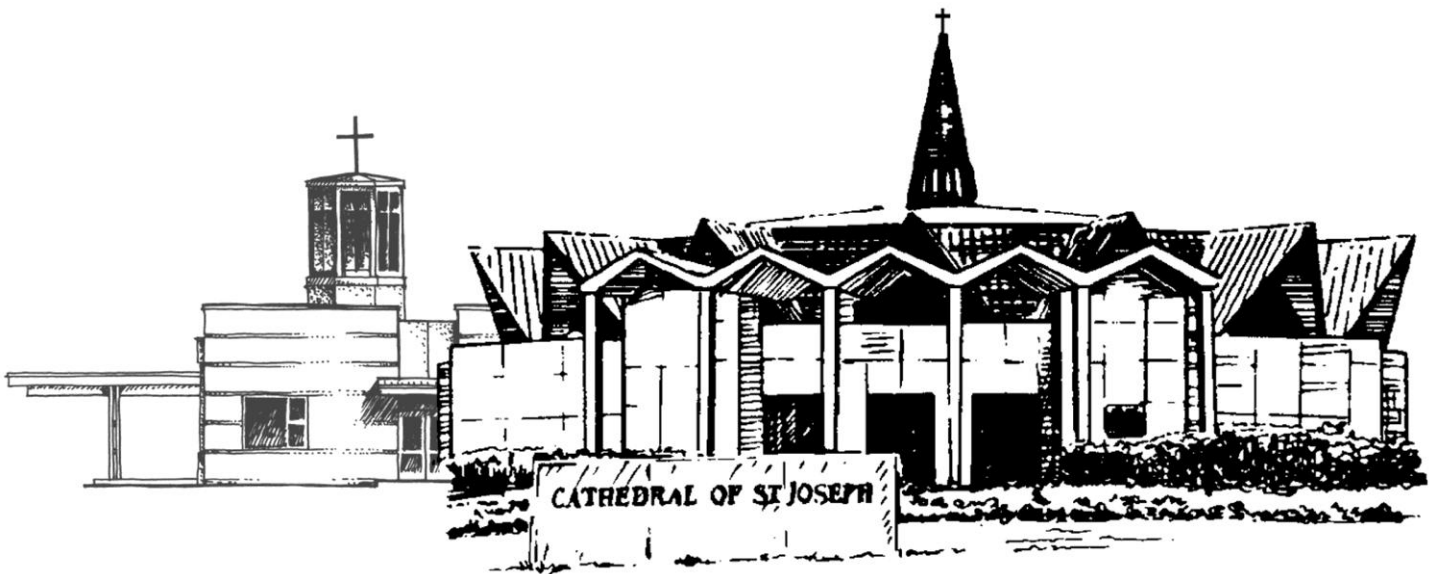


DIOCESE OF JEFFERSON CITY



Policy and Regulation Manual for Schools

May 7, 2004

Dear Leaders of the Catholic School Communities,

When Jesus considered how to influence his peers most effectively, he decided to teach. This, he knew, was the most lasting way to implant values and to challenge others to reach their potential growth.

True, he needed no written handbook. As we strive to work together to continue his ministry of education, however, we need some guides to unify our efforts. To this effect, I do accept the policies, rules and regulations incorporated in this handbook as those that guide and govern the Catholic schools in the Diocese of Jefferson City. Further, I promulgate them as effective today, May 7, 2004. Future policy changes, additions, revisions, etc., will be incorporated as time goes on and will bear my signature.

As you may know, Canon Law clearly states that a school may bear the title "Catholic school" only if so designated by the Bishop. Further, the Bishop and his delegated school office staff have the right and duty to supervise and to regulate Catholic schools in the diocese.

For key areas of school life, this handbook specifies diocesan policies, rules and regulations which are incorporated by reference, and become obligatory for all who work with and attend Catholic schools in the Diocese of Jefferson City. Because of this handbook's importance, every leader in the Catholic school community is to have a working knowledge of its contents and is to sign an appropriate compliance form.

In addition, this handbook helps local pastors to identify areas for local school policies, guides principals in developing administrative regulations, and guides teachers in their important ministry within the Church. Each policy and regulation that is developed at the school level must be consistent with this handbook.

May we all - united in Jesus Christ - continue to extend his message through Catholic schools which are, in the words of the U.S. Bishops, "the most effective means available to the Church for the education of children and young people."

With my best wishes and personal regards, I am

Sincerely yours in Christ,

Most Reverend John R. Gaydos
Bishop of Jefferson City

DIOCESE OF JEFFERSON CITY
POLICY AND REGULATION MANUAL FOR SCHOOLS

INTRODUCTION

This school policy and regulation manual has been prepared to provide information about the educational institutions in the Catholic Diocese of Jefferson City and their major policies, practices and procedures. It is intended to serve as a general framework and setting for the principles for which the Catholic schools in the Diocese of Jefferson City stand, the benefits and the policies and regulations which apply to the schools. The information, policies and regulations described in this manual will be regularly reviewed and may be revised or changed without notice from time to time as deemed appropriate and advisable.

This manual supersedes any other manuals or statements of policy, oral or written, previously issued by the Diocese of Jefferson City or any of its management personnel. None of the policies or regulations in this manual are intended by reason of their publication to confer any contractual rights or privileges. This manual is not a contract of employment.

The organization of the manual has been somewhat based on the Davies-Brickle system of coding, although modified to meet the specific needs and direction of the Diocese of Jefferson City. There are nine series (sections) of policies and regulations in the manual and one appendix section. The nine series are:

- 1000 - Community and External Operations
- 2000 - Administration
- 3000 - Business, Non-Instructional and Government Operations
- 4000 - Personnel
- 5000 - Students
- 6000 - Instruction
- 7000 - Planning and Accreditation
- 8000 - Communicable Disease
- 9000 - Statutes and Guidelines for Consultative Bodies

Policies are printed on ivory paper and are indicated by a DSP (Diocesan School Policy) in the upper right hand corner. Regulations are printed on green paper and are indicated by a DSR (Diocesan School Regulation) in the upper right hand corner. Next to each of these indications is a four-digit number. The first number indicates the series in which that policy or regulation appears. The second number indicates the section of the series in which that policy or regulation appears. The last two digits contain the specific number of the policy or regulation within the subsection. (Thus, there could be up to 99 different policies and/or regulations within a subsection.)

Example:

- DSP 2805
- DSP Indicates it is a policy
- 2805 Indicates it can be found in series 2000 (Administration)
- 805 Indicates it is in subsection 800 (Legal)
- 05 Indicates it is policy number 05 in subsection 800

If there are two similar regulations on the same policy, this will be indicated by a small letter after the number. Example: DSR 2990a or DSR 2990b. The date in the lower right hand corner indicates the date the policy or regulation was established, revised or when it was placed in the book.

Items in the Appendix have the same reference number as the policy or regulation from which it is first referred and are placed in similar order. Items in the Appendix embellish or give more detailed information on a specific policy or regulation. Appendix items are printed on white paper.

This manual is so organized that a school can choose to put its own local policies and regulations within this same manual. Each local policy or regulation should be placed after the corresponding diocesan policy or regulation, if there is one. Local policies should be printed on a contrasting color paper and should be indicated by an LSP (Local School Policy) in the upper right hand corner. Local regulations should be printed a contrasting color paper and should be indicated by an LSR (Local School Regulation) in the upper right hand corner. Each local policy or regulation should also be numbered. The diocesan code number should be used, after which there should be a decimal point followed by the local policy or regulation number. This allows the school the freedom to use the diocesan coding system or to use its own.

Examples:

LSP 2890.2890 – Indicates a local policy on legal matters in the Administration Series. There is a corresponding diocesan policy.

LSP 2700 – Indicates a local policy for which there is not corresponding diocesan policy.

The obvious advantage of putting diocesan and local policies and regulations into one manual is that all policies and regulations are in one place; thus making easy access to pastors, school administrators / principals, education committees and others who have need of this manual.

This manual is meant to be an administrative manual and contains direction regarding state laws as well as diocesan policy and regulations. This manual should also be available to school employees and education committee members. An order form is found at the back to order additional manuals.

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COMMUNITY AND EXTERNAL OPERATIONS: The Role of Catholic Schools in the Church's Educational Mission

Catholic schools exist primarily to participate in the teaching mission of the Catholic Church. *Of the educational programs available to the Catholic community Catholic schools offer the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people. (To Teach as Jesus Did, ¶101.)*

“Since a true education must strive for the integral formation of the human person, a formation which looks toward the person’s final end and, at the same time, toward the common good of societies. Children and young people are to be so reared that they can develop harmoniously their physical, moral, intellectual talents, and spiritual gifts that they acquire a more perfect sense of responsibility and correct use of freedom, and that they be educated for active participation in social life.” *(Code of Canon Law, Can. 795.)*

Furthermore, in regard to this education, parents have a responsibility to send their children to Catholic schools when able. *Parents are to send their children to those schools which will provide for their Catholic education. (Code of Canon Law, Can. 798.) We recall the duty of Catholic parents to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children. (To Teach as Jesus Did, ¶101.)*

COMMUNITY AND EXTERNAL OPERATIONS: Objectives of Catholic Schools in the Church's Teaching Mission

Because schools foster faithful adherence to the teachings and “values and virtues” of the Catholic Church they shall:

1. Incorporate Catholic principles in all areas of the curriculum;
2. Offer personal experiences in Catholic living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
3. Recognize the dignity and God-given gifts of each person—pastor, employee, parent, student, parishioners;
4. Provide education in the Catholic teaching on human sexuality according to the Gospel of Life;
5. Reflect a Catholic understanding of responsibility for one another, reflected in mutual respect of the clergy, employees, parents, students and parishioners.
6. A cooperative approach where school administrator/principal, teachers and parents work in harmony to educate and develop the child in all areas in his/her life – spiritual, academic, human formation.

COMMUNITY AND EXTERNAL OPERATIONS: The Role of Catholic Schools in the Diocese's Teaching Mission

The school communities of the Diocese of Jefferson City are avenues of the saving mission of Christ. They accept the continuing mission of proclaiming the good news of Jesus Christ to the world and making the students disciples of all nations.

The Catholic schools in the Diocese of Jefferson City provide quality Catholic education in a Christ-like environment by educating and nurturing the children in their care. An educational curriculum is provided where students learn intellectual, spiritual, social, physical, and aesthetic life skills and attitudes. Continual development of the student's ultimate earthly and spiritual potential is the primary design.

COMMUNITY AND EXTERNAL OPERATIONS: Objectives of Catholic Schools in the Diocese's Teaching Mission

Specifically, Catholic schools in the Diocese of Jefferson City have as their objectives the following:

1. To foster faithful adherence to the teachings and virtues of the Catholic Church;
2. To help students navigate the moral decisions they will face in their lives, in fidelity to Catholic teachings;
3. To serve as positive driving forces in their respective communities;
4. To balance positive leadership with respect for the diversity of each local school;
5. To recruit and cultivate professional Catholic educators;
6. To provide support for each school and the individuals within;
7. To impart knowledge and create opportunities for learning that last a lifetime;
8. To strive to meet the needs of each student, especially by developing the following:
 - a. Positive attitudes to life-long learning;
 - b. Key skills such as listening, reading, thinking, problem solving, and making good judgments;
 - c. Basic knowledge and the ability to locate new and changing information;
 - d. Effective use of technology to assist learning in preparing students for the demands of a technological society.
9. To work to foster a positive, stimulating environment, open to creative and dynamic educational methods;
10. To emphasize growth toward self-discipline and personal responsibility.

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Diocese of Jefferson City

The Catholic School Office helps to formulate policies. All diocesan policies that apply to schools in the Diocese of Jefferson City need the approval of the bishop, since he is the canonically appointed head and teacher of the Church in the diocese. The bishop delegates the responsibility of implementing the diocesan policies related to Catholic schools in the diocese and the responsibility of issuing appropriate diocesan regulations for carrying out these policies to the Catholic School Office.

COMMUNITY AND EXTERNAL OPERATIONS: The Relationships of the Catholic Schools to the Parish

Because schools are a ministry of the parish and are a part of the total parish, the schools are to do the following:

1. Be accountable to the pastoral authority within the parish;
2. Work in union with clergy, other parish leaders and other parish programs;
3. Share educational opportunities and resources, as feasible, with the broader community;
4. Extend service, to the extent possible, to meet the needs of the parish and broader community;
5. Parents and school personnel work in cooperation to educate children toward the fullness of Catholic Christian life;
6. Involve representatives of the parish community in policy development, in the educational process, and in appropriate school activities;
7. Assure regular communication with parents regarding all important areas of school life;
8. Collaborate with the school advisory board and parish pastoral council to carry out the school's mission and philosophy.

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school advisory board. The school advisory board is an advisory board established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal. The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory board advises the pastor that the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to insure the mission is sustained.

COMMUNITY AND EXTERNAL OPERATIONS: Local Policies and Regulations

The school advisory board may recommend to the pastor local policies and/or regulations which may be amended from time to time, as necessary. All local policies and/or regulations are first subject to approval of the pastor. Once approved by the pastor, these policies and/or regulations shall be submitted to the Catholic School Office for review to ensure compliance with diocesan policies and regulations and the law. After this review of the local policies and regulations by the Catholic School Office, and consultation with the superintendent, administrator/principal shall implement these local policies and regulations, along with diocesan policies and regulations.

COMMUNITY AND EXTERNAL OPERATIONS: School Advisory Boards

All school advisory boards are to follow the guidelines established by the Diocese of Jefferson City. (See Series 9000 for Guidelines for School Advisory Boards.)

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. *(School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

All home and school associations are to follow the guidelines established by the Diocese of Jefferson City. (See Series 9000 for Guidelines for Home and School Associations.)

COMMUNITY AND EXTERNAL OPERATIONS: Press Releases

Press releases from a school should be reviewed and cleared with the Communications Office of the Diocese, the school administrator/principal and pastor.

COMMUNITY AND EXTERNAL OPERATIONS: Press Releases

Any press releases and/or media contact or statements regarding such things as permanent school closings, closing of grades, disasters, legal challenges or other serious/controversial issues are to be cleared with the Catholic School Office with consultation with the chancellor of the diocese and the communications director to decide who will release information or make comments concerning the matters to the media. Normally, the procedure in these cases is to initially make no comment. The local pastor and/or administrator/principal is to inform employees that they, in turn, are to make no comment on the matter until consultation is received from the Catholic School Office or the Diocesan Communications Director.

COMMUNITY AND EXTERNAL OPERATIONS: National Catholic Educational Association

In order to ensure excellent Catholic professional development, every school of the diocese is expected to have an institutional membership in the National Catholic Educational Association. Catholic school administrators/principals are to attend the NCEA annual convention, if at all possible. If unable to attend, a letter explaining why they are unable to attend must be provided to the Catholic School Office.

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools Week

Catholic Schools Week is to be observed in every Catholic school in the Diocese of Jefferson City during the week recommended in the national promotion with special activities and observances to be scheduled during this week.

COMMUNITY AND EXTERNAL OPERATIONS: Use of Student Photos

Much care must be taken in the use of photos of students (either of individual students or groups of students) for public relations purposes. Student photos may be used in brochures, newspapers, or other publications only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix #DSR 1530.

School administrators/principals, after obtaining permission from the appropriate pastor, may utilize photos of students (either of individual students or groups of students) on the school website or parish website only if the parent/guardian of the student signs the Diocesan release found in Appendix #DSR 1530. Similarly, Presidents of Diocesan high schools, shall obtain permission from the Diocesan Catholic School Office, before utilizing student photos for the school website. If the pastor or representative of the Catholic School Office of the Diocese provides permission for the use of student photos on the school website or parish website, neither the first name of the student nor the last name of the student may be referenced on the website. To clarify, the Diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (*By mutual written agreement, however, the time limits may be extended.*)
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOL OFFICE

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the Catholic School Office and the grievant of his ruling. The decision of the bishop will be final and binding.

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

ADMINISTRATION: Bishop

The bishop, as ordinary of the diocese, has the rights and responsibilities for the administration of the diocese, including the educational apostolate. His rights and duties include granting official recognition to Catholic schools, maintaining general supervision over them, and issuing general prescriptions for their operation.

To assist him in this role, the bishop authorizes agencies and appoints individuals, including the Catholic School Office and the Diocesan Education Council to whom he delegates certain authority and responsibility. All policies contained in this manual have been approved by the bishop and may not be contradicted by any local policy. Likewise, regulations in this manual are approved by the superintendent of Catholic schools and may not be contradicted by any local regulation.

ADMINISTRATION: Regional or Interparish School

In cases where one school provides Catholic education to students from more than one parish, an agreement shall be reached by representatives of the parishes involved and then approved by the bishop or his delegate, with respect to pastoral responsibilities, school advisory board membership, financial arrangements, and other relevant areas.

ADMINISTRATION: Superintendent and Associate Superintendent of Catholic Schools

The superintendent of Catholic schools, appointed by the bishop, is the chief administrative officer of the Catholic School Office and of programs which come under the jurisdiction of the Catholic School Office. The superintendent of Catholic schools is directly responsible to the bishop. A list of duties of the superintendent of Catholic schools is contained in the Job Description: Superintendent of Catholic Schools. (See Appendix #2005.)

The superintendent has the authority and discretion to delegate any duty or responsibility to the associate superintendent. The superintendent and associate superintendent work as a team to enhance the greatest possible teaching ministry of the Catholic schools in the Diocese of Jefferson City.

ADMINISTRATION: Pastor

The pastor, appointed by the bishop, has the rights and responsibilities specified by Canon Law, including serving as the administrator of the parish. As administrator of the parish, the pastor also is the chief administrative officer of the parish school. Most of the educational responsibilities of this role, however, the pastor delegates to the school administrator/principal and faculty with support from the Catholic School Office. He, however, maintains certain responsibilities including, but not limited to, the final authority of the spiritual and administrative aspects of the school and is the local parish legal authority.

The pastor shall provide strong leadership to ensure that the entire parish understands and supports the goals of the parish school.

The pastor's approval, normally in writing, is required before any policy recommended by the school advisory board becomes effective.

The pastor, in consultation with the parish finance council and parish pastoral council, is responsible for the financial support of the school. In regard to this responsibility, he relies heavily upon recommendations of the parish finance council and parish pastoral council regarding the total parish budget. The development of the school budget is a job responsibility of school administrator/principal and school advisory board who present a draft budget to be approved by the pastor and parish pastoral council. Specific line items that need to be made in the budget because of cost considerations are generally recommended by the school administrator/principal and school advisory board and given back to the pastor for final approval. The finance council determines the whole budget for the parish and the school. The parish pastoral council, school advisory board, school administrator/principal and pastor determine how to have the school provide within those means.

The pastor along with the school administrator/principal work together on the task of arranging financial support with students' parents who do not seem to be active, supporting parishioners or who find themselves in financial difficulties.

When a pastor is newly assigned to a parish with a school for the first time, he will receive an orientation by the Catholic School Office. Special assistance to any pastor from the Catholic School Office is available anytime upon request.

ADMINISTRATION: Pastor Delegation of Duties

If the pastor chooses to delegate any of his responsibilities to an associate pastor, such delegation of responsibilities must be clearly defined so as to make it clear to those involved in the operation of the school to whom they are responsible.

ADMINISTRATION: The School Administrator/Principal

The school administrator/principal of a local educational program is responsible for carrying out diocesan and local policies for the program and for facilitating a Christian environment conducive to quality education. The school administrator/principal is directly accountable to the pastor and in the fulfillment of his or her educational duties.

Candidates are screened by the Catholic School Office and then their application is sent to the pastor of the parish. The search committee recommends to the pastor the names of those candidates who they believe would be a suitable school administrator/principal for the school. The pastor has final authority on interviewing and hiring the school administrator/principal.

The school administrator/principal is responsible to the pastor for implementing local policies, issuing appropriate regulations and for supervising the total school program – curricular and extra-curricular activities – including athletics, maintenance, lunch programs, and all other staff and activities that are part of the total school program. In carrying out diocesan policies and regulations, the school administrator/principal is accountable to the pastor. The Catholic School Office is a resource in assuring diocesan policies are followed as prescribed.

ADMINISTRATION: Selection and Hiring of a Catholic School Administrator/Principal

The role of the school administrator/principal in the school is an important leadership position. Great care and diligent work needs to be exercised in the search, interview, and selection of this person. The main responsibility for hiring the Catholic school administrator/principal belongs to the pastor working in collaboration with the school advisory board, a search committee, and the Catholic School Office.

It is the responsibility of the school advisory board to either act as the main search committee or form such a committee to search for, interview, and recommend candidates to the pastor. The pastor might choose to broaden the search committee by including other parish representatives as a part of it.

The Catholic School Office provides assistance to the local community as desired. As a first step in the application of those searching for a position as school administrator/principal, the Catholic School Office interviews and approves the candidate(s) to ensure that the person meets the requirements of the diocese.

ADMINISTRATION: Local Search and Selection Process

Upon determination of a vacancy of the position of school administrator/principal, the pastor or chair of the local school advisory board search committee shall request from the Catholic School Office a detailed booklet of procedures for the search and selection of a new school administrator/principal. The following offers a brief overview of the local search process. (See Appendix #2102 for further details.)

The school advisory board is responsible for recommending to the pastor the updating of the local job description and for planning a search for qualified potential school administrators/principals. The pastor, in consultation with the school advisory board, appoints a search committee which has the following responsibilities:

1. Keeping direct contact with the Catholic School Office concerning the vacancies and applicants after the candidate(s) has been screened by the Catholic School Office;
2. Doing preparatory work, (time line, principal role, information, salary range);
3. Advertising and recruiting, (ad copy, local ad placement, recruiting potential candidates);
4. Screening of applicants, (confidentiality, references, screening format, interview invitations);
5. Planning and conducting interviews, (ethics, priority characteristics/skills, interview form, questions, scheduling);
6. Recommendation of candidate(s) to the pastor, (decision, diocesan approval, presentation).

ADMINISTRATION: Application for Employment

Every applicant for an educational position in a school in the Diocese of Jefferson City must complete a proper Employment Application Form supplied by the Catholic School Office. (See Appendix #2105.) Besides the required application form supplied by the Catholic School Office, each applicant for an educational position in the Diocese of Jefferson City must present a credential file or its equivalent containing original or certified transcripts of graduate and undergraduate credits, records of religious and state certification, three original, hand-signed written letters of recommendation, including one from a pastor, an I-9 form (See Appendix #4117), and a waiver of confidentiality form. In addition, the applicant must agree to a full background check. Falsification of any documents relevant to the application or records of continuing education shall constitute grounds for immediate dismissal.

ADMINISTRATION: Background Check

The Safe Environment Program, mandated by the United States Council of Catholic Bishops (USCCB), requires background checks for all personnel and volunteers who may have contact with minors. Administrative candidates for the Diocese of Jefferson City must fill out and return the Background Check Acknowledgement Form (See Appendix #2106A) and the Request for Child Abuse/Criminal Background Record Form (See Appendix #2106B). Employment is contingent upon reports deemed to be satisfactory to the Catholic School Office and chancellor.

ADMINISTRATION: Qualifications for School Administratorship/Principalship

In a Catholic school, leadership shall include both the Catholic and educational dimensions. For that reason, school administrators/principals in a school in the Jefferson City Diocese are to have the following qualifications:

1. Shall be practicing, committed Catholics in good standing with the Church;
2. Shall hold a philosophy of education that is consistent with this Catholic conviction;
3. Shall have at least three years of successful teaching experience, preferably in a Catholic school;
4. Shall hold a master's degree in educational administration and a principal's certificate in the state of Missouri or their equivalent; occasional exceptions to this requirement may be made, e.g., if an applicant is nearing completion of a master's degree or has the equivalent of such requirements, or agrees to work toward Missouri certification within a timeframe approved by the Catholic School Office;
5. Shall hold or be working toward the appropriate level of religious education certification according to diocesan norms;
6. Shall be capable of fulfilling the responsibilities of the school administrator/principal;
7. If the school administrator/principal has not worked in a Catholic school setting, the new school administrator/principal will have regularly scheduled meetings during the first academic year with the Catholic School Office to assure the philosophy of Catholic education is instilled in the school administrator/principal. The superintendent in consultation with the pastor will determine if the school administrator/principal will continue to meet with the Catholic School Office the following academic year.

ADMINISTRATION: Religious Education Standards and Certification and Continuing Development in Catechesis

School administrators/principals are to be at the Initial Level of Catechist Certification of religious certification within one year of their employment and at the Apprentice Level of religious certification within seven years of their employment in the Diocese of Jefferson City.

The policy on continuing catechetical development requires schools to schedule a workshop in a predetermined area related to catechesis or Church teachings each year. Each of the workshops could be completed in a 3-hour period of time. The workshops could be scheduled at orientation meetings at the beginning of the year or at in-service meetings at some point during the year on an early release day or days. The 3-hour timeframe could be scheduled in one session or divided into two one and one half hour sessions. **Continuing development workshops may not take place on the faculty retreat day. Attendance at the Religious Education Institute does not fulfill the requirement for continuing development.**

(See Appendix #2109 for details.)

ADMINISTRATION: Job Descriptions

The Diocese of Jefferson City Job Descriptions for School Administrators/Principals is to be used for each school administrator/principal. (See Appendix #2112.) The job description may be modified after consultation with the Catholic School Office.

ADMINISTRATION: Job Descriptions

Job descriptions are to be originally signed and dated, and then initialed and dated each year thereafter.

ADMINISTRATION: Equal Employment Opportunity

The educational institutions of the Catholic Diocese of Jefferson City fully support and practice the principle of equal employment opportunity. This means it is the policy to recruit, hire, train, promote, demote, terminate and pay employees without regard to race, color, national origin, age, sex, handicap or disability, veteran or family status, or any other status or condition protected by applicable state or federal laws.

The educational institutions of the Catholic Diocese of Jefferson City are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all employees with disabilities who request an accommodation, where their disability affects the performance of job functions. The educational institutions of the Catholic Diocese of Jefferson City may require an employee to provide a certification of the nature and extent of a disability from the employee's health care provider as part of the process used to find a reasonable accommodation. The educational institutions of the Catholic Diocese of Jefferson City further may have its own health care provider examine the employee's disability and evaluate its nature and extent.

This policy is neither exhaustive nor exclusive. The diocese is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

ADMINISTRATION: Contracts/Service Agreements

All educational school administrators/principals in Catholic educational institutions in the Diocese of Jefferson City shall be under contract forms approved by the Diocesan Bishop and supplied by the Catholic School Office. No other employment contracts or service agreements are recognized as valid. (See Appendix #2130.)

ADMINISTRATION: Contracts/Service Agreements

All contracts/service agreements for Catholic school administrators/principals are to be for a service period to cover 12 months.

ADMINISTRATION: Service Days

The amount of on-site service days of the school administrator/principal is to be 200 unless, by mutual agreement between the pastor, school advisory board and school administrator/principal, a greater number of days is agreed upon and is required. The 200 days of on-site service requirement is based on the teacher contract service day requirement plus an additional eighteen days.

