

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Recruitment	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5100
	<b>AMENDED DATE:</b> 08/15/01	<b>DELETION DATE:</b>
	<p>An integral part of Catholic education programs is the recruitment effort to enroll students. An energetic program of recruitment is a responsibility involving the members of the entire educational community and should include all segments of the local community in which the school is located. Special task forces may be formulated to assist in recruitment efforts with selected groups of people.</p>	

<b>POLICY DESCRIPTION:</b>  Students: Non-Discrimination	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5101
	<b>AMENDED DATE:</b> 08/15/01	<b>DELETION DATE:</b>
	<p>Educational Institutions in the Diocese of Jackson admit students of any race, color, gender or national origin to all the rights, privileges, programs and activities generally accorded or made available to students. Catholic schools seek primarily to serve Catholic parents who want a Catholic education for their children. Children of other faith traditions may be accepted if enrollment openings are available.</p> <p><b>Refer to policy #1614 for procedures for resolution of discrimination complaints.</b></p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION: 5101R</b>	
<b>DESCRIPTION:</b>	
Students: Student Admission	
<p>All tax exempt parochial schools must have a non-discriminatory admission policy. Therefore, the school shall:</p> <ol style="list-style-type: none"><li>1) Have its Advisory Council adopt a resolution that it has a non-discriminatory policy towards students and therefore does not discriminate against applicant students on the basis of race, color, and gender or national origin.</li><li>2) Include a statement of its racially non-discriminatory policy towards students in all its advertising brochures and include a reference to its racially non-discriminatory policy in other written advertising that it uses as a means of informing prospective students of its program. Example: "_____ School/Center admits students of any race, color, religion, gender or national origin."</li><li>3) Maintain records from the previous three years indicating, (a) the racial composition of the student body, faculty, and administrative staff, (b) a racially non-discriminatory financial assistance policy, (c) copies of all brochures, and advertising, and (d) copies of all materials used by or on behalf of the school/center to solicit contributions.</li></ol>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Admission	08/15/92	5102
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>3/28/09</p>		
<p>The Educational Institutions of the Diocese respect parents as primary educators of their children and provide learning opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the Catholic school/center community in a cooperative relationship.</p> <p>The school/center respects the dignity of <u>each child and is required to comply with all application federal and state anti-discrimination laws (see Policy #1610) in determining acceptance of a student into a school/center.</u> Children of other religions may be accepted if enrollment openings are available unless attendance would cause conflict for the child because of the unique religious philosophy of our schools/centers.</p> <p>Catholic schools seek primarily to serve Catholic parents who desire a Catholic education for their children. Prior to the establishment of admission requirements, schools will assess the needs of the students in the community to be served and develop programs which will meet these needs. In determining local admission policies, schools will take into account such factors as pupil readiness, existing facilities and educational programs/services, state regulations, and school finances.</p>		

<b>DIOCESAN REGULATION: 5102R</b>	
<b>DESCRIPTION:</b>	
Students: Guidelines for Admission	
<p>Catholic schools/centers offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools/centers shall not be a refuge for parents/students who seek to avoid disciplinary consequences, and/or educational placement in another school.</p> <p>1) Families are admitted into the school community when, on the basis of a personal interview, the principal/director or his/her designee judges the interest and motivation of parents and student to be in accord with the philosophy of Catholic education.</p> <p>Schools/centers are to develop a screening process for all new students entering the institution. All students are on probation during the first semester of their attendance at a Catholic school/center. During the first semester probationary period, the school/center shall determine whether or not it can meet the needs of the student. Notification of the probationary period shall be placed in the student/parent handbook.</p> <p>(continued on next page)</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 5102R (continued)
<b>DESCRIPTION:</b>
Students: Guidelines for Admission
<p>2) In the admission of students to Catholic Educational Institutions, priority consideration shall be given as listed below. <u>Any questions regarding these criteria are to be forwarded to the Office of Catholic Schools before a decision about admission is made.</u></p> <p>a) To all children currently enrolled</p> <p>b) To children of <u>any</u> families with siblings currently enrolled in the school/center</p> <p>c) To children of parishioners (in the case of a parish school)</p> <p>d) To children from other Catholic parishes</p> <p style="padding-left: 40px;">To children of other Faith Traditions (those who are not members of the Roman Catholic Church) with siblings currently enrolled in the school/center.</p> <p>e) To children of other Faith Traditions.</p> <p>4) Schools/centers should strive to have financial assistance programs available for students from low income families.</p> <p>5) While continuing efforts to maintain and highlight Catholic character and identity, schools will continue to enroll students of all races, religions and cultures.</p>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Parental Cooperation	04/22/02	5102.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.</p> <p>A cooperative relationship between the school/center personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.</p> <p>If a parent/guardian refuses to abide by the rules and regulations of the school/center or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.</p> <p>Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Early Childhood/Extended Care Programs	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5103
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Pre-School Programs as well as Extended Care Programs offer significant benefits to students, their parents/guardians and the total education program. Where feasible, schools/centers are encouraged to sponsor such programs.</p>		

<b>DIOCESAN REGULATION: 5103R(a)</b>	
<b>DESCRIPTION:</b>	
Students: Child Care Development Block Grant Funds	
<p>Federal funds have been made available to Mississippi for child care services for low-income families. Funding is also provided to improve the availability and quality of child care/early childhood programs as well as Before and After Care services. For more information contact:</p> <p align="center">Office for Children and Youth 750 N. State Street Jackson, MS 39202 1-800-345-6347</p>	

<b>DIOCESAN REGULATION: 5103R(b)</b>	
<b>DESCRIPTION:</b>	
Students: Guidelines for Establishing Programs	
<p>Pre-school and Extended Day Programs may be added to elementary school programs when the following conditions are met:</p> <ul style="list-style-type: none"> <li>- professionally planned and staffed program(s) suited to the age and development of the child are part of the elementary educational continuum</li> <li>- additional expense of the program(s) does not infringe on the strength of existing or necessary educational programs</li> <li>- parents/guardians are involved in their child's education</li> <li>- survey of parishioners and/or school parents/guardians indicates support for the program</li> </ul>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Kindergarten and First Grade Age Requirements	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5104
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

In accord with the state code, a student registering for kindergarten must reach his fifth birthday on or before September 1<sup>st</sup> of that school year to be eligible for enrollment in first grade the following year.

According to the Mississippi Compulsory Attendance Law (1982), no Mississippi child shall be enrolled or admitted to the first grade during any school year unless she/he will reach her/his sixth (6<sup>th</sup>) birthday on or before September 1<sup>st</sup> of said year.

There are no exceptions to this regulation. Violation can mean loss of accreditation for a school.

<b>DIOCESAN REGULATION: 5104R</b>	
<b>DESCRIPTION:</b>	
Students: Out of State First Grade and Kindergarten Admissions	
<p>A student who transfers from an out-of-state school whose state law allows for first grade enrollment date with a birthday after September 1<sup>st</sup> may be allowed to enroll in a Mississippi school if the following provisions of Mississippi Code 37-15-9 are met:</p> <ol style="list-style-type: none"> <li>1) the parent/guardian of such student was a legal resident of the state from which the child is transferring;</li> <li>2) the out-of-state school from which the student is transferring is duly accredited by that state's accrediting authority;</li> <li>3) the student was legally enrolled in that school for a minimum of four (4) weeks</li> <li>4) the principal of the school has determined, through a nationally recognized readiness test, that the student was making satisfactory educational progress in the previous state.</li> </ol>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Admission of Children with Exceptional Educational Needs	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5105
	<b>AMENDED DATE:</b> 08/15/01	<b>DELETION DATE:</b>

Not all Catholic schools/centers in the Diocese are able to offer special education programs for children with exceptional educational needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire whether the student has a Service Plan from his/her previous school.

Students eligible for services under the Individuals with Disabilities Education Act Amendments of 1997 should not be enrolled in the Catholic school unless a program is available in the Catholic school that can meet the student's special needs.

After admission, if there are indications that a student has an exceptional educational need, the student should be referred to the local public school district to determine through "Child Find" procedures whether the student is eligible for services under IDEA '97.

If a student presently enrolled in the Catholic school is determined to have an exceptional educational need, reconsideration of his/her continued enrollment in the Catholic school should be reviewed by the school staff. The Educable Child Act provides some state financial assistance to special education students enrolled in an accredited parochial school if state guidelines are met.

