

Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

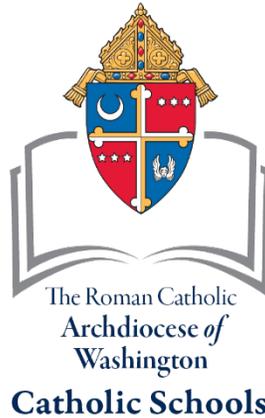
School Operations Manual

2022-2023

THE ROMAN CATHOLIC ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

School Operations Manual

2022-2023



MISSION STATEMENT

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

THE ROMAN CATHOLIC ARCHDIOCESE OF WASHINGTON
Catholic Schools Office
5001 Eastern Avenue
Hyattsville, MD 20782-3447
Phone 301.853.4500 • Fax 301.853.7670

Table of Contents

Purpose of This Manual	1
How to Use This Manual	2
Operational Procedures	3
1. Concerns or Potential Issues with Catholic Identity (1212).....	3
2. Admissions and Enrollment (3511 & 3513)	3
3. Re-Registration (3519)	5
4. Attendance (3535)	6
5. Immunization (3514)	7
6. Health and Allergy Information (3544)	9
7. Students with Special Needs (3515)	10
8. English Language Learners (3516)	11
9. Custody Arrangements (3517)	12
10. Emergency Contacts (3545)	13
11. Transportation Permission (3546).....	13
12. Field Trips (3547).....	14
13. School Discipline (3570).....	15
14. Suspensions and Expulsions (3571)	16
15. Reportable Incidents (3548).....	20
16. Acceptable Use of Technology (3212).....	21
17. Prevention Programming (3543)	25
18. Student Threats (3570 & 3540).....	26
19. Communication with the Media (3660).....	31
20. Communicating in a Crisis (3651)	33
21. Subpoenas and Communication with Attorneys (3662).....	35
22. Maintenance and Confidentiality of Student Records (3590)	36
23. Transfer of School Student Records (3591).....	38
24. Release of School Student Information (3592).....	38
23. School Counseling Services (3549).....	39
24. School/ Facility Safety and Emergency Response (3540 & 3541)	40
25. Child Protection and Reporting Child Abuse (3542)	43
26. Parent/Student Handbook (3620 & 3621).....	44
27. Parent or Guardian Cooperation (3512).....	45
28. Calendar Changes and Cancelled School Days (3531).....	46
29. Tutoring and School Enrichment Activities	45

Forms

[Archdiocesan Catholic School Forms in English](#)

[Archdiocesan Catholic School Forms in Spanish](#)

Purpose of This Manual

CONFIDENTIAL: This Manual is both confidential and proprietary to the Archdiocese of Washington and its agents, and the Archdiocese of Washington reserves the right to recall this document in its entirety or in part. By receiving this document you agree that you will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of the Archdiocese of Washington. This Manual is not to be distributed to teachers, parents, or students.

This Operations Manual is based on the [Policies for Catholic Schools](#) published by the Archdiocese of Washington in 2009 and provides the procedures that must be followed in maintaining the daily operations of archdiocesan Catholic schools.¹

The topics covered in this Operations Manual (“Manual”) include those issues that relate to the daily functioning of each school in the Archdiocese of Washington. Specifically, this Manual is a set of instructions for schools’ chief administrators² and staff members to use in situations that may arise in the course of the school year. Some of the topics covered in this Manual include: admissions and re-registration; health and immunization; students’ special needs; custody arrangements; emergency contacts; transportation; field trips; discipline; reportable incidents; communicating with media; communicating with attorneys; technology and internet use regulations; safety and security; and other topics.

This Manual also provides schools with the standard, archdiocesan forms that must be used on behalf of every student to maintain important information on file. The forms provided in this Manual require only that schools enter their school name where indicated; they can then be distributed to parents/guardians for completion. Finally, each school’s individualized handbook for students and parents/guardians should be based on, and derived from, the instructions set forth in this Manual.

¹ Archdiocesan Catholic schools are defined in Policy 2100. This Manual applies to all Level I Affiliates as defined by Policy 2113. This includes parish schools, regional schools, incorporated regional schools, consortium schools, and archdiocesan high schools.

² The term “chief administrator” is defined in Policy 2411 and, as used throughout this document, includes any president, chief administrator, CEO, headmaster, head of school, or any person acting on their behalf in their absence.

How to Use This Manual



Using the Online Operations Manual and Forms

The Archdiocese of Washington published revised school policies in January, 2018. The procedures in this Manual correspond to those policies, and they are designed to be implemented uniformly across all archdiocesan Catholic schools. To promote efficiency, this Manual hyperlinks to all required archdiocesan forms that are to be used in conjunction with these procedures. If a form is required by a certain procedure, then that procedure will list the proper form in the body of this Manual.

To access a form, the chief administrator must cursor over the [hyperlink](#) for the form, and click the [hyperlink](#). A web-browser will open the form as either a Word document or Adobe PDF file depending on the format of the form. From here, the form may be downloaded and prepared for individual school use and future reference.

Forms are available both in [English](#) and [Spanish](#). To access forms translated in Spanish, simply click on the following link: [Archdiocesan Catholic School Forms in Spanish](#).

Operational Procedures

1. Concerns or Potential Issues with Catholic Identity (1200)

- a. Catholic schools play a crucial role in the mission of the Archdiocese of Washington—and the whole Roman Catholic Church—to carry on the teaching work of Christ. Every Catholic institution derives its Catholic Identity from its participation in this mission.
- b. Pursuant to its Catholic identity, each Catholic school must uphold Catholic social and moral teaching not only in the classroom but also through policy and personnel decisions, extracurricular activities, and every aspect of student and community life.
- c. Challenges to a school’s Catholic identity may take a variety of forms. When an issue implicating a school’s Catholic identity arises, the school’s staff and administrators shall proceed as follows:
 1. A teacher or school staff person who becomes aware of an issue implicating Catholic identity should alert the chief administrator. The chief administrator shall notify the pastor or canonical administrator, who is ultimately responsible for ensuring the faithful presentation of the Church’s teachings in and by the school.
 2. The canonical administrator and/or chief administrator will contact the Catholic Schools Office. The Superintendent and/or designee will appropriately consult and provide guidance to the canonical and/or chief administrator regarding the concern of the issue in the context of Catholic identity.

2. Admissions and Enrollment (3510, 3511 & 3513)

- a. To be considered for admission to an archdiocesan Catholic school, prospective students must submit an Application for Admission ([Form 1](#)), and all documents required by the application, to the school’s chief administrator.

The materials that must accompany the application are:

1. Copy of Baptismal Certificate (Catholics only);
2. Archdiocese of Washington Immunization Policy Acknowledgment with all required attachments (must be submitted prior to the beginning of school year) ([Form 3](#), [Form 4](#), and [Form 5](#));
3. Archdiocesan Allergy Agreement and Action Plan ([Form 6](#)) (if applicable);
4. Copy of custody order, or other court orders (if applicable);
5. A non-refundable application fee;

6. Copy of birth certificate, baptismal certificate or U.S. government-issued identification presented to school personnel for age verification;

Students seeking admission into kindergarten at an archdiocesan school must follow the age admission guidelines of the local jurisdiction in which the school is located. Early admission may only be considered if a child has been identified as eligible by his/her local public school. Documentation of early admission eligibility must be on file at the school. Below is the local jurisdiction's reference information for parents seeking early admission:

[District of Columbia Municipal Code 5-E2004](#): Student must be five years old on or before September 30 (Early Admission Not Permitted)

[Maryland Code \(COMAR 13a.08.01.02\)](#): Student must be five years old on or before September 1 (Early Admission Permitted by Jurisdiction)

[Charles County Guide for Parents Applying for Early Entrance into Kindergarten and Kindergarten Application for Exemption](#)

[Calvert County Early Enrollment Process for Kindergarten](#)

[Montgomery County Application for Exemption](#)

[Prince George's County Application for Exemption](#)

[St. Mary's County Guidelines for Age Exemption](#)

Furthermore, if the applicant is transferring from another school, the following are required:

7. Current report card including comments and the two previous years' report cards;
 8. Current standardized test scores plus the two previous years' scores, if available.
- b. If the applicant is transferring from another archdiocesan school, the chief administrator of the new school must consult with the chief administrator of the former school before enrolling the applicant or allowing the applicant to attend school. During that consultation, the chief administrator must inquire, at a minimum, into any behavioral/safety concerns the former chief administrator may have regarding the applicant, the applicant's parents' or guardians' history of cooperation with the former school, and the fulfillment of the applicant's financial obligations to the former school.

The applicant may not be enrolled or attend a new archdiocesan school until financial obligations at the former school have been resolved to the satisfaction of the chief administrator of the former school.

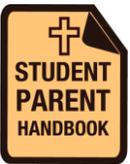
Chief administrators are prohibited from enrolling an applicant transferring from another archdiocesan school at mid-year, when the applicant's current school is designated to be in "consultation" by the Archdiocese of Washington.

- c. The school's chief administrator shall set admission applications deadlines. Catholic students shall be given preference over non-Catholic students for initial admission into archdiocesan schools. In all other ways, archdiocesan schools must comply with archdiocesan

nondiscrimination policies and all applicable local, state and federal regulations. Archdiocesan schools may not discriminate on the basis of any legally protected status, including race, sex (unless traditionally a single sex school), national origin or age, unless otherwise allowed by law, which is a decision that must be made with the knowledge and advice of the Chancellor’s office. In the Application for Admission ([Form 1](#)), parents/guardians are required to acknowledge the Roman Catholic religious nature of the school, and must agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church. All applicants must follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before receiving any final admissions decisions.

- d. Each school shall publish a posted deadline for admissions applications. In the event that a school receives more qualified applications than it has the capacity to accommodate, students will be admitted in the following priority:
 1. Catholic students in the order in which they submit completed admission applications prior to posted deadlines.
 2. Non-Catholic students in the order in which they submit completed admission applications prior to posted deadlines.
 3. All students in the order in which they submit completed admission applications after registration deadlines.

e. Policy 3510 states that archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church. Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions. All archdiocesan schools must Insert the following language into your school handbook:



Archdiocesan Admissions & Non-Discrimination Policy: The Archdiocese’s Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

3. Re-Registration (3519)

- a. In the third quarter, chief administrators shall extend the Re-registration Form ([Form 2](#)) to those families eligible for re-registration.

Each eligible student must complete a Re-registration Form provided by the chief administrator, who shall also post a deadline for re-registration. Furthermore, the chief administrator will notify families that if the deadline is missed, their child’s status as a registered student will lapse, and their application will be included among the entire pool of applicants for the following year.

Any change in a student's initial admissions application information must be submitted with the student's re-registration form.

