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 indicated by a DSP (Diocesan School Policy) (bold text DSP #) in the upper right-hand corner. Regulations are indicated by a DSR (Diocesan School Regulation) (italicized text DSR #) 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 2805 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 or revised.

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.

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 indicated by an LSP (Local School Policy) in the upper right-hand corner. Local regulations 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 community members.
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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 teachings, including Catholic Social Justice and 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.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
COMMUNITY AND EXTERNAL OPERATIONS: Objectives of Catholic Schools in the Church’s Teaching Mission

As partners with parents and guardians in the teaching of their children, teachers in the Catholic Schools in the Diocese of Jefferson City will inform parents and guardians regarding teaching/lessons touching on human sexuality prior to the lesson being taught.

July 1, 2021
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.

Mission of the Diocese of Jefferson City: To Proclaim and Serve the Gospel of Jesus Christ. Our Vision: Embracing the spirituality of stewardship, and co-responsibility, we aim to support parishes as centers of charity and mercy.
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 impart knowledge and create opportunities for learning that last a lifetime;
5. 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.
6. To work to foster a positive, stimulating environment, open to creative and dynamic educational methods;
7. To emphasize growth toward self-discipline and personal responsibility.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Diocese of Jefferson City

The Diocesan School Advisory Council assists the Catholic School Office formulate policies. All diocesan policies that apply to schools in the Diocese of Jefferson City need the approval of the bishop as 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.

Revised July 1, 2021
Revised June 1, 2015
Revised August 10, 2010
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. Involve representatives of the parish community in policy development, in the educational process, and in appropriate school activities;
6. Collaborate with the school advisory council 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 administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational 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 council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.
The school advisory council 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. Policies and/or regulations must be reviewed to ensure compliance with diocesan policies and regulations and the law. After this review, the administrator/principal shall implement these local policies and regulations, along with diocesan policies and regulations.
COMMUNITY AND EXTERNAL OPERATIONS: School Advisory Councils

All school advisory councils are to follow the guidelines established by the Diocese of Jefferson City. (See Series 9000 for Guidelines for School Advisory Councils.)
COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

In fulfilling their mission, schools are to collaborate with parents/guardians. Associations 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.

Revised June 1, 2015
May 7, 2004
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.

Revised June 1, 2015
Revised August 10, 2010
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.
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.

Revised June 1, 2015
May 7, 2004
COMMUNITY AND EXTERNAL OPERATIONS:  Use of Student Photos

Student photos may be used in brochures, newspapers, or other publications and the school parish or diocesan web site or social media 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.

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.

Revised July 1, 2021
Revised June 1, 2015
Revised October 24, 2013
Revised August 12, 2005
Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child’s enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. 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: Administrative Recourse. 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 and support the school and its policies and regulations.

Revised July 1, 2021
Revised June 1, 2015
May 15, 2013
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. 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: OFFICE OF THE BISHOP
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 Office of the Bishop. The Bishop or his designee 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 the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008
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 School Advisory 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 council membership, financial arrangements, and other relevant areas. A copy of any such agreement should be retained on file in the Catholic School Office.
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.)

Revised July 1, 2021
Revised June 1, 2015
Revised August 10, 2010
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 is required before any policy recommended by the school advisory council 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 school budget is developed by the school administrator/principal and school advisory council for review by the parish finance council and approval by the pastor. 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 council and given back to the pastor for final approval.

The pastor and the school administrator/principal work together on the task of arranging financial support with students’ parents when necessary.

When a pastor is newly assigned to a parish with a school for the first time, he may request 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 for appropriate stakeholders.
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. In the case of a school without a pastor, the Bishop’s designee will assume the supervisory role.

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.

Revised July 1, 2021
Revised June 1, 2015
Revised August 10, 2010
ADMINISTRATION: Selection and Hiring of a Catholic School Administrator/Principal

The main responsibility for hiring the Catholic school administrator/principal belongs to the pastor working in collaboration with the school advisory council, a search committee, and the Catholic School Office.

It is the responsibility of the school advisory council 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 ensures the candidate(s) 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 council search committee shall request from the Catholic School Office assistance in the search and selection of a new school administrator/principal. (See Appendix #2102 for further details.)

The school advisory council 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 council, 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, (timeline, 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).

Revised July 1, 2021
Revised June 1, 2015
Revised August 10, 2010
Every applicant for a position in a school in the Diocese of Jefferson City must complete the online application system. 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. Employment is contingent upon reports deemed to be satisfactory to the Catholic School Office and the Office of Child and Youth Protection.

Revised July 1, 2021
May 7, 2004
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. Shall participate in regularly scheduled meetings during the first academic year with the Catholic School Office. 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.

Revised July 1, 2021
Revised June 1, 2015
Revised August 10, 2010
ADMINISTRATION: Religious Education Standards and Certification and Continuing Development in Catechesis

School administrators/principals are to be at the Basis of Faith Level of Catechist Certification of religious certification within one year of their employment and at the Administrator Level of religious certification within three years of their employment in the Diocese of Jefferson City.

(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.

Revised August 10, 2010
ADMINISTRATION:  Job Descriptions

Job descriptions are to be originally signed and dated and filed in the employees’ personnel file.

Revised July 1, 2021
May 7, 2004
ADMINISTRATION: Equal Employment Opportunity

The Diocese fully supports and practices the principle of equal employment opportunity. The Diocese does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, age, national origin, disability, genetic information, citizenship, veteran status or any other characteristic protected by federal, state or local laws. This policy applies to all areas of employment, including but not limited to hiring, training, promotion, assignments, transfer, compensation, discipline, discharge and access to benefits. There are, however, certain job assignments within the Diocese for which religious background and education are required qualifications for the job.

The Diocese is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Diocese will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Diocese.

The Diocese may require an employee to provide a certification of the nature and extent of his or her medical condition from the employee’s health care provider as part of the process used to find a reasonable accommodation when the certification is job-related and consistent with business necessity. The Diocese may also, in some circumstances, have its own health care provider examine the employee and determine the employee’s ability to perform essential job functions with or without a reasonable accommodation when the medical examination is job-related and consistent with business necessity and the documentation from the employee’s health care provider is insufficient.
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.

May 7, 2004
ADMINISTRATION;  Contracts/Service Agreements

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

May 7, 2004
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 council 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.

May 7, 2004
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 completion of a contract modification form can a school administrator/principal be released from a contract.

Revised August 10, 2010
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 (failure to comply with a direct order of a supervisor);
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, as well as 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. Unauthorized possession of the property of a co-worker, the school, or the diocese, etc.
14. 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;
15. Job abandonment;
16. Misuse of the school's or diocese's equipment and/or property;
17. Use of the school's or diocese's name or letterhead for personal reasons;
18. Breach of confidentiality;
19. Any violation of contract.

Revised July 1, 2018
May 7, 2004
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.

The new school administrator/principal will have regularly scheduled meetings during the first academic year with the Catholic School Office.
ADMINISTRATION: Assistant Principal

Whenever it is deemed advisable, (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.

Revised August 10, 2010
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.

Revised June 1, 2015
May 7, 2004
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;
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.

Revised June 1, 2015
May 7, 2004
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.)

Revised August 10, 2010
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 Identity – Physical Atmosphere

As the faith leader of the school, the head administrator/principal is responsible for the physical atmosphere of the Catholic school, and all of its classrooms/areas, to make clearly evident the Catholic nature of the educational center.
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 Catholic Schools in the Diocese of Jefferson City are to publish both a parent/student, and a staff handbook. These handbooks must be in compliance with all policies and regulations in the *Diocese of Jefferson City Policy and Regulation Manual for Schools*. In any instance where there may be a question regarding a local school policy, the Diocesan policy will take precedence. Local school handbooks are to be reviewed for compliance with the law and diocesan policies and regulations by the Catholic School Office when changes are made in policy, and are to be locally reviewed and revised annually. School administrators are to submit a signed assurance of compliance annually to the Catholic School Office (See Appendix #2350 for sample.).

