

**Faculty/Staff Handbook
2025-2026**

Leo Catholic High School

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Website: www.leohighschool.org

President: Mr. Dan McGrath

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Principal: Dr. Shaka A. Rawls

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Preface/ Ideas Section A

Governance Structure

Leo Catholic High School is governed by the President and Principal in consultation with an advisory board.

Leo Catholic High School The School Philosophy

The mission of Leo Catholic High School is consistent with the mission of the Church, which is to present the message of salvation proclaimed by Our Lord Jesus Christ and contained in the Gospel, to base human love and service of God upon this message, and to share the Gospel's understanding of the human condition. Leo affirms its Catholicity by accepting the Lord Jesus and His teachings as handed down by the Church and by pledging itself to adhere faithfully to Jesus, His teachings, and his Church.

Leo is a Roman Catholic secondary school offering college preparatory and general secondary education to young men in the city of Chicago. The following characteristic elements are important to Leo:

1. Attention to persons;
2. Special concern for the poor;
3. Commitment to excellence;
4. Creative education for a variety of ability levels;
5. Religious instruction and pastoral service;
6. Promotion of justice and peace;
7. Faith-filled and zealous teaching
8. New evangelization and conversion

Therefore, Leo Catholic High School has officially adopted the following mission statement:

Leo Catholic High School's mission is straightforward. To continue to expand its ability to provide high school and college preparatory education to urban minority students and to prepare them for the 21st Century. Leo Catholic High School's educational program is directed toward the growth of the whole person – a synthesis of faith, life, and culture – through a Catholic faith community in which each human being is seen as created in God's image and therefore uniquely good and worthwhile.

Leo's programs attempt to challenge and encourage the spiritual, intellectual, personal, cultural, social, and physical development of each student. To this end, Leo endeavors:

1. To develop Catholic/Christian students knowledgeable in the theology and practice of their faith by offering theology courses, liturgies, retreats, days of recollection, prayer opportunities, and community oriented service projects;

2. To provide an orderly learning environment which encourages serious pursuit of learning and achievement;
3. To provide opportunities for growth and development in personal values;
4. To promote cultural activities which lead to aesthetic appreciation;
5. To offer occasions for applications of social amenities;
6. To promote activities which lead to physical well-being.

Ultimately, Leo's purpose is the development of the total person, an informed and committed Catholic/Christian, a self-reliant learner, a cultured individual, a socially aware, concerned, and active citizen of the community, country, and the world, and a physically healthy person.

Educational Objectives

Spiritual Development

As members of the Leo family, all students and parents are expected to investigate, participate, and associate within the Roman Catholic tradition. It is through this understanding that students and their families will have the opportunity to grow in the spiritual life.

The spiritual development of a student is the primary responsibility of the family. It is the encouragement of the family that will help the student to realize the importance of his or her spiritual life. The family is where the student will gain formative understanding of Catholic/Christian living and then will be able to share his or her Christian actions with others within the school community.

The spiritual development of a student is also the responsibility of the entire faculty and staff. It is their responsibility, at all times, to be ambassadors of Christ's message of love. Each adult must believe in his or her commitment to Christ and be willing to share this with others. Emphasizing true Christian behavior from students and adults will lead to and increase in the spiritual life for all.

The sacramental life, which is paramount to living a Catholic life, is an integral part of the religious education program. Academic courses in theology and Campus Ministry activities blend in providing opportunities to continually develop and strengthen each student's spiritual life.

Intellectual Development

Jesus is the Way, the Truth, and the Life. Since He is the Truth, Leo fosters the intellectual and moral growth of the student by focusing on right thinking and right action. The school seeks to actualize each student's potential for knowledge by challenging, encouraging, and stimulating each student within a educational program representing the intellectual disciplines of English, business, foreign language, social studies, science, mathematics, art, music,

physical education, computer education, and theology. Each of these disciplines contributes its own principles and methodology and thus shares in the development of the whole student.

Leo provides a curriculum in the liberal arts tradition. Each discipline within this curriculum establishes its own individualized performance objectives. The curriculum seeks to actualize in each student according to ability, the following developmental goals:

1. To recognize differences and similarities through critical and analytical thinking skills;
2. To engage in the activity of questioning and answering leading to a systematic investigation of and search for the truth;
3. To recognize the relationship of the past to the present;
4. To appreciate human expression and experience;
5. To discriminate among values;
6. To express one's ideas clearly and precisely.

The aim of the curriculum is to provide each student with the ability to move from the examination of the truth and a synthesis of faith and reason, to a responsible knowledge and appreciation of self and of the world within the Roman Catholic tradition.

Personal Development

The personal development of each student at Leo Catholic High School focuses on Jesus Christ as the model for the maturing Catholic/Christian. This person shows openness to growth and demonstrates this by making respectful and considerate decisions based on Catholic/Christian values. Leo aims to foster the formation of a Catholic/Christian young person who is able and willing:

1. To recognize and acknowledge God as the source of all moral obligations and the life of Jesus Christ as a guide to meet these moral obligations;
2. To strengthen a commitment to Catholicism/Christianity as a way of life and to demonstrate attitudes and conduct in accepting responsibility for the development of academic and creative potential;
3. To demonstrate the ability to work with teachers and peers for the development of meaningful relationships and purposeful commitment through extracurricular activities;
4. To understand and respond, in humane ways, to life's realities in the present and future by assuming the responsibility and consequences for decisions that affect self and others;
5. To demonstrate a Catholic social perspective through interactive relations combined with a zest for living, human compassion, and personal virtue;
6. To practice the principles of physical fitness and good health in their lives;

7. To actively become informed American and global citizens of the present and future with the ability to cope creatively with and direct change for the betterment of humankind;
8. To develop ongoing, life-learning habits for self-actualization leading towards fulfillment as an independent, mature, and sensitive adult.

Social Development

Social relationships are in essence Christian relationships. Through a student's interaction with others and the faculty, Leo offers opportunities for social growth both in and out of the classroom. These activities foster not only a respect for self and for others, but they also provide the occasion for service. It is through this social interaction that Leo seeks to foster and instill a pride in Leo tradition and a positive attitude toward the four year Leo experience.

Leo provides supervised experiences for developing and managing extra class activities. The school offers a variety of these activities that are open to all students. By working together, both moderator and student can share ideas, experiences, and individual talents. Social skills and graces required for participation in Leo's social events are encouraged formally and informally in association with these events

Adolescence is a time for searching for both identity and worth. Students are encouraged to join with peers for companionship and to share common concerns. At Leo, each student will find these opportunities in student government, small group projects, retreats, service projects, athletics, and other extracurricular activities.

Physical Development

Leo strives to promote the general health of each student and to guide each in achieving and sustaining life long habits of physical fitness. The continuing emphasis is to develop an awareness of the value of physical activity, sound health practices, positive self image, leadership, and team play.

This program provides instruction in and knowledge of a variety of activities such as health, physical conditioning, and individual and team sports. Participation in these games, activities, and sports is encouraged to develop habits that will continue into adult life. Where talent and motivation seek specialization, a varsity program is provided.

People

Section B



Leo Catholic High School Faculty & Staff 2025-2026

Administrative Team

Mr. Dan McGrath
President

Dr. Shaka A. Rawls
Principal

School Administration

Mr. Dan McGrath
President

Dr. Shaka A. Rawls
Principal

Mr. Kevin McNair
Director of Admissions

Mr. Titus Redmond
Assistant Principal

Mr. Noah Cannon
Athletic Director

Ms. Jennifer Fleck
Teaching and Learning Coordinator

Mr. Terence Cook
Dean of Students

Mrs. Tiffany Harston
College Counselor

Mrs. Lydia Tabernacki
Campus Minister

Ms. Fajr Al-Nurridin
Office Manager

Ms. Tamishae Curry
Tuition Manager

Mr. James Earner
Business Manager

Ms. Jaclyn Glasgow
Technology Manager

School Faculty

Ms. Aurora Latifi
Mathematics Department Chair

Ms. Tiana Bogard
Mathematics

Mr. Ishrahel Guidry
Mathematics and Science

Ms. Dorah Floyd
Mathematics

Mrs. Lydia Tabernacki
Theology Department Chair

Mr. Francisco Pantoja Martinez
Theology

Ms. Michelle Rodriguez
Theology/Social Studies

Ms. Beatriz Quinteros
World Language

Ms. Yesenia Sotelo
World Language

Ms. Tenille Wright
Science Department Chair

Ms. Bria Polk
Science

Ms. Kyla Winford
Science

Mr. Lonnie Norwood
Choir

Mr. Michael King
Art/General Music

Ms. Adreanna Grillier
Social Studies

Mr. Joseph King
Social Studies

Mr. Theo Hopkins
Physical Education

Mr. Michael Anderson
Physical Education

Mr. Titus Redmond
English Department Chair

Mr. Daniel Ridges
English

Ms. Catherine Sedun
English

Mr. Osvaldo Carnalla
English

Maintenance

Mr. Darryl Wedgeworth
Head Custodian

Mr. Harold Green
Custodian

Mr. Charles Brown
Custodian

Mr. Ronald Thigpen
Custodian

Athletic Coaches

Football

Mr. Theo Hopkins

Basketball

Mr. Jimalle Ridley

Cross Country

Mr. Warren Dobson

Track and Field

Mr. Edward Adams

Baseball

Mr. Michael Anderson

Bowling

Mr. Darryl Wedgeworth

Wrestling

Mr. Malik Taylor

E Sports

Brandon Morgan

Golf

Phillip Smith

Scholastic Bowl

Brandon Morgan

Policies and Procedures Section C



Governing Policies

Leo Catholic High School adheres to the policies outlined in the Archdiocesan Handbook for School Administrators. In addition, the school complies with applicable federal and State laws prohibiting discrimination, including, but not limited to:

- a. Title IX of the *Education Amendments* of 1972 (20 USC 1681 et seq.)
- b. The *Individuals with Disabilities Education Improvement Act* (20 USC 1400 et seq.)
- c. The *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.)
- d. Title VI of the *Civil Rights Act* of 1964 (42 USC 2000d et seq.)
- e. Title VII of the *Civil Rights Act* of 1964 (42 USC 2000e et seq.)
- f. The *Americans with Disabilities Act* of 1990 (42 USC 12101 et seq.)
- g. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

If it is believed that a violation of any of the above policies has occurred, written documentation of the alleged violation should be submitted to any of the following: the school's President, Principal or Regional Director.

In addition, the school complies with

- a. Applicable sections of the Illinois School Code [105 ILCS 5], and
- b. Relevant case law including *Plyler v Doe*, 457 U.S. 202, 102 S Ct 2382 (1982)
- c. 23 IllAdm. Code Part 425

The Teacher and Discipline

School discipline begins with the teacher's respect for the students. The teacher should clearly communicate a sincere and deep respect for the individual student in all situations, especially those involving specific discipline problems. The teacher should expect good conduct, good manners, and high standards of work.

High School students usually obey laws because of their respect for the person asking obedience and because of their respect for their fellow students, rather than because of their respect for the law itself. A student cannot respect others until he first respects himself. The teacher's respect for students is the best method of developing this self-respect in the students.

Students must become aware of their obligations before they become responsible. Awareness of responsibilities is more than a knowledge of rules. It is a realization that the rules are supports in the growth of trustworthiness. A student does not become aware of his duties simply by reading a list of strongly worded regulations or by being placed in a liberal

environment. Personal example and firmness, fairness, and consistency in enforcing the rules are great aids in bringing the student to this awareness.

In every disciplinary case, the teacher should convey to the student a respect for and acceptance of the student. Punishment given should fit the individual rather than the transgression, and certainly a group should never be punished for the transgressions of a few of the members of the group. Disciplinary action should be handled in such a manner that the case is settled quickly rather than dragged out over a long period of time. Discipline is not improved by increasing the severity or frequency of punishments, nor by strongly-worded regulations and threats that are not backed with action.

The purpose of regulations is not to get students to act as adults, but to get them to act as adolescents with a degree of maturity consistent with their age and Christian principles. Degrading punishments, abusive, sarcastic or vulgar comments, and punishments which embarrass the student all lead to an increase of poor discipline. Corporal punishment is neither endorsed nor permitted. The purpose of the regulations is not to spell out how each student is to act nor to establish uniformity in action, but to set up certain guides within which students can operate according to his maturity, interest, social background, and personality.

This rationale applies to instances involving social media. In such cases:

- A. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- B. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
- C. The school may require the student to share content in the course of such an investigation.

In summary, respect for self and others, together with an awareness of obligations, will lead students to acquire a mature sense of responsibility in striving endlessly to form their lives properly and pursue true freedom.

The Teacher and General Good Discipline

All faculty members are responsible for school discipline. Cooperation, good will, and concerted action are the most effective means for securing and maintaining the degree of discipline most conducive to good teaching and learning. The value of discipline lies in teaching self-control, self-discipline, responsibility for one's conduct, and in setting the stage for learning.

A good teacher has few discipline problems which he/she cannot ordinarily settle without assistance from the Administration. The teacher will experience little trouble with student discipline if he/she:

1. Teaches lessons that are well-prepared and interesting;
2. Anticipates and forestalls discipline problems through vigilance;
3. Wastes no class time nor give study periods in place of regular lessons;
4. Is firm, fair, and consistent in his or her manner of acting and in his or her classroom procedures;
5. Has the good will of his or her class.

Above all, a good teacher treats each student and parent with respect and dignity in all contacts in school and out of school.

Classroom Discipline – Guidelines

Each teacher is expected to take an active part in maintaining good discipline at all times. A teacher may make and enforce rules that he/she believes to be necessary in order to control pupils and maintain the efficiency of the school. The following are some guidelines for teachers:

1. By means of an oral reprimand, call the student's attention to the fact that he is out of order and that you realize it. The point is to correct him promptly and briefly. The lesson must not be interrupted. A calm, businesslike reprimand is in order;
2. Insult, sarcasm, or vulgar language is not to be employed by the teacher. These are personal affronts to the student and ill befits a professional person;
3. The Administration of Leo Catholic High School does not endorse or permit corporal punishment. Corporal punishment may be grounds for nonrenewal of contract, especially if the school is put in an untenable legal position;
4. No student should be sent to the office for failure to do an assignment, missing equipment necessary for the lesson, etc. No student is to be put out of class unless the teacher exercises some supervision over him. The teacher must notify the office by written note and phone call;
5. Sometimes a student may be required to remain after school to study or work as a punishment. The difficulty of detention is that the teacher must remain behind with the student and he/she has responsibility for the student leaving Leo Catholic safely. Furthermore, school policy states that any student who remains in the building after school must be supervised by the faculty member responsible for his presence in the building;
6. A teacher has the authority to determine the gravity of an offense and what is suitable punishment to help deter the student from a future similar act. Prudence and justice are required in giving punishments.

