

Emergency Procedures

Effective: August 2002

Revised: August 2010; August 2015; August 2017

Crisis Plans

All principals/preschool directors in cooperation with the faculty shall develop written general and specific crisis procedure plans, which shall be reviewed annually. It is highly recommended that the school involve local law enforcement when preparing crisis plans.

These plans should provide specific procedures for evacuations and emergency situations including, but not limited to intruders from within, intruders from outside, fire, flood, tornado, and earthquake.

A) They should also include, at a minimum:

- 1) information regarding evacuation plans,
- 2) notification of police and other appropriate authorities,
- 3) signals/codes for personnel,
- 4) a system to contact parents or responsible parties,
- 5) a system for release of students,
- 6) provisions for site isolation,
- 7) methods of communication—both internal and external,
- 8) first aid,
- 9) faculty and staff assignments,
- 10) closing of school and early dismissal of students.

B) In the event of a natural disaster, the school shall respond to directions given by the Office of Catholic Schools or local governing authority.

C) The responsibility for determining whether the building should be evacuated rests with the principal. In the absence of the principal, the assistant principal, or the principal's designee, who must be a certified teacher, will be responsible for carrying out the emergency procedures.

D) Copies of the procedures are to be distributed to all school personnel and families. All school personnel, including those involved in coaching and before and after school programs, must be instructed in these procedures.

E) Any emergency, disaster, or dangerous situation must be reported to the pastor and to the Superintendent as soon as possible.

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Effective: August 2002

Revised: August 2010; August 2015; August 2017

Emergency Drills

Written standards of procedures for emergency drills (e.g., fire, flood, tornado, intruder, lockdown/lockout, etc.) must be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building must be made aware of the emergency procedures as posted.

It is highly recommended that the school work with and involve local law enforcement and fire department in any and all emergency drills.

- A) Drills for intruders must be practiced a minimum of two times per year, once in the fall and once in the spring.
- B) Drills for lockdown/lockout situations must be practiced a minimum of two times per year, once in the fall and once in the spring.
- C) Drills for tornados must be practiced a minimum of two times per year, once in the fall and once in the spring.
- D) Drills for fire must be practiced one time per month or more frequently, if required by local fire regulations.
- E) Results of each type of drill must be recorded, noting dates and times of evacuation, problems observed, and corrective actions taken.
- F) Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.

Non-Authorized Persons

- A) All preschools, elementary schools and Archdiocesan high schools will establish procedures to register visitors on campus and monitor non-authorized persons.
- B) Persons with no legitimate reason or written authorization to be on the school grounds will be asked to leave by any school personnel. If the person does not leave, the police are to be called immediately.

Definition of a Student/Home Schooling

Effective: August 2017

Revised:

Overview

The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated school days.

Definition

The enrollment of part-time students—students who attend only certain classes or only a portion of a school day— is not permitted.

This does not include partial day Preschool, Pre-Kindergarten, or Kindergarten programs in which the offered hours are less than those of the full school day.

Extra/co-curricular Activities and/or Programs

Extra/co-curricular activities and/or programs (e.g., CSAL, tutoring programs, after school activities) are not open to children who are not full-time, enrolled students in the school. Schools may not permit students enrolled in home school programs to participate in extra/co-curricular programs and activities for any reason.

Home School Programs

Home school programs are considered a separate form of private education. The Archdiocese of Denver does not offer a home schooling program and schools may not support, materially or otherwise, a homeschooling program for a family.

- A) If a family requests to leave a Catholic school for a home school, the principal should withdraw the family from the Catholic school and direct the family to the policies and procedures of the local public school district through the Colorado Department of education.
- B) The parent must also provide a written request to the Catholic school requesting that the child's student cumulative permanent records be transferred to "Home Schooling." The parent may then receive a copy of the student's cumulative permanent records.
- C) The school retains the original student cumulative permanent records.