- b. The re-registration period is an opportunity for the school administration and parents/guardians to determine if the student is in the appropriate school for his or her needs. The chief administrator may determine that re-registration of a particular student is not in the best interest of the child, or of the school. Such determination must be communicated to the family in writing. Some reasons for refusal of re-registration include, but are not limited to:
 1. Failure to pay tuition, student fees, or other school-related expenses;
 2. Behavior by a student, parent or guardian that reflects consistent lack of respect for the school, school authorities, policies, procedures or the teaching and mission of the Roman Catholic Church;
 3. Failure of a student, parent or guardian to act in ways that promote the best interests of the Church and school;
 4. Need of a student for an educational setting that cannot be met by the school;
 5. Refusal of a parent or guardian to collaborate with the school on recommendations made in the best interest of the student, such as diagnostic testing, referral to counseling services, behavioral assessments, and/or other educational recommendations necessary to the student's academic success; or
 6. Unwillingness of a parent or guardian to grant the school access to confidential information/access necessary for the education of the child. Examples include: information available from existing evaluations or permission to speak to the child's pediatrician, therapist or counselor.

4. Attendance (3535)

- a. To foster continuity in academic and instructional programs, all archdiocesan Catholic schools must offer 180 days of school per year.
- b. Each school shall define excused absences in its respective handbook as follows.



"The following are valid reasons for excused absences from school (if properly documented upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;

5. Lawful suspension or exclusion from school by the chief administrator;
6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
7. Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence."

- c. Each school shall maintain attendance records for each student on a daily basis. Records should indicate any excused or unexcused absence and tardiness.
- d. When any student has three (3) or more unexcused absences, the chief administrator shall notify the student's parents/guardians in writing of a mandatory conference to address the issue.
- e. No later than two (2) days after any student has accumulated ten (10) consecutive days of unexcused absence, those absences must be reported to child protective services in the school's jurisdiction. In addition, a School Incident Report ([Form 16](#)) must be completed and filed with the Catholic Schools Office and the Office of Child Protection Services.
- f. Any student accumulating forty (40) or more unexcused absences within a full school year shall not be promoted, and the school must file a formal truancy complaint in the appropriate jurisdiction.
- g. Academic consequences for truancy are to be determined by the local school chief administrator and communicated to their teachers, students, and parents/guardians through the faculty and student handbook.
- h. In the event of an extended, excused absence of four (4) weeks or more for medical reasons, the chief administrator must inform the parents/guardians that specific arrangements must be made for the child's instruction at home or in the hospital, to the extent allowed by the child's health. In most cases, this will involve guiding the parents/guardians to contact the LEA (local education agency) in order to arrange for free tutoring via the local "Home and Hospital" program. Further information on this process is available from the Director of Special Education in the Catholic Schools Office.

5. Immunization (3514)

- a. All students attending archdiocesan Catholic schools must be immunized in accordance with the immunization requirements and forms of the Archdiocese and archdiocesan guidelines. The archdiocesan admission policy requiring the immunization of all students seeking a

Catholic education in archdiocesan schools is based upon several factors, among them: Catholic social and moral teachings concerning the sanctity of human life; and a serious concern for the health, safety and well-being of students, staff, school communities and the common good.

- b. For all students seeking admission to and attending archdiocesan Catholic schools, the following procedures shall apply:
 1. Each school must use the Archdiocese of Washington Immunization Policy Acknowledgment. All immunization forms, whether required by Maryland ([Form 3](#)) or the District of Columbia ([Form 4](#) or [Form 5](#)), must be those provided via the Catholic Schools Office. The Archdiocese of Washington Immunization Policy Acknowledgement is included in [Form 3](#), [Form 4](#), and [Form 5](#) and shall accompany those Forms upon submission.
 2. Schools must receive an updated Archdiocese of Washington Immunization Policy Acknowledgment for each student, with all required attachments, before he or she begins the school year. Chief administrators must send a notice to parents/guardians informing them that students who do not provide an updated immunization package within the first 10 (ten) school days will not be permitted to return to school until all immunizations are complete and recorded.
 3. All archdiocesan Catholic schools shall affirm the assurance in the [Assurance Database](#) and respond to and cooperate with the health departments' requests for immunization verifications in their respective jurisdictions. However, proof of immunization shall only be reported via those jurisdictional forms provided by the Catholic Schools Office of the Archdiocese of Washington ([Form 3](#), [Form 4](#) or [Form 5](#)).

All parents/guardians of incoming sixth grade through eighth grade students in the District of Columbia schools must receive a supplemental information packet concerning the HPV vaccine ([Form 5](#)). This informational packet, provided by the Archdiocese, shall be distributed by each archdiocesan Catholic school in the District of Columbia and will contain a separate form that requires parents/guardians to: (1) verify that they have been informed of the HPV vaccine; and to either (a) indicate that they have decided to opt out of the HPV vaccine; or (b) obtain the signature of their child's physician, verifying that the HPV vaccine was administered.

- c. The Archdiocese requires immunization as a requirement for admission, with the exception of those instances in which immunization would put a child with medical contraindications at risk, because Catholic moral teachings urge parents/guardians to immunize their children against serious infectious diseases given the grave risk of non-vaccination to other children, pregnant women, and the population as a whole. In rare instances, a parent/guardian may raise a serious moral objection to certain vaccines. In these limited cases the Pastor or canonical administrator shall, in the first instance and in consultation with the Superintendent

and other appropriate offices of the Archdiocese of Washington, make a decision as to whether to grant the requested exemption. If such requested exemption is denied, the Pastor or canonical administrator shall thereafter inform the parents/guardians that they may submit a written appeal to the Vicar General/Moderator of the Curia. The appeal shall include a detailed explanation of the grounds for their moral objection. The Vicar General/Moderator of the Curia, in collaboration with the Superintendent and other offices of the Archdiocese of Washington as appropriate, will evaluate each appeal on a case-by-case basis and shall issue a final decision.

Exemptions may be provided to students with a physician's certification that the student has a valid medical contraindication to being immunized. The physician's certification must be submitted to the Office of the Superintendent for approval. It must state the reason for the medical contraindication and whether it is permanent or temporary. If temporary, the physician must state the period of exemption requested. In no case will an exemption be granted for more than one school year. The Archdiocese reserves the right to consult its own medical expert, at its discretion, to evaluate the basis for the exemption based on medical contraindication.

In any case in which an exemption is granted (in whole or in part) by the Superintendent of Schools, the parents/guardians shall receive an exemption letter from the Superintendent and an agreement/waiver/release form, which must be signed and returned to the Office of the Superintendent before the student can be permitted to attend school. Once the Superintendent receives the waiver, then the chief administrator will receive a copy of the letter to the parents/guardians granting the exemption with a copy of the signed waiver, and shall follow the procedure below:

1. The chief administrator shall record in the student's immunization records that the child has been granted an exemption(s).
2. Annually, by November 15th, the chief administrator shall report to the Secretary of Health and Mental Hygiene (in Maryland), or the Department of Health (in the District of Columbia), the number of students enrolled in all grades who have been granted an exemption and which particular vaccines have not been received.
3. Should the Secretary of Health and Mental Hygiene (MD) or the Department of Health (DC) declare an emergency or epidemic of the disease against which the student is not immunized, the parents shall be informed in writing that the exemption has been revoked, and the student shall be excluded from school until the appropriate health agency indicates that they may return.

6. Health and Allergy Information (3544)

- a. In accordance with archdiocesan requirements, all students shall comply with the applicable health regulations of the state, county or district in which the school is located. All

appropriate compliance documentation must be on file in the chief administrator's office and is subject to review by the Catholic Schools Office.

- b. Subject to the review and approval of the chief administrator, students requiring special accommodations due to allergies may be permitted to attend archdiocesan schools. However, admission and continued enrollment may only be granted if the required treatments and precautions are documented by the student's physician on the Archdiocese of Washington Allergy Agreement and Action Plan ([Form 6](#)). Moreover, archdiocesan forms authorizing the use of EpiPens® ([Form 7](#)), other medication ([prescription and over-the-counter](#)) ([Form 8](#)), or inhalers ([Form 9](#)) must be completed and signed by the parents/guardians, as well as by the indicated medical personnel. Chief administrators must ask parents/guardians to duly complete and provide the necessary signatures on the Allergy Agreement and Action Plan each school year.
- c. Archdiocesan schools may be required to provide reasonable accommodations to students with a disability. All requests for a reasonable accommodation should be forwarded to the Office of the Chancellor. Any agreed upon accommodations must be documented in the Catholic Accommodation Plan ([Form 10](#)) and signed by the parents/guardians. Additional documentation from the physician and parents/guardians may be required.
- d. Chief administrators should encourage parents/guardians to administer any required medication to students while at home. Chief administrators should discourage parents/guardians from requesting over-the-counter or prescription medications to be administered by school personnel. However, in the event that any medication must be administered during the school day, the parent must provide the medication to the school and complete a Student Medication Authorization ([Form 8](#)) before school personnel can comply with their request. In no event shall the school supply or provide medications for student use.

7. Students with Special Needs (3515)

- a. Subject to the review and approval of the chief administrator, students with special needs may be permitted to attend archdiocesan schools. The final decision for admission and re-enrollment of any student rests with the chief administrator. Chief administrators are encouraged to give careful consideration to admitting students with special needs, and decisions should be based on the student's needs and the school's ability to meet those needs with reasonable accommodations.
- b. Upon admission, parents/guardians must provide the chief administrator with any of the following documents, should they exist: Psycho-educational testing, Individual Education Plan (IEP), 504 plan, Speech and Language Testing, or any other comprehensive testing or document written to describe the child's specific educational needs. Submitting documentation of a disability in no way obligates the Catholic school to fulfill the student's

documented needs. Such documentation is requested and required only to enable the Catholic school to determine if reasonable accommodations are possible.

- c. If the chief administrator determines that further clarification regarding the child's educational needs is necessary, he/she may ask the parents/guardians for permission to speak with outside professionals who know the child well and who may be able to comment directly on the child's special needs. Such professionals may include, but are not limited to, the child's pediatrician, counselor, psychologist or speech therapist. The Authorization for Release of Information ([Form 19](#)) must be used to document this request.
- d. If the child is transferring from another Catholic school, the chief administrator must contact the chief administrator of the previous Catholic school for information about the child's progress and educational needs.
- e. The chief administrator will use the information provided by the parents/guardians to determine if the child's needs can be met at the Catholic school. The chief administrator may also form and consult a Student Assistance Team for input as to the school's ability to meet the child's needs.
- f. If the chief administrator determines that the school is able to meet the child's needs, he or she should provide the parent/guardian with a draft Catholic Accommodation Plan ("CAP" – [Form 10](#)), or a draft Individual Catholic Education Plan ("ICEP" – [Form 11](#)) to indicate the types of support that the Catholic school may be able to offer the child. Parents/guardians must review and sign the draft CAP and/or ICEP.
- g. A final and complete CAP or ICEP should be written within six weeks of the child's admission to the school. This will allow time for the child's classroom teacher to offer input into the CAP or ICEP. Parents/guardians must review and sign the final CAP and ICEP.
- h. If the chief administrator decides that the school is unable to meet the child's needs, he or she is encouraged to refer the family to the Director of Special Education in the Catholic Schools Office in order to determine if another Catholic school may be able to admit the child. However, there may be circumstances wherein a student's special needs cannot be met by a Catholic school.

