



DIOCESE OF
Jefferson City

BETTER
TOGETHER

POLICY AND REGULATION MANUAL FOR DIOCESAN CATHOLIC SCHOOLS

*Prepared by the
Catholic Schools Office*

REVISED JULY 2023

INTRODUCTION

This Policy and Regulation Manual for Catholic Schools provides information about the educational institutions in the Diocese of Jefferson City (hereafter referred to as “the diocese”) and their major policies, practices and procedures. It is intended to serve as a general framework of principles for which the Catholic schools in the diocese (hereafter referred to as “diocesan Catholic schools”) stand, benefits of these principles and the policies and regulations which apply to the diocesan Catholic schools. The information, policies and regulations described in this manual are reviewed regularly and may be revised or changed without notice as deemed appropriate and advisable.

This manual supersedes any other manuals or statements of policy, oral or written, previously issued by the diocese 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 manual is organized on the Davies-Brickell System of coding, although modified to meet the specific needs and direction of the diocese. 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 Councils

Policies are indicated by a Diocesan School Policy (DSP) number, in bold text in the upper right-hand corner. Regulations are indicated by a Diocesan School Regulation (DSR) number, in italicized text 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 section. (Thus, there could be up to 99 different policies and/or regulations within a subsection.)

Example:

DSP 2805

DSP Indicates it is a policy

2805 Indicates it can be found in series 2000 (Administration)

805 Indicates it is in section 800 (Legal Advice)

05 Indicates it is policy number 05 in section 800

If there are two similar regulations on the same policy, this will be indicated by a small letter after the number (e.g., 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 organized so a school can place its local policies and regulations within this same manual. Each local policy or regulation shall be placed after the corresponding diocesan policy or regulation, if there is one. Local policies shall be indicated by an Local School Policy (LSP) in the upper right-hand corner. Local regulations shall be indicated by a Local School Regulation (LSR) in the upper right-hand corner. Each local policy or regulation shall also be numbered. The diocesan code number shall be used, after which there shall 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 advice 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.

Placing diocesan and local policies and regulations into one manual provides easy access to pastors, school administrators/principals, education committees and others who have need of these policies and regulations.

This manual is meant to be an administrative manual and contains direction regarding state laws as well as diocesan policy and regulations. This manual shall also be available to school personnel and community members.

Revised July 1, 2021
May 7, 2004

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COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Catholic Church

DSP 1101

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: A Pastoral Message on Catholic Education*, United States Conference of Catholic Bishops, para. 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, c. 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, c. 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*, para. 101).

Revised June 1, 2015
Revised August 12, 2008

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Catholic Church

DSP 1105

OBJECTIVES OF CATHOLIC SCHOOLS IN THE CHURCH'S TEACHING MISSION

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

- ▶ incorporate Catholic principles in all areas of the curriculum;
- ▶ offer personal experiences in Catholic living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
- ▶ recognize the dignity and God-given gifts of each person — pastor, personnel, parents/guardians, students, parishioners;
- ▶ provide education in the Catholic teachings, including Catholic social justice and the Gospel of Life;
- ▶ reflect a Catholic understanding of responsibility for one another, reflected in mutual respect of the clergy, personnel, parents/guardians, students and parishioners; and
- ▶ promote a cooperative approach where school administrator/principal, teachers and parents/guardians work in harmony to educate and develop the child in all areas in his/her life — spiritual, academic and human formation.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Catholic Church

DSR 1105

OBJECTIVES OF CATHOLIC SCHOOLS IN THE CHURCH'S TEACHING MISSION

As partners with parents/guardians in the teaching of their children, teachers in diocesan Catholic schools shall inform parents/guardians regarding teaching/lessons on human sexuality prior to the lesson being taught.

July 1, 2021

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Diocese

DSP 1201

THE ROLE OF CATHOLIC SCHOOLS IN THE DIOCESE'S TEACHING MISSION

The diocesan Catholic school communities 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 diocesan Catholic schools provide quality Catholic education in a Christ-like environment by educating and nurturing the students 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.

Vision of the Diocese of Jefferson City: Embracing the spirituality of stewardship and co-responsibility, we aim to support parishes as centers of charity and mercy.