ADMINISTRATION: Contract Modification

No waiver of modification of a school administrator's/principal's contract or any covenant, condition or limitation contained therein shall be valid unless there is consultation with the Catholic School Office and the modification is in writing and agreed to by the school administrator/principal and pastor and recorded using the Contract Modification Form. (See Appendix #2132.)

ADMINISTRATION: Contract Release

Only after consultation with the Catholic School Office, and a contract modification form is completed, can a school administrator/principal be released from his/her contract.

ADMINISTRATION: Contract Breach

In the event the school administrator/principal terminates the contract without the approval of the pastor and his express written consent after consultation with the Catholic School Office, prior to the expiration of the contract term, school administrator/principal, pastor, and/or school acknowledge that the exact dollar amount of damages that school/parish will incur will be difficult to determine. Therefore, school administrator/principal and school/parish agree that school administrator/principal shall be liable to and pay school/parish as liquidated damages, the sum of five (5%) percent of school administrator's/principal's annual contract, to reimburse school/parish for its costs and expenses in employing a replacement school administrator/principal.

ADMINISTRATION: Contract Default (Breach of Duty)

The school administrator/principal shall be deemed to be in default under the contract in the event of any violation of duty hereunder, including, but not limited to, the following:

1. Failure to report to the pastor and Catholic School Office or chancellor any possible cases of child abuse, sexual harassment, drug and alcohol violations, assault, sexual or otherwise, including serious violence, weapons in the school;
2. Failure to carry out duties;
3. Unprofessional conduct;
4. Insubordination;
5. Falsification of employment application or other documents or other misrepresentation;
6. Knowing violation of a reasonable rule of the school;
7. Unsatisfactory attendance;
8. Reporting to work impaired by alcohol or illegal drugs, the consumption of alcohol or illegal drugs, or the sale of alcohol or illegal drugs on employer's premises during school hours and/or at school sponsored activities for students;
9. Conduct endangering the safety of students or others;
10. Cohabitation without being legally married;
11. Any conduct, in or out of school, tending to reflect great discredit on the school administrator/principal or the school or tending seriously to impair the school administrator's/principal's continued effectiveness as a school administrator/principal, any personal conduct or lifestyle at variance with the policies of the diocese or the moral or religious teachings of the Roman Catholic Church;
12. Dishonesty, including falsifying records of any kind;
13. Insubordination (failure to comply with a direct order of a supervisor);
14. Unauthorized possession of the property of a co-worker's, the school's, the diocese's, etc.
15. Refusal to cooperate in an investigation by the school or diocese, including refusal to take a drug or alcohol test when requested to do so;
16. Job abandonment, i.e., leaving the school's or diocese's premises while on duty;
17. Misuse of the school's or diocese's equipment and/or property;
18. Use of the school's or diocese's name or letterhead for personal reasons;
19. Breach of confidentiality;
20. Any violation of contract.

ADMINISTRATION: Renewal/Non-Renewal

There is no tenure, implied or otherwise, in the schools that are in the Diocese of Jefferson City. Each contract is for one year, and there is no obligation to renew a contract. Renewal is solely by means of a new contract executed by both parties for one year. The repeated issuance of an annual contract does not imply the granting of tenure.

ADMINISTRATION: Renewal/Non-Renewal

The school administrator/principal is to be notified in writing no later than February 15 of the current contract year of the renewal or non-renewal of the contract, unless exceptional circumstances exist which justify notification after that date. The new contract is to be signed by the school administrator/principal no later than March 15. In the event a school administrator/principal fails to return a signed contract by March 15, the offer becomes null and void, and the parish/school no longer has an obligation to offer another contract.

ADMINISTRATION: Mentor

A school administrator/principal new to a school that is in the Diocese of Jefferson City is to be assigned a mentor school administrator/principal by the Catholic School Office for one year. This term of mentorship can be extended if, in the view of the pastor or superintendent of Catholic schools, more mentorship time is necessary.

If the school administrator/principal has not worked in a Catholic school setting, the new school administrator/principal will have regularly scheduled meetings during the first academic year with the Catholic School Office to assure the philosophy of Catholic education is instilled in the school administrator/principal. The superintendent in consultation with the pastor will determine if the school administrator/principal will continue to meet with the Catholic School Office the following academic year.

ADMINISTRATION: Assistant Principal

Whenever it is deemed advisable, (e.g., in schools over 300 enrollment or in a school with multiple buildings), an assistant principal is appointed yearly by the school administrator/principal after approval by the pastor and consultation with the Catholic School Office. The school administrator/principal and assistant principal develop a written plan of shared and/or delegated responsibilities.

ADMINISTRATION: Secretarial Assistance

As much assistance in secretarial work as possible is to be provided for the school administrator/principal.

A job description for the school secretary, and parish secretary, if they are different employees, should be written and followed so both employees know their responsibilities.

ADMINISTRATION: Teacher-in-Charge

All schools are to have a teacher-in-charge approved by the pastor, who is to function within the assigned job description in the absence of the school administrator/principal or acting school administrator/principal. (See Appendix #2220.)

The teacher-in-charge is to make required emergency and immediate decisions in the administration and operation of the school when the school administrator/principal or acting school administrator/principal can't be reached. Such situations include, but are not limited to, the following:

1. Crisis situations;
2. Emergencies such as accidents, severe and sudden health problems, major weather changes;
3. Approval of any student or faculty arrivals or departures - either previously approved by the school administrator/principal or of an emergency nature;
4. Deliveries of materials;
5. Communication regarding urgent matters, (e.g., with a police officer checking on a missing student);
6. Locking of the office files, checking lights, and other tasks related to building supervision;
7. Serious discipline issues.

If at all possible, the teacher-in-charge should consult with the pastor or personnel at the Catholic School Office for emergency and/or critical decisions. If it is not possible, immediate follow up notification is given to the pastor and the Catholic School Office.

ADMINISTRATION: Acting School Administrator/Principal

When one of the situations below arises, and the major duties of administration, except for contractual matters, are performed by a teacher, pastor, or other designated person, this individual is to be referred to as “acting school administrator/principal”:

1. Prolonged absence of the school administrator/principal;
2. The inability of the parish/school system to hire a school administrator/principal due to lack of acceptable candidates;
3. An extended period between the resignation of a school administrator/principal and the hiring of a new one.

The acting school administrator/principal is to perform the duties of school administrator/principal, except for contractual matters, and is responsible to the pastor.

The job description is similar to that of a teacher-in-charge, except the acting school administrator/principal fills this position for a prolonged period. In such cases, the teacher-in-charge job description can be modified (after consultation with the Catholic School Office) to meet necessary needs. (See Appendix #2220.)

ADMINISTRATION: Acting School Administrator/Principal

In consultation with the pastor, and to ensure he has a capable employee, all “acting school administrators/principals” are to be interviewed and approved by the Catholic School Office for meeting diocesan requirements.

ADMINISTRATION: Catholic Sacramental's

The physical atmosphere of a Catholic school and each classroom is to make clearly evident the Catholic nature of the educational center. A crucifix, a Bible, religious articles, including a statue or picture of Mary, religious reading materials, a prayer center, and religious orientated bulletin boards are all an important part of this Catholic atmosphere.

ADMINISTRATION: Administrative Time

Ideally, every school has a full-time school administrator/principal to carry out all the responsibilities listed above. Normally, schools with fewer than two hundred students are to have a school administrator/principal who is available at least half-time for administrative and supervisory duties. Schools with two hundred or more students or at least eight (8) staffed classrooms should have a full-time school administrator/principal who is free of regular classroom or other responsibilities, but who may choose to devote some time to working with students.

All schools have a full-time school administrator/principal. Either the school administrator/principal is at school as their full employment or they are employed by more than one Catholic school.

ADMINISTRATION: Handbooks

All schools are to publish parent/student and staff handbooks. These handbooks are to be reviewed and approved by the Catholic School Office and are to be locally reviewed and revised, if necessary, annually. Handbooks are to be reviewed for compliance with the law and diocesan policies and regulations by the Catholic School Office.

School handbooks are to have compliance forms signed by the appropriate person indicating that the persons or person has read, understand(s) and agree(s) to abide by the provisions of the handbook. (See Appendix #2350 for sample.)

Copies of current handbooks are to be on file in the Catholic School Office.

The following are lists of the minimum policies and regulations from the *Diocese of Jefferson City Policy and Regulation Manual for Schools* that are to be included in all local handbooks as indicated.

The following minimum policies from the *Diocese of Jefferson City Policy and Regulation Manual* are to be in the local school's teacher handbook.

DSP 4901	Grievance
DSR 1901	Administrative Recourse Procedure
DSP 1902	Penalty Status During Administrative Recourse
DSP 2220	Teacher-in-Charge
DSP 2310	Catholic Atmosphere
DSR 3140	Tax Exemption
DSP 3910	Copyright Law
DSR 3910	Copyright Law (This regulation does not have to be reprinted in each handbook, but a copy is to be made and placed where it is easily accessible to teachers. There is to be a statement in the handbook indicating where the copyright law summary can be found and referenced.)
DSP 4104	Equal Employment Opportunity
DSP 4112	Religious Education Certification (Delete Appendix Reference.)
DSR 4112	Religious Education Certification
DSP 4120	Health Requirement
DSP 4125	Renewal/Non-Renewal
DSR 4125	Renewal/Non-Renewal
DSP 4127	Reduction in Force
DSR 4129	Re-employment after Military Service
DSR 4130	Contract Modifications
DSP 4133	Defaults
DSP 4225	Preparation for Substitutes
DSP 4301	Supervision of Students
DSP 4310	Accident Reporting
DSP 4320	Supervision and Evaluation of Teachers
DSR 4410	Personnel Records

DSP 4515	Jury Duty
DSP 4520	Health Insurance: Teachers
DSP 4530	Annual Allowance: Teachers
DSP 4532	Accumulation of Leave: Teachers
DSP 4534	Prolonged Absenteeism: Teachers
DSP 4536	Family and Medical Leave
DSP 4537	Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver
DSP 4540	Retirement Benefits: Teachers
DSP 4545	Worker's Compensation
DSP 4550	Life Insurance: Teachers
DSP 4560	Other Benefits: Teachers
DSP 4570	Liability Insurance
DSR 4601	New Teacher Formation
DSP 4605	Mentor
DSP 4610	Personnel Appearance
DSP 4620	Outside Professional Service
DSP 4650	Electronic and Telephonic Communications
DSP 4801	Anti-Harassment
DSR 4821	Training for Protecting God's Children
DSR 4831	Code of Pastoral Conduct
DSP 5260	Confidentiality
DSP 5305	Catholic Faith and Moral Standard
DSP 5310	Prohibition of Corporal Punishment
DSP 5315	Weapons and Dangerous Instruments
DSP 5370	Release of Individual Students from School
DSP 5380	Search and Seizure
DSR 5380	Search and Seizure
DSP 5405	Parent/Teacher/Student Conferences
DSP 5410	Promotion and Retention
DSP 5520	Drug/Medication Administration
DSR 5585	Referral Limitations
DSR 5810	Child Abuse and Neglect
DSP 5820	Harassment
DSP 5825	Sexual Abuse of Minors (The whole policy does not have to be represented, but the following is to be standard. (1) Paragraph 1 of the Introduction; (2) Paragraph II A - Reporting Procedures; (3) A statement as to where the complete policy can be found.)
DSP 6235	Non-Catholic Student Participation
DSP 6301	Educational Outings and Field Trips
DSR 6301	Educational Outings and Field Trips
DSP 6305	Chaperones and Drivers for Field Trips
DSP 6410	Speakers, Outside Programs, AV Materials (Including Movies and Videos), and Literature
DSP 6425	Student Internet, E-mail and Other Technology Use
DSP 6480	Research and Observation

The following minimum policies from the *Diocese of Jefferson City Policy and Procedure Manual* are to be in the local school's parent/student handbook.

DSP 1305	Educational Authority in the Parish
DSP 1430	Home and School Association
DSP 1810	Parent Communication Agreement
DSP 1901	Grievance
DSR 1901	Administrative Recourse Procedure
DSP 1902	Penalty Status During Administrative Recourse
DSP 5101	Non-Discrimination
DSP 5201	Proof of Guardianship
DSP 5210	Absences and Tardiness
DSR 5211	Written Excuses
DSP 5220	Requests for Family Reasons
DSP 5260	Confidentiality
DSP 5305	Catholic Faith and Moral Standard
DSR 5310	Prohibition of Corporal Punishment
DSP 5315	Weapons and Dangerous Instruments
DSP 5360	Dismissal and Expulsion
DSR 5360	Dismissal and Expulsion
DSP 5370	Release of Individual Students from School
DSP 5405	Parent/Teacher/Student Conferences
DSP 5410	Promotion and Retention
DSP 5520	Drug/Medication Administration
DSP 5575	Student Insurance
DSP 5701	Students with Special Needs
DSP 5820	Harassment
DSP 5825	Sexual Abuse of Minors (The whole policy does not have to be represented, but the following is to be standard. (1) Paragraph 1 of the Introduction; (2) Paragraph II A - Reporting Procedures; (3) A statement as to where the complete policy can be found.)
DSP 6235	Non-Catholic Student Participation
DSR 6301	Educational Outings and Field Trips
DSP 6305	Chaperones and Drivers for Field Trips
DSP 6425	Student Internet, E-mail and other Technology Use

ADMINISTRATION: School Administrator's/Principal's File - Diocesan

The Catholic School Office maintains an active file on every school administrator/principal of a diocesan school. This file contains the school administrator's/principal's original application and at least three (3) written original, hand-signed letters of reference, including one from a pastor, official transcripts from colleges and universities, original copies of Missouri and religious education certificates, copies of annual contracts, verification of completing Protecting God's Children program, annual evaluations and any other records and/or correspondence pertinent to the school administrator's/principal's position and service in the diocese.

To keep the diocesan file current, the school administrator/principal is responsible to submit official transcripts of any degrees, original certificates, or course work completed after the original application is submitted.

When a school administrator/principal moves from the diocese, the information listed above is transferred to an inactive file kept in the Catholic School Office.

ADMINISTRATION: School Administrator's/Principal's File – Parish

The parish maintains an active file on every school administrator/principal of a diocesan school. This file contains the school administrator's/principal's application and at least three (3) written letters of reference, including one from a pastor, transcripts from colleges and universities, copies of Missouri and religious education certificates, copies of annual contracts, verification of completing Protecting God's Children program, verification and compliance form for the Code of Pastoral Conduct (See Appendix #2481), annual evaluations and any other records and/or correspondence pertinent to the school administrator's/principal's position and service in the diocese.

ADMINISTRATION: Guides for Determining Salary

A lay school administrator/principal salary is set at the local level. In determining a fair wage, two factors need to be considered:

1. How much the person would earn at 85% of a comparable public school administratorship/principalship in the area;
2. How much the person would earn on the teachers' salary and how much additional is warranted due to added tasks and responsibilities of the school administrator/principal.

A school administrator/principal who is a member of a religious community is to be compensated in accordance with diocesan policy. A sample guideline for determining salary can be found in Appendix #2510.

ADMINISTRATION: Benefits

Diocesan group health insurance is available for school administrators/principals. Health insurance coverage is for the term of the school administrator/principal contract, normally a twelve-month period, as specified in the following:

1. For a new school administrator/principal:
Health insurance coverage begins on the first of the month after thirty consecutive days of full-time employment.
2. For a school administrator/principal continuing employment:
There is no break in health insurance coverage during the summer recess for school administrators/principals serving under two successive contracts for the same school or when moving from one diocesan school to another. In an instance where a school administrator/principal transfers from one school to another within the diocese, the first school pays insurance premiums through July 31 and the second school assumes payment for coverage for August and thereafter.
3. For a school administrator/principal who leaves employment of a school in the Diocese of Jefferson City:
Health insurance ends on the last day of the month following the separation of employment. For a school administrator/principal completing an annual contract this coverage extends through July 31.

See Appendix #2520 for a summary of Diocesan Health and Life Insurance Benefits.

The following policies for other personnel also apply to school administrators/principals:

4515	Jury Duty
4536	Family Medical Leave Act
4537	Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver
4540	Retirement Benefits
4545	Workmen's Compensations
4550	Life Insurance
4560	Other Benefits
4570	Liability Insurance
4580	Unemployment Compensation Exemption

ADMINISTRATION: Absence

If extensive absence raises concern about the school administrator's/principal's ability to fulfill school responsibilities, the pastor and school administrator/principal are to try to resolve the issue. If local attempts to resolve the situation are not satisfactory, the Catholic School Office shall be consulted to help determine whether the school administrator/principal can meet the terms of the existing contract.

ADMINISTRATION: Professional Growth

The school administrator/principal is responsible for their on-going professional growth through reading, consultation, workshops, and inservice opportunities. The principal is accountable to the Catholic School Office in fulfillment of this responsibility.

ADMINISTRATION: Professional Organizations

The school administrator/principal is encouraged to establish membership and other contacts with appropriate professional organizations, especially the National Catholic Education Association (NCEA). The school administrator/principal is to attend the annual convention of the NCEA whenever possible. When the school administrator/principal cannot attend, permission from the pastor must be given, and a letter must be written to the superintendent with explanation. If the Catholic School Office disagrees with the reasoning, the superintendent and pastor will discuss the matter.

ADMINISTRATION: Professional Appearance

The school administrator's /principal's appearance dress and grooming must be professional and appropriate to both the Catholic administrative position and the education profession. Jeans, sweats, shorts, and other similar items of leisure clothing are not considered appropriate dress for the normal performance of duties and diocesan meetings. Principal retreat days are a dress down day for the principals. School administrators/principals should not participate in dress down days nor costume dress days at school (i.e., pajama day, reverse day, favorite musician/actor, etc.).

ADMINISTRATION: Shared Vision and Communication

It is essential that all Catholic school administrators/principals in the Diocese of Jefferson City reflect a shared vision for the schools in the Diocese of Jefferson City and a perceived unity, which derives from mutually supported efforts to implement this vision.

Since communication and collaboration are essential in carrying out the teaching mission of the Church in the Diocese of Jefferson City, the Catholic School Office is to establish vehicles and procedures for such communication and collaboration to take place among the school administrators/principals and schools in the Diocese of Jefferson City and the Catholic School Office, including scheduling regular meetings for school administrators/principals.

When a school administrator/principal or group of principals desire to have an inservice or professional development where other school administrators/principals and educators gather, this is to be encouraged and brought to the attention of the Catholic School Office to assist in promoting and to assure that the event is in harmony with our Catholic identity and faith.

School administrators/principals are encouraged to attend public school inservices and professional development when the material presented is in harmony with Catholic teaching. It is good team building and develops strong ties to the community with public and other non public school administrators/teachers are invited to the local Catholic schools inservices and professional development opportunities.

ADMINISTRATION: Shared Vision and Communication

In addition to regular meetings, the Catholic School Office provides the following special vehicles of communication.

The Advisory Council of Diocesan School Administrators is to be the main communication and shared vision vehicle through which dialogue and collaboration is to take place among school administrators/principals in the Diocese of Jefferson City and the Catholic School Office. (See Series #9000 for guidelines.)

Copies of the minutes of each local school advisory board meeting are to be sent to the Catholic School Office after each meeting.

The Catholic School Office will publish a monthly newsletter during the school year to keep school administrators/principals informed.

The Catholic School Office will conduct at least one annual visit to each school in the Diocese of Jefferson City.

The Diocesan Education Council is advisory to the Bishop and assists the Catholic School Office by formulating and recommending policies to govern the education programs of the Diocese of Jefferson City subject to the provisions of Canon Law. After promulgation by the Bishop, the Catholic School Office has the responsibility to notify the school administrators/principals of these updated and/or new policies.

ADMINISTRATION: Diocesan Meetings

Catholic school administrators/principals are to attend all meetings scheduled by the Diocese of Jefferson City for its school administrators/principals. Such meetings are necessary in order to promote communication, social interaction, peer support, and on-going professional growth. In addition to regular meetings, new school administrators/principals and school administrators/principals new to the diocese, are to attend the new administrators' meeting. If they are hired after these are held, they are to attend the sessions the following year. Pastors with schools are to attend the beginning of the school year Mass and information day held the first day of all administrator meetings.

ADMINISTRATION: Legal Advice

Catholic school administrators/principals are to be knowledgeable on school law. In cases where there is any possibility of the misapplication of the law or the potential for a legal problem, the Diocese of Jefferson City attorney or the Catholic School Office is to be contacted either by the school administrator/principal or pastor. If the school administrator/principal or pastor contacts the diocesan attorney directly then the Catholic School Office should be contacted by the school administrator/principal within 24 hours of contact with the attorney.

ADMINISTRATION: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

See DSR 1901 for specific regulations regarding the procedure.

ADMINISTRATION: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Funding

In civil law (the parish is separately incorporated) and in Church law, the pastor is the final authority, as delegated by the Bishop. At the same time, the schools together make up the diocesan school system. The school system is overseen by the Bishop, delegated to the Catholic School Office.

Catholic schools are a part of the mission of the total Church and broader than individual parishes just as are the Propagation of the Faith and other missionary endeavors. Every child is entitled to a Catholic school education whenever and wherever possible, just as each is entitled to other basic rights, including physical and spiritual. As all citizens are obligated to support public school education, whether or not they receive direct benefits, so do all citizens of the Church have an obligation to support Catholic school education. In comparing with public school districts: no district, no local town or community is expected to pay for the total cost of education. In addition to the local tax levy, every public school receives state payments for each child in the district. This money is made available from the general tax income of the state.

It is further recognized that the local community and the state cannot finance the entire cost of education. Therefore, federal funds are also made available to every local public school district.

By comparison, in the Church sphere, the local community or parish has always been left to itself to pay the total cost of Catholic education. This is so even though Catholic schools welcome children whose parents can pay little or nothing towards the education of their children.

The responsibility for total education in a specific geographical area and in the diocese, with all that it implies and requires for its moral and financial support – namely, planning, coordination, priority setting and unified public acceptance – is a common one, shared by all the members of the Body of Christ.

The teaching mission of the Church, its primary mandate from Christ, revolves around the parish – the local unit of the Church Universal. While the immediate task of a parish is the transmission of the Faith to its own members, this very charge cannot be accomplished without educating them to the broader concerns of a Church that is Catholic.

Total education cannot be achieved apart from communication of the Good News of Christ. Thus, it is that Catholic schools can offer a unique dimension in the spheres of truth and morals not available elsewhere.

Especially in our society today, it is critical that there remain in this country a place where Catholic and Christian values can be related to everything a child learns. This will make for a stronger country, a stronger community, and a stronger Church. In this respect, everyone has a stake in Catholic schools. The passing on of the Catholic faith from generation to generation through the Catholic school affects everyone.

Furthermore, in a highly mobile society, parish units cannot afford to limit their interests to those who are members at the current moment. In such a society, the benefits of a Christian education received by one member may well accrue to members far removed from the original site of instruction. Thus, parish boundaries may not restrict concerns of the Spirit, nor limit Christ's command to teach all nations.

Therefore, all of Christ's faithful shall share the obligation of promoting Catholic schools and of assisting in establishing and maintaining them. The opportunity to participate more fully in the total mission of the Church is bound to enhance each parish.

Revised June 1, 2015
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Pursuing Non-payment of Fees

Catholic schools are encouraged to use a variety of means in a Christian pursuit of overdue fees. However, before an attorney or court is used in such pursuit, a list of names of the persons owing a back due amount is to be submitted to the Catholic School Office and consultation is received from the bishop or his delegate for further pursuit.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Tax Exemption

The tax-exempt status of the local parish and school institution and/or diocese is never to be used for personal use or gain.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Fund-Raising Activities

All fund-raising activities, including those for curricular and extracurricular activities, are to be approved and overseen by the school administrator / principal in consultation with the pastor.

Local community restrictions and the safety and age of the children should always be taken into consideration.

When new ideas for fundraising are considered it is highly recommended to consult with the Diocese of Jefferson City Finance Office for the legality of a fundraiser.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Development Activities

All parishes with schools, and those parishes who send students to those schools, need to be involved in development and marketing activities in the promotion and financing of its schools.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Bequests

The Catholic Diocese of Jefferson City, Missouri (the “Diocese”) is a tax-exempt entity under the Internal Revenue Code. Gifts and bequests to the Diocese, its parishes, schools and agencies are exempt from income, gift and estate taxes.

The language below is recommended for gifts and bequests to the Diocese or any of its parishes, schools, agencies or special ministries which the donor would like to specify. Every donor has the assurance that each Diocesan beneficiary will use a gift or bequest for the purpose specified.

- **Unrestricted bequest to the Diocese**
I give and bequeath (*here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder and residue of my estate’ after all other individuals are named*) to The Catholic Diocese of Jefferson City, Missouri, for its exempt purposes, without restriction.
- **Unrestricted bequest to Diocesan parish, school or agency (Parish example)**
I give and bequeath (*here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder and residue of my estate’ after all other individuals are named*) to (*here name the parish and city; school and city; agency and city; or special ministry*),
Example: Sacred Heart Parish, 1115 Locust Street, Columbia, Missouri, for its exempt purposes, without restriction, but if the Sacred Heart Parish is not then in existence, then to The Catholic Diocese of Jefferson City, Missouri, for the benefit of the parish or parishes succeeding to the control of the Sacred Heart Parish in a manner the Bishop of Jefferson City deems appropriate.
- **Restricted bequest to Diocesan parish, school, or agency (Parish Endowment example)**
I give and bequeath (*here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder and residue of my estate’ after all other individuals are named*). Example: to the parish endowment of the Sacred Heart Parish, 1115 Locust Street, Columbia, Missouri, Missouri, but if said endowment is not then in existence, then to the Sacred Heart Parish, for its exempt purposes, without restriction, but if the Sacred Heart Parish is not then in existence, then to The Catholic Diocese of Jefferson City, Missouri, for the benefit of the parish or parishes succeeding to the control of the Sacred Heart Parish in a manner the Bishop of Jefferson City deems appropriate.

When a person approaches the pastor or school administrator/principal about giving a gift to the parish/school, it is important to contact the Planned Giving Director for the diocese.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Diocesan
Excellence in Education Fund

The most important part of the education process is the quality of the teacher. Because Catholic schools concern themselves with children's souls as well as their minds, it is important that Catholic schools attract and retain the best possible faith-filled teachers. In order to do this, Catholic schools must pay a just and competitive wage. The DEEF fund has been the single most important program to motivate schools to meet this goal.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Diocesan
Schools Technology Fund

The Diocesan Schools Technology Funds established in 1999, provides a source of funds to assist schools within the diocese in providing for technological support within the schools.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Participation in Government Programs

Government programs of aid to students are utilized in schools whenever possible and practical. Such programs are used only if they do not compromise the educational philosophy of the Catholic school and do not cause a disruption of regular instructional services.