<b>DIOCESAN REGULATION: 5105R</b>	
<b>DESCRIPTION:</b>	
Students: Procedures for Admission	
<p>Students with exceptional needs are accepted into the school only if the program and facilities are able to effectively meet the needs of that student. Therefore, the following placement procedure is followed before a student is accepted:</p> <ol style="list-style-type: none"> <li>1) Initial application by parents</li> <li>2) Initial interview of parents and student by Principal</li> <li>3) Writing of an Individual Education Plan (IEP) needed for student to be able to perform in the school situation or a review of a previous Service Plan</li> <li>4) Assessment of possible placement of a student.</li> </ol> <p>If the student is admitted, State guidelines will be followed in terms of the Educable Child Funds which the parents/guardians receive. Evaluation of the student's progress will be ongoing.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Admission of Students from Non-Accredited Schools/Programs	<b>ISSUE DATE:</b>	<b>SERIES:</b>
	08/15/92	5106
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
08/15/01		
<p>Diocesan Schools may not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional accrediting agency without first administering standardized achievement tests and/or teacher-made special subject tests. These tests need to determine the assignment of grade level for the elementary student or the number and validity of Carnegie Units for the secondary transfer student.</p>		

<b>POLICY DESCRIPTION:</b>  Students: Registration/Student Insurance	<b>ISSUE DATE:</b>	<b>SERIES:</b>
	08/15/92	5107
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Pupil registration is not complete unless a student provides one of the following:</p> <ol style="list-style-type: none"> <li>1. Proof of adequate student accident insurance or</li> <li>2. A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family; this information will become part of the student's emergency file.</li> </ol> <p>Additional pupil accident insurance is required for all students who participate in competitive school athletic programs.</p>		



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Confidentiality Regarding Student Records	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5108
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

As provided in the regulations of the U.S. Office of Education, the accuracy, privacy and confidentiality of all student records shall be preserved in accordance with Section 438 of the General Education Act of the Family Educational Rights and Privacy Act of 1974 [Amended, 1994].

Schools will follow State and Diocesan guidelines governing the collection, maintenance, administration, and dissemination of student records.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

An adult student and/or parent/guardian of minor students may have full access to and the right to challenge the accuracy of data collected. No one but eligible school personnel, an adult student and parent/guardian of minors should have access to student data without a subpoena or written permission of the parent/guardian.

Information about a student should be used judiciously and should contribute to his/her welfare. Upon the request of an adult student or parents/guardians of minor students, all reports, tests, and evaluations will be shown in the presence of a professional person qualified to explain and interpret the records. Upon request a copy of the records shall be provided to an adult student or parent/guardian.

After a student has graduated or terminated his/her education, the cumulative record should be maintained for 65 years. Thereafter, the records shall be offered to the Diocesan archives.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Student Record Transfer	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5109
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>It is the responsibility of the administrator to obtain official school records for any incoming student and to verify the grade assignment with the appropriate teacher.</p> <p>It shall also be the responsibility of the administrator to send official school records for students transferring out of the school so that proper grade assignment can be made upon enrollment in the new school.</p> <p>Delay in sending students' records to the receiving school is harmful to both the educational welfare of the students and the educational planning of the receiving teacher.</p> <p>The release of student records may not be withheld for the non-payment of debts to a school.</p>		

<b>POLICY DESCRIPTION:</b>  Students: Incoming Transfer Students	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5110
	<b>AMENDED DATE:</b> 08/01/01	<b>DELETION DATE:</b>
<p>The transferring student presents the most recent student evaluation/report card as evidence of achievement in the school last attended. His/her enrollment is <i>temporary</i> until the official records and reason for transfer are received by the new school.</p> <p>A written authorization by the parent/guardian of the transferring student is required at the time of registration in order for an individual's cumulative school file to be requested from the previous school. These records, because of their confidential nature, are mailed directly to the receiving school.</p> <p>Upon receipt of the transferring student's cumulative file and the fulfillment of other registration prerequisites, the new student may be <i>formally</i> enrolled.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: School Attendance Requirements	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5200
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
Schools will comply with attendance requirements established by the State Department of Education and the Superintendent of Schools of the Diocese of Jackson.		

<b>POLICY DESCRIPTION:</b>  Students: Permanent Enrollment/ Cumulative Record	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5201
	<b>AMENDED DATE:</b> 08/15/01	<b>DELETION DATE:</b>
<p>In accord with Section 37-15-91 of the 1973 Mississippi School Code (1982 supplement), schools will comply with the Mississippi Compulsory Attendance Law as amended in 1982.</p> <p>“No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another school within the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where pupil last attended school to initiate a new record.”</p>		

<b>DIOCESAN REGULATION: 5201R</b>	
<b>DESCRIPTION:</b>	
Students: Compulsory Attendance Law	
Unexcused absences are to be reported to the School Attendance Officer as required in Mississippi Code 37-13-91.	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Attendance Records	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5201.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Each school, in accordance with State regulations, as well as the Family Educational Rights and Privacy Act (1994), is required to keep a full and accurate record of each child's attendance and academic progress.</p>		

<b>DIOCESAN REGULATION: 5201.1R</b>	
<b>DESCRIPTION:</b>	
Students: Procedures for Maintaining Attendance Records	
<p>Each teacher is responsible for maintaining daily attendance records for the current school year.</p> <p>Though not legally required, the filing of attendance records beyond the current year is advisable for an additional school year. Local administrators have the option of filing attendance records for a longer period.</p>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>  Students: Absence/Tardiness	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5202
	<b>AMENDED DATE:</b> 08/15/01	<b>DELETION DATE:</b>
<p>It is the shared responsibility of school and home to assist students in developing desirable habits of punctuality and attendance. Students are expected to attend school on a regular basis in compliance with the law for compulsory attendance.</p> <p>Excused absences are sometimes necessary due to illness, death in the family, or other cases where the principal considers that exemption from attendance is in the best interest of the pupil. These absences must be recorded in the legal attendance records.</p> <p>Principals are authorized to require satisfactory explanation from the parent/guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing according to directives specified in the school handbook.</p>		

<b>DIOCESAN REGULATION: 5202R</b>	
<b>DESCRIPTION:</b>	
Students: Truancy	
<p>In cases of apparent truancy, the administrator should first contact the parent/guardian to determine if there is a legal reason for the absence. If no such reason exists, a notice of truancy including legal implications of such action should be given to the parent/guardian. If truancy continues, formal disciplinary action should be taken by the administrator, and these unexcused absences are to be reported to proper authorities.</p>	

<b>POLICY DESCRIPTION:</b>  Students: Request for Release of Pupils	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5203
	<b>AMENDED DATE:</b> 08/15/01 03/24/07	<b>DELETION DATE:</b>
<p>Pupils are not to be released from school during the day without the approval of the administrator. These requests should occur only in unusual circumstances <u>and require a written note from the parent and prior approval of the principal.</u></p> <p>Parents/guardians should not request to have their child released from school during the school day for activities which can take place after school [e.g., doctor's appointments, dentist's appointments, etc.]</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Family Vacations	<b>ISSUE DATE:</b>  03/24/07	<b>SERIES:</b>  5203.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p><u>Parents are expected to plan vacations around scheduled school vacations so as to eliminate the need to interrupt a student's learning process.</u></p> <p><u>Teachers are not required to give make-up tests or assignments for absence due to vacations. No assignments will be given in anticipation of the vacation.</u></p>		

<b>POLICY DESCRIPTION:</b>  Students: Procedure for Release of Students Due to Illness	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  5204
	<b>AMENDED DATE:</b> 08/15/01 03/24/07	<b>DELETION DATE:</b>
<p>If a student is ill, her/his parents or other authorized person will be notified. Schools/Centers are expected to have emergency information forms on file for each student.</p> <p>Students will only be released to parents/guardians or to authorized individuals. Identification will be required of persons unknown to school authorities.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Parental Custody Issues	<b>ISSUE DATE:</b>  03/24/07	<b>SERIES:</b>  5205
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

The custodial parent has the responsibility to provide the administrator with all official court orders which affect the well-being of the student when he/she is in the care of the educational institution.

Non-custodial parents will not be permitted to use the school/center for child visitation. The school/center will not refuse the request of a non-custodial parent who requests to pick up a child at the end of the day, unless there is a court order states otherwise.

Schools/centers in the Diocese of Jackson abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of that court order.

All subpoenas, court orders, etc. received by the school/center in child custody issues must be reviewed by the Diocesan attorney. Legal fees incurred in these custody matters will be billed to parents by the school/center.

