths." (NCD, # 264)

1501.1. Policy Parish personnel shall follow Archdiocesan guidelines in selecting published material to be used in parish catechetical programs.

Procedures

- a) The responsibility for selecting catechetical materials rests with the Pastor, Principal, and DRE in consultation with parish catechists, teachers, other parish/school professionals, parents and the participants themselves.
- b) The choice of materials takes into consideration:
 - ✓ the orthodoxy (doctrinal fidelity) of the materials,
 - ✓ the principles of effective catechesis, especially as specified by the documents of the Church,
 - ✓ the methodological effectiveness of the materials themselves,
 - ✓ the racial, ethnic and cultural composition of the parish
 - ✓ the unique qualities of the community of faith, and
 - ✓ the overall consistency of the total program.
- c) Persons from the catechetical staff primarily responsible for guiding the selection of catechetical materials at the local level will be familiar with the evaluative criteria for this selection. The Office for Catechesis sponsors workshops examining these evaluative criteria on a regular basis.
- d) When selecting catechetical materials, a committee comprised of members of the catechetical staff, and, where possible, representative parents and participants, examines possible materials to determine their appropriateness for the specific parish situation.
- e) The DRE and/or Principal, with the approval of the Pastor, makes the final selection of materials, in light of the recommendations of those who have reviewed the materials.

- f)** When a change in the local catechetical curriculum involves a significant change in teaching style and materials, catechists, administrators and parents participate in appropriate in-service prior to implementation.

- g)** It is the responsibility of the DRE to inform the parish education commission, the pastoral staff, parents, participants and the parish-at-large of a significant curriculum change for a parish program of religious education.

§1600 RELIGIOUS EDUCATION HANDBOOK

"At all levels it is essential that overall plans make provision for communication and accountability." (NCD, # 221)

1601.1. Policy The Parish shall have a parish handbook of guidelines and policies of religious education. The handbook shall be in accord with Archdiocesan policies. The Parish shall make the handbook available to parents, catechists, and all interested parishioners.

Procedures

- a) The handbook includes such information as:
- ✓ -the parish statement of catechetical purpose;
 - ✓ -schedules of religious education offerings;
 - ✓ -procedures for registration, cancellation of classes, emergencies;
 - ✓ -policies regarding fees, attendance at classes and disciplinary procedures;
 - ✓ -information on parish policies regarding preparation for sacraments;
 - ✓ -policies regarding the health, safety and welfare of children;
 - ✓ -a statement of the parish's non-discrimination policy;
 - ✓ -information on programs for persons with special needs; and
 - ✓ -pertinent Archdiocesan policies.
- b) The Director of Religious Education consults with representative parents, catechists, participants in adult religious education programs, the parish pastoral council education commission or other appropriate body in the preparation or review of parish guidelines and policies for religious education.
- c) The handbook is translated into languages appropriate for the major ethnic groups in the parish. The parish may wish to enlist the assistance of competent parishioners or the various Archdiocesan ethnic offices to provide accurate translation.
- d) Guidelines for preparing a parish religious education handbook can be found in *Developing a Handbook for a Parish Religious Education Program*, available from the Office for Catechesis.

§1700 HOME CATECHESIS

1701.1. Policy It shall be the responsibility of the pastor, in accord with the norms established by the diocesan bishop, to provide for the catechesis of all the faithful. The various catechetical roles shall be exercised under the supervision of legitimate ecclesiastical authority. (Canons 528, §1; 773; 774, §1; 776; and 777)

1701.2. Policy The pastor shall promote and foster the role of parents in catechesis. (Canon 776)

1701.3. Policy Since parents have the primary responsibility and the right to select those means through which they can provide more suitably for the Christian education of their children in accordance with the teachings of the Church, the Church community shall fulfill its responsibility to parents in their catechetical role by providing programs, resources and support. (Canons 226; 774, §2; 778-780; 793; 798; and 914)

Procedures

- a) Parents are to provide for their children's deepening catechesis "aimed at inserting him or her organically into the life of the Church" by enrolling them in a Parish Religious Education or parochial school program. (Catechesi Tradendae #37) These programs are under the authority of the pastor and in accord with diocesan catechetical policies. (See *Book III The Teaching Office of the Church, Policies and Procedures for Religious Education*)
- b) Home Catechesis: In special cases, parents may choose to provide formal systematic catechesis for their children at home, apart from parish programs. This home catechesis is to be in accord with all applicable Archdiocesan policies for catechesis. (See *Book III The Teaching Office of the Church, Policies and Procedures for Religious Education*) Parents establish the process of home catechesis with their local pastor in the following manner:
 - 1) Parents, their pastor and/or his designated catechetical leader enter into a dialogue regarding mutual responsibilities and expectations for catechesis. The dialogue culminates in a written covenant between the pastor, parents and the child.