Contact the Diocesan Finance Office for training on school building safety.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Filing of
Government Procedures

School administrators/principals are responsible for keeping current files on the procedures for carrying out programs with government agencies.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Federal
Breakfast, Lunch, and Milk Programs

All funds collected and expended in connection with federal breakfast, lunch, and milk programs are to be kept in a special checking account, completely separate from either the school or the parish account.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Vendors

Neither the Catholic School Office nor its staff shall recommend products of any vendor. Lists of all diocesan schools are given to companies which exhibit in the diocese, or to others at the discretion of the Catholic School Office and to requesting non-profit groups with materials of interest to the schools.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Buildings and Facilities

Schools as Places of Employment: The Occupational Safety and Health Act and the Missouri Department of Labor and Industrial Relations supervises “places of employment,” which include private schools, in order to protect the health and safety of both employees and students. State law and the department’s administrative code, which has the force of law, include many specific provisions about safety devices and procedures.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Posters that
Must Be Displayed in Every Place of Employment Including Schools

Missouri Worker's Compensation

(Obtained from Missouri Division of Labor)

Federal Minimum Wage – Your Right Under the Fair Labor Standards Law

Employee Polygraph Protection Law

Family and Medical Leave Act of 1993

(Obtained from U.S. Department of Labor)

Equal Employment Opportunity is the Law

Age Discrimination Poster

(Obtained from U.S. Equal Employment Opportunity Commission)

Job Safety and Health Protection on the Job, Occupational Safety and Health Law

(Obtained from U.S. Department of Labor OSHA)

Contact the Diocesan Human Resource Director for further information or if the school does not have these posters displayed.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Asbestos

All schools are to consult with the Catholic School Office and work with the Diocesan Buildings and Properties Office so as to be in compliance with state and federal laws regarding asbestos.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Asbestos

Each school is to have an asbestos management plan written by a certified management planner. A copy of this plan is to be on file with the diocesan buildings and properties coordinator. This office is also to receive copies of any changes in the management plan.

Only persons possessing valid certification may perform asbestos management or abatement activity.

There is to be a designated person / program manager of each school whose name is to be on file with the diocesan buildings and properties coordinator. This person is to see that the school is in compliance with all state and federal laws regarding asbestos and that a copy of the management plan and all required communication and documents regarding asbestos are on file in the school and / or parish office.

The school administrator / principal has the responsibility to oversee the designated person / program manager and make sure that he or she is performing his / her duties. The school administrator has the obligation to become knowledgeable enough about the asbestos regulations in order to do this.

EPA regulations mandate the following types of asbestos training and awareness sessions for your school personnel.

1. All members of the school custodial and maintenance staff (including summer and after school help) who might work in a building that contains ACBM (asbestos containing building materials) must receive general awareness training of two (2) hours duration whether or not they are required to work with ACBM.
2. All members of the school custodial or maintenance staff who conduct any activities that might result in the disturbance of ACBM must receive training above plus 14 hours of additional training.
3. Each school or school system must designate a person to oversee asbestos activities for that school or system and insure compliance with EPA regulations. (Two or more schools can choose to have the same individual, or an outside consultant is acceptable). This "Designated Person" or "Program Manager" must receive specific training for this.

Additional information can be found in Appendix #3821.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Insurance,
Worker's Compensation and Insurance Programs

Schools, in conjunction with the parishes, are to follow diocesan and State of Missouri guidelines and regulations regarding worker's compensation, liability and property insurance and are to be part of the diocesan insurance program. Above all, the Diocese of Jefferson City desires a safe working environment. Sometimes injuries occur. The resource for any injury claim is the Diocesan Finance Office. It is important to call to make sure all forms are filled out correctly and in a timely manner. Do this immediately, only after all steps have been taken to secure the person in the emergency, have been met. Always make the call to the Diocesan Finance Office the same day as an injury, even if it appears the injury is minor.

WORKER'S COMPENSATION

The federal government and the State of Missouri require all employees of a school, including priests and religious, to be covered by worker's compensation insurance, which provides for medical and monetary benefits to employees injured by reason of their work, and in the case of death resulting from such injuries, benefits to their dependents. All institutions of the Diocese of Jefferson City are covered for such accidents through the diocesan insurance program, annually billed to the parish or school. All injuries to employees should be reported immediately to the diocesan insurance broker (Winter-Dent at 800-769-3472) on forms available from them. Failure to report such accidents may cause the State to exact a penalty against the parish or school.

INSURANCE – LIABILITY

All institutions of the Diocese of Jefferson City are provided liability insurance through the diocesan insurance program. It provides payment of sums, which the school may become legally obligated to pay because of bodily or personal injury, or property damage, occurring on the school premises due to negligence or because of the action of any personnel of the school.

The school has the protection of legal counsel provided by the insurance company for defense in any covered lawsuit brought against the school or its employees. This protection extends to teachers, volunteer workers and school advisory board members, to the extent the policy applies in regards to a lawsuit against the diocese. Normally, individuals are also counseled to retain their own attorney. Any occurrence which may result in liability should be immediately reported to Winter-Dent on forms available from them and / or reported to the chancellor of the diocese.

INSURANCE – PROPERTY

All institutions of the Diocese of Jefferson City are covered for property insurance by the diocesan insurance program. This policy provides coverage for real and personal property owned by the school and the personal property of others under the custody of the school, which the school has agreed to insure by listing in its inventory. Owned automobiles should be covered separately. While not covered automatically, if needed, coverage for money and securities is also available.

Any such loss should be immediately reported to Winter Dent at 800-769-3472 or to the chancellor of the diocese.

Revised June 1, 2015
 May 7, 2004

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law

On January 1, 1978, the General Revision of the Copyright Law (P.L. 94-553), enacted in October of 1976, became effective. All Catholic schools in the Diocese of Jefferson City have a moral and legal commitment to abide by the copyright law.

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law

The following guidelines are offered to assist schools in complying with the copyright laws of the United States.

EXCLUSIVE RIGHTS OF A COPYRIGHT OWNER:

The copyright laws of the United States grant the author of a copyrighted work certain exclusive rights in the work. These exclusive rights include the rights to: (1) reproduce the copyrighted work in copies or phonorecords; (2) prepare derivative works based upon the copyright work; (3) distribute copies or phonorecords of the copyrighted work to the public; (4) publicly perform literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works; (5) publicly display literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic and sculptural works, including individual images from a motion picture or other audiovisual work; and (6) publicly perform sound recordings by means of a digital audio transmission.

PERMISSIONS:

The exclusive rights set forth above are given to an author automatically when the author creates a copyrighted work. In the United States, the author does not need to register the work with the Copyright Office or place a notice of copyright on the work to receive the exclusive rights. The author of a copyrighted work may authorize other persons to exercise the exclusive rights by granting a license or by transferring ownership of the copyright in the work. The safest way to exercise one of the exclusive rights given under the copyright laws is to get permission in writing from the copyright owner. You always should consult with your supervisor prior to requesting any such permissions.

THE "FAIR USE" DOCTRINE:

The exclusive rights of a copyright owner are subject to certain limitations and exceptions. For instance, under the "first sale doctrine," the purchaser of a copyrighted work generally is permitted to use the work or resell the work without the permission of the copyright owner. Another limitation that may be familiar to you is the doctrine of "fair use." The doctrine of fair use allows certain uses of copyrighted works for purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Whether a particular use is fair depends on a balancing of four factors: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work.

The balancing test for fair use is fact-specific and requires a case-by-case analysis. You never should assume that you have a right to reproduce or perform a work simply because it is for school purposes. Many uses of copyrighted works for teaching, scholarship, and research do NOT constitute fair uses, and may constitute an infringement of the exclusive rights of the copyright owner.

GUIDELINES FOR “FAIR USE”:

Since the doctrine of fair use is difficult to apply, guidelines have been developed over the years to assist schools and libraries in staying on the legal side of “fair use.” While these guidelines are not the law, the guidelines are based on certain provisions set forth in the copyright law, and their development has been acknowledged by the United States Congress and by the Copyright Office. Many attorneys and legal scholars believe that copyright owners and courts are more likely to allow a particular use of a copyrighted work if that use complies with the generally accepted guidelines.

Accordingly, the following guidelines are offered to assist you in complying with the copyright laws of the United States. These guidelines have been developed based on the generally accepted guidelines and other policy considerations. You always should consult a supervisor if you are unsure whether your use of a copyrighted work is permitted under the guidelines, or if you desire to use a work in a manner that exceeds the scope of these guidelines. These guidelines may require updating from time to time to reflect changes in the copyright laws of the United States.

SINGLE COPYING FOR TEACHERS:

Oftentimes, a teacher may desire to make a single copy of an article, poem, short work of prose, chapter from a book, or a visual aid for use in teaching or preparing to teach a class. The following guidelines shall apply to any such copying by teachers. If you are unsure whether your copying of a work falls within these guidelines, you always should consult with a supervisor.

A teacher may:

MAKE a single copy for use in scholarly research, teaching, or preparing to teach a class, of any 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 collective work
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

The right to make a single copy for use in teaching and research is subject to the following limitations:

A teacher may NOT:

- make a copy at the direction of a supervisor or some other higher authority (instead, the inspiration to make the copy must come from the teacher)
- make a copy of a particular work more than 1 time during each school term
- make a copy of a work to take the place of an anthology, compilation or collective work or substitute for the purchase of books, reprints or periodicals
- make a copy of “consumable” materials such as workbooks, exercises, standardized tests and test booklets and answer sheets

MULTIPLE COPIES FOR CLASSROOM USE:

Sometimes, a teacher may desire to make multiple copies of a copyrighted work for classroom use. The following guidelines shall apply to any such copying for classroom use. You always should consult with a supervisor if you are unsure whether your copying of a work falls within these guidelines.

A teacher may:

- **MAKE** multiple copies for classroom use only, and not to exceed 1 copy per student in the class, of the following:
 - a complete poem, if less than 250 words and if printed on not more than 2 pages
 - an excerpt from a longer poem of less than 250 words;
 - a complete article, story or essay of less than 2,500 words, except for special works of prose that combine language with illustrations and are less than 2,500 words in their entirety (e.g. many children's books)
 - an excerpt from any other work of prose of not more than 1,000 words or 10% of the work, whichever is less (plus an allowance to complete any unfinished line of a poem or paragraph of other prose), but in any event a minimum of 500 words
 - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue

The right to make multiple copies for classroom use is subject to the following limitations:

A teacher may NOT:

- make multiple copies unless each copy includes a notice of copyright (which may be a copy of the notice of copyright contained on the original work)
- make multiple copies at the direction of a supervisor or some other higher authority (instead, the inspiration to make the copy must come from the teacher)
- make multiple copies of a particular work more than 1 time during each school term
- make multiple copies of more than 1 short poem, article, story, or essay from the same author, more than 2 excerpts from the same author, or more than 3 copies or excerpts from the same collective work or periodical volume (other than news periodicals, newspapers, and current news sections of other periodicals), during each school term
- make multiple copies of works under these guidelines more than 9 times for each course during each school term (other than multiple copies of news periodicals, newspapers, and current news sections of other periodicals)
- make multiple copies of a work if there would be time to request permission from the copyright owner
- make multiple copies to take the place of an anthology, compilation or collective work or substitute for the purchase of books, reprints or periodicals
- make multiple copies of "consumable" materials such as workbooks, exercises, standardized tests and test booklets and answer sheets;
- charge a student for any copies beyond the actual cost of the photocopying, and only at the direction of a supervisor

REPRODUCTION OF PRINTED SHEET MUSIC:

Occasionally, a teacher may desire to make copies of printed sheet music. Whenever possible, a teacher should try to obtain permission from the copyright owner prior to making any such copies. The following guidelines shall apply to any copying of printed sheet music. You always should consult with a supervisor if you are unsure whether your copying of printed sheet music falls within these guidelines.

A teacher may:

- MAKE emergency copies to replace purchased copies which are not available for an imminent performance, provided that replacement copies are purchased in due course
- MAKE single or multiple copies of excerpts for academic purposes other than performance not to exceed 10% of the work and 1 copy per student, and provided that the excerpts do not comprise a performable unit such as a section, movement or aria
- EDIT or simplify purchased copies of printed sheet music, provided that the fundamental character of the work is not distorted, and no lyrics are altered or added to the work

The right to make copies of printed sheet music is subject to the following limitations:

A teacher may NOT:

- make copies of printed sheet music without the inclusion on each copy of the copyright notice which appears on the sheet music
- make copies of printed sheet music to take the place of an anthology, compilation or collective work or substitute for the purchase of printed sheet music
- make copies of “consumable” materials such as workbooks, exercises, standardized tests and test booklets and answer sheets

IN-CLASSROOM PERFORMANCES AND DISPLAYS:

Oftentimes, a teacher may desire to perform or display a copyrighted work in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction. The following guidelines shall apply to any such performance or display. You always should consult with a supervisor if you are unsure whether your performance or display of a copyrighted work falls within these guidelines.

A teacher may:

- **PERFORM** and **DISPLAY** a copyrighted work, or have students perform and display a copyrighted work, in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction

The right to perform and display a copyrighted work is subject to the following limitations:

A teacher may NOT:

- perform or display a copyrighted work for the purposes of a school concert, school play, or other non-teaching activity, or for any activity involving direct or indirect commercial gain, without permission from the copyright owner, and prior consultation with a supervisor or other higher authority
- perform or display still images from a motion picture or other audiovisual work if the teacher knows that the work is an illegal or illegally-obtained copy

COMPUTER SOFTWARE:

The copying of computer software is generally illegal, unless permission to make copies is included in the purchase or license agreement. You do not have a right to copy computer software simply by virtue of purchasing a copy of the software. The following guidelines shall apply to any copying of computer software, including computer software that is pre-installed on a computer, purchased from a store, or downloaded from the Internet or local intranet. You always should consult with a supervisor if you are unsure whether your copying of a computer program falls within these guidelines.

A teacher may:

- **MAKE** one copy of a lawfully-owned computer program for archival purposes only (that is, to serve as a back-up copy in case the original copy is lost or destroyed)
- **MAKE** a copy as an essential step in the utilization of the program in conjunction with a machine (this is a technical aspect of the copyright laws that allows a computer to operate with computer software, and will rarely if ever apply to your situation)

The right to copy computer software is subject to the following limitations:

A teacher may NOT:

- make a copy of any computer software or other computer program for classroom use or any other purpose other than making an archival copy
- use any computer software in violation of the software license accompanying the software or any usage or other guidelines provided by a supervisor or other higher authority

VIDEO RECORDINGS:

Occasionally, a teacher may desire to use a video recording of a broadcast television program, movie or other audiovisual work for classroom use. The following guidelines shall apply to any such use of video recordings. You always should consult with a supervisor if you are unsure whether your use of a video recording falls within these guidelines.

A teacher may:

- USE a legally acquired video recording (for example, through purchase or rental) in classrooms or similar places of instruction as part of face-to-face teaching, provided that the video recording is directly related to the instructional program
- MAKE 1 copy of a broadcast television program for educational purposes only, and subject to the following restrictions:
 - The inspiration to make the recording must come from the teacher, and not a supervisor or other higher authority;
 - The video recording may be used by the teacher in the classroom only once during the first 10 school days after making the recording, and once more if necessary for review or instructional reinforcement;
 - After the first 10 school days, the video recording may be used only to determine whether to include the video recording in the teaching curriculum in the future; and
 - The video recording must be erased or destroyed within 45 days after making the recording
 - The video recording must include the copyright notice on the broadcast program as recorded

The right to use a video recording for classroom use is subject to the following limitations:

A teacher may NOT:

- make any copies of movies or audiovisual works other than broadcast television programming without permission from the copyright owner and prior consultation with a supervisor
- build a library or videotape collection through contributions or purchases of illegally copied or illegally purchased tapes (for instance, a teacher may not accept the donation of an illegally copied tape of a movie from a parent)

COPYRIGHTED MATERIAL ON THE INTERNET:

The Internet is a vast resource that makes available a wide spectrum of copyrighted and uncopyrighted materials. If you are unsure, you always should assume that any material available to you on a Web site through the Internet is copyrighted. You do not have a right to copy images, text or other copyrighted materials from a Web site simply because the materials have been made publicly available on the Internet. The following guidelines shall apply to any copying of copyrighted materials from the Internet. You always should consult with a supervisor if you are unsure whether your copying of materials from the Internet falls within these guidelines.

A teacher may:

- MAKE only 1 printed copy of a news story, article or other content from a Web page in order to read the material on paper instead of the computer screen, and provided that:
 - Making the printed copy does not violate the terms of use of the Web site;
 - The printed copy is no more than 10 pages in length; and
 - The printed copy is not further copied or redistributed by the teacher
- MAKE one or multiple copies of a copyrighted work available from a Web site pursuant to the guidelines for “Single Copying for Teachers” and “Multiple Copies for Classroom Use,” and provided that:
 - Making the printed copy does not violate the terms of use of the Web site; and
 - A printed copy of the work is not otherwise readily available

The right to copy materials from the Internet is subject to the following limitations:

A teacher may NOT:

- make any copies of material contained on the Internet if making the copies would not be allowed under the guidelines for “Single Copying for Teachers” and “Multiple Copies for Classroom Use” if the work were in book or other printed form; and
- use the Internet in violation of any of the terms of use provided by the school or by the school’s Internet Service Provider, electronic mail service provider, or other service or software providers
- use any Web site in violation of the terms of use of the Web site operator

INTERLIBRARY LOANS:

The library is an important resource for the schools. The following guidelines shall apply to any copying or distribution of copyrighted materials by a library for interlibrary loan purposes. You always should consult with a supervisor if you are unsure whether your copying or distribution of materials falls within these guidelines.

A library may:

- MAKE up to 6 copies per year of a periodical published within the last 5 years for interlibrary loan purposes only
- MAKE up to 6 copies per year of small excerpts from longer works for interlibrary loan purposes only
- MAKE only 1 copy of a literary work or phonorecord, and distribute the copy for interlibrary loan purposes only, and only if:
 - The library receives no direct or indirect commercial advantage;
 - The collections of the library are open to the public or at least person doing research in the field that are not affiliated with the library; and
 - The copy of the work includes a notice of copyright that appears on the original work or phonorecord, or includes a legend stating that the work may be protected by copyright if no such notice is provided on the original work or phonorecord
- MAKE up to 3 copies of a published literary work only to replace damaged, deteriorating, lost, stolen or obsolete copies of the work, and only if:
 - The library has determined after a reasonable investigation that an unused replacement copy cannot be obtained at a fair price; and
 - Any replacement copy obtained in digital format is not made available in that format outside of the premises of the library
- MAKE up to 3 copies of an unpublished literary work for the purpose of preservation and security only, and only if
 - The work is currently in the collection of the library; and
 - Any replacement copy obtained in digital format is not made available in that format outside of the premises of the library

The right of a school library to copy and distribute copyrighted materials is subject to the following limitations:

A library may NOT:

- make or distribute copies of any copyrighted works for any purpose not set forth in these guidelines without written permission from the copyright owner and prior consultation with a supervisor or other higher authority

BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Law Enforcement Authorities on School Grounds

The Diocese of Jefferson City's policy is to cooperate with law enforcement authorities. However, the Catholic School Office is always to be called and consulted before law enforcement authorities are allowed to speak to any staff or students for interrogation purposes. It is best to allow the police officer to wait in the school administrator's/principal's office until the pastor and/or school administrator/principal has made a call to the diocesan attorney and/or the Catholic School Office who in turn will speak to the police officer. The police officer may not speak to anyone besides the pastor or school administrator/principal until the pastor or the school administrator/principal has first spoken to the diocesan attorney or the Catholic School Office and that diocesan representative has then spoken to the pastor and/or principal stating to whom the officer may speak to, if any, such permission will be granted.

Normally, the school should not allow this to happen, but exceptions are made, depending on the circumstances. Catholic schools are private institutions just as much as homes are. Law enforcement authorities normally need warrants, subpoenas, or permission to conduct investigations.

In the case of students who are not minors, law enforcement authorities may question the student without parental permission, but the principal is advised to make every effort to notify the parent before the student is questioned, and to be present during the questioning.

Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hotline" report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations the principal should take the following steps:

1. Ask the caseworker to share appropriate identification;
2. Request permission to contact the parent/guardian prior to questioning the student;
3. If permission is denied, document this request and then request permission for school personnel to be present for questioning;
4. Cooperate with the decision of the caseworker in regard to this request. Based on the nature of the investigation, the DFS caseworker may determine that the principal's presence is not appropriate.

PERSONNEL: Faith Commitment

All persons within the Catholic school setting share in the basic mission of Catholic education. For that reason, all shall demonstrate by their attitudes, words, actions, and the integrity of their lives that they support the beliefs and values that underlie Catholic education. Personnel, as employees in a Catholic educational system, agree that, as a condition of employment, they will support and exemplify in conduct both Catholic doctrine and morality. Personnel must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.

Personnel shall be either Catholics in good standing, who are committed to the Catholic faith and to Christian living, and who are registered members of a Catholic parish, or others who have a positive attitude toward the Catholic faith and a commitment to Christian living as well as having a lifestyle that is consistent with Church teaching and are registered members of their particular non-Catholic parishes. They shall work with others within and beyond the school setting in a spirit befitting a Catholic faith community.

PERSONNEL: Responsibilities

All personnel within the school program are directly accountable to the administrator for carrying out assigned responsibilities.

All educational personnel are hired by local pastoral authority (pastor) after a process of consultation developed by the Catholic School Office.

Each employee in a Catholic educational institution in the Diocese of Jefferson City shall have a written job description which is signed annually and becomes part of his or her personnel file.

PERSONNEL: Job Description: Teacher

To assist the pastor and school administrator/principal and to ensure uniformity in the hiring process across the diocese's Catholic schools, teachers are to receive job descriptions as developed by the Diocese of Jefferson City. (See Appendix #4102.)

PERSONNEL: Equal Employment Opportunity

The educational institutions of the Catholic Diocese of Jefferson City fully support and practice the principle of equal employment opportunity. This means it is the policy to recruit, hire, train, promote, demote, terminate and pay employees without regard to race, color, national origin, age, sex, handicap or disability, veteran or family status, or any other status or condition protected by applicable state or federal laws.

The educational institutions of the Catholic Diocese of Jefferson City are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all employees with disabilities who request an accommodation, where their disability affects the performance of job functions. The educational institutions of the Catholic Diocese of Jefferson City may require an employee to provide a certification of the nature and extent of a disability from the employee's health care provider as part of the process used to find a reasonable accommodation. The educational institutions of the Catholic Diocese of Jefferson City further may have its own health care provider examine the employee's disability and evaluate its nature and extent.

This policy is neither exhaustive nor exclusive.

PERSONNEL: Application for Employment

Every applicant for an employment position in the Diocese of Jefferson City must complete a proper employment application form supplied by the Catholic School Office. (See Appendix #4105 for sample.)

Besides the required application form supplied by the Catholic School Office, each applicant for an educational position in the Diocese of Jefferson City must present a credential file or its equivalent containing the following:

1. Original or certified transcripts of graduate and undergraduate credits;
2. Records of religious certification;
3. Three (3) original, hand-signed written letters of recommendation, one of which must be from a pastor or minister;
4. Original copies of licenses/certificates;
5. A satisfactory complete background check.

Falsification of any documents relevant to the application or records of continuing education shall constitute grounds for immediate dismissal.

PERSONNEL: Background Check

The Safe Environment Program, mandated by the United States Council of Catholic Bishops (USCCB), requires background checks for all personnel and volunteers who may have contact with minors. Teacher candidates for the Diocese of Jefferson City must fill out and return the Background Check Acknowledgement Form (See Appendix #2106A) and the Request for Child Abuse/Criminal Background Record Form (See Appendix #2106B). Employment is contingent upon reports deemed to be satisfactory to the Catholic School Office and chancellor.

Each teacher completes a Missouri Division of Children's Services form for child abuse/neglect screening. The form is sent to the Missouri Division of Children's Services and is returned for filing in the Catholic School Office. Should a history of abuse/neglect be identified, the school administrator/principal will be contacted by the Catholic School Office. A decision to remove the teacher will be determined as warranted by the specifics documented by the Missouri Division of Children's Services.

PERSONNEL: Personnel under Contract

A teacher or administrator applicant for a position in Catholic schools whose acceptance of a position would mean breaking contract is not to be interviewed unless/until the applicant provides a written assurance from his/her current employer that the applicant may be released from his/her current contract.

PERSONNEL: Nepotism

The Diocese of Jefferson City recognizes that the employment of relatives can create circumstances of conflict of interest, as well as circumstances adverse to a good working relationship and atmosphere. Therefore, while the hiring of relatives is not proscribed, it is limited by the following provisions:

1. No employee of a Catholic school shall directly hire, directly supervise, or directly evaluate his/her own relative.
2. Relative, as defined in this policy, shall include spouse, parent, children, sibling, and in-law.

PERSONNEL: Hiring of Educational Personnel

The school administrator is to review applications, screen and interview educational personnel candidates and make recommendations to the pastoral authority (pastor) for hiring.

Confidential records, letters of recommendation, etc., in the hiring of educational personnel are to be shared by the administrator, pastoral authority (pastor) and diocesan administrators only.

The school administrator/principal is responsible for thoroughly interviewing qualified potential teachers in the light of the local school goals and needs and diocesan policy and regulations.

The pastor might choose to be involved in the interview with the school administrator/principal, might request a separate interview, or could rely totally on the school administrator's/principal's judgment. The pastor must approve the hiring of all personnel, and his signature is the legal signature for the parish on any contract.

When interviewing at the local level, the applicant provides for the local school:

1. A copy of college transcripts;
2. A copy of the application form. A resume may be appended, if desired;
3. A copy of three (3) original, hand-signed written letters of recommendation, one of which must be from a pastor or minister;
4. A copy of state certification.

Before offering a job, the school administrator, in addition to any other reference checks, shall: (1) contact the most recent employer of the potential candidate; (2) a pastor or cleric for personal reference; (3) two other professional references.

Also, unless the teacher has been previously interviewed or employed by the diocese within the last 3 years, the school administrator must send to the Catholic School Office the Teacher Hire Checklist (See Appendix #4110) along with the official documents required in DSR #4105.

PERSONNEL: State Certification

Professional standards for teachers in Catholic schools are to be commensurate with the standards required for Missouri certification. Applicants who are certified in other states must apply for and complete Missouri certification as soon as possible. (See Appendix #4111.)

PERSONNEL: State Certification

Teachers not certified in the main area they are to teach must be interviewed and approved by the Catholic School Office before being offered a contract.

PERSONNEL: Religious Education Certification

All teachers must work toward and attain the appropriate level of religious education certification according to the norms established by the Diocese of Jefferson City. Only practicing members of the Catholic faith may teach formal classes of religion.

Those teachers of other faiths, because they are responsible for faith community within the school for integrating Catholic values into the total curriculum, must have or acquire a basic understanding of Catholic belief, practice, and worship and religious education certification as specified by the Diocese of Jefferson City.