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 provision of the handbook. (See Appendix #2350 for sample.)

Copies of current handbooks or their electronic access are to be on file in the Catholic School Office.

Each handbook should note that, in addition to the content of the local handbook, parents, students and staff are required to follow the policies and regulations in the *Diocese of Jefferson City Policy and Regulation Manual for Schools*, which may be found on the Diocesan School Office web site.

July 1, 2021
ADMINISTRATION: Handbooks

The following minimum policies from the Diocese of Jefferson City Policy and Regulation Manual are to be in the local school’s teacher handbook or linked directly to it.

- **DSR 1901** Administrative Recourse Procedure
- **DSP 1902** Penalty Status During Administrative Recourse
- **DSP 2220** Teacher-in-Charge
- **DSP 2310** Catholic Identity – Physical Atmosphere
- **DSP 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 4125** Renewal/Non-Renewal
- **DSP 4125** Renewal/Non-Renewal
- **DSP 4127** Reduction in Force
- **DSR 4130** Contract Modifications
- **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 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 4605** Mentor
- **DSP 4610** Personal Appearance
- **DSP 4620** Outside Professional Service
- **DSP 4650** Digital, Online and Social Media Communication Policy
- **DSR 4650** Appropriate Use of Social Media Guidelines
DSP 4801  Anti-Harassment
DSP 4821  Training for Safe Environment
DSP 4831  Code of Pastoral Conduct
DSP 4901  Grievance
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
DSP 5380  Search and Seizure
DSP 5405  Parent/Teacher/Student Conferences
DSP 5410  Promotion and Retention
DSP 5520  Drug/Medication Administration
DSP 5585  Referral Limitations
DSP 5810  Child Abuse and Neglect
DSP 5820  Harassment/Bullying
DSP 5825  Safe Environment Requirements (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, Field Trips, 8th Grade Trips and Senior Trips
DSR 6301  Educational Outings, Field Trips, 8th Grade Trips and Senior Trips
DSP 6305  Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities
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
DSP 8000  Communicable Disease
DSP 8001  Communicable Disease: Administration Notification
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 or linked directly to it.

- 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
- DSP 1902  Penalty Status During Administrative Recourse
- DSP 5101  Non-Discrimination
- DSP 5107  High School Admission Priority
- DSP 5201  Proof of Guardianship
- DSP 5210  Absences and Tardiness
- DSP 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  Expulsion
- DSR 5360  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 5545  Alcohol Use at School Related Events
- DSP 5550  Student Abortion
- DSP 5552  Student Pregnancy
- DSP 5701  Student with Special Needs
- DSP 5820  Harassment/Bullying
- DSP 5825  Safe Environment Requirements (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, Field Trips, 8th Grade Trips and Senior Trips
- DSP 6305  Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities
- DSP 6425  Student Internet, E-mail and other Technology Use
- DSP 6610  Athletics
- DSR 6610  Athletics

Revised July 1, 2021
Revised June 15, 2016
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) letters of reference, including one from a pastor, transcripts from colleges and universities, copies of Missouri and religious education certificates, copies of annual contracts, annual evaluations and any other records and/or correspondence pertinent to the school administrator’s/principal’s position and service in the diocese. Verification of completing the Diocesan Safe Environment program is available electronically.

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) letters of reference, including one from a pastor, transcripts from colleges and universities, copies of Missouri and religious education certificates, copies of annual contracts, annual evaluations and any other records and/or correspondence pertinent to the school administrator’s/principal’s position and service in the diocese. Verification of completing the Diocesan Safe Environment program, and verification and compliance form for the Code of Pastoral Conduct are available electronically.

Revised July 1, 2021
Revised August 12, 2008
ADMINISTRATION: Guides for Determining Salary

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

1. How much the person would earn at a comparable public school administratorship/principalship in the area;
2. How many additional duties an administrator/principal in a particular Catholic School may be asked to perform (teaching, health manager, etc.);
3. What is a just and viable wage for this position?

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.
Diocesan group benefits are available for school administrators/principals. Group benefits are for the term of the school administrator/principal contract, as specified in the following:

1. **For a new school administrator/principal:**
   Benefit coverage begins on the first of the month following the contract start date.

2. **For a school administrator/principal continuing employment:**
   There is no break in benefit 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 an administrator/principal transfers from one school to another, the first school pays benefit premiums through the end of the previous contract period, the second school assumes payments from the start of the new contract period.

3. **For a school administrator/principal who leaves employment of a school in the Diocese of Jefferson City:**
   Benefit coverage ends on the last day of the month of employment. For a school administrator/principal completing an annual contract this coverage extends through the end of the contract period.

The Diocese of Jefferson City provides a comprehensive benefit package. Details and eligibility regarding the plan(s) are managed by the Benefits Coordinator at the Chancery office.

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
- **4580** Unemployment Compensation Exemption

Revised July 1, 2020
Revised July 29, 2019
Revised July 12, 2018
Revised August 10, 2010
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.

May 7, 2004
ADMINISTRATION: Professional Growth

School administrators/principals are responsible for their on-going professional growth through reading, consultation, workshops, and in-service opportunities. School administrators/principals are 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 Educational Association (NCEA). The school administrator/principal is to attend the annual convention of the NCEA whenever possible.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
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.

Some forms of body piercing, unnatural hair color (example: blue, pink, green), and visible tattoos are not allowed. The Superintendent will have responsibility for determining reasonable standards of appearance.

Jeans, sweats, shorts and other similar items of leisure clothing are not considered appropriate dress for the normal performance of duties and diocesan meetings.

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.).

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
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 unity derived from mutually supported efforts to implement this vision.
ADMINISTRATION: Shared Vision and Communication

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

School administrators/principals will be organized into regions. Each region will have a designated Chairperson who will hold regional meetings as needed. These Chairpersons will make up the Advisory Council of Diocesan School Administrators (see DSP 9201).

The Catholic School Office will publish a regular newsletter during the school year to keep school pastors and 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 School Advisory Council is advisory to the Bishop and assists the Catholic School Office in 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 pastors and administrators/principals of these updated and/or new policies.

Revised July 1, 2021
Revised July 1, 2018
Revised June 1, 2015
Revised August 12, 2008
ADMINISTRATION:  Diocesan Meetings

Catholic school administrators/principals are to attend all meetings scheduled by the Diocese of Jefferson City for its school administrators/principals. In addition to regular meetings, new school administrators/principals and school administrators/principals new to the diocese, are to attend the new administrators’/principals’ meetings.
ADMINISTRATION: Legal Advice

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 council is advisory, it is not part of the process of reconciling differences unless a pastor decides to consult some or all of the council 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

Catholic schools are an integral part of the mission of the Church. Not only do Catholic schools provide educational opportunities for children, they provide opportunities for whole family catechesis and they pass on our closely held religious beliefs from one generation to the next.

The majority of the funding for this integral ministry of the Church is provided through tithing for the parish grade schools and tuition for the diocesan high schools. Supplemental funding comes from other donations, special events, and business and governmental grants.