8. English Language Learners (3516)

- a. Subject to the review and approval of the chief administrator, students who are English Language Learners may be permitted to attend archdiocesan schools. The final decision for admission and re-enrollment of any student rests with the chief administrator. Chief administrators are encouraged to give careful consideration to the admission of students who are English Language Learners, based on the student's needs and the school's ability to meet those needs.
- b. At the time of admission, parents/guardians must note on the Application for Admission ([Form 1](#)) if a language other than English is spoken in the home. If the answer to this

question is "yes," a child may be an English Language Learner (ELL), and chief administrators should inform the parents/guardians of the formal identification process available through the local education agency.

- c. A child who lives in a home where a language other than English is spoken may be formally identified as an ELL by participating in the identification process available through the local educational agency (LEA). Information on this process is available from the LEA or from the Director of Special Education for the Archdiocese of Washington.
- d. Chief administrators are encouraged to have all students who may be English Language Learners participate in the identification process to obtain potential services to which they may be entitled.
- e. If the student is transferring from another Catholic school, the chief administrator must contact the chief administrator of the previous Catholic school for information about the student's progress and educational needs.
- f. Children formally identified as ELLs through the local LEA may receive appropriate, reasonable accommodations as developed by the chief administrator's Student Assistance Team. Such accommodations should be documented on the Catholic Accommodation Plan ([Form 10](#)).
- g. Children who are formally identified as ELLs may also require extra support with English language acquisition, via appropriate methods such as: resource support, summer classes, before and after school programs, or online instruction.
- h. Chief administrators are encouraged to make plans to communicate with parents/guardians who do not speak English. Such contact is important for the child's success in school. Some local LEAs provide free translation services to our Catholic Schools. Please contact the Director of Special Education for more information.
- i. If the chief administrator determines that the school is unable to meet the ELL's needs, he or she is encouraged to refer the family to the Director of Special Education in the Catholic Schools Office, who may help determine if another Catholic school may be able to admit the child. However, there may be circumstances in which an ELL's needs cannot be met by a Catholic school.

9. Custody Arrangements (3517)

- a. Parents/guardians who are (or become) divorced, separated, unmarried, or who have any other special circumstances regarding the custody of their children must provide the school with a court order or decree of custody for the student's file. This information and documentation must be provided and updated upon applying for admission (Application for Admission, [Form 1](#)), registering for the next academic year (Re-registration, [Form 2](#)), and whenever a custody arrangement changes. The Transportation Permission Form ([Form 12](#)) must also be updated as needed to reflect all current custody arrangements.

- b. Parents should provide clear instructions to the school regarding transportation of their children. In addition, any specific instructions, custody orders or custody agreements regarding the release of the child to a parent must be written, signed, and kept in the student's file. Any special requests for school staff to release a child to someone other than the persons indicated in the specific instructions must be written and signed by the custodial parents/guardians of record. All transportation instructions should be addressed in the custody order or agreement; schools will not deviate from the terms in the order or agreements.

10. Emergency Contacts (3545)

- a. In the event of an emergency, only those individuals designated by the parents/guardians on the Emergency Contact Information section of the most recent admission application or re-registration information found in the student's file from the student information system for the current school year will be notified.
- b. As indicated in the Application for Admission, each parent must provide current emergency contact information for at least two people each school year. The Emergency Contact Information must be completed in the Application for Admission and the Re-registration Form, and must be on file before the first day of school.

11. Transportation Permission (3546)

- a. Parents/guardians of every student must complete an Archdiocese of Washington Transportation Permission Form ([Form 12](#)), which indicates the method by which the student will be transported to and from school each day. If the student will be driven to and from school, parents/guardians must provide the name and contact information for each person who is permitted to pick up the student. Any requests for alternative transportation must be made in writing prior to dismissal, via a signed note from the parent. Without written permission from a parent/guardian, no student will be allowed to leave the premises with anyone other than those who are allowed to transport the child according to the written record. Chief Administrators have the discretion to deny the student means of transportation if they believe the student's safety may be at risk.
- b. Under no circumstances shall chief administrators or school staff provide transportation to students without prior written permission from the parents/guardians.
- c. If Parent/guardian are electing to use a third party transportation agency (Uber, Lyft, taxi service, etc.) the parent/guardian must communicate in writing that she/he has chosen to use the third party as a mode of transportation for his/her child(ren) and where possible inform the school of the name of the service, the name of the driver, and license plate of the pickup vehicle. School personnel will confirm that the child is entering the correct pickup vehicle. The parent/guardian is not asking our permission,

but rather informing the school. Under no circumstances will school personnel call or arrange for a third party to transport students.

12. Field Trips (3547)

- a. A reasonable number of class field trips are permitted throughout the school year. Chief administrators may approve field trips that occur during normal school hours on a single day. Out-of-state field trips or field trips to a foreign country must be approved by the Archdiocese.
- b. When planning a field trip, a chief administrator must:
 1. Arrange for adequate supervision by qualified adults, including one or more employees of the parish/school;
 2. Collect permission slips from each student, signed by a parent/guardian, before any child leaves the school premises. No child may attend a field trip unless written permission is given by the parents/guardians. Schools must use the archdiocesan Field Trip Permission Form ([Form 13](#)) for each event and must keep them in the student's file. This field trip form includes a release of liability and written permission from the student's parent/guardian to provide medical treatment if necessary.
 3. Collect liability waivers from all adults attending the field trip on the school's behalf ([Form 14](#)).
 4. Ascertain that there is proper insurance for students, personnel, and any borrowed equipment. All children and chaperones registering for a field trip should be able to show evidence of medical insurance that will cover them for any accidents or injury sustained while on the field trip. If necessary, group accident insurance can be tailored to, and written on, an event-specific basis. Please consult the local Catholic Mutual Group service office if you have any questions. Anyone bringing special equipment or gear from home on the field trip should be advised that they are responsible for providing insurance on their own equipment in the event of damage, theft or other unforeseen circumstances. The insurance program does not cover personally-owned property.
 5. Include a proper first aid kit and fire extinguisher for the trip.
- c. When arranging transportation for a field trip, the chief administrator must follow this Field Trip Transportation Policy:
 1. A commercial carrier or contracted transportation is the most desirable method to be used for field trips. Whenever possible, this mode of transportation should be provided. The rental or use of 11-15 passenger vans is prohibited.

2. If commercial carriers are used (e.g., commercial airlines, trains, or buses), contracts should be executed with an appropriate hold harmless agreement protecting the parish and the Archdiocese. Contracts must be submitted to the Office of the Chancellor for review. Contracted carriers should provide proof of insurance with minimum liability limits of \$2,000,000.00 CSL (Combined Single Limit).
3. Leased Vehicles: If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance must be obtained. Coverage can be purchased through the rental company or a local agent. If auto coverage is to be provided through Catholic Mutual, please contact Catholic Mutual in advance. **COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.**
4. The use of personally-owned, private passenger vehicles is discouraged and should be avoided whenever possible. If a personally-owned, private passenger vehicle must be used, then the following conditions must be met, and the following information supplied. In addition, this information must be certified by both the driver and owner of the vehicle: 1) The driver must be at least 21 years of age; 2) The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to drive the vehicle safely; 3) The vehicle must have a valid and current registration for either the District of Columbia or Maryland and must have valid and current license plates; 4) The vehicle must be insured for the following minimum limits: \$100,000.00 per person/\$300,000.00 per occurrence; 5) A signed Field Trip Transportation by Volunteer Driver Information Sheet ([Form 15](#)) must be provided prior to the field trip for every personally-owned, private passenger vehicle participating, and each driver must also submit a Field Trip Liability Waiver for Adult Volunteers ([Form 14](#)); and 6) The Driver must complete the Catholic Mutual online Defensive Driving Curriculum available at www.CMGConnect.org.
5. Each driver and/or chaperone should be given a copy of the approved itinerary, including the route to be followed and a summary of his/her responsibilities.
6. Distance Limitations (for non-contracted transportation): 1) Daily maximum miles driven should not exceed 500 miles per vehicle; 2) Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.

13. School Discipline (3570)

- a. Each school shall be responsible for developing and implementing codes for behavior and discipline that serve the best interests of students and the school community.
- b. Behavior expectations and responsibilities of students and families shall be clearly defined and communicated in the parent/student handbook. The handbook should also state that: the chief administrator has sole discretion with regard to a final determination in all

disciplinary situations; and, the chief administrator may waive any disciplinary rule for just cause. The chief administrator should give presentations at various school community forums, especially those for parents/guardians and teachers, to identify and explain the behavioral expectations and responsibilities of students and families.

- c. Students are subject to the school’s disciplinary code whether their inappropriate behavior occurs on or off school property, or over any communicative forums, including, but not limited to, internet, intranet, cell phones of any kind, or other electronic devices or media. Chief administrators shall make certain that students and parents/guardians are aware of this fact.
- d. All disciplinary action must be appropriately documented at the school level to include, at minimum, all individuals involved and interviewed, the date/time and location of the incident, a description of the incident, and outcomes of disciplinary decisions related to the incident. When the disciplinary measures of suspension or expulsion are employed, the procedures for Suspensions/Expulsions as set forth below in [Section 14](#) must be followed.
- e. When appropriate, the chief administrator shall reserve the right to request that the student has a formal psychological, psychiatric, or other assessment pertaining to any academic or behavioral concern. [Section 18](#) includes specific guidance in response to student threats.
- f. The chief administrator or designee shall investigate all disciplinary issues including complaints of harassment/bullying. Students involved in harassing/bullying behavior may face disciplinary action up to and including suspension and/or expulsion. In determining appropriate action for these incidents, definitions of harassment and bullying are offered for the chief administrator’s guidance in [Section 17](#).