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

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Diocese

DSP 1205

OBJECTIVES OF CATHOLIC SCHOOLS IN THE DIOCESE'S TEACHING MISSION

Specifically, diocesan Catholic schools have as their objectives the following:

- ▶ to foster faithful adherence to the teachings and virtues of the Catholic Church;
- ▶ to help students navigate the moral decisions they will face in their lives in fidelity to Catholic teachings;
- ▶ to serve as positive driving forces in their respective communities;
- ▶ to impart knowledge and create opportunities for learning that last a lifetime;
- ▶ to strive to meet the needs of each student, especially by developing
 - positive attitudes to life-long learning,
 - key skills such as listening, reading, thinking, problem solving, and making good judgments,
 - basic knowledge and the ability to locate new and changing information, and
 - effective use of technology to assist learning in preparing students for the demands of a technological society;
- ▶ to work to foster a positive, stimulating environment, open to creative and dynamic educational methods; and
- ▶ to emphasize growth toward self-discipline and personal responsibility.

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

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Diocese

DSP 1210

EDUCATIONAL AUTHORITY IN THE DIOCESE OF JEFFERSON CITY

The Diocesan School Advisory Council assists the Catholic Schools Office to formulate policies. All diocesan policies that apply to diocesan Catholic schools 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 diocesan Catholic schools and the responsibility of issuing appropriate diocesan regulations for carrying-out these policies to the Catholic Schools Office.

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

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Local Parish

DSP 1301

THE RELATIONSHIPS OF THE CATHOLIC SCHOOLS TO THE PARISH

Because diocesan Catholic schools are a ministry of the parish and are a part of the total parish, the schools shall do the following:

- ▶ be accountable to the pastoral authority within the parish;
- ▶ work in union with clergy, other parish leaders and other parish programs;
- ▶ share educational opportunities and resources, as feasible, with the broader community;
- ▶ extend service, to the extent possible, to meet the needs of the parish and broader community;
- ▶ involve representatives of the parish community in policy development, in the educational process, and in appropriate school activities; and
- ▶ collaborate with the parish school advisory council and parish pastoral council to carry-out the school's mission and philosophy.

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

COMMUNITY AND EXTERNAL OPERATIONS: Catholic Schools and the Local Parish

DSP 1305

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 diocesan Catholic school administrator/principal, and consults the parish school advisory council.

The parish 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 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 parish 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.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Local Policies, Regulations and Associations

DSP 1410

LOCAL POLICIES AND REGULATIONS

The parish school advisory council may recommend to the pastor any 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 school administrator/principal shall implement these local policies and regulations, along with diocesan policies and regulations.

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

COMMUNITY AND EXTERNAL OPERATIONS: Local Policies, Regulations and Associations

DSP 1420

PARISH SCHOOL ADVISORY COUNCILS

All diocesan Catholic schools must have a parish school advisory council, which is to serve as a consultative body, advisory to the pastor and school administration. (See [DSP 930I](#) and [DSR 930I](#).)

July 1, 2022

COMMUNITY AND EXTERNAL OPERATIONS: Local Policies, Regulations and Associations

DSR 1420

PARISH SCHOOL ADVISORY COUNCILS

All parish school advisory councils for diocesan Catholic schools shall follow the guidelines established by the diocese. (See [DSR 9301](#).)

Revised July 1, 2021
May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Local Policies, Regulations and Associations

DSP 1430

HOME AND SCHOOL ASSOCIATIONS

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/guardians shall be established and held in high esteem. Each 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/guardians are to be set up and held in high esteem," Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

July 1, 2021
May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Local Policies, Regulations and Associations

DSR 1430

HOME AND SCHOOL ASSOCIATIONS

All diocesan Catholic home and school associations shall follow the guidelines established by the diocese. (See [DSP 9401](#).)

May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Public Relations

DSP 1501

PRESS RELEASES

Press releases originating from a diocesan Catholic school shall be reviewed and cleared with the diocesan communications director, the school administrator/principal and pastor.

Revised June 1, 2015
May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Public Relations

DSR 1501

PRESS RELEASES

Any press releases and/or media contact or statements involving diocesan Catholic schools regarding such things as permanent school closings, closing of grades, disasters, legal challenges or other serious/controversial issues shall be cleared with the Catholic Schools Office, in consultation with the diocesan chancellor and 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 pastor or school administrator/principal shall inform school personnel that they, in turn, shall make no comment on the matter until consultation is received from the Catholic Schools Office or the diocesan communications director.