Donations and grants from the public and most businesses usually do not infringe on our closely held religious beliefs. However, although rare, these donations and grants may have requirements that could place restrictions on the practice of those beliefs and should be reviewed carefully to ensure there are not any conditions that would impact our closely held religious beliefs. The Diocesan School Office should be consulted anytime there are restrictions or requirements that may infringe on our closely held religious beliefs.

Grants and funding through government entities usually do have requirements that infringe on our closely held religious beliefs. Some government funding programs, such as the Federal Title program and the Department of Agriculture lunch program, include specific language that protects our closely held religious beliefs, but most others do not. As such, before accepting any funding from a government entity, other than these two programs, the Diocesan School Office must be contacted so a determination may be made as to whether any infringement exists.

Revised July 1, 2021
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.

Revised August 10, 2010
All schools in the Diocese of Jefferson City must adhere to financial policies and procedures as provided in the *Diocese of Jefferson City Parish Financial Policies*. 

July 1, 2021
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.

May 7, 2004
Fundraising activities in parishes and schools of the Diocese of Jefferson City may not ordinarily be used to supplement the operational income of the parish or school. Therefore, all fundraising activities, including those for curricular or extra-curricular activities, are to be approved and overseen by the administrator/principal in consultation with the pastor in order to ensure their compliance with the vision of Christian Stewardship put forth in the diocese.

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.
All parishes with schools, and those parishes who send students to those schools, need to be involved in development and marketing activities which promote the diocesan vision of Christian Stewardship to finance their parishes and schools.
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, devise and bequeath *(here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder of my estate’)* 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, devise and bequeath *(here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder of my estate’)* to *(name the parish and city; school and city; agency; or special ministry)*, for its exempt purposes, without restriction, but if the *(name the parish and city; school and city; agency; or special ministry)* is not then in existence, then to The Catholic Diocese of Jefferson City, for its exempt purposes, without restriction.

- **Restricted bequest to Diocesan parish, school, or agency (Parish Endowment example)**
  I give, devise and bequeath *(here designate the percentage of your estate; the specific dollar amount; a description of the item or property; or the ‘remainder of my estate’)* to the parish endowment of *(name the parish and city; school and city; agency; or special ministry)* for its exempt purposes without restriction, but if said endowment is not then in existence, then to *(name the parish and city; school and city; agency; or special ministry)*, for its exempt purposes, without restriction, but if *(name the parish and city; school and city; agency; or special ministry)* is not then in existence, then to The Catholic Diocese of Jefferson City, Missouri, for its exempt purposes, without restriction.

When a person approaches the pastor or school administrator/principal about giving a gift to the parish/school, it is important to contact the Director of Development for the diocese.
BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Diocesan Excellence in Education Fund

One of the most impactful elements of any 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. All Diocesan Schools are expected to provide any data or support needed by the DEEF Board.
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 guidance in utilizing any government funds.
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.

May 7, 2004
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.

May 7, 2004
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.

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**

The administrator/principal of every Catholic school, or their designee, must review and replace any Federal and State required posting, including but not limited to:

Federal Minimum Wage  
Employee Polygraph Protection Law  
Family and Medical Leave Act of 1993  
Equal Employment Opportunity is the Law  
Age Discrimination Poster  
Job Safety and Health Protection on the Job, Occupational Safety and Health Law

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

Revised July 1, 2021  
Revised June 1, 2015  
May 7, 2004
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 at the School office and with the diocesan buildings and properties Director. This office is also to receive copies of any changes in the management plan.

Only persons possessing valid certification may perform asbestos inspections, sampling, management planning or abatement activity.

There is to be a designated person / program manager of each school whose name is to be on file at the School office and with the diocesan buildings and properties Director. 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/principal has the obligation to become knowledgeable enough about the asbestos regulations in order to do this. The school administrator/principal is also responsible for notifying the Director and the CSO prior to any construction work to ensure proper testing is completed before any work is begun.

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 ensure 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.
4. Every 3 years the Director of Building and Property will re-inspect all asbestos materials in the school’s asbestos management plan.

Additional information can be found in Appendix #3821.

Revised July 1, 2021
May 7, 2004
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.

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.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
All Catholic schools in the Diocese of Jefferson City have a moral and legal commitment to abide by the copyright law.

Revised July 1, 2021
May 7, 2004
BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law

Schools are expected to comply with the copyright laws of the United States. (See Appendix 3910)
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. Please refer to DSR 3920 for guidelines for non-emergency situation.
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 administrator/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 administrator/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 administrator/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 administrator/principal’s presence is not appropriate.

July 1, 2021
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 as well as having a lifestyle that is consistent with Church teaching and are registered members of their particular non-Catholic faith community. They shall work with others within and beyond the school setting in a spirit befitting a Catholic faith community.

Revised July 1, 2021
Revised June 1, 2015
Revised August 7, 2012
May 7, 2004
PERSONNEL: Responsibilities

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

All educational personnel are hired by local pastoral authority (pastor) after consultation with local administration, and if requested, 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 upon hire and becomes part of his or her personnel file.
PERSONNEL: Job Descriptions

To assist the pastor and school administrator/principal and to ensure uniformity in the hiring process across the diocese’s Catholic schools, employees are to receive a job description based on templates as developed by the Diocese of Jefferson City. (See Appendix #4102.)

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
PERSONNEL: Equal Employment Opportunity

The Diocese fully supports and practices the principle of equal employment opportunity. The Diocese does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, age, national origin, disability, genetic information, citizenship, veteran status or any other characteristic protected by federal, state or local laws. This policy applies to all areas of employment, including but not limited to hiring, training, promotion, assignments, transfer, compensation, discipline, discharge and access to benefits. There are, however, certain job assignments within the Diocese for which religious background and education are required qualifications for the job.

The Diocese is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Diocese will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Diocese.

The Diocese may require an employee to provide a certification of the nature and extent of his or her medical condition from the employee’s health care provider as part of the process used to find a reasonable accommodation when the certification is job-related and consistent with business necessity. The Diocese may also, in some circumstances, have its own health care provider examine the employee and determine the employee’s ability to perform essential job functions with or without a reasonable accommodation when the medical examination is job-related and consistent with business necessity and the documentation from the employee’s health care provider is insufficient.
PERSONNEL: Application for Employment

Every person employed by the Diocese of Jefferson City Schools must complete the application process as defined by the Catholic School Office.

July 1, 2021
PERSONNEL: Application for Employment

Every applicant for an employment position in the Diocese of Jefferson City must complete a proper employment application supplied by the Catholic School Office.

Besides the required application through the Catholic School Office, each applicant for a position in the Diocese of Jefferson City must present all supporting documentation required for the position.

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. Employment is contingent upon reports deemed to be satisfactory to the Catholic School Office and chancellor.

Each teacher completes a Missouri Department of Health and Senior Services Family Care Safety Registry form for child abuse/neglect screening. The form is submitted to the Safe Environment Office of Child and Youth Protection for processing. 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/principal applicant for a position in Catholic schools whose acceptance of a position would mean breaking contract is not to be hired unless/until the applicant provides a written assurance from his/her current employer that the applicant may be released from his/her current contract.

Revised June 1, 2015
Revised August 8, 2007
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.

Revised June 1, 2015
Revised August 8, 2007
PERSONNEL: Hiring of Educational Personnel

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

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 is to be as involved in the hiring process as he wishes. The pastor must approve the hiring of all personnel, and his signature is the legal signature for the parish on any contract.

Before offering a job, the school administrator/principal, 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.
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.
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 and for integrating Catholic values into the total curriculum, must have or acquire basic understanding of Catholic belief, practice, and worship, and earn 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 Basis of the Faith Catechist Certification within the first year from date of hire and the appropriate Catechist Certification within three years from the date of hire. Teachers will complete the Catechist On-Going Formation Process every three years after that.