In addition to teachers attaining the required levels of certification, the school administrator/principal will also provide opportunities for continued spiritual growth.

All teachers in the diocesan schools earn the Initiate level within the first year from date of hire and the Apprentice level of certification within seven years. (See Appendix #2109.)

PERSONNEL: Religious Education Certification

If a teacher does not attain the required certification within the specified time, the teacher will not be offered a contract for the following year.

PERSONNEL: Continuing Development in Catechesis

The policy on continuing catechetical development requires schools to schedule a workshop in a predetermined area related to catechesis or Church teachings each year. The areas of concentration would rotate over a seven-year cycle with all schools addressing the same area in a particular year. Each of the workshops could be completed in a 3-hour period of time. The workshops could be scheduled at orientation meetings at the beginning of the year or at in-service meetings at some point during the year on an early release day or days. The 3-hour timeframe could be scheduled in one session or divided into two one and one half hour sessions. **Continuing development workshops may not take place on the faculty retreat day. Attendance at the Religious Education Institute does not fulfill the requirement for continuing development.**

(See Appendix #2109 for details.)

PERSONNEL: Professional Growth and OrganizationsA. Professional Growth

The teacher is responsible for continuous professional growth through reading, consulting, planning, and participating in inservice events as well as through the professional growth process which accompanies evaluation.

A minimum of eight days per year are specified for professional development. These days are an important and integral part of the school year. Full participation in at least eight complete days is required for all full-time faculty members; part-time teachers are to participate as fully as possible in all faculty inservice opportunities. In terms of salary and leave considerations, inservice days will be treated the same as teaching days.

The annual school calendar specifies the distribution of these days on the diocesan level and local level. Diocesan inservice includes event such as the annual Diocesan Teachers' Institute and Religious Education Institute. Local inservice includes days such as orientation sessions, parent/teacher/student conferences, faculty meetings, workshops, retreat days, professional meetings, and in-school workdays. A local or regional retreat day is also to be scheduled according to annual diocesan guidelines from the Catholic School Office.

B. Professional Organizations

The Catholic School Office encourages teachers to join appropriate professional organizations and utilize the benefits of membership so they may broaden their scope of important research and trends in teaching. The benefits of institutional membership in the National Catholic Education Association (NCEA) extend to all members of the faculty and staff.

PERSONNEL: Recording Professional Growth

The local school administrator is responsible for recording professional growth annually for the purposes of fulfilling a teacher's continuing state certification.

PERSONNEL: Contracting Teachers

The teacher contract is a legal agreement by and between the educator and the parish/school. The pastor is the agent at the local level. All contracts are to be reviewed by the Catholic School Office before being executed.

Three copies of the contract form provided by the Catholic School Office are signed by the teacher - lay and religious, full and part-time – and by the pastor and school administrator/principal. Then the three copies are promptly forwarded to the Catholic School Office for review and signature by the superintendent. Two copies are returned – one for the teacher and one for the local file. One copy is retained in the teacher's personnel file in the Catholic School Office.

Religious sign a "contract for religious". Stipend payments are made to the order of the religious community, with or without the name of the individual religious printed on the check.

PERSONNEL: Contracts/Service Agreements

All educational administrators and teachers in Catholic educational institutions in the Diocese of Jefferson City shall be under contract or service agreement forms approved by the diocesan bishop and supplied by the Catholic School Office. No other employment contracts or service agreements are recognized or valid. (See Appendix #4115 for sample.)

PERSONNEL: Term of Teacher Contract

The term of the elementary school teacher contract is one full year, from July 1 through June 30th of the academic year specified in the contract. The term of the high school teacher contract is also one full year, from August 1 through July 31, of the academic year specified in the contract. Days of service are specified in the current year's school calendar. The term of a contract of a teacher who begins mid-year extends through June 30th or July 31st, respectively.

Renewal is solely by means of a new contract executed by both parties for a subsequent school year.

The teacher serves a probationary period during the first ninety (90) service days of the contract, if the school term covered by the contract is the teacher's first year of service as a teacher in that school.

PERSONNEL: Form I-9

All employees, contractual and non-contractual, are to fill out an Employment Eligibility Form (Form I-9). The forms for such employees can either be retained in the employee's personal file or in a separate file. (See Appendix #4117 for sample form.) The I-9 form must be filled out and verified within three days of the first day of service.

PERSONNEL: Health Requirement

After an employee receives an initial offer of employment, but before the employee begins working, each school shall require some form of assurance that the employee is free from any disease that could threaten the health of the students or hinder the staff member from effectively performing required duties. The assurance must be signed by a physician and must be dated within the first ninety (90) days of initial employment. This report is to be placed in the employee's confidential medical file. The employee can't be required to pay for this. All staff members must have current records (every three to five years) of a medical exam. (A sample form is in Appendix #4120.)

PERSONNEL: Renewal/Non-Renewal

There is no tenure, implied or otherwise, in schools that are part of the Diocese of Jefferson City. Each contract is for one year, and there is no obligation to renew a contract. Renewal is solely by means of a new contract executed by both parties for one year. The repeated issuance of an annual contract does not imply the granting of tenure.

PERSONNEL: Renewal/Non-Renewal

The teacher is to be notified in writing no later than March 15 of the current contract year of the renewal or non-renewal of the contract, unless exceptional circumstances exist which justify notification after that date. The pastor, after consultation with the Catholic School Office, will have sole discretion to determine whether exceptional circumstances exist. The new contract is to be signed by the teacher no later than April 15. In the event a teacher fails to return a signed contract by April 15, the offer becomes null and void, and the parish no longer has an obligation to offer another contract.

PERSONNEL: Termination/Non-Renewal/Layoff Decisions

The termination, non-renewal or layoff of school personnel in the Diocese of Jefferson City occurs at the local level, but prior consultation with the Catholic School Office must take place. It is the responsibility of the administrator to make recommendations for the termination, non-renewal, or layoffs to the pastor.

PERSONNEL: Termination/Non-Renewal/Layoff Decisions

Prior to any consideration of the termination, non-renewal, and/or layoff of any educational personnel, the pastor and/or school administrator/principal shall consult with the Catholic School Office and receive guidance.

PERSONNEL: Reduction in Force

If a decrease in school enrollment or programs necessitates a reduction in teaching staff, multiple factors are to be included in deciding which teachers are to receive contracts. These include, but are not limited to: length of employment; expertise; experience; recent evaluations; quality of teaching performance; specific qualifications needed; and the discretion of the school administrator/principal.

Should a closing of a school occur after contracts have been issued/signed, the contracts will be considered void, and the school will make efforts to procure employment in a neighboring Catholic school.

If the student population declines or financial constraints are present, the parish, after consultation with the Catholic School Office, can make teacher contracts null and void.

PERSONNEL: Contract with Addendum

If some aspects of a teacher's service have been unsatisfactory, but the school wishes to extend a contract to the teacher, an addendum can be attached to the contract after consultation with the Catholic School Office which clearly indicates requirements for continued employment.

PERSONNEL: Re-employment after Military Service

All schools within the Diocese of Jefferson City will provide military leave and re-employment following military leave to employees in accordance with all applicable federal and state laws.

PERSONNEL: Contract Modifications

In situations where there is a request for a contract modification, the Catholic School Office is to be notified immediately. Contract modifications include, but are not limited to:

1. Adding or deleting teaching and/or coaching duties;
2. Raising or lowering salaries;
3. Adding, deleting or altering fringe benefits;
4. Resignations from the contract;
5. Leaves of absence from the contract.

PERSONNEL: Contract Modifications

Only modifications approved by the pastor, after consultation with the Catholic School Office, are valid.

The uniform contract modification form, provided by the Diocese of Jefferson City Catholic School Office, must be used in all cases. (See Appendix #2132.)

PERSONNEL: Liability for Anticipatory Breach

In the event a teacher contract is terminated by the teacher, without just cause (which shall be determined by the pastor(s) and the Catholic School Office, prior to the commencement of the contract term, the teacher shall be liable to and pay the parish(es) as liquid damages, a sum contingent upon the date of the breach of contract: five hundred dollars (\$500.00) if the breach is prior to May 1st; seven hundred fifty dollars (\$750.00) if the breach occurs between May 1st and May 31st; and one thousand dollars (\$1,000.00) if the breach occurs between June 1st and June 30th. If the teacher works for more than one school, the amounts remain the same but are divided between the parishes based on the same percentage of time spent in each school. Thereafter, the sum is equal to 5% of the teacher's annual contract and is to be paid to reimburse the parish for its costs, damages, losses, and expenses in employing a replacement teacher. Arrangements must be made for payment for this breach before the teacher is released.

PERSONNEL: Liability for Anticipatory Breach

To maintain consistency, the breach of contract fee can only be modified or waived by the pastor after consultation with the Catholic School Office.

PERSONNEL: Defaults

A teacher shall be deemed to be in default under the contract in the event of any breach of duty hereunder, including, but not limited to the following:

1. Failure to perform or neglect of duties;
2. Unprofessional conduct;
3. Falsification of employment application or other documents; or other misrepresentation;
4. Knowing violation of a reasonable rule of the school;
5. Unsatisfactory attendance;
6. Reporting to work impaired by alcohol or illegal drugs, the consumption of alcohol or illegal drugs, or the sale of alcohol or illegal drugs on employer's premises during school hours and/or at school sponsored activities for students;
7. Conduct endangering the safety of students or others;
8. Cohabitation without being legally married;
9. Dishonesty, including falsifying records of any kind;
10. Insubordination (failure to comply with a direct order of a supervisor);
11. Unauthorized possession of the property of a co-worker's, the school's, the diocese's, etc.
12. Refusal to cooperate in an investigation by the school or diocese, including refusal to take a drug or alcohol test when requested to do so;
13. Job abandonment, (i.e., leaving the school's or diocese's premises while on duty);
14. Misuse of the school's or diocese's equipment and/or property;
15. Use of the school's or diocese's name or letterhead for personal reasons;
16. Breach of confidentiality;
17. Any conduct, in or out of school, tending to reflect discredit or scandal on the teacher or the school or tending seriously to impair the teacher's continued effectiveness as a teacher, any personal conduct or lifestyle at variance with the policies of the Diocese of Jefferson City or the moral or religious teachings of the Roman Catholic Church;
18. Any violation of contract.

On any such default, the school administrator/principal and the pastor may, with the consultation of the Catholic School Office, at their discretion and without notice, suspend or terminate the employment of the teacher.

PERSONNEL: Termination/Transfer of Employment Form

Whenever a teacher resigns, is dismissed, transfers to another Catholic school in the Diocese, or a new contract is not presented, the school administrator/principal shall complete the Separation of Employment Form and return it to the Catholic School Office. (See Appendix #4135.)

PERSONNEL: Guidance Counselors

Guidance counselors are to be practicing Catholics and have a working knowledge of Church teaching on issues of the Church. The requirement to be a practicing Catholic applies to counselors hired after May 1, 2004.

PERSONNEL: Substitute Teachers

Standards for substitute teachers are to be commensurate with state requirements. (60-110 semester hours for 45 days per year; 120 and up for 90 days per year). If a substitute teacher is not available, a paraprofessional (21 years or older) must be assigned to the classroom. Substitutes need not follow the application procedures stipulated for regular teachers.

PERSONNEL: Substitute Teachers

Regular substitutes are required to take the Protecting God's Children training. Regular substitutes are defined as anyone substituting for the second time or more within any school in the Diocese of Jefferson City.

PERSONNEL: Preparation for Substitutes

Each teacher prepares, in accordance with school procedures, a packet of materials for use by a substitute. This includes some lesson plans appropriate for any time of year, seating charts, list of specific student needs and/or medical conditions, directions for classroom management and important school procedures.

PERSONNEL: Supervision of Students

The supervision of students is a priority of the school. Supervision is both a mental and physical act and is to occur when the teacher is in or out of the classroom. The teacher will ordinarily be present in the classroom or other supervisory position at all assigned times, implementing all applicable school rules. Normally, students are never to be left unsupervised.

As stated, supervision is a mental as well as a physical state. That is, it is not sufficient to be physically present to supervise. One must be actively, mentally supervising. Therefore, any actions or words that distract an employee or volunteer from supervising are inappropriate and unacceptable. This applies to all supervisory situations including, but not limited to, teaching, mentoring study, playground and recess duty, coaching, and before and after school duty.

Teachers or volunteers, for example, on playground duty must be conscientiously and consistently supervising and not limiting himself or herself to any one area or group of children.

Of special note is the subject of cell phones while on duty and supervising. Therefore, employees and volunteers may use cell phones only during non-supervisory times, except in cases of emergency, should the school allow cell phones in teachers' or volunteers' possession at all. This includes, but is not limited to phone calling, texting, and/or internet browsing. Teachers and volunteers are advised to turn cell phones off while teaching and/or supervising students.

PERSONNEL: Accident Reporting

Local procedures shall be established for accidents and include provisions such as the following:

1. Ordinarily, no school personnel should move a seriously injured person.
2. The supervisor should remain with the injured person and send a student, if another adult is not available, with the message to call an ambulance and/or to procure other needed help.
3. The school administrator/principal is to document the events with involved persons writing and signing statements, and retain this documentation in the school's accident log.

PERSONNEL: Supervision and Evaluation of Teacher

All faculty members are supervised and evaluated in accordance with diocesan policy.

The school administrator/principal, in compliance with Missouri certification requirements, provides professional assistance to teachers. To keep informed about the instruction within the school, the school administrator/principal supervises full- and part-time teachers. The performance-based supervision includes formal visits (with pre- and post- conferences) as well as informal classroom visits with some brief form of follow up. Records of these visits are shared with each teacher and then kept in the respective teacher's file. These visits focus on formative evaluation and the professional growth of the teacher.

In addition to regular supervision throughout the year, the school administrator/principal is responsible for a Summative Evaluation. This is an annual summary of the professional performance of each teacher, which is completed by June 15 each year. A copy of this evaluation, signed by school administrator/principal and teacher, is retained in the teacher's file, the original copy is sent to the Catholic School Office, and a copy is given to the teacher. (A copy of the Summative Report is in Appendix #4320.)

PERSONNEL: Record Keeping and Grading

Teachers are responsible for keeping accurate grading records on student performance and for accounts on permanent attendance records and permanent grade records. To document that essential content has been taught and students have been evaluated justly, if that should prove necessary, teachers' lesson plan books and grade books are the property of the school and shall be retained for either five years or until the year following students' graduation. Storage and other procedures will be specified by the school.

PERSONNEL: Diocesan File

The Catholic School Office maintains an active file on every teacher employed in the diocesan schools. This file contains the following:

1. The teacher's original application papers and references;
2. Original or certified transcripts from colleges and universities;
3. Original copies of Missouri and religious education certificates;
4. Copies of annual contracts and/or service agreements;
5. Annual evaluations;
6. Three (3) original, hand-written letters of recommendation, one of which must be from a pastor or minister;
7. Other records and/or correspondence pertinent to the teacher's position and service in the diocese;
8. Summaries of interviews.

To keep the diocesan file current, each teacher is responsible for submitting official transcripts of any course work and/or a copy of any certificate earned after the original application.

Whenever a teacher leaves employment of the school, the teacher's file is placed in the inactive file. Original certificates are returned upon request and copies made for the file.

Any and all employee medical records and information shall be kept in a confidential employee medical file. Employee medical records and information should not be placed in an employee's personnel file. Employee medical records and information should be kept in a separate, locked cabinet apart from the location of personnel files, and a specific person should be designated as having access to the medical files. Disclosure of medical information must be limited to administrators or other supervisors who may be informed about necessary restrictions on the work or duties of an employee and necessary accommodations. In addition, emergency personnel may be informed, when appropriate, if the employee might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations.

All personnel records shall be generally considered confidential and shall be safeguarded from review by unauthorized persons.

No information regarding employees shall be released to any other employer unless a written request is received from such employer and the employee consents in writing to the release of such information. All such information released shall be released only in writing.

No records of current or past employees shall be discarded unless approval is given by the superintendent of Catholic schools.

PERSONNEL: School File

A personnel folder for each staff member shall be kept at the local school. This folder should include the following records:

1. Copy of the diocesan teacher application;
2. Copy of Missouri and other state certification;
3. Three (3) original, hand-written letters of recommendation, one of which must be from a pastor or minister;
4. Summaries of interview;
5. Record of religious education certification;
6. Transcripts;
7. Current leave status form;
8. Teacher professional growth plans;
9. Classroom observations records;
10. Summative reports;
11. Record of annual professional development;
12. I-9 form (See Appendix #4117.);
13. Copies of contracts, service agreements;
14. Records of leaves and absences;
15. Record of all in-service teaching.

Any and all employee medical records and information shall be kept in a confidential employee medical file. Employee medical records and information should not be placed in an employee's personnel file. Employee medical records and information should be kept in a separate, locked cabinet apart from the location of personnel files, and a specific person should be designated as having access to the medical files. Disclosure of medical information must be limited to administrators or other supervisors who may be informed about necessary restrictions on the work or duties of an employee and necessary accommodations. In addition, emergency personnel may be informed, when appropriate, if the employee might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations.

No information regarding employees shall be released to any other employer unless a written request is received from such employer and the employee consents in writing to the release of such information. All such information released shall be released only in writing.

No records of current or past employees shall be discarded unless approval is given by the superintendent of Catholic schools.

PERSONNEL: Personnel Records

Employee personnel files are kept on each employee. These files are the property of the Diocese of Jefferson City and the Catholic school and parish at which the employee is employed. Employees are not entitled to review the personnel files or obtain copies of documentation within the personnel files. However, upon request, teachers may be given a copy of any correspondence and/or document that carries the employee's signature and copies of any licenses or certificates that have been placed in the file. Upon leaving a school, the original copies of licenses and certificates may be given, provided a copy is retained by the school.

Requests to review any other records or documents must be reviewed by the Catholic School Office. Such requests can be denied.

PERSONNEL: Lay Salaries

A lay teacher salary scale shall be set at the local level in accordance with the established diocesan directives:

1. At the local level a salary scale is established that is 85% parity of the previous fiscal year's public school scale. If a school serves students that reside in multiple districts, the local school advisory board adopts a policy identifying the school district(s) from which the school's salary scale is developed.
2. A year's experience is credited to teachers whose assigned time (teaching, supervision, planning) is more than twenty hours a week for a full year and to teachers who have held a full-time position for more than half of the school year. In cases where time is less than half day or half year, two such years shall comprise one years experience on the salary scale.
3. The salary scale may require that teachers meet appropriate levels of state certification before moving to higher levels on the scale.
4. Initial placement on the salary scale may be negotiated by the school administrator/principal and pastor upon issuance of the first contract.

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PERSONNEL: Religious Compensation

Compensation for vowed religious is determined by the bishop in consultation with an appointed ad hoc committee. Payments for stipends are made to the order of the religious community with or without the name of the individual vowed religious on the checks.

PERSONNEL: Substitute Teacher's Salary

A teacher employed as a "per diem" substitute should have the requisite teaching qualifications. The amount paid will be determined by each school. Ordinarily payment is made from the same account used for regular teachers' salaries.

PERSONNEL: Jury Duty

An employee will suffer no loss of salary as a result of jury duty. The person is paid his/her regular salary for each day of jury duty.

PERSONNEL: Health Insurance: Teachers

Diocesan group health insurance is available for full-time teachers. (See Appendix #2520 for summary.) All persons teaching full-time (at least twenty hours per week) for the academic year shall be eligible for health insurance coverage as specified in the diocesan plan for the term of the teacher contract, normally a twelve month period. To specify:

1. For a teacher new to the Diocese of Jefferson City schools: Health insurance coverage begins on the first of the month after thirty days employment. (See Employee Health Care Plan.) Normally this is September 1 since contract service dates are dated as of August 1. Information regarding the Employee Health Care Plan is provided to each teacher upon initial employment.
2. For teachers receiving a new contract for the succeeding year: There is no break in health insurance coverage during the summer or for teachers serving under two successive contracts for the same school or when moving from one diocesan school to another. In an instance where a teacher transfers from one school to another, the first school pays insurance premiums thru August 31, the second school assumes payment for September coverage and thereafter.
3. For teachers terminating employment: For teachers leaving the employment of a parish of the diocese mid-year, insurance benefits continue until the last day of the month immediately following the end of employment. For teachers completing an annual contract, this day is August 31.

As customary, benefits are not included for teachers who teach less than 20 hours per week.

Schools are in compliance with federal regulations regarding insurance coverage upon retirement/termination.

No person has the responsibility, right, or authority to remove a teacher from health insurance except the pastor and only after making all appropriate communications with resource personnel at the diocesan level.

PERSONNEL: Annual Allowance: Teachers

The school shall allow full-time teachers up to ten (10) days of leave with pay each year, if needed. These days may be used for personal illness or for any critical illness, death or funeral of a member of the teacher's family. One of the ten days may be used for personal leave during a school year. At the discretion of the administrator/principal, more than one of the ten days may be used for personal leave. After all sick leave has been used, a full day's pay shall be deducted from the teacher's salary for each day missed. A proportionate amount of leave shall be offered for part time teachers (e.g., a half time teacher is allowed up to five days or ten half days; one of the half days may be used for personal leave; the remaining days are limited to cases of personal illness or critical illness/death in the family).

If the contract is terminated before completion of term, or if the teacher is hired after the first day of school, the teacher may take one (1) day of sick leave per seventeen (17) current year contract days worked, up to a maximum of ten (10) days.

The school pays for any needed substitute to replace a teacher using allowed leave days.

PERSONNEL: Accumulation of Leave: Teachers

A total of thirty (30) days leave may be accumulated within the same school in addition to the current year's allowance. With the ten (10) allowed days annually, the maximum for a year is forty (40) days. If desired, a school may give a bonus for unused leave.

The school may adopt a policy permitting teachers to release some of their sick days to a colleague. If so, the general conditions and requirements are to be clearly stated and must be reviewed in advance by the Catholic School Office, who will consult with the local pastor.

PERSONNEL: Prolonged Absenteeism: Teachers

If a teacher exceeds the annual or accumulated leave or the personal leave allowance and is granted additional leave, with approval of the school administrator/principal, the salary for each day of absence will be withheld in accordance with the individual teacher's daily wage scale. In cases where the Family Medical Leave Act has been granted, leave is without pay. However, an alternate procedure may be used; e.g., the teacher's salary may be adjusted only to the extent needed to compensate for the cost of the substitute.

Chronic absenteeism shall be a factor considered in determining whether a new contract will be presented. In cases of chronic or excessive absenteeism for other reasons, the pastor and school administrator/principal, after consultation with the Catholic School Office, may terminate the teacher. A school administrator/principal, at any time, may require a doctor's verification for an absence.

PERSONNEL: Family and Medical Leave

The Diocese of Jefferson City recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the Family and Medical Leave Act of 1993 ("FMLA").

1. **Eligible Employees**

Employees eligible for family and medical leave are those who: (1) are one of 50 employees within a 75-mile radius; (2) have been employed for at least twelve (12) months or 52 weeks, not necessarily consecutively; and (3) have worked at least 1,250 hours during the previous twelve-month period immediately before the date the leave will begin.

An eligible employee may take unpaid leave for the following reasons:

1. the birth of the employee's child;
2. the placement of a child with the employee for adoption or foster care;
3. the care of a child, spouse, or parent ("family member") who has a serious health condition; or
4. the serious health condition of the employee.
5. a qualifying exigency arising from the active military duty or impending call to active military duty of an employee's spouse, child or parent.
6. the care of an injured or ill service member or veteran who is a spouse, child, parent or next of kin with a serious injury or illness incurred in the line of active military duty.

[Note: Eligibility for leave of a veteran's family member applies if the veteran was an active member of the Armed Forces within five years of requiring care. Additionally, eligibility for leave also includes care for members of the Armed Forces who have an existing or pre-existing serious injury or illness incurred in the line of duty that is aggravated by active duty.]

2. **Length of Leave**

An eligible employee may be entitled to up to twelve (12) weeks of unpaid leave within a rolling twelve-month period without loss of benefits. If the leave is taken to provide care giving to a covered service member or veteran who incurred serious illness or injury in the line of active military duty, the employee may take twenty-six (26) weeks of leave in a fixed twelve (12) month period. For all types of leave except leave to care for a covered service member or veteran who has incurred a serious injury or illness in the line of active military duty the amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the twelve-month period immediately preceding the requested leave. In the case of a married couple who both work for the diocese or a parish or school are taking leave for the birth of a child or the placement of a child for adoption or foster care, the combined leave for both spouses will equal twelve (12) weeks. For leaves to care for a family member who has been injured in the line of active military duty, the 26 weeks of leave to which an employee is entitled begins with the first date such leave is taken. An employee who chooses not to return to work following expiration of the authorized leave will be considered to have voluntarily resigned. All leave taken under this policy and leave for any other reason which would qualify under FMLA, e.g., workers' compensation leave, will be counted against the employee's leave entitlement under FMLA.

3. **Substitution of Paid Leave**

Whatever the reason for FMLA, an employee is required to exhaust all accrued vacation, sick leave, personal holidays, paid holidays or workers' compensation leave before continuing such leave on an unpaid basis. The FMLA leave entitlement runs concurrently with any paid leave for which the employee may be eligible.

4. **Certification**

If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the parish or school administrator/principal the appropriate written medical certification of the serious health condition from a health care provider. A serious health condition is defined as a condition which requires inpatient care in a hospital, hospice or residential medical facility, including a period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed health care provider. Two (2) visits to a healthcare provider must occur within thirty (30) days of the onset of the period of incapacity, and the first of those two (2) visits must occur within seven (7) days of the first day on incapacity. If periodic visit to a healthcare provider are required, that is defined as two (2) visits per year. A health care provider is defined as a: doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, (limited to treatment consisting of manual manipulation of spine to correct a subluxation as demonstrated by x-ray to exist), nurse practitioner, nurse midwife (all of whom must be licensed to practice in the state.) Also qualifying as health care providers are official Christian Science practitioners as well as any other health care provider that is recognized by the employer or accepted by the group health plan. Failure to provide such certification upon request may result in a denial or delay of leave. The parish/diocese reserves the right to require that the employee receive a second opinion from another health care provider (at the expense of the parish/diocese) certifying the serious health condition of the employee or the employee's family member. If these two opinions differ, the parish/diocese and you will mutually select a third health care provider whose opinion will be considered final. The parish/diocese will pay for the third opinion. The parish/diocese reserves the right to require that an employee provide a periodic re-certification of the medical condition for which leave is taken. Certification forms may be requested from the administrator of the parish or diocese or school principal. The parish or diocese utilizes the forms required by the Department of Labor Wage and Hour Division for each of the specific potential causes of FMLA. Before being returned to work, an employee who is on leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in delay or denial of job restoration. During the employee's leave, the diocese, parish or school may periodically inquire as to the employee's intent to return to work and/or may require the employee to contact his or her supervisor periodically.