Revised June 1, 2015
Revised August 10, 2010

COMMUNITY AND EXTERNAL OPERATIONS: Public Relations

DSP 1510

NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION

In order to ensure excellent Catholic professional development, every diocesan Catholic school is expected to have an institutional membership in the National Catholic Educational Association (NCEA). School administrators/principals shall attend the NCEA annual convention, if at all possible.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Public Relations

DSP 1520

CATHOLIC SCHOOLS WEEK

Catholic Schools Week shall be observed in every diocesan Catholic school 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: Public Relations

DSP 1530

USE OF STUDENT PHOTOS

Diocesan Catholic school student photos may be used in brochures, newspapers or other publications, and the school, parish or diocesan website or social media only if the parent/guardian signs a release allowing such use. (See [Appendix #1530](#).)

Neither the first nor last name of the student shall be referenced on any website or social media. 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, 2022

Revised July 1, 2021

Revised June 1, 2015

Revised October 24, 2013

Revised August 12, 2005

COMMUNITY AND EXTERNAL OPERATIONS: Relations with Parents/Guardians

DSP 1810

PARENT/GUARDIAN COMMUNICATION AGREEMENT

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child's enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern.

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See [DSR 1901](#).) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor.

Parents/guardians 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 parents/guardians 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 student of the parent/guardian who has done so.

By enrolling children in a diocesan Catholic school, parents/guardians 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: Procedure for Reconciling Differences

DSP 1901

GRIEVANCES

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council 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. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Procedure for Reconciling Differences

DSR 1901

ADMINISTRATIVE RECOURSE

DEFINITION

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

PURPOSE

The primary purpose of Administrative Recourse shall be 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.

BASIC PRINCIPLES

- ▶ Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
- ▶ Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) By mutual written agreement, however, the timeframes may be extended.
- ▶ The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
- ▶ There shall be no retaliation against any party or participant in Administrative Recourse.
- ▶ 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.
- ▶ Records of formal proceedings at every level shall be kept and made available to all parties involved.

PROCEDURE

- ▶ 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 grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.
- ▶ Formal Procedures
In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; 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 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven 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 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/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven 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 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 days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting 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 days to 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 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 Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding.

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008

COMMUNITY AND EXTERNAL OPERATIONS: Procedure for Reconciling Differences

DSP 1902

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

Revised June 1, 2015
May 7, 2004

ADMINISTRATION: Administrative Authority

DSP 2001

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 diocesan 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 Schools 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 shall not be contradicted by any local policy. Likewise, regulations in this manual are approved by the superintendent and shall not be contradicted by any local regulation.

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

ADMINISTRATION: Administrative Authority

DSP 2002

REGIONAL OR INTER-PARISH SCHOOL

In cases where one diocesan Catholic school provides education to students from more than one parish, an agreement shall be reached with representatives of the parishes involved and then approved by the bishop or his delegate, with respect to pastoral responsibilities, parish school advisory council membership, financial arrangements, and other relevant areas. A copy of any such agreement shall be retained on file in the Catholic Schools Office.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

ADMINISTRATION: Administrative Authority

DSP 2005

SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent, appointed by the bishop, is the chief administrative officer of the Catholic Schools Office and of programs which come under the jurisdiction of the Catholic Schools Office. The superintendent is directly responsible to the bishop. (See [Appendix #2005](#).)

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

ADMINISTRATION: Administrative Authority

DSP 2007

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 is also the chief administrative officer of the diocesan Catholic school. The pastor delegates most of the educational responsibilities of this role to the school administrator/principal and faculty with support from the Catholic Schools 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 parish 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 parish 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 parish 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' parent/guardian 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 Schools Office. Special assistance to any pastor from the Catholic Schools Office is available anytime upon request.

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

ADMINISTRATION: Administrative Authority

DSP 2010

PASTOR DELEGATION OF DUTIES

If the pastor chooses to delegate any of his responsibilities regarding the diocesan Catholic school to an associate pastor, such delegation of responsibilities must be clearly defined.

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

ADMINISTRATION: Administrative Authority

DSP 2020

THE SCHOOL ADMINISTRATOR/PRINCIPAL

The diocesan Catholic school administrator/principal is responsible for carrying-out diocesan and local policies for the school 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 shall 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 extracurricular activities — including athletics, maintenance, lunch programs and all other personnel 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, Function and Retention of Administrator/Principal

DSP 2100

SELECTION AND HIRING OF A CATHOLIC SCHOOL ADMINISTRATOR/PRINCIPAL

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

It is the responsibility of the parish 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 may choose to broaden the search committee.