- 2) The pastor and/or his designated catechetical leader provides parameters and guidance in the selection of texts and other materials to ensure their conformity with the Church's catechetical documents. If a text or series is approved by the Archdiocese, it may be used by parents even if it is not used in the parish.
- 3) Parents catechizing at home are expected to participate in the life of the parish. This may include:
 - i) Participation in parent sessions.
 - ii) Attendance at parish and Archdiocesan catechist formation sessions.
 - iii) Participation in sacramental programs, retreats, liturgical celebrations, etc.
 - iv) Interaction with peers and the parish community in worship and such events as are determined in dialogue.
- 4) The pastor, his designated catechetical leader and parish catechetical staff will provide resources and support for parental catechizing, including materials and opportunities for the parents' faith development.

1701.4. Policy The pastor or his designate shall determine the readiness of children in light of their disposition and preparation prior to the first reception of the sacraments (Canons 777 and 914), according to the following criteria.

Criteria

- a) Penance or Reconciliation (criteria are to respect the natural disposition, ability, age and circumstances of the individual child)
 - 1) understanding of the relationship of the sacrament to his/her life
 - 2) ability to recognize good and evil
 - 3) understanding of repentance
 - 4) understanding that one can turn for forgiveness to Christ and the Church
 - 5) knowledge that faith is expressed through being forgiven and forgiving
(NCD # 126)
- b) Eucharist (criteria are to be adapted to the child's intellectual capacity)
 - 1) awareness of God's love
 - 2) awareness of the call to participate in Christ's sacrifice
 - 3) knowledge of the gift of the Spirit
 - 4) understanding that the Holy Eucharist is the real body and blood of Christ

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- 5) ability to participate in experiences of sharing, listening, eating, conversing, giving, thanking, celebrating
- 6) knowledge of the mystery of Jesus' life (cf. Canon 913)
- 7) ability to receive the Body of the Lord with faith and devotion (cf. Canon 913)
(NCD #122)

(cf. *Archdiocese of Chicago Policies and Procedures Book IV: The Sanctifying Office of the Church*, Policy §104.3.1. See also the provisions for "Sacramental Readiness Review," *Archdiocese of Chicago Policies and Procedures Book I: General Norms, Accountability and Ecclesiastical Processes*, Policy §1002.)

§1800 CATECHESIS IN PRIVATE SCHOOLS

Private schools that offer catechesis in conjunction with classes in language and culture, such as the independent ethnic schools operated privately in the Archdiocese of Chicago, are an excellent opportunity for the Catholic faith to be presented in a manner that preserves ethnic culture here in the United States. The Church teaches, “Catechesis... must strive to promote greater accord between ... the divine message and the various cultures and diverse languages of peoples” (GDC, 37).

Private schools are also an opportunity for parents/guardians to exercise their right and responsibility as the primary educators of their children and, under the supervision of legitimate ecclesiastical authority, to form their children in the practice of the Christian life by word and example (Canons 226, 774, 793, and 1136).

In keeping with the responsibility of the parish pastor to provide for the catechesis of the faithful,” it is a proper and grave duty especially of pastors of souls to take care of the catechesis of the Christian people...”(Canon 773; see also canons 776, 777).

The Catholic faith is a communal and participative faith. The parish is the center of the community of faith, whose “purpose is to help the child attain a sense of identity within and belong to the ecclesial assembly” (Directory for Masses with Children).

