

Ensuring Student Welfare and Safety



Section 4 of

Policies Manual *Archdiocese of Seattle Catholic Schools*

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4.1 ADMISSION

FORM available at ocswww.org/My Desk/Personnel Forms/Handbooks/Student Handbook

4.1 (A) The school's admissions policies shall be clearly written, published, and equitably applied.

4.1 (B) Unless there are clear reasons to the contrary, age requirements for admission to Catholic schools shall conform to the uniform entry qualifications as stated in the local public school district admission age requirements and/or Chapter 180-39 WAC, Sections 015,020 and 025.

4.1 (C) The school administrator shall publish annually and abide by the following non-discriminatory policy statement in the school's admissions materials and in some public medium such as the school handbook, the parish newsletter, or the Sunday bulletin:

“NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS

_____ School admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.”

4.1 (D) The school administrator shall ensure that the school abides by its published nondiscriminatory policy regarding students.

4.1 (E) Although Catholic schools do not discriminate on the basis of race, color, national or ethnic origin, it remains the primary purpose of Catholic schools to serve the Catholic members of the community.

4.1 (F) Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Applications for admission will be decided on a case-by-case basis.

4.1 (G) A Catholic school will accept any child for whom an appropriate program can be designed and implemented following its prescribed local enrollment procedures. Each child is to be considered for admission based upon his/her emotional, academic and physical needs and the resources available to the school in meeting those needs. The local school site determines continued enrollment based on these factors.

4.1 (H) The non-Catholic student shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program. The school's purpose and requirements shall be explained to the parents/guardians at the time of registration.

Elementary Schools

4.1 (H) Admission policies are determined at the local level by the canonically appointed leader and school administrator in consultation with the school commission and should reflect the

primary purpose of Catholic schools: to assist Catholic families in the formation and education of their children in Catholic faith and values.

High Schools

4.1 (I) Admission policies are determined by the school administrator in consultation with the school commission and the admissions officer and should reflect the primary purpose of Catholic schools: to assist Catholic families in the formation and education of their children in Catholic faith and values.

4.2 ADMISSION OF STUDENTS WITH I-20 STATUS

4.2 (A) Students who are not nationals of the United States will be admitted in accordance with the requirements of the United States Department of Justice and the United States Department of Education. Schools seeking to enroll students in I-20 status must have an established SEVP (Student Exchange and Visitor Program) account through the Homeland Security website.

4.2 (B) The parents of a family with Refugee Status should be asked to submit a copy of their documentation from the U.S. Immigration Department or other documentation from an attorney. A copy of this documentation should be added to the student's file.

4.2 (C) All students seeking admission under I-20 status must present an I-20 form. Once the I-20 form has been signed it will be returned to the school. The school must make a copy for the student's file and return the original to the student's parents who are then responsible for filing it with the proper authorities.

4.3 PLACEMENT OF STUDENTS

4.3 (A) A student transferring to a Catholic school from another school is ordinarily assigned to the grade/class indicated on the report card and/or transfer form. The school that accepts the student may require additional testing to determine grade placement.

4.3 (B) Catholic schools within a region should consider sharing resources to identify students within their communities with special needs, to assess the possibility of addressing their needs at any or all of the schools in the region, or to admit those students to a specifically designated school.

4.3 (D) The school administrator makes the final decision regarding grade placement, room and teacher assignment, and promotion and retention of all students.

4.3 (E) For the placement of a student without records, an educational history shall be compiled in cooperation with the parents or guardian and the student. Based upon the information received, the student shall be placed at the grade level best suited to his/her achievement. The administration may require the student to be tested to help in the determination of grade level.

4.4 ATTENDANCE

4.4 (A) Students must attend school punctually and regularly and conform to the attendance policies established by the school.

4.4 (B) Teachers must keep accurate records of student attendance each day during the school year. The attendance book (or a hard copy of an electronic entry) must be signed at the end of the school year and retained on file permanently.

4.4 (C) Students who do not comply with the school's published attendance policy may be expelled.

4.5 RELEASE OF STUDENTS DURING THE SCHOOL DAY

No member of the school staff shall release a student to any person other than the child's custodial parent(s), guardian(s), or their delegate, who must show written permission to pick up the child.

4.6 STUDENT CONDUCT

FORM available at ocsww.org/My Desk/Personnel Forms/Student Forms/Student Technology Use (3 forms)

4.6 (A) Students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. Student conduct not consistent with school policies and values, even when occurring outside of school, which could significantly and adversely affect the school's community life and reputation, is subject to disciplinary action up to and including expulsion.