The Catholic Schools Office provides assistance to the local community as desired. As a first step in the application of those searching for a position as a school administrator/principal, the Catholic Schools Office ensures the candidate(s) meets the requirements of the diocese.

Revised July 1, 2021

Revised June 1, 2015

Revised August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2102

LOCAL SEARCH AND SELECTION PROCESS

Upon determination of a vacancy of the position of a diocesan Catholic school administrator/principal, the pastor or chair of the parish school advisory council search committee shall request from the Catholic Schools Office assistance in the search and selection of a new school administrator/principal. (See [Appendix #2102](#).)

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

- ▶ maintaining direct contact with the Catholic Schools Office concerning the vacancies and applicants after the candidate(s) has been screened by the Catholic Schools Office;
- ▶ doing preparatory work (timeline, principal role, information, salary range);
- ▶ advertising and recruiting, (ad copy, local ad placement, recruiting potential candidates);
- ▶ screening of applicants (confidentiality, references, screening format, interview invitations);
- ▶ planning and conducting interviews (ethics, priority characteristics/skills, interview form, questions, scheduling); and
- ▶ recommending candidate(s) to the pastor (decision, diocesan approval, presentation).

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

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2105

APPLICATION FOR EMPLOYMENT

Every applicant for a position in a diocesan Catholic school must complete an online application. Falsification of any documents relevant to the application or records of continuing education shall constitute grounds for immediate dismissal.

Revised July 1, 2022

Revised July 1, 2021

Revised August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2106

BACKGROUND CHECK

The safe environment program, mandated by the United States Conference of Catholic Bishops (USCCB), requires background checks for all personnel. Employment is contingent upon reports deemed to be satisfactory to the Catholic Schools Office and the diocesan Office of Child and Youth Protection.

Revised July 1, 2021
May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2108

QUALIFICATIONS FOR SCHOOL ADMINISTRATOR/PRINCIPALS

In a diocesan Catholic school, leadership shall include both the Catholic and educational dimensions. For that reason, school administrators/principals must meet the following criteria:

- ▶ be a practicing, committed Catholic in good standing with the Church;
- ▶ hold a philosophy of education that is consistent with the Catholic faith;
- ▶ have at least three years of successful teaching experience, preferably in a Catholic school;
- ▶ hold a master's degree in education administration and a principal's certificate in the State of Missouri or the 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 Schools Office);
- ▶ hold or be working toward the appropriate level of religious education certification according to diocesan norms;
- ▶ be capable of fulfilling the responsibilities of the school administrator/principal; and
- ▶ participate in regularly scheduled meetings during the first academic year with the Catholic Schools Office. The superintendent, in consultation with the pastor, shall determine if the school administrator/principal will continue to meet with the Catholic Schools Office the following academic year.

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

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2109

RELIGIOUS EDUCATION STANDARDS, CERTIFICATION AND CONTINUING DEVELOPMENT IN CATECHESIS

Diocesan school administrators/principals shall be certified in religious education and continue their development in catechesis or working towards religious certification. Specific requirements are found in [DSR 2109](#). (See [Appendix #2109](#).)

Revised July 1, 2020
Revised July 10, 2017
Revised June 1, 2015
Revised August 9, 2007

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSR 2109

RELIGIOUS EDUCATION STANDARDS, CERTIFICATION AND CONTINUING DEVELOPMENT IN CATECHESIS

Diocesan school administrators/principals shall be at the “Tier 1: Basis of the Faith Level” of catechist certification within one year of their employment and at the “Tier 4: Administrator Level” of catechist certification within three years of their employment in the diocese. (See [Appendix #2109](#).)

Equivalency and substitutions in the currently-used program may be made in consultation with the superintendent.

April 12, 2022

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2112

JOB DESCRIPTIONS

The diocesan job description for school administrators/principals shall be used for each school administrator/principal. (See [Appendix #2112](#).) The job description may be modified after consultation with the Catholic Schools Office.

Revised August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSR 2112

JOB DESCRIPTIONS

Job descriptions for diocesan Catholic school administrators/principals shall be originally signed and dated and filed in employees' personnel file.

Revised July 1, 2021
May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2120

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 shall 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.

Revised July 1, 2021
May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2130

CONTRACTS/SERVICE AGREEMENTS

All diocesan Catholic school administrators/principals shall be under employment contract forms approved by the bishop and supplied by the Catholic Schools Office. No other employment contracts or service agreements are recognized as valid.

