

Nonpublic School Law for School Secretaries

Here's a little test on how the law applies to secretaries. On the space to the left of each of the statements below, place an F if you think it's False, and a T if you think it's True.

1. ____ While they are in a Catholic school, Catholic school students have the same rights as public school students.
2. ____ Parents have the right to examine their children's records at any time.
3. ____ If board members wish to see a teacher's records, they may do so, as long as the records are handed over personally by the secretary.
4. ____ Secretaries may allow parents and others full access to students.
5. ____ As long as the student has permission from a parent, the secretary may give the child aspirin for a headache or other complaint.
6. ____ Secretaries are allowed to administer medication, as long as the student has a doctor's prescription.
7. ____ Non-custodial parents have no right to their children's records.
8. ____ Secretaries have the right to purchase personal items with the school's tax exempt certificate, as long as they reimburse the school.
9. ____ The secretary is responsible for supervising children in the absence of the principal.
10. ____ The secretary may take student or teachers records home to work on them.
11. ____ In the absence of the principal, the secretary may be placed in charge of the building.
12. ____ If a parent shows up drunk or otherwise incapacitated to drive his/her own children home, the parent must be given custody of the child because of the primacy of parental rights.
13. ____ If the secretary suspects that a child is being neglected or abused, she must report it to the principal and allow the principal to report it to authorities.
14. ____ If a report of abuse or neglect turns out to be false, the secretary and the person who reported it may be prosecuted.
15. ____ When the secretary is busy, a responsible student may record absences in the school record.