Teacher Supervision

Teachers will be assigned a given supervisory location before school, during lunch periods, and after school. These assignments will rotate on a regular basis. Teacher objective is to maintain appropriate behavior by our students.

Teachers will escort her/his class to assemblies, and liturgical services.

Lunch Time

Students will be allowed a fifty (50) minute lunch period. At this time, students will not be allowed to leave the lunchroom without a pass from a teacher or administration or from the lunchroom staff to use the bathroom. Students may be allowed to utilize the game room or visit the field or gym under the supervision of lunchroom staff.

Student Discipline Procedures

Student discipline procedures are delineated in the Student/Parent and Faculty/Staff Handbooks. Teachers should acquaint themselves with these procedures in order to be able to follow them consistently and properly. These are not repeated here, but all teachers are responsible to know them.

All teachers are responsible for the administration of proper discipline procedures throughout the school. This refers to consistent enforcement of attendance and tardy procedures, dress code procedures, and other disciplinary rules and codes anywhere, anytime, in the school campus.

Teachers should submit a written disciplinary report to the Principal for any infraction of the discipline rules or codes of conduct. These are listed in the Handbook. If a school detention is issued, the teacher sends one copy to the Dean of Students and one home with the student to be signed by the parent/guardian. The student returns his copy to the Dean of Students. The third copy is automatically referred to the counselor. Teachers will call the student's parents on the same day whenever a detention has been issued.

Classroom Prayer

Prayers before the class are to be a part of each teacher's daily program. The form may vary somewhat from formal to spontaneous to silent prayer, though teachers should use the general format given here to begin and end prayer. Students, as well as teachers, should be encouraged to lead prayers.

Prayer should begin with the reminder, "Let us remember we are in the holy presence of God," followed by the Sign of the Cross. After that, the prayer may vary as mentioned above.

Classroom Presence

The teacher must arrive for all classes before the bell signals the beginning of the period. Late arrival leads to a hurried and somewhat disrupted beginning of class and may be the cause of noise which disturbs other teachers and classes.

The teacher should never leave the classroom unsupervised, unless it is the gravest emergency. The teacher is legally responsible for anything that occurs in his or her classroom, even though he/she is not present. The first principle of good discipline is that every teacher is in his or her assigned place.

Eating, smoking, and reading the newspaper or any material unrelated to the class in the classroom are unprofessional and out of order. Teachers should never smoke on the school campus. Faculty appearance should always be professional and appropriate for school and school dress code is the minimum acceptable standard.

Classroom Management

Each teacher is expected to see that his or her classroom is kept clean and in good order. Students are not allowed to have food or drinks in the classroom and they should be made to pick up paper before leaving the room. Loose books and items of clothing should be cleared from the room at the end of the day and taken to the office of the Assistant Principal.

The teacher is to regulate the light and ventilation in his or her classroom. At the end of each day the boards should be erased, lights turned out, windows shut, and doors locked, chair arranged, papers filed, desktops arranged.

Careful checks should be made by all teachers to prevent the marring of and writing on desks and walls. This care should be taken not only in the classroom, but also in all areas of the school. Violators should be sent to the Dean of Students.

Furniture is not to be moved from one room or part of the building to another without the specific permission of the Principal.

Any pictures, poster, or literature used in the classroom should in every way be respectable and acceptable to students, faculty, and parents. Decorating, however, is strongly encouraged.

Classroom Routine

1. Always start the class with a prayer and the Pledge of Allegiance.
2. Carefully study the seating plan of students;
3. Learn the names of students quickly;
4. Keep accurate records of absence and tardiness;

5. Get all reports in on time
6. Familiarize yourself with the procedures and forms of the school;
7. Maintain a neat room with attractive bulletin boards;
8. Impress on students the importance of respect for school property;
9. Keep the room well ventilated and lighted;
10. Have a definite system for collecting and distributing materials to avoid confusion;
11. End the work of all classes on time;
12. Leave the room in order.
13. Do not lock the classroom doors while you and your students are in the classroom.
Exception: School Lockdown

Teaching Procedures and Methods

1. Be on time and have everything ready to start your class work;
2. Before starting anything be sure you get the attention of every member of the class;
3. Set up class goals clearly so that achievement will be possible for all;
4. Make all students feel that they are essential to the success of the classroom;
5. Quiz frequently, if not daily;
6. Vary method of discussion, such as dramas, panel discussions, debates, and group dynamics;
7. Choose visual material that correlates with subject matter;
8. Deviate from the lesson plan when necessary, but don't be sidetracked;
9. Create opportunities for all students to participate;
10. Allow supervised study time, only with discretion. Study periods should not be given in place of regular lessons;
11. Explain and clarify your system of evaluation and be consistent;
12. Make necessary explanation about corrected papers;
13. Explain errors to the student individually rather than before the whole class when it is an individual matter;
14. Grade, record, and post all grades assignments in a timely manner;
15. Make assignments definite and clear;
16. Encourage students to report on anything of current interest to them and the class which pertains to the course.

Relationship with the Students

1. Learn something of each student's background; home situation, health records, test scores, anecdotal records, IEP or 504, etc., of each student;
2. Recognize individual differences;
3. Establish a feeling of confidence so that the student feels free to ask your assistance in personal and school problems. If you feel that a student is need of additional resources to deal with these problems, please speak with Administration
4. Be accessible for student conferences;

5. Show continued interest and follow up in assisting students to solve their problems;
6. Share your knowledge and understanding of students with other teachers;
7. Seek information and advice from other school personnel;
8. Prudence indicates that teachers should not show special preference toward certain students in class and/or in activities, and should especially guard against socializing with students at times and places when good judgment dictates otherwise.
9. Teachers are not permitted to communicate with students on social media, i.e., facebook, twitter, etc.
10. The school will uphold all requirements of Faith's Law (105 ILCS 5/22-85.5)
11. Please note that if, as you get to know your students, you encounter a student who you believe would benefit from mental health services, complete [this form](#).

First Week of School

For the first day of school, organize each class, and follow these guidelines:

1. Begin class immediately after the starting bell rings;
2. Teach with firmness and precision;
3. Instruct with friendly good nature;
4. Teach each day with careful plans previously made of major details to be followed;
5. Defer questions and interruptions until you are ready for them;
6. Have something planned for the students to do immediately;
7. Have a questionnaire ready which will obtain from your students the personal information you may need later (e.g. age, previous schools; parent's occupation; interests).

Hold up projects, activities, and the like until you are ready, i.e., in full control of the class. Explain what your class offers of value to the students, why the subject is in the curriculum (state law requires "it" is a very poor reason; there are better ones).

Discuss during the first week at least, your standards for class work, study time, written work, tests, marking and grading and homework (be reasonable; college practices will not work in high school). Be sure these standards are in writing as you can refer to them. Standards that change with the teacher's moods are unfair to students.

Homework

A reasonable amount of homework of some type should be assigned regularly. A real spirit of study is promoted by the assignment of interesting and challenging work to be done out of school. The general measuring stick for the amount of work is that amount which the average student in the class could accomplish in a half an hour. Homework should be corrected and returned to students regularly each week, and homework grades should be recorded and posted in a timely manner.

Daily Procedures

Attendance – Teachers

The school day for all full- time teachers begins at 7:15 a.m. and ends at 3:15 p.m. All faculty members are to be present in the school at 7:15 a.m. and available for special pre-school assignments. Each teacher is to unlock his or her classroom no later than 7:15 a.m. and is to be in the classroom in a supervisory capacity.

Faculty members are to remain in the building until 3:15 p.m. with the exceptions of moderators or a coach conducting scheduled practices (approved by the principal) outside or taking groups/teams to meets. The times from 7:15 a.m. to 7:40 a.m. and from 2:30 p.m. to 3:15 p.m. are the Mentor Periods. This time may be used for meetings, lesson preparation, parent conferences, tutoring and general availability to the students. Teachers will notify the Principal or Assistant Principal concerning emergencies which may require them to arrive after 7:15 a.m. or leave the building before 3:15 p.m.

Substitution

Teachers are required to assist with in-house substituting as necessary.

Teacher Absence

No amount of seatwork can make up for the actual instruction an absent teacher would have provided. A teacher's absence also puts an additional strain on his or her colleagues. Anytime a teacher misses classes, other teachers are called upon to serve as substitutes. This is an additional burden to their own full workloads. With these reasons in mind, the administration of Leo Catholic has adopted the following procedures for its teachers:

Personal Days

1. Given the number of days off scheduled throughout the school year, teachers should be able to schedule personal business on those days. This may not always be possible, however, in all cases.
2. A full-time or benefits-eligible part time employee is entitled to paid personal days each year.
 - a. An employee is entitled to two personal days each year. These two days are part of the ten or twelve sick days.
 - b. Unused personal days accumulate as unused sick days.

- c. The employee is not obliged to divulge the purpose of the personal day(s) as a condition for taking such days.
- d. Reasonable notice shall be given to the employer prior to the personal day(s).
- e. Personal days shall not be taken during the first or last week of the school year or prior to or immediately after a holiday.
- 3. Teachers are contracted for ten months. They are entitled to ten sick days annually, two of which may be used as personal days.
- 4. Principals are contracted for twelve months. They are entitled to twelve sick days annually, two of which may be used as personal days.
- 5. Only non-exempt employees may use personal days in ½ day increments with reasonable notice to the employer.

Sick Days

- 1. A full time or benefits-eligible part-time employee is entitled to paid sick days each year for personal illness or incapacity not covered by Worker's Compensation or for any illness or incapacity of a member of the employee's immediate family.
- 2. A teacher is entitled to ten paid sick days each year. A principal is entitled to twelve paid sick days each year.
- 3. Sick days may be accumulated up to a maximum of 120 days.
- 4. Accumulated sick days are not lost when an employee transfers from one school to another, provided there is no interruption of service.
- 5. Sick days shall be granted to the employee as of the opening day of school each year. If hired after opening day, the employee shall be granted as many paid sick days as there are full months remaining in the school year.
- 6. Sick days are not to be used as vacation days.
- 7. Unused sick days shall not be compensated.
- 8. Sick days shall be recorded on the Attendance Record Form.
- 9. For absences other than those covered by policy, deductions shall be made from the employee's salary at a per diem rate.
- 10. "Immediate family" is ordinarily defined as employee's children, parents, siblings, spouse, in-laws, grandparents and individuals residing in the same household, whether related or not.
- 11. No employee may begin the school year or contract year with more than 12 sick days. Sick days are not transferable from one employee to another.
- 12. For teachers, two personal days are included in the ten sick days to which they are entitled. For principals, two personal days are included in the twelve sick days to which they are entitled.

Procedure for Absence

All teacher absences/requests for time off must be reviewed and approved by the Principal. If a teacher is ill on a given school day, or the evening prior, she or he must call the Assistant Principal by 6:15 a.m. Each teacher must have a generic assignment for emergency absences

and an up-to-date seating chart on file with his or her Department Chair and Assistant Principal.

Faculty Lounge

A regular cleaning schedule will be posted. We must keep the lounge cleaned and organized. Please pick up after yourselves.

Student Work

You are encouraged to show off your students' work in your classroom. Displays in the hallways and stairs are not permitted because of fire safety concerns.

Student Attendance – Absence – Tardiness

First Period

Students will report to their appropriate class by 8:00 a.m. at the start of each school day. The teacher is to check the attendance by using power school. Indicate names of all students who are absent or tardy.

No student is to be admitted to the class after 8:00 a.m. without a tardy slip from the Attendance Office. Tardiness during the day between classes is to be reported to the Dean of Students and Dean of Attendance. The teacher is to inform the students that promptness is being demanded of them. Teachers are not to permit tardiness to become a pattern in any of their classes.

Teachers must stand at their classroom door during the change of classes. The teacher's presence will remind the students that they are not to loiter in the corridors. Tardiness should be reduced, and as a by-product, the corridors will most probably be tidier.

Students are not to be sent or taken off-campus for errands, to make deliveries, etc., because of insurance liabilities.

Communication

The Public Address System will be reserved for school wide announcements. GroupMe is also utilized.

Phone Calls to Teachers

Teachers are not permitted to receive telephone calls (school phone or cell phone) during school hours (7:15 a.m. – 3:15 p.m.) while teaching or supervising a class. Please silence

your cell phones while you are teaching your class. Phone messages will be taken and given to teachers. Teachers will not be called from class to accept phone calls during the school day. Keep personal calls to a minimum (school or personal cell phone).

Gum Chewing

Gum chewing by school personnel is not permitted during the school day in the presence of students. Students are not permitted to chew gum in the school building.

Teacher/Staff Dress

Teachers and staff are required to dress in a professional and dignified manner. However, jeans/casual clothing is acceptable on special dress days. Male teachers/staff must wear neckties.

Emergency School Closing

In the event of an emergency, such as heavy snowfall, school closings will be announced on the following radio or TV stations: WLS, WBBM, WMAQ, WGN, WIND, OR FM-WCLR, WFYR, WUSN, and WAGO. Please do not call the school telephone number – it will not be answered.

School Messenger or GroupMe will be used to contact all school employees regarding an upcoming school closing by 5:30 a.m.

Chain of Reporting

Lines of Direction and Jurisdiction

Teachers, Counselors, Department Chairpersons, Activity Moderators, Club Moderators and Coaches are to follow these established lines of communications when they wish to propose departmental changes, special programs, and policy revisions in specific areas.

The purpose of this section is to clarify procedures for action and to protect all of us from becoming caught in conflicts with fellow teachers, moderators, and administrators. Seek clarification on your limitations of jurisdiction before action is taken if there is any question about this process and procedure.

Internal – Within the School

Teacher/Counselor → Department Chairperson → Assistant Principal/Principal

Teacher → Activity Moderator/Person in Charge → Assistant Principal/Principal

Coach → Athletic Director → Principal

External – Dealing with the School Publics

Teacher/Counselor → Department Chairperson → Principal/President → Other Schools

Teacher → Activity Moderator → Assistant Principal/Principal → Other Publics

Coach → Athletic Director → Principal → Other

Suggestion: This procedure will provide the necessary review before final decisions are rendered. It allows more voices to be heard and more views to be expressed.