May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSR 2130

CONTRACTS/SERVICE AGREEMENTS

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

May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2131

SERVICE DAYS

The amount of on-site service days for a diocesan Catholic school administrator/principal shall be a minimum of 200 days unless, by mutual agreement between the pastor 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 18 days.

Revised July 1, 2023
May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSR 2131

SERVICE DAYS

Diocesan Catholic school administrators/principals are expected to be on-site for all days the school is in session, in attendance for all diocesan and local in-services, other events as designated by the pastor/superintendent and during summer break less four weeks vacation. These four weeks must be used during the regular summer break and may not be banked or accumulated.

Schools are strongly recommended to establish two weeks during the summer break when the school office is closed and school-related activities/communications are suspended. It is suggested that these two weeks be scheduled for the last week in June and the first week in July, or the first two weeks in July. The specific dates shall be determined by the school administrator/principal and the pastor/superintendent.

Revised July 1, 2023
April 12, 2022

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2132

CONTRACT MODIFICATIONS

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

Revised August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2134

CONTRACT RELEASE

Only after consultation with the Catholic Schools Office and completion of a contract modification form, can a diocesan Catholic school administrator/principal be released from an employment contract. (See Appendix #2132.)

Revised July 1, 2022
Revised August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2136

CONTRACT BREACH

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

Revised August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2138

CONTRACT DEFAULT (BREACH OF DUTY)

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

- ▶ failure to report to the pastor and Catholic Schools 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;
- ▶ failure to carry out duties;
- ▶ unprofessional conduct;
- ▶ insubordination (failure to comply with a direct order of a supervisor);
- ▶ falsification of employment application or other documents or other misrepresentation;
- ▶ violating a reasonable rule of the school;
- ▶ unsatisfactory attendance;
- ▶ 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;
- ▶ exhibiting conduct endangering the safety of students or others;
- ▶ cohabitation without being legally married;
- ▶ 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/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;
- ▶ dishonesty, including falsifying records of any kind;
- ▶ unauthorized possession of the property of a co-worker, the school, or the diocese, etc.
- ▶ 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;
- ▶ job abandonment;
- ▶ misuse of the school or diocesan equipment and/or property;
- ▶ use of the school's or diocese's name or letterhead for personal reasons;
- ▶ breach of confidentiality; and/or
- ▶ any violation of contract.

Revised July 1, 2018
May 7, 2004

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSP 2140

RENEWAL/NON-RENEWAL

There is no tenure, implied or otherwise, in diocesan Catholic schools. Each employment 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 August 10, 2010

ADMINISTRATION: Selection, Function and Retention of Administrator/Principal

DSR 2140

RENEWAL/NON-RENEWAL

The diocesan Catholic school administrator/principal shall be notified in writing no later than February 1 of the current contract year of the renewal or non-renewal of the employment contract, unless exceptional circumstances exist which justify notification after that date. The new contract shall be signed by the school administrator/principal no later than February 15. In the event a school administrator/principal fails to return a signed contract by February 15, the offer becomes null and void, and the parish/school no longer has an obligation to offer another contract.

Revised August 10, 2010

ADMINISTRATION: Administrative Assistance

DSP 2201

MENTOR

A diocesan Catholic school administrator/principal new to the diocese shall be assigned a mentor school administrator/principal by the Catholic Schools Office for one year. This term of mentorship can be extended if, in the view of the pastor or superintendent, more mentorship time is necessary.

The new school administrator/principal shall have regularly scheduled meetings during the first academic year with the Catholic Schools Office.

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

ADMINISTRATION: Administrative Assistance

DSP 2210

ASSISTANT PRINCIPAL

Whenever it is deemed advisable (in diocesan Catholic schools with an enrollment of more than 300 students 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 Schools Office. The school administrator/principal and assistant principal develop a written plan of shared and/or delegated responsibilities.

Revised August 10, 2010

ADMINISTRATION: Administrative Assistance

DSP 2215

SECRETARIAL ASSISTANCE

As much assistance in secretarial work as possible shall be provided for the diocesan Catholic school administrator/principal.

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

Revised June 1, 2015
May 7, 2004

ADMINISTRATION: Administrative Assistance

DSP 2220

TEACHER-IN-CHARGE

All diocesan Catholic schools shall have a teacher-in-charge approved by the pastor, who shall 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 shall 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:

- ▶ crisis situations;
- ▶ emergencies (such as accidents, severe and sudden health problems and major weather changes);
- ▶ approval of any student or faculty arrivals or departures — either previously approved by the school administrator/principal or of an emergency nature;
- ▶ deliveries of materials;
- ▶ communication regarding urgent matters;
- ▶ locking of the office files, checking lights and other tasks related to building supervision; and/or
- ▶ serious discipline issues.