<b>DIOCESAN REGULATION: 5205R</b>
<b>DESCRIPTION:</b>
Students: Authorization & Release -- Parent/Guardian Designee
<p>If the custodial parent/guardian wants to authorize the grandparents (or other adult) to pick up the child and receive school notices including information about academic performance, there must be a document signed and in the file authorizing the release of the children and/or their information. In addition, to an authorization, the document should release the school from any liability that might result in releasing the children or their information to those other than the custodial parent. (See <i>appendix</i>)</p> <p>An authorization and release will not, however, suffice in the case of enrollment or tuition documents, agreements with the school, releases to go on field trips, or other similar permissions or agreements requiring parental authorization unless legal guardianship has been ordered by the court to be in the grandparent(s)' or other person's name. <i>A notarized agreement between the custodial parent and grandparent(s) or others will not suffice.</i> In cases where student resides with persons other than their custodial parent, legal guardianship orders to confirm that the person(s) are the legal guardians of the child is required.</p>

**\*POLICY NUMBERS 5300 – 5309 moved to 6000 Series – Curriculum & Instruction \***

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Conduct	08/15/92	5400
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The school administrator has the leadership role in creating a unique setting wherein a faith community of living and learning can be realized in the lives of students.</p> <p>Each school should develop written standards of conduct which encourage self-discipline and create an atmosphere conducive to learning. Each school should develop a climate which fosters:</p> <ul style="list-style-type: none"> <li>- recognition of each person's responsibility for appropriate behavior within the school family</li> <li>- integration of religion, learning and living</li> <li>- formation of community among all members of the school family</li> <li>- preparation of students for the Christian community and the entire global community</li> </ul>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Discipline	08/15/92	5401
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of schools is to help students develop self-discipline. Self-direction rather than external control is the ultimate aim of true discipline. A climate where respect for God, oneself, others and authority as a basic school expectation will do much to promote self-discipline. A code of conduct will be established by each school and promulgated in the school's handbook.</p> <p>Standards and rules will be established for the successful operations of a school. If these are established in light of reasons and foreseeable consequences, pupils are more likely to comply.</p> <p>Teacher conferences with a student, conferences with parents/guardians and specialists within the school should be first steps in helping a student correct unacceptable behavior patterns which interfere with learning and the rights of others to learn.</p>		

<b>DIOCESAN REGULATION: 5401R(a)</b>	
<b>DESCRIPTION:</b>	
Students: Detention	
<p>Detention is a legitimate form of discipline. Schools should include in their Parent/Student Handbook disciplinary guidelines and the consequences for transgressing these guidelines.</p> <p>Students, especially on the elementary level, shall not be detained after school without the knowledge of their parents/guardians.</p>	



## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5401R(b)**

**DESCRIPTION:**

Students: Criteria for Local Discipline Code

A local school discipline plan or code of conduct shall be developed on the basis of the following:

1. The processes and strategies of the discipline plan/code of conduct should reflect a continuing effort to enhance student self-esteem and encourage growth toward self-management.
2. The discipline plan/code of conduct shall incorporate a respect for student individuality that does not interfere with the rights or needs of other students/staff members.
3. Corporal punishment is never allowed for any reason.
4. Consequences for aberrant behavior are never applied to an entire group as a result of the behavior of one student.
5. Consequences for social misconduct are not to be administered by way of academic punishments.
6. Consequences of behavior, rather than punishments for behavior, shall be the norm in all disciplinary action.
7. Academic requirements for participation in extracurricular activities as well as the requirements of MHSAA (e.g. eligibility requirements for athletic and other extracurricular activities) should be clearly articulated in the student handbook, and be applied uniformly throughout the student body.
8. The local discipline plan/code of conduct shall be consistently applied to all grade levels, while at the same time, respecting the developmental stage of students.
9. The local discipline plan/code of conduct shall be published in the Student/Parent Handbook.
10. Suspension and expulsion procedures are to be exercised only when a student's conduct endangers property, health or safety of others, is disruptive to the learning environment, or when there has been a pattern of misbehavior which has not been modified by other disciplinary action.

# THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5401R(c)**

**DESCRIPTION:**

Students: Appeal Procedures

An appeal of a disciplinary action shall be addressed first at the level where the disciplinary action was assigned. Appeal to the next level will not be considered unless the complaint has been addressed on the previous level. School Advisory Councils have no role in disciplinary actions or appeals.

Level I

Concerns/appeals shall be addressed to the particular teacher or staff member involved. A meeting shall take place between the parties and an attempt made to informally resolve the situation.

Level II

If no satisfactory resolution is reached, an appeal may be made to the administrator or his/her designee (e.g. vice-principal, dean of students, etc.). A meeting shall be held in an attempt to resolve the concern/appeal.

The administrator or designee will consider the concerns of the parent/guardian as well as review the policies and regulations of the school/center and Diocese in reference to the specific situation. After a thorough investigation and review, the administrator or designee will make a decision regarding the disciplinary action. Written records shall be kept of all meetings.

In the case that a designee of the administrator has handled this appeal, a parent/guardian may also appeal this decision to the administrator.

Level IIa (Only applicable in secondary schools)

In some secondary schools, disciplinary committees are in place. This committee may review the written records from Level Two if a parent/guardian wishes to continue the appeal process. A decision regarding the appeal is made after a thorough review of all documentation.

Level III

If no satisfactory resolution is reached, an appeal may be made to the Pastor/Canonical Administrator. A meeting shall be held in an attempt to resolve the concern/appeal.

The Pastor/Canonical Administrator will consider the concerns of the parent/guardian as well as review the policies and regulations of the school/center and Diocese in reference to the specific situation. After a thorough investigation and review, the Pastor/Canonical Administrator will make a decision regarding the disciplinary action. Written records shall be kept of all meetings.

Level IV

After all previous levels have been completed; a parent/guardian may appeal to the Superintendent of Schools. The Superintendent shall review all written documentation and records of previous meetings. Interviews may be conducted if additional information is desired by the Superintendent. A final attempt will be made to resolve the appeal.

The Superintendent's review will be for the purpose of assuring that the student was given a fair opportunity to present his/her defense to the incidents at issue.

The Superintendent shall issue a decision on the appeal. This decision is final.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Areas of School Jurisdiction	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5402
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

A school may subject a student to discipline whenever the conduct of the student directly and immediately affects the good order, efficiency, management and welfare of the school. The school reserves the right to discipline students at school, when they are engaged in school-sponsored activities on school premises or off site, and while they are on buses that are school-owned, school-operated or chartered by the school.

<b>POLICY DESCRIPTION:</b>  Students: Misconduct Outside of the School	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5402.1
	<b>AMENDED DATE:</b> 08/21/04	<b>DELETION DATE:</b>

Misconduct by students outside of the school reflects negatively upon the reputation and/or integrity of the school. This misconduct may be considered grounds for disciplinary action by the school administrator in consultation with the Superintendent of Schools.

<b>POLICY DESCRIPTION:</b>  Students: Social Events and Extracurricular Activities	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5403
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

Social events and extracurricular activities contribute significantly to the full development of students' personalities. They should be carefully planned and sufficiently varied to fulfill this purpose.

These events should be adequately supervised, adjusted to the level of maturity of the students, limited so as not to conflict with school activities, and maintained at a reasonable expense.

Parents and students should be fully informed as to the time and place of events, the rules governing them, and the limits of the school's supervision. Students should be held responsible for their behavior.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Derogatory Words or Actions	<b>ISSUE DATE:</b> 05/01/07	<b>SERIES:</b> 5404
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The good name, reputation, and personal safety of each student, faculty and staff member, as well as, the good name of each Catholic school and center in the Diocese of Jackson are vitally important. In order to protect students, employees, and the institution itself, each student, employee and parent is expected to treat the good name and reputation of each of the above with dignity and respect.</p> <p>Derogatory words and/or actions against any of the above by a student, a parent, or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail or the web and whether it is done on a school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to text messages, blogs, images or other types of pictures, etc.</p> <p>Any individual found to be participating in any derogatory activity will be subject to disciplinary action, up to and including expulsion or termination, by the school/center.</p> <p>Likewise, because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school buildings, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.</p> <p>The school is not charged with monitoring a student's use of the internet, emails, text messaging, or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.</p>		

<b>POLICY DESCRIPTION:</b>  Students: Probation, Suspension and Expulsion	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5405
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Whenever a student's conduct is such that it endangers the property, health, or safety of others, or disrupts the learning environment, action may be taken to restrict her/his privileges and rights of school attendance.</p> <p>Such action may include:</p> <ol style="list-style-type: none"> <li>1) Probation</li> <li>2) Suspension</li> <li>3) Expulsion</li> </ol> <p>Actions leading to probation, suspension and expulsion should be outlined in the school handbook and also be supported by credible documentation.</p>		

# THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5405R**

**DESCRIPTION:**

Students: Guidelines

Probation

Probation is the conditional attendance of a student at school for a specific time period. This disciplinary action may be taken by the school because of an infraction of any school rule. The decision of the administrator or his/her designee will be final.