To coordinate the catechetical responsibilities of the pastor or his delegated catechetical leader and the parents/guardians, while respecting the authority of each, the following policies and procedures are offered with regard to catechesis in private schools:

1801.1. Policy Consistent with their right and duty to provide for the education and formation of their children in the Catholic faith, as well as the desire of some to support and preserve their ethnic culture and language, parents/guardians may send their children to catechetical programs at private ethnic schools or other private schools.

Procedure

Parents/guardians of private school students should belong to a parish community, preferably by registering as parishioners, especially if they go to church in a non-territorial parish.

1801.2. Policy It is necessary to inform the Office for Catechesis and Youth Ministry of the Archdiocese of Chicago about catechesis provided in a private school. The administration of private schools and catechists enrolled in such schools must work collaboratively with the Office of Catechesis and Youth Ministry.

1801.3. Policy The catechetical program in a private school must be overseen by a pastor of a parish which is located in the same area where the school takes its activity, or by a priest delegated by the pastor (cf. canon 804, §1). The pastor or delegated priest will be responsible for the supervision and evaluation of catechists, as well as ensuring the sending of catechists to Archdiocesan training and retreats. He should approve the catechetical plan for the school year as well as the selection of textbooks and other resources.

Procedure

- a) During a school year there should be at least 32 catechetical sessions and class should last a minimum of 45 minutes.
- b) Parents/guardians should inform the pastor of their own parish of their children's attendance at a private school and their participation in the catechetical programs.

1801.4. Policy Catechists in the private schools must be certified or be in the Archdiocesan process of attaining catechist certification (cf. canon 805).

1801.5. Policy Catechists in the private schools must go through *Virtus* training as well as the criminal background check.

1801.6. Policy Catechists in the private schools must continue ongoing formation. They must participate in retreats days and formation sessions during the school year organized by the Office of Catechesis and Youth Ministry to nourish their own faith (cf. canon 804, §2).

1801.7. Policy The catechetical textbooks used in the private schools must have an *Imprimatur* from the proper and legitimate ecclesiastical authority and be approved by the Office for Catechesis and Youth Ministry and the USCCB (cf. canon 775).

1801.8. Policy Subject matter covered in each grade must follow the Archdiocesan religious education curriculum.

Procedure

Parents/guardians and children should take part in sacramental preparation activities planned to be held at the private school or the overseeing parish, *i.e.* Sunday Mass, Sacrament of Reconciliation, parent meetings, retreats, rehearsals, conferences, etc., in order to be a part of the community of faith.

1801.9. Policy The pastor or his designate shall determine the readiness of children in light of their disposition and preparation prior to the first reception of the sacraments (Canons 777 and 914), according to the following criteria (per policy 1701.4 of this Book III).

Criteria

- a) Penance or Reconciliation (criteria are to respect the natural disposition, ability, age and circumstances of the individual child)
 - 1) Understanding of the relationship of the sacrament to his/her life
 - 2) ability to recognize good and evil
 - 3) understanding of repentance
 - 4) understanding that one can turn for forgiveness to Christ and the Church
 - 5) knowledge that faith is expressed through being forgiven and forgiving
(NCD # 126)

- b) Eucharist (criteria are to be adapted to the child's intellectual capacity)
 - 1) awareness of God's love
 - 2) awareness of the call to participate in Christ's sacrifice
 - 3) knowledge of the gift of the Spirit
 - 4) understanding that the Holy Eucharist is the real body and blood of Christ
 - 5) ability to participate in experiences of sharing, listening, eating, conversing, giving, thanking, celebrating
 - 6) knowledge of the mystery of Jesus' life (cf. Canon 913)
 - 7) ability to receive the Body of the Lord with faith and devotion (cf. Canon 913)
(NCD #122)

- c) Confirmation (criteria are to respect the natural disposition, ability, age and circumstances of the individual child, are to be adapted to the child's intellectual capacity, are to include retreat experiences and include parents and sponsors in the catechetical preparation of the youth for Confirmation) (NDC # 36, A2)
 - 1) Understanding of the Rite of Confirmation and its symbols.
 - 2) Understanding the meaning of the gifts and fruits of the Holy Spirit and ability to apply them to their lives.
 - 2) Understanding that Confirmation strengthens the Baptismal conferral of the Holy Spirit in order to incorporate them into the life of the community of faithful and prepares them to the mission of the Church.
 - 3) Ability to live up to their responsibilities as witness of the Christ and members of the Church.
 - 4) Ability to explain God's love for man and man's love for God drawn from an understanding of human love.