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

Revised June 1, 2015
May 7, 2004

ADMINISTRATION: Administrative Assistance

DSP 2230

ACTING SCHOOL ADMINISTRATOR/PRINCIPAL

In a diocesan Catholic school, 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 shall be referred to as “acting school administrator/principal”:

- ▶ prolonged absence of the school administrator/principal;
- ▶ the inability of the parish/school system to hire a school administrator/principal due to lack of acceptable candidates; or
- ▶ an extended period between the resignation of a school administrator/principal and the hiring of a new one.

The acting school administrator/principal shall 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 Schools Office) to meet necessary needs. (See [Appendix #2220](#).)

Revised August 10, 2010

ADMINISTRATION: Administrative Assistance

DSR 2230

ACTING SCHOOL ADMINISTRATOR/PRINCIPAL

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

Revised June 1, 2015
Revised August 10, 2010

ADMINISTRATION: Administrative Issues

DSP 2310

CATHOLIC IDENTITY – PHYSICAL ATMOSPHERE

As the faith leader of the diocesan Catholic school, the school administrator/principal is responsible for the physical atmosphere of the school, and all of its classrooms/areas, to make clearly evident the Catholic nature of the school.

Revised July 1, 2021
Revised August 12, 2008

ADMINISTRATION: Administrative Issues

DSP 2320

ADMINISTRATIVE TIME

Ideally, every diocesan Catholic school shall have a full-time school administrator/principal to carry-out all the responsibilities listed in these policies and regulations. Normally, schools with fewer than 200 students shall have a school administrator/principal who is available at least half-time for administrative and supervisory duties. Schools with 200 or more students or at least eight staffed classrooms shall 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 shall have a full-time school administrator/principal. In some cases, a school administrator/principal may have more than one school under their supervision..

Revised June 1, 2015
May 7, 2004

ADMINISTRATION: Administrative Issues

DSP 2350

HANDBOOKS

All diocesan Catholic schools shall publish handbooks for personnel and for students and their parent/guardians. These handbooks must be in compliance with all policies and regulations in this manual. In any instance where there may be a question regarding a local school policy, the Diocesan policy shall take precedence. Local school handbooks shall be reviewed by the Catholic Schools Office for compliance with the law and diocesan policies and regulations when changes are made in policy, and shall be locally reviewed and revised annually. School administrators/principals shall submit a signed assurance of compliance annually to the Catholic Schools Office. (See [Appendix #2350](#).)

Handbooks shall have compliance forms signed indicating that the person(s) has read, understands and agrees to abide by the provision of the handbook. (See [Appendix #2350](#).)

Copies of current handbooks or their electronic access shall be on file in the Catholic Schools Office.

Each handbook shall note that, in addition to the content of the local handbook, parents/guardians, students and personnel are required to follow the policies and regulations in this Policy and Regulation Manual for Diocesan Catholic Schools, which is also available at diojeffcity.org/school-office/.

July 1, 2021

ADMINISTRATION: Administrative Issues

DSR 2350

HANDBOOKS

At a minimum, the following policies from this manual shall be included in the local diocesan Catholic school's personnel handbook or linked directly to it:

DSR 1901	Administrative Recourse
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 shall be made and placed where it is easily accessible to teachers. There shall 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
DSR 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 4402	Personnel Records
DSP 4515	Jury Duty
DSP 4520	Health Insurance — Teachers
DSP 4530	Annual Leave Allowance
DSR 4530	Annual Leave Allowance
DSP 4532	Accumulation of Paid Time Off (PTO) Leave
DSR 4532	Accumulation of Paid Time Off (PTO) Leave
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	Workers' 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 Communications
DSR 4650	Digital, Online and Social Media Communications
DSP 4801	Anti-Harassment and Reporting
DSP 4821	Training for Safe Environment
DSP 4831	Code of Pastoral Conduct
DSP 4901	Grievances
DSP 5260	Confidentiality
DSP 5305	Catholic Faith and Moral Standard
DSP 5310	Prohibition of Corporal Punishment
DSP 5315	Weapons and Dangerous Instruments
DSP 5370	Release of Individual Students from School
DSP 5380	Search and Seizure
DSR 5380	Search and Seizure
DSP 5405	Parent/Guardian/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
DSP 6235	Non-Catholic Student Participation
DSP 6301	Educational Outings, Field Trips, Eighth Grade Trips and Senior Trips
DSR 6301	Educational Outings, Field Trips, Eighth 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, Email and Other Technology Use
DSP 6480	Research and Observation
DSP 8000	Communicable Diseases
DSP 8001	Administration Notification