4.6 (B) Any student's behavior that constitutes/amounts to a threat to the safety or well-being of any member of the school community will be taken seriously. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion.

4.6 (C) The school administrator and/or their designee may search student desks, lockers and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession.

4.6 (D) Engagement in online blogs or postings such as, but not limited to, social media such as, Facebook®, YouTube®, Instagram, and other electronic media, shall result in disciplinary actions, up to and including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

4.6 (E) Catholic schools shall publish comprehensive policies, in a Parent/Student Handbook, regarding the expectations for student conduct and behavior, both during the school day and in the community, that is made available each year. Upon request, the Office for Catholic Schools will provide a list of required and recommended policies, sample text for policies, and sample handbooks.

4.6 (F) Criminal or gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students shall not wear/display explicit gang-like symbols. Violation will result in disciplinary action up to and including expulsion.

4.7 HARASSMENT/BULLYING

4.7 (A) Prohibition: Harassment, intimidation, and/or bullying of any student by any person is prohibited. When the aggressor is an employee or other adult associated with the school or Archdiocese of Seattle, Policies 1.7 and 3.35 apply.

4.7 (B) Behaviors: “Harassment, intimidation or bullying” means (1) any intentionally written message or image – including those that are electronically transmitted – (2) verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the message, image, or act:

A. Physically harms a student or damages the student’s property;

B. Has the effect of substantially interfering with a student’s education;

C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or

D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing, or other apparel, socioeconomic status and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action (s).

4.7 (C) Threats: Any threat by a student to inflict harm to self or others must be taken seriously and addressed promptly. Threats should be reported immediately to the principal, who will decide if police support or notification is needed and will notify the police when necessary. If a student is threatened, becoming a potential victim to that threat, the principal or principal’s designee shall notify the student’s parent/guardian promptly.

4.7 (D) Training: This policy is a component of each school’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and students.

4.7 (E) Prevention: Each school will provide students with strategies aimed at preventing harassment, intimidation and bullying. Such training will emphasize the importance of reporting such events to a school employee when such incidents occur.

4.7 (F) Interventions: Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. Each school will consider the frequency of incidents,

development age of the students, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals. Interventions will follow the school's student discipline policy.

4.7 (G) Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of this policy to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

4.8 DISCIPLINARY MEASURES

4.8 (A) Each school shall have a written, comprehensive policy regarding disciplinary measures that apply to students and a procedure for students to receive due process. In Catholic schools, discipline should have an educative purpose, training students to use freedom wisely, and, for that reason, should provide a graduated scale of penalties

4.8 (B) The disciplinary policy shall not contravene the policies in this Policy Manual.

4.8 (C) When ordinary forms of discipline are unsuccessful, it may be necessary to have recourse to probation, suspension, or expulsion. Except in extremely serious cases, expulsion should be used only after probationary and suspension measures have proved ineffective.

Elementary Schools

4.8 (D) Expulsion takes place only after the school administrator, in consultation with the canonically appointed leader, has met in conference with the parents of the student.

High Schools

4.8 (E) Expulsion takes place only with the approval of the school administrator and after the delegated administrator in charge of discipline has met in conference with the parents of the student. For the sake of due process, a review board may be established to hear the case and make a recommendation to the school administrator. The decision of the school administrator is final.

4.9 ACCESS TO THE STUDENT BY NON SCHOOL PERSONNEL

4.9 (A) Generally, no police officer should be allowed to come into a school and question a student, under the age of eighteen, about a prior, off-campus event. Case workers, police officers, guardians ad litem or counselors are given access to a child only if the parent/guardian has been notified and has been given the opportunity to be present during the interview. The school administrator will cooperate with civil authorities when the parent/guardian has given notice and permission that these authorities may interview the student at school. The interview could take place in the presence of the school administration if the parent/guardian has consented but cannot be present.

4.9 (B) A police officer should not be given access to a child without parental permission unless:

- (1) There is an arrest warrant,
- (2) The parent is the subject of an investigation of abuse or neglect,
- (3) There is a situation in process that poses an immediate danger of causing significant harm.

4.9 (C) If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the school administrator, who is present not to assist the police officer but to ensure that the officer is treating the child appropriately.