(See Appendix #2109.)
PERSONNEL: Religious Education Certification

If a teacher does not attain the required certification within the specified time, the teacher may not be offered a contract for the following year.
PERSONNEL:  Continuing Development in Catechesis

Teachers who have earned a Catechist Certificate will complete the Catechist On-Going Formation Process every three years. This on-going formation process includes 45 clock hours of on-line lessons, parish-based workshops, or other learning opportunities as approved by the local school administrator/principal and the Catholic School Office.

(See Appendix #2109 for details)
A. Professional Growth

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

The annual school calendar specifies the distribution and intent of these days on the diocesan level and local level.
PERSONNEL: Recording Professional Growth

The teacher is responsible for maintaining documentation of any professional development required for ongoing state certification.
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.

Any addendum to the standard contract must be approved in writing by the superintendent BEFORE the contract is offered to the teacher. Failure to do so may nullify the contract.

Two 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. One copy will be provided for the teacher and one for the local file. A scanned or electronic version of the contract must be made available to the Catholic Schools Office upon request.

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/principals and teachers in Catholic education 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 agreement are recognized or valid.

As most schools move to online hosting of employment files, a scanned or electronic copy of the teacher’s contract may be kept as part of the teacher’s employment file online, with Catholic School Office access. If a school does not maintain an online file, a scanned copy of the contract may be emailed to the Catholic School Office on request.

Revised July 1, 2021
May 7, 2004
PERSONNEL: Term of Teacher Contract

The term of the school teacher contract is one full academic year, as 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 the end of the academic year.

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

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
PERSONNEL: Form I-9

All employees, contractual and non-contractual, are to fill out an Employment Eligibility Form (Form I-9).

July 1, 2021
PERSONNEL: Form I-9

All forms (Form I-9) must be kept in a separate file location.
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.

Revised May 7, 2009
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 March 30. In the event a teacher fails to return a signed contract by March 30, 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/principal to make recommendations for the termination, non-renewal, or layoffs to the pastor.

Revised August 10, 2010
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.

Revised May 7, 2009
PERSONNEL: Contract with Addendum

A contract addendum may be added, with approval from the Catholic Schools Office, for an increase of duties, the addition of a stipend or both.

Revised July 1, 2021
Revised August 10, 2010
PERSONNEL: Contract Modifications

In situations where there is a request for a contract modification, the Catholic School Office is to be notified immediately.

Revised July 1, 2021
May 7, 2004
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.)

Revised May 7, 2009
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 may 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: 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.)

Revised August 12, 2008
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.

May 7, 2004
PERSONNEL: Substitute Teachers

Regular substitutes are required to take the Safe Environment training, as provided and required by the Diocese of Jefferson City. Regular substitutes are defined as anyone substituting for the second time or more within any school in the Diocese of Jefferson City.
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. Students are never to be left unsupervised.

Teachers and other staff are expected to be actively supervising. 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.

Cell phones, while on duty and supervising, are for emergency use only.

Revised July 1, 2021
Revised August 8, 2011
May 7, 2004
PERSONNEL: Accident Reporting

Local procedures shall be established for all accidents.
PERSONNEL: Supervision and Evaluation of Teacher

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

The school administrator/principal is responsible for a Summative Evaluation. This is an annual summary of the professional performance of each year. The original copy of this evaluation, signed by school administrator/principal and teacher, is retained in the teacher’s file, 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 all items created in support of lessons (including electronic content) 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.

Revised July 1, 2021
May 7, 2004
PERSONNEL: Diocesan Access to Employee Files

All Catholic School Employee files must be accessible to the Catholic Schools Office for data collection purposes. Accordingly, all employee data must be updated annually.

No records of current or past employees shall be discarded unless approval is given by the superintendent of Catholic Schools.
PERSONNEL: School Personnel Records – Catholic School Office Access

All Catholic Schools maintain employee information in cloud-based programs (FACTS, Paycor, etc.). Schools must update existing employee records, or enter new employee information, by September 30th annually.
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  
   *I-9 forms should be kept in a separate binder and retained at least three (3) years after the employee separates from the school.*
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/principals 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.

Revised July 1, 2021
Revised July 1, 2018
Revised May, 2016
Revised August 12, 2008
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.

Revised August 10, 2010
PERSONNEL: Lay Salaries

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

1. How much the person would earn at 85% of a comparable public school in the area.
2. The salary scale may require that teachers meet appropriate levels of state certification before moving to higher levels on the scale.
3. Initial placement on the salary scale may be negotiated by the school administrator/principal and pastor upon issuance of the first contract.
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.

May 7, 2004
PERSONNEL: Substitute Teacher’s Salary

A teacher employed as a “per diem” substitute should have the requisite teaching qualifications. The amount paid must be at least equal to minimum wage, and preferably above. 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

The Diocese provides a group health plan to all eligible employees. Details and a summary plan description are available through the Diocesan Human Resources office.

No person has the responsibility, right or authority to refuse or remove a teacher from benefit coverage if he/she meets eligibility requirements as outlined by the Diocese of Jefferson City.
PERSONNEL: Annual Allowance: Teachers

The school shall allow full-time teachers up to ten (10) days of leave with pay each year.

After all sick leave has been used, a full day’s pay shall be deducted from the teacher’s salary for each day missed.

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 while working within Diocesan schools. With the ten (10) allowed days annually, the maximum for a year is forty (40) days.
PERSONNEL: Prolonged Absenteeism: Teachers

Chronic absenteeism shall be a factor considered in determining whether a new contract will be presented.

The Diocese of Jefferson City provides up to twelve (12) weeks of job protected leave under the Family Medical Leave Act (FMLA) for those who qualify.
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, and complies with the Family and Medical Leave Act of 1993 (“FMLA”). More information is available through the Diocesan Office of Human Resources.
PERSONNEL: Special Paid Leave for Biological Birth and Adoption When the Employee is the Primary Caregiver

Special leave for the primary caregiver for biological birth and adoption is unpaid, except for regular full-time employees with a minimum of one (1) year of service. Pay for such special leave applies both to those who do not qualify for FMLA leave and to those primary caregivers who do qualify for FMLA leave to care for the employee’s child after birth or placement for adoption or foster care.

1) Regular full-time 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 or a prorated amount equivalent to the average number of hours regularly worked per week.

2) Regular full-time 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 or a prorated amount equivalent to the average number of hours regularly worked per week.

3) Regular full-time 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 or a prorated amount equivalent to the average number of hours regularly worked per week.

4) Regular full-time 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 or a prorated amount equivalent to the average number of hours regularly worked per week.

Compensation for regular full-time employees set forth above will only apply after accumulated leave under another benefit plan or policy has been exhausted. For those who qualify for FMLA leave and special paid leave, the paid leave will run concurrently with FMLA leave.
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.

Revised June 1, 2015
Revised August 10, 2010
PERSONNEL: Workmen’s Compensation

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. This report should take place within 24 hours of the accident/incident.
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.

Revised August 18, 2004
PERSONNEL: Other Benefits: Teachers

The local school may establish a policy which determines whether other school-specific incentives 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: 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/Principals

Diocesan group benefits are available for full-time employees. Such persons become eligible employees on the first day of the month following employment. Employees who have a summer break, but who will be continuing employment, are eligible for coverage during this period.

1. In order to be eligible for benefits through the Diocese of Jefferson City an employee who is employed on or before December 31, 2019 will be required to work 20 hours per week or an employee who is employed on or after January 1, 2020 will be required to work 30 hours per week.