14. Suspensions and Expulsions (3571)

When the chief administrator or designee investigates a disciplinary matter and decides that the appropriate course of action is to suspend or expel a student, the following procedures must be followed:

a. Suspension

1. A student may receive an in-school or out-of-school suspension. Students who receive an in-school suspension must report to the chief administrator at the beginning of the designated school day and serve the suspension as directed. Students who receive an out-of-school suspension will not have permission to be on the school’s campus or to participate in any school-related functions during the suspension.
2. When issuing an **in-school suspension**, the chief administrator shall:
 - i. Document the following:
 - a. facts of the disciplinary matter;

- b. the investigation that followed, including a list of the individuals who were interviewed and a detailed summary of the interview of the student and/or others;
 - c. the rationale for the choice of in-school suspension include supporting documentation; and
 - d. the duration of the in-school suspension.
 - ii. Inform the student's parents/guardians of the in-school suspension and its duration through written communication on the school's letterhead;
 - iii. If necessary, hold a conference with the student and parents/guardians in an effort to prevent future occurrences and to discuss the student's accountability;
 - iv. If the parents/guardians refuse to accept the in-school suspension for the student or request a review of the facts, the chief administrator shall consult with the canonical administrator (pastor) of the school to determine an appropriate response, adhering to the Lines of Communication found in Catholic School Policy 2500.
- 3. When issuing an **out-of-school suspension**, the chief administrator, in consultation with the canonical administrator, shall:
 - i. Document the following on the School Incident Report ([Form 16](#)):
 - a. facts of the disciplinary matter;
 - b. the investigation that followed, including a list of the individuals who were interviewed and a detailed summary of the interview of the student and/or others;
 - c. the rationale for the choice of suspension include supporting documentation; and
 - d. the duration of the out-of-school suspension. If more than five (5) school days are deemed necessary, then consultation with the Associate Superintendent or designee is required before the student and his or her parents are informed.
 - ii. Within 24 hours of the disciplinary incident, submit the School Incident Report ([Form 16](#)) to the Catholic Schools Office to record that an out-of-school suspension has occurred;
 - iii. Inform the student's parents/guardians of the suspension and its duration through written communication on the school's letterhead;
 - iv. Hold a conference with the student and parents/guardians prior to the student's transition back to school to determine the student's readiness to return and the student's accountability.

- v. If the parents/guardians refuse to accept the out-of-school suspension for the student or request a review of the facts, the chief administrator shall consult with the canonical administrator (pastor) of the school to determine an appropriate response, adhering to the Lines of Communication found in Catholic School Policy 2500.
- vi. If additional guidance is needed, contact the Associate Superintendent (or the Superintendent if the Associate Superintendent is unavailable) to review the facts of the out-of-school suspension.

b. Option to Withdraw

1. Since any expulsion is an extremely serious matter that has a significant impact on a student's educational future, parents/guardians of students who face this potential disciplinary action may be granted the option to withdraw the student from the school, in some limited circumstances.
2. When considering whether or not to extend the option to withdraw to the student's parents/guardians, the chief administrator, in consultation with the canonical administrator, shall immediately suspend the student until further notice by following the procedure above for out-of-school suspension, and providing the student and parent/guardian with written notice of the suspension on the school's letterhead.
3. The chief administrator must consult with the canonical administrator (pastor) and the Associate Superintendent or designee before granting the option to withdraw and shall:
 - i. Document the following on the School Incident Report ([Form 16](#)):
 - a. facts of the disciplinary matter;
 - b. the investigation that followed, including a list of individuals who were interviewed and a detailed summary of the interview of the student and/or others;
 - c. witness statements that are signed³ and dated, other applicable disciplinary or educational records, and pertinent supporting documentation; and
 - d. the rationale for the choice of offering the option to withdraw, include supporting documentation.
 - ii. Within 24 hours of the disciplinary incident, submit the School Incident Report ([Form 16](#)) to the Catholic Schools Office to record that an out-of-school suspension has occurred and to request guidance on offering the option to withdraw;

³ In the event that a witness refuses to sign a statement, then the investigator should note the refusal to sign, and also indicate that the statement is a true and accurate rendition of what the witness told him or her.

- iii. Provide any supplemental documentation supporting the option to withdraw within five (5) days to the Catholic Schools Office;
- iv. No communication should be made to the parent/guardian regarding the option to withdraw at any time prior to the Associate Superintendent's approval (or the Superintendent, if the Associate Superintendent is unavailable);
- v. After receiving approval, convene a conference with the parents/guardians (the student's presence is optional) to inform them of their opportunity to withdraw the student, and have them provide you with a written letter documenting the withdrawal.
- vi. If the parents/guardians refuse to accept the opportunity to withdraw the student, then it is the responsibility of the chief administrator, in consultation with the canonical administrator (pastor), to immediately begin the expulsion process, as outlined in the next section.

c. Expulsion

- 1. When it is determined that neither suspension nor withdrawal is warranted, then the chief administrator must consult with the canonical administrator (pastor) and the Superintendent to permanently expel a student from the school.
- 2. Student/parent handbooks should clearly identify grounds for expulsion and grant the chief administrator discretion to determine expulsion in any case not specifically listed. Students who have been expelled are not permitted to return to the school premises for any reason without prior permission from the chief administrator.
- 3. When issuing an expulsion, the chief administrator, in consultation with the canonical administrator, shall immediately suspend the student until further notice by following the procedure above for out-of-school suspension and providing the student and parent/guardian with written notice of suspension on the school's letterhead.
- 4. The chief administrator must consult with the canonical administrator (pastor) and the Superintendent before granting the expulsion and shall:
 - i. Document the following on the School Incident Report ([Form 16](#)):
 - a. facts of the disciplinary matter;
 - b. the investigation that followed, including a list of individuals who were interviewed and the questions asked of the student and/or others;
 - c. witness statements that are signed and dated, other applicable disciplinary or educational records, and pertinent supporting documentation; and
 - d. the rationale for the choice of expulsion, include supporting documentation.

- ii. Within 24 hours of the disciplinary incident, submit the School Incident Report ([Form 16](#)) to the Catholic Schools Office to record that an out-of-school suspension has occurred and to request guidance on the expulsion;
 - iii. Provide any supplemental documentation supporting the expulsion within five (5) days to the Catholic Schools Office;
 - iv. No communication should be made to the parent/guardian regarding the expulsion at any time prior to the Superintendent's approval; and
 - v. After receiving approval, convene a conference with the parents/guardians (the student's presence is optional) to inform them of the expulsion, and to provide them with a written communication (which must be reviewed and approved by the Superintendent) that must be jointly signed by the canonical and chief administrators (at the time of, or prior to, the expulsion conference).
5. If the parents/guardians refuse to accept the expulsion for the student or request a review of the facts, then the chief administrator shall consult with the canonical administrator (pastor) of the school to determine an appropriate response to the request or the refusal, and shall also consult with the Catholic Schools Office, adhering to the Lines of Communication found in Catholic School Policy 2500.

15. Reportable Incidents (3548)

- a. In the event of suspected child abuse, chief administrators and all archdiocesan school staff shall follow the [Child Protection Policy](#), particularly the Reporting Requirements of Section 6, and shall complete the [Report of Suspected Child Abuse](#) in Appendix B of the policy.
- b. All other incidents, including reportable disciplinary actions (defined in [Section 13](#)), reportable incidents of truancy as defined in [Section 3](#), related corrective personnel actions, or any accident or emergency, shall be reported in writing to the Catholic Schools Office by the chief administrator on the School Incident Report ([Form 16](#)), within 24 hours of the incident. **Form 16 is an internal form and is not to be shared without the permission of the Catholic Schools Office.**
- c. The School Incident Report should be as concise as possible, but must contain all relevant information about the incident and the individuals involved. It is most important to be thorough and accurate. Making a timeline of the sequence of events is encouraged. Reports should include facts and observations. Speculation and opinion should not be included.
- d. The School Incident Report must be fully completed and should be submitted via fax, email, or hand delivery to the Catholic Schools Office immediately (no later than 24 hours after the incident). The chief administrator shall sign the report, make a photocopy for the school's

records, and call the Catholic Schools Office to confirm receipt of the sent School Incident Report ([Form 16](#)).

- e. If the incident involves a student injury (including afterschool activities and archdiocesan sports programs) the [School Incident Report \(Form 16\)](#) must be emailed to both the Catholic Schools Office at schools@adw.org and to Catholic Mutual Group at reportclaim@catholicmutual.org.
 - a. For student injuries and other related medical expenses for students injured during school or school activities, [K&K Student Accident Coverage](#) provides basic medical coverage of up to \$25,000 per student and catastrophic coverage, which is either excess to the student's own health insurance or primary if the student does not have health insurance.
 - b. When a student is injured (not pertaining to minor cuts, bruises, etc.) during school or a school-related activity, then the following instructions should be followed for claim reporting:
 - i. The chief administrator contacts Catholic Mutual Group local service office at 703-841-1214 to report the accident.
 - ii. The chief administrator completes [K&K Form Part 1](#). The school should keep a copy for its records and forward a copy to the Catholic Mutual service office.
 - iii. The student's parent/guardian completes [K&K Form Part 2](#) and provides it to the chief administrator, along with any itemized medical bills for accident-related medical expenses. Explanation of Benefits forms showing payments or denials, received from the primary health provider should also be included. Bills must show the patient's name, condition (diagnosis), type of treatment, date incurred and amount of charges.
 - iv. The chief administrator sends K&K Forms Part 1 & 2 and all associated documentation to K&K Insurance – Claims Department. The address is on K&K's claim form.
 - c. The chief administrator should continue to report all incidents involving injury, potential negligence, unusual circumstances or when further review is needed, to Catholic Mutual Group. The Student Accident Coverage provided through [K&K Insurance](#) **does not replace the Archdiocese's liability coverage or preclude a student from making a liability claim against the school.**

16. Acceptable Use of Technology (3212)

- a. Each year, the chief administrator shall include the following language, which defines the acceptable use of technology and the internet, in the school handbook:

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

Students

- 1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:**
 - a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
 - b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
 - c. Shall keep all accounts and password information private and secure.

- 2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:**
 - a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;
 - b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
 - c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
 - d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
 - e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
 - f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

- 3. Students will manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online. T.PK8.DC.4. All Students:**
 - a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;

- b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- c. Shall use school issued email accounts for authorized educational purposes only;
- d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:

- a. Shall demonstrate proper physical care for technology equipment;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
- c. Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent/Guardian

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Additional resources related to digital safety and digital citizenship; <https://adwcollaborators.weebly.com/parent-resources.html>

Definitions

Cyber-bullying/Harassment: of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution. <https://cyberbullying.org/>

Data-Collection Technology for Tracking Navigation: Entities that track an individual’s personal data when using networked devices, for example, website cookies, search algorithms return results based on past searches, website analytics, GPS on cell phones, the “Internet of Things” where data is exchanged between networked devices and objects

Digital Identity and Reputation: How an individual is represented online in the public domain, based on activities, connections or tagging. For example; social media posts, photos, public online comments/reviews, awareness and monitoring of how others are depicting you online

Digital Privacy and Security: For example; activate privacy settings on social media accounts and each engines, recognize sites that use encryption, secure login and password information on shared devices, read and be conscientious about accepting privacy policies and access requests from apps and websites

Educational/Academic Purposes: Those tasks performed by students which are directly related to the schools curricular assignments, projects or research.