Certificates of Immunization

Effective: August 2002

Revised: August 2017

Overview

Under Colorado law (Board of Health Rule 6 CCR 1009-2), schools are required to have an immunization record on file for every student enrolled.

Immunization records are the official certificate of immunization, the official medical exemption form, or a documented, non-medical exemption.

- A) The records are to be presented to the school before the first day of school.
- B) If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations.

Refer to *Appendix E3, Immunization Law Flowchart* published by the Colorado Department of Public Health & Environment and *Appendix F3, Certificate of Immunization* from the Colorado Department of Public Health & Environment.

Online and downloadable non-medical exemption forms (in multiple languages), along with instructions on how to file can be found at <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>.

Exemptions

Schools shall comply with the following policies of the Department of Public Health and Environment regarding exemptions. Colorado law requires all students attending Colorado schools and licensed child care facilities to be vaccinated against certain diseases unless a medical or non-medical exemption is filed.

- A) Beginning July 1, 2016, non-medical exemptions must be submitted more often (Colorado Board of Health Rule 6 CCR 1009-2).
- B) Parents must file an exemption for each school or child care facility the student attends.
- C) For the safety of unvaccinated children, students with an exemption from one or more required vaccines may be kept out of school or child care facility during a disease outbreak.

Medical Exemptions

- A) Students with medical exemptions signed by a medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician's assistant need to submit this form only once unless the student's information or school changes.
- B) Medical exemptions can be claimed by submitting a form to Colorado Department of Public Health

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Effective: August 2002

Revised: August 2017

and Environment for inclusion in the Colorado Immunization Information System (immunization registry) or by submitting the form directly to the child's school or child care facility. Schools and child care facilities require a paper copy of the exemption form.

- C) Exemptions submitted for inclusion in the immunization registry are confidential. Refer to CIIS Privacy and Confidentiality statement at <https://www.colorado.gov/pacific/cdphe/ciis-confidentiality-policy>.

Non-medical (personal belief or religious) Exemptions

Students in grades K-12 claiming a non-medical exemption must submit one annually. These exemptions expire June 30 each year. There are multiple options for submitting a non-medical exemption.

- A) Parents can submit the online non-medical exemption form to Colorado Department of Public Health & Environment for inclusion in the immunization registry. Parents must provide a paper copy of the exemption form to the child's school.
- B) Parents can submit the Colorado Department of Public Health & Environment downloadable form directly to the student's school or child care facility.
- C) Parents submit a statement of exemption directly to the student's school or child care facility. This statement should include: the student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious).
- D) Exemptions submitted for inclusion in the immunization registry are confidential. See CIIS Privacy and Confidentiality at <https://www.colorado.gov/pacific/cdphe/ciis-confidentiality-policy>.

Contact with Students During School Hours

Effective: August 2002

Revised:

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the principal/preschool director (in standalone preschools within the Archdiocese of Denver).

The following policies shall apply to such situations.

- A) If contact is sought by a police officer or Social Services personnel, the principal/preschool director must obtain prior parental consent when the student is a minor, except if the police or Social Services direct the principal/preschool director not to contact the parents. In such cases, the school shall follow the directives of the police or Social Services, and the principal/preschool director shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the principal/preschool director and placed in the school files. The principal/preschool director shall notify the pastor, in the case of elementary and preschools, and the Office of Catholic Schools.
- B) If contact is sought by anyone other than a police officer, Social Services or a custodial parent/legal guardian, the principal/preschool director must first obtain parental consent.
- C) The principal/preschool director shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, Social Services worker or medical or counseling person not employed by the school. This does not include persons authorized by parents/legal guardians or principal/preschool director as part of the regular curriculum or support programs of the school, nor those in a tutorial or diagnostic position such as Child Find.
- D) Teachers shall not allow pupils to leave classrooms to speak to non-school personnel, without the explicit permission of the principal/preschool director or his/her designee.
- E) The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights.
- F) No organization, agency, or person (excluding police officers and Social Services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
- G) The following procedures must be followed when custody of a pupil is requested by a police officer:
 - 1) Examination of police credentials. If the police officer is unknown to the principal/preschool director, the officer shall be asked to produce his/her credentials.
 - 2) Should a police officer produce a warrant for the arrest of a pupil, the pupil shall be immediately surrendered to the officer. The principal/preschool director should request that the police officer allow the principal/preschool director time to notify parents before removing the pupil from the premises. In all cases, the parents/legal guardians should be notified by the principal.