5. **Intermittent or Reduced Leave**

FMLA leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional

certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. The diocese, parish or school may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave. We ask that you give your supervisor as much notice as possible if your intermittent leave is not taken on a regular schedule, so that you will disrupt our service to our operations as little as possible and so that we may schedule a replacement for you with as little inconvenience to your co-workers as possible.

Employees requiring intermittent FMLA have an obligation to make a reasonable effort to schedule medical treatment so that as little disruption as possible of operations will occur.

6. **Special Provisions for Instructional Employees**

Special rules apply to leaves taken by employees employed principally in an instructional capacity.

Intermittent or Reduced Schedule Leave: In any case in which an instructional employee requests leave that is foreseeable based on planned medical treatment-in order to care for a spouse, son, daughter or parent who has a serious health condition; or because a serious health condition makes the employee unable to perform his/her job functions; or for Military Family or Caregiver Leave-if the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the school may require that the employee elect either --

1. to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
2. to transfer temporarily to an available alternative position with equivalent pay and benefits offered by the school for which the employee is qualified and which better accommodates recurring periods of leave than the employee's regular position.

Leave More Than Five Weeks Prior to End of Term: If the employee begins FMLA leave of any type under this policy more than 5 weeks prior to the end of the academic term, the school may require the employee to continue taking leave until the end of the term if --

1. the leave is of at least 3 weeks duration; and
2. the return to employment would occur during the 3-week period before the end of such term.

Leave Less Than Five Weeks Prior to End of Term. If the employee begins leave due to: the birth of the employee's child; or placement of a child with the employee for adoption or foster care; or in order to care for the employee's spouse, child or parent with a serious health condition; or for Military Family or Caregiver Leave, during the period that begins 5 weeks prior to the end of the academic term, the school may require the employee to continue taking leave until the end of such term if --

1. the leave is longer than 2 weeks; and
2. the return to employment would occur during the 2-week period before the end of such term.

Leave Less Than Three Weeks Prior to End of Term. If the employee begins leave due to: the birth of the employee's child; or placement of a child with the employee for adoption or foster care; or in order to care for the employee's spouse, child or parent with a serious health condition; or for Military Family or Caregiver Leave, during the period 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the school may require the employee to continue to take leave until the end of such term.

Minimum Disruption of School's Operations: Employees are required to plan FMLA leaves involving planned medical treatments, including intermittent and reduced schedule leaves, so that they will cause the least disruption to the school's operations. Giving the school sufficient notice and being flexible in scheduling will help assure that minimal disruption occurs.

7. **Insurance Premiums**

During the employee's family or medical leave of absence, the diocese, parish or school will continue to provide health and dental insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion of the insurance premium. Payment will be deducted from employees' paid time off payments if such paid time off is available. If the leave is unpaid, payments may be made prior to the leave and must be submitted directly to the diocese, parish or school as applicable. Failure to pay premiums in a timely manner may result in lapse of coverage. If the leave of absence extends beyond 12 weeks or if it becomes known that the employee is not returning to work, the employee may be eligible for COBRA continuation and will be responsible for paying for the insurance at COBRA premium rates. Payments for all other benefits must be paid in full by the employee during the period of leave. If the employee chooses not to make such payments, the employee will nevertheless be restored to the plan with no break in service upon return from leave. An employee who voluntarily chooses not return to employment after completing FMLA may be required to repay any insurance premiums paid by the diocese, parish or school during the employee's leave.

8. **Job Restoration**

Upon return from family and medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no break in service and no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave will be considered to have voluntarily resigned.

Certain "key employees" may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. The Diocese of Jefferson City will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

9. **Employee Notification**

An employee who expects or anticipates taking family or medical leave is required to notify the diocese, parish or school by completing and submitting a Notice of Request for a Family and Medical Leave of Absence Form which provides the date of commencement and the expected duration of the leave at least 30 days in advance of the leave, or, if the need for the leave is unforeseeable, as soon as practical. In cases where the need for leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form to the administrator/principal of the parish, diocese or school at which he/she works.

10. **Contact Information**

If you anticipate the possibility of taking family or medical leave, or if you have any questions about the application of this policy to your particular situation, contact the administrator/principal of the parish, diocese or school at which you work.

11. **Employer Responsibilities**

Covered employers must inform employees requesting FMLA leave whether or not they are eligible. If the employee is eligible for FMLA leave, the notice must specify any additional information required from the employee, as well as the employee's rights and responsibilities. If the employee is not eligible for FMLA leave, the employer must provide the reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

12. **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

11. **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave.

FMLA Section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

PERSONNEL: Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver

For a full-time and regular part-time employee, a leave is granted to an individual for up to eight weeks, whereby one's position is guaranteed for that length of time. In the event that an extended period of time is needed, a written report must be given by one's physician, and each case will be evaluated on an individual basis.

Negotiations for such leave are made with the immediate supervisor and the Catholic School Office. First, any sick leave that has been accumulated must be used for this purpose.

Compensation for full-time employees for leave shall be computed as follows:

1. Employees who have been regularly engaged for a period of one (1) year shall receive pay the equivalent of one (1) forty (40) hour workweek.
2. Employees who have been regularly engaged for a period of two (2) years shall receive pay the equivalent of two (2) forty (40) hour workweeks.
3. Employees who have been regularly engaged for a period of three (3) years shall receive pay the equivalent of three (3) forty (40) hour workweeks.
4. Employees who have been regularly engaged for a period of four (4) or more years shall receive pay the equivalent of four (4) forty (40) hour workweeks.

PERSONNEL: Retirement Benefits: Teachers

Diocesan retirement benefits apply, as appropriate, to eligible lay and religious employees. In general, lay persons are eligible for retirement benefits beginning the first of the month following the first day of service, provided the employee works at least half time (minimum 20 hours per week), as defined by the plan document. Benefits vest over a six (6) year schedule (see Appendix #4540 for details.) Benefits for religious are paid directly to the religious community.

No person has the responsibility, right, or authority to remove an employee from retirement benefits except the pastor and only after making all appropriate communications with resource personnel at the diocesan level.

PERSONNEL: Workmen's Compensation

Full coverage and protection are provided for all employees in accordance with the Workmen's Compensation Law. In case of accident or sudden illness on the job, employees must notify their immediate supervisor without delay. A report must be completed by the supervisor within seven work days, be signed by the pastor, and submitted to Winter-Dent and Company, PO Box 1046, Jefferson City, MO 65102-1046.

When an accident/incident occurs, at the first safe moment possible, contact the diocesan finance office to ensure all forms are completed and can be submitted in a timely manner.

PERSONNEL: Life Insurance: Teachers

Life insurance is an added benefit for employees who are eligible to be covered by the diocesan group health insurance plan. Life insurance benefits are summarized in Appendix #2520.

PERSONNEL: Other Benefits: Teachers

The local school may establish a policy which determines whether other benefits will be offered to the faculty, e.g., an allowance for further study or school lunches. If so, the general conditions and requirements are to be clearly stated on the contract.

PERSONNEL: Liability Insurance

The school and its employees are to take all necessary precautions and safety measures to limit any liability the school or personnel may have. However, the Diocese of Jefferson City carries liability insurance in the event that there is an incident for which the school and/or parish could have some liability.

When an entity outside the parish uses school facilities, that entity is to have its own insurance so that the school/parish will not have the responsibility for those using its premises.

PERSONNEL: Unemployment Compensation Exemption

Catholic schools in the Diocese of Jefferson City are exempt from the unemployment compensation laws.

PERSONNEL: Other Benefits - Employees Other than Teachers and Administrators

Diocesan group health insurance is available for full-time (at least twenty hours per week) employees. Such persons become eligible employees on the first day of the month following completion of thirty days of continuous employment. If the employee wishes to have dependent coverage, the employee pays the cost of that coverage. Employees who have a summer break but who will be continuing employment are eligible for coverage during this period. (See Appendix #2520 for a fuller summary.)

For an enrollee of the diocesan group health insurance who ceases to be an eligible employee or a dependent at the end of the school year, coverage terminates at the end of the month following the school year in which the person ceases to be an eligible employee or dependent. If such a person does not wish coverage to extend beyond the normal termination date, the person must write that request to the Diocesan Health Care Plan, P. O. Box 104900, Jefferson City, MO 65110.

The following policies, described in the section on teachers, apply to other staff members also:

- 4515 Jury Duty
- 4536 Family Medical Leave Act
- 4537 Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver
- 4540 Retirement Benefits
- 4545 Workmen's Compensations
- 4550 Life Insurance
- 4560 Other Benefits
- 4570 Liability Insurance
- 4580 Unemployment Compensation Exemption

Arrangements for leave for other staff members are determined locally.

PERSONNEL: New Teacher Formation

School administrators/principals are responsible for the formation of their newly hired teachers.
The school administrator/principal may request assistance from the Catholic School Office.

PERSONNEL: Mentor

New teachers are to have an experienced teacher, assigned by the school administrator/principal, as a mentor for two years.

PERSONNEL: Personal Appearance

The appearance, dress, and grooming of individual staff members at school are to be appropriate to the Catholic teaching profession and set a positive example of good taste. Teachers are to be aware that extremes in dress or appearance may have a negative effect on their role in the classroom and upon the image of the school in the community. Dress which calls undue attention is not acceptable. Dress down days and costume days for the students should not be encouraged to extend to the staff members.

The staff's appearance, dress and grooming must be professional and appropriate to the education profession. Jeans, sweats, shorts, and other similar items of leisure clothing are not considered appropriate dress for the normal performance of duties and diocesan meetings.

PERSONNEL: Outside Professional Service

If a teacher would be contracted to give professional service to a different school, school system, or agency during school time, the teacher may:

1. Use his/her one personal leave day and retain the stipend for the service;
2. With the approval of the school administrator/principal, the teacher may forego his/her salary for such a day, ask the school to pay a substitute, and keep the stipend for the service;
3. Reach consensus with the school administrator/principal and pastor about another plan that does not penalize the school or the students.

The number of such days will be limited for the sake of instructional continuity.

PERSONNEL: Electronic and Telephonic Communications

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems, as well as any software and business equipment, including, but not limited to facsimiles, telecopiers, copy machines, telephones, voice mail, computers, printers, E-mail systems, and Internet systems, are parish property and as such are to be used primarily for job-related purposes.

Employees who choose to use any of the above for personal purposes do so at their own risk and with the understanding that the diocese, parish, or local school may monitor the use of such equipment from time to time. This may include inspecting, retrieving or downloading current, stored or deleted material. Improper use of the E-mail or Internet systems, including the spreading of offensive jokes or remarks in violation of the Anti-harassment Policy, will not be tolerated. Transmission of material in violation of any federal, state or local laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or protected confidential material. Employees are prohibited from signing up for non-business mailing lists, downloading material not approved by the school administration and generating or sending unsolicited commercial E-mail. Employees are prohibited from creating, storing, transmitting, or purposely accessing pornographic, illegal, or otherwise offensive material. Using the parish computer systems to store personal data and to play computer games is not permitted. **Employees should understand that they waive any expectation of privacy with respect to anything they create, store, send or receive in connection with their use of parish electronic and telephonic communication systems. Employees who violate this policy are subject to disciplinary action, up to and including termination.**

All access codes for E-mail, Internet or other electronic communication systems are parish property. No employee may use an access code that has not been issued to the employee or that is unknown to the parish. Some information stored in a parish electronic communication system is of a sensitive nature, and access is restricted to specific employees. Employees are not permitted to access a file, retrieve any stored communication, or use any access code unless authorized to do so or unless they have received prior clearance from an authorized representative.

Through the above systems, the parish may provide employee access to the Internet or any other public electronic data communications network. The Internet represents a useful tool in conducting our business, but since it connects our communication systems with those outside the local school or parish network, it must be used cautiously and properly. External E-mail over the Internet offers broadly similar capabilities to our internal E-mail system, except that correspondents are not employed by the parish. Since external E-mail messages may contain information that the diocese would consider to be offensive or inappropriate, or carry one or more attachments, including computer files, software programs, graphic images, or computer viruses, employees must assure that external E-mail received by them does not jeopardize the parish systems or violate the parish or diocesan policies.

In accessing Internet Web sites, employees must remember that the owner or operator of such sites, or any other external system, may record information from and/or track a connection from one of our computers. Such sites may also deposit "cookies" or other electronic programs that identify our computers and system to that site. Other Web sites permit or may require registration, which is the electronic equivalent to leaving your business card or a telephone message. Therefore, when using of the Internet you may be identifiable as an employee of a parish, and your actions may reflect upon the parish and diocese.

1. Teachers are to use the school/parish e-mail account for school matters. They are not to use their home or personal e-mail account for school matters. Using a personal account can give the appearance of secrecy.
2. Teachers shall communicate only about school/parish matters or matters that are appropriate to be discussed in school or the parish. They are to avoid any communication that might be construed as having sexual overtones. If a teacher receives an e-mail from a student containing inappropriate material, the teacher shall not reply to the email, but shall make and keep a copy of any such inappropriate communication and notify the school administrator/principal.
3. Teachers are to write as though they are certain that others will read what they write. Teachers are not to use instant messaging or put students on their "buddy list." If a teacher finds that a student has added him/her to his or her list, the teacher should ask that his/her name be removed and a written record of this request kept.
4. The school is to formulate a statement indicating whether or not the school chooses to limit the use of Internet, e-mail or other technology during school time to school curriculum related issues, matters and use.

PERSONNEL: Non-Contracted Personnel

All employees besides administrators and teachers in Catholic educational institutions shall be employees-at-will, subject to the policies, regulations, and guidelines of the Diocese of Jefferson City. They shall receive a Letter of Employment Form supplied by the Diocese of Jefferson City. (See Appendix #4701.)

PERSONNEL: Termination/Layoff of Non-Contracted Personnel

All terminations and/or layoff of non-contracted personnel must have the consultation of the Catholic School Office before a decision is made in this regard.

PERSONNEL: Paid School Staff List

Each school is to submit, no later than September 30 of each year, a list of school staff members with contact information, job identification, whether each is contracted or not, and how many hours a week staff member works. This list will consist of all paid school staff including, but not limited to, administrators, teachers, aides, coaches, assistant coaches, counselors, specialists, secretaries, janitors, hot lunch employees, etc.

PERSONNEL: School Secretary

Every school is to have secretarial services. The duties will be specified by the school administrator/principal and may include the following:

1. To prepare all local, diocesan, and state reports for review and approval by the school administrator/principal;
2. To answer telephone inquiries;
3. To receive all visitors courteously;
4. To keep accurate school records;
5. To maintain school and personnel files;
6. To maintain an inventory of textbooks, teaching aids, and supplies.

The school secretary should receive a salary commensurate with his/her ability, experience, and work schedule.

A job description for the school secretary should be written and followed so the employee knows their responsibilities.

PERSONNEL: Custodian

The pastor hires or delegates the school administrator/principal to engage a qualified custodial staff sufficient to maintain the school plant in a safe, clean, and attractive condition. The pastor designates, in consultation with the school administrator/principal, the person who will supervise the work of the custodian. Within the school, all requests for custodial service shall be channeled through the school administrator/principal who follows the specified procedures.

PERSONNEL: Paraprofessionals

The schools may engage paraprofessionals to assist the teaching staff. All paraprofessionals, whether salaried or volunteer, are to receive training and in-service preparation from the school administrator/principal and/or the teaching staff. Paraprofessionals are included in diocesan liability coverage, but are to be guided to take needed precautions.

PERSONNEL: Salaried Paraprofessionals

All paid paraprofessionals shall receive a salary commensurate with their educational background, training, ability, and experience.

PERSONNEL: School Lunch Personnel

School lunch personnel are employees of the school lunch program. They receive training and in-service preparation from the appropriate professional. School lunch personnel are included in diocesan liability coverage, but are to be guided to take needed precautions.

PERSONNEL: Volunteers

The Diocese of Jefferson City encourages the use of volunteers in our schools. Schools need to make sure that volunteers are people who in no way pose a danger to students or staff.

Regular volunteers are to fill out a Model Code of Pastoral Conduct form. (See Appendix #4750,) and are to fulfill the requirement and the “Protecting God’s Children” program.

When working in schools, volunteers should check in and out of the office when coming and leaving. Volunteers are required to follow school regulations and guidelines. The school can establish, with diocesan consultation and approval of the pastor, specific regulations and procedures for volunteers.

Parents, grandparents, and others should be encouraged to volunteer their services to the school. Some suggestions for possible use of volunteers include supervision of lunchroom and/or playground, supervision of entrance to school, assistance in the dismissal of students, clerical and bookkeeping tasks, service in the library or resource room, supervision of students in computer or audio-visual resource areas, and service as teacher aides if they have received in-service training from the school administrator/principal or teaching staff.

PERSONNEL: Coaches

Athletics are an important part of schools in the Diocese of Jefferson City extracurricular activities. They help fulfill a Catholic school's mission of developing the mind, soul, and body of each child. Not only do athletics help develop and challenge the physical abilities of students, but they can be instrumental in teaching sportsmanship, fair play, and Catholic values in a non-classroom setting. The coaches, like teachers in a Catholic school, are also ministers of faith and can have a significant effect on a student's value system. The coaches, whether paid or volunteer, are accountable to the school administrator/principal.

Therefore, coaches are to support and exemplify in conduct both Catholic doctrine and morality. He/she must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage, or counsel beliefs or practices contrary to the Catholic faith. Furthermore, they are to use their sport as a teaching tool to instill Catholic virtues, principles, and teachings within the sport they coach. They are to see that the athlete exemplifies Catholic values on and off the playing field. Failure to integrate Catholic faith practices and the coach's expectations of the sport can be a factor to be considered with respect to termination regardless of the win/loss record.

In order to help coaches fulfill their duties and responsibilities in a satisfactory manner, schools should provide written job descriptions, containing a description of duties, responsibilities and expectations for all of their coaches in charge of teams, and give them annual evaluations.

Because of the physical activity involved in athletics, it is necessary that coaches take all reasonable precaution that injury to participants be avoided. Each coach is to be confident in his/her abilities, to be aware of safety concerns, and his/her knowledge as to the appropriate immediate response to an injury. The school administrator/principal is to have reasonable assurance of the coach's ability to coach and be aware of safety and injury concerns. All schools are to have a safety and critical incident plan written, kept on file, annually reviewed with coaching staff, and implemented if necessary.

Because of the influence of alcohol and tobacco on students in today's world, and because of the continued concern for the health and the safety of students, coaches (both head and assistants) are to refrain from alcoholic beverages and tobacco before or during any athletic activity in which they are supervising, including travel to and from games.

PERSONNEL: Anti-Harassment

The Catholic schools of the Diocese of Jefferson City acknowledge their continuing commitment to a work environment that is free from unlawful discrimination and any type of harassment, including sexual harassment. Each Catholic school prohibits any harassment of its employees by anyone, including any manager, director, supervisor, co-worker, vendor, student or visitor.

Harassment involves unwelcome conduct—whether verbal, physical or visual—which targets a person’s protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap or other categories protected by law. Each Catholic School forbids harassment, because it is not in keeping with the Gospel message of Jesus Christ and the standards of the Catholic schools of the Diocese of Jefferson City and it is unlawful and disrupts a proper working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature in any one or more of the following circumstances:

- (1) An individual’s either stated or implied conditions of employment require her or his submission to such conduct;
- (2) The reason for an employment decision involves an individual’s submission to or rejection of such conduct;
- (3) Such conduct has either the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another’s body.

The policy of the Catholic schools of the Diocese of Jefferson City also prohibits other forms of harassment that create an intimidating, hostile or offensive work environment based on an individual’s other protected status such as race, religion, age, national origin, citizenship, ancestry, color, veteran status, handicap or disability. Each Catholic school prohibits any offensive comments, innuendo, jokes, or other activities, which target any one, or more of an individual’s protected statuses. This includes the display or distribution of offensive pictures and literature.

All Catholic school employees have the responsibility to make this anti-harassment policy effective upon experiencing or noticing any harassment of any type, the person must discuss it with his/her immediate supervisor (the school administrator/principal or the pastor), and then the Catholic School Office and/or chancellor is to be immediately contacted. If the alleged harassment involves the pastor or associate, then the Catholic School Office and/or chancellor is to be contacted first. Further investigation will be directed by the chancellor, Catholic School Office, or vicar for priests.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The school will furnish the employee filing the complaint with a response as promptly as possible at the conclusion of the investigation.

If, after investigation the school determines that a supervisory or other employee has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including termination, will be taken against the offending individual.

The Catholic schools of the Diocese of Jefferson City are committed to providing a harassment-free workplace and to this end prohibit any retaliatory action against employees who file a complaint under this policy or who assist in the investigation of a complaint under this policy.

If after investigation, the school determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.

The employee may appeal the decision by using the Procedure for Reconciling Differences.

PERSONNEL: Child Abuse

All diocesan school and parish personnel are to follow mandatory state reporting laws and to comply with diocesan procedures developed for their implementation. (See DSP #5810.)

PERSONNEL: Training for Protecting God's Children

All personnel, including regular volunteers and coaches, must complete in a satisfactory manner the Diocese of Jefferson City Training for Protecting God's Children within ninety days of employment.

Equivalent training from another diocese approved by the chancellor or review administrator is acceptable.

Employees are required to read 12 bulletin updates per year. Regular volunteers are requested to reach 6 bulletin updates per year.

Resources can be found at www.diojeffcity.org and click on Safe Environment.

PERSONNEL: Code of Pastoral Conduct

All personnel must receive a copy of, read, and sign a verification form for the Code of Pastoral Conduct.

PERSONNEL: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

PERSONNEL: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment.

STUDENTS: Admission Requirements

Entrance requirements regarding age and medical records should be consistent with the local public school district.

Catholic schools in the Diocese of Jefferson City should also use the local public school as a model for any requirements regarding the admission of students that have been previously home schooled.

STUDENTS: Admission Age

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction.

Although general entrance dates are pre-determined, schools are urged to screen children for readiness for kindergarten.

The meeting of general entrance dates may be certified by either a birth or baptismal certificate:

- Preschool - Children are to be three (3) or four (4) years of age before August 1.
- Kindergarten - Children are to be five (5) years of age before August 1.
- Grade 1 - Children are to be six (6) years of age before August 1.
- Other grades - Student placement will be based on records received and additional screening if warranted.

STUDENTS: Special Cases

Written local policy may provide exceptions for the following special cases:

1. Children fulfilling the age requirement, but who after sufficient examination are found lacking in maturity or readiness for preschool, kindergarten, or grade 1, need not be admitted. The teacher or school administrator/principal may recommend readiness activities or other programs for the development of the child.
2. Children nearing, but not fulfilling, the age requirement, but who after examination are found to possess extraordinary maturity to enter preschool, kindergarten, or grade 1, may be accepted. The following criteria are determining factors:
 - a. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity;
 - b. Observation of the child in a learning situation;
 - c. Sufficient room in the school for the student;
 - d. Recommendation of preschool or kindergarten teacher;
 - e. Approval by the school administrator/principal in consultation with the pastor.
3. At the discretion of the school administrator/principal, children transferring in from a school whose entrance age is lower than Missouri guidelines, and whose educational performance is verified by the sending school, may be admitted into the school on a trial basis.

STUDENTS: Admission Decisions

The school administrator/principal, in consultation with the pastor, admits students to the school according to diocesan and school policies as well as accepted educational procedure. Schools are encouraged not to admit students until preferably after an interview with student and parents, and records have been received from the previous school.

STUDENTS: Immunization Requirements

All students must be appropriately immunized or be in the process of being immunized. The number of doses required for each disease will be in accordance with the regulations established by the Missouri Division of Health, Department of Health and Senior Services. Each school administrator/principal sees that the school has a record with the current immunization status of every student. See DSP 8000 for current Missouri Health Record Immunization Requirements and possible exemptions.

Students may not attend school unless they are in compliance with the immunization requirements or qualify for one of the stated exemptions. Each school administrator/principal is responsible for the completion and submission of the Summary Report, which is required annually by the Missouri Department of Health and Senior Services.

STUDENTS: Admission Priority

When space is limited, the school can formulate policies regarding the order of priority for admission to the school. As an example, the following list could be the criteria for such a policy:

1. Children of parishioners;
 - a. Children from families with children already enrolled;
 - b. First child now reaching school age;
 - c. Other children registered on approved waiting list;
2. Children from families new to the parish who were enrolled in Catholic school at their previous address;
3. Catholic children from non-parish families with students already enrolled;
4. Non-Catholic children from families with students already enrolled.

STUDENTS: Proof of Guardianship

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

STUDENTS: Transfer of Guardianship Issues

When legal guardians are unable or unwilling to fulfill their responsibilities, and there is no court document in existence, the school should see that the Power of Attorney document found in the Appendix (Appendix #5202) is executed.

(An example of this would be if parents are disabled or in therapy and want grandparents or another to handle the everyday affairs for the student(s) such as signing permission slips, attending parent teacher conferences. Another example would be that parents are gone on an extended trip over a period of weeks or months during the school year and want someone else to make decisions for their children.)

STUDENTS: Attendance Records

The school is required to keep an accurate record of daily attendance, absence, and tardiness on attendance records approved by the Catholic School Office. All entries are made by the teacher(s) or school secretary as designated by the school administrator/principal. Attendance records must be kept in the school building at all times. Diocesan elementary attendance records appear in Appendix #5205.

STUDENTS: Absence and Tardiness

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

STUDENTS: Written Excuses

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

STUDENTS: Truancy

In the case of private schools in Missouri, any official charges of truancy will be pursued by the prosecuting attorney of the county where the child resides.

STUDENTS: Requests for Family Reasons

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

STUDENTS: Student Records

Educational records are defined as those that are (1) directly related to a student; and (2) maintained by an education agency. The term does not apply to personnel records or records that are in the sole possession of the person who makes them. In addition, these regulations do not apply to records that are maintained separately from education records.