- 5) Ability to be a mature member of the Church by participating in the Eucharist, listening and sharing the word of God and being thankful for the gifts God has given.

(cf. Archdiocese of Chicago Policies and Procedures Book IV: The Sanctifying Office of the Church, Policy §104.3.1. See also the provisions for “Sacramental Readiness Review,” Archdiocese of Chicago Policies and Procedures Book I: General Norms, Accountability and Ecclesiastical Processes, Policy §1002)

1801.10. Policy The reception of the sacraments takes place in the church of the parish that oversees the catechetical instruction in the private school.

1801.11. Policy Monitoring compliance with this policy shall be the responsibility of the Office of Catechesis.

BOOK III THE TEACHING OFFICE OF THE CHURCH

TITLE III CATHOLIC EDUCATION

CHAPTER I SCHOOLS

ELEMENTARY SCHOOLS

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§100 ADMINISTRATION

INTRODUCTION

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

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

§101 THE PASTOR

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

Procedures

- a) As new school models emerge the role of the pastor may be redefined.
- b) The pastor, in collaboration with the principal, shall establish an appropriate educational board to assist in the governance of the Catholic school(s) in the parish. The pastor is an ex-officio member of the board.
- c) The pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish including the school.
- d) The pastor is responsible to foster, nurture, guide, and coordinate the ministries of the parish. He delegates the administration of the school to the principal who administers the school in accordance with Archdiocesan school policies and procedures.
- e) By virtue of his office, the pastor has the primary responsibility for those matters within the school which affect worship, the ministry of the Word, and the spiritual welfare of the students. It is his duty to see that the teachings of the Roman Catholic Church are clearly and accurately presented.
- f) The pastor is also responsible for the financial affairs of the parish.
- g) The pastor is bound by all Archdiocesan school policies and procedures.

§102 LOCAL SCHOOL BOARD / EDUCATION COMMITTEE

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

Procedures

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

§103 CATHOLIC IDENTITY

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

Procedure

The religion program shall present the central doctrines of the Catholic faith in keeping with the norms set by the National Catechetical Directory and in accordance with the Catechism of the Catholic Church.

§104 EDUCATIONAL PROGRAM

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

§120 LOCAL SCHOOL PLANNING

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

Procedures

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

§121 ANNUAL SCHOOL BUDGET

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

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

Procedure

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

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

§122 DEVELOPMENT/FUNDRAISING ACTIVITIES

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

§123 FEDERALLY FUNDED PROGRAMS

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

Procedures

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

§124 CATHOLIC ELEMENTARY SCHOOL FINANCIAL SUPPORT

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

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

Procedures

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

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

Procedures

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

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

Procedures

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

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

Procedures

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

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

Procedures

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

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

§130 NON-DISCRIMINATION IN SCHOOLS

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

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

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

§131 ADMISSIONS

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

Procedures

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

§132 STUDENT ATTENDANCE

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

§133 CHILD CUSTODY

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

Procedure

The school abides by the provisions of the Family Educational Rights And Privacy Act with regard to parents' right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