2. For an employee who ceases to be an eligible employee at the end of the school year, benefit coverage terminates at the end of the month following the last day worked.

The Diocese of Jefferson City provides a comprehensive benefit package. Details and eligibility regarding the plan(s) are managed by the Benefits Coordinator at the Chancery office.

Employees who are retiring/terminating may be eligible for continuation of coverage under the terms of the plan document.

No person has the responsibility, right or authority to refuse or remove an employee from benefit coverage if he/she meets eligibility requirements as outlined by the Diocese of Jefferson City.

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 Adoption When the Employee is the Primary Caregiver
4540 Retirement Benefits
4545 Workmen’s Compensations
4550 Life Insurance
4560 Other Benefits
4580 Unemployment Compensation Exemption

Arrangements for leave for other staff members are determined locally.

Revised July 1, 2021
Revised July 1, 2020
Revised July 29, 2019
Revised August 10, 2006
PERSONNEL: Mentor

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

May 7, 2004
PERSONNEL: Personal Appearance

The appearance, dress, and grooming of individual staff members at school are to be appropriate to the Catholic teaching profession, reflect reasonable standards of neatness, modesty and good taste. Dress which calls undue attention is not acceptable.

Some forms of body-piercing, unnatural hair color (example: blue, pink, green) and visible tattoos are not allowed. The school administrator/principal will have responsibility for determining reasonable standards of appearance.

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.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
PERSONNEL: Outside Professional Service

Full-time school employees may have additional employment outside of the Diocesan school if it does not negatively affect the performance of their duties for the school.

Employees holding additional employment outside of the school should notify their administrator/principal and should discuss any expectations and concerns. Because of the possible impact on an employee’s benefits, it is especially important for Diocesan employees to notify their supervisor and the Diocesan Benefits Coordinator if their additional employment involves another parish or school in the Diocese.

A teacher may not charge for tutoring if the student requesting tutoring is enrolled in the teacher’s school. While the teacher can and should tutor the student, it should be done at no cost. If a teacher is tutoring students from other school, and charging for the tutoring, the tutoring may not take place in the teacher’s school.
PERSONNEL: Digital, Online, and Social Media Communication Policy

All digital, online, and social media communications with youth shall uphold the principle of transparency. All individuals communicating with youth will do so in a prudent and professional manner and will ensure compliance with the principles and procedures outlined in the Digital, Online and Social Media Communication with Youth document found in Appendix # 4650
PERSONNEL: Appropriate Use of Social Media Guidelines

*Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Diocese, as well as any other form of electronic communication.

The same principles and guidelines found in Diocesan policies apply to Catholic school employees’ activities online. Posting online content which:

- is contrary to Church teachings or the mission of the school,
- is derogatory towards a Diocesan entity or employee, or
- has an adverse impact on the school, the Diocese or persons or entities associated with the school or Diocese

may result in disciplinary action up to, and including, termination.

July 1, 2021
PERSONNEL: Non-Contracted Personnel

All employees besides administrators/principals 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 and the Human Resources Office before a decision is made in this regard.

Revised July 1, 2021
Revised August 10, 2010
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 are to receive training and in-service preparation from the school administrator/principal and/or the teaching staff.

Revised July 1, 2021
May 7, 2004
PERSONNEL:  School Lunch Personnel

School lunch personnel are employees of the school, budgeted under the school lunch program. They receive training and in-service preparation from the appropriate professional.
PERSONNEL: Volunteers

Volunteers are to comply with all Safe Environment requirements as directed by the Diocese of Jefferson City. All school parents are required to have completed Safe Environment training.

Volunteers are required to check in and out of the office when coming and leaving. Volunteers are required to follow school regulations and guidelines.

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008
PERSONNEL: Coaches

The coaches, like teachers in a Catholic school, are also ministers of faith and whether paid or volunteer, are accountable to the school administrator/principal.

Coaches must support and exemplify 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. Coaches are to use their sport as a teaching tool to instill Catholic virtues, principles, and teachings.

The school administrator/principal will provide written job descriptions, containing a description of duties, responsibilities and expectations for all coaches in charge of teams.

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 Diocese is committed to maintaining a work environment that is free from unlawful discrimination and unlawful harassment. The Diocese prohibits any harassment and discrimination against its employees by anyone, including any supervisor, manager, co-worker, visitor, volunteer, consultant, clergy, and vowed religious and lay persons.

Harassment involves unwelcome conduct, whether verbal, physical, or visual that targets a person’s protected status, such as age, ancestry, citizenship, color, disability, genetic information, national origin, race, religion, sex, or veteran or military status. The Diocese forbids harassment because it is unlawful and offensive to a proper working environment.

The Diocese does not condone any form of harassment or discrimination. All employees are to be treated with dignity and respect. The Diocese will not tolerate harassing conduct that affects tangible job benefits; that interferes unreasonably with an individual’s work performance; or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances (either verbal or physical); requests for sexual favors; and other verbal, physical or visual conduct based on sex when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has 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 explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes”, jokes about gender-specific traits, foul or obscene language or questions, display of foul or obscene printed or visual material, and physical conduct such as patting, pinching, or brushing against another’s body. It also involves inappropriate conduct toward an individual, which, although not motivated by sexual desire, could not have occurred except for that person’s gender.

Revised July 1, 2021
May 7, 2004
PERSONNEL: Harassment Reporting

All employees have the responsibility to ensure that this policy is strictly followed.

1. If an employee believes that he/she has experienced or witnessed harassment or discrimination in the workplace, he/she should report it immediately to his/her administrator/principal, who will report it to the Superintendent of Schools. Anytime a school administrator/principal receives a complaint of sexual harassment or discrimination (written or verbal), the matter must be reported immediately to the Superintendent of Schools. If the administrator/principal is unavailable or the employee believes it would be inappropriate or uncomfortable to contact that person, the employee should immediately notify the Superintendent of Schools.

2. The person making the complaint will be asked to prepare a written statement describing the inappropriate conduct and identifying the individual(s) involved.

3. Upon receipt of the complaint, the Superintendent will notify the Director of Safe Environment, and the Director of Human Resources, who will investigate the complaint as promptly, thoroughly, and discretely as possible. To the extent possible, the Diocese will keep complaints and the terms of their resolution confidential. The investigation and all actions taken will be shared only with those who have a need to know.

4. Based on the results of the investigation, the Superintendent of Schools, the Director of Safe Environment, or the Director of Human Resources, or other authorized personnel, in consultation with the school administrator/principal, will determine what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment or discrimination. If an investigation confirms that an employee has engaged in any form of unlawful harassment or discrimination, the Diocese will take appropriate corrective action against the offending individual, which may include discipline, up to and including immediate termination of employment. If, after investigation, the Diocese learns 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.

5. Appeals about the process, finding, and/or resulting decisions of the investigation may be brought to the Diocesan Mediation and Arbitration Board by contacting the Vicar for Mediation.

The Diocese forbids retaliation against any employee who has reported harassment or discrimination, assisted in making a harassment or discrimination complaint, or cooperated in an investigation. Retaliation in violation of this provision is grounds for termination.

July 1, 2021
PERSONNEL: Child Abuse

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

Revised July 1, 2021
May 7, 2004
PERSONNEL:  Training for Safe Environment

All personnel, including regular volunteers and coaches, must complete in a satisfactory manner the Diocese of Jefferson City Training for Safe Environment before the first day of employment.

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.

May 7, 2004
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. 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.

Revised June 1, 2015
May 7, 2004
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.

May 7, 2004
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 after an interview with student and parents, and records have been received from the previous school.