Electronic Device: Any device (personal or school-issued), including, but not limited to desktop computers, laptops, Chromebooks, Smartphones, iPads, tablets and e-Readers.

Ethical Behaviors: Interactions that align with one’s moral code, for example, preventing or not engaging in cyberbullying, trolling or scamming; avoiding plagiarism; supporting others’ positive digital identity

Legal Behaviors: Interactions that are mindful of the law. For example, abiding by copyright and fair use, respecting networking protections by not hacking them and not using another’s identity.

Intellectual Property: Content or ideas created by an individual or entity, for example, music, photos, narration, text and design

Internet: A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Issued Device: Device that is the property of the school and is provided to a student as part of the student’s educational program.

Managing Personal Data: For example, creating effective passwords, authenticating sources before providing personal information, sharing personal data conscientiously, not posting address and phone numbers visibly

Network: The system of devices, kiosks, servers, databases, routers, hubs, switches and distance learning equipment.

Online or Networked Devices: For example, internet-connected computers or tablets, multiplayer gaming systems and cell phones

Parent: The biological or adoptive parent, legal guardian or person acting in the absence of the parent or guardian.

Permanence of their actions: Digital content is everlasting; even when individuals delete it or believe privacy settings fully protect them from scrutiny.

Positive Behaviors: Interactions that convey a portrait of the way you want to be perceived and healthy interactions with technology itself, for example, moderating the time online or gaming, ergonomic issues and balancing use of media with daily physical activity.

Rights and Obligations of Using and Sharing: Abiding by copyright and fair use, citing resources, gaining or giving permission to use (content), avoiding plagiarism, understanding and using creative commons.

Safe Behaviors: Interactions that keep you out of harm's way, for example, knowing the identity of who you are interacting with; how much and what kind of information you release online; protecting oneself from scams, phishing schemes and poor purchasing practices (e-commerce theft)

Student Authorized Users: Any student enrolled in this school who is assigned a username and password.

Technology (equipment): Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

17. Prevention Programming (3543)

- a. All chief administrators must implement an anti-bullying program in their schools to promote awareness among staff and students; to promote a safe environment in accordance with the [Child Protection Policy](#); and to provide evidence of a framework that supports the ongoing mission of preventing and eliminating bullying within schools.

Chief administrators must include a basic statement in the school handbook regarding bullying, as follows:



“As a Catholic school, <Insert School Name> believes and teaches that each of us is called to love our neighbor and to treat them with respect. <Insert School Name> is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal’s review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.”

“Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously.

The principal’s review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.”

“Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and
 2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.”
- b. The Catholic Schools Office requires the chief administrator of each school to adopt procedures to receive and investigate complaints of bullying, harassment, and intimidation.
 - c. To ensure compliance with the adoption and implementation of a school-wide bullying prevention program policy, chief administrators will annually complete a survey submitted to the Catholic Schools Office indicating the school’s adoption of anti-bullying program and a timeline of implementation.

18. Student Threats (3570 & 3540)

- a. All chief administrators shall annually include the following language in their individual parent/student handbooks:



“In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, [School Name] reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.”

b. *Threat Assessment and Response Protocol*

1. The purpose of this protocol is to provide a mechanism to assure that threats to commit an act of violence are addressed, whenever possible, before an act of violence actually occurs. The protocol is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. This protocol is applicable during any school-sponsored event or function, whether the event or function is on school property or not.
2. For the purposes of this protocol, an “act of violence” is any act that would inflict significant physical injury to any person, including harm to one’s self, or damage to

property so significant as to endanger persons in the vicinity. Threats to commit acts of violence may come in the form of verbal statements, written statements, including electronic communications, and/or other nonverbal statements, such as drawings, posters, posts on social media, or images.

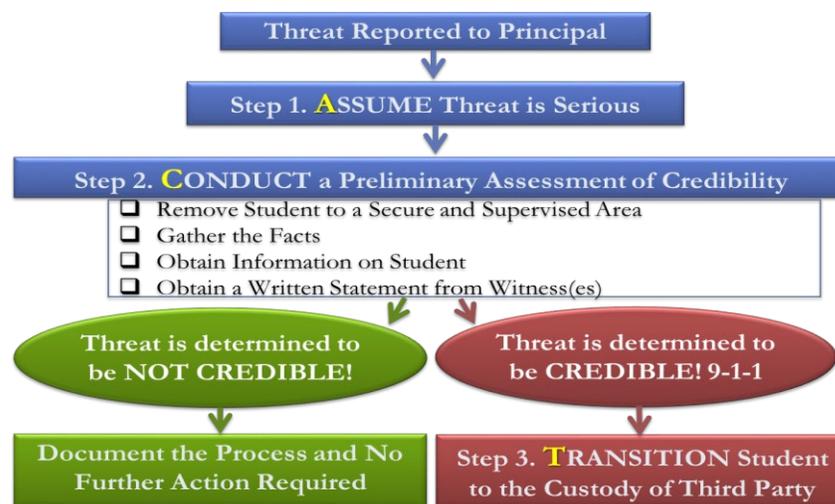
3. **IF a chief administrator, school staff member, volunteer, parent, or guardian has reason to believe that an act of violence is IMMEDIATE - in other words, that it is about to happen or is underway – he or she must IMMEDIATELY CALL THE POLICE (911), follow the Archdiocese of Washington Classroom Emergency Guidelines, then follow the procedures below where they remain applicable.**
4. All chief administrators shall communicate to their students, parents/guardians, and school staff that, upon receiving information that a person is threatening to commit an act of violence, they must:
 - i. Assume the threat is serious;
 - ii. Immediately report the threat as follows: students report to any parent/guardian, school staff member, or the chief administrator; parents/guardians report to any school staff member or the chief administrator; school staff members report to the chief administrator.
 - iii. Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
5. A chief administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - i. Assume the threat is serious;
 - ii. Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - iii. Ensure that the student is constantly supervised;
 - iv. Obtain immediate written statement(s) from the person or persons who received and reported information about the threat.
 - v. Conduct a preliminary assessment of the credibility of the threat, as described below.
6. ***Preliminary Assessment of Credibility.*** Because the above protocols require *all* threats to be taken seriously, the purpose of a preliminary assessment of credibility is to allow for the exercise of reasonable discretion, based on the training programs provided to the chief administrator on threat assessment, about whether the student

who made the threat should be required to obtain a clinical evaluation from a third-party mental health professional about whether the student poses a risk of harm to him/herself or others.

- i. If the school has a mental health professional on site, the chief administrator should conduct the preliminary assessment of credibility together with the mental health professional. If the school has no mental health professional on site, the chief administrator should contact the Catholic Schools Office for guidance.
 - ii. When conducting the preliminary assessment of credibility, the chief administrator shall interview any witnesses to the threat, and shall review the statement(s) provided about the threat and any applicable information in the student's records at the school.
 - iii. The chief administrator, in the presence of the school's mental health professional or another staff member selected by the chief administrator, shall interview the student to gauge the credibility of the threat.
 - iv. If, based on the investigation standards set forth in these procedures, the chief administrator concludes that the student who made the threat should be required to obtain a clinical evaluation from a third-party mental health professional about whether the student poses a risk of harm to him/herself or others, the chief administrator must begin a threat response protocol as described below.
- c. **Response to Threats to Commit an Act of Violence against Oneself.** A threat by a student to harm him or herself is an especially sensitive matter that must be addressed on a case-by-case basis. In the event that a student expresses an intent or desire to harm him or herself:
1. Do not leave the student alone or isolated. Ensure that the child is always supervised by an adult. This includes supervising the student while he/she is in the office of a qualified school professional or administrator. Direct adult supervision is required.
 2. Immediately contact the student's parents and the Catholic Schools Office for guidance.
- d. **Response to Threats to Commit an Act of Violence against Others.** In the event that a student makes a threat to commit an act of violence against others:
1. FIRST: notify local law enforcement officials immediately (911), if they have not already been notified. Follow their instructions and cooperate with any investigation they initiate;
 2. SECOND: notify the Catholic Schools Office, if they have not already been notified; and

3. THIRD: in consultation with the Catholic Schools Office, notify parents and the broader school community as necessary.
4. After addressing the threat and any immediate crisis, the chief administrator shall formally report any threat to the Catholic Schools Office on the School Incident Report ([Form 16](#)), within 24 hours of the incident.
5. Do not leave the student alone or isolated. Ensure that the child is always supervised by an adult. This includes supervising the student while he/she is in the office of a qualified school professional or administrator. Direct adult supervision is required.
6. The chief administrator shall contact the Superintendent and/or designee, who will provide guidance to prepare for an initial meeting with the student's parent/guardian, and where available, include the school's counselor in the discussion.
7. After assessing the student's condition and behavior, the chief administrator shall contact a parent/guardian to request that they come to the school to pick up the student. The parent/guardian shall be given a letter notifying them that the student is to be out of school until further notice.
8. When the parent/guardian arrives to pick up the student, the chief administrator shall explain to the parent/guardian the severity of the threatening behavior and how it violates school policy. The chief administrator shall do the following at the initial meeting:
 - i. Explain that the threatening behavior violates school policy, which is quoted from the school's handbook. Provide the parent/guardian with a copy of a letter briefly explaining the situation (Refer to [Letter for Removing Student](#), **which must be approved by the Catholic Schools Office prior to delivering to parent/guardian**).
 - ii. Explain that the student must remain away from the school campus until further notice from the chief administrator is formally given. **Inform faculty and staff that the student is not permitted on campus during suspension.**
 - iii. Have the parent/guardian sign the Authorization for Release of Information ([Form 19](#)) for the school administrators to share pertinent information about the student with a licensed mental health professional if necessary.
 - iv. At the conclusion of the meeting, the chief administrator shall address any additional concerns expressed by the parent/guardian.
9. After the initial meeting with the student's parent/guardian, the chief administrator shall consult with the Superintendent and/or designee to determine whether the school community must be notified of the threat. If so, the Superintendent and/or designee will provide guidelines and an approved communication for the school community.

- a. If law enforcement authorities investigate the incident, the chief administrator shall wait until the conclusion of the investigation to determine, in consultation with the Superintendent and/or designee, if the student's enrollment may continue at the school.
- b. The chief administrator will meet with the parent/guardian of the student to render a decision about the student's enrollment, including the conditions for the student's re-entry into the school or withdrawal from the school. If the parent/guardian has failed or refused to comply with the actions required in the letter, then the chief administrator should contact the Superintendent and/or designee to begin a school-mandated withdraw from the school and, if necessary, follow-up reporting to local child protective services and/or law enforcement.