In a conference with the parent/guardian and student, a written contract or plan for improvement is outlined and signed by all present.

Suspension

Suspension is the removal of a student from classes and extracurricular activities for a rule infraction or for a pattern of rule infractions. Suspensions may be either in-school or out-of-school according to the seriousness of the violation, the local discipline code and the discretion of the administrator.

An out-of-school suspension may not exceed ten school days. A conference with the student and his/her parent/guardian which includes agreement of a written contract for improvement (see Probation) should precede re-admission to classes and school activities.

Expulsion

Expulsion is the termination of enrollment for a student from the school program for an infraction of school rules or a state statute (e.g. possession of a controlled substance or a weapon). Repeated refusal to follow school rules or conduct which endangers property, health or safety of others can result in expulsion. Students asked not to return the following year are considered expelled.

Expulsion will not be the first punishment invoked against a student and should be used only as a last resort. Normally, the record should show that at least one other time the student has been on probation or has been suspended. This is important in order that he/she has been made aware fully of the consequences of subsequent infractions.

Expulsion procedures need to include the following:

- 1) consultation with pastor/canonical administrator & Superintendent prior to notification of parent/guardian
- 2) written notification to parent/guardian of the expulsion conference at least five days in advance as well as a written notice of reasons for expulsion
- 3) notice to the student/parent of right of appeal to the Superintendent of Schools\* within five school days of the decision for expulsion

\*The Superintendent's review will be for the purpose of assuring that the expelled student was given a fair opportunity to present his/her defense to the incidents at issue in the expulsion. (See level III of 5401R(c).)

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Corporal Punishment	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5406
	<b>AMENDED DATE:</b> 3/24/07	<b>DELETION DATE:</b>

Corporal punishment is defined as the use of any type of physical punishment involving the body. It shall not be used by any school/center employee.

This policy follows naturally from belief in the worth and dignity of each individual. We believe that in our Catholic schools/centers a climate of Christian love, mutual understanding, respect and trust should prevail.

Self-defense, however, is not corporal punishment unless the force used is greater than necessary to repel the attack. Also, the use of reasonable physical force in order to protect the interest of a third party is not corporal punishment. (Example: Use of reasonable force to protect a student from attack by another student.)

<b>DIOCESAN REGULATION:</b> 5406R	
<b>DESCRIPTION:</b>	
Students: Use of Physical Restraint	
<p>Any reasonable and appropriate means, including the use of physical restraint, may be used by school/center personnel for purposes such as the following:</p> <ol style="list-style-type: none"> <li>a. To quell a disturbance that threatens physical injury to any person</li> <li>b. To obtain possession of a weapon or other dangerous object within a student's control</li> <li>c. For the purpose of self-defense or the defense of others</li> <li>d. For the safety and well-being of a student or other students</li> <li>e. For the protection of property.</li> </ol>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Cooperation with Police and Department of Human Services	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5407
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

Each school/center, keeping in mind the rights of students and parents, shall cooperate fully with local and state Police Departments and Department of Human Services.

Unless investigatory officials establish and confirm that to do so would compromise their investigation, a student may not be questioned in the school/center without written permission from the parents/guardians or in the presence of the parents/guardians.

<b>DIOCESAN REGULATION:</b> 5407R	
<b>DESCRIPTION:</b>  Students: Law Enforcement Guidelines	
Except when presented with a court order, warrant or some other legal document justifying release, law enforcement officers may not remove a student from school for questioning or arrest regardless of age without permission of the student's parent/guardian.	

<b>POLICY DESCRIPTION:</b>  Students: Student Attire	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5408
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

The local Advisory Council will be responsible for developing a policy for acceptable attire for students. It shall be the responsibility of the administrator to implement this policy and determine the specifics of a school's dress code.

The community in which the school is located, custom, and the economic conditions of the people should be considered in the matter of dress. It is imperative that student attire always reflect principles of dignity and respect for self and others.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Search and Seizure	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5409
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

The right of inspection of students' school lockers is inherent in the authority granted to an administrator in his/her role to protect the welfare/safety of all students. These inspections should be exercised for the purpose of assuring parents/guardians that the school, will employ safeguards to protect the well-being of all students.

<b>DIOCESAN REGULATION: 5409R</b>	
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**DESCRIPTION:**

Students: Procedures for Search and Seizure

Recommended guidelines are as follows:

- 1) Open and inspect when clear and present danger to other students and personnel is indicated.
- 2) Open and inspect when sufficient evidence points to the concealing of materials forbidden in school such as alcoholic beverages, controlled substances, or weapons.
- 3) Law enforcement officers presenting search warrants will be accorded the right to inspect. The Superintendent should be informed as soon as possible in order to consult with the Diocesan attorney in regard to any questions of legality.



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Vandalism	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  5410
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Vandalism by students either to property of the school staff or to property of the school or parish is counter to the philosophy of the Catholic School. Also, according to State Code 37-11-19: "for damaging school property students shall be liable to suspension or expulsion and his/her parents/guardians shall be liable for all damages."</p> <p>The Administrator will:</p> <ol style="list-style-type: none"> <li>1. Investigate the situation and identify the student(s) involved</li> <li>2. Meet with students and parents/guardians to review the incident of vandalism</li> <li>3. Decide upon disciplinary action and a method of assessing costs to the parents/guardians for the damaged property</li> <li>4. Take constructive action, if needed, to prevent future vandalism</li> </ol>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Student Handbook	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5411
	<b>AMENDED DATE:</b> 08/01/01	<b>DELETION DATE:</b>

Each Educational Institution shall have a handbook for students and parents/guardians which contains information such as the following:

Mission Statement, School/Center philosophy, basic procedures, expectations regarding student behavior, goals of the instructional program

<b>DIOCESAN REGULATION: 5411R</b>	
<b>DESCRIPTION:</b>	
Students: Contractual Aspect of Student Handbooks	
<p>The student handbook may have the same effect as a written contract between the student, parent/guardian and the school/center.</p> <p>A copy of the handbook should be distributed annually and be in the possession of each <u>family</u>. A form which indicates receipt of the handbook, and an agreement to follow and support the rules and regulations of the school/center is to be signed by student and parents/guardians each academic year and kept on file in the school.</p> <p>This handbook should be reviewed and updated by the school/center each year. The administrator reserves the right to add or amend policies for the safety and well-being of students and in conjunction with Diocesan policy.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Code of Sexual Ethics	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5500
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The Educational Institutions of the Diocese of Jackson are communities of faith who believe in God as Creator and Lord of Life, Empowerer of the person, and the Source of love.</p> <p>Because of this core belief, we also believe in:</p> <ul style="list-style-type: none"> <li>- the sacredness of life;</li> <li>- the centrality of love in Christian living as expressed in personal relationships;</li> <li>- the dignity of sexual love;</li> <li>- a sexuality which is integrally related to life and love and which properly is given full physical expression only in marriage.</li> </ul> <p>We fully support Church teaching on the dignity and sacredness of human life from the moment of conception. Thus, we believe that abortion is an unacceptable solution to unplanned/unwanted pregnancies.</p>		

<b>DIOCESAN REGULATION: 5500R</b>	
<b>DESCRIPTION:</b>	
Students: Marriage and Student Enrollment	
<p>It is the expressed policy of the Diocese of Jackson to discourage teenage marriages. Therefore, enrolled students who attempt marriage will not be permitted to continue as students in our schools. Also, schools will not enroll married teenagers.</p> <p>The statistics on teenage marriages in our country continue to indicate that students of this age are not able to make a competent decision for this state of life. Furthermore, students cannot maintain a marital life and a full high school life.</p>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Abortion/Confidentiality	08/15/92	5501
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The Catholic Church remains steadfast in its teaching that abortion is the taking of human life and is, therefore, immoral.</p> <p>Because we are concerned about the dignity of life, if it becomes known that an abortion is being planned by a student, the administrator and chaplain/pastor are to be immediately informed. The administrator and the chaplain/pastor shall do all in their power to assist the student in avoiding an abortion. This shall include talking directly with the student(s) and her/his parents and offering the help of the school and the resources of the Diocese to find another solution.</p> <p>Any student in a Catholic school in the Diocese who, after the above-mentioned intervention, undergoes an abortion or actively assists in the procurement of an abortion is subject to immediate expulsion.</p> <p>If the administrator or chaplain/pastor become aware that a student or students have already been involved with an abortion, they shall initiate a dialogue with the student(s). Mandatory professional and spiritual counseling shall be arranged. Non-compliance with this counseling shall result in exclusion from the school.</p> <p>Only persons working with the situation involving the abortion shall be made aware of the names of the students. However, the administrator and the chaplain/pastor shall always be informed.</p> <p>Permanent student records will in no way indicate abortion cases.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Pregnancies/Confidentiality	08/15/92	5502
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Students, male and female, involved in a pregnancy shall be provided counseling and assistance to help them in their situation.</p> <p>Only the persons working on a case involving pregnancy should be made aware of a student's condition. However, the administrator and the chaplain/pastor should always be informed.</p> <p>Permanent records will in no way indicate pregnancy cases.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Sexual Harassment	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  5503
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>“Sexual Harassment” means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes but is not limited to deliberate, unsolicited gestures or comments, or the deliberate, display of pornographic materials.</p> <p>It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school maintain a learning and working environment free of any form of sexual harassment or intimidation toward students.</p>		