May 7, 2004
STUDENTS: Immunization Requirements

The Catholic Church supports immunization for the health of children and the common good of public health.

Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services.

Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

   (1) a medical exemption as confirmed by a statement from a duly licensed physician; or
   (2) a religious exemption as confirmed by a statement from the family’s faith leader

that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted.

See Appendix 5105 for current Missouri Health Record Immunization Requirements.

Revised March, 2019
Revised January, 2019
Revised August 18, 2004
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.

May 7, 2004
STUDENTS: High School Admission Priority

Ordinarily, families who reside in the following communities or send students to the following Catholic parish schools will enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic School Office. Families in the “Choice of School” column may attend the high school of their preference.

Designated Catholic High School

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<tr>
<th>Helias Catholic High School</th>
<th>Tolton Catholic High School</th>
<th>Choice of School</th>
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<tr>
<td>Immaculate Conception, Jefferson City</td>
<td>Ss. Peter &amp; Paul, Boonville</td>
<td>Ashland</td>
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<td>St. Andrew, Holts Summit</td>
<td>Sacred Heart, Columbia</td>
<td>St Peter, Fulton</td>
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<td>St Joseph Cathedral, Jefferson City</td>
<td>St. Thomas More, Columbia</td>
<td>Annunciation, California</td>
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<td>St. Peter, Jefferson City</td>
<td>St. Joseph, Martinsburg</td>
<td>St. Andrew, Tipton</td>
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<td>St Francis Xavier, Taos</td>
<td>St. Brendan, Mexico</td>
<td>With Sacred Heart, Sedalia being another</td>
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<td>St. Martin, St. Martin</td>
<td>Immaculate Conception, Montgomery City</td>
<td>option</td>
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<td>St Stanislaus, Wardsville</td>
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<td>St Margaret Antioch, Osage Bend</td>
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<td>Sacred Heart, Eldon</td>
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<td>Our Lady of the Snows, Mary’s Home</td>
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<td>Immaculate Conception, Loose Creek</td>
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<td>Sacred Heart, Rich Fountain</td>
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<td>St. Thomas, St. Thomas</td>
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Revised July 1, 2018
May 24, 2016
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.)

May 15, 2013
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. Attendance records must be kept in the school building at all times.
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. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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.

May 7, 2004
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.

May 7, 2004
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 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.

   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/principal, 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.)


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 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.

   May 7, 2004
STUDENTS: Records of Closed Schools

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

May 7, 2004
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/principal.

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

Revised June 1, 2015
Revised August 10, 2010
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. All parents are made aware of the school’s code of conduct.

Revised July 1, 2021
May 7, 2004
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.

Revised July 1, 2021
Revised June 1, 2015
Revised November 30, 2011
Revised May 7, 2009
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.

Revised August 10, 2010
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.

May 7, 2004
STUDENTS:  Gangs

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.

Revised July 1, 2021
May 7, 2004
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: Violence

If a student displays any violent behavior (which may include but not limited to: verbal and/or physical threat to do harm to one’s self or to another person) the following protocol must be followed:

- The parents must be notified of the incident and asked to remove their student from the school until further notice. If warranted by the situation, Child Protective Services of law enforcement may also be notified.
- The student must be seen by a qualified mental health professional as soon as possible.
- Return of the student to the school will not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional, which assures the student is not threat to him/herself or others has been provided to the school.
- Providing such a letter does not guarantee readmission to the school.
- The pastor and/or administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.
- Failure of parents or the student to follow through with required treatment may result in dismissal from the school.

July 1, 2021
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 (§ 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 established by the school administrator/principal and pastor in consultation with the school advisory council, faculty and parents. 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: Expulsion

The 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.

The term "expulsion" is:
Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

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 expulsion. All expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of expulsion is made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

Revised July 1, 2021
Revised May 7, 2009
STUDENTS: Expulsion

If an 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/principal’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.”

Revised May 7, 2009
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, and verifiable.

Schools are to use the diocesan grade scale for all report cards 3-8. School administrators/principals should ensure teachers’ individual gradebooks also match this grade scale.

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<thead>
<tr>
<th>Grade</th>
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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.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
STUDENTS: Parent/Teacher/Student Conferences

It is required that each school plan to have conferences at reporting time at least once a year for classes PreK – 8. 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. 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.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma.

Revised May 24, 2016
May 7, 2004
STUDENTS:  Eighth-Grade Promotion

Promotion 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 promotion 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 extracurricular 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; if possible, staff members and teachers should be trained in CPR and first aid.
8. As quick application of an AED is necessary for its success, if an AED is available on the school property, all employees should be trained on its proper usage.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
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 a secure location, i.e., the school office or nurse’s office.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
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. All drugs, whether OTC or prescribed, must be kept in the school office/nurse’s office, NOT in the possession of a student.

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.)
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.
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 council, school administrators/principals, and the public in the development of the school wellness policy.

Revised August 12, 2008
A copy of the school’s health and wellness policy is to be available for parents to review upon request.

Revised July 1, 2021
Revised August 12, 2008
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.

May 7, 2004
STUDENTS: Alcohol Use at School Related Events

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

May 24, 2016
STUDENTS: Student Abortion

If it is found that a student has participated in 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.

Therefore, local school administrators/principals should consult with the pastor, the school chaplain and/or the Catholic School Office for guidance in these situations.

Revised July 1, 2021
May 7, 2004
STUDENTS:  Student Abortion

If rumors exist or information is provided to the school about the possibility of a student abortion, the pastor, the school chaplain, 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 participate in an abortion – whether the student be the mother or the father - 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 student and his/her parent(s) to set up a counseling program which would necessarily include spiritual direction.

If this plan is rejected by the student(s) 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.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
STUDENTS: Student Pregnancy

If it is found that a 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.
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.

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. Only school administrators/principals should discuss the option of testing, counseling, etc. with parents/guardians.
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, 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.

Revised August 12, 2008
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 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 information 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, a school official 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), a school official shall call 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 in the student’s file.

Revised July 1, 2021
Revised August 12, 2004
STUDENTS: Student Insurance

A Student Accident Policy provides coverage for all students enrolled in Diocese of Jefferson City schools. If a student is injured due to an accident during a school related event/activity sponsored by the school or diocese, the policy may cover medical expenses not covered by the student’s individual family’s health insurance policy. In the event of a claim, payment is based on usual, customary and reasonable charges. This coverage applies to all students enrolled in a diocesan or parish school. With the exception of high schools, the coverage includes school related athletic events and activities. A separate accident policy is in place for high school athletic events.

For coverage to be effective, the school event or activity must be sponsored by the parish, school or diocese. Use of third parties or outside clubs, particularly for sporting events, may not be covered. It is important to verify the third party or club provides adequate coverage for participating students. It is permissible, but not required, for schools to pass the cost of the insurance on to the students’ family along with other school fees.

For more information contact Winter-Dent & Company at 573-634-2122 or the diocesan Finance Office.

Revised July 1, 2021
Revised August 10, 2010
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/principal is to make this regulation clear to any private or public employee giving service to the schools.

May 7, 2004
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.

May 7, 2004
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.

May 7, 2004
STUDENTS: Buses Owned by Parochial Schools

All buses 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.

Properly trained and supervised volunteers may serve as 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.

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.
5. Supervision of all students, before and after school.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
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/principal 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)/principal(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/principals are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators/principals, counselors, childcare 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.)
STUDENTS: Harassment/Bullying

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school should be subjected to any type of harassment/bullying.
STUDENTS: 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. Bullying behavior is 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 plan that is consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents and students. This plan 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 or other school official. 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. Samples of bullying documentation forms are available at Appendix #5820.