- e. **Student Re-entry.** If the chief administrator, in consultation with the canonical administrator, determines that a student required to be out of school after making a threat of violence may return to school, then the chief administrator shall hold a re-entry meeting with the parent/guardian and the student.
 1. The purpose of this reentry meeting is to make sure all parties have mutual understanding of conditions for the student's continuing enrollment at the school. The chief administrator must explain to the parent/guardian and the student what conditions apply to the student's continued enrollment. In addition to any other conditions that may be imposed, the student will have a mandatory probationary enrollment status for the remainder of the academic year, which will be re-evaluated by the chief administrator prior to the beginning of the next academic year.

At the re-entry meeting, the parent/guardian and the student are expected to:

- i. Understand that the threatening behavior violates school policy which is quoted from the school's handbook and agree to continue to follow the policies of the school.

- ii. Agree to continue counseling support beyond the school environment, or any other condition imposed on continued enrollment, if applicable.
- iii. Understand the student will have probationary status for the student's enrollment for the remainder of the academic year.

At the conclusion of the meeting, the chief administrator shall address any additional concerns from the parent/guardian or the student.

2. The chief administrator will present the parents with written documentation of the student's probationary status and any conditions for continued enrollment, which the parent/guardian and the student must sign to acknowledge their agreement and understanding (Refer to [Letter for Probationary Status and Intervention for Student](#), **which must be approved by the Catholic Schools Office**).

A copy of the signed document may be provided to the parent/guardian, but the original copy is to remain on file at the school.

19. Communication with the Media (3660)

- a. All communications involving archdiocesan schools and the media shall be managed in coordination with the archdiocesan Secretariat for Communications.
- b. Media Inquiries: When contacted by a member of the media, chief administrators and school staff shall follow the Employment Policies and Procedures Manual of the Archdiocese of Washington. Specifically, all employees must direct media inquiries to the archdiocesan Office of Media and Public Relations at 301-853-4516.
- c. The chief administrator is the on-site representative of the school. Other staff members are not authorized to speak on behalf of the school without prior approval from the archdiocesan Media and Public Relations Office in coordination with the chief administrator.
- d. Proactive Media Outreach: Chief administrators are encouraged to promote school programs and events with the community through the media. Media outreach must be done in coordination with the archdiocesan Media and Public Relations Office at 301-853-4516.
- e. Use of Student Images: Written permission of a parent/guardian is required prior to using voice/audio recordings, photographs, video or quotations of a student for any community awareness, educational efforts or related public relations purposes. Such situations include media coverage of school events and activities, and public relations/advertising that may include brochures, posters, print, radio, TV or electronic media.
- f. At the beginning of each academic year, the school shall distribute the Archdiocese of Washington Catholic Schools Office Publicity Release Form ([Form 18](#)) to the parents/guardians of all students. This form should be completed prior to media or other public relations events and shall be kept on file for that academic year. Students whose

parent/guardian declines to sign the form may not participate in media and other public relations opportunities.

20. Communicating in a Crisis (3651)

a. In the event of a potential/actual crisis/emergency at an archdiocesan school that may require the contacting of any emergency personnel, the following communications procedures shall be followed:

1. **If any member of your school community is in immediate danger or harm, please contact 9-1-1.** Immediately contact the corresponding person in the archdiocesan office (identified in the contact phone number below). If you do not reach her/him, contact the superintendent or associate superintendent. For child protection issues, refer to the [Child Protection Policy](#) for the Archdiocese of Washington (Section 6).

Abuse, Child Protection	Courtney Chase	Office (301) 853-5302	Cell (202) 255-8514
Accreditation Concerns	Christina Mendez-Hall	Office (301) 853-4590	Cell (817) 914-2002
Discipline, Threats, or Student Behaviors	Anne Dillon	Office (301) 853-4569	Cell (301) 221-5488
Employee or Teacher Issues	Chris Buchleitner	Office (301) 853-5353	Cell (410) 533-6071
Enrollment & Admissions Concerns	Vicky McCann	Office (301) 853-4548	Cell (410) 279-3512
Financial/Tuition Assistance Concerns	Vicky McCann	Office (301) 853-4548	Cell (410) 279-3512
Legal Questions, Concerns, Court Orders	Christopher Anzidei	Office (301) 853-5342	Cell (202) 271-3827
Marketing Issues	Vicky McCann	Office (301) 853-4548	Cell (410) 279-3512
Media Communication	Paula Grant	Office (301) 853-5372	Cell (202) 579-1537
Policies & Procedures	Kelly Branaman	Office (301) 853-5348	Cell (202) 359-4455
Preschool & Early Learning	Roshon Casey	Office (301) 853-4587	Cell (804) 307-5473

IF YOU ARE UNABLE TO CONTACT THE DESIGNATED INDIVIDUAL, THEN PLEASE CONTACT KELLY BRANAMAN (202) 359-4455

2. Assess the situation with the appropriate member of the Executive Support Team.
 3. Record the incident on the School Incident Report ([Form 16](#)). When necessary, document a timeline of events, steps taken, and subsequent steps.
 4. Prior to any communications with the media or families, consult with the Office of Media and Public Relations, which will provide guidance in identifying the appropriate spokesperson and in developing appropriate communications. In consultation with communications staff, always return media calls or forward them to the Media & Public Relations Office.
 5. Advise parish and school staff to refer all inquiries to the designated spokesperson. The spokesperson will respond to media and parent inquiries.
 6. At a time of crisis or emergency, it is important that communications be based on these principles: inform key stakeholders as soon as possible, given the situation and available information; and ensure that all communications are succinct, accurate, empathetic, and that they reflect the positive elements of the school and actions taken.
- b. To assist the school and parish, the Communications Secretariat will develop a communications plan, in coordination with the Catholic Schools Office and chief administrator/pastor.
1. The communications plan will include the handling of on-site media, timeline, message development, press releases, letters to parents/guardians and the community, talking points, pulpit announcements, etc.
 2. Messaging may include policies, programs, information and statistics that are a matter of record, steps being taken to address the situation, and/or expressions of concern.
 3. Confidential or private matters regarding students, parents/guardians or employees may not be released, without consulting with the communications officer. Do not release photos of students, but instead defer to a child's parent.
 4. Communications with parents/guardians and/or the parish community: This typically includes the instant notification system and/or a letter from the chief administrator, possibly with the pastor. These messages should be drafted in consultation with the Catholic Schools Office and involve the Communications Secretariat. Communications typically include: (1) a brief description of the situation, (2) an expression of concern, (3) steps that are being taken and (4) a close/request for prayers.
- Note: Please keep the database updated and periodically test the system.*
- c. Follow-up with parents/guardians and/or media may be necessary. Monitor news coverage and the response of the community, continue consultations and information sharing between the school/parish, Catholic Schools Office and Media and Public Relations Office, and continue to keep the community informed as appropriate.

21. Subpoenas and Communication with Attorneys (3662)

- a. There are a variety of situations in which a chief administrator may be contacted by an attorney and asked for information. Before providing information of any kind to an attorney, the chief administrator should contact the Office of the General Counsel at (301) 853-4520. Chief administrators must advise their staff that they may not speak to attorneys who are seeking information from the school. Without consent from the Chancellor, school staff members may not, under any circumstance, voluntarily consent to testify or to be interviewed regarding the archdiocese, the school, any archdiocesan employee, or any other matter related to employment with the archdiocese.
 - b. Most commonly, schools will receive communications from attorneys in the form of a subpoena. A subpoena is a legal document that may be issued in a criminal, civil, or administrative proceeding. A subpoena requires the person named therein to testify at a proceeding or deposition, or to produce documents.
 - c. Schools should notify parents/guardians at the beginning of the school year (via the parent handbook) that the school highly discourages parents/guardians from involving the school in custody disputes. The school aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes. The parent should be notified that he/she will be billed for all legal fees, copying costs, and any other expenses incurred by the school to comply with a subpoena.
 - d. If a chief administrator receives a subpoena, the chief administrator must:
 1. Note how the service of the subpoena was rendered (personal delivery or certified mail are valid forms of service; telephone and fax service are not);
 2. Determine whether requested documents are in the files, in the event that the subpoena is for documents. (If the records requested are confidential, it may be necessary to give notice to the parents/guardians and receive their written permission.)
 3. Assess any burdens to compliance, e.g., availability of the person named on the date requested, absence of teachers from class, cost to hire substitutes, records no longer available, amount of time to gather information requested, etc.
 4. Within 24 hours, fax or email the subpoena to the Office of the Chancellor with as much background information as possible, including all information listed above.
 5. Call the Office of the Chancellor at (301) 853-4521 to discuss compliance. If the subpoena is objectionable, the Office of the Chancellor will take the appropriate steps to challenge the subpoena. If it is not objectionable, chief administrators or staff may be required to comply.
- d. Without prior consent from the Office of the Chancellor, do not speak with the attorneys who have issued the subpoenas. Please refer them to the Office of the Chancellor.

22. Maintenance and Confidentiality of Student Records (3590)

- a. All archdiocesan Catholic schools shall maintain two (2) sets of school records for each student: a permanent record and a temporary record.
- b. This Manual requires that certain forms be completed by each student and/or his or her parents or guardians and kept on file at the school. Chief administrators are encouraged to require, when possible, that such forms be delivered to the school before the student begins attending classes at the school.
- c. The student's permanent record shall include:
 1. Basic student identification information
 2. Month, day and year the student enrolled
 3. Month, day and year the student withdrew or graduated
 4. Academic transcripts
 5. Attendance record
 6. Information pertaining to the release of this permanent record
- d. It is critical that no other information be placed in the student's permanent record. The student's permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the school.
- e. The student's temporary record may include:
 1. Forms required for the student by this Manual
 2. Family background
 3. Intelligence and aptitude scores
 4. Psychological reports
 5. Achievement test results
 6. Participation in extracurricular activities
 7. Honors and awards
 8. Teachers' progress summaries, educational observations, recommendations, and/or specific student work
 9. School Counselors' anecdotal reports (counseling records should not be included)
 10. Disciplinary information
 11. Special education files (e.g., CAP, ICEP)
 12. Verified reports or information from non-educational persons

13. Information pertaining to release of this temporary record
14. Information in the temporary record should indicate authorship and date
- f. The student's temporary record shall be destroyed when they are no longer able to serve legitimate and recognized educational ends, and will not be maintained longer than 5 years after the student has transferred, graduated, or permanently withdrawn from the school.
- g. The chief administrator shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary record.
- h. Both permanent and temporary records are strictly confidential. The following guidelines shall govern their disclosure:
- i. The school employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and any related regulations in Maryland and the District of Columbia, which are summarized as follows:
- ii. The parents/guardians of a student are entitled to review and inspect information in the student's permanent and temporary records. The school shall grant parents'/guardians' requests for access to the educational records of their children within a reasonable amount of time, but never more than forty-five days after the request has been made.
- iii. Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records, unless the custodial parent provides the school with a copy of a court order or legally binding instrument, such as a separation or custody agreement, that indicates that the noncustodial parent may not have access to the student's records or other school-related information **including tuition/financial information.**
- i. If requested, the school may send copies of the following school information to both parents/guardians at either one's request, unless the custodial parent provides a court order that indicates otherwise:
1. Academic progress reports or records
 2. Health reports
 3. Notices of parent-teacher conferences
 4. School calendars distributed to parents/guardians
 5. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction
- j. A student less than 18 years old may inspect and review information only in his/her permanent record. Such requests shall be made in writing and directed to the chief

administrator of the school. Access to the records shall be granted within 15 days of the school's receipt of such a request.