The presentation made to the Administration should be a written proposal and contain the vote or feeling of the group that it represents or the group that is most affected by the proposal. In the case of external directions, in no case may anyone approach any of our school publics with any plan or program without first checking the program out with the Administration of the school.

General Information

Keys are given out at the beginning of the school year. These should not be given to the students. Keys are available upon request from the Principal.

Mailboxes are reserved outside the Administrative Offices. The teachers must pick up their mail personally, daily. Students are not to be sent to pick up mail for you.

Place notes regarding routine classroom maintenance and repairs in the maintenance mailbox. Inform the principal of repair work not considered routine.

Parking: The lot west of the school is reserved for faculty and staff. Faculty and staff may also park in the lot across the street on 79th St. (Student Parking). Register your vehicle with the Principal by providing the make, model and license plate of your vehicle.

Department materials that come to each individual teacher are theirs to use, but still remain property of the department. Anything that the individual teachers purchase with their own funds is, of course, their personal property and may be removed from the school. Teacher copies, files, schoolbooks, and supplies all remain the property of the department.

Detention is a form of school discipline; it should conform to the following general principles:

1. Teachers use detention on their own time to work with the students in their own room;

2. Teachers may send students to the school detention after consultation with the Dean of Students;
3. The Dean of Students conducts school detentions (formal) on Tuesdays, Wednesdays, and Thursdays. The student reports to the designated classroom immediately after school for his detention on the day that it has been assigned. Failure to report for detention will result in a \$10.00 fine for every detention that is missed by the student. After school employment, transportation conflicts and/or extra-curricular activities are not sufficient reasons for missing detention. Students/Parents may not reschedule their assigned detention dates. The only exceptions are a death in the immediate family or hospitalization, medical emergency, accompanied by a doctor's note.

Faculty – Use of School Facilities – Supervision

The teacher or moderator who is scheduling a meeting or activity in the school is responsible for opening the school doors and for locking them and is also responsible for all people who enter the school when the doors are open. The students are to be supervised when they are in the school building. This supervision extends not only to the place where the meeting or activity is in progress, but also to the washrooms or other school areas where groups might gather.

The Teacher and the Office

The office of the school is the nerve center for the Academic and Financial programs of Leo Catholic High School. From time to time, business of one type or another will bring the faculty members to the office. The following services and policies will better acquaint the faculty with the procedures which are to be followed, when they visit the school offices.

The faculty is not to approach the office staff directly to request special help on projects. The Principal will handle the request, and, if the principal grants permission for the work, the principal will assign the work to a member of the staff.

The school offices are at the service of all teachers for appropriate business purposes. Please refrain from congregating in them for visiting or otherwise hindering the office personnel from work for which they are responsible. The school cannot provide postage for personal mail.

School Office (Administrative Office, Business Office, Tuition Office, Registrar, Front Desk) hours are 7:15 a.m. to 3:15 p.m. Questions concerning payroll, insurance programs, etc., are handled in the Business Office.

Summer School Office hours are 7:30 a.m. – 2:30 p.m. Monday through Friday. Subject to change.

The Teacher and Purchasing

The Department Chairpersons and Activity Moderators represent their department or activity in all school-related financial agreements relating to that department or activity. The Chairperson or moderator will request purchasing for his/her department to the Principal.

The teacher in a department is to deal with his/her Department Chairperson on all purchasing. It is the teacher's responsibility to make his/her voice heard in regard to equity in disbursement of funds for the department. All purchases for the departments on this year's budget are to be made by April 1st of this school year. Orders should not be placed after this date.

Activity Moderators are in charge of purchasing within their respective areas. The amount of spending is determined by the Principal. Activity Moderators are to submit an estimate of their income and expenditures for the school year. This estimate is to receive the Principal's approval before any expenses can be incurred for this activity. Teachers will receive a stipend up to \$150 on purchases to decorate their class rooms.

Specific Information Placing Purchase Orders

Any faculty/staff member placing Purchase Orders will use the official Leo Catholic High School Purchase Order Form. There are three copies to this Purchase Order – white, yellow, and pink. The yellow copy is to be sent to the supplier when required, the pink copy is to be given to the Business Office, and the person placing the order keeps the white copy. The Purchase Order has to be signed by the President or Principal before the order is mailed or phoned in.

This is a deliberate procedure. It calls for planning and organization on the part of the person who is placing the order. It is not made for last-minute rush orders. Orders made without prior approval are not the school's responsibility and the school's Administration will not pay for these orders. Follow correct procedures or you will be financially responsible for your unapproved purchases.

When the equipment or supplies arrive, the person who placed the order will check the contents against the Purchase Order. If the delivery is correct, the invoice, after it arrives, is to be approved by the purchaser in writing on the invoice (include signature and date) and returned to the Business Office. No payment can be made until the invoice has been approved by the purchaser and is returned to the office.

Business Office Procedures

Accommodation Checks: Accommodation checks are available in the Business Office. Please anticipate your needs. Two weeks advance notice is expected. You must have the exact amount of the money deposited with the office before a check is written. This service is available only for faculty/staff and school organizations.

Deposit Request: Funds may be deposited with the Business Office. The persons making the deposit will receive a receipt for their deposit.

Government Forms: W-2, federal and state exemption forms are available in the Business Office.

Money Collections: When collecting monies for school approved reasons, please keep careful accounting and keep all funds secure. We cannot be responsible for any monies left overnight in the classroom. Please deposit the money in the Business Office by 2:45 p.m. All drives, ticket sales, and resale items require the written approval of the Principal.

Outside Accounts: Outside accounts for teams, clubs, and organizations are not allowed at Leo Catholic High School. If you need a special account, please ask the Business Office for an Agency Account to be set up for you.

Payroll: Payroll is every two weeks. You have the option of receiving your check in 26 equal payments or 21 equal payments. Please inform the Business Office of your choice so that the proper forms can be completed. If no choice is made, you will be assigned to 26 paydays.

Payment of Invoices: Before we pay an invoice it must have the approval of the individual who ordered the materials/supplies. Once we receive the invoice in the mail the Business Office will forward it to that individual for approval who should then return it to the Business Office. Indicate on the invoice the department/organization that is to be charge. Include your name, date, and signature. We will not pay any bills without an original invoice.

Book Store: The Store Manager reports directly to the Principal. She/he is responsible for the ordering of school books and supplies made available to students.

Spirit Wear: All ordering of team/organization clothing has to be approved by the principal.

Student Financial Information: Student financial records are private and cannot be viewed by members of the faculty/staff. If there is a problem please inform the Tuition Manager or Administration.

Summer Camps: Summer Camps are allowed but any coach or teacher wishing to conduct a camp/class must submit a plan and budget. Before any kind of summer camp is set up, the staff must have specific written guidelines and documentation for these camps.

Transportation: All Leo owned vehicles are to be requested through the Athletic Director.

Vendor Information: If you need information on where to purchase or from whom to purchase, the Business Office, Department Chairpersons, and Administration have catalogs for your use. The Business Manager may be able to suggest established vendors with whom we have done business in the past.

Use of Gymnasium and Practice Fields

The Athletic Director is responsible for the scheduling and use of the gym and athletic facilities for all activities. Arrangements for adult supervision of student groups shall be made through the Athletic Director. No faculty member shall take it upon himself/herself to schedule any activities in the gym/practice field without first having consulted with the Athletic Director. The weight room or any other place in the gym is never to be used by students without adult supervision.

After activities have been approved, faculty moderators must adhere to the following policies:

1. Two (2) faculty moderators are required for any afternoon school activity involving 20 or more persons, including fans. Names of moderators are to be submitted to the Athletic Director two days prior to the activity;
2. Moderators are expected to check washrooms, locker rooms, and the parking lot periodically during their activity;
3. Locker room, gym, and outside doors will be unlocked and locked by faculty moderators only. Students are not allowed to have school keys;
4. If any group attempts to use a facility during another's scheduled time, inform the Athletic Director as soon as possible;
5. Moderators may be held responsible for any damages resulting from the use of the facilities by their group. Adult supervision is paramount.
6. It is the responsibility of the coaches and moderators to lock the gymnasium doors, locker room doors, and school doors upon completion of their practice or activity, and to make sure all lights are turned off.
7. A faculty member must be present when students use alumni field.

School Vehicles

Use of School Vehicles for Student Transportation

The vehicles are available for student transportation, for general school needs, for hauling equipment, and for the Maintenance Department. Because of insurance liability, vehicles may not be used for personal needs.

The Moderator, Coach, or other faculty member who wishes to use a vehicle accepts the following conditions and regulations:

1. Each vehicle is to be signed-out for each use from the Athletic Director;
2. Keys are to be left with the sign-out sheet when vehicles are not in use;
3. Vehicles are to be cleaned after each use (pick up all garbage). Vehicles are to be left in good condition always;
4. No students are to drive the vehicles;
5. The vehicle's maximum capacity must not be exceeded.
6. Report all mechanical difficulties.
7. Insurance information is in the glove compartment.
8. Vehicles should never be parked to obstruct driveways.

If a faculty member wishes to use a vehicle for such things as field trips, etc., the group is to pay the school 40 cents a mile.

General Policies

Academic Records and Certification

Academic Records and Certification

Each teacher is responsible for having original transcripts of his/her credits on file in the Principal's office and to add to these as he/she completes courses. Each teacher's certificate or a copy of it, updated annually, must be on file.

Class Visitation

The Administration will be visiting the classes at various times during the school year. These visitations are a professional procedure for the improvement of instruction. The lessons should be carried out as planned when the classes are visited.

Performance Review

The performance of each employee shall be formally reviewed at least once a year based upon job related criteria.

All school personnel shall be evaluated by the administrator.

Evaluation shall be based on a program of supervision, which includes consultation, observation and documentation in accordance with Office of Catholic Schools process for evaluating school personnel.

The administrator shall conduct an evaluation of non-teaching school personnel on an annual basis.

The purpose of the annual performance review is to promote professional growth and to recognize the employee's strengths and identify areas for improvement.

Both formal and informal observation of performance will be conducted.

A signed copy of the summative evaluation is given to the employee and a copy is placed in the employee's personnel file.

Grade Books

PowerSchool and Teacher GradeBook are managed electronically. They should be maintained Daily with correct Attendance and Weekly with grades. Failure to do so will result in disciplinary action.

Faculty Meetings – Departmental Meetings

All faculty members are to attend all Faculty Meetings. Faculty members who need to be excused for some reason must notify the Principal in writing.

Faculty Meetings will generally be held on the first and third Wednesdays of the month from 2-3 p.m. Extended Meetings will be scheduled as needed. Along with Faculty Meetings, the ILT will meet once a month after school. The Departments are also to meet once a month. The Administration or the ILT will set up other meetings as needed. Professional Staff Members (teachers, librarians, deans, coaches, etc.) are required to attend school meetings.

Parents and Teachers

Teachers are expected to be available to the parents for conferences when the parents may request such meetings. It is very important and thus mandatory that teachers return parent telephone calls. Report all failing grades (e.g. homework, quiz, projects, exams, etc.) to parents by telephone and email for documentation. Parents must make an appointment to speak with a teacher. Parents are not permitted to arrive at a teacher's classroom unannounced. If a teacher is summoned to speak to a parent, the summoner will inform the teacher about the business to be discussed.

General Policies for High Schools

Employment of Teaching Personnel

Teaching Personnel are professional employees with specific credentials and expertise and, unless otherwise stated, include those engaged on a part-time basis as well as those on a full-time basis.

Professional Requirements

All newly employed or assigned religious and lay teachers, full-time and part-time, will be expected to have at least a bachelor's degree from a recognized degree granting institution and be state certified.

A copy of the teacher's original Illinois Teaching Certificate and official transcripts showing degree(s) granted must be on file in the school office.

Physical Fitness Requirements

Illinois School Law requires all newly employed teachers and other personnel to file evidence of physical fitness and of freedom from tuberculosis in communicable form.

Such evidence in the form of a physical examination report made by a licensed physician within the past three months shall be filed in the Principal's office. The teacher shall pay for the cost of this examination.

Recruitment and Selection

As an equal opportunity employer, Leo Catholic High School allows for no discrimination on the basis of sex, color, age, national or ethnic origin; however, the Administration reserves the right to hire staff of good moral character who subscribe to the stated philosophy of the school and to the moral teaching of the Roman Catholic Church.

Productive Work Environment

A productive learning and working environment will be promoted. Verbal or physical conduct by any employee which harasses another individual disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment will not be tolerated.

It is the responsibility of every employee to refrain from harassment of any kind (whether physical, sexual, psychological or verbal), to assist in maintaining a workplace and environment free from harassment and disruptive activity, and to report any and all instances of which she or he is aware to the Administration for proper investigation and disposition.

Any employee, who is found to have engaged in disruptive activity or in harassment of another individual, will be subject to immediate disciplinary action depending on the circumstances, up to and including termination in appropriate cases.

Specific Policies Regarding Publicity

Those teachers desiring publicity in the local newspapers and Catholic publications will obtain the most effective results by observing the following guidelines:

1. Copy should preferably be typed double-spaced with ample margin so that the message will be intelligible and with space for any editorial work;
2. If photos accompany the copy, they should be black and white, glossy, at least “4 x 6” in size, and have the proper identifications of persons in the pictures on an accompanying sheet folded and clipped to the photo. Do not write on the back of photos. Certain papers will use only their own photos;
3. Place the copy and pictures in the Principal’s mailbox at least 10 days prior to the date of publication;
4. Parish and Local Church Bulletins will publish announcements subject to their own priorities and space limitations. Ordinarily copy should be delivered to the rectory or church office at least one week prior to publication.

The more correct the copy is, the less likely it is to be edited, either by the Administration or by the editorial people of the various publications. If possible, limit the release to one typewritten page.

Trips – Travel – The Teacher’s Responsibility

School-Sponsored Trips

The school periodically during the school year conducts school-sponsored trips (local class tours, athletic trips, fan buses, etc.). Since these trips are organized by the school, or by the individual teacher for some school purpose, such groups are responsible to Leo Catholic High School. The members of such groups act under the guidelines determined by the school for each particular situation. Teachers are to fill out a Field Trip Request Form and are to secure an approved date from the Principal well in advance of such trips and to submit plans for approval.