1. Student educational records mean all records relating to individual students maintained by an elementary, middle, or high school. (See also section on record keeping for HIV in Series 8000.)
 - a. Progress and Testing Records shall consist of the student's courses, grades, attendance records, standardized test results and immunization records. All Progress Records shall be kept separate from all other records. The cumulative record is a progress and history record. (See section on Cumulative Records.)
 - b. Behavioral Records means those student records which include records of conversations, and written statements relating specifically to an individual student's behavior, and any other student reports which are not Progress Records or Health Records. All Behavioral Records shall be kept separate from all other records.
 - c. Exceptional Education Records, including psychological tests and personality evaluations shall be maintained separately from all other school records and folders.
 - d. Health Records are those pertaining to the physical and mental health of the child. All health records shall be maintained separately from all other records. These records would include, but are not limited to: scoliosis screening forms, hearing and vision tests, physicals, etc. Chemical dependency records, mental health records, and HIV records are strictly confidential, are to be kept separately, and not to be transferred with physical or health records. In addition to immunization records, which are considered progress records, each school is to maintain general health information for the students enrolled. The health nurse or a designated person enters on these records the results of vision and hearing tests, periodic measures of the height and weight of pupils, and other data pertinent to the pupil's health such as allergies or conditions which require teacher awareness to assure health or safety. It is the school administrator's/principal's responsibility to see that these records are kept up to date and that provision is made for any needed communication or referrals.
2. After a student graduates or transfers to another school, the Progress Record must be retained permanently. Copies of Behavioral Records, Exceptional Educational Records and Health Records are also to be retained permanently in the original school after a student transfers or graduates. They are to be kept alphabetically in an inactive file.
3. The above information does not prohibit the maintenance of notes for personal use by a teacher, administrator, or other school-licensed professionals.
4. The transfer of records for students between both local Catholic schools and public and private schools outside the locality is to be in accordance with the following guidelines:
 - a. All folders containing student records will be exchanged directly between the two (2) schools involved. Progress Records, Behavioral Records, Exceptional Educational Records and Health Records will be under separate covers. The Missouri Department of Health recommends that the original state-required immunization record be forwarded when a student transfers to another school. The original school has no need to retain this

- record. The immunization record and other general health data (vision, hearing, weight, etc.) are sent to the receiving school.
- b. A copy of the Progress Record will be retained permanently.
 - c. Schools are required to transfer to another school, all student records relating to a specific student, if the school has received a written authorization from the student if he/she is an adult, or his/her parent or guardian if he/she is a minor. Once the school has received a request from the adult student or parent/guardian, as appropriate, the school shall send the requestor an "Authorization for the Release of Student Records" form. This authorization form will provide the requestor an option of requesting academic records only, or academic, disciplinary, health and behavior records. The authorization form contains a consent and hold harmless provision. This completed form, signed by the requestor, must be received by the school prior to releasing the requested records. This authorization form shall be maintained by the school and kept with the student records. (See Appendix #5230.)
5. Access to Records.
- a. An adult student, or the parent/guardian of a minor student will, upon request, be shown and provided with a copy of the student's Progress Records. The school will comply with this request within a reasonable length of time.
 - b. An adult student, or the parent/guardian of a minor student will, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's Behavioral, Exceptional Educational, or Health Records. Such student or parent/guardian will, upon request, be provided with a copy of the records. The school will comply with this request within a reasonable length of time.
 - c. Upon the written authorization of an adult student, or the parent or guardian of a minor student, the school will make available to the person or agency named in ~~a~~the authorization form, the student's Progress Records of such portions of his Behavioral, Exceptional Education or Health Records as determined by the person authorizing the release.
 - d. Parents have a right to receive copies of their child's school records. However, this right may be limited in certain circumstances. Issues of divorce, custody and state intervention may limit a parent's right to these records. A school must release information regarding a student to his or her custodial parent, or a parent with joint custody. A school must also release such information to a noncustodial parent unless that parent has been denied visitation rights pursuant to an order. A noncustodial parent to whom visitation rights have been denied does not have a right to such information. If a noncustodial parent has been granted restricted or supervised visitation due to domestic violence or abuse by him or her, a court may order such information released absent the address of the custodial parent or child.
 - i. To ascertain the custodial status of a parent requesting a student's school records, a school should request a certified copy of the custody order and certified copies of any modifications to such order to ensure that a noncustodial parent has not been denied visitation. It is also advisable for the school to obtain a signed statement from the requesting parent stating that the school has been provided with all current court orders and modifications that pertain to the visitation rights of the noncustodial parent.

- ii. A step-parent does not have the right as a step-parent to receive copies of his or her step-child's records. Likewise, a foster parent does not have the right as a foster parent to receive copies of his or her foster child's records. The only person with the authority to authorize the release of a foster child's records is the child's guardian, who, in most instances, is an employee of the Division of Children's Services.
6. Directory data, as viewed by federal law, is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed to someone else.

"Directory data" means those pupil records which include the pupil's name, address, telephone listing date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.
7. When a school compiles directory data about its students, it is not obligated to include everything on the above list. The above section means that a school's directory data may include all of those items.
8. Private schools may, but are not required to, release this information, to those who request it. Authorization to release directory information from an adult student or the parent(s)/guardian(s) of a minor student should be obtained prior to the release of directory data. The school is also required to give the parents a reasonable amount of time to notify the school that all or any part of the directory data pertaining to their child or children may not be released without their prior consent.
9. Cumulative Records. The school administrator/principal is responsible for maintaining permanent student records. The cumulative record is an indispensable instrument of evaluation within the school. It not only shows the student's yearly progress in the academic subjects and in personal qualities, but also indicates measurable student abilities such as those reflected by scores on standardized tests. Any comments recorded on the cumulative record card are to be specific, behaviorally oriented, and verifiable. Only cumulative record forms provided by the Diocese of Jefferson City are to be used to record permanent record information. A copy of the cumulative record form is found in Appendix #5230.
10. The school permanently retains annual school or class lists of students enrolled and class averages of standardized testing.
11. A school may charge a reasonable fee for the copying and/or transfer of records.
12. Normally records are kept in a centralized, locked, fireproof file, preferably in the office of the school administrator/principal.

STUDENTS: Records of Closed Schools

In the event a school closes, progress, behavior and health records shall be transferred to the Catholic School Office.

STUDENTS: Length of Retention of Student Records

Copies of student progress (including attendance records), are to be kept indefinitely, unless permission to dispose of such reports is received from the Catholic School Office. Behavior and health records are to be maintained for 20 years after the student's 21st birthday.

STUDENTS: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

STUDENTS: Discipline

The school makes certain that students have opportunities to grow in Christian self-discipline and behavior. Students are expected to strive for Christian ideals of behavior – within and beyond the school day.

The school's concern for children requires that extreme caution and concern be exercised in disciplining students. The student's Christian dignity is to be maintained by the school's professional staff. All disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teacher, school administrator/principal, or counselor tries to discover the cause of any recurrent problem, communicating personally with the student(s) and others involved.

Each school is to have a written discipline procedure and school and classroom rules are to be specified, promulgated, explained, annually reviewed, and fairly applied. Some indication of the consequences for general types of infractions is to be published in the faculty and parent/student handbook. Parents of new students are made aware of the school's code of conduct prior to the registration of the students.

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

STUDENTS: Prohibition of Corporal Punishment

Corporal punishment is not used under any circumstances in any school in the Diocese of Jefferson City. The school administrator/principal is responsible to report immediately to the Catholic School Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

STUDENTS: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

STUDENTS: Gangs

Realizing that gang activity is a community concern, youth gangs and gang-related activity are prohibited on school grounds and at school sponsored activities. Communication is maintained with the police department and public school officials on all matters related to gang activity within the community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

In order to prevent the onset of gang related activity, emphasis will be placed on Christian behavior at all times. Related policies will be strictly enforced; i.e., dress code and uniform, discipline, search and seizure, etc.

STUDENTS: Violence

To maintain the health, safety, and welfare of all persons associated with the school (i.e., students, teachers, staff, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person is to be promptly and severely addressed.

STUDENTS: Safe School Law (SB 944)

In 2000, Missouri amended the Safe Schools Act (SB 944). The provisions discussed below apply to all private and parochial schools, including Catholic schools. In the interest of brevity, the term "private school" is used below.

Requires the juvenile officer, sheriff, chief of police or other appropriate law enforcement authority to notify a private school when a petition is filed in a juvenile court proceeding alleging a pupil of the school has committed an act that would be a crime if committed by an adult. (Sec. 167.115, Subsection 1.)

Requires the juvenile officer or prosecuting attorney to send the private school a second notice reporting on the disposition of the case involving the pupil, including relevant findings of fact. (Sec. 167.115, Subsection 2.)

Requires the private school administrator/principal to provide information concerning the law enforcement notices to teachers and other school personnel who interact with the pupil as part of their assigned duties; information is to be kept confidential. (Sec. 167.115, Subsection 3.)

Requires the private school administrator/principal to forward the law enforcement notices concerning the pupil to any new school in which the pupil enrolls. (Sec. 167.115, Subsection 6.)

The private school administrator/principal, the designee or a school employee are not civilly liable when, acting in good faith, they forward the law enforcement notices to the new school in which the pupil enrolls. (Sec. 167.115, Subsection 8.)

Does not require a private school to forward any school-generated pupil information, including discipline records. *

When a pupil is suspended for more than 10 days or expelled and the school is aware the pupil is under the jurisdiction of the juvenile or family court, the private school administrator/principal is to notify the court of the suspension or expulsion. (Sec. 167.115, Subsection 4.)

A private school administrator/principal may be called to serve as a consultant in a juvenile court proceeding involving one of the school's pupils. (Sec. 167.115, Subsection 5.)

Requires a public school board to invite appropriate private school officials to attend a conference where the board is considering whether to enroll a pupil who has been suspended or expelled by the private school for an act of school violence committed at the private school. (Sec. 167.171, Subsection 3.)

Gives the public school superintendent considering the enrollment of a pupil suspended or expelled by a private school the authority to make that suspension or expulsion effective in the public school district. (Sec. 167.171, Subsection 4.)

Expands the crime of unlawful use of a weapon to include carrying a loaded or unloaded firearm or other lethal weapon into any school, onto any school bus or onto the premises of any school function; applies to all schools, public and private. (Sec. 571.030.)

Creates the crime of terroristic threat, which is to include actions such as prank calls saying there is a bomb in the school. (Applies to all schools, including private schools.) (Sec. 574.150.)

*Discipline Records: As noted above, there is no legal requirement pursuant to SB 944 for you to forward your school's discipline records to another school. Consult your diocesan school office and follow diocesan policy.

In-depth summary of safe schools law (s8 944) affecting Catholic schools can be found in Appendix #5330.

STUDENTS: Attire

Student dress is simple, neat, conducive to a learning atmosphere, and consistent with Christian values. Dress codes are recommended by the school advisory board in consultation with the school administrator/principal, pastor, faculty, and parents, and established by the school administrator/principal and pastor. A specific school dress code is published in the parent/student handbook.

The administration has final judgment if an article of clothing worn by a student is inappropriate for the Catholic school.

STUDENTS: Detention

If detention periods are used, they must not interfere with bus or transportation schedules unless arrangements have been made in advance with parents. Moreover, students serving detention must be well supervised. Reasonable steps are taken that children never be left alone in the school building for any reason whatsoever.

STUDENTS: Suspension

A student is normally not to be suspended by the school administrator/principal until there has been parent notification. Exceptions can be made for immediate suspension for reasons of safety, moral welfare of others, and/or if the student poses some immediate danger to himself or others.

STUDENTS: Dismissal and Expulsion

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

STUDENTS: Dismissal and Expulsion

If a dismissal or expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.

STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

STUDENTS: Search and Seizure

The choices presented by searching students and seizing property are difficult and expose school employees to potential legal liability. Catholic schools in Missouri, being private institutions, are not governed by the warrant and search and seizure requirements of the Fourth Amendment of the United States Constitution. Therefore, these guidelines should be carefully followed.

In carrying out the responsibility to maintain a safe and healthy environment, the school administrator/principal is sometimes faced with a decision that requires balancing the school's interest in conduct which constitutes a "search and seizure" under the law against a student's interest in freedom from intrusion into his/her privacy. The following guidelines are offered to assist the school administrator/principal in arriving at a decision.

When making a determination that reasonable grounds exist for a search, the following factors are to be considered and weighed in each instance:

1. The child's age, history and school record;
2. The prevalence and seriousness in the school of the problem to which the search is directed;
3. The urgency of requiring the search without delay;
4. The probative value and reliability of the information used as justification for the search;
5. The teacher's (or administrator's) prior experience with this particular student.

When carrying out the search, the following factors are to be considered and weighed in each instance:

1. Search of school lockers and desks:
 - a. Application of the right of privacy protections to items in lockers and desks depends upon the degree of ownership or control vested in the student vis-à-vis the school and whether the student has a reasonable expectation of freedom from intrusion for the things placed there.
 - b. School policies should include a statement regarding the authorized uses of student lockers and desks and a statement to the effect that school officials retain the right to periodically inspect student locker and desks.
 - c. Searches should be carried out with the student and a witness present.
 - d. Random searches are permissible.
2. Searches of student-owned automobiles:
 - a. Indiscriminate blanket searches are not permissible.
 - b. Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a "reasonable suspicion" of the presence of contraband in a vehicle in the school parking lot would be well-advised to contact the police.
 - c. Searches should be carried out with the student-owner and a witness present.
3. Searches of students:
 - a. Indiscriminate blanket searches are clearly and unequivocally not permitted;
 - b. A demand to produce the contents of pockets can be construed as a non-consensual search;

- c. Searches of students by school official are best avoided except in the most extreme circumstances, but can be conducted if immediate safety or the welfare of a student(s) is in danger. There should also be a witness present.
- d. Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a “reasonable suspicion” of the presence of contraband in a vehicle in the school parking lot would be well-advised to contact the police.

STUDENTS: Search and Seizure

Strip searches of pupils by any official, employee or agent of a school that is part of the Diocese of Jefferson City are strictly prohibited. "Strip search" is defined as "a search in which a person's genitals, pubic area, buttock or anus, or a female person's breast, is uncovered and is either exposed to view or is touched by a person conducting the search."

STUDENTS: Progress and Reporting

Students' academic progress and social development are communicated to parents using required diocesan approved report forms.

Progress reports on each student are issued at least quarterly. These reports provide pertinent factual information about the individual student's performance. To the extent possible, the report includes not only cognitive learning, but also the student's growth in social, affective, and physical areas.

Schools are to use the diocesan approved report cards and follow guidelines so that all diocesan report cards are completed in a consistent manner; teachers are to use the code exactly as printed on the level of report card appropriate to their students. Teachers' written comments are to be specific, behaviorally oriented, and verifiable. To affirm the importance of all aspects of schooling, teachers use the same code for all subjects. (See Appendix #5401.)

The school administrator/principal is responsible for providing school copies to all teachers for initial recording of marks, for approving all grades and comments before completion of student report cards, for maintaining accurate school copies for use in case of loss, and for establishing procedures for end-of-year transfer to cumulative records.

Mid-quarter reporting is essential for students whose progress is unsatisfactory; each school determines the process for this needed communication. The school administrator/principal is responsible for providing forms for mid-quarter reporting by teachers, for approving the teachers' mid-quarter reports regarding unsatisfactory progress before they are distributed, and for keeping copies of all mid-quarter reporting until the end of the year.

To maintain contact with a broader group of parents and to support students who are progressing satisfactorily, the school may choose to use mid-quarter reporting for all students in the school and for all students in specified grades.

In cases where schools use computer generated reporting, these must receive the prior approval of the Catholic School Office and be consistent with diocesan policy and requirements.

STUDENTS: Parent/Teacher/Student Conferences

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

STUDENTS: Promotion and Retention

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

STUDENTS: Eighth-Grade Graduation

Graduation ceremonies upon completion of grade 8 are to be as dignified and simple as possible. The official diocesan diploma, ordered from the Catholic School Office, is to be presented at the graduation exercises. An alternate form is also available for use, after consultation with parents, for students who cannot or have not completed standard requirements.

STUDENTS: First Aid

The health, safety, and well-being of students and staff should always be the primary concern of the school. Schools are to provide necessary equipment, in-service and procedure for first aid to students and staff.

Whenever possible, it is necessary to have at least one staff member have basic first aid/CPR certification.

STUDENTS: First Aid

As part of a school's first aid policies and procedures, the following should be included:

1. Written procedures to be part of the staff handbook. These procedures should include the proper way of handling bodily fluids.
2. First aid kit with necessary equipment. Basic medical supplies for emergency first aid include, but are not limited to, prepared bandages, band-aids, antiseptic solution (preferably in spray container), adhesive tape (preferably non-allergenic), eye wash cup, cold and hot packs, first aid book or chart, disposable fever thermometers (or disposable covers), blanket, etc. These supplies are used by a qualified person when administering essential emergency first aid and when treating minor accidents and ailments. Such care of minor medical needs, although accepted by most legal advisors, may be refused by parents using the form located in Appendix #5510.
3. First aid kit to accompany all extra curricular activities taking place outside the school.
4. Emergency telephone numbers readily available to staff.
5. Accident reports should be filled out for every accident or injury and copies kept in the school files.
6. Teachers are not to leave students who are injured alone while getting additional help.
7. Teachers are to be in-serviced as to emergency care procedures and, if possible, at least one staff member must take a first aid and personal safety course.

STUDENTS: Injection Kits

If a parent requests that the school have available an injection kit (such as for bee stings), and that school personnel administer the injection when necessary, the following principles apply:

1. Along with a medical authorization form signed by the parents, there should be a written note from the physician.
2. It is to be clear in the authorization form that not all of the school staff will be trained to administer the injection. It will be noted which staff is or will be trained.
3. Teachers may volunteer, prior to the beginning of the academic year, to be the point of contact for administering the injection. It might be necessary to have more than one point of contact per school. The contact person(s) for these injections should be identified in a form maintained by the school office.

As in the case of other medication, the injection kit is to be kept in a locked cabinet in the school office.

However, if a teacher has expressed some uneasiness over the process, it would seem better to have someone else on the staff do it. It is suggested that a couple of other staff members/nurses be trained as well as the teacher. The teacher can be told he/she would not have to administer the injection unless none of the other trained personnel are available. As in the case of other medication, the injection kit is to be kept in a locked cabinet in the school office.

STUDENTS: Drug/Medication Administration

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

STUDENTS: Blood-borne Pathogens

In complying with OSHA Blood-borne Pathogens Standard, 29 CFR 1910.1030, all Diocese of Jefferson City Catholic schools are to have on file a written blood-borne pathogens exposure control plan on file. (A sample plan is contained in the Appendix #5530.)

All provisions of the standard (and contained in the sample plan) are to be implemented prior to the beginning of each academic year. Compliance means that the policy is reviewed and updated annually, employees receive annual training, and personal protective supplies (i.e. non-allergenic rubber gloves, antiseptic wipes, masks, bleach, towels, garbage bags, etc.) are in place.

STUDENTS: Health and Wellness Policy

Each Catholic school shall establish a local school wellness policy with the following minimum content:

1. Includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the local educational agency determines is appropriate;
2. Includes nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;
3. Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools;
4. Establishes a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy; and
5. Involves parents, students, and representatives of the school food authority, the school advisory board, school administrators, and the public in the development of the school wellness policy.

STUDENTS: Health and Wellness Policy

A copy of the school's health and wellness policy is to be in the school administrator/principal and/or pastor's office and be available for parents to review upon request.

A copy of the school's health and wellness policy is to be on file in the school and/or parish office and is to be available for parents to review upon request. In addition, a copy is to be on file in the Catholic School Office.

STUDENTS: Controlled Substances

Schools should help to educate students through appropriate programs on drug and alcohol abuse. Schools are to formulate local policies to prohibit any student possession, use, or sale of illegal and/or look-alike drugs or alcohol on school premises.

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STUDENTS: Student Abortion

If it is found that a student has had an abortion, or has helped in obtaining an abortion, acts contrary to Catholic teaching, the school needs to immediately respond in a Catholic, pastoral way. The hurting individual is in need of the kind of reconciliation and reaching out that a Catholic school can help to provide. The student, at this point, does not need rejection, but rather love and understanding. Therefore, procedures are to be put into place in order to bring about reconciliation, if that is possible.

STUDENTS: Student Abortion

If rumors exist or information is provided to the school about the possibility of a student abortion, the pastor, school administrator/principal and the Catholic School Office is to be contacted immediately. The school should use reasonable means within a student's right to privacy, to try to find out whether or not there is any truth to the accusation, and to contact the parent(s) immediately to let them know what is being said and to try to verify facts with them.

If it is found that the student did have an abortion and/or if it is found that the father of the unborn child was somehow involved, then, in line with the policy of the Diocese of Jefferson City, the immediate response of the school is to schedule a conference with the female student and her parent(s) as well as the male student and his parent(s) to set up a counseling program which would necessarily include spiritual direction.

If this plan is rejected by the student and parent(s), and no corresponding program as agreed upon by the school is established, then this lack of cooperation would indicate that the presence of the student in the school would no longer be beneficial to either party. Catholic schools stand for values, and the lack of cooperation by student and parent(s) in this case would represent outright defiance of these values. Therefore, it might be in the best interest of the school and the student that the student no longer continue in the Catholic school.

STUDENTS: Student Pregnancy

If it is found that the student is pregnant, the school needs to immediately respond in a Catholic, pastoral way. It is to be the intent of the school to be supportive and not to interrupt the education of the student. The pregnant student and the father of the child are in need of the kind of reaching out that a Catholic school can provide, including love and understanding. Therefore, procedures are to be put into place to help the student within the context of the Catholic school environment.

STUDENTS: Student Pregnancy

When it is discovered that a student is pregnant, the immediate response of the school is to schedule a conference with the student and her parent(s) or guardian(s) to set up a counseling program which would include medical, spiritual, and perhaps, psychological guidance.

It is to be a joint decision of the school and parent(s) or guardian(s) as to whether or not the student should continue her education in the school, and for how long.

If the counseling plan is rejected by the student and parent(s) or guardian(s), and no corresponding program as agreed upon by the school is established, then this lack of cooperation would indicate that the presence of the student in the school would no longer be beneficial to either party. Catholic schools stand for values, and the lack of cooperation by student and parent(s) or guardian(s) in this case would represent outright defiance of these values. Therefore, it might be in the best interest of the school and student that the student no longer continue in the Catholic school.

If the father of the child is known and is a student in the Catholic school, the same above procedure is to be followed with him.

If it is discovered that a current male student is fathering a child, but the mother is not a student, the policy applies to the father in a similar way.

STUDENTS: Clinical Services

School administrators/principals are to determine the nature and extent of all clinical services available to the children of the school and advise parents of their availability. To the extent possible, the teachers and school administrator/principal identify students in need of these services, advise the parents, and help to ensure that students receive the needed service.

STUDENTS: Identification of Health Problems

The school administrator/principal arranges for personnel and supplies needed to conduct an inventory of student's health problems each year. All students are, to the extent possible, screened for visual and hearing acuity, weighed and measured, referred for dental care, tested for scoliosis, and generally observed for signs of deviation from normal health and behavior patterns. Parent/student handbooks state the school's right to send sick students home and to approve re-admission time.

All health problems which are identified are noted on the student's health record. Parents/guardians are to be informed of noted health problems and encouraged to provide the necessary professional care for their children. In cases of lice, impetigo, and other contagious conditions, the school follows the guidelines in Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, and Teachers by the Missouri Department of Health and Senior Services or the guidelines of the appropriate county health department. (See Section 8000.)

STUDENTS: Nurses – Paid and Volunteer

Schools whose medical professionals are provided through public health sources are to ascertain that the personnel refrain from dispensing any service or advice which would conflict with Catholic Church teaching. Schools without health nurses are urged to solicit needed volunteer help from parents or parishioners who are medical professionals.

STUDENTS: Accidents and Serious Illness at School

At annual school registration, parents/guardians are to complete a form giving permission to proceed with emergency medical care for their child/ren when necessary. Each school is to have a file listing the home and business address and telephone numbers of the parents of each child as well as the name of a doctor, dentist, and hospital to be contacted in case of emergency. This file is to be easily accessible to the school administrator/principal or designated teacher in charge.

When a student becomes ill or meets with a serious accident, the school administrator/principal shall contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention (e.g., severe bleeding), the school administrator/principal calls for emergency medical help (using 911 or local procedures) and directs standard first aid procedures by a qualified person if these are essential to the student's well-being. A written record giving date, time, circumstances, witnesses, and action taken is kept permanently in the student's file.

STUDENTS: Student Insurance

At Student Accident Policy covers all students within the Diocese of Jefferson City. If a student is injured due to an accident during a school or diocesan sponsored event, the policy will pay covered medical expenses not covered by the student's individual health insurance. In the event of a claim, payment is based on Usual, Customary and Reasonable charges. The maximum benefit amount is \$1,000,000.00 and the Maximum Benefit Period is 730 days from the date of the accident. Covered students include Preschool, Kindergarten, Elementary and Junior and Senior High School.

For more information contact: Winter-Dent & Company 573.634.2122.

Schools may assess parents for the cost of the insurance.

STUDENTS: Referral Limitations

Students in a Catholic school are not to be referred by either school or other private or public employees giving service to the schools to agencies for advice contrary to Church teaching and/or practice. The school administrator is to make this regulation clear to any private or public employee giving service to the schools.

STUDENTS: Eye Protection

Every student, teacher, and visitor is required by Missouri Law (RSMo 170.005) to wear an industrial quality eye protective device when participating in or observing any course involving exposure to dangerous elements including the following:

1. Chemical or physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiation or other hazards;
2. Vocational or technical laboratories using hot molten metals; milling, sawing, turning, shaping, cutting, guiding, or stamping of any solid materials; heat treatment, tempering, or kiln firing of any materials; welding; caustic or explosive materials.

STUDENTS: Bus Service

The State of Missouri does not require that students be provided transportation to and from private schools. If bussing is made available through the school, appropriate policies and requirements regarding bus drivers are to be developed. A special school bus operator's permit is required of all drivers who service their students.

The requirements and procedures are the following:

1. The individual, between the age of 21 and 70 years, must hold a valid driver's license.
2. The driver secures a medical form from the Department of Revenue, Department of Education, or from the Highway Patrol Examiners and completes the required medical exam including vision and hearing tests.
3. After the medical exam, the driver contacts a main troop of the Missouri Highway Patrol to arrange for both a written exam and for a driving exam – using a school bus provided by the driver.
4. The driver submits the results of the medical, written, and driving exam with the nominal application fee as specified to the Missouri Department of Revenue.
5. The Department of Revenue issues a temporary permit, completes a check of the person's criminal history for driving violations and convictions in sexually related areas.
6. Barring any relevant criminal record, the driver receives a laminated permit to drive a school bus which is valid for three years.

STUDENTS: Busses Owned by Parochial Schools

All busses owned by a parish or school used to transport students must meet state requirements and inspection guidelines.

STUDENTS: Traffic Safety

Before the opening of the school year, the school administrator/principal arranges with local police officials for the protection of children who cross traffic intersections on their way to and from school. Local police are given a copy of the school calendar and informed in advance about any changes in schedule.

Safety patrol members, trained and supervised by a competent teacher, supplement the services of police and crossing guards.

The school must provide to the teachers, parents and students a map and instructions outlining procedures for pick-up and dismissal of students. These procedures are also to be sent to the Catholic School Office (these can be placed in the school handbook).

The procedures include:

1. Bus pick-up and drop off procedures, if applicable;
2. Walkers dismissal including where to meet and which school personnel will escort them to designated named destination off school grounds.
3. Pick-up and drop-off procedures for those students arriving/being picked-up in personal vehicles.
4. Designated parking and arrival and departing procedures for students who may drive their own vehicle.

STUDENTS: Students with Special Needs

If a student with special needs (categorized such as EMH (Educable Mentally Handicapped), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the Catholic School Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic School Office, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the Catholic School Office, if deemed beneficial, when a parent disagrees with a local school decision.

STUDENTS: Child Abuse and Neglect

The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.