<b>DIOCESAN REGULATION:</b> 5503R	
<b>DESCRIPTION:</b>	
Students: Procedure for Student Complaint	
<p>Students who feel like they have been sexually harassed should use the following Complaint Procedure:</p> <p><b>Student to Student Harassment</b></p> <p>Any student who feels she/he has been subjected to sexual harassment by another student should contact an on-site supervisor (teacher or administrator). Each school’s Student Handbook shall clearly address the investigation of harassment allegations and student discipline procedures for sexual harassment. If the problem cannot be resolved at the local level, the Superintendent of Schools should be informed.</p> <p><b>Adult to Student Harassment</b></p> <p>In the case of sexual harassment of a student by an adult, the student should inform the administrator. The administrator should refer to the “Protection of Children – Catholic Diocese of Jackson” document and the necessary individuals, including the Superintendent, should be informed.</p>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Harassment/Bullying	03/24/07	5504
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. They should be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its school/centers.</p> <p>Harassment includes any physical, psychological or verbal action reflecting a lack of respect for another. All forms of harassment have the effect and/or purpose of creating a hostile environments for another person or group.</p> <p>Bullying is another form of harassment. It occurs when an individual takes advantage of another person that he/she perceives as vulnerable since the goal of the bully is to gain control over his/.her victim.</p> <p>All harassment/bullying complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher or administrator). Individuals making threat – seriously or in-jest- either physically, verbally, in writing or on-line will subject to immediate disciplinary action, up to and including expulsion or termination.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Welfare, Health and Safety	08/15/92	5600
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The school/center must be concerned with the health and safety of all students. Anything that could be considered a health or safety hazard in the building or on the grounds must be eliminated.</p> <p>The administrator, in cooperation with law enforcement and health department personnel, is responsible for the safety and well-being of all students. All educational institutions will, therefore, follow all state, county, and municipal laws in these matters.</p> <p>Teachers and staff have delegated authority from the administrator for the safety of students during the school/center's published hours of service.</p>		

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>DIOCESAN REGULATION: 5600R(a)</b>	
<b>DESCRIPTION:</b>	
Students: Adult Supervision of Students	
<p>The administrator is responsible for implementing a plan of adult supervision during promulgated hours of service of the school/center. Parents/guardians are to be informed regularly of these specific times and that the school/center is not responsible for students outside of these hours of service.</p> <p>Instructional areas such as classrooms, gym, etc. must be supervised whenever students are present.</p>	
<b>DIOCESAN REGULATION: 5600R(b)</b>	
<b>DESCRIPTION:</b>	
Students: Safety Precautions during Classes	
<p>State law requires that students participating in hazardous activities in art, science, industrial arts, and other classes wear protective devices such as safety glasses.</p> <p>Regulations should be established at each site for the use and storage of chemicals and combustible materials.</p>	
<b>DIOCESAN REGULATION: 5600R(c)</b>	
<b>DESCRIPTION:</b>	
Students: Traffic Safety	
<p>Every Educational Institution will establish and promulgate traffic procedures for entering and leaving the property of the school/center during hours of service. In secondary schools, all student drivers will be required to follow designated traffic procedures.</p> <p>In the interest of safety, regulations should also be established regarding the prohibition of vehicles on the property in unauthorized areas.</p> <p>In schools where a student safety program is in place, written permission from parents/guardians is required. These student safeties are not, however, permitted to direct vehicular traffic.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 5600R(d)
<b>DESCRIPTION:</b>
Students: Accidents or Illness at School
<p>Any serious illness or accident is to be brought to the attention of the administrator and the school nurse (if available) as quickly as possible.</p> <p>If the situation warrants, the parent or guardian is notified. When the parent/guardian cannot be reached, the next individual listed on the student emergency form is to be contacted.</p> <p>An emergency information file for each student should be available for quick reference. This Information should include contact numbers at work and home for parents/guardians as well as similar information for the adults to be contacted if a parent/guardian cannot be reached. Also included should be the name and number of the family physician and any other pertinent data needed in an emergency. This information should be updated regularly for accuracy.</p>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Health Examinations and Immunization	08/15/92	5601
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	08/01/01	
<p>All schools shall implement and follow regulations of the Mississippi Department of Health regarding medical examinations and immunizations. Secondary schools are also required to adhere to health regulations of the Mississippi High School Athletic Association.</p>		



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Administration of Medication to Students	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5602
	<b>AMENDED DATE:</b> 12/15/00	<b>DELETION DATE:</b>

Prescription or nonprescription medications required by a student should be administered by a parent/guardian at home or by the student's medical provider. Parents/guardians should use every effort to have medication times set for time periods other than school hours.

When this is not possible, the school/center staff may assist in the administration of medication during school/center hours subject to the following specific regulations.

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure the physician's role, no medication shall be given to a student by any employee unless the following are delivered to the individual administering the medication:

- 1) Written instructions from the prescribing physician for the administration of the prescribed medication; such instructions shall be signed by the prescribing physician.
- 2) A written statement from the prescribing physician which:
  - A. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medication(s), and
  - B. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- 3) A written statement from the parent/guardian:
  - A. Authorizing school personnel to give the medication in the dosage prescribed by the physician.
  - B. Releasing the school/center and employees from any liability in administering the medication.
- 4) Non-prescription medication may be administered by school/center personnel if a Parent Request & Authorization Form has been completed by the parent/guardian.

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5602R**

**DESCRIPTION:**

Students: Procedures for Administration of Medication

- 1) No prescription medication will be administered by the staff without a completed Medication Consent Form (e.g., a Physician's Order for Medication Administration and the Parent Request and Authorization).
- 2) The School/center shall maintain an accurate medication file which includes all necessary Medication Consent forms for each student receiving medication.
- 3) All medication must be in the original container with the following information: student's full name; name of medication, dosage; time to be given and physician's name.
- 4) Medication will be taken by the student at the designated time and administered by the nurse or by the other individual who has been identified to do so. Unless the physician indicates otherwise, it is the responsibility of the student, where appropriate, to come to the office at the designated times for the medication.
- 5) No more than a 30 day supply of a medication is to be kept by the school/center.
- 6) All medication shall be kept in a locked cabinet , drawer, or other safe place.
- 7) The length of period for which the medication is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the medication is to be discontinued or the dosage time is changed from the original instructions.
- 8) An accurate system of record keeping shall be established for each pupil receiving medication.
  - a. It is advisable to have a list of students needing medication during school/center hours, in the Administrator's or nurse's office.
  - b. An individual Medical Consent Form for each pupil receiving prescription or non-prescription medication shall be kept.
  - c. Documentation should be kept of all medication administered.
  - d. School personnel are asked to report any unusual behavior of students who are on medication.
- 9) Non-prescription medication may only be administered by the staff if the school/center has received from the student's parent/guardian a completed Request and Authorization Form, which specifies name of medication, dosage and time to be given.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Communicable Diseases	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  5603
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

School authorities should contact the local health department for the most recent regulations regarding communicable diseases, and these recommendations should be followed.

Whenever a student is sent home with a suspected communicable disease, the local health department should be notified by the administrator. A release card from the health department or a communication from the family physician is necessary for re-admittance to school.

In the event that a student is advised he/she has a serious communicable disease, the student or parent/guardian should promptly inform the administrator of the diagnosis and the progress of treatment. Written documentation is required from a physician stating that the student may return to the school/center.

Unless subject to the requirements of the law, all information will be confidential regarding students who have a serious communicable disease.