§134 HANDBOOK

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

Procedure

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

§135 SURVEYS

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

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

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

§137 STUDENT RECORDS

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

Procedure

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

§138 ASSESSMENT AND EVALUATION

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

Procedures

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

§139 RETENTION

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

Procedures

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

§140 GRADUATION

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

Procedure

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

§150 STUDENT HEALTH

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

§151 STUDENT BECOMING A PARENT

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

§153 SMOKE FREE ENVIRONMENT

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

§154 SAFETY

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

Procedure

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

§155 EMERGENCY PROCEDURES

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

Procedures

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

§156 STUDENT ACCIDENT INSURANCE

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

§157 ILLNESS AND ACCIDENT AT SCHOOL

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

Procedures

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

§158 DISCIPLINE

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

Procedures

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

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

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

BOOK III THE TEACHING OFFICE OF THE CHURCH

TITLE III CATHOLIC EDUCATION

CHAPTER I SCHOOLS

HIGH SCHOOLS

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§100 ORGANIZATION

INTRODUCTION

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

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

§101 ARCHDIOCESAN AND PARISH CATHOLIC HIGH SCHOOLS

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

Procedures

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

§102 GOVERNANCE

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

Procedures

- a) A governing council shall be established for each of the Archdiocesan high schools.
 - 1) The governing council of the Archdiocesan high school has the following responsibilities: advance the mission and the Catholic Identity of the high school; develop local policies consistent with archdiocesan policies for high; implement and monitor strategic planning; support institutional development and public relations; engage in council development; recommend adoption of the annual budget to the superintendent; evaluate and recommend hiring of the president / principal to the superintendent.
 - 2) The governing council shall conduct its business at meetings. The governing council shall have no fewer than four regular meetings annually. The meetings of the governing council are ordinarily closed.
 - 3) At an annual meeting of the governing council, convened by the superintendent in collaboration with the executive committee of the governing council, the council will submit, in writing, an annual report on its activities to the superintendent.

- b) The pastor shall establish an appropriate educational board to assist in the governance of the Catholic school(s) in the parish. The pastor is an ex-officio member of the board.
 - 1) The pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish, including the school(s).
 - 2) The pastor is responsible to foster, nurture, guide, and coordinate the ministries of the parish. He delegates the administration of the parish high school to a president and/or principal who administers the school in accordance with archdiocesan school policies and procedures.
 - 3) By virtue of his office, the pastor has the primary responsibility for those matters within the school which affect worship, the ministry of the Word, and the spiritual welfare of the students. It is his duty to see that the teachings of the Roman Catholic Church are clearly and accurately presented.
 - 4) The pastor is also responsible for the financial affairs of the parish.
 - 5) The pastor is bound by all Archdiocesan policies and procedures.

§103 CATHOLIC IDENTITY

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

Procedures

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

§104 EDUCATIONAL PROGRAM

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

§204 LOCAL SCHOOL PLANNING

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

Procedures

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

§205 ANNUAL SCHOOL BUDGET

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

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

Procedures

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

§206 DEVELOPMENT/FUND RAISING ACTIVITIES

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

§207 FEDERALLY FUNDED PROGRAMS

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

Procedures

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

§301 ADMISSIONS

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

Procedures

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

§302 NON-DISCRIMINATION IN SCHOOLS

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

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

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

§303 STUDENT RECORDS

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

Procedures

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

§304 TRANSFER OF RECORDS

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

§305 CHILD CUSTODY

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

Procedures

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

§306 HANDBOOK

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

Procedures

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

§307 STUDENT ATTENDANCE

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

§308 DISCIPLINE

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

Procedures

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

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

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

§310 STUDENT HEALTH

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

§311 SMOKE FREE ENVIRONMENT

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

§312 SAFETY

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

Procedures

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

§313 ILLNESS AND ACCIDENT AT SCHOOL

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

Procedures

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

§314 EMERGENCY PROCEDURES

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

Procedures

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

§315 STUDENT ACCIDENT INSURANCE

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

§316 STUDENT BECOMING A PARENT

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

§317 GRADUATION

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

BOOK III THE TEACHING OFFICE OF THE CHURCH

TITLE IV INSTRUMENTS OF COMMUNICATION

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§100 IMPRIMATURS

§101 SCOPE

101.1. Policy The following books must receive an imprimatur before being published:

- (1) books of the sacred scriptures (c. 825);
- (2) liturgical books and books of private prayer (c. 826);
- (3) catechisms and catechetical writings (c. 827, §1);
- (4) textbooks on scripture, theology, canon law, church history and religious or moral discipline, which are used as the basis for instruction in elementary or high schools and colleges (c. 827, §2);
- (5) books treating religion or morals which are displayed, sold or distributed in churches or chapels (c. 827, §4).

101.2. Policy Books (not textbooks) concerning scripture, theology, canon law, church history, religious or moral discipline, and any writing in which there is anything of special concern to religion or good morals, may be submitted to receive an imprimatur before being published.

§102 PROCESS

102.1. Policy In addition to the Archbishop, the Vicar General has the authority to grant imprimaturs as provided in Canon Law. (cc. 134, 479 and 824)

Procedures

Normally, in the Archdiocese of Chicago, the granting of imprimaturs is handled by the Vicar General.