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2009
May 7, 2004
STUDENTS: Safe Environment Requirements

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteers (See DSR 5825 and Appendix 5825).
STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All volunteers whose duties include contact with minors must do the following prior to volunteering:

- complete a Protecting God’s Children (VIRTUS) workshop in person or online;
- complete a check through the National Sex Offender Registry (performed by the Safe Environment Office);
- read and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all K-8 Catholic School parents will be required to complete these requirements. In some instances, parents may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

Administrators/principals and pastors are responsible for ensuring all parents, guardians and volunteers are properly screened according to applicable standards of the Safe Environment Policy.

If the Safe Environment Office is alerted to an issue with a parent or volunteer’s background check or screening, the Safe Environment Office will notify the Superintendent of Schools. The Superintendent will notify the school pastor and administrator/principal regarding the situation.

Working with the pastor and the administrator/principal, the Superintendent will notify the parent/volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The administrator/principal will notify the student(s)’ teacher(s) and any necessary staff as to parent/volunteer’s level of accessibility, as well.

Revised July 1, 2021
July 1, 2020
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 council is advisory, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council 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.

Revised June 1, 2015
INSTRUCTION: School Calendar

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

1. A minimum of 1044 hours of instruction;
2. Thirty-six weather make-up hours for possible loss of attendance due to inclement weather or other approved event.
3. A minimum of 48 in-service hours, including diocesan sponsored days. The number of hours may exceed 48 as determined at the local level.

Instructional time shall be defined as those activities over which the teacher has direct control of the content and instructional methods, ensuring the activities are specifically designed to meet curricular objectives.

In-service time shall be defined as administration-approved activities that typically involve collaboration and which support building or diocesan goals. Such activities may include curriculum alignment, retreats or conferences, and professional development to further knowledge, competence, skills and effectiveness.

Local public school calendars can be a guide for determining days that school is in session, but they are not binding upon final determinations.

If a proposed school calendar results in fewer than 174 days of student attendance:

- The circumstances are to be described or explained.
- Consultation with the local school advisory council, and approval by the pastor should be obtained prior to submitting the calendar to the Diocesan School Office.
- Approval is required from the diocesan school office prior to the calendar being publicly distributed.

Revised May 15, 2020
Revised June 1, 2015
May 7, 2004
INSTRUCTION: School Calendar

All Catholic School Office calendar dates must be incorporated into the local calendar, and a copy of the local calendar in an approved form must be sent to the Catholic School Office prior to publication.
INSTRUCTION:  Length of School Day

The schedule of each school typically provides six hours of instruction per day but may be modified to fit the school community with pastor approval and approval from the superintendent.

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.

Revised July 1, 2021
May 7, 2004
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, if at all possible. In addition, the day should include activities and observances to foster student understanding of the Holy Day, and an appreciation of the intent of the Day. School-sponsored extra-curricular activities may not be scheduled on Holy Days, including during the Triduum.

After school activities, athletic practices/games, and any school sponsored events should not take place on Holy Days of Obligation.
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, shootings, suicide or death of a community member, and/or other such emergency situations. To ensure 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.
6. Resources to be used in such events.
7. Proper protocol for faculty and staff (direct questions to administrators/principals, do not comment in the media, etc.

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

Revised July 1, 2021

May 7, 2004
INSTRUCTION: Crisis Management Plan

A current copy of the Crisis Management Plan must be on file accessible to the Catholic School Office. The plan is to be updated annually and reviewed with the faculty and staff.

A sample Crisis Management Plan is available upon request from the Catholic School Office.

Revised July 1, 2021
May 7, 2004
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.

Revised June 1, 2015
Revised August 12, 2008
INSTRUCTION: Regulation of Behavior for Safety

School administrators/principals, teachers, or drivers to whom authority has been delegated (such as on field trips), 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-sponsored trips, while they are on the school premises, and/or during school-sponsored events.

Revised July 1, 2021
May 7, 2004
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. Administrators/principals should notify the Catholic School Office if the school must close early.
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 council, 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.

Revised June 1, 2015
May 7, 2004
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, 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.

Annual plans or curriculum maps 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.

The administration will provide a method of insuring that appropriate areas of curriculum are covered each year by each teacher.
INSTRUCTION: Religious Instruction

Guidelines, including texts and resource selections, for the religious education program (religion classes) should be in accordance with diocesan curriculum guidelines.

It is of utmost importance that schools prioritize instruction in the Catholic faith, belief, morality and philosophy in order to help the student grow in relationship to Jesus Christ.

All teachers in a Catholic school are charged with teaching the Catholic faith, and supporting Catholic teachings, regardless of their subject area.
INSTRUCTION:  Education in Human Sexuality and Teaching Touching Safety

School programs will 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 Safe Environment training through a Diocese-designated program. All parents are to have the option of choosing their children not attend the program. Schools are required to distribute information regarding the Safe Environment program to parents. 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 under Safe Environment.
INSTRUCTION:  Education in Human Sexuality and Teaching Touching Safety

Schools are to annually report compliance with this policy to the Safe Environment Coordinator for the Diocese of Jefferson City. 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.

May 7, 2004
INSTRUCTION: Instructional Time

Diocesan schools use a variety of learning models and school organizational patterns. 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 communicated to the school community.

Kindergarten students may have either half- or full-day classes.

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

Revised July 1, 2021
May 7, 2004
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 Catholic School Office.
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.

May 7, 2004
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.

Revised August 10, 2010
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. The local school can consider a policy which limits regular homework to weeknights only.
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, 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.

Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.
INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips 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.

Revised June 1, 2015
Revised August 12, 2008
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 supervision. 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/principal 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. drivers must complete the Diocesan Safe Environment training.
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.

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.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
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

Every Catholic school is to have written procedures regarding visitors to the school, including parents. These procedures should be included in parent, staff and student handbooks.

Revised July 1, 2021
May 7, 2004
INSTRUCTION: School Visitors

Written procedures are to direct visitors to first report to the school office or school administrator/principal.

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, and give directions, if necessary.
INSTRUCTION: Flag Display

When a school is in session, the American flag is to be raised, lowered, or displayed at half-staff in accordance with federal guidelines.

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/principal. 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. Administrators/principals should ensure any speakers covering religious topics are in good standing with their home diocese. This can be done through the Catholic School Office.

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.
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.

Revised June 1, 2015
Revised August 10, 2010
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, audiovisual materials and other necessary equipment. The book and periodical collection is available to students throughout the school day.

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.

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.

May 7, 2004
INSTRUCTION: Standardized Testing

All schools are to participate in the diocesan standardized testing of students’ cognitive ability and academic achievement in grades 3-8 (grade 2 testing is optional), 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.

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.

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2005
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

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.
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 additional 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 is to formulate guidelines regarding participation in such activities, i.e., certain behavioral standards, grade average standards, etc.
INSTRUCTION: Diocesan School Sponsored Student Activities

The Catholic School Office offers all schools the opportunity to participate in student events sponsored by the Diocesan office.
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.

The individual responsible for a Diocesan sponsored trip will coordinate with the Catholic School Office, pastor, school administrator/principal, and school advisory council chair 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 and the school administrator/principal 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 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.

Revised July 1, 2021
June 1, 2015
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. 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 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

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.
INSTRUCTION: Athletics

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as “Catholic Schools”) will ensure their program meets the following criteria:

1. Sports are viewed as ministry to children and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development.

All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.