Contact with Students During School Hours—continued

Effective: August 2002

Revised:

- 3) In instances not involving a warrant, parents/legal guardians may give telephone authorization to surrender the pupil to the police officer. The principal/preschool director shall make a written notation of the time and a summary of the conversation and retain the notation in a secured office file. The principal/preschool director may then surrender the pupil to the police officer. If the parent/legal guardian refuses authorization, then the school shall not release the child without a warrant or other court order.
 - 4) Whenever custody of a pupil is requested by a police officer, the principal/preschool director shall notify the Office of Catholic Schools and, in the case of elementary and preschools, the pastor, as soon as possible.
- H) The following procedures must be followed when custody of a pupil is requested by Social Services:
- 1) Examine and photocopy the official identification/credentials of the Social Services representative.
 - 2) Should the Social Services person request that the pupil be removed from the school, prior to notification of the parents, the principal shall:
 - Obtain a copy of authorization from an appropriate court or other legal authority.
 - Request information regarding when the parents will be notified and by whom.
 - Obtain all pertinent information from the Social Services person regarding where the child will be taken and how the parents can reach the caseworker.
 - Immediately make a written summary of the event and place it in a secured office file.
 - Whenever custody of a pupil is requested by Social Services, the principal/preschool director shall notify the Office of Catholic Schools and, in the case of elementary and preschools, the pastor, as soon as possible.

Student Cumulative Permanent Records

Effective: August 2002

Revised: August 2017

Overview

Permanent cumulative records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools (*Appendix E1, Safeguarding of Documentation and Archives – Record Retention*). All Archdiocesan and parish elementary schools shall use the official elementary student cumulative permanent record folder as designated by the Office of Catholic Schools.

Student Cumulative Permanent Records

- A) A student cumulative permanent record is the student's official record and shall contain only academic transcripts including:
 - 1) Attendance record;
 - 2) Academic test results;
 - 3) Health records (unless kept in health office); and
 - 4) Emergency contact information form. A copy of the emergency information form shall be kept in a location designated by the principal.
- B) Student cumulative permanent records are to be signed by the homeroom teachers at the end of each academic school year.
- C) Cumulative records of students are to be kept in perpetuity and stored permanently in a locked, fireproof file.

Access to Student Cumulative Permanent Records

- A) Administrators shall preserve both the integrity and privacy of the required student cumulative permanent records.
- B) Parents, as the primary educators, shall have the right to inspect and review the official record of their child. Parents are to make this request in writing to the principal/preschool director.
- C) A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child. In order to establish visitation rights, parents must provide a certified copy of the most recent court order.
- D) Students in foster homes may have been placed in a school by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parent's request for and legal right to information.
- E) Access to student cumulative permanent records shall be made available to Archdiocesan officials, teachers, clerical staff, and other persons who have a legitimate educational purpose in accordance with the regulations of the Office of Catholic Schools.

Student Cumulative Permanent Records—continued

Effective: August 2002

Revised: August 2017

Release of Student Cumulative Permanent Records

- A) Upon written request and within a reasonable timeframe, schools shall release **official** transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless the parent has initiated the request, a reasonable attempt must be made to notify the parent of the request for records.
- B) All other requests for release of student cumulative permanent records may be granted only with the written authorization of the parents or of the student if 18 years of age or older.

Maintenance of Student Cumulative Permanent Records

- A) All student permanent cumulative records must be kept in perpetuity by the school or by the parish if the school closes.
- B) All student cumulative permanent records must be stored in a locked, fireproof file.