- k. The chief administrator may not grant access to a student's records to any other individual, agency, organization, or institution unless he/she has duly received written consent from the student's parents/guardians via the Authorization and Release of Student Information ([Form 19](#)). In the event of an emergency, the school may release student records or information to appropriate persons without parental consent if disclosing such information is necessary to protect the health or safety of the student or other persons.
- l. When applicable, the parents/guardians must sign an agreement indicating they will reimburse the school by the end of the school year for copying and mailing of documents.
- m. When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent/guardian become exclusively those of the student.

23. Transfer of School Student Records (3591)

- a. The chief administrator shall be responsible for complying with the written request of a parent/guardian to release and transfer official records (permanent and temporary) from one school to another. The transfer of records shall be contingent upon fulfillment of all financial obligations.
- b. Parents/Guardians must complete the Authorization for Release of Student Information ([Form 19](#)) prior to any release of student information to another school. Student records may never be disclosed or released without the completed and signed form (unless otherwise required by law, as directed by the Office of the Chancellor).
- c. Records of students transferring to another school shall only be sent through certified U.S. Mail directly to the new school's postal address. No records shall be given to parents/guardians to personally transport to the student's new school.
- d. For 8th graders matriculating into high schools and any student transferring from one archdiocesan school to another archdiocesan school, parents/guardians must complete the Authorization for Release of Student Information ([Form 19](#)) or other designated release of student information. Only a copy of the student's permanent record shall be transferred, unless otherwise noted on the release form by the parent/guardian. Temporary records are to remain filed at the school (refer to [Section 22](#)).

24. Release of School Student Information (3592)

- a. Chief administrators shall ensure that parents/guardians are aware that some circumstances may require the school to share confidential information with, or request confidential information from, other entities in order to advance the best interests of the student.

- b. Parents/guardians must cooperate with the school administrators in order to provide them access to confidential information that may be necessary for the education of the student. Should the school request such information from another individual, entity, or institution, the parents/guardians must consent in writing to the release of the requested information by completing and signing the Authorization for Release of Student Information ([Form 19](#)). Should the school receive a request from another individual, entity, or institution for confidential information, the parents/guardians must consent in writing to the release of the requested information by completing and signing the Authorization for Release of Student Information ([Form 19](#)).
- c. Student records may never be disclosed or released without the completed and signed form (unless otherwise required by law, as directed by the Office of the Chancellor).
- d. Parent/Student handbooks should include information regarding the minimum amount of notice required to process requests for student records (at least five school-days notice is reasonable for the review and processing of such requests). Handbooks should also indicate whether requests for special handling will require payment by parents/guardians.

23. School Counseling Services (3549)

- a. Emergency/Crisis Counseling
 - 1. All chief administrators shall annually include the following language in their individual school handbooks:

 “In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to [enter school name]. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.”
 - 2. In the event that counseling services are rendered in the event of an emergency or crisis, chief administrators shall ensure that parents/guardians are notified as soon as possible after the emergency.
- b. Ongoing School Counseling Services
 - 1. When necessary and appropriate, ongoing school counseling services (more than 1 formal session between a counselor and student) may be rendered for an individual or group of students at the request and/or recommendation of the student, the chief administrator, school counselor/social worker, school staff, nurse, or parent/guardian.
 - 2. A parent/guardian must complete of the Consent for Ongoing School Counseling Services ([Form 20](#)) before such services begin. A signed Consent for Ongoing School Counseling Services ([Form 20](#)) must be filed and maintained at the school for the duration of the student’s enrollment and for five years thereafter

24. School/ Facility Safety and Emergency Response (3540 & 3541)

- a. All archdiocesan schools shall maintain safe and orderly environments, which includes facilities and property infrastructures.
 1. **LEAD TESTING:** The Environmental Protection Agency (EPA) regulates over 90 contaminants in drinking water, including lead, and sets minimum safety standards and testing requirements that local water systems must follow. Under current regulations, public water systems are required to monitor their water supply and take action if lead levels exceed 15 parts per billion (ppb). Schools that are serviced by public water systems should obtain a copy of the most recent water quality report published by your local water system. The EPA also recommends that schools and child-care facilities periodically test their drinking water for lead and other contaminants, and current regulations require corrective action if test samples show lead levels greater than 20 ppb. It is recommended that drinking water outlets be tested by a qualified water testing company at least every three years. Please contact the Archdiocese's Facilities Office for more information or assistance in obtaining a water test. **Maryland schools must submit their test results to the state.**
 2. **ASBESTOS:** Under the Asbestos Hazard Emergency Response Act (AHERA), all schools are required to identify and manage any asbestos in their facilities. Under AHERA, schools are required to maintain an asbestos management plan (a copy of which should be kept in the school's office) and to designate a school administrator as a representative who is responsible to ensure that the school has implemented AHERA's requirements. Specifically, schools are required to take the following steps to comply with AHERA:
 - i. Identify the presence of any visible asbestos-containing materials and affix appropriate warning labels;
 - ii. Perform a [periodic surveillance report](#) at least once every six (6) months and prepare a written report to be included in the management plan which evaluation must be provided to the Facilities Office (these evaluations are typically performed by a maintenance worker who has completed a mandatory two-hour training workshop offered by the Archdiocese);
 - iii. Arrange for a licensed inspector to perform an AHERA-required asbestos inspection once every three (3) years.
 3. AHERA compliance requires partnering between the individual schools and the Archdiocese's Facilities Office. Each school is required to perform its own 6-month asbestos evaluations, update its office copy of the management plan with the results, and provide a copy to the Facilities Office. The Archdiocese has retained a contractor to perform the required three-year inspections, conduct the annual 2-hour training courses for maintenance personnel, and assist in complying with AHERA's other recordkeeping

requirements. Please contact the Archdiocese’s Facilities Office for more information or assistance regarding asbestos.

- b. All archdiocesan schools should have the Classroom Emergency Flipchart hanging in every classroom, with at least one copy in the school office.
- c. All archdiocesan schools must annually establish and maintain a School Emergency Response Plan and follow the procedures set forth by the Catholic Schools Office. **This plan must be uploaded to the Assurance Database.**
- d. All archdiocesan schools should conduct regular fire evacuation and emergency preparedness drills and exercises, and should follow any safety procedures set forth by the Catholic Schools Office. **Archdiocesan schools in Maryland must submit drill reports to the MSDE.**
- e. After contacting all appropriate emergency personnel in the event of an emergency or crisis, chief administrators must notify a member on the archdiocesan Executive Support Team as soon as possible (not to exceed 24 hours later):

ARCHDIOCESAN EXECUTIVE SUPPORT TEAM (EST)		
General Emergency & School-related Incidents		
Superintendent of Schools Ms. Kelly Branaman Office: (301) 853-5348 Cell: (202) 359-4455 branamank@adw.org	Associate Superintendent Mr. Chris Buchleitner Office: (301) 853-5353 Cell: (410) 533-6071 buchleitnerc@adw.org	Assistant Superintendent Mrs. Anne Dillon Office: (301) 853-4569 Cell: (301) 221-5488 dillona@adw.org
President of CCA Dr. Camille Brown Privette Office: (301) 853-5358 camille.privette@catholicacademies.org	General Counsel Christopher Anzidei, Esq. Office: (301) 853-5342 anzideic@adw.org	Secretary of Communications Paula Gwynn Grant Office: (301) 853-5372 Cell: (202) 579-1537 grantp@adw.org
Executive Director of Child Protection and Safe Environment Courtney Chase Office: (301) 853-5379 Cell: (202) 255-8514 chasec@adw.org		Director of Real Estate Ms. Michelle Shelton Office: (301) 853-4522 Cell: (301) 980-4293 sheltonm@adw.org

- f. Notifications should be made via cell phone of the designated archdiocesan Executive Support Team member. If contact cannot be made by cell phone, then contact should be made via the respective office number.
- g. Notifications must be made directly by speaking with the predetermined member, or backup member, of the archdiocesan Executive Support Team. An email or text message notification can be made in lieu of phone notification only if a timely confirmation of receipt can be obtained.

- h. In order to assist with proper evacuation of schools during an actual or suspected fire, all archdiocesan schools must develop and implement fire evacuation drill procedures and conduct fire evacuation drills throughout the school year.
- i. The following jurisdictional requirements regarding evacuation drills should be followed:
 - 1. **District of Columbia:**
 - i. At least two (2) fire evacuation drills must be conducted during the first two weeks of the school year and one (1) every month thereafter, for a total of ten (10) per year.
 - ii. At least one (1) fire evacuation drill must take place in the fall, and one (1) in the spring should be conducted in response to organized after-school activities and programs.
 - iii. At least one (1) fire evacuation drill should be conducted during the first week of any summer school program.
 - 2. **State of Maryland:**
 - i. The Maryland State Superintendent requires each school in Maryland to hold a fire evacuation drill at least ten (10) times each school year, with at least one (1) drill occurring every 60 days.
 - 3. **Calvert County:**
 - i. Calvert County requires one (1) fire evacuation drill to be conducted monthly, for a total of ten (10) fire evacuation drills per school year.
 - 4. **Charles County:**
 - i. Charles County requires one (1) fire evacuation drill to be conducted monthly, with one (1) additional drill to be conducted during the first two weeks of school.
 - 5. **Montgomery County:**
 - i. Montgomery County requires at least ten (10) fire evacuation drills to be conducted during the school year, with two occurring during the first thirty (30) days of school, and one per month thereafter. If schools are occupied during the summer, three (3) additional fire drills are required.
 - 6. **Prince George's County:**
 - i. Prince George's County requires one (1) fire evacuation drill monthly while school is in session, including any summer school program.
 - 7. **St. Mary's County:**
 - i. St. Mary's County requires ten (10) fire evacuation drills throughout the academic school year according to the following schedule: one (1) drill per month and two (2) drills outside of the academic school year, for a total of twelve (12) in a year's period.