4.10 ELEMENTARY SCHOOL COUNSELORS

4.10 (A) An elementary school counselor shall be trained and certified to support children's personal development and academic success in a school setting. The role of the school counselor is one of student advocate, family and teacher consultant, and co-educator.

4.10 (B) The counselor reports directly to, works closely with, and is evaluated by the principal.

4.10 (C) School counselors in Catholic schools should meet the professional standards of legal and ethical behavior. The counselor shall:

- a. Adhere to the professional codes of ethics of the American School Counselor Association (ASCA) and American Counseling Association (ACA);
- b. Adhere to federal/state laws and regulations related to education and child protection;
- c. Participate in professional development each school year, for continuous growth;
- d. Refer students with individual counseling needs to a licensed provider; and
- e. Maintain confidentiality except when students could do harm to themselves or others.

4.10 (D) Elementary students require parental permission to work with a counselor on an ongoing individual or small group basis.

4.11 HEALTH CARE

*FORM available at ocsww.org/My Desk/Personnel Forms/ Miscellaneous Forms/ Incident Report Form
[Student Forms/](#)
[Student Medication Calendar Student Health Card](#)*

All Forms at ocsww.org/My Desk/Appendices/ Steps for Administering Medication at School

4.11 (A) Student health care is the primary responsibility of parents. School personnel will cooperate with parents and medical and dental providers and comply with Washington State law in matters regarding student health.

4.11 (B) The school administrator is responsible for ensuring that the immunization program, as defined and delineated in RCW 28A.210.060-170, is implemented at each school location. The student's proof of immunization or certification of exemption shall be presented to the school administrator at the time of enrollment.

4.11 (C) The school administrator is responsible for ensuring that student health screenings for vision and hearing are conducted yearly, and a record of the screening for each child found to have, or suspected of having reduced visual and/or acuity in need of attention, will be sent for to the parents or guardians for further action and testing. Records of such screening are updated yearly in accordance with WAC 246- 760-001. Screening for Scoliosis/Kyphosis is recommended but not required, according to RCW 28A.210.23

4.11 (D) All student accidents or injuries must be reported to the parent/ guardian. When communicating with the parent/guardian, the staff or the school administrator should not admit liability or make promises regarding payment of the bills.

4.11 (E) Schools should establish a means to provide for basic first aid for students and staff who are injured during school hours. A staff member who is designated as first aid responder must maintain a current first aid certificate. Schools should establish a means of documenting, investigating, and reviewing accidents and injuries to help correct safety hazards and evaluate current safety practices or improve them if necessary.

4.11 (F) Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Staff members who observe a student displaying signs and/or symptoms of a concussion, or learn of a head injury from the student, should have the student accompanied to the staff member familiar with symptoms of concussion. If there is no trained staff member available to review symptoms the school shall contact the parent/guardian to be taken for medical review. Any student suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, or by sustaining a significant blow to the head or body must be removed from athletic or physical activities and observed until an evaluation can be completed by a medical provider.

4.11 (G) A student who becomes ill or injured during the school day shall be evaluated by the school administrator or other appropriately trained and designated person to determine whether the student should be sent home and whether a responsible person is home to provide care. The

school administrator or his/her designee shall see that adequate transportation is arranged. School personnel should not attempt to diagnose illness but only report symptoms. In an emergency, 911 should be called and if a parent cannot be reached or provide necessary transportation, the student should be taken via ambulance to the nearest care facility.

4.11 (H) Student accidents or injuries resulting in hospitalization emergency or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.

4.11 (I) All schools must comply with state laws regarding the administration of medication at a private school. See RCW 28 A.210.260 and 28A210.270. Emergency medication shall be kept in an appropriate, easily accessible location which allows for prompt response in case of a reaction. For safety and to be sure that procedures have been followed, it is necessary that medications requiring injections should only be administered after:

- Training by an R.N. or M.D.;
- Written, signed, current permission from parent/guardian; and
- Identification of who may administer the medication.

To be eligible to be a "parent-designated adult" the volunteer, who may be a school employee, must file, without coercion by the employer or parent of student, a voluntary written current letter of intent stating the employee's willingness to administer the medication. If the employee refuses the employee shall not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

An EpiPen® may be allowed to accompany the student throughout the school only after it has been determined to be necessary by the school nurse or school administrator on a case-by-case basis. Students needing to use an inhaler may carry one on their persons at all times.