Release of Student Directory Information

Effective: August 2002

Revised: August 2017

Overview

Schools can share student directory information with all diocesan and affiliated Catholic schools when requested by an official (e.g., principal, OCS representative) within the school system.

Process

- A) Before printing student directories, **written or electronic permission for publication of this information must be secured from parents on an annual basis.**
- B) Names and addresses of students, faculty and staff shall not be made available to anyone outside the school system.
- C) This permission shall be kept on file for five (5) years.

Media Policy**Effective: August 2002****Revised: August 2017**

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, **written permission for publication of this information must be secured from parents on an annual basis.** Written permission can be granted via paper-based release form or electronic release form.

This permission shall be kept on file for the length of the time the student is at the school PLUS five (5) years (*Appendix V1, Recommended Photographic and Interview Release*).

Tobacco, Alcohol, and Other Drugs

Effective: August 2002

Revised:

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities.

Tutoring Policy
Effective: August 2002
Revised:

Teacher recommendations for tutoring must be approved by the principal.

No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal.

Homework

Effective: August 2002

Revised:

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study. Local schools should develop and publish general homework guidelines in the parent/student handbook.

Parent Teacher Conferences

Effective: August 2002

Revised:

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered contact days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

Fund Raising Projects

Effective: August 2002

Revised:

No organization may promote a fund raising project in the school's name without prior approval of the school principal/director and pastor in parish preschools and elementary schools and by the principal and Superintendent in Archdiocesan high schools (*Ref: Management of Accounts*).

This policy should be disseminated to the appropriate officers, associations and activity groups.

Fund Raising Revenue

Effective: August 2002

Revised:

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements.

These fund raising revenues are monitored and administered by the principal/director and pastor in parish preschools and elementary schools and by the principal and Superintendent in Archdiocesan high schools.

Unless previously designated and approved by the principal/director and pastor/Superintendent, all funds raised on behalf of the school or its activities associations are ultimately used at the discretion of the principal, director, pastor and Superintendent.

The pastor must have his signature on any account. Bank statements must be mailed to the pastor for parish schools and to the principal for archdiocesan high schools who shall review them and pass them along to the appropriate individual for reconciliation.

This policy should be disseminated to the appropriate officers, associations and activity groups.

School Handbooks

Effective: August 2002

Revised: August 2017

Overview

Each school shall develop and distribute a parent/student handbook. This handbook must state the philosophy, mission, rules, and regulations of the school. All elements of the handbook must be in compliance with the policies and regulations of the Archdiocese of Denver and the Office of Catholic Schools.

In addition, each school shall develop and distribute a faculty/staff handbook containing rules and regulations not in conflict with the policies of the Archdiocese. Both the parent/student handbook and the faculty/staff handbook must confirm, using a form approved by the Office of Catholic Schools, that the handbook has been received.

A Parent/Student Handbook and a Faculty/Staff Handbook are required for all schools. It is strongly suggested that schools develop a Volunteer Handbook, an Extended Care Handbook, a Substitute Teacher Handbook, and an Athletics Handbook. Refer to *Appendix A1, School Handbook Checklist* for a list of recommended topics for each handbook.

Required Statement

The following statement must be included in all School handbooks:

“Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.”

Process

- A) Both parent/student and faculty/staff handbooks must be reviewed by administration and other appropriate parties, updated annually, and published prior to the opening of the school year (*Appendix A1, School Handbook Checklist*). Copies must be submitted to the Office of Catholic Schools at the beginning of each school year.
- B) School handbooks constitute a contract between the school and the families it serves. For that reason, all families must sign a handbook agreement form (*Appendix B1, Recommended Handbook Agreement Form*). Signed forms must be on file in the school office no later than September 1 of the current school year.
- C) Agreement forms signed by faculty and staff (*Appendix B1, Recommended Handbook Agreement Form*) must be on file in the school office no later than September 1 of the current school year.