This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators, counselors, child care workers in a day institution, or child care institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are health care professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments all school administrators/principals, the Diocese of Jefferson City Catholic schools are to educate their school staff members in recognizing the signs of child abuse and/or child neglect.

Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

(A copy of the law is included in the Appendix #5810.)

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Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury or that the abuse of the child may occur shall use the following procedure to report:

1. The employee is to report the suspicion immediately to the school administrator/principal and together they shall immediately report to the Missouri Division of Children's Services ("Missouri Children's Division"). This phone number is to be readily available in the school office.
3. The school administrator/principal shall then inform the Catholic School Office or chancellor of the diocese after the report has been made to the Missouri Children's Division. Within five days of the date the report is made to the Missouri Children's Division, a written summary report is to be sent to the Catholic School Office or chancellor of the diocese stating the names, circumstances and reasons for reporting, consultation received, and when and by whom the matter was reported.
4. It is up to the Missouri Children's Division or police department to follow up on the report.
5. Employees cannot be directed by a person with higher authority to refrain from reporting a case if the employee has reasonable cause to suspect that a child has been or reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
6. Any such reports are considered strictly confidential.

Normally, once notified, the Missouri Children's Division will observe the following procedure in investigating reports as clarified November 26, 2003 in a letter to school personnel from the Missouri Children's Division:

House Bill 613 will effect agency notification to a parent when abuse/neglect occurs in a school or child care setting. When the abuse/neglect of a child happens in a school or child care setting and the parents of the child are not the alleged abusers, a parent/guardian of the child must be notified prior to the child being interviewed by the Children's Division (CD). If the parent/guardian cannot be located, the CD investigator will use his/her best judgment regarding interviewing the child without parental notification. If the alleged abuser is a school or child care facility employee, the child cannot be interviewed at his/her school or child care facility.

The representative of the Missouri Children's Division is to see that the above paragraph is implemented. Normally Catholic school personnel are not part of the child abuse investigation interview unless requested by the Missouri Children's Division.

Failure to follow the above reporting procedure is considered a serious violation of diocesan policy and regulation.

STUDENTS: Harassment/Bullying

Policy: All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

STUDENTS: Sexual Abuse of Minors

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* of the USCCB, and the *Code of Canon Law*.

I. PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements:

- (1) a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;
- (2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;
- (3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;
- (4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board,

the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.
2. Duties of the Review Board include:
 - Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
 - Reviewing diocesan policies for addressing sexual abuse of minors;
 - Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and
 - Maintaining an ongoing review of unresolved cases.
3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:
 - Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
 - Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and
 - Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.
2. Duties of the Review Administrator include:
 - Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
 - Appointing an Assistance Coordinator for the person bringing the allegation;

- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- Receiving information about other possible victims/survivors; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.
2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.
3. Duties of the Review Team include:
 - Investigating and gathering facts regarding allegations referred to it by the Review Administrator, reporting its findings to the Bishop, and providing him any appropriate counsel;
 - Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
 - Meeting as needed for specific cases;
 - Taking all appropriate steps to protect the reputation of the accused during the review process;
 - Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.
2. Duties of the Assistance Coordinator include:
 - Listening to the individual and his or her allegations, treating the individual with respect;
 - Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;

- Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
 - Assisting with referrals to therapists and/or support groups;
 - Assisting the individual with information about how to follow-up on the options chosen by the individual; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.
3. The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:
- Mr. Mike Berendzen
Review Administrator
Diocese of Jefferson City
Alphonse J. Schwartze Memorial Catholic Center
2207 W. Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)

B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual

abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)

2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.
3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.
4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone.
The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:
 - When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.
 - When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be

- made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.
2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.
 3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.
 4. a. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:
 - i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
 - ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
 - iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his *votum*, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
 - iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.

- v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

 - b. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:
 - i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
 - ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
 - iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.
 - iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.

 - c. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.
5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.
2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:
 - Every step will be taken to restore the good name of the accused.
 - If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.
2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.
3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

F. CARE FOR THE CLERIC

When a priest is placed on indefinite administrative leave from his assignment because of a substantiated accusation of sexual abuse of a minor, the Bishop or his designee will assist him in finding housing, arrange for his financial support and encourage him to receive pastoral and psychological support during the time immediately following the accusation. A permanent deacon in this circumstance will be assisted by, the Vicar for the Permanent Diaconate in obtaining appropriate pastoral and psychological support.

G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES AND OTHER STATES

1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors. In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese. The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.
2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.

H. COMMUNICATION

Inquiries from members of the media about this policy and its implementation should be addressed to the Director of Communications of the Diocese. If statements or information are to be released concerning an allegation of sexual abuse of a minor by a member of the clergy or other church personnel, that information shall be made available by the Office of Communications in collaboration with the Bishop, or his designee, and the diocesan attorney.

ADDENDUM

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.

(2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.

(3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.

(4) The term "decree" as used in this document refers to a statement of the disposition of the matter.

(5) See Chapters 210.110-210.192 Revised Statutes of Missouri.

Revised June 1, 2015

STUDENTS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

See DSR 1901 for specific regulations regarding the procedure.

STUDENTS: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

INSTRUCTION: School Calendar

The annual term for a diocesan school consists of at least the following:

1. 174 instructional days in session;
2. A minimum of 1044 hours of instruction;
3. Three (3) scheduled instructional make-up days;
4. Inservice days as determined at the local level, with a minimum of 8 days, including diocesan sponsored days.

A minimum of 182 and a maximum of 192 days, determined by the pastor, are to be included in the school calendar. Local public school calendars should be a guide for determining days that school is in session, but they are not to be considered for final determinations.

Instructional time that extends significantly beyond the required six hours may not substitute for the required number of student attendance days but may be proposed as additional instructional "make-up" time for a small number of school days beyond the required three days.

INSTRUCTION: School Calendar

All Catholic School Office calendar dates must be incorporated into the local calendar, and a copy of the local calendar placed on the required diocesan calendar form and sent to the Catholic School Office.

INSTRUCTION: Length of School Day

The schedule of each school provides six hours of instruction per day. In compliance with the accreditation standards, time set aside for lunch and recess are in addition to these six hours. If any school is dismissed because of inclement weather after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day.

INSTRUCTION: Holy Days of Obligation

Holy Days of Obligation are to be observed and respected in a special way in Catholic schools. A Mass for the entire student body is to be celebrated during regular school hours on holy days. In addition, the day should be made special with special activities, observances, etc.

INSTRUCTION: Crisis Management Plan

Each school must have a Crisis Management Plan developed in consultation with local authorities. The school administrator/principal is responsible for the planning and execution of emergency procedures in the event of fire, tornado, earthquake, inclement weather, civil defense, violent acts, prison breaks, shootings, and/or other such emergency situations. To insure safety measures, the planning must include the following:

1. A warning system;
2. A place of safety to which students will be directed;
3. Practice drills at irregular intervals;
4. Adequate instruction of personnel;
5. Accounting for all students and personnel.

Nothing in the crisis management plan is to conflict with advice and direction provided by the Diocese of Jefferson City.

INSTRUCTION: Crisis Management Plan

A current copy of the Crisis Management Plan must be on file at the Catholic School Office.

The plan is to be updated annually and reviewed with the faculty and staff.

INSTRUCTION: Fire, Earthquake, Tornado, and Intruder Drills

Fire, earthquake, tornado, and intruder drills are to be held regularly according to procedures specified by the local civil defense agency and fire department. Some of the duties included in the procedures may be delegated to another member of the faculty or to the custodian, but the school administrator/principal is ultimately responsible. If the locality has monthly testing of the tornado alert system, the school may consider correlating its drills with that testing.

INSTRUCTION: Bomb Threats

The health, safety, and well being of students and staff is always the primary concern. If a school receives a telephone or written bomb threat, the following procedures are recommended.

1. Evacuate the school, unless directed otherwise by local law officials.
2. Inform the police (or sheriff) department immediately.
3. As soon as safely possible, alert the Catholic School Office.
4. Allow police authorities to direct the course of action.
5. School employees are not to be involved in the search for bombs, except to provide information.
6. Student conveyance of a false threat is grounds for suspension and/or expulsion.

INSTRUCTION: Regulation of Behavior for Safety

School administrators/principals, teachers, or drivers to whom authority has been delegated, have a responsibility to the safety and welfare of pupils enrolled in their schools during the time pupils are en-route to or returning from school, while they are on the school premises, and/or during school sponsored events.

INSTRUCTION: Emergencies - Inclement Weather and the Closing of School

Catholic schools should work with the public school district's inclement weather procedures to determine their own policy. While schools may follow the local district's policy, it is not required to do so.

Processes and procedures should be clearly communicated to parents.

INSTRUCTION: Philosophy, Mission, Goals and Objectives

The educational mission of the church is an integrated ministry embracing four interlocking dimensions: message, community, service and worship. In addition to being a means for safeguarding faith and virtue, Catholic schools are an avenue through which parents and teachers collaborate in giving children a complete Catholic education. The doctrines and instructions of the Catholic Church are integral for Catholic school instruction. Catholic school programs strive to create a Catholic environment within which students receive formal instruction and are also encouraged to observe and emulate in their personal lives the philosophy of Catholic education as exemplified by the professional and personal lives of their instructors.

The organizational plan for each school program should be one that fosters the achievement of the religious and academic goals, objectives, and programs of both the Diocese of Jefferson City and the school and considers the individual needs of the students, and incorporates the ecclesiastical teachings of the Catholic Church.

The school administrator/principal of each school shall ensure that the school has a current statement of the schools' educational mission statement where its objectives are reflected in a long-range plan. The statements must be based on the following:

1. They must reflect the diocesan statement of educational mission (no school statement, policy, or regulation may contradict these diocesan policies).
2. They must be developed by representatives of the faculty, clergy, school advisory board, parents, and students.
3. They must influence all aspects of the school - spirituality, personnel, curriculum, evaluation, self-discipline, etc.
4. They must be annually reviewed and evaluated, with revision, if needed.
5. They must be utilized when recruiting and interviewing potential teachers, staff and students.
6. They must be made known to the parish community in appropriate ways.

A brief description of each statement follows:

The statement of the school's educational mission includes the most important elements of the school's philosophy of education (what the school community believes about Catholic education) and the school's mission (what this particular school is called to be and do).

Objectives are specific means to reach stated goals. Following its regular self-study, every school formulates specific objectives to address any unmet criteria, to further implement the school's educational mission, and to effect any other desired improvements.

INSTRUCTION: Local Curriculum Development

Development of the curriculum in accord with the diocesan curriculum guidelines, including selection and adaptation of instructional materials, is the responsibility of the school administrator/principal and faculty. These decisions consider students needs, the school's organizational pattern, faculty strengths, ratings of diocesan review committees, national and state standards, and available educational research. Special attention is given to integrating Gospel values and principles of Catholicity wherever appropriate throughout the curriculum.

Diocesan curriculum guidelines are to be made available to each teacher. Mastery of identified objectives at each grade level insures a sound instructional progression.

The school administrator/principal and faculty evaluate the curriculum yearly to determine whether it is helping to achieve its stated educational mission and objectives. Annual plans are designed to address curriculum concerns or standardized test data. If, after study and discussion, a faculty should wish to depart significantly from the diocesan curriculum guidelines, a prospectus of the curricular adaptation is to be sent to the Catholic School Office with a request for review and approval.

A method of insuring that appropriate areas of curriculum are covered each year by each teacher is to be developed, and this method is to be communicated to the Catholic School Office.

INSTRUCTION: Religious Instruction

Guidelines, including texts and resource selections, for the religious education program (religion classes) should be in accordance with established diocesan policy religious education guidelines. (cf: A Catechetical Manual for Catholic Schools.)

It is of utmost importance that Religion, that is Catholic faith, belief, morality and philosophy, help the student grow in relationship to Jesus Christ is always taught in all areas of the Catholic school. At no time is it appropriate to say or believe that Catholic principles cannot be taught or explained in a particular setting.

INSTRUCTION: Education in Human Sexuality and Teaching Touching Safety

All religious education programs in the diocese, including school programs, incorporate some form of education in human sexuality. A local group studies the diocesan guidelines, decides the approach that is best for the students, then implements a suitable program according to the guidelines.

In addition to a program on human sexuality, each school is to provide instruction in grades 1, 4, 6 and 10 on Teaching Touching Safety, and using the program required by the diocese or approved by the review administrator. All parents are to have the option of choosing that their children not attend the program. Schools are required to distribute to all parents of children in their schools a copy of the parent guide “Protecting God’s Children Teaching Touching Safety” developed by VIRTUS. An annual report is to be given to the Safe Environment Coordinator for the Diocese of Jefferson City indicating that the instruction has been completed. Resources can be found at www.diojeffcity.org and click on Safe Environment.

INSTRUCTION: Education in Human Sexuality and Teaching Touching Safety

Schools are to report to the Safe Environment Coordinator for the Diocese of Jefferson City at the end of the year compliance with this policy. See Appendix #6208 for the form on which to report compliance.

INSTRUCTION: Substance Education

Schools are to establish and implement a substance education program that is within the context of a holistic wellness program. All students are given the opportunity to learn about the sacredness of body and mind, and their decision-making abilities and responsibilities. Against this background, they study substances, their impact on persons and society, and their own responsibilities in deciding use or non-use of substances with corresponding consequences.

INSTRUCTION: Instructional Time

Diocesan schools use a variety of learning models and school organizational patterns. Although suggested time guidelines are included in Appendix #6220, it is neither possible nor advisable to have a uniform pattern for time distribution in every diocesan school. For that reason, every school is to develop classroom time schedules compatible with its organizational pattern. Where appropriate, areas may be combined; e.g., science and health. The schedule is prominently displayed in every classroom. The time distribution schedule demonstrates the educational priorities of the school and needs of the students.

Kindergarten students may have either half- or full-day classes. Where transportation is not available for half-day students, schools may develop alternate plans such as a kindergarten session of three full days per week.

Teachers are to meet frequently with the school administrator/principal and with one another to evaluate the effectiveness of the time distribution and to examine possible revisions.

INSTRUCTION: Class Size

Maximum class size should not exceed thirty (30) students. In areas where the majority of students have learning difficulties or are in preschool, kindergarten, primary classes, or double-graded classes, it is recommended that the maximum class size not exceed twenty (20) students. When implementing any related school policy, the school administrator/principal considers the many factors that affect class size: teacher experience and expertise, student ability, size of classroom, available assistance, etc.

INSTRUCTION: Learning Materials

A variety of learning materials is to be available to faculty and students. The selection of textbooks, learning materials, and equipment, is done jointly by the school administrator/principal and faculty members. Guidelines for the selection are the school's objectives and organizational pattern, the needs of the individual students, the financial resources of the school, and the directives from the Catholic School Office.

To assist faculties in their selections, the Catholic School Office issues annotated lists of approved textbooks. If a faculty should have reason to use books which are not on this list, they must consult with and request approval from the associate superintendent.

Technology, textbooks, workbooks, review books, and prepared notes may be helpful tools for teaching, but can never substitute for teachers' instruction, which is planned to meet the individual needs of their students.

INSTRUCTION: Courses in Constitutions of the United States and Missouri

170.011. 1. Regular courses of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions shall be given in all public and private schools in the state of Missouri, except privately operated trade schools, and shall begin no later than the seventh grade and continue in high school to an extent determined by the state commissioner of education, and shall continue in college and university courses to an extent determined by the state commissioner of higher education. In the 1990-91 school year and each year thereafter, local school districts maintaining high schools shall comply with the provisions of this section by offering in grade nine, ten, eleven, or twelve a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. A local school district maintaining such a high school shall require that prior to the completion of the twelfth grade each pupil, who receives a high school diploma or certificate of graduation on or after January 1, 1994, shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length. The department of elementary and secondary education may provide assistance in developing such a course if the district requests assistance.

INSTRUCTION: Changes in Organizational Pattern

Any major change in class or school organization may be undertaken only after appropriate study, consultation with the Catholic School Office, and then adequate in-service training of the faculty, and effective communication with the parents and students.

INSTRUCTION: Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

INSTRUCTION: Homework Assignments

Home assignments are to be educationally sound - applying previously learned material, correlating past and present learning, and promoting supplementary reading. Departmental structures will require some coordination of assignments to balance them with time for completion. Assignments which may require specialized resources or in any way disrupt the home are to be avoided; those which help develop family communication are encouraged. The local school can consider a policy which limits regular homework to weeknights, leaving weekends free for family activities.

In a world that expects colleagues to work together and collaborate on multiple projects, it is important that homework assignments throughout the year are a mixture of independent work and collaborative projects.

INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips and Senior Trips

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8th grade and/or a senior trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

INSTRUCTION: Educational Outings, Field Trips, 8th Grade and Senior Trips

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

INSTRUCTION: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the *Protecting God's Children* program and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

INSTRUCTION: Non-School Sponsored Trips

School employees, as employees, shall not participate in, organize, or assume any responsibilities for student activities that are not school sponsored. Non-school sponsored activities, fund-raising activities, etc., are not to use the school name.

For such trips, neither students nor parents are covered under diocesan liability.

INSTRUCTION: School Visitors

Each school should safeguard that only authorized persons enter the school.

INSTRUCTION: School Visitors

Every Catholic school is to have written procedures regarding visitors, including parents, to the school and include these procedures in staff, parent, and student handbooks.

These written procedures are to direct that persons first report to the school office or school administrator.

Teachers shall be informed of approved visitors to the school other than parents.

Teachers are to refer any unrecognized or unauthorized persons to the office immediately and should notify the office immediately of their presence.

A sign in the main entrance of the school should direct persons to immediately report to the school office. Also, the sign is to indicate where the main office is located.

INSTRUCTION: Assemblies

Because of the broad scope of opportunities they provide, assemblies are recommended as a regular part of the school program. Scheduling and planning assemblies is done early in the year by a representative group, including the students as much as possible.

INSTRUCTION: Flag Display

When a school is in session, the American flag is to be on display outside the building, weather permitting. The flag is raised before the morning session begins and taken down at the close of the school day.

Related observances are determined locally:

1. Flying the Papal flag;
2. Display of the American flag in each classroom;
3. Flying the Missouri flag (on the same pole immediately below the American flag);
4. Recitation of the Pledge of Allegiance.

INSTRUCTION: Speakers, Outside Programs, AV Materials (including Movies and Videos), and Literature

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCCB movie-rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Catholic School Office should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

INSTRUCTION: Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *Facebook*, *YouTube*, *Snapchat*, *Twitter*, *Instagram*, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

INSTRUCTION: School Library and Resource Center

Every school is to maintain an instructional materials center. The school normally is consistent with the American Library Association standards in its collection of books, periodicals, audio-visual materials and other necessary equipment. The book and periodical collection is available to students throughout the school day.

Audio-visual materials and equipment should be available for classroom loan. A member of the staff or a designated volunteer should have the responsibility of cataloging materials and for the operation of an effective system of distribution return, and proper maintenance. Whenever possible, a professional school librarian should take care of the center with the aid of paraprofessionals or volunteers.

The instructional materials center should also contain enrichment materials appropriate to the curricular needs of the local school. A section of the school library is usually reserved as a teacher reference section.

All materials are to be consistent with Catholic principles.

INSTRUCTION: Research and Observation

Written permission from the parents/guardians and the Catholic School Office as well as approval of the school administrator/principal is required before any faculty member may provide student data to or allow observation of students by anyone conducting research, or for videotaping students for purposes of improving instruction.

INSTRUCTION: Standardized Testing

All schools are to participate in the fall in the diocesan standardized testing of students' cognitive ability and academic achievement in grades 2-8, maintain testing records of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are to be apprised of testing results, with appropriate explanations and printed student profiles. Standardized testing for kindergarten is not recommended. Schools may test students in other grades and at other times of the year at their option.

All elementary schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades five, eight, and eleven, and apply the findings to instructional planning and priorities.

INSTRUCTION: Readiness Testing

Prior to kindergarten or first grade, student readiness is assessed. The results assist in determining individual readiness for the instructional program, suggest parental assistance with home activities to promote readiness, and guide teachers in developing an appropriate, effective program.

INSTRUCTION: Self-Study

The school administrator/principal provides leadership in the ongoing evaluation of the school, specifically in assessing its effectiveness in meeting its educational mission and objectives.

Every school is to conduct an in-depth self-study on a regular basis according to diocesan guidelines, ordinarily every six (6) years. Following its regular self-study, every school is to formulate objectives to address any unmet criteria, to further implement the school's educational mission, and to effect any other desired improvements.

INSTRUCTION: Visiting Team

Each school is to undergo validation by an external visiting team, appointed by the Catholic School Office.

The Visiting Team will be comprised of school administrators/principals, teachers and other qualified professionals with expertise in Catholic schools.

INSTRUCTION: Accreditation

Schools are required to be accredited by the Missouri Nonpublic School Accrediting Association. In addition, the Catholic high schools may also seek Advanced Ed accreditation.

INSTRUCTION: Accreditation

Schools in the Diocese of Jefferson City are to be accredited by the Missouri Chapter of the Nonpublic School Accrediting Association. In addition, the Catholic high schools may also seek Advanced Ed accreditation.

INSTRUCTION: Co-Curricular Activity Availability

Depending on local needs and circumstances, the school may offer co-curricular activities. Balance and variety are essential to meet the varied needs and interests of students. The school can formulate guidelines about the extent of such activities.

INSTRUCTION: Diocesan School Sponsored Student Activities

The Catholic School Office offers to all schools the opportunity to participate in student events which include, but are not limited to, the Aquinas Academy, the St. Robert Bellarmine Speech League, Music Enrichment Day, Science Fair, and Sketch Day.

INSTRUCTION: Diocesan Sponsored Trips

The Director of the Diocesan Office responsible for a Diocesan sponsored trip will coordinate with the Catholic School Office, pastor, school administrator/principal, and school advisory board president to determine if a student(s) may, with their parents permission, be excused from school for religious faith development experiences. If it is determined by the local pastor, school administrator/principal, and school advisory board president that this is indeed a good opportunity for a student(s) to grow in their faith and relationship with Jesus Christ then, with parental permission, the student is indeed excused from school with full cooperation of all faculty, staff, coaches and directors of co-curricular activities. Each school will have guidelines for homework and test make-up upon return of the student.

INSTRUCTION: Eligibility for Co-Curricular Activities

The school should set norms for eligibility of students to participate in school-sponsored activities, e.g., that attendance in school is required for participation in co-curricular activities on the day of the activity. Physical examinations are required for participation in athletic activity. Parents/guardians shall sign a “Suitability Declaration and Release Agreement” for participation in a co-curricular activity. See Appendix #6603.

INSTRUCTION: Values of Athletic Program

The athletic program teaches self-discipline, good sportsmanship, and fairness, and instills in students Catholic values and behavior. Especially at the elementary level, participation, skill development, and teamwork are emphasized more than competition.

The school formulates policies that ensure adequate academic standing and satisfactory behavioral norms for participants, as well as reasonable requirements concerning practice time.

The school will establish norms for spectators, officials, coaches, athletes and staff which reflect Catholic principles of the school and diocese. The school administrator/principal is responsible for the implementation and supervision of the norms.

INSTRUCTION: Athletics

Athletics should enhance and complement the school's educational and spiritual program. Athletics are student activities which provide experiences to help boys and girls develop a Catholic attitude toward cooperation and competition as well as to develop physically, mentally, and emotionally. The element of competition and winning, though it exists, should always be secondary to striving to create a Catholic environment which is exemplified by the instructor. Principles of Catholic sportsmanship must prevail at all times to enhance the educational values of contests.

Participation in athletics, both as a player and a student spectator, is an integral part of the student's education experience. Participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student himself/herself. In play and conduct, he/she is representing skills and emotional patterns that he/she possesses, thereby making him/her a better Catholic and citizen.

Each school shall have written policies, guidelines, and regulations regarding participation in athletics and these are to be published to the students and parents.

All athletic programs are under the general supervision and authority of the school administrator. Everything possible should be done to keep time and distance of travel to a minimum on evenings prior to school days.

The school will also establish norms for spectators, officials, coaches, athletes and staff which reflect the Catholic principles of the school.

INSTRUCTION: Sunday and Easter Triduum Athletic and Co-Curricular Activities

In view of the respect for and sanctity of the Celebration of Eucharist on Sunday and the Easter Triduum, the following regulations are to be observed.

No practices, games, events, or practices for an event, will be held in any diocesan Catholic school or its playing field, building, or buildings it borrows, rents or owns before noon on Sunday and after 3pm on Holy Thursday, Good Friday and Holy Saturday.

INSTRUCTION: Social Activities

Ordinarily there is a school-sponsored party. It is held for a brief period of time during or immediately following the school day. Any other school-sponsored social activities must be appropriate to the age of the student and approved explicitly by the school administrator/principal and/or pastor. If warranted by local circumstances, the local school can formulate policies within these diocesan guidelines.

INSTRUCTION: Guidance

The Catholic school has many guidance opportunities available for all students: value-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles. The program is designed to help all students develop wholesome self-concepts, integrate important values within their lives, and reach their God-given potential.

PLANNING AND ACCREDITATION: Long-Range Planning

All schools are to have a long-range plan, based upon recommendations from the in-depth self-study and the visiting team. The plan follows diocesan directives, ordinarily extending five years.

The school places its objectives within this five-year plan of action which specifies the needed action, the target date, persons responsible, etc. The Catholic School Office determines whether the long-range plan includes sufficient attention to all unmet criteria, to implementation of the school's educational mission, and to other important recommended improvements. If the plan is not approved, it requires revision. Approval is needed for a school to seek or continue accreditation by an outside agency.

After approval, the school is to proceed to implement its long-range plan and is to report annually to the Catholic School Office. When the progress report is acceptable, the Catholic School Office will present the report to the accrediting association.

Standards/Indicators and forms for the elementary and high school accreditation process are available on the MNSAA website (www.moqualityschools.org).

COMMUNICABLE DISEASE

- I. It is the policy of the Diocese of Jefferson City, pursuant to federal, state and local laws and regulations and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

The schools in the Diocese of Jefferson City and its schools will work cooperatively with local, county and state agencies to enforce and adhere to the state or local health codes for prevention, control and containment of communicable diseases in their schools so long as there is not a conflict with religious beliefs and/or practices. Additionally, schools are to be in compliance with any state inoculation and physical exam requirements for students and staff.

In regard to communicable and contagious conditions, Catholic schools in the Diocese of Jefferson City are to follow the guidelines in *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, and Teachers*. All reporting requirements as stipulated in this document are to be followed. In addition, schools are to be in compliance with any state inoculation and physical exam requirements for students and staff.