Trips Not Sponsored by the School

During the school year, usually during vacations times, faculty members or outside agencies may wish to contract with the students for such trips as tours within the United States, ski trips, canoe trips, etc. These trips, while having definite educational value, are not to be considered school sponsored trips. The rules and procedures to be followed on such trips are to be agreed upon by the teacher sponsor and the parents of the students who are participating in the trip. The teacher sponsor must meet with the parents before the trip in order that all ground rules relative to student conduct and responsibility are carefully understood. Leo does not assume responsibility for these students on such tours. Before these trips are sanctioned by Leo Catholic High School (because they are Leo students contracted at Leo Catholic High School), a complete resume of parental sponsor agreements must be filed in the principal's office together with a report on the collection and disbursements of all funds. The school reserves the right to supervise the transactions for such trips in the above manner in order that the teacher's right on supervision, insurance, and costs are protected.

The names of the students who are making the trip and the itinerary are to be given to the Principal so that contact can be made in cases of emergency. No one is to permit an agent or sponsor of a trip to visit the classes nor may a teacher distribute literature on travel programs without the express permission of the Principal.

Specific Policies for Conducting School Trips

Trips are acceptable because they afford Leo Catholic students a broad range of opportunities aimed toward developing their interests in a morally and socially acceptable manner. These trips should always be in harmony with the Philosophy and Objectives as stated in Student/Parent Handbook.

1. Before organizing a trip, a teacher should take care of the following procedures with the principal;
 - a. Check the date at least one month in advance;
 - b. Obtain a Field Trip Teacher Form. Fill it out and get the required signatures;
 - c. After the Field Trip Teacher Form has been completed; teachers will give students the rules and requirements of the field trip.
2. After the above is taken care of, the moderator of the trip should do the following:
 - a. Distribute the Student Field Trip Form to all parents of students involved in the trip and collect signed forms for files with the Assistant Principal.
 - b. The names of students going should be given to all teachers and staff in a typed, photocopied memo 3 days prior to the event;
 - c. The school should know when the students are to return. We can then be of service to those who call to seek this information;
 - d. Upon returning, the moderator will remain at the school until all students have left for home.

Student Activities

Students and parents who are happy and like the school are the ones who return year after year and also encourage other students to attend the school. There are a lot of reasons and ways to build happiness. One of these is student activities that generate school spirit. Each faculty member is to be encouraged and expected to cooperate and work with the various activities as they occur. Faculty support and presence is important to the success of these events. Sometimes these will take away from class time, but, while that is important, activities are also important.

Faculty and Staff Presence

While we do not have a set policy for how many events each member of the faculty or staff should be present at, it is expected that each person does make an attempt to be present at as many events as possible. When you are asked to chaperone a dance, or be at a game, etc., your help is appreciated.

It is mandatory that all teachers attend our Student Orientations and Graduation.

Supervision at Large Gatherings (Mass, Assemblies, etc.)

The supervision of students at large gatherings is most important for the success and smooth running of these events. All faculty are to be present at these events and are to be sitting among the students not standing or sitting in the back where they cannot be seen by the students. Experience has taught us that when the faculty is spread out, they can be more effective.

After-School-Activities

We continue the policy that the time after school needs to be shared by the various clubs that we have. No one group is any more important than any other.

Computer and Internet Acceptable Use Policy

Faculty and staff members have access to the Leo Catholic High School computer network and the internet from most computers throughout the school. Any use of computer equipment and/or the Leo Catholic computer network, including the on-campus use of personal portable computers, will be subject to monitoring and inspection by the administration. Use of the internet has been made available for all employees to facilitate research, encourage innovative teaching, and provide the latest technology to enrich classroom teaching. All faculty and staff are encouraged to use our computer network for classroom use as well as personal growth.

Acceptable use:

1. Professional study and research with respect to classroom assignments, curriculum projects, school related activities;
2. Personal enrichment;
3. Employees shall maintain confidentiality of school records in their use of school computers.

Unacceptable use:

1. Access, enter or transmit information that is inaccurate, illegal, indecent, obscene, defamatory or likely to result in harassment of another individual, likely to cause material disruption in the school, violates or is otherwise inconsistent with school policy;
2. Illegal use of copyrighted material. Limited amounts of copyrighted materials may be used in work done for class only, not for extracurricular activities or public or commercial use. Proper acknowledgement of sources must accompany copyrighted material;
3. Engaging in any activity on the network that violates local, state or federal law.
4. Using the Leo Catholic High School computer network to operate a for-profit business.
5. Using the Internet for purely personal reasons during school hours (7:15 a.m.-3:15 p.m.)

E-Mail

Teachers/Staff have school issued email accounts, which they are expected to check daily and utilize for all school communications. The Administration has access to all email accounts. Language and content can and will be monitored.

Miscellaneous

Section D



Leo Bell Schedule 2024-2025 School Year

Regular Bell “L” Period 0 7:29-7:57 Period 1 8-8:50 Period 2 8:53-9:43 Period 3 9:46-10:36 Period 4 10:39-11:29 Period 5 11:32-12:22 Period 6 12:25-1:15 Period 7 1:18-2:08 Period 8 2:11-3:01	Schedule “E” Period 0 7:29-7:57 Period 1 8-8:41 Period 2 8:44-9:25 Period 3 9:28-10:09 Period 4 10:12-10:53 Period 5 10:56-11:37 Period 6 11:40-12:21 Period 7 12:24-1:05 Period 8 1:08-1:49
Schedule “O” Period 0 7:29-7:57 Period 1 8-8:25 Period 2 8:28-8:53 Period 3 8:56-9:21 Period 4 9:24-9:49 Period 5 9:52-10:17 Period 6 10:20-10:45 Period 7 10:48-11:13 Period 8 11:16-11:41	Leo Fight Song Oh when those Leo men fall into line, And their colors Black and Orange are unfurled, See those brawny stalwarts wait the sign, Then all their might against the foe is hurled. For then the foe shall feel the Lion’s might. And the spirit of our team’s attack. For with every heart and hand, We will fight as one strong band, For the honor of the Orange and Black. Rah! Rah!

ACCREDITATION/SCHOOL IMPROVEMENT PROCESS

Each elementary and secondary school in the Archdiocese of Chicago shall be engaged in an ongoing school improvement process. Elementary schools are expected to successfully complete the Genesis School Improvement Plan (SIP) in the year assigned by the Office of Catholic Schools, Archdiocese of Chicago. Elementary schools of the Archdiocese maintain certification under the auspices of the Office of Catholic Schools and in conjunction with the Illinois State Board of Education (ISBE) Recognition Process for non-public schools.

Upon completion of the Genesis School Improvement Plan, principals are expected to communicate annually with their assistant superintendent on the progress of the school's action plan and recommendations. All schools shall participate in the development and implementation of strategic action plans based on annual Genesis priority goals.

All elementary and secondary schools of the Archdiocese must be registered with the State of Illinois. Each school is expected to meet the Illinois State Board of Education requirements for nonpublic schools. The administration must comply with these requirements to maintain recognition as a school in the State of Illinois.

It is the policy of the Archdiocese that each Catholic high school maintain accreditation through the accreditation division of **AdvancED**. It is the responsibility of the school administration to comply with the standards established by the association.

ALCOHOLIC BEVERAGES

In accordance with Archdiocesan **Policy GP 610.3, the consuming of alcoholic beverages during working hours shall be prohibited.**

During celebrations or special events on rare occasions, a pastor, parochial administrator, agency director or principal may approve the use of alcoholic beverages.

School administrators have a right and a responsibility to prohibit adult consumption of alcoholic beverages at school sponsored events/activities on and off campus where children are present.

ARCHDIOCESE OF CHICAGO

(Form C)

Department of Finance / Facilities & Constr



Post Office Box 1979
Chicago, Illinois 60690-1979
(312) 534-8342
FAX (312) 534-9805

DATE:

7/28/09

TO:

Parent, Teachers and all other School Employees

FROM:

Lynne Allen / (Principal) P. MESINA

RE:

Notification Letter Concerning Asbestos Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damage.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,

A handwritten signature in cursive script, appearing to read "P. Mesina".

(Principal)

Designated Person

BENEFITS – SCHOOL EMPLOYEES

Full-time and benefits eligible part-time employees are eligible for all employee benefits provided for their respective group (lay, religious, or archdiocesan priests). Benefits are not to be offered or withheld on a selective basis. Further, no parish, school or agency is authorized to add or to subtract from the regular employee benefits authorized by the Archdiocese of Chicago. No parish, school or agency may pay the employee cost of benefits.

Those who are not full-time or benefits-eligible part-time may not participate in any Archdiocesan benefits programs under any circumstances.

Benefits Eligible Part-Time Employees

Benefits eligible part-time employees are those who work less than the regular full-time schedule for the location at which they are employed, but who are regularly scheduled to work at least 26 hours per week for 8 or more months of the year. If individuals are employed for all 12 months of the year, they must work at least 26 hours per week in each of the twelve months. Benefits eligible part-time employees are entitled to all employee benefits.

Regular Part-Time Employees

Regular part-time employees are those who are regularly scheduled to work fewer than 26 hours per week for 8 months of the year. This includes employees hired to work a full-time schedule for short periods of time (e.g. summer help). Part-time employees are not entitled to any Archdiocesan benefits programs under any circumstance.

CATECHIST CERTIFICATION SALARY ADJUSTMENT

Teachers who are Certified Catechists as of the 2005-06 school year and beyond are entitled to \$500 compensation in addition to their annual base salary.

Catechetical Certification is granted annually in spring each year and should be added to the salary for the following school year. If the contract for the following school year has already been signed, the teacher's annual salary must be adjusted to include the \$500 additional compensation. The teacher must provide the principal with verification of Catechist certification.

THEOLOGY REQUIREMENTS

CATECHIST CERTIFICATION FOR TEACHERS

The role of the Catholic teacher in a Catholic school is one of transmitting the faith grounded in the life of the Trinity, Holy Scripture and the teachings of the Catholic Church. Because of the unique place of the Catholic school in the Church's mission, teachers not only educate students about the world but they teach the Gospel in every aspect of the educational program.

Because of the unique role of the Catholic teacher as a catechist of the faith, it is imperative that Catholic teachers have the background and formation necessary for this role. Teachers who meet the requirements listed below may apply for certification as a catechist in the Archdiocese of Chicago.

The following are the requirements for acceptance of a candidate for initial catechist certification in the Archdiocese of Chicago.

1. The candidate is a baptized Catholic who actively participates in the life of the Church through parish life, moral living, Sunday Mass, stewardship and daily prayer.
2. The candidate is in compliance with Office of Catholic Schools (OCS) professional requirement policies.
3. The candidate attends the two professional inservice days as stated in the Theology Inservice Requirement for all teachers.
4. The candidate has participated in the four foundational theology courses based on the pillars of the *Catechism of the Catholic Church* provided by St. Mary of the Lake University or with an instructor approved by the Office for Catechesis and Youth Ministry.
5. The candidate has completed the one day anti-racism training sponsored by the Archdiocese of Chicago.
6. The candidate completes the application for certification which is then signed by the principal and submitted to the OCS Director of Catholic School Identity and Mission.
7. The candidate completes the day of reflection on the role of the catechist with the OCS Director of Catholic School Identity and Mission.

The OCS Director of Catholic School Identity and Mission approves the application and submits the name of the candidate to the Director of the Office for Catechesis and Youth Ministry. The Archbishop of the Archdiocese of Chicago officially commissions candidates for certification annually in June. Certification is valid for five years.

The principal keeps a copy of the certificate in the teacher's personnel file. The teacher keeps the original certificate in his/her own professional file.

CONTRACTS FOR TEACHERS

Policy ES 242.1/HS 405.1 **All full and part-time teachers shall enter into an annual written contract with the school using the form provided by the Archdiocesan Office of Catholic Schools.**

Policy ES 242.2/HS 405.2 **Contracted teachers are expected to fulfill their contracts.**

Policy ES 242.3/HS 405.3 **A teacher who fails to complete a contract ordinarily shall be precluded from referral for employment in other Archdiocesan schools.**

Policy ES 242.4/HS 405.4 **The term of all teacher contracts shall be one year.**

Procedures

- a) The school shall ordinarily notify the teacher of contract renewal or non-renewal no later than April 15 of the year preceding the next contract year. A teacher who has been offered renewal shall inform the principal of the intent to renew no later than May 1 or fourteen (14) calendar days after the offer, whichever is later. Failure of the teacher to inform the principal in writing by this date shall constitute a rejection of the contract offer. Any adjustment in this standard shall be the result of a collaborative decision of the principal with the teacher. This agreement shall be in writing and signed by both parties.
- b) The principal shall ensure that teachers fully understand the implications of the policy and that they are informed of their responsibilities in the contract process.
- c) All teachers receive their assignments from the principal.
- d) Teacher responsibilities are outlined in the Archdiocesan contract.
- e) When the staff is being reduced as a result of enrollment decline, reorganization within the school, reduction in the number of positions, curriculum changes, or for other reasons, Archdiocesan procedures shall be followed.
- f) Employed school personnel may not apply for summer unemployment compensation.

COPYRIGHT

The following are some implications of Congressional guidelines on permissible photocopying of copyrighted works.

A teacher may NOT:

- Make multiple copies (not to exceed, in any event, more than one copy per pupil in a course) of work for classroom use if it has already been copied for another course in the same institution.
- Make multiple copies of a short poem, article, story or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
- Make multiple copies of works more than nine times in the same class term.
- Make a copy of works to take the place of an anthology.
- Make a copy of “consumable” materials, such as workbooks.
- Make a copy of any computer ware without the explicit consent of the owner.

A teacher may:

- Make a single copy for use in scholarly research or in teaching or in preparation for teaching a course of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay, or short poem, whether or not from a collected work; a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- Make multiple copies for classroom use only and not to exceed one per student in a course of the following:
 - an excerpt of not more than 250 words from a poem which in its entirety is more than 250 words.
 - an excerpt from a prose work of 10 percent of the work or 1,000 words, whichever is less, subject to a minimum, however, of 500 words
 - each copy of the multiple copies permitted under one of the above provisions must include a notice of the copyright for the work

COPYRIGHT GUIDELINES

Copyright is a legal right that provides to authors and creators the right to control how their works are used. Copyright protects literature, music, motion pictures, computer software, art, and other types of creative works. Copyright does not protect ideas, facts, words or short phrases, processes or methods of operation. It does not protect federal government works or works in the public domain. A copyright owner has the exclusive right to copy his or her work or to modify or adapt it. The copyright owner also has the sole right to allow the public performance, public display or public distribution of the work.