102.2. Policy The Office of the Chancellor shall direct the imprimatur process and make recommendations to the Vicar General to grant or deny requests for imprimaturs, based on the censor's analysis of the work to be published.

102.3. Policy Requests for imprimaturs shall be sent to the Office of the Chancellor.

Procedures

Authors and/or publishers should contact the Office of the Chancellor and submit one copy of their manuscript.

102.4. *Policy* The Office of the Chancellor shall organize a committee of qualified censors.

Procedures

Censors are to have professional competence in the area of concentration relating to a manuscript (usually a professional degree).

102.5. *Policy* Each manuscript submitted to the Office of the Chancellor for an imprimatur shall be assigned a censor.

Procedures

- a) The Office of the Chancellor will assign a censor to each manuscript based upon the area of concentration (i.e. scripture, moral theology, etc.)
- b) The Office of the Chancellor will send one copy of the manuscript to the censor for review.
- c) The Office of the Chancellor will provide each censor with guidelines by which to review the manuscript.

102.6. *Policy* Once a censor has approved a manuscript as being consistent with the teachings of the Church concerning faith and morals as proposed by the ecclesiastical magisterium (c. 830), the Office of the Chancellor shall forward to the Vicar General the recommendation regarding the granting of the imprimatur.

Procedures

- a) The person requesting the imprimatur will be notified in writing of the Vicar General's decision.
- b) If the imprimatur is granted, the Office of the Chancellor will request two copies of the final manuscript containing the formal notice of the *Nihil Obstat* and Imprimatur.

§200 POLICY FOR OPENNESS AND TRANSPARENCY IN COMMUNICATIONS REGARDING SEXUAL MISCONDUCT

INTRODUCTION

It is important to be open and credible with parish leadership and parish communities when a cleric serving there has been withdrawn from ministry for the safety of children as well as when a cleric is returned to ministry due to a finding that such an allegation cannot be substantiated. Therefore, Officials of the Archdiocese have developed a policy and procedure that will foster openness while still respecting the privacy and reputation of the individuals involved.

§200 COMMUNICATION WITH PARISH LEADERSHIP AND PARISH COMMUNITIES

<p>200.1. Policy Officials of the Archdiocese of Chicago will notify parish leadership and parish communities as soon as reasonably possible when a cleric serving there has been withdrawn from ministry by the Archbishop after he has accepted the recommendation of the independent Professional Responsibility Review Board that the safety of children requires the withdrawal of the cleric from ministry. Parishes will also be notified when the Archbishop accepts the recommendation of the pertinent canonical authority in the case of the return of a cleric to ministry due to a finding that such an allegation cannot be substantiated.</p>

Procedures

- a)** The Professional Responsibility Administrator will inform the Director of the Department of Communications and Public Relations or the Director of the Office of Communications as soon as possible when the Archbishop has approved the recommendation of the independent Professional Responsibility Review Board regarding the withdrawal from or return to ministry of any cleric.

- b)** A representative of the Office of Assistance Ministry will meet with the leadership of any parish affected by a cleric's withdrawal from ministry to review the communications materials developed by a communications team comprised of archdiocesan officials and receive input on the distribution of these materials. In the instance of a cleric returned to ministry due to a finding that such an allegation cannot be substantiated, a representative from the Vicar for Priests will meet with and provide necessary communications materials to the leadership of any parish involved.
- c)** The communications materials will then be submitted to the Episcopal Vicar and/or Episcopal Vicars of the parishes involved, the Vicar General, the Chancellor, and the Archbishop for final review and approval.
- d)** After final approval, plans will be made with the Episcopal Vicar and/or his representative to be present at any parish affected by a cleric's withdrawal from or return to ministry to convey the substance and oversee the distribution of communications material announcing the withdrawal from or return to ministry.
- e)** After final approval, communications material will first be shared with parishes involved, then with *The Catholic New World* for publication in its next edition. The same material will be posted on the Official Web Site of the Archdiocese of Chicago for 30 days.
- f)** Upon request from the public media, the Director of the Office of Communications or a designated representative will disseminate the announcement of the cleric's withdrawal from or return to ministry and provide a brief biographical sketch including the cleric's ministerial assignments.

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