Administrators/principals of each Catholic School who participates in any athletic program will be responsible for assuring that all coaches, physical education teachers and parents meet these behavior standards. Evaluation of coaches and physical education teachers by administrators/principals will assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

Administrators/principals may delegate responsibility for various aspects of the program to other employees (i.e., assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

Revised July 1, 2021
May 24, 2016
INSTRUCTION: Sundays, Holy Days of Obligation, Easter Triduum Athletic and Co-Curricular Activities

In view of the respect for and sanctity of the Celebration of Eucharist on Sundays, Holy Days of Obligation, and the importance of the Easter Triduum, no practices, games, events, or practices for an event will be held by any school-sponsored group, team, or club in any diocesan Catholic school or its playing field, building, or buildings it borrows, rents or owns before noon on any Sunday or Holy Day of Obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004
INSTRUCTION: Social Activities

Any school-sponsored social activities outside of regular school hours 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.

Revised July 1, 2021
May 7, 2004
Catholic schools are to have many guidance opportunities available for all students: virtue-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles.
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 accreditation 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).

Revised June 1, 2015
Revised August 10, 2010
COMMUNICABLE DISEASES:

Catholic schools in the Diocese of Jefferson City are to follow the guidelines in DSP 8000, based on *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, and Teachers*. All reporting requirement as stipulated in this regulation are to be followed. Schools are to be in compliance with any state inoculation and physical exam requirements for students and staff.

Revised July 1, 2021
Revised June 1, 2015
Revised August 10, 2010
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

<table>
<thead>
<tr>
<th>Body Fluid Source</th>
<th>Organism of Concern</th>
<th>Transmission Concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood</td>
<td>Hepatitis B virus</td>
<td>Blood stream inoculation through cuts and abrasions on hands</td>
</tr>
<tr>
<td>- cuts/abrasions</td>
<td>HIV virus</td>
<td>Direct blood stream inoculation</td>
</tr>
<tr>
<td>- nosebleeds</td>
<td>Cytomegalovirus</td>
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<td>- menses</td>
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<tr>
<td>- contaminated needle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open lesions</td>
<td>Staphylococcus aureus</td>
<td>Contact with drainage from open lesion</td>
</tr>
<tr>
<td></td>
<td>Beta hemolytic streptococcus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hepatitis A virus</td>
<td></td>
</tr>
<tr>
<td>Feces*</td>
<td>Salmonella</td>
<td>Oral inoculation from contaminated hands</td>
</tr>
<tr>
<td>- incontinence</td>
<td>Shigella</td>
<td></td>
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<td>Urine</td>
<td>Cytomegalovirus</td>
<td>Bloodstream and oral (?) inoculation from contaminated hands</td>
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<td>HIV virus</td>
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<td>Respiratory Secretions</td>
<td>Mononucleosis virus</td>
<td>Oral inoculation from contaminated hands</td>
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<td>Hepatitis B virus</td>
<td>Bloodstream inoculation through cuts and abrasions on hands/bites</td>
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<td>Vomitus*</td>
<td>Gastrointestinal viruses (for example, Norwalk agent, Rotavirus)</td>
<td>Oral inoculation from contaminated hands</td>
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* 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 soak the item 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 (Tri-quat*, 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.
COMMUNICABLE DISEASE: Administration Notification

Should a school employee contract a communicable disease which requires reporting to the County Health Department, the school employee must also notify the school administration (principal). Confidentiality guidelines as described in DSR 8000 will be preserved.
The Diocesan School Advisory 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 School Advisory 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.

Revised July 1, 2021
June 1, 2015
DIOCESE OF JEFFERSON CITY

ADVISORY COUNCIL OF DIOCESAN SCHOOL ADMINISTRATORS

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. The Advisory Council of Diocese School Administrators works with the staff of the Catholic School Office and the other Catholic school administrators to reflect a shared vision for the school of the Diocese.

Revised July 1, 2021
Revised August 8, 2011
ADVISORY COUNCIL OF DIOCESAN SCHOOL ADMINISTRATORS: Guidelines

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 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.

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 5 regions.

Regions are as follows:

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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.

Revised July 1, 2021
BASIC RESPONSIBILITIES

Each school is to have a parish (or inter-parish) school advisory council 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 council 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 council self-evaluation is included in Appendix #9301.

Revised July 1, 2021
Revised August 7, 2012
May 7, 2004
NATURE AND RELATIONSHIPS
The school advisory council is a consultative body, advisory to the pastor and school administrator/principal. Policies, after formulation by the school advisory council, are officially enacted by the pastor, then implemented by the school administrator/principal. Although the school advisory council is not legislative, it significantly influences all-important areas of the schools.

The specific school advisory council 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 council policy becomes effective. The pastor is also the official parish agent for any contract.

WITH SCHOOL ADMINISTRATOR/PRINCIPAL
The school advisory council relates to the school through the school administrator/principal who is the executive officer of the school advisory council as well as the educational leader of the school. Because the school administrator/principal implements school advisory council 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 council 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 council does not select, evaluate, or communicate to teachers directly on issues. Teachers approach the school advisory council through the school administrator/principal. The members, in their roles of school advisory council 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 council related to teachers.

The school administrator/principal regularly reports to the school advisory council about teachers' achievements and classroom activities. Occasionally the school administrator/principal may seek school advisory council advice about general teacher issues and apprises the school advisory council about any serious school or classroom incidents which may have adverse reaction in the school community.

WITH PARISH COUNCIL
The school advisory council 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 council 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 council (or budget subcommittee).

WITH PARISH COMMUNITY
The school advisory council shall find effective ways to communicate with the parish community, e.g., noting key agenda items and summarizing key school advisory council actions in the parish bulletin.
WITH PARENTS AND STUDENTS
The school advisory council 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 council 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 council in orienting new members
and in clarifying the school advisory council responsibilities through educational materials and periodic
visits with the school advisory council chair and/or total school advisory council. The school advisory
council 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 council chair, for clarifications or guidance.

WITH THE DIOCESEAN SCHOOL ADVISORY COUNCIL
When a diocesan school council 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. The school advisory council will be advised of the policies and may
be asked for its help in their promulgation. Individual school advisory councils may also address
concerns or questions to the diocesan school advisory council through the Catholic Schools Office.

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 council gives
general guidance rather than specific direction. The school administrator/principal is responsible for
making specific rules and regulations.

1. The school advisory council can recommend establishing new staff positions. The
   school administrator/principal selects specific persons, and the pastor presents contracts.
2. The school advisory council 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 council 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 council and enacted by the pastor. Inclusion of the policies within school advisory council 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 council documents, filed within the diocesan handbook, or maintained in any other systematic and accessible form. The school advisory council 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 council 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 council members need to be persons with school advisory council 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 councils. 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 council 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 council 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 council 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 council members have no authority. All school advisory council decisions are subject to the approval of the pastor.

COMMITTEES
School advisory councils consider whether preparatory work by small communities (with at least one school advisory council 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 council chair. Visitors are free to attend any regular school advisory council meeting. Visitors, who have followed the accepted procedure for presenting material to the school advisory council, may address the school advisory council if the school administrator/principal and/or school advisory council chair, or pastor has determined, in advance, that the topic is appropriate for school advisory council consideration (e.g., deals with a general area of need rather than with a specific individual). All requests to speak at the school advisory council must be pre-approved.

In determining the format of the agenda, the school administrator/principal, chair, 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 council members.

The agenda is to be sent to school advisory council 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 council.

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 council 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 council 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 council 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 is to be given to the parish council.
The constitution includes the following elements:

1. **Title:** Name of the school advisory council
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 council documents may vary but must always reflect diocesan policies.

July 1, 2021
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/principals, 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 council.

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 is given to the school council 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.

Revised August 10, 2006