II. Students

A. Enrollment

When it becomes known to the administration that a student has been infected with HIV/AIDS, the following procedure should be implemented:

1. The school administrator/principal informs the Catholic School Office.
2. The Catholic School Office convenes an advisory committee proposed of representatives from the Catholic School Office, the school administrator/ principal, the pastor, the parents/guardians and the attending physician. This group will determine whether the student should be in the regular classroom and whether the student has special needs based on his/her health status. It is the responsibility of this committee to weigh the risks and benefits to both the infected student and to others in the school. The Catholic School Office, in consultation with diocesan legal counsel, shall thereafter approve any recommendation and/or the student placement prior to implementation and prior to any change thereto. Should this team be unable to reach consensus on the course of action to be followed, the matter will be referred to the Catholic School Office, who will make the final decision. It is most important that this committee hold the matter in strictest confidence. All determinations under this section shall be made on a case-by-case basis.

Once placement for the student has been determined, the advisory committee shall continue to monitor the care, situation, and environment and conduct a review of each case, so long as it is open, prior to the beginning of each school semester, mid-semester, and at such other times as deemed appropriate by the Catholic School Office.

B. Public Awareness

Should the presence of an HIV/AIDS infected student become known to the broader school community, all public statements will be made by appropriate personnel in the Catholic School Office. Personnel from the Catholic School Office will direct meetings with staff and parents/guardians if those become necessary. They will provide assistance to the administration and other appropriate personnel to insure the rights and care of the infected student and the welfare of the total school community.

III. Employees

- A. The diocese recognizes that those persons who have a communicable disease may be disabled within the meaning of state and federal law.
- B. Accordingly, when the school learns that any employee suffers a communicable disease, the employee's condition and present health, the employee's job title and duties, the risk of transmission of the disease to students, and to fellow employees and any other relevant factor or accommodation shall be considered when determining whether the employee poses a direct threat to the health or safety of the employee or others in the workplace.

IV. Confidentiality

- A. All information concerning the medical, psychiatric, and/or behavioral condition of students and employees is confidential. This information is not to be disclosed without the express written authorization of the student, the employee and/or a responsible parent or guardian. Only those employees in a "need to know" category shall be permitted to access medical, psychiatric or behavioral records of students. Any information obtained from the medical, psychiatric or behavioral record of any student or employee shall not be disclosed outside the school setting.
- B. Records:
 - 1. All medical, psychiatric and/or behavioral records should be kept in a separate file, apart from progress records.
 - 2. Each school's administrator/principal shall be designated the custodian of such health records and shall be the only person authorizing access to such health care records.

3. HIV antibody test results are considered confidential information. Identifying information can be released only on a "need to know" basis to medical and public health professionals in the course of an investigation and follow-up or as authorized in writing by the subject of the test or the subject's parents/guardians.
4. The only school officials permitted to receive these test results are the pastor, school administrator/principal, school psychologist, physician or nurse, and the employee whose job it is to prepare and/or store all medical records. Should the test results be disclosed to any school employee in the course of his duties, this person may not disclose these results without the express written consent of the test subject.
5. The custodian of HIV antibody test results shall be the Catholic School Office. All records concerning HIV antibody test results are to be forwarded to the Catholic School Office and maintained in the Catholic School Office in a confidential file. No records of HIV antibody test results shall be maintained in any local school. Access to HIV antibody test results shall occur only with the prior approval of the Catholic School Office after consultation with the bishop and diocesan legal counsel.

V. Prevention of transmission of Communicable Disease

All employees of diocesan Catholic schools shall become familiar with and follow the guidelines for handling body fluids in schools. In addition, each school is responsible for making available to its employees the equipment and materials necessary to follow said guidelines.

The guidelines for handling body fluids are attached hereto as Attachment 1.

VI. Education - Staff and Students

Each school shall train staff members in standard techniques of protection and prevention of the transmission of communicable diseases (including HIV). The instruction should be appropriate to the grade level. In relation to instruction regarding diseases that can be transmitted through sexual contact, the following guidelines should be followed:

1. Catholic schools should not host any programs which they do not control and/or preview.
2. Programs should give all of the essential technical information in a clear, direct and respectful way adapted to the development stage of the students.
3. The technical information should be presented with a proper Catholic ethical context. This involves not only the giving of rules, but also insight into the meaning of interpersonal relationships, family, marriage and procreation and the meaning of sex within this wider context.

4. Programs should make clear that the acceptable way to avoid the sexually transmitted diseases is to do what one is morally obliged to do in any case: confine genital sexual activity to monogamous marriage.
5. The rationale of the program and the material should be explained clearly to parents before presentation to students and parents have the right to withdraw their students from such instruction on the grounds of religious belief.

Attachment 1

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those students without symptoms or with an undiagnosed disease.

Does Contact with Body Fluids Present a Risk?

The body fluids of all persons should be considered to contain potentially infectious agents (bacteria and viruses). The term "body fluids" includes: blood; semen; drainage from scrapes; cuts and open lesions; feces; urine; vomit; respiratory secretions (for example, nasal discharge); and saliva. Contact with body fluids presents a risk of infection with a variety of factors including the type of fluid with which contact is made and the type of contact made.

Table I provides examples of particular infectious agents that may occur in body fluids of children and the respective transmission concerns. With the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many infectious agents may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubation, mildly infected without symptoms, or chronic carriers of certain infectious agents including the HIV and hepatitis viruses.

TABLE 1
Transmission Concerns in the School Setting:
Body Fluid Source of Infectious Agents

<u>Body Fluid Source</u>	<u>Organism of Concern</u>	<u>Transmission Concern</u>
Blood - cuts/abrasions - nosebleeds - menses - contaminated needle	Hepatitis B virus HIV virus Cytomegalovirus	Blood stream inoculation through cuts and abrasions on hands Direct blood stream inoculation
Open lesions	Staphylococcus aureus Beta hemolytic streptococcus Hepatitis A virus	Contact with drainage from open lesion
Feces* - incontinence	Salmonella Shigella Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
Urine - incontinence	Cytomegalovirus HIV virus	Bloodstream and oral (?) inoculation from contaminated hands
Respiratory Secretions - saliva - nasal discharge	Mononucleosis virus Common cold virus Influenza virus HIV virus Hepatitis B virus	Oral inoculation from contaminated hands Bloodstream inoculation through cuts and abrasions on hands/bites
Vomit* -	Gastrointestinal viruses (for example, Norwalk agent, Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B virus HIV virus Gonorrhea	Sexual contact (intercourse)

* Possible transmission of HIV infections and hepatitis B is of little concern from these sources. No evidence exists at this time to suggest that the HIV virus is present in these fluids.

What Should be Done to Avoid Contact with Body Fluids?

Direct skin contact with body fluids should be avoided. Disposable gloves should be available in the office of the custodian, nurse, or school administrator/principal. Gloves must be used when an individual with open lesions on their hands has direct hand contact with body fluids (for example, treating bloody noses, handling clothing soiled by incontinence, cleaning small spills by hand). If any contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured, and disposed of daily.

What Should be Done if Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (for example, when wiping a runny nose, applying pressure to a bleeding injury, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items (for example, towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed or soaked in cold water prior to bagging. Clothing should be sent home for washing, with appropriate directions to parents. Contaminated disposable items (for example, tissues, paper towels, diapers) should be handled with disposable gloves. Finally, the Catholic School Office must be notified of any occasion where direct skin contact with blood or other potentially infectious materials occurs.

How Should Spilled Body Fluids be Removed from the Environment?

Schools need to have standard procedures in place for removing body fluids. These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary absorbent agents specifically intended for cleaning body fluid spills (e.g., ZGOOP, Parsen Mfg. Co., Philadelphia, PA). Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. While the broom and dustpan should be rinsed in a disinfectant, no special handling is required for vacuuming equipment.

Hand Washing Procedures.

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten seconds. Soap suspends easily removable solid and microorganisms, allowing them to be washed off. Rinse under running water to carry away dirt and debris. Use paper towels to thoroughly dry hands.

Disinfectants.

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfections will kill vegetative bacteria, fungi, tubercle bacillus, and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

1. Ethyl or isopropyl alcohol (70 percent).
2. Phenolic germicidal detergent in a 1 percent aqueous solution (Lysol*).

3. Sodium hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used).
4. Hydrogen peroxide (3 percent solution).
5. Quaternary ammonium germicidal detergent in 2 percent aqueous solution (Triquat*, Mytar*, or Sage*).
6. Iodophor germicidal detergent with 500 ppm available iodine (Wesvodyne*).
7. Heat (130 degree F for 10 minutes).

Disinfection of Hard Surfaces and Care of Equipment.

After removing the body fluid spill, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dustpans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drainpipe. Remove gloves and discard in appropriate receptacles.

Disinfection of Rugs.

Apply sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. Wash brush with soap and water. Dispose of non-reusable cleaning equipment as noted above.

Laundry Instructions for Clothing Soiled with Body Fluids.

The most important factor in laundering clothing contaminated in the school setting is eliminating potentially infectious agents with soap and water. Adding bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2-cup household bleach to the wash cycle. If material is not colorfast, add 1/2-cup non-Clorox bleach (Clorox 11*, Borateem*) to the wash cycle.

* Brand names are used only as examples of each type of germicidal solution and should not be considered as endorsement of a specified product.

For the most up-to-date Missouri School Immunization Requirements, visit <http://health.mo.gov/living/wellness/immunizations/schoolrequirements.php>.

DIOCESE OF JEFFERSON CITY

DIOCESAN EDUCATION COUNCIL

The Diocesan Education Council constituted by the Bishop of the Diocese of Jefferson City for the purpose of formulating and recommending policy to govern the education programs of the Diocese of Jefferson City subject to provisions of Canon Law.

The Diocesan Education Council shall include among its functions:

- Serving as a resource to the Bishop and his delegates in regard to the needs and issues related to ministry to children and youth;
- Developing policies which provide direction for all ministries to children and youth;
- Recommending policy to govern the designated ministries of the Diocese subject to provisions of Canon Law;
- Evaluating adequacy of existing policies and effectiveness of their implementation;
- Participating in the search process for the superintendent of schools and other offices as determined by the Bishop.

DIOCESE OF JEFFERSON CITY

ADVISORY COUNCIL OF DIOCESAN SCHOOL ADMINISTRATORS

STATEMENT OF PURPOSE

The Diocese of Jefferson City Advisory Council of Diocesan School Administrators is a consultative body organized to engender a sense of diocesan Church among the schools of the diocese. Such sense of Church is engendered through the kind of witness given by the Advisory Council of Diocese School Administrators, as it works with the staff of the Catholic School Office and the other Catholic school administrators to reflect a shared vision for the schools of the diocese and a perceived unity which derives from mutually supported efforts to implement this vision.

Besides the sharing of vision, the Catholic School Office and the Advisory Council should strive to enhance the special ministry of the professional educational leaders in the diocese. This should include both professional and spiritual growth opportunities for all.

The Advisory Council of Diocesan School Administrators carries out its ministry by functioning first as a necessary communication link between the Catholic School Office and the Catholic school administrators of the diocese, and, secondly, as a necessary means for facilitating communication among the administrators within regions. Given the geographic area and the number of schools embraced by the Diocese of Jefferson City, the Advisory Council of Diocesan School Administrators provides a vehicle for representing the views of all the diocesan school administrators on issues affecting all of the schools of the diocese. The Advisory Council of Diocesan School Administrators likewise provides a conduit by which the Catholic School Office can communicate meaningfully to all administrators on these same issues. In fulfilling these functions, the Advisory Council of Diocesan School Administrators brings administrators from regions together for mutual support, discussion of common concerns, sharing of resources and ideas, planning of cooperative projects, and professional growth.

STATEMENTS OF DUTIES AND RESPONSIBILITIES

The duties of a member of the Advisory Council of Diocesan School Administrators include the following:

1. To keep lines of communication open and functioning between the region and the Catholic Schools Office;
2. To provide accurate input from the region at each Council meeting and present views and concerns of the region members;
3. To actively participate in the study of diocesan school problems, issues and concerns as requested by the Catholic School Office;
4. To assist in the collection of data and analyze it or relate problems and issues;
5. To support and help implement recommendations of the Advisory Council;
6. To report accurate feedback to the regional grouping of administrators;
7. To construct agendas for regional meetings which include all pertinent items of the prior Council meeting as well as the regional topics;
8. To send to the Catholic School Office a summary of the regional meeting within two weeks of it being held, which summary should include an attendance list.

MEMBERSHIP

The Advisory Council of Diocesan School Administrators for the Diocese of Jefferson City consists of one administrator, appointed by the Catholic School Office, from each of the 7 regions.

Regions are as follows:

	<u>Central Region</u>		<u>South Region</u>
Jefferson City	Helias High School	Cuba	Holy Cross
Jefferson City	Immaculate Conception	Mary's Home	Our Lady of the Snows
Jefferson City	St. Joseph Cathedral	Rolla	St. Patrick
Jefferson City	St. Peter	St. Thomas	St. Thomas the Apostle
St. Martins	St. Martin	Vienna	Visitation Inter-parish
Wardsville	St. Stanislaus		

	<u>West Region</u>		<u>East Region</u>
Glasgow	St. Mary's	Hannibal	Holy Family
Marshall	St. Peter	Hermann	St. George
Pilot Grove	St. Joseph	Martinsburg	St. Joseph
Sedalia	Sacred Heart Elementary	Monroe City	Holy Rosary
Sedalia	Sacred Heart High School	Montgomery City	Immaculate Conception
Tipton	St. Andrew	St. Clement	St. Clement

	<u>East Central Region</u>		<u>North West Region</u>
Frankenstein	St. Mary's	Kirkville	Mary Immaculate
Freeburg	Holy Family	Macon	Immaculate Conception
Linn	St. George	Marceline	McCartan Memorial
Loose Creek	Immaculate Conception	Salisbury	St. Joseph
Rich Fountain	Sacred Heart		
Taos	St. Francis Xavier		<u>North Central Region</u>
Westphalia	St. Joseph	Boonville	Ss. Peter & Paul
		Columbia	Our Lady of Lourdes
		Fulton	St. Peter
		Mexico	St. Brendan
		Moberly	St. Pius X
		Columbia	Fr. Tolton High School

Regional representatives are appointed by the Catholic School Office. Each representative is to select an alternate to represent him/her at the Advisory Council meetings in the case of his/her absence. The regular member is responsible to contact the alternate if he or she is unable to attend for any reason. The regular member is also responsible to brief the alternate on the current issues and discussion materials.

All administrators are free to attend the Advisory Council meetings at any time. Members that will be new to the Council in the upcoming year are asked to attend the last meeting of year to prepare them for their responsibilities for the following year. School administrators/principals new to the diocese are invited to attend the first meeting of the school year, so that they might become acquainted with the purpose and function of the Advisory Council.

TERM OF OFFICE

Starting with the 2004-2005 school year, the term of office for an Advisory Council representative will be three years. Each representative can be reappointed by the Catholic School Office for concurrent terms. If the representative is unable to fulfill his/her term, any eligible member of the region may be appointed by the Catholic School Office to finish out the unexpired term of the original representative. Initial terms will be staggered over 3 years to insure continuity and to help insure that there will not be a complete turnover on the Council.

REGIONAL

It is recommended that the Council meet four or five times yearly, starting in September. The regional meetings are to be normally held within two weeks after the Council meeting.

DIOCESE OF JEFFERSON CITY

PARISH SCHOOL ADVISORY BOARD

BASIC RESPONSIBILITIES

Each school is to have a parish (or inter-parish) school advisory board as a representative group of the parish to give general guidance and oversee the operations of the school. The basic responsibilities of the group are the following:

1. To participate in school goal-setting and set school advisory board goals;
2. To pursue goals of long-range planning (e.g., enrollment and finance) and public relations;
3. To formulate and communicate policies for the school which are compatible with diocesan policies;
4. To review and recommend the annual school budget for presentation to the parish council;
5. To participate in the local search procedures for school administrator/principal and participate in the evaluation of his/her performance;
6. To plan for special projects, recruitment, and public relations;
7. To review and evaluate own meetings, policies, projects, and communication.

A suggested form for school advisory board self-evaluation is included in Appendix #9301.

NATURE AND RELATIONSHIPS

The school advisory board is a consultative body, advisory to the pastor and school administrator/principal. Policies, after formulation by the school advisory board, are officially enacted by the pastor, then implemented by the school administrator/principal. Although the school advisory board is not legislative, it significantly influences all-important areas of the schools.

The specific school advisory board relationships follow:

WITH PASTOR

By Canon Law, the pastor is the administrator of the parish. For that reason, the pastor's approval and signature are required before any parish school advisory board policy becomes effective. The pastor is also the official parish agent for any contract.

WITH SCHOOL ADMINISTRATOR/PRINCIPAL

The school advisory board relates to the school through the school administrator/principal who is the executive officer of the school advisory board as well as the educational leader of the school. Because the school administrator/principal implements school advisory board policy; directs the curriculum; selects, assigns, and evaluates teachers; and accounts for all internal funds such as book fees, the school administrator/principal is in an excellent position to suggest areas in which policy is needed and to be involved in drafting the instructional budget. It is important for school advisory board members to understand that they are not responsible for deciding which actions a school administrator/principal will take, but for developing the policies that guide the school administrator/principal in making decisions.

WITH TEACHERS

The school advisory board does not select, evaluate, or communicate to teachers directly on issues. Teachers approach the school advisory board through the school administrator/principal. The members, in their roles of school advisory board members, relate to the teachers through the school administrator/principal. The school administrator/principal, however, may seek advice from or give periodic reports to the school advisory board related to teachers.

The school administrator/principal regularly reports to the school advisory board about teachers' achievements and classroom activities. Occasionally the school administrator/principal may seek school advisory board advice about general teacher issues and appraises the school advisory board about any serious school or classroom incidents which may have adverse reaction in the school community.

WITH PARISH COUNCIL

The school advisory board helps insure that the school's program is consistent with the parish's mission and keeps the council informed of the operation of the school. The school advisory board reviews and approved the annual school budget for presentation to the parish council. The parish council does not determine the line items of the school budget, but approves the amount the parish will allocate to the school. Any needed adjustments to the school budget are made by the school advisory board (or budget subcommittee).

WITH PARISH COMMUNITY

The school advisory board shall find effective ways to communicate with the parish community, e.g., noting key agenda items and summarizing key school advisory board actions in the parish bulletin.

WITH PARENTS AND STUDENTS

The school advisory board recommends general guidelines and policies but does not apply the guidelines to specific cases. That is done by the school administrator/principal and staff. The school advisory board supports the established procedures for parents and students to follow when classroom or school concerns arise. Parents are to communicate to the teacher, then the school administrator/principal, and then the pastor.

WITH SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent of Catholic schools assists local school advisory board in orienting new members and in clarifying the school advisory board responsibilities through educational materials and periodic visits with the school advisory board president and/or total school advisory board. The school advisory board submits any major revision of its constitution and by-laws to the superintendent of Catholic schools for approval and is encouraged to contact the superintendent of Catholic schools, ordinarily, but not exclusively, through the school advisory board president, for clarifications or guidance.

WITH THE DIOCESAN SCHOOL ADVISORY BOARD

When a diocesan school board exists, it functions as an advisory organization delegated by the bishop and responsible to the diocese for diocesan sponsored educational programs. It has the responsibility of developing policy that gives unified leadership to the various concerns reflected in the total educational ministry. The policies which they develop are enacted/approved by the bishop and promulgated by him for implementation in the diocese.

POLICIES

Policies are general guidelines for the discretionary action for those who are involved with the school on a day-to-day basis. Policies state "what" should be done, with the "how" determined by the school administrator/principal and other appropriate parties. In other words, the school advisory board gives general guidance rather than specific direction. The school administrator/principal is responsible for making specific rules and regulations.

1. The school advisory board can recommend establishing new staff positions. The school administrator/principal selects specific persons, and the pastor presents contracts.
2. The school advisory board can recommend major curriculum directions, such as "a practical health education program". The school administrator/principal and staff implement the program.

In some areas, the school administrator/principal may wish to ask the school advisory board for more specific decisions; e.g., details regarding the dress code or acceptability of specific materials for a human sexuality program.

POLICY RECORD AND COMMUNICATION

All policies are recorded in writing as they are formulated by the school advisory board and enacted by the pastor. Inclusion of the policies within school advisory board minutes is essential, but not sufficient. In addition, policies are recorded in some systematic manner to facilitate easy and frequent reference. Current policies may be kept, for example, in a separate handbook of basic school advisory board documents, filed within the diocesan handbook, or maintained in any other systematic and accessible form. The school advisory board secretary holds primary responsibility for the record of current policies.

After policies have been enacted, they are to be communicated immediately to the persons involved and the date of the policy(ies) become effective. The school advisory board may choose to make some policies effective with the publication of the next school handbook.

Every year, prior to the publication of the new school handbook, the existing policies are to be evaluated and revised as needed so the school administrator/principal may incorporate the current policies within the school handbook(s).

MEMBERSHIP

School advisory board members need to be persons with school advisory board interests and backgrounds; faithful member of the parish he/she represents (including regular liturgical attendance), supportive of parish and schools, willing to attend meetings, respect confidentiality, avoid conflict of interest, participate in committee work, and to uphold decisions of the school advisory boards. Ordinarily they are elected by parents and parishioners of the parish(es) involved after their candidacy is approved by the pastor. To facilitate an "outside" view, ordinarily neither paid parish or school employees nor members of their households are eligible for election. The pastor and school administrator/principal are ex-officio members. A school advisory board may wish to have a limited number of other ex-officio members; e.g., a home-school association officer, a parish council representative, and assistant principal.

The number of members depends upon the size of the school and community; many find that a school advisory board composition of six to nine members with staggered three-year terms proves representative yet practical.

Ordinarily terms of new members and officers begin with the new school year. School advisory board policies provide for the removal of a member who does not abide by the handbook.

AUTHORITY

As determined by Canon Law, advisory authority is exercised only by the group. As individuals, school advisory board members have no authority. All school advisory board decisions are subject to the approval of the pastor.

COMMITTEES

School advisory boards consider whether preparatory work by small communities (with at least one school advisory board member on each committee) will facilitate the work at hand. Possible areas for committees follow:

- Policies
- Long-range planning
- Public relations
- Building and grounds
- Political action
- Recruitment
- Other

Ideally committees will develop written reports, with proposals when appropriate, to circulate with the agenda prior to the meeting.

MEETINGS

The agenda for each meeting is shaped by the school administrator/principal, pastor, and school advisory board president. Visitors are free to attend any regular school advisory board meeting. Visitors, who have followed the accepted procedure for presenting material to the school advisory board, may address the school advisory board if the school administrator/principal and/or school advisory board president, or pastor has determined, in advance, that the topic is appropriate for school advisory board consideration (e.g., deals with a general area of need rather than with a specific individual). All requests to speak at the school advisory board must be pre-approved.

In determining the format of the agenda, the school administrator/principal, president, and pastor may wish to consider the following:

1. Placing action items, when possible, before routine reports;
2. Indicating whether each item is for information, discussion, advice or action;
3. Always including some item to invite questions asked of or by school advisory board members.

The agenda is to be sent to school advisory board members at least a week prior to the meeting with written background materials and proposals. The agenda and/or abbreviated minutes of regular meetings are available for review by parents and other interested persons. The only necessary items to be recorded in minutes are actions of the school advisory board.

Executive sessions may be called when sensitive matters are discussed. Executive sessions normally include all members - elected and ex-officio (pastor and school administrator/principal). Such closed sessions demand absolute confidentiality of all school advisory board members. No public minutes are taken in executive session. A separate set of confidential executive session minutes can be kept. Any actions decided in executive session can be brought forth in public session for approval.

PROCEDURES

Although Robert's Rules with yes/no voting may be required on occasion, the school advisory board generally works toward consensus. That approach includes the following:

1. Altering a proposal until it accommodates the group;
2. Utilizing three responses to proposals;
 - a. Can accept;
 - b. Prefer another, but can live with this;
 - c. Cannot accept;
3. Discussing a variety of factors and approaches that could change a proposal as needed;
4. Listening to and involving each person within the discussion.

CONSTITUTIONS AND BYLAWS

Each school advisory board is to have a written constitution and bylaws. These documents are to be approved by the Catholic School Office when initially written and when revised. A copy of these documents are to be given to the parish council.

The constitution includes the following elements:

1. Title: Name of the school advisory board
2. Purpose: Responsibilities as previously indicated
3. Membership: Number of members
Requirements (Parents, other parishioners, representation of neighboring parishes, etc.)
Status of pastor as parish administrator who enacts policy
Position of school administrator/principal as executive officer
Term of office
Ineligibility (generally paid school/parish employees and members of household; other conflict-of-interest situation)
4. Officers: Titles
Who can be elected
Term of office
5. Meetings: Frequency
Quorum
6. Relationships: Basically as previously indicated
7. Committees: Standing committees
Appointment of ad hoc committees
Eligibility for committee membership

Bylaws include the following:

1. Policy: Process for formulating policy
Process for communicating policy after enactment by pastor
Process for maintaining file of policies
Process for annual review of existing policies
2. Membership: Time and process of annual election
Resignation, terminations
Filling vacancies
3. Officers: Process of election
Responsibilities of each office
4. Meetings: Regular meetings open
Stipulations concerning visitors
Definition of executive session
Procedure for calling special meetings
Meeting procedure
Basic meeting format
5. Committees: Functions
6. Amendments: Process

Local school advisory board documents may vary, but must always reflect diocesan policies.

DIOCESE OF JEFFERSON CITY

HOME-SCHOOL ASSOCIATIONS

PURPOSE AND NATURE

To enable the parent's partnership role to become a reality in education, every school has an effective home-school association. The objectives of the organization are to coordinate the educational activities of the home and school, promote communication among the parents, teachers, and administrators, and to develop and deepen a mutual understanding of Catholic education.

The home-school association is neither a policy forming nor primarily a fund-raising body. It is an organization that fulfills its purpose by supporting the school and collaborating with faculty and staff. It is not an organization that is to discuss policies and issues. That is the role of the school advisory board.

MEMBERSHIP

Membership consists of parents/guardians of students, the pastor, school administrator/principal, and faculty. Membership may be extended to include other interested relatives of the students and community leaders. The association may set nominal annual dues, if desired. The school administrator/principal of the school and the pastor are non-voting, ex-officio members of the executive committee.

AUTHORITY

The home-school association works in cooperation with the school administration. As determined by Canon Law, all home-school association decisions are subject to final approval by the pastor.

CONSTITUTION AND BYLAWS

Each home-school association has a constitution and bylaws. These documents, when initially written or revised, are to be approved by the Catholic School Office. A copy of these documents are given to the school board and parish council.

Elements in a constitution should include the following:

- | | |
|-------------------------|--|
| 1. Name: | Name of organization |
| 2. Objectives: | Including those previously indicated |
| 3. Membership: | Eligibility for membership |
| 4. Officers: | Titles
Eligibility for office
Term of office |
| 5. Executive Committee: | Composition
Responsibilities |
| 6. General Meeting: | Number of meetings |

Bylaws include the following:

- | | |
|--------------------|---------------------------------|
| 1. Officers: | Duties
Process of election |
| 2. Meetings: | Order of business
Procedures |
| 3. Standing Rules: | Dues
Reports |
| 4. Amendments: | Process |

Local association documents may reflect any options that adhere to diocesan policies.