<b>DIOCESAN REGULATION: 5603R</b>	
<b>DESCRIPTION:</b>	
Students: Guidelines	
<p>A student with a communicable disease such as chicken pox, measles, etc. shall remain at home until the disease is no longer a threat to that student or others. Administrators should report to the health department all cases of communicable diseases which might pose a threat to the health of the school/center or the community. When concerned with a unique individual case, the welfare of all students and employees should be the prime consideration. Each individual case will be resolved in consultation with the Mississippi State Department of Health or other competent medical authority.</p> <p>(continued on next page)</p>	

# THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5603R (continued)**

**DESCRIPTION:**

Students: Guidelines

Blood Borne Diseases

Students with AIDS, ARC, HIV, hepatitis B, or other blood borne diseases enrolled or seeking enrollment shall be permitted to attend the school/center in an unrestricted setting as a general norm. Decisions regarding an HIV infected student shall be on an individual basis with regard to the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting. Students with AIDS shall not normally be excluded from attending the school/center for reason of infection unless the following exceptions are present:

- a) The student is not toilet-trained or is incontinent, or is unable to control drooling.
- b) The student is unusually physically aggressive with a documented history of biting or harming others.

These decisions shall be made using a team approach including the child's physician, public health personnel, the child's parents/guardian and the personnel associated with the educational setting. In each case, risks and benefits to both the infected student and to others in that setting must be weighed. As conditions change, cases may be reevaluated.

All cases shall be referred to the Superintendent of Schools. When disagreement on the existence of the excluding conditions prevent the student's physician, the student's parent(s) or legal guardian, the appropriate school personnel, the department of health personnel, the administrator and/or pastor from reaching a decision, the Superintendent of Schools shall be called upon to facilitate the decision.

Exclusion

Assistance shall be provided parents in achieving appropriate educational programs as well as catechetical instruction at the proper level for a student with AIDS or other communicable diseases who is excluded from the school/center.

If it is necessary to exclude a child from school, the administrator of the school shall:

- a) Check with the local public school district to see what provisions are made for students who can not attend school because of illness. Districts may be able to provide the personnel and materials needed for home instruction.
- b) If no assistance is possible from the public sector, the administrator shall work with the student's teacher(s) and the parents to see that proper home instruction is made available.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 5603R#3 of 3
<b>DESCRIPTION:</b>
Students: Guidelines
<p><u>Student and Parent Education</u></p> <p>Factual education on AIDS and other communicable diseases for all students and parents shall be undertaken so that infected persons and their families are not treated in a prejudicial manner. Such education shall be designed to prevent unreasonable reactions to either the disease or persons infected and to bring about the proper social responsibility.</p> <p><u>Confidentiality</u></p> <p>In accordance with the law, the identity of a student with AIDS, all health records and other pertinent files shall be kept confidential.</p>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Students: Crisis Prevention and Procedure	08/15/92	5604
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	08/01/01	
<p>The Diocese of Jackson recognizes the need for the immediate and orderly handling of major emotional crises. The crisis may be the result of the death or suicide of a student, parent, public figure, staff member or other crises situations. Schools/centers shall be responsible for developing appropriate procedures for handling such crises, and the local school administrator shall be responsible for the implementation of this policy.</p> <p>Each school/center should have a Crisis Management Plan which includes an outline of specific staff responsibilities. This plan is to be reviewed at the beginning of each year.</p>		

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>  Students: Suicide Prevention	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5605
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Student suicide intervention and prevention is a community issue that necessitates coordination with public and private services available to the school. School based programs, which include a suicide intervention plan, a suicide prevention curriculum, and a student/faculty support plan in the event of a suicide, need to be supported to prevent suicide among minors.</p> <p>An effective communication network is essential to the planning, implementing and evaluation of a suicide intervention and prevention plan.</p>		

<b>DIOCESAN REGULATION:</b> 5605R	
<b>DESCRIPTION:</b>	
Students: Reporting Guidelines	
<p>When any employee has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him or herself through an attempted suicide, or has attempted suicide, that person is to report this situation as follows:</p> <ol style="list-style-type: none"> <li>1. Contact the administrator; however, do not leave the suicidal student without adult supervision for any amount of time while making this contact. If the student's life is in imminent danger, summon law enforcement personnel to transport the student to the nearest hospital emergency room.</li> <li>2. The administrator shall contact the student's parents and inform them that their child has attempted or is planning suicide.</li> <li>3. The school should incorporate a plan of prevention by listing the local crisis intervention (Hotline) telephone numbers. The administrator shall seek guidance from appropriate Diocesan agencies, such as Catholic Charities and other certified professional personnel.</li> <li>4. The administrator shall discuss with the parents/guardians the implementation of the recommendations of professional personnel.</li> <li>5. If any outside agency is to be used, a release-of-information form shall be signed which will allow a two-way flow of information between the school and professional personnel.</li> </ol>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Child Abuse and Neglect	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5606
	<b>AMENDED DATE:</b> 08/01/01	<b>DELETION DATE:</b>

All persons in the State of Mississippi, including all employees in the Catholic Educational Institutions of the Diocese of Jackson, are required to comply with Mississippi law and the Diocesan regulations (“Protection of Children – Catholic Diocese of Jackson” ) relating to reporting child abuse or neglect. If any employee reasonably believes a child has been subjected to abuse or neglect, he/she should promptly report such concerns to the school/center administrator. If the school/center administrator reasonably believes that such abuse/neglect has occurred, the administrator should report the incident to the appropriate legal officials and investigatory agencies.

<b>DIOCESAN REGULATION:</b> 5606R	
<b>DESCRIPTION:</b>	
Students: Procedure for Reporting Child Abuse and Neglect	
Please see regulations under Policy #4602 and “Protection of Children – Catholic Diocese of Jackson” document.	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>  Students: Substance Abuse	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5607
	<b>AMENDED DATE:</b> 02/25/99, 07/15/05 09/09/06, 03/28/09	<b>DELETION DATE:</b>

The purposes of the Diocesan policy on substance abuse are:

- a) To provide the highest quality education by ensuring that no students are users of illegal drugs or are under the influence of drugs, chemicals or alcohol;
- b) To maintain a safe, healthy learning environment for all students;
- c) To reduce absenteeism and tardiness;
- d) To prevent injury to participants of school extracurricular activities;
- e) To prevent injury to those who drive vehicles on campus;
- f) To prevent injury to those who participate in work/study programs

The use, possession, transportation, sale of illegal or non-prescribed drugs, chemicals, and/or alcohol, or the transfer of prescribed drugs is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol.

This policy applies to all students on school property, all students in school vehicles, and all students off school property attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). Regulations 5607R(a) through (e) apply to any drug, chemical and/or alcohol testing required by the school.

Additionally, all middle/high school students will be subject to random drug/chemical/alcohol testing. The regulations contained within 5607R(d) will apply to all random testing.

The school shall require follow-up testing if: 1) at any time during his/her enrollment a student's drug/alcohol test indicates use of illegal or non-prescribed drugs, or alcohol or 2) a student admits to the use of illegal or non-prescribed drugs or alcohol. For procedures regarding follow-up testing see 5607R(c).

Possession of any controlled substance on school property subjects a student to automatic expulsion as stated in Mississippi Code § 37-11-18.

Any student involved in the use and/or abuse of drugs, chemicals and /or alcohol must receive counseling and continued assessment from a licensed drug/alcohol counselor PRIOR to and after readmission to the school. The student will be placed on probation and required to sign a contract approved by the Superintendent of Schools.

All elementary and secondary schools in the Diocese shall provide programs for prevention of substance abuse in their curriculum.



## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5607R(a)**

**DESCRIPTION:**

Students: Guidelines

The following are the Diocesan regulations concerning substance abuse:

- (1) The sale, possession, transfer, use, or purchase of illegal drugs, controlled substances, or non-prescribed drugs will be reported to appropriate law enforcement officials.
- (2) No prescription drug will be brought on school premises by any person other than the student or the parent/guardian of the student for whom the drug is prescribed. Prescription drugs may be used in the manner, combination, and quantity prescribed only with the administrator's knowledge and the required form.
- (3) Non-school related use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol resulting in investigation, arrest and/or conviction, excessive absenteeism, tardiness, inferior performance, an accident, or a failure to meet school expectations is a violation of this policy.
- (4) Any student who refuses to take or cooperate with the procedures for the administration of a drug, chemical and/or alcohol test within one hour of leaving the school with his/her parents will be subject to discipline, including immediate expulsion.
- (5) Any student who refuses to comply with testing, who tampers with a drug, chemical and/or alcohol test or who in any way fails to cooperate with an investigation into possible violations of the Diocesan Substance Abuse Policy will be subject to immediate removal from school premises.
- (6) If a student's mental or physical abilities are impaired in such manner that the school determines the student is unable to function in a safe or responsible manner, the student must have a parent or guardian pick him/her up and transport the student from the premises to the testing facility. If no relative is available within a designated time period school officials will make appropriate provisions for testing. If the student is hostile and/or leaves the premises against the better judgment of school personnel, appropriate law enforcement officials will be notified.
- (7) The school reserves the right to conduct personal searches of a student's locker, vehicle and effects located on school property or when attending a school-sponsored event when it reasonably believes its substance abuse policy has been violated. Entry upon the school's premises by students will be deemed to constitute consent by students to personal searches. A copy of these regulations, and the Mississippi Drug and Alcohol Testing law can be obtained from the Superintendent's office.