4.11 (J) All schools should devise a means to screen for and assess the health needs of students. Schools accepting students with a medically complex condition, defined as "a health condition that can put the child in danger of death during the school day or that requires close monitoring," will work with the family of the student and the health care professional to devise a plan of support. This plan should include medications, medical supplies, and alternate foods, if necessary, to meet the student's needs. This Individual Health Care Plan (IHCP) must be developed, signed in collaboration with the student's parents and a health care professional, be acceptable to the school, and be within the resources of the school to provide. These plans shall be kept on file and updated annually.

4.12 CONTAGIOUS DISEASES

4.12 (A) Students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

4.12 (B) Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being communicable.

4.12 (C) Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that

is: free of fever, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

4.12 (D) All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

4.13 EDUCATIONAL RECORDS

*FORMS available at ocsw.org/My Desk/Personnel Forms/Student Forms/
Photo Release Form
Student Cumulative Records*

4.13 (A) Catholic schools shall keep appropriate and required educational records. All employees will maintain strict confidence concerning information contained within the educational records, releasing information only upon the direction of the school administrator.

4.13 (B) Permanent record cards, filed in alphabetical order by year of graduation, are required for every elementary and secondary student. If records are kept electronically, a paper copy must be preserved in a permanent file. The standard permanent record card is available online, through the Office for Catholic Schools.

- a. Record cards are kept permanently at the school, are never destroyed, and are to be photocopied at the time of a student's transfer.
- b. Record cards must be kept in a fireproof storage, or duplicates must be stored at a separate facility.

4.13 (C) The school administrator shall be the custodian of all educational records. Records from closed schools should be transferred to the Archdiocesan Archives.

4.13 (D) Health cards and immunization records CIS (Certification of Immunization Status) are required for every elementary and secondary student and are transferred to the new school at the time of transfer. Health cards cannot be withheld from the new school for failure to pay tuition.

4.14 INSPECTION OF RECORDS BY PARENTS/GUARDIANS

4.14 (A) The school shall abide by the provisions of the "Family Educational Rights and Privacy Act" with regard to parents' rights of access to their children's school records. Likewise, the school shall abide by the provisions of Washington State law regarding the right of access of the non-custodial parent to his or her child's school records.

4.14 (B) The parent or an eligible student (18 years or older) has the right to inspect the student's school records and may do so in the presence of the school administrator or person qualified to explain the material in the records.

4.14 (C) Both custodial and non-custodial parents or an eligible student may inspect their

student's school records in the presence of the school administrator or designee, unless there is a court order or decree presented to the school administrator restraining a parent from such contact and inspection.

4.14 (D) A request to view records should be made in writing to the school administrator two full school days before the inspection.

4.14 (E) When school records pertain to more than one student, the parent/guardian or the eligible student may inspect only that part of the educational record which pertains to the child of the parent/guardian or to the eligible student.

4.15 TRANSFER OF STUDENT EDUCATIONAL RECORDS

4.15 (A) Permanent Record Cards: When a student transfers from the school, a copy of the permanent record is released only to the receiving school.

4.15 (B) Health Cards and Immunization Records: The original health card and the official CIS (Certificate of Immunization Status Form) are mailed directly to the receiving school at the time of transfer. A copy may be retained by the school.

4.14 (C) If a parent is registering a child in another school, the student's present school will release the student's records upon receipt of a "Request for Records Form." The records will be sent directly to the new school, not given to parents to deliver. All debts/ fines or unfulfilled contract obligations owed to the school by the parent must be discharged before records are forwarded.

Exception: Immunization and special testing results may not be withheld due to debts, fines, or other obligations.

4.16 CHILD CUSTODY DISPUTES

4.16 (A) It is required that the custodial parent(s) provide the school administrator with an official, updated copy of the court-ordered parenting plan.

4.16 (B) If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the school administrator determines that such parent is volunteering in order to increase contact with the child, the principal should notify the custodial parent and have him/her settle the issue.

4.16 (C) The school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours, unless officially informed in writing that a parent is not permitted to have unqualified access to the child.

4.16 (D) Teachers should refer all custody disputes and issues to the school administrator.

4.16 (E) Teachers and school administrators should avoid taking sides in a custody suit. Statements by school personnel should be in writing only and upon receipt of a subpoena.

Written statements, verbal depositions, or testimony should confine themselves only to the facts and should not express the opinions of the teacher or school administration concerning who is the better parent. Any statements should be only submitted upon the receipt of a subpoena.