At a minimum, the following policies from this manual shall be included in the local school's parent/guardian/student handbook or linked directly to it:

DSP 1305	Educational Authority in the Parish
DSP 1430	Home and School Associations
DSP 1810	Parent/Guardian Communication Agreement
DSP 1901	Grievances
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

<u>DSP 5210</u>	Absence and Tardiness
<u>DSP 5211</u>	Written Excuses
<u>DSP 5220</u>	Requests for Family Reasons
<u>DSP 5260</u>	Confidentiality
<u>DSP 5305</u>	Catholic Faith and Moral Standard
<u>DSP 5310</u>	Prohibition of Corporal Punishment
<u>DSP 5315</u>	Weapons and Dangerous Instruments
<u>DSP 5360</u>	Expulsion
<u>DSR 5360</u>	Expulsion
<u>DSP 5370</u>	Release of Individual Students from School
<u>DSP 5405</u>	Parent/Guardian/Teacher/Student Conferences
<u>DSP 5410</u>	Promotion and Retention
<u>DSP 5520</u>	Drug/Medication Administration
<u>DSP 5545</u>	Alcohol Use at School-Related Events
<u>DSP 5550</u>	Student Abortion
<u>DSP 5552</u>	Student Pregnancy
<u>DSP 5701</u>	Students with Special Needs
<u>DSP 5820</u>	Harassment/Bullying
<u>DSP 5825</u>	Safe Environment Requirements
<u>DSP 6235</u>	Non-Catholic Student Participation
<u>DSR 6301</u>	Educational Outings, Field Trips, Eighth Grade Trips and Senior Trips
<u>DSP 6305</u>	Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities
<u>DSP 6425</u>	Student Internet, Email and Other Technology Use
<u>DSP 6610</u>	Athletics
<u>DSR 6610</u>	Athletics

Revised July 1, 2023

Revised July 1, 2021

Revised June 15, 2016

ADMINISTRATION: Files and Records

DSP 2480

SCHOOL ADMINISTRATOR/PRINCIPAL FILE — DIOCESAN

The Catholic Schools Office shall maintain an active file on every diocesan Catholic school administrator/principal. This file contains the school administrator/principal's original application and at least three letters of reference, including one from a pastor, transcripts from colleges and universities, copies of Missouri and religious education certificates, copies of annual employment contracts, annual evaluations and any other records and/or correspondence pertinent to the school administrator/principal's position and service in the diocese. Verification of completion of 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 out of the diocese, the information listed above is transferred to an inactive file kept in the Catholic Schools Office.

Revised July 1, 2021
Revised August 12, 2008

ADMINISTRATION: Files and Records

DSP 2481

SCHOOL ADMINISTRATOR/PRINCIPAL FILE — PARISH

The parish shall maintain an active file on every diocesan Catholic school administrator/principal of a diocesan school. This file contains the school administrator's/principal's application and at least three letters of reference, including one from a pastor, transcripts from colleges and universities, copies of Missouri and religious education certificates, copies of annual employment contracts, annual evaluations and any other records and/or correspondence pertinent to the school administrator/principal's position and service in the diocese. Verification of completion of the diocesan safe environment program, and the verification and compliance form for the Code of Pastoral Conduct are available electronically.

Revised July 1, 2021
Revised August 12, 2008

ADMINISTRATION: Salary and Benefits

DSP 2510

GUIDES FOR DETERMINING SALARY

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

- ▶ how much the administrator/principal would earn at a comparable public school in the area;
- ▶ how many additional duties an administrator/principal in the school may be asked to perform (teaching, health manager, etc.); and
- ▶ a just and viable wage for this position

A school administrator/principal who is a member of a religious community shall be compensated in accordance with diocesan policy.

Revised July 1, 2021
May 7, 2004

ADMINISTRATION: Salary and Benefits

DSR 2510

GUIDES FOR DETERMINING SALARY

A diocesan Catholic school administrator/principal's salary guide, from the diocesan Human Resources Office, shall be provided by the Catholic Schools Office.