- ii. Furthermore, at least two of the above-mentioned ten (10) fire evacuation drills must be conducted during the first two weeks of the school year and one a month thereafter, for a total of the indicated ten drills per year. Due to winter weather conditions, it is recommended that chief administrator schedule drills before and after the “cold period” to ensure compliance with the number of required drills.
 - iii. Finally, at least one fire evacuation drill should be conducted during the first week of any summer school program.
- j. A record of each fire evacuation drill should be made on the Fire Evacuation and Emergency Preparedness Drill Log ([Form 21](#)) and maintained at the school for review by both fire department and CSO officials. Archdiocesan schools in Maryland must submit the non-public schools Record of Fire Drills by February 1 each year.

25. Child Protection and Reporting Child Abuse (3542)

- a. As set forth in [Section 15](#) above, in the event of suspected child abuse, chief administrators and all archdiocesan school staff and volunteers shall follow the Archdiocese of Washington [Child Protection Policy](#) (“CPP”). To help ensure the safety and protection of students and to help schools comply with the CPP, the following guidelines are provided. The guidelines are not intended to be used instead of, or as a substitute to, the actual CPP.
- b. Any archdiocesan personnel, including those who do not work or volunteer with children, who has reason to believe or suspects that any child has been the victim of physical abuse, sexual abuse, sexual assault or neglect shall make a report to the appropriate civil authorities (the local law enforcement agency or the child protection services agency in the local jurisdiction). See CPP Appendix A for the agencies’ direct contact information in each jurisdiction.
- c. The person who suspects the abuse must call the civil authorities him/herself – no one else can decide if a report should be made or make the report for you. In the District of Columbia and Maryland, teachers, school officials, and child care workers are considered to be mandated reporters (DC Code §4-1321.02; COMAR §5-704; CPP 5.1).
- d. All archdiocesan personnel must follow the steps for reporting suspected child abuse as set forth in the Archdiocese of Washington [Child Protection Policy](#), as revised from time to time.
- e. Cooperating with an Investigation by a Child Protection Agency: The [Child Protection Policy](#) (Section 5.6) states that all school personnel must cooperate fully in any investigation of suspected child abuse at the request of any civil authority, including a child protective services agency. Use the following guidelines if a child protection agent or other local law enforcement agent visits a school:

1. Ask the agent to sign-in on the school's visitors' log.
 2. Ask to see and photocopy the agent's appropriate photo identification and contact the agent's central office to verify the agent's status.
 3. Facilitate a prompt interview by securing a private, quiet location where the agent and child can meet. The school and agent shall cooperate to facilitate the investigation and minimize the educational disruption.
 4. Have a school representative (familiar face) escort the child to the meeting location.
 5. It is in the discretion of the agent to determine whether school personnel may be present during the agent-child meeting.
 6. The agent shall be permitted to interview the child with respect to a report without permission of the child's parent/guardian.
 7. Chief administrator/designee will complete the School Incident Report ([Form 16](#)) and email the form regarding the agent's visit and include the photocopy of the agent's identification.
- f. Only the agency conducting the investigation shall notify the child's parent/guardian of the interview or investigation. While schools do have situations where they have to gain parental consent for a child's interview with a third party, the investigation of an allegation or suspicion of abuse/neglect is not such a situation.

26. Parent/Student Handbook (3620 & 3621)

- a. School chief administrators shall annually prepare and make available to all parents/guardians and students a handbook that presents school policies, regulations, and procedures of the school, and includes the statements and clauses required by the Catholic Schools Office.
- b. All chief administrators shall annually include the following language in their individual parent/student handbooks:



“Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of <Insert School Name>. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that <Insert School Name> derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of <Insert School Name>. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will

comply with the policies of the Archdiocese of Washington and <Insert School Name>.”

- c. Annually, parents/guardians must sign the School Handbook Acknowledgment ([Form 22](#)) indicating receipt of the handbook and acknowledging their acceptance and understanding of the policies and procedures.
- d. Copies of the School Handbook Acknowledgment ([Form 22](#)) must be maintained on file in the chief administrator’s office.
- e. Each archdiocesan school’s parent/student handbook must be submitted annually to the Catholic Schools Office by attaching to the assurance in the Assurance Database by the due date indicated on the Assurance checklist.

27. Parent or Guardian Cooperation (3512)

- a. Parents or guardians seeking admission for their child to Catholic schools accept the Catholic identity and philosophy of the school when they sign the admissions application and the re-registration form each year. In doing so, parents and guardians agree not to act in ways that contradict the Catholic nature of the school, to permit the student to participate in all required school programming (including instruction in the Catholic faith and attendance at Mass), to cooperate fully with the school, to act in ways that promote the best interests of the church and school, and to comply with the policies of the Archdiocese of Washington and the school.
- b. If, at any time during the school year, it is determined that a parent or guardian is not cooperating fully with the school and/or not complying with school or Archdiocesan policies, the chief administrator shall:
 - 1. Consult with the school’s canonical administrator about the parent/guardian behavior;
 - 2. As approved and directed by the canonical administrator, inform the parent or guardian in writing that their behavior is not in compliance with school policy by citing the specific policy ([Warning Letter/Intervention Template Letter](#));
 - 3. Warn the parent or guardian in writing that their continued violation of school policy places their student’s enrollment at risk;
 - 4. Offer to meet with the parent or guardian to address their behavior.
- c. If, in consultation with the canonical administrator, the chief administrator determines that the parent or guardian’s behavior continues to violate school or archdiocesan policy after the written warnings have been issued and an offer to meet has been extended, then, the chief administrator shall consult with the Associate Superintendent to mandate that the parent/guardian withdraw their student from the school.
- d. To enable the Associate Superintendent’s review of the mandated withdraw, the chief administrator shall document the following on the School Incident Report ([Form 16](#)):

1. facts surrounding the parent/guardian policy violations;
 2. the school's communications to the parent/guardian stating that their behavior violated school policy, including a copy of the written warnings and invitation to meet; and
 3. any other supporting documentation.
- e. No communication should be made to the parent/guardian regarding the mandated withdraw at any time prior to the Associate Superintendent's approval (or the Superintendent, if the Associate Superintendent is unavailable);
 - f. After receiving approval from the Associate Superintendent, the chief administrator and canonical administrator shall convene a conference with the parent/guardian to inform them of the need to withdraw the student, and have them provide a written letter documenting the withdrawal ([Sample Letter of School-Mandated Withdraw](#)).
 - g. If the parent/guardian refuses to accept the mandated withdraw for the student or request a review of the facts, the parent/guardian may appeal to the Catholic Schools Office, adhering to the Lines of Communication found in Catholic School Policy 2500.

28. Calendar Changes and Cancelled School Days (3531)

- a. School chief administrators must submit any changes to official school calendar to Catholic Schools Office for review and approval. The Catholic Schools Office will determine, in collaboration with the school leadership, when cancelled school days should be rescheduled and added to the school calendar.
- b. Each archdiocesan school must have an inclement weather policy for cancelling, delaying, or dismissing early for a regularly scheduled school day. The inclement weather policy must be included in the school's student/parent handbook. The inclement weather policy must follow the local public school's jurisdiction for where the school is physically located.
- c. In certain circumstances, a school may follow a different local public school's jurisdiction if the following actions occur to justify a different jurisdiction:
 1. Review the inclement weather policy every three (3) years.
 2. Conduct an analysis of zip codes for families is used to determine commute times and the impact a cancellation has on the school community;
 3. Survey parents and staff to determine if one public school jurisdiction has a preference;
 4. Consider the history of cancellations and delays in the region of the school and note any trends that may not be applicable to the school; and
 5. Confirm the different jurisdiction with the Superintendent or designee.
- d. In the event of the cancellation, delay, or early-dismissal of the school day, the safety of all families and staff commuting to school is of utmost importance, so the decisions as such

must be specified by the local jurisdiction, even if school leadership does not fully agree with the decision of the local jurisdiction.

1. When a school is cancelled or delayed, then all school-sponsored events, including transportation to and from any school-related activities must be cancelled or delayed. In the event of a school cancellation that coincides with a parish-sponsored or archdiocesan-sponsored event, then students may attend the event only with their parents.
2. When the local jurisdiction's decision for an early dismissal is issued, then any school-sponsored transportation must immediately return to the school with all students and staff.
3. When the local jurisdiction or region is not in session or already has a scheduled day off, then the discretion of issuing a school cancellation or delay, must be done in consultation between the Regional Representative from the Elementary School Principals Association (ESPA) Board and the Superintendent or designee.
4. In the event of major travel for a school-related event and regional cancellations or delays have been issued, the chief administrator must consult with the canonical administrator and the Superintendent or designee for determining if the major travel may occur.
- e. Rescheduling or the addition of days to make up any school day due to cumulative cancellations will be determined in consultation with the chief administrator and the Superintendent.

29. Tutoring and School Enrichment Activities on School/Parish Property by Faculty/Staff

Teachers are expected to provide extra support to the students they are teaching, before, during, and/or afterschool in accordance with school policies. Teachers are expected to be involved in some form of enrichment activities as part of their job description.

School Sponsored Tutoring

- a. At the discretion of the pastor/principal, teachers may tutor enrolled students on school/parish property before or after their regular school hours. The pupil may not be a current student of the teacher. The principal/pastor will determine set rates for tutoring services, payment will be received by the school/parish and compensation dispersed to the employee through payroll.
- b. The school will make available to parents a list of available teachers and the fee schedule for tutoring services. Students will need to provide a parent signed permission slip to be tutored which lists the designate dates, times, and the agreed fee.

- c. Teachers who wish to provide tutoring services will need to negotiate with the principal regarding the designated dates, times, and location of the services.
- d. Teachers need to inform the principal if approached for tutoring services.
- e. The principal will ensure that the pupil is not a current student of the tutor.
- f. During tutoring sessions, teachers and students should remain visible at all times.
- g. No solicitation for private tutoring may occur through the school/parish or on school/parish property.
- h. Teachers that tutor students must comply with school and ADW policies including the Child Protection & Pastoral Code of Conduct at all times. The principal/pastor reserve the right to cancel tutoring services at any time for any reason.

Enrichment Activities

- a. At the discretion of the pastor/principal, teachers may offer enrichment activities beyond their job description to enrolled students/or parishioners on school/parish property before or after their regular school hours. The principal/pastor will determine the rates/fees for enrichment activities, payment will be received by the school/parish and compensation dispersed to the employee through payroll.
- b. The school will make available to parents a list of available enrichment activities and the associated fees. Students will need to provide a parent signed permission slip/note for enrichment activities which lists the designate dates, times, and the agreed fee.
- c. Teachers who wish to provide enrichment program will need to negotiate with the principal regarding the designated dates, times, and location of the activity.
- d. No solicitation for private enrichment activities may occur through the school/parish or on school/parish property.
- e. Teachers who provide enrichment activities must comply with school and ADW policies including the Child Protection & Pastoral Code of Conduct at all times. The principal/pastor reserve the right to cancel enrichment activities at any time for any reason.