Any violation of the aforementioned regulations will subject a student to discipline, up to and including immediate expulsion.

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5607R(b)**

**DESCRIPTION:**

Students: Reasonable Suspicion Testing

Reasonable Suspicion Testing

- (a) Reasonable suspicion is defined under this policy as the belief by the school that a student is using or has used drugs, chemicals, and/or alcohol in violation of Diocesan policy. Reasonable suspicion testing may be based upon:
- (i) Observable phenomena, such as direct observation of drug, chemical, and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of any of the above;
  - (ii) Abnormal conduct or erratic behavior while at school, absenteeism, tardiness, or deterioration in school performance;
  - (iii) A report of drug, chemical, and/or alcohol use provided by reliable and credible sources and which has been independently corroborated;
  - (iv) Evidence that an individual has tampered with a drug, chemical and/or alcohol test during his/her school enrollment with the school;
  - (v) An accident or injury at school or while attending or participating in a school related function, or information that a student has caused or contributed to an accident while at school or while attending or participating in a school related function, regardless of the extent of personal injury or property damage; and
  - (vi) Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs, chemicals, and/or alcohol while on school premises or while operating its vehicles, machinery, or equipment, or while participating in a work-study program.
- (b) If there is reasonable suspicion that a student is using or has used drugs or chemicals or consumed alcohol in violation of Diocesan policy, that student will be required to submit to a drug, chemical and/or alcohol test.
- (c) In all but extenuating situations, the Superintendent of Schools must approve, in advance, all reasonable suspicion drug testing. In instances when the Superintendent cannot be reached, the principal and/or the pastor has the authority to initiate testing. In the case of reasonable suspicion of alcohol use, the principal has the authority to initiate breath analysis or saliva testing.
- (d) Any student whose test results indicate any use of drugs or alcohol or whose test results are confirmed positive for drugs, chemicals, and/or alcohol will be subject to disciplinary consequences, up to and including expulsion.

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>DIOCESAN REGULATION: 5607R(c)</b>	
<b>DESCRIPTION:</b>	
Students: Follow-up Testing	
<p>If during the course of his/her enrollment a student's test indicates any use of illegal drugs or alcohol or if the student enters a drug, chemical and or alcohol rehabilitation program, the student will be subject to periodic testing at the parent's expense as a condition of continued enrollment in a Catholic school. Refusal to submit to follow-up testing will result in expulsion.</p> <p>All follow-up testing procedures adopted by the school must meet the prior approval of the Superintendent of Schools.</p>	

<b>DIOCESAN REGULATION: 5607R(d)</b>	
<b>DESCRIPTION:</b>	
Students: <u>Random Testing &amp; Pre-Enrollment Testing</u>	
<p><u>RANDOM</u></p> <p>The Educational Institutions of the Diocese of Jackson adopt and incorporate the procedures and guidelines set forth in the Mississippi Drug and Alcohol Testing Law. Miss. Code Ann. §§ 71-7-1 et seq. All students will be subject to random testing. These procedures will be enforced uniformly with respect to all students.</p> <p>There will be random alcohol testing at every middle/high school dance in the Diocese. Parents and students will be notified of this fact before each dance. The list of students to be randomly tested will be generated prior to each event and available to the Superintendent of Schools upon request.</p> <p>The Superintendent of Schools will confirm the random selection process used by each school for random drug and/or alcohol testing. This testing may be required without specific cause for all students. The selection of students for testing will be made by a scientifically valid method such as a random number table or a computer-based random number generator that is matched with the students identifying numbers. Under the selection process used, each student shall have an equal chance of being tested each time selections are made.</p> <p>As a condition of enrollment and continued enrollment, students must consent to random drug and alcohol testing. The students selected shall be notified and tested the same day. Their parents/guardians will be informed that the testing has occurred. Students who refuse to be tested, deliberately avoid testing, or have positive test results, will be violation of the substance abuse policy and will be subject to disciplinary action up to and including immediate expulsion.</p> <p><b>PRE-ENROLLMENT TESTING</b></p> <p>Each school may also conduct pre-enrollment testing of prospective students and the passing of a drug/alcohol test may be a condition of enrollment of the student.</p>	

# THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5607R(e)**

**DESCRIPTION:**

Students: Implementation of Testing Programs

IMPLEMENTATION OF TESTING PROGRAM

- (1) All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the school through its drug and alcohol testing program are confidential communications, and will not be released except under circumstances allowed pursuant to the aforementioned drug and alcohol testing law.
- (2) Before testing, a student will be allowed to provide notice to the school of any current or recent use of prescription or nonprescription drugs.
- (3) The following include some of the types of drugs or chemicals for which the school might test: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine, Opiates, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Benzodiazepines and other drugs/chemicals that the student is suspected of using.
- (4) All initial positive drug test results will be confirmed by a gas chromatography/mass spectrometry test of the same sample originally tested. All initial alcohol tests will use breath analysis or saliva testing. Confirmatory alcohol testing will be completed by blood sample analysis.
- (5) Any student who receives a positive confirmed drug chemical and/or alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the Superintendent of Schools. A student, at his or her own cost, also may request that the specimen be retested at a certified laboratory.
- (6) Any student who receives a positive confirmed test result and who fails to present a satisfactory explanation for the result, or who fails to present a contrary result from a certified laboratory of the student's own choosing, will be subject to discipline, up to and including expulsion.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Safety: Reporting of Unlawful or Violent Acts	<b>ISSUE DATE:</b> 10/12/94	<b>SERIES:</b> 5608
	<b>AMENDED DATE:</b> 04/18/00	<b>DELETION DATE:</b>
<p>In accordance with Mississippi law, any Diocesan employee who has knowledge of any unlawful activity which has occurred on school/center property or during a school/center-related activity or which may have occurred, shall report such activity to the school/center administrator, who shall notify appropriate law enforcement officials. Furthermore, all credible threats of violence shall be investigated by the administrator and reported to the appropriate law enforcement officials.</p>		

<b>DIOCESAN REGULATION: 5608R(a)</b>	
<b>DESCRIPTION:</b>	
Information Received From Law Enforcement Agencies and Courts	
<p>According to Mississippi Law, both the law enforcement agencies and the court system are to report to the Superintendent [Principal] of a school any student who "is arrested for, and lawfully charged with, the commission of any crime and convicted upon the charge for which he was arrested, or convicted of any crime charged against him after his arrest and before trial."</p> <p>Furthermore, the same law states that "if the charge upon which such student was arrested, or any other charges preferred against him are dismissed or not processed or if upon trial he is either convicted or acquitted of such charge or charges, same shall be reported to said respective Superintendent [Principal]. "Said report shall be made within one (1) week after the arrest of such student and within one (1) week after any charge placed against him is dismissed or nol prossed, and within one (1) week after he shall have plead guilty, been convicted, or have been acquitted by trial upon any charge placed against him."</p>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 5608R(b)**

**DESCRIPTION:**

**Administrative Response to Reports of Unlawful or Violent Acts by Students**

The policies of the Diocese of Jackson hold students accountable for conduct inside and outside the school. The basic tenet of Church and civil law that “a person is innocent until proven guilty” shall be the foundation of any disciplinary decision. Also, the safety of students and teachers must be considered in any decision. Upon receipt of information about any student committing an unlawful or violent act, the administrator shall follow these procedures:

1. All disciplinary procedures outlined in the Diocesan Policy Manual shall be followed. If the student does not admit to guilt, but there is a “reasonable suspicion” to believe the conduct described has occurred, disciplinary procedures may be applied.
2. If there are no disciplinary procedures outlined in the Diocesan Policy Manual applicable to the situation, the administrator shall deal with the information available and arrive at an appropriate disciplinary decision.
3. Administrators are to comply with the requirements of both state and federal law with reference to controlled substances, weapons, violent acts and other pertinent incidents occurring on school property.
4. The administrator may create a Disciplinary Review Committee (example: the pastor/canonical administrator, teachers, and/or students), to assist her/him in developing a disciplinary process to deal with the school’s response to these situations.
5. The Disciplinary Review Committee shall meet as soon as possible after formation to discuss possible disciplinary responses and procedures. The administrator may also seek the advice of this Committee in specific instances as long as confidentiality is maintained. This Committee is advisory to the administrator.
6. The administrator shall also seek the advice of the Superintendent of Schools before reaching a final decision about appropriate disciplinary action.