This means that in general, no person can copy, adapt, publicly distribute, publicly perform or publicly display a copyrighted work without permission of the copyright owner. A copyright owner's rights, however, are not absolute. There are important limitations and exceptions to the copyright owner's rights. One of the most important limitations is the doctrine of "fair use."

Fair Use

A fair use of a copyrighted work does not violate the copyright owner's legal rights. The fair use doctrine allows certain limited amounts of copying from a work even if done without obtaining the copyright owner's permission. The copyright law does not specifically define what fair use is. It lists several types of uses which may qualify as fair use, specifically referring to use "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research." The law also sets forth four factors that must be considered in determining whether the use of a copyrighted work is a fair use. The factors to be considered are:

- the purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used;
- the effect of the use on the potential market for the work.

The U.S. Supreme Court has said there are no "bright-line rules" to simplify the difficult task of determining fair use. The fair use doctrine requires a case-by-case analysis taking all the factors into account.

Educational Fair Use Guidelines

While there are not bright-line rules, there are some fair use guidelines that are commonly used in the educational setting that allow limited copying without permission. Publishers and the academic community established these guidelines in 1976 to provide greater certainty and protection for teachers. While the guidelines are not part of the Copyright Act, a teacher or student can feel comfortable that a use falling within these guidelines is a permissible fair use and not an infringement. These guidelines should be thought of as a safe harbor, not as an absolute upper limit of permissible use. This means that copying that falls within the guidelines will normally be considered a fair use. It does not mean that all copying exceeding the guidelines is necessarily an infringement. When copying exceeds that permitted by the guidelines, a case-by-case analysis should be made to determine whether it is a fair use.

COPYRIGHT GUIDELINES

The following is a summary of safe harbor guidelines relating to copying portions of copyrighted works:

Multiple Copies. A teacher may make multiple copies for classroom use of:

- a poem of not more than 250 words
- an excerpt of not more than 250 words from a longer poem
- articles, stories or essays less than 2,500 words
- an excerpt from a longer work (10% of the work or 1,000 words, whichever is less)
- one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue
- not more than two pages from an illustrated book with less than 2,500 words, such as a children's book.

However, there are limitations on this type of copying. The safe harbor guidelines do not apply to:

- making multiple copies for classroom use if the work has already been copied for another course in the same institution
- making multiple copies of a poem, article, story or essay from the same author more than once per term
- making multiple copies from the same collective work or periodical issue more than three times a term
- making multiple copies of works more than nine times in the same term (except for current news items)
- making copies for use in an anthology or course pack
- making copies of "consumable" materials, such as workbooks.

To come within the guidelines, the number of copies cannot exceed one copy per pupil, and a notice of copyright must be affixed to each copy. The idea to make the copies must come from the teacher, not from school administrators. The idea to make the copies must be somewhat close to the time of the classroom use, so that it would be difficult to obtain a timely reply to a permission request.

Single Copies. A teacher may make a single copy for use in scholarly research, or in teaching, or in preparation for teaching a course, of the following:

- a chapter from a book
- an article from a periodical or newspaper
- a short story, short essay, or short poem
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

This permission form is to be distributed on school stationery.

FIELD TRIP PERMISSION FORM

DESTINATION _____

DATE _____ GRADE/CLASS _____

DEPARTURE TIME _____ RETURN TIME _____

TEACHER/SUPERVISOR _____

PURPOSE OF THE FIELD TRIP _____

Please note the following:

- _____ Students will wear school uniforms
- _____ Students may wear casual clothes suited for the field trip and in accord with school procedures
- _____ Students will bring their lunches (identified with name and grade)
- _____ Lunch will be provided for the students
- _____ Students may purchase lunches at their own expense
- _____ Other: _____

Cost for the field trip is \$ _____ due by _____

Transportation

- _____ Bus – provided by _____
- _____ Public – provided by _____
- _____ Walking

Please **PRINT** student's first and last name and date of birth

FIRST NAME	LAST NAME	DATE OF BIRTH
------------	-----------	---------------

has permission to attend this field trip.

Signature of Parent/Guardian _____ Date _____

(Please place the permission form and the required fee in an envelope. Include student's name and room number.)

A copy of this form is retained in the school office. A copy will accompany the teacher on the field trip.

Leo Catholic High School
Student Related Trips – Teacher Form

1. Club, organization, or class: _____
2. Trip Date: _____
3. Day of the Week: _____
4. Purpose: _____
5. What will the students be doing? _____

6. How will this be followed up in class? _____

7. Cost of the Trip: _____
8. Moderator(s): _____
9. Other Faculty/Staff: _____
10. Time Leaving: _____
11. Time Returning: _____
12. Destination: _____
13. Address: _____
14. Phone: _____
15. Number of students participating: _____

Authorization Needed:

1. Department Chairperson: _____
2. Assistant Principal: _____
3. Principal: _____

HARASSMENT

The following harassment directive must be published in the student/parent/faculty handbook.

The Pastor, administration, and staff of _____ School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints

Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Failure to recognize and stop harassment of any type promotes a negative environment which is unacceptable in Catholic schools.

Directives for responding to complaints of harassment are also published in the procedures of Policy ES 264/HS 417 Sexual Harassment.

HIGH SCHOOL RECRUITMENT

The High School Recruitment Guidelines provide the framework for scheduled elementary school visits, open houses, high school nights, shadow days, and other approved activities.

In order to guide with fairness all high school interactions in the areas of marketing, recruitment, testing, and admissions, the High School Leadership Council and Office of Catholic Schools require each high school to sign an annual agreement of adherence to the “High School Marketing and Recruitment Guidelines” document. Each high school must file their signed agreement with the Office of Catholic Schools by September 1 of each year.

Any violations of or questions related to recruitment practices and/or procedures should be reported to the President of the High School Recruitment Association, the High School Leadership Council, and/or the Office of Catholic Schools.

It is expected that elementary Catholic schools support all secondary Catholic schools; therefore, elementary schools may not:

- advertise specific high schools on their school Web sites
- promote a specific high school to their students
- invite public high schools to Catholic elementary school-sponsored high school recruitment events

In addition, public high schools are not to be invited to high school recruitment events at the local Catholic elementary schools nor be provided opportunity for placement testing on the local Catholic elementary school site.

Promotional materials from public high schools, elementary schools, or charter schools may not be distributed through the local Catholic elementary school.

INCIDENT REPORT

The **Archdiocese of Chicago Office of Catholic Schools Incident Report** is an internal document that records a particular crisis situation.

An Incident Report is to be used when a school crisis occurs, such as:

- a student/adult is seriously injured
- a student/adult threatens a student or staff member
- a student/adult possesses drugs or a weapon
- the police, fire department or emergency personnel are notified
- other occurrences of a serious nature

The assistant superintendent is notified as soon as possible.

- A written copy of the **Archdiocese of Chicago Office of Catholic Schools Incident Report** is sent to the assistant superintendent at the Office of Catholic Schools within twenty-four (24) hours of the incident.
- The **Incident Report** is retained in the student's cumulative file.
- If an employee is involved in the incident, the report is retained in the individual's personnel file.

**Archdiocese of Chicago
Office of Catholic Schools
INCIDENT REPORT FORM – INTERNAL USE ONLY**

School _____ **City** _____
Date of Incident _____

Student _____ **Grade** _____
Date of Birth _____

Adult _____
Position: _____ **Employee** _____ **Volunteer** _____ **Visitor** _____
DOB _____

Incident	Action	Response
Describe what happened.	Was disciplinary action taken? _____ Yes _____ No If yes, tell what action was taken and why.	Was assistance needed from the local police authority? _____ Yes _____ No If yes, tell why and give the response.
Who was involved? Names of students(s) or adults:	Was emergency assistance required? _____ Yes _____ No Describe action by emergency personnel.	Additional information regarding response from parent/guardian or local emergency or police authority.
Was parent/guardian/family member called? _____ Yes _____ No Response:		

Signature of School Representative _____
Title _____ **Date** _____

FAX this form to the appropriate assistant superintendent at the Office of Catholic Schools within 24 hours of the incident.

JURY DUTY

The Archdiocese encourages its employees to fulfill their civic responsibility when summoned to jury duty or subpoenaed to serve as a witness in a legal proceeding.

Policy GP 409.1 Employees who receive a court summons for jury duty or a subpoena to serve as a witness must notify their supervisor immediately so that arrangements can be made to cover their work while they are serving.

Procedures

While serving on jury or witness duty, employees shall report to work any time they are released by the court early enough to do so.

Policy GP 409.1.2 The Archdiocese will pay employees their full salaries while ~~serving jury duty or as a witness at a trial, deposition or other court-related proceeding~~, as described below, if they present their manager or local administrator a copy of the check they receive for their service.

Procedures

- Employees whose jury pay or witness fees are \$20.00 per day or less will be paid their full salaries and will not be required to remit their jury or witness fee to the local administrator upon their return to work.
- Employees whose jury duty or witness fees are greater than \$20.00 per day, will have the option of either:
 - Keeping their jury pay or witness fee and not being compensated by the Archdiocese for the time, or
 - Submitting their jury pay to their local administrator upon their return to work and receiving their regular pay for that time.
- While serving on jury or witness duty, employees are expected to report to work whenever they are released by the court early enough to do so.

MANDATED REPORTERS

As mandated reporters, **all school personnel including administrators and both certified and non-certified staff** must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger and known to them in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. The call must be made immediately and no one in the workplace is permitted to restrain the call. The mandated reporter is obligated to make the report to DCFS and may not relinquish that responsibility to the administrator or school nurse.

Child abuse and neglect reports are made by calling the DCFS Hotline in Illinois at 1-800-252-2873 or 1-800-25ABUSE; outside of Illinois, call 1-217-524-2606 and TTY at 1-800-358-5117.

If a report is taken by the Hotline worker, it is the responsibility of the mandated reporter to supply a written confirmation to the verbal report (**CANTS 5**) to the school's local office within 48 hours. The hotline worker will supply the mandated reporter with the mailing address for the local office. A copy of the **CANTS 5** form may be requested from the local area office if necessary.

All school personnel must sign an acknowledgement of mandated reporter status prior to employment. The school is required to retain the signed statement. (**CANTS 22 Form**)

If an allegation of abuse is raised to a school board member, the school board as a governing body or the individual member has the authority to direct the school principal to report the abuse as required by the Abused and Neglected Child Reporting Act (**ANCRA**).

CANTS forms may be found on the Web site of the Illinois Department of Children and Family Services located under "Forms."

CANTS 5
Rev. 10/00

State of Illinois
Department of Children and Family Services

**WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT:
MANDATED REPORTERS**

DATE _____

ABOUT: _____
Child's Name Child's Birth Date

If you are reporting more than one child from the same family, please list their names and birth date in the space provided on the reverse side of this form.

Street Address City Zip Code

Parent/Custodians: _____
Name

Address (if different than the child's address)

This is to confirm my oral report of _____, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?
2. How and approximately when did the abuse/neglect occur and how did you become aware of the abuse/neglect?
3. Had there been evidence of abuse/neglect before now? ☐ Yes ☐ No
4. If the answer to question 3 is "yes", please explain the nature of the abuse/neglect.
5. Names and addresses of other persons who may be willing to provide information about this case.
6. Your relationship to child(ren)
7. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

☐ I saw the child(ren)

☐ I heard about the child(ren) From whom: _____

I ☐ **have** ☐ **have not** told the child's family of my concern and of my report to the Department.

I am ☐ **willing** ☐ **NOT willing** to tell the child's family of my concern and of my report to the Department.

I ☐ **believe** ☐ **do NOT believe** the child is in immediate physical danger.

(Name Printed)

(Signature)

(Title)

(Organization/Agency)

**INSTRUCTIONS ON REVERSE SIDE
INSTRUCTIONS**

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

2nd Child's Name (If Any)

2nd Child's Birth Date

3rd Child's Name (If Any)

3rd Child's Birth Date

DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and/or services.

Rod R. Blagojevich
Governor

Erwin McEwen
Director



Illinois Department of Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

_____, I will become a mandated reporter under the
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

CANTS 22
Rev. 1/2008

Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701



ACCREDITED • COUNCIL ON ACCREDITATION FOR CHILDREN AND FAMILY SERVICES

MILITARY RESERVES & NATIONAL GUARD

School employees who are members of the Military Reserves or the National Guard may be called up for active duty by the United States government. In such instances, the school shall ensure the benefits and reemployment rights of the employee. The following is a summary of how the **Uniformed Services Employment and Reemployment Rights Act of 1994** and Archdiocesan policy address these issues.

Reemployment

The employee has the right to return to his/her position if he or she does so within a maximum of 5 years. This period can be extended under special circumstances. If the service was for less than 30 days, the employee must notify the employer of intent to return by no later than the next workday following completion of service. If the service was for more than 30 days, the employee must notify the employer of intent to return within 14 days after completion of service. If the service was for more than 180 days, the employee must notify the employer of intent to return no later than 90 days after completion of service.

Compensation

Employees are not eligible for compensation, except for any unused vacation benefits, during their period of military service. Employees returning from military service are considered to have been continuously employed. Upon their return to work, employees are to be given the same rate of pay they had before beginning their military service, plus any increases that he/she would have received based on step increases, seniority, tenure or the passage of time. They are not entitled to merit or skill-based increases they might have received if not for being called to military service.

Benefits

For the first 6 months they are away due to military service, employees and their dependents are entitled to continue their participation in any health benefits in which they were enrolled prior to the beginning of their military service period. However, if they elect to do so, they must continue to pay for any single or dependent coverage premiums they would normally have to pay. After the first 6 months, employees may elect to extend their coverage for themselves and their dependents at their own expense for up to 18 additional months. Affected employees are advised to check their military benefits to determine whether or not either of these options will be necessary. If coverage through our employee health benefit plans is not necessary during their period of military service, employees may opt out of our health plans and re-enroll without a waiting period upon their return.

For the purpose of pension benefits, returning employees will be credited with years of service for their period of military service and their benefits will also be funded for those years.

Upon returning to work, employees and their dependents are eligible, without a waiting period, for all benefits in which they had been enrolled prior to leaving for military service. Employees are also eligible, without any waiting period, for any new benefit programs that may have been introduced during their period of military service.

Questions should be directed to the Department of Human Resources, Archdiocese of Chicago.

PER DIEM SALARY FOR TEACHERS

Elementary and Secondary

Teachers are contracted for ten months. A teacher's Per Diem Rate (daily salary) is calculated as follows: the teacher's annual contracted salary divided by the number of weekdays between August 15 and June 15 of the school year.