4.16 (F) A subpoena is a court order to a particular person or school. When a subpoena is addressed to an individual, only that person may sign for it. The school administrator may sign for the school subpoena or their own personal subpoena. The Office for Catholic Schools must be notified if the subpoena pertains to a school or to a parish employee working in the school.

4.16 (G) If legal assistance is needed and warranted, the school administrator should consult the Assistant Superintendent for Personnel, who will arrange for legal representation. The school staff should not contact the lawyer unless directed to do so by the Office for Catholic Schools. Under no circumstances should a teacher agree to attend a deposition or provide an affidavit unless it is first cleared through the school administration and the Office for Catholic Schools.

4.17 RELEASE OF INFORMATION

4.17 (A) School directory information cannot be released to vendors or outside agencies without the consent of the school administrator. This information may be released to groups who have an affiliation with the Catholic schools or to archdiocesan agencies without the permission of the parent, unless the parent requests in writing each year that the child's directory information be withheld.

4.17 (B) Each school must indicate in its handbook the information that will be published in the directory and must stipulate a date by which a request must be submitted to the school administrator to withhold the information.

4.17 (C) The provisions of this policy regarding school directory information apply equally to web site information.

4.17 (D) If parents do not wish their child(ren's) pictures (or videos) used in advertising, brochures, the school web site, or any social media site, they must sign a statement to that effect and present to the school office staff. Children's complete names should never be published without prior parental permission.

4.18 PROMOTION AND RETENTION OF STUDENTS

Elementary Schools

4.18 (A) Students are promoted once a year based on the student's satisfactory completion of the grade requirements. Final decision regarding the promotion or retention of a student is the sole responsibility of the school administrator.

4.18 (B) A student may be required to repeat a grade whenever the school administrator, after

consultation with the teacher, decides that it is to the student's educational advantage to do so. If a student is to be retained in the same grade, the parent should be advised at least three months prior to the end of the school year.

4.19 WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS

A school may request a student to withdraw voluntarily for serious academic reasons if the school is unable to meet a student's needs. If such a request is made, the following conditions must be fulfilled:

- a. Sufficient advance notice of the request must be given in writing to the student and parents;
- b. The required progress reports shall have been given to the student and parents;
- c. The student and parents shall have been given the opportunity to discuss with the appropriate staff personnel the future school placement of the student; and
- d. The school must cooperate with any receiving school in matters concerning the placement of the student in an instructional program.

4.20 PROMOTION AND GRADUATION

Each school must formulate a written statement of its requirements for promotion and/or graduation. A copy of the statement must be available to all teachers, students, and parents.

4.21 BEFORE AND AFTER SCHOOL PROGRAMS

4.21 (A) Before and After School or Extended Care programs are offered as an extension of the school day and are administered by the school administrator or his/her designee. These programs serve those students enrolled in the school and may not enroll students not currently attending the school. If students are younger than five years, the before and after school care must be a program licensed by the state of Washington.

4.21 (B) Every volunteer and employee working with children must have a completed professionally conducted criminal background check on file before commencing any work with or around children. Minors between the ages of 14 and 17 must be screened using the WSP background check.

4.21 (C) All staff under the age of 18 must be supervised by an adult. Staff under the age of 18 must have child care experience. It is recommended that all staff be strongly encouraged to complete a babysitting course offered by local hospitals or the Red Cross. Minors between the ages of 14 and 17 may be used as volunteers; however, adults must always be present to

supervise at all times. The use of minors under the age of 15 to work as staff in childcare is not advised.

4.21 (D) Minor Worker Regulations must be followed as well as any applicable Minimum Wage laws.

4.21 (E) The staff-child ratios should be as high as possible. Minimums are:

1:10 for children (ages) 3-5

1:12 for children (ages) 5-7

1:15 for children (ages) 7 and up

Please note: These staff-child ratios apply to adult supervisors meaning 18 years and older.

4.21 (F) At least one employee with current training in CPR and First Aid should be available on the premises at all times. All employees and volunteers must view the Blood-borne Pathogen video or its equivalent.

4.21 (G) All relevant policies of the Archdiocesan Safety/Accident Prevention Plan must be followed.

4.21 (H) Parent visitation in the before and after school program is allowed at any time.

4.21 (I) All children must be “signed in” at the beginning of the session and “signed out” by parent, guardian, or designated adult before leaving.

4.21 (J) If schools are offering daycare beyond the scope of the school or for children under the age of five years, they must follow all regulations of state licensing.