The goal of the disciplinary process is rehabilitation. In this light, it is mandated that part of any disciplinary action would include a community/church service element which would assist the individual student in her/his growth.

# THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>DIOCESAN REGULATION: 5608R(c)</b>	
<b>DESCRIPTION:</b> Procedures for Reporting Unlawful or Violent Acts	
All reports shall be in accordance with the law and the following procedure.	
<b>I. DEFINITIONS</b> For the purposes of this policy and regulation, the following definitions apply:	
<ul style="list-style-type: none"><li>A. "School/center property" means any school/center building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the educational institution or Diocese for any school/center-related purposes.</li><li>B. A "violent act" means any action which results in death or physical harm to another or an attempt to cause death or physical harm to another.</li><li>C. The "appropriate law enforcement agency" is the agency with jurisdiction in the place where the unlawful activity or violent act occurs.</li><li>D. The "appropriate local law enforcement agency" is the agency with jurisdiction in the place where the educational institution or other Diocesan property used for school/center-related purposes is located.</li><li>E. A "credible threat of violence" is a threat made with the intent and apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety.</li></ul>	
<b>II. Responsibilities of Administrator</b> <ul style="list-style-type: none"><li>A. Notify the Superintendent of Schools of the employee's report.</li><li>B. In consultation with the Superintendent decide if law enforcement officials need to be notified.</li><li>C. In the case of a violation of MS 37-11-18, and the appropriate investigation, parents are notified and student is expelled according to the statute. Information is made available to the parents/guardians regarding an appeal to modify the time period of this expulsion.</li><li>D. Collect reporting forms from employee; complete administrator's section and submit to the Superintendent and law enforcement officials (when appropriate) .</li></ul>	
<b>III. Responsibilities of Employee</b> <ul style="list-style-type: none"><li>A. An employee must make an immediate oral report to the administrator when he/she has reason to believe that one of the following acts has or may have occurred on the property or during a school/center-related activity:<ul style="list-style-type: none"><li>1. Any assault resulting in serious physical injury</li><li>2. Any assault involving use of weapon or a facsimile</li><li>3. Any assault on an employee</li><li>4. Possession of any weapon or other instrument capable of causing bodily harm (see Mississippi Statute §37-11-18 in Appendix) or any facsimile thereof</li><li>5. Encouraging, aiding or causing a student to possess a firearm or other weapon</li><li>6. Possession, use or sale of any controlled substance or alcohol.</li><li>7. Any sexual offense or misconduct</li><li>8. Murder or other homicide</li><li>9. Kidnapping</li><li>10. Any other violent act (an act that causes or attempts to cause death or physical harm to another person)</li></ul></li></ul>	
(continued on next page)	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION: 5608R(c) continued</b>	
<b>DESCRIPTION:</b>	
Procedures for Reporting Unlawful or Violent Acts	
<p>11. Credible threats of violence to employees, students or parents, legal guardians or custodians</p> <p>12. Any other act collectively referred to as “unlawful acts” in this policy and regulation for which a student may be expelled</p> <p>B. If an emergency situation exists and the administrator is not available for immediate notification, the employee is authorized to immediately notify the appropriate law enforcement agency and, as soon as possible thereafter, notify the administrator.</p> <p>C. Within 24 hours, complete written report (see Appendix) and submit to Administrator.</p>	



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Threats of Violence	<b>ISSUE DATE:</b>	<b>SERIES:</b>
	03/01/00	5608.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
03/24/07		
<p>Upon notification of a credible threat of violence to a student, parent or employee by anyone connected to the school/center or others who are not part of the school/center community, the administrator shall immediately investigate the alleged threat. The investigation shall involve the person alleging the threat, the alleged perpetrator of the threat, parents/guardians [ if the alleged perpetrator is a student]; and any other witnesses to the threatening action. If the alleged threat is made against the Administrator, the Superintendent shall conduct the investigation. Upon determination that there is a reasonable basis to believe that the threat did actually occur, the following actions shall take place:</p> <ol style="list-style-type: none"> <li>1. If the person making the threat is a student in the school, the student is to be suspended, according to the policies of the school and the Diocese, until there is reasonable basis to believe that there is no danger to anyone's safety. If such threats occur a second time, the student shall be expelled according to the policies of the school and Diocese.</li> <li>2. If the person making the threat is an adult, this person is to be warned of the legal consequences of her/his actions. If the person does not abide by this warning, appropriate local law enforcement officials shall be informed (see reporting procedures set forth in 5608R(c).) The administrator and Superintendent are authorized to take other action as appropriate or as needed under the circumstances and as permitted by law.</li> </ol>		

<b>POLICY DESCRIPTION:</b>  Students: Inclement Weather	<b>ISSUE DATE:</b>	<b>SERIES:</b>
	08/15/92	5610
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Decisions to close school because of adverse weather conditions will be made by the local school administrator. This will usually reflect decisions of the local public school district. Timely and adequate notification through appropriate media must be identified for communicating school closings to students, parents/guardians and school personnel.</p> <p>Appropriate caution and adequate supervision must be exercised when releasing students during the course of the day because of adverse weather conditions.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Bus Transportation	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5611
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Each school bus shall meet the minimum specifications approved by the State Board of Education and each bus driver shall hold a valid bus driver's certificate.</p> <p>A staff member shall be responsible for supervising and evaluating all aspects of the transportation program.</p> <ul style="list-style-type: none"> <li>- All buses shall be systematically inspected for maintenance problems on a quarterly basis.</li> <li>- Bus routing shall be revised, as needed, to accommodate efficiency of operation.</li> </ul> <p>The school's expectations regarding behavior on school buses shall be published and promulgated to all students and parents/guardians.</p> <p>Emergency school bus evacuation drills should be conducted at least twice during the school year.</p>		

<b>POLICY DESCRIPTION:</b>  Students: Release of Student Names and Addresses	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5700
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Names and addresses of students, parents/guardians are not to be released to any unauthorized person or agency, especially to salespeople and commercial enterprises.</p> <p>Authorized persons/groups include classroom teachers, parent associations, and others as the local administrator deems necessary.</p>		

<b>POLICY DESCRIPTION:</b>  Students: Reporting Student Enrollment	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 5701
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Administrators should maintain an efficient system for reporting enrollment data required by state law; for example, annual census, admission of new students, and transfer of student. When receiving requests for such information, school administrators are asked to complete reports thoroughly and accurately, and to forward them to the appropriate agency. The school administrator will also be asked to complete the annual National Catholic Education Association report.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Students: Religious Activities	<b>ISSUE DATE:</b>	<b>SERIES:</b>
	08/15/92	5800
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	03/24/2007	

Each school/center should provide activities designed to foster Christian attitudes and religious practices. Such activities should be age-appropriate and suited to the student's level of understanding and interest.

The activities should include liturgical and para-liturgical celebrations. Students should be encouraged to participate actively within the liturgy and to fulfill the responsibilities of acolytes, lectors, musicians, etc. At the secondary level, retreats and days of recollection should be planned for/with students.

<b>DIOCESAN REGULATION: 5800R</b>	
<b>DESCRIPTION:</b>	
Students: Mission Appeal Activities	
<p>All student mission activities are to include mission collections for the Holy Childhood Association. Monies collected are sent to the Office of Catholic Schools to the Diocesan Mission Director. Checks are to be made payable to Holy Childhood Association.</p> <p>Students should be engaged in mission appeal activities including but not limited to an annual collection for the Holy Childhood Association. Therein, students should receive information and instruction regarding the nature and needs of the association, group, and/or people for which the collection is being conducted and the benefit of the contribution to the designated entity. This 'educational' component is essential to any mission or service activity.</p> <p>The Holy Childhood Association (HCA) will mail material associated with the annual Advent and Lenten appeals directly to each school. A school HCA coordinator should be appointed. The school HCA coordinator will order (directly from HCA) any materials a school wishes to use, receive and disseminate the resource materials, and be responsible for the HCA activity. Once the school has chosen and implemented the HCA activity, a check from the collection should be made payable to the "Diocese of Jackson" and forwarded to the Diocesan HCA Coordinator.</p>	

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>POLICY DESCRIPTION:</b>  Students: Religious and Patriotic Observances	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  5801
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>School/center personnel are urged to recognize in their programs those religious and patriotic/civic observances regarded as significant by the community. Appropriate programs should be planned.</p> <p>When school is in session, the American flag shall be on display outside the building, weather permitting. It is also recommended that each classroom display the American flag.</p>		