The weekdays include school holidays, professional development days, emergency days, and vacation breaks at Christmas and during spring.

Note: Every weekday between the first and last day of the contract is counted.

For example:

A teacher's salary for a particular school year may be \$31,000

\$31,000 divided by 219 days = **\$141.55 (Per Diem Salary)**

School Year	Number of Weekdays in Contract Year
2016-2017	219

The Per Diem Rate is used:

- for deductions to the teacher's salary when absences are other than those covered by policy;
- for calculating adjustments to a teacher salary during a family or medical leave of absence in the contract year;
- for calculating salary when the teacher is hired after August 15 of the contract year or is terminated before the end of the school year.

During a family/medical leave, a teacher is paid for Christmas and Spring break (vacation) without deducting days from the teacher's sick day bank. Holidays during a leave are paid only if the teacher has sick days in his/her sick day bank.

SEXUAL HARASSMENT

Policy ES 263.1/HS 417.1 Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Procedures

- a) Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- b) The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
- c) If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- d) The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Policy ES 263.2/HS 417.2 Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Procedures

Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

Policy ES 263.3/HS 417.3 Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SMOKE FREE ENVIRONMENT

Policy ES 153.1/HS 311.1 School buildings shall be smoke-free learning environments.
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The Smoke-free Illinois Act (Public Act 95-0017) protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment. Places of employment are defined in the Smoke-free Illinois Act as any area under the control of a public or private employer that employees are required to enter, leave, or pass through during the course of employment.

There is no requirement for an employer to provide an outdoor shelter for smokers. Employers may designate additional areas in the workplace as smoke-free.

“No Smoking” signs or the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, must be clearly and conspicuously posted in each place of employment where smoking is prohibited.

Signs that meet these specifications are available to download on the Illinois Department of Public Health Website.

TECHNOLOGY
Acceptable Use of School Technology
School Personnel

Electronic Communications
User Agreement

As an employee of the Archdiocese of Chicago, I (the undersigned) have read the information about the appropriate use of Electronic Communications Tools. The Archdiocese of Chicago 800 Policies found in Book II of the People of God apply to this User Agreement.

I understand this agreement and its outline of the Use and Misuse of Communication Tools as well as the Limits of Privacy inherent in Electronic Communications.

I agree to comply with the terms of this agreement.

I agree to never allow another user to access these facilities with my **ID** or Password.

I understand that failure to comply with the policies listed in this document can result in actions ranging from denial of future access to termination of employment.

I further agree to review and comply with applicable acceptable usage practices.

Employee Name (*printed*) _____

Place of Employment _____

City _____ **State** _____ **Zip** _____

Signature of Employee _____ **Date** _____

The employee retains a copy of the agreement. The original is placed in the employee personnel file at the place of employment.

THE TEACHING AND PRACTICE OF RELIGION

RELIGIOUS STANDARDS

Policy ES 201.1/Policy HS 401.1 All school personnel shall teach and act in accordance with Catholic doctrine and moral teachings.

Policy ES 201.2/Policy HS 401.2 All school personnel shall teach and act in accordance with the philosophy and policies of the school and of the Archdiocese of Chicago.

Policy ES 201.3/Policy HS 401.2 All school personnel shall cooperate in forming a Catholic educational community.

CATHOLIC IDENTITY

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

Procedures

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

The Catholic school is an apprenticeship in Christian living that provides for the students a complete formation in the Christian life through teaching the message of the Gospel, participating in the life of the community, developing a spiritual life of prayer and worship and reaching out in service to others, especially the poor.

The local religion curriculum must be consistent with the religion curriculum of the Archdiocese of Chicago. The teaching of religion must be accurate in imparting the faith tradition of the Roman Catholic Church, must conform to the directives of the Archdiocese of Chicago for catechetical texts and series, and must be developmentally appropriate and relevant to the lives of students.

The formal teaching of religion must be taught daily with the same rigor as other subject areas. Religion classes should be taught by Catholic teachers. Recommended instructional program guidelines should be followed. Catholic social teachings should be infused throughout the instructional program.

Mass and other liturgical celebrations are essential components of faith formation and may be considered one religion session. Teachers will prepare students for the sacred liturgy by teaching the context of the Mass within the Church Year, reflecting on the scriptural readings and the feast or saint commemorated. Students should be involved in the ritual.

Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The liturgy should be celebrated regularly for the school. Students and staff should pray daily and Catholic traditions should be celebrated according to the liturgical seasons.

Catholic schools shall provide an environment that supports the development of proper formation of conscience and the development of virtue. The school will prepare students for their role as responsible citizens with the capacity to be leaders in the Church and society.

Catholic schools shall provide opportunities for students to participate in community service projects or service learning based on the social teachings of the Catholic Church and a sense of stewardship for the common good.

Respect for the beliefs of other ecclesial communities and faith traditions is fostered. The teaching of religion is always within the context of the doctrines and traditions of the Catholic Church.

<p>Policy ES 130.2/Policy HS 302.2 Schools may admit students who are not Catholic provided that these students will displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.</p>

TUTORING

It is a conflict of interest for a teacher to initiate tutoring as a requirement for a student and charge a fee to parents/guardians for tutoring. If a student requires extra help in a given subject, the teacher is responsible for providing additional assistance as needed for the student.

If parents/guardians request additional tutoring for their child and offer to pay the teacher, the following conditions must be met:

- the principal must give approval;
- a fee will be determined on a per session basis;
- all fees must be agreed upon prior to the tutoring sessions;
- all tutoring fees paid by parents/guardians must be paid directly to the school in the school's name;
- the teacher will be paid by the school through the school's regular payroll system.

If parents/guardians request tutoring for their child and offer to pay the teacher **directly**, and if the teacher uses the school premises to tutor, the following conditions must be met:

- the principal must give approval for use of the building;
- the teacher will be considered a "third party provider";
- the teacher must follow all the policy requirements regarding third party agreements.

Crisis, Emergency and Communication Guide Section E



Fast Help in a Crisis

This document is provided to our staff by the Administrative Team. We hope you never have to use it. If you do ever need it, we hope it helps.

The following procedures are common to all emergencies:

1. Make sure all students are safe.
2. Get the facts: Who, What, When, Where, and Why.
3. Notify the Principal and/or Teaching & Learning Coordinator
4. Decisions to close the school or notify the media will be made by the Principal.
5. All media inquiries must be referred to the Principal.
6. Do not allow the media into the school unless the Administration has arranged for their presence.

Crisis Management Team

Mr. Dan McGrath, President
Mr. Shaka Rawls, Principal
Ms. Jennifer Fleck, Teaching and Learning Coordinator
Ms. Lydia Tabernacki, Campus Minister
Mr. Noah Cannon, Athletic Director
Mr. Terrence Cook, Dean
Mr. Darryl Wedgeworth, Head Custodian

Fire, Police and Ambulance Telephone Number: Dial 911 (remember to dial 9 first when using a school telephone).

Leo Catholic High School Crisis Plan

The following plan is designed to address a variety of potential crises which arise in the course of a school year. This crisis plan for Leo entails both a philosophy and a set of procedures.

A fundamental tenet of crisis planning is that it is the responsibility of all faculty to be able to identify and respond to potential crisis. It seems that educators will be interested in and will respond to any student-related crisis to the best of his/her ability. Crisis planning, therefore, is a system-wide effort and not just the responsibility of one or two individuals. Crises effect entire systems; they need to be responded to by entire systems.

Further, the plan which follows is designed to respond to what might be called “interpersonal” or human crises. These are distinct from crises which are natural disasters, Acts of God, or crises resulting from criminal activities. These crises are also covered in this document but the plans to cover these non—interpersonal types of crises are different.

A crisis, by definition, is unpredictable, unique, and unexpected. Therefore, the key element in the Leo Catholic Crisis Plan is to make the widest possible range of people available to respond to and follow up on any crisis referral. The assumption is made that it is safer and more efficient to direct crisis referral to several possible intervener rather than only one or two individuals. Any of the professionals designated to receive referrals will follow up according to the general plan which follows.

Any crisis referral, of life threatening nature may be referred by any faculty, student, or parent to any of the following: President, Principal Teaching & Learning Coordinator, Athletic Director, Campus Minister, Dean of Students, or Head Custodian. The most important concern is to get the crisis referred. Don’t worry about who the “right” person is when directing a referral; any of the above mentioned personnel will follow up on your concern according to the crisis plan. All recipients of referrals will follow up based on the general guidelines which follow.

Finally, if a crisis situation arises in your classroom, send a responsible student to the Principal’s office or Teaching and Learning Coordinator’s office to seek immediate assistance rather than leave your classroom. The principal’s office or assistant’s office will respond and will help with emergency communication.

Leo Crisis Plan Overview (updated 1/15/2024)

Roles and Responsibilities

Overall Coordination and Decision Making: Principal

In the absence of the Principal:

During school: Teaching & Learning Coordinator

Athletic/Extracurricular Events: Athletic Director

In the absence of above: Dean

Medical Support: Athletic Director/Health Teacher/Football Coach

Medical Coordination: Office Staff

Communication:

Internal: (via GroupMe) Decision Maker

External: Principal or designee

Procedures:

Fire: Follow evacuation routes marked on classroom map. Remain on Alumni Field until all clear.

Tornado/Severe Weather: Move to hallway or basement, away from windows. Sit with head between knees.

Earthquake: Sit below desks.

Hard Lockdown: Lock doors and close blinds. Sit silently against wall between classroom doors until law enforcement gives all clear.

Soft Lockdown: Nobody enters/exits the building. Pull blinds and limit movement in hallways, but maintain normal school schedule/activities.

Post Crisis Support: The Principal, Teaching & Learning Coordinator, and Campus Minister will secure counseling services for anyone in need

Location of Resources:

First Aid Kits: Main Office

AED: Main Office, Gym

NOTIFICATION

1. If notified after the school day of any event having the potential for emotional trauma for the school community, any member of the school Administration or Counselor should be notified by phone or in person. That Administrator or Counselor must then notify the Principal immediately.
2. If notified during early morning before the start of classes on a school day, or anytime during the operation school day, of any event having potential for emotional trauma for the school community, the Principal or Teaching and Learning Coordinator should be notified immediately.

COMMUNICATION

When the Principal has been notified, the following actions will be implemented:

1. If possible, teachers and staff will be called to the Auditorium before or after school for a briefing and instruction.
2. As a general rule, all first period teachers will be asked to communicate to their students what has happened. Teachers will, time permitting and if the situation warrants it, be given a written statement. Teachers are instructed to communicate only the known facts and not to deviate from them. Do not indulge in speculation nor entertain any speculation from students. The President or Principal, are the only authorized persons to communicate with the media.
3. Additional information and instructions will be given over the P.A. system during the day if it is appropriate and warranted.
4. If notification of an event with potential for emotional trauma occurs during the school day, there will be an interruption of classes as members of the Crisis Management Team circulate to the classrooms to distribute a special bulletin containing pertinent information and instructions.
5. During the school day, all faculty and staff should check for posted bulletins above the mail boxes.
6. When appropriate and available, the Chicago Police Department and Chicago Fire Department personnel will help direct parents and family members of Leo Catholic students.

ASSAULT ON STUDENT OR STAFF

1. Administration is notified.
2. Medical treatment, if needed, is accessed.
Any injury is handled with extreme care, always using rubber gloves.
3. Administration contacts police.
If there is doubt about the seriousness of an offense, call the police.
The assault of any student by a staff member (or vice versa) is a serious offense.
The administration contacts the *State of Illinois Department of Children and Family Services (DCFS)* if a staff member is the offender 1-800-252-2873.
Administration will also notify the Illinois State Police by logging the incident in SIRS within 3 days of the incident.
4. Administration assigns a staff member to get the names of suspects and/or any witnesses.
5. Administration assigns a staff member to locate and isolate the suspect, if possible. This is done in a non-confrontational manner. The victim and the suspect(s) are separated.
None are interviewed. However, **statements made by the victim and/or suspects are documented.**
6. Administration contacts parent/guardian of student(s) involved to
 - a) inform of situation,
 - b) advise of actions being taken,
 - c) communicate other pertinent information,
 - d) schedule conferences as appropriate.
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
8. Administration imposes appropriate disciplinary measures according to local procedures.
9. Administration refers to the ***Dealing with the Media*** section of this handbook.
10. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295.**
11. Administration completes and maintains an **Incident Report.**

Also, please note:

- A. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel; and**
- B. Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. School shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.**

FIELD TRIP INCIDENT

The field trip coordinator and the administration have the following:

1. A fully detailed itinerary – **including time of departure and return.**
2. The name of the bus company with contact person and phone number.
3. A student roster by assigned vehicle.

Students may wear temporary wristbands with name, address, phone number and pertinent medical information. These bands remain on the students throughout the trip and are removed only upon return to the school.

4. A supervisor roster by assigned vehicle.
5. A chaperone list by assigned vehicle.
6. Map(s) of intended route.
7. A list of medical conditions/needs of participants.
8. A list of phone numbers significant to the trip
 - administrator's home phone number
 - students' home phone numbers and emergency phone numbers
9. A cellular phone.

***IN THE EVENT OF AN INCIDENT (OVER)
FIELD TRIP INCIDENT***

IN THE EVENT OF AN INCIDENT

On-site responsibility: school field trip coordinator

1. Medical needs, injuries, complaints of pain are attended to. **Call 911**
2. Administration is notified.
3. Chaperones account for all students and record extent of injuries.
4. Bus driver secures vehicle and displays appropriate warning signs.
5. Bus driver radios central dispatch: reports bus number, location, school name and whether an ambulance is needed to attend to injuries.
6. Chaperones and bus driver secure all pertinent information of those involved in accident.
7. All students remain on bus unless it is unsafe to do so.

School responsibility

8. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200**

Administration considers deploying personnel to the scene, hospital, or appropriate locations.

9. Administration contacts parent/guardian to
 - a) inform of situation,
 - b) advise of actions being taken,
 - c) communicate other pertinent information (pick-up times, scheduled meetings).
10. Administration refers to ***Dealing with the Media*** section of this handbook.
11. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295**. Administration completes and maintains an **Incident Report**.

MISSING CHILD

1. Administration is notified immediately.
2. Administration contacts police. **Call 911** and notify parent/guardian.

Police are informed of

- Child's name
- Address
- Physical description, photo, clothing
- Medical status, if appropriate
- Time/place last seen

Parent/guardian is contacted to

- a) inform of situation,
- b) advise of actions being taken,
- c) communicate any other pertinent information.

3. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
4. Administration refers to the *Dealing with the Media* section of this handbook.
5. Administration completes and maintains an **Incident Report.**

*Please note that the files of any current or former student who has been reported as a missing person by the Illinois State Police will be flagged.

BOMB THREAT – THE CALL

The school secretary/receptionist remembers the following:

Don't hang up.

Keep the conversation going.

Attempt to get the following information.

Ask:

Where is the bomb?

What time will the bomb go off?

What kind of bomb is it?

How many devices are there?

Who are you?

Why is this going to happen?

Check: Male _____ Female _____

Speech Impediment _____

Accent _____

Background noise _____

Note: Time _____ Date _____

*** At the end of the call use the original phone line to dial *69 to try to recover the phone number.**

ACTION AFTER THE CALL (OVER)

BOMB THREAT B – ACTION AFTER THE CALL

Never pull the fire alarm!

1. Administration is notified.

Do this in person; avoid electronic communications.

2. Administration contacts police and fire departments. **Call 911**
3. Administration notifies custodian to report to designated location to establish the command center.
4. Floor plans of the building are made available to emergency personnel.
5. Police and fire personnel advise on whether to hold classes or to begin evacuation.

Do not use electronic devices for notification.

6. Administration locks down building to outside access.
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
8. Administration refers to the *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report.**

If evacuation is necessary,
instruct all faculty, staff and
students to take all items in their
possession with them when
exiting the building.

FIRE ALARM/EMERGENCY

1. If system is not sounding, **activate fire alarm.**
2. Standard fire evacuation procedures are followed.

Teachers carry student daily attendance record and take attendance again once outside.
3. As evacuation is taking place, **call 911**
4. Administration and custodian check area of alarm to assess situation.
5. Administration and custodian are available for emergency personnel upon their arrival.
6. Floor plans of the building are made available to emergency personnel.
7. Internal systems information, location and type of fire, if known, and knowledge and location of anyone remaining in the building are communicated to emergency personnel.
8. Administration notifies police if alarm was falsely pulled. Contact alarm company to reset system.
9. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
10. Administration refers to *Dealing with the Media* section of this handbook.
11. Administration completes and maintains an **Incident Report.**

OIL SPILLS

Chemical, caustic spills from other than consumer product containers (e.g. from tanks, pipes, rail cars, etc.)

1. Administration is notified.
2. Administration contacts fire department. **Call 911**
3. Standard fire evacuation procedures are followed **if vapor or fire is present.**

Teachers carry student daily attendance record and take attendance again once outside.

4. Immediate area is evacuated.
5. Appropriate personnel shut off supply line to tank or system if possible.
6. All floor drains are closed off or diked.
7. Area is confined – close all doors.
8. Administration and custodian are available for emergency personnel upon their arrival.
9. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
10. Administration refers to *Dealing with the Media* section of this handbook.
11. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295.**
12. Administration completes and maintains an **Incident Report.**

CHILD/STUDENT ABUSE

1. Administration is notified.

All school personnel are mandated to promptly report alleged or suspected child abuse or neglect.

2. Appearance of victim is documented.
3. The victim is not interviewed. However **statements made by victim are documented.**
4. Observer contacts the *State of Illinois – Department of Children and Family Services (DCFS) 1-800-252-2873.*

Do not call parent/guardian if the allegation is against the parent/guardian.

5. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
6. Administration completes the **DCFS Report.**
7. Administration follows all other procedures outlined in the ***Handbook for Elementary and Secondary School Administrators.***

Per Archdiocesan policy, the observer not the administrator has the responsibility to report cases of alleged abuse.
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STUDENT ABUSE
(If a school employee {or volunteer} is suspected of the abuse)

1. Administration is notified of abuse or suspected abuse. If the suspect is the building administrator, the next highest superior is notified.
2. Appearance of victim is documented.
3. The victim is not interviewed. However **statements made by victim are documented.**
4. Administration or the observer contacts the *State of Illinois Department of Children and Family Services (DCFS) 1-800-252-2873.*
5. Administration or the observer informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
6. Administration contacts parent/guardian to
 - a) inform of situation,
 - b) advise of actions being taken,
 - c) communicate any other pertinent information.
7. Administration refers to the ***Dealing with the Media*** section of this handbook.
8. Administration completes **DCFS report.**
9. Administration follows all other procedures outlined in the ***Handbook for Elementary and Secondary School Administrators.***

GAS LEAK (KNOWN OR SUSPECTED)

1. Administration is notified.
2. **The fire alarm** (or any other electrical equipment) **is not activated.**
3. Administration notifies custodian to report to designated location to establish the command center.
4. Evacuation procedures are followed.

Teachers carry student daily attendance record and take attendance again once outside.
5. As evacuation is taking place – **call 911.**
6. Occupants evacuate to designated areas or a building not less than one block from school.
7. Administration and custodian are available for emergency personnel upon their arrival.
8. Floor plans of the building are made available to emergency personnel.
9. Internal systems information, location of leaks, if known, and knowledge and location of anyone remaining in the building are communicated to emergency personnel.
10. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
11. Administration refers to ***Dealing with the Media*** section of this handbook.
12. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295.**
13. Administration completes and maintains an **Incident Report.**

RAPE/SUSPECTED RAPE

1. Victim is escorted to a private area free from any disruptions.
2. The victim is never left alone.
3. Administration is notified.
4. The victim is not interviewed. However **statements made by the victim are documented.**
5. The victim **is not allowed** to wash or remove any items of clothing.

If the victim has removed clothing, bag each piece in its own paper bag using latex gloves.

6. Administration contacts police. **Call 911**
Administration contacts parent/guardian at the appropriate time. The Office of Catholic Schools and the police may advise on the timing.
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
8. Administration refers to ***Dealing with the Media*** section of this handbook.
9. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900 and** the Archdiocesan Risk Manager **312-751-8295.**
10. Administration completes and maintains an **Incident Report.**

CONFRONTATIONAL PERSON

The person(s) who encounters a confrontational person is aware of the following:

Remain polite and assertive.

A calm, confident manner is best to avoid escalation of an incident.

Don't argue. Use non-aggressive body language.

Stand slightly to the right or left of the person with open hands in view. Do not attempt to use physical force.

Remain professional – remind the person that the school is private property and direct the person to leave the premises immediately.

Inform the person that they are trespassing and that the school will contact the police.

Make note of the physical appearance, dress, voice and mannerisms of the person.

If the situation does not calm down:

1. Administration is notified.
2. Administration contacts police if necessary.
3. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
4. Administration refers to *Dealing with the Media* section of this handbook.
5. Administration completes and maintains an **Incident Report.**

HAZARDOUS MATERIAL INCIDENT

1. Administration is notified.
2. Administration contacts emergency personnel. **Call 911**
3. Emergency first aid is provided if necessary/appropriate. (In the event a person comes in direct contact with suspected hazardous material, follow the instructions posted onsite or listed on container).
4. Administration determines if evacuation is necessary.

"Shelter in Place" order

- Close all windows
- Students remain in the classroom and wait for additional instructions.

"Hasty Evacuation" order

- Pull fire alarm.
- Students report to the evacuation site given at the time of the emergency.

"Non-Hasty Evacuation" order

- Arrangements are made to transport students to alternate sites or the evacuation site.
- Students take personal belongings with them
- Standard fire evacuation procedures are followed.

Teachers carry student daily attendance record and take attendance again at safe site.

5. Administration and custodian are available for emergency personnel upon their arrival.
6. Floor plans of the building are made available to emergency personnel.
7. Internal systems information, location and type of hazardous material(s), if known, and knowledge/location of anyone remaining in the building are communicated to emergency personnel.

1. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
2. Administration refers to the *Dealing with the Media* section of this handbook.
3. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900 and the Archdiocesan Risk Manager 312-751-8295.**
4. Administration completes and maintains an **Incident Report.**

Call the hospital emergency room # 708-229-5600 (Little Company of Mary) or Poison control # 800-222-1222

Administrators take prudent measures to protect mail handlers.

- **The mail sorter wears protective gloves and works in a closed area.**
- **Suspicious mail is placed in a ziplock bag and given to the police.**
- **Mail with no return address or that appears otherwise questionable is discarded.**
- **The mail sorter always washes hands when the task is completed.**

SEVERE WEATHER

If there is a local severe weather response document, use it, in lieu of this document.

Tornado

If a tornado **Warning** is issued for your area:

1. Do not dismiss students until the warning has been lifted
2. Take students to an area of greatest safety – lowest level of building, interior area or an area clear of windows or other glass.
3. Assume Civil Defense position.

Earthquake

1. If **inside building** remain there.
 2. Take shelter under desks, if possible.
 3. Assume civil defense position.
 4. Stay clear of windows, cabinets and electrical equipment.
-
1. If **outside of building**, remain there.
 2. Assume civil defense position.
 3. Stay clear of buildings, trees or power lines.
-
1. Administration contacts emergency personnel. **Call 911** if damage or injury is sustained.
 2. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200**.
 3. Administration refers to the *Dealing with the Media* section of this handbook.
 4. Administration notifies the Archdiocesan Insurance Administrator (if property sustains damage or persons are injured) **ASAP** or within 24 hours **847-394-3900 and** the Archdiocesan Risk Manager **312-751-8295**.
 5. Administration completes and maintains an **Incident Report**.

DEALING WITH THE MEDIA (CRISIS RELATED ISSUES)

Communication during a crisis.

The following delineates how to deal with crisis internally and externally.

- Administration informs the Archdiocese of Chicago, Office of Catholic Schools in the event of a crisis situation by contacting the vicariate assistant superintendent who, in turn, contacts the Office of Catholic Schools communications/media coordinator.
- If the assistant superintendent is not available, the principal contacts the communications/media coordinator directly for assistance.
- Together they attempt to achieve the goal of effective crisis communication which is *to provide information to key audiences in a timely manner in order to bring a sense of calm to the situation and to avert escalation of the crisis.*

During the crisis or emergency, **the manner** of communicating with the **school community**, the **external publics** and the **media** is paramount.

1. Communicating with the school community

Determine how to inform, in person, staff members most closely associated with the crisis and provide relief if they are unable to continue with their duties. The same applies to students who are immediately affected by the crisis.

Determine how best to inform the rest of the staff and the students; an announcement is never made over the public address system. Meet with staff and enlist assistance from them to inform the students. The best strategy is one where communication is most personal.

2. Communicating with the external publics

The school community extends beyond the school building.

A designated person informs the pastor and parish staff, and as appropriate, the school board and parent organization(s). Parents/guardians are informed in a timely manner. In most cases a letter is sufficient to provide them with the information needed to support the children. *In situations where the safety of the students may be in question, communication may have to be more immediate (telephone relay).*

Identify other key publics that may need information. Plan the strategy to be used to inform the parish. Catholic and public schools in the area, the community.

CONTINUED (OVER)

Dealing with the Media

DEALING WITH THE MEDIA (CRISIS RELATED ISSUES)

3. Communicating with the media

Procedures for informing the public about emergencies through the mass media:

- **Identify a single spokesperson responsible for responding to all reasonable requests for information from the media.**
This person announces the news or responds to new developments. By cooperating with the media, the school indicates that there is nothing to hide and that the school is cooperating with the media as much as possible. (The spokesperson may be the principal, assistant principal or, when appropriate, the pastor).
- **Decide under what circumstances the media will be admitted to the premises.**
Members of the media are reminded that they do not have the right to interview students on school property without parental permission. The school determines the scope of media movements. If large numbers of media are covering the crisis, provisions may be made to accommodate them in a room with proper equipment. In any case, do designate a particular area for media use – e.g. to conduct interviews.
- **Gather as much information about the situation as possible.**
Obtain preliminary and additional information by interviewing appropriate people. Check with others who have faced similar problems. Maintain a professional rapport with the media by keeping them informed and respecting their presence. “No comment” responses imply evasiveness and create suspicion. It is helpful to “brainstorm” possible questions that reporters may ask and to prepare appropriate responses to those questions.
- **Develop plans for release of information.**
Offer official information within one hour of the disaster or crisis. The media have a recognized right to information that may vitally concern the community. One of the best ways to prevent the spread of false rumors and misinformation is by issuing factual information. The best defense against being accused of mishandling an emergency is to handle it honestly. Communicate to the media and the public the clearest possible explanation of how the situation is being handled.
- **Develop a response and or a statement about the event.**
The statement clearly indicates its purpose; to give information in a clear and accurate manner. Most responses should contain **a brief summary of what transpired, the response to what transpired and what future action will be taken.** The statement is simply and briefly stated yet still conveys the information needed at the time.

The Office of Catholic Schools communications/media coordinator is available to assist in developing a statement for the media. **Once the statement is ready, send a copy to the Office of Catholic Schools assistant superintendent and the communications/media coordinator.**

- **Monitor media coverage.**
If necessary, take corrective action to clarify or illuminate news/information surfacing in the news coverage. This can be handled through a telephone call to the newsroom and dissemination of additional news releases or statements.
- **Plan a follow-up for key people involved in the crisis.**
Schedule a meeting with key personnel to assess “what went right” and “what could be improved.” This is the time to adjust the crisis management plan to include the changes.

Communicating to avoid escalation of a crisis in the media

Often events happen at a school that could become a bona fide public crisis if the media took note of it. For example, a minor incident of violence has been handled at the local level. The newspaper or television network calls inquiring about the incident. The principal might be inclined to refuse to speak to the reporter. The reporter, on the other hand, is not inclined to quit unless s/he is satisfied that there is no story. It is advisable for the principal to speak to the reporter. Following the same procedure as in a bona fide crisis, offer information to diffuse the situation. More often than not, the reporter will not pursue the story any further. This openness can avert a crisis of epic proportion.

HOSTAGE SITUATION

Remember: Time is your ally

1. School personnel **do not attempt** to diffuse the situation. **Call 911**

Inform the police that this is a hostage situation and request that police respond without sirens.
2. Administration evaluates the situation (**does not negotiate**).
Wait until police arrive.
3. If there are known injuries, notify medical emergency personnel. **Again request response without sirens.**
4. Police directives are followed for holding/dismissing students.
5. Administration and custodian are available for emergency personnel upon arrival.
6. Floor plans of the building are made available to emergency personnel.
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200**.
8. Administration refers to *Dealing with the Media* section of this handbook.
9. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295**.
10. Administration completes and maintains an **Incident Report**.

SHOOTING INCIDENT (SHOTS HAVE BEEN FIRED)

Shooting inside of the campus building; perpetrator is believed to be in the building.

1. Administration is notified.
2. Administration notifies everyone of the situation and actions to be taken by public address system code.
 - Teachers quickly scan for any students in the hall/restrooms and get them into a classroom.
 - Classrooms and all other occupied rooms and offices are “locked down.”
 - Students are moved away from doors and windows.
 - Students remain quiet and seated.
3. Administration contacts police. **Call 911**
4. Administration designates a person (school secretary/office personnel) to monitor the classroom intercom system.
5. Administration does not attempt (or designate anyone to attempt) to go through the building to assess the situation. **Wait for the police.**
6. Police advise and handle the situation upon their arrival.
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200 when it is safe.**
8. Administration refers to the ***Dealing with the Media*** section of this handbook.
9. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900 and** the Archdiocesan Risk Manager **312-751-8295.**
10. Administration completes and maintains an **Incident Report.**

OUTSIDE SHOOTING (OVER)

SHOOTING OUTSIDE CAMPUS BUILDING (perpetrator is believed to be outside the building)

1. Administration is notified.
2. Administration notifies everyone of the situation and actions to be taken by public address system code.
 - Students who are outside go to the nearest cover or retreat inside building, whichever is closest.
 - Students remain quiet; those that are in class get down low and stay below windowsill level out of sight of the perpetrator.
 - Classrooms and all other occupied rooms and offices are “locked down.”
 - Window coverings are closed/drawn.
3. Administration contacts police. **Call 911**
4. Administration does not attempt (or designate anyone to attempt) to assess the situation. **Wait for the police.**
5. Police advise and handle the situation upon their arrival.
6. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200 when it is safe.**
7. Administration refers to the ***Dealing with the Media*** section of the handbook.
8. Administration notifies the Archdiocesan Insurance Administrator **ASAP** of within 24 hours **847-394-3900 and** the Archdiocesan Risk Manager **312-751-8295.**
9. Administration completes an **Incident Report.**

GENERAL PROCEDURES FOR INCIDENTS REGARDING FIREARMS AND DRUGS

The chief school administrator

1. Immediately notifies a local law enforcement agency of firearm incidents at the school;
2. Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by they school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident;
3. Notifies the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in the school, on the real property comprising the school, on a public way within 1,000 feet of the school, or in any conveyance owned, leased, or contracted by the school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; and
4. Notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS)

DEATH ON CAMPUS

1. The area is secured.
Disturb the area as little as possible.
2. Administration is notified.
3. Administration contacts police and medical personnel. **Call 911**
4. Lock down all buildings and hold students in classes.
5. Separate all witnesses until the police arrive. Witnesses should not speak with each other or anyone else, if possible.

Witnesses are not interviewed. However, **statements made by the witnesses are documented.**

6. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
7. Administration contacts parent/guardian at the appropriate time. The Office of Catholic Schools and the police may advise on the timing.
8. Administration refers to the ***Dealing with the Media*** section of this handbook.
9. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900 and** the Archdiocesan Risk Manager **312-751-8295.**
10. Administration completes and maintains an **Incident Report.**

After the Incident

11. Administration identifies community resource persons able to help students and parents deal with the death(s). Professional grief counselors, psychologists, social workers, clergy, pastoral staff, nurses, etc.
12. Administration determines space(s) for use during crisis.
13. Administrator coordinates outreach to the family of the deceased.
14. Faculty and staff develop strategies to conduct class discussion and answer questions.
15. Librarian or other staff set aside resource materials and books.
16. Administration has substitute teachers available for staff who may not cope well with the death.
17. Staff and other professionals initiate personal contacts with at-risk staff or students.
18. Administration and staff formulate protocol for funeral attendance.
19. Administration (and appropriate others) hold a parent meeting as necessary.
20. Administration (with appropriate others) evaluates the school's response plan.

DEATH WITHIN SCHOOL COMMUNITY (OVER)

DEATH WITHIN THE SCHOOL COMMUNITY

1. Administration is notified.
2. Administration utilizes a telephone communication to inform all school staff of the death(s).
3. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200**.
4. Administration holds a before-school staff meeting the next morning after learning of the death.
5. Administration identifies community resource professionals able to help students and their parents deal with the death(s). Professional grief counselors, psychologists, social workers, clergy, pastoral staff, nurses, etc.
6. Administration determines space(s) for use during crisis.
7. Administrator coordinates outreach to the family of the deceased.
8. Faculty and staff develop strategies to conduct class discussion and answer questions.
9. Administration refers to the *Dealing with the Media* section of this handbook.
10. Librarian or other staff set aside resource materials and books.
11. Administration has substitute teachers available for staff who may not cope well with the death.
12. Staff and other professionals initiate personal contacts with at-risk staff and students.
13. Administration meets to debrief the staff at the end of the first day.
14. Administration and staff formulate protocol for funeral attendance.
15. Administration (and appropriate others) hold a parent-community meeting as necessary.
16. Administration (with appropriate others) evaluates the school's response plan.

INTRUDER

Assertively but politely confront the visitor:

Request the purpose of the visit. (The visitor could be an upset parent).

Explain the school policy requiring visitors to report to the school office.

Accompany the visitor to the office or have another ADULT do so.

Observe that the visitor enters the office (if the office is within view).

If the person shows the slightest reluctance to follow the directions or advice of the staff member, the staff member considers the visitor a possible intruder.

See: “*Confrontational Person*”

1. Administration is notified.
2. A public address system code communicates the situation and actions to be taken.
3. All classroom doors are closed and locked.
4. Exits remain accessible to allow the intruder to leave.
5. Administration contacts police. **Call 911**
6. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
7. Administration refers to the *Dealing with the Media* section of this handbook.
8. Administration completes and maintains an **Incident Report.**

THREATENED SUICIDE

If a person is in immediate danger

1. Administration is notified.
2. Administration contacts police. **Call 911**
Ask that police respond without sirens.
3. Calmly speak with the individual until appropriate personnel arrive.
Remember:
Be positive.
Engage the individual in conversation.
Do not become confrontational.
Do not make fast movements toward the individual.
4. When trained personnel arrive defer to their judgment on the course of action to be taken.
5. A public address system code communicates the actions to be taken.
6. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
7. Administration contacts parent/guardian to:
 - a) inform of situation,
 - b) advise of actions being taken,
 - c) communicate any other pertinent information.
8. Administration refers to the ***Dealing with the Media*** section of the handbook.
9. Administration completes and maintains an **Incident Report.**

If an individual has expressed the thought of suicide but is not in immediate danger

1. Administration is notified.
2. The individual is escorted to a trained school counselor or the Counselor escorts the individual to an office for appropriate intervention.
3. The administration discloses the information (the individual's intent to harm) to the parent/guardian or any person in a position to help-law enforcement officials, other staff.
4. Administration documents the information and actions taken.

DRUG OVERDOSE/POISONING/ASTHMA ATTACK/ ALLERGIC REACTION

1. Administration is notified.
2. School nurse, if on-site, is notified.
Phone # _____ **ext.** _____
3. Administration contacts medical personnel. **Call 911**
4. The medical file of the individual is available for emergency personnel.
5. Administration contacts **poison control** if the substance is, or is known to be, poisonous.
Phone # 800-222-1222
6. **Administration notifies the police if illegal drugs are suspected.**
7. Administration contacts parent/guardian to
 - a) inform of situation,
 - b) advise of actions being taken,
 - c) communicate other pertinent information.
8. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
9. Administration refers to the ***Dealing with the Media*** section of this handbook.
10. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900 and** the Archdiocesan Risk Manager **312-751-8295.**
11. Administration completes and maintains an **Incident Report.**

KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)

1. Administration is notified **IMMEDIATELY**.
2. Administration contacts police **IMMEDIATELY**. **Call 911**
3. Police are given information:
 - a) Name, sex, age, general physical description, dress, medical status of victim.
 - b) Physical description, vehicle information, direction of travel of suspect.

Student information, including a picture, if possible, is available to police upon their arrival.

4. All outside doors are secured.
5. Administration contacts parent/guardian to
 - a) inform of situation,
 - b) advise of actions being taken,
 - c) communicate other pertinent information.
6. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200**.
7. Administration refers to the ***Dealing with the Media*** section of the handbook.
8. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295**.
9. Administration completes and maintains an **Incident Report**.

WEAPON FOUND ON PROPERTY

A weapon found on school property is a crime. (A weapon is defined as any object which may be used to cause bodily harm – firearm, knife, brass knuckles, billy club, box cutter).

A weapon found on school property is evidence.

1. A staff member remains with the weapon.

Do not handle the weapon; if necessary, wear rubber gloves or use a cloth to handle the weapon; or cover the weapon from the view of the public.

2. Administration is notified.
3. Administration contacts the police. **Non-emergency Phone # 773-746-4820**
4. Administration is available to police to lead to weapon location.
5. A public address system code communicates the actions to be taken.
6. Student traffic in the area of the weapon is prohibited.
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
8. Administration refers to the ***Dealing with the Media*** section of this handbook.
9. Administration notifies the Archdiocesan Insurance Administrator **ASAP** or within 24 hours **847-394-3900** and the Archdiocesan Risk Manager **312-751-8295.**
10. Administration completes and maintains an **Incident Report.**

WEAPON SUSPECTED ON STUDENT

Possession of a weapon on school property is a crime; police are notified.

All actions are planned with the safety of the students and staff in mind.

Do not put anyone in harm's way.

Apprehension of violators and weapon retrieval is secondary.

Treat all weapon-related information (including rumor) to be accurate and plan appropriately.

When it is suspected that a person has a weapon, school personnel should consider the following:

Type of weapon (A weapon is defined as any object which may be used to cause bodily harm-firearm, knife, brass knuckles, bill club, box cutter, etc).

Age of suspect

Mental state of the suspect

Victim risk factor

Past history of suspect, if known

Suspected location of a weapon (on a person or elsewhere)

1. Administration is notified.
2. Administration contacts the police. **Call 911**
3. In a non-confrontational way, attempt to get the suspect to a private space near an exit.
4. If suspect attempts to leave the building – do not attempt to stop flight.
5. Do not allow suspect access to a book bag/backpack without first checking the contents.
6. Avoid confrontation.
7. A public address system code communicates the actions to be taken.
8. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
9. Administration refers to the *Dealing with the Media* section of this handbook.
10. Administration completes and maintains an **Incident Report.**

ELECTRICAL MALFUNCTION

1. Administration is notified.
2. Administration notifies the custodian.
3. Administration notifies teachers to hold students in present location until further notice.
4. Administration accompanies the custodian to locate the problem and assess the situation.
5. Administration contacts police and fire departments if fire or safety is a concern. **Call 911**
6. Administration or custodian contacts local electrical company with concerns.

Phone # _____

7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools**

Possible considerations:

- a) **open/close school**
 - b) parent notification
 - c) cafeteria food preparation capabilities
 - d) heating/cooling concerns
 - e) move students to an alternative site
 - f) transportation adjustments
8. Administration refers to the ***Dealing with the Media*** section of this handbook.
 9. Administration completes and maintains an **Incident Report**.

General Power outage in cold/moderate weather

- Close all windows. Conserve building heat.
- Do not run exhaust fans.
- Follow administrative directives.

During a Brownout

- Administration notifies city authorities.
- Follow administrative directives.

During a Blackout

- Open classroom doors to permit light from the Skylights and classroom windows to illuminate the hallways. **Do not open exterior doors – this compromises school security.**
- Moves classes outdoors if appropriate.
- If students are in the gym or auditorium have them remain there until exit doors are opened. Then move outside.
- Unplug all computers, power equipment, movie projectors, televisions and audio-visual equipment. Turn off all light switches unless needed. (When power returns it may be in a surge that could damage equipment).

Administration notifies the Archdiocesan Insurance Administrator ASAP 847-394-3900 and the Risk Manager 312-751-8295.

Electrical Malfunction

LARGE GROUP DISTURBANCE/ALTERCATION

The goal is to contain any escalation to the extent possible until police arrive.

1. Administration is notified.
2. Administration contacts the police. **Call 911**
3. Administration (or designee) meets police and escorts them to the location of the disturbance.
4. Classes are locked down until the situation is under control.
5. Administration and staff intervene to diffuse the situation to the extent possible without jeopardizing their own safety.
6. Administration and staff disburse bystanders and encourage them not get involved. Students are instructed to “go about their business.”
7. Administration informs the Archdiocese of Chicago, **Office of Catholic Schools 312-534-5200.**
8. Administration refers to the *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report.**

REPORTING A MEDICAL EMERGENCY

This information is to be used when reporting medical emergencies. It is important that these instructions be used for bona fide emergencies only.

An emergency is an illness or injury that may threaten a child's life if action is not taken immediately. This includes:

Loss of consciousness (the child cannot wake up or respond to you)
Seizures or convulsions (shaking of the body that will not stop)
Choking on food or an object
Falls from high places
Severe burns
Difficulty breathing
Eating/drinking something poisonous
Heavy bleeding that will not stop
Injuries from a car, bus or bike accident

If you think a child's life may be in danger, access the emergency ambulance service. If you are not sure, call for emergency help right away and try to stay calm.

EMERGENCY AMBULANCE—FIRE—POLICE NUMBER
*******DIAL 911*******

REQUEST EMERGENCY MEDICAL ASSISTANCE

When the operator of the Office of Emergency Communications answers the 911 call state the following:

1. **I am in need of ambulance assistance.** (Your call will be forwarded to the Chicago Fire Department Emergency Medical Service System, city of Chicago only).
2. **My name is** _____
3. **The nature of the illness or injury is** _____
4. **My location is** Leo Catholic High School, 7901 S. Sangamon St., Chicago, IL 60620.

Give the exact location if in a multi unit/room building or large facility. Inform the operator where an escort will meet the arriving medical personnel.

5. **Wait to answer questions from the operator.**

The Medical Information and Emergency Notification Form and a copy of the student's most current physical are available to medical personnel, as well as, the Medical Authorization Form (Side 1 and 2) where applicable.

Certification of Handbook Receipt/Compliance

I have received a copy and read the handbook. I am aware of all policies, including my status as a Mandated Reporter. I agree to comply with the policies contained in the Leo High School Faculty and Staff Handbook.

(Staff Member Signature)

(Date)