April 12, 2022

ADMINISTRATION: Salary and Benefits

DSP 2520

BENEFITS

Group benefits are available for diocesan Catholic school administrators/principals. Group benefits are for the term of the school administrator/principal's employment contract, as specified in the following:

- ▶ For a new school administrator/principal — benefit coverage begins on the first of the month following the contract start date.
- ▶ 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 and the second school assumes payments from the start of the new contract period.
- ▶ For a school administrator/principal who leaves employment of a diocesan Catholic school — 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 provides a comprehensive benefit package. Details and eligibility regarding the plan(s) are managed by the diocesan Human Resources Office.

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

- [DSP 4515](#) Jury Duty
- [DSP 4536](#) Family Medical Leave Act
- [DSP 4537](#) Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver
- [DSP 4540](#) Retirement Benefits — Teachers
- [DSP 4545](#) Workers' Compensation
- [DSP 4550](#) Life Insurance — Teachers
- [DSP 4560](#) Other Benefits — Teachers
- [DSP 4580](#) Unemployment Compensation Exemption

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

ADMINISTRATION: Salary and Benefits

DSP 2530

ABSENCE

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

May 7, 2004

ADMINISTRATION: Professional Issues

DSP 2601

PROFESSIONAL GROWTH

Diocesan Catholic school administrators/principals are responsible for their ongoing professional growth through reading, consultation, workshops and in-service opportunities. School administrators/principals are accountable to the Catholic Schools Office in fulfillment of this responsibility.

Revised June 1, 2015
May 7, 2004

ADMINISTRATION: Professional Issues

DSP 2602

PROFESSIONAL ORGANIZATIONS

The diocesan Catholic 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 shall attend the annual convention of the NCEA whenever possible.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

ADMINISTRATION: Professional Issues

DSP 2605

PROFESSIONAL APPEARANCE

The diocesan Catholic school administrator/principal's appearance dress and grooming shall be professional and appropriate to both the Catholic administrative position and the education profession. The superintendent shall have responsibility for determining reasonable standards of appearance.

- ▶ Some forms of body piercing, unnatural hair color (e.g., blue, pink, green) and visible tattoos shall not be allowed.
- ▶ Jeans, sweats, shorts and other similar items of leisure clothing shall not be considered appropriate dress for the normal performance of duties and diocesan meetings.
- ▶ School administrators/principals shall not participate in dress-down days or costume dress days at school (e.g., pajama day, reverse day, favorite musician/actor, etc.).

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

ADMINISTRATION: Communication

DSP 2701

SHARED VISION AND COMMUNICATION

It is essential that all diocesan Catholic school administrators/principals reflect a shared vision for the schools and a unity derived from mutually-supported efforts to implement this vision.

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

ADMINISTRATION: Communication

DSR 2701

SHARED VISION AND COMMUNICATION

In addition to regular meetings, the Catholic Schools Office provides the following special means of communication:

- ▶ Diocesan Catholic school administrators/principals shall be organized by deanery. Each deanery shall have a designated chairperson who will hold meetings as needed. These chairpersons shall make up the Advisory Council of Diocesan School Administrators. (See [DSP 9201](#).)
- ▶ The Catholic Schools Office shall publish a regular newsletter during the school year to keep school pastors and administrators/principals informed.
- ▶ The Catholic Schools Office shall conduct at least one annual visit to each school in the diocese.
- ▶ The Diocesan School Advisory Council is an advisory body to the bishop and assists the Catholic Schools Office in formulating and recommending policies to govern the education programs of the diocese subject to the provisions of canon law. After promulgation by the bishop, the Catholic Schools 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: Communication

DSP 2705

DIOCESAN MEETINGS

All diocesan Catholic school administrators/principals shall attend all meetings scheduled by the diocese for its school administrators/principals. In addition to regular meetings, any school administrator/principal that is new to the position or new to the diocese shall attend the meeting for new administrator/principals.

Revised July 1, 2022

Revised July 1, 2021

Revised August 1, 2018

Revised June 1, 2015

May 7, 2004

ADMINISTRATION: Legal Advice

DSP 2805

LEGAL ADVICE

In cases where there is any possibility of the misapplication of the law or the potential for a legal problem, the diocesan attorney or the Catholic Schools Office shall be contacted either by the school administrator/principal or pastor. If the school administrator/principal or pastor contacts the diocesan attorney directly, the Catholic Schools Office shall be contacted by the school administrator/principal within 24 hours of contact with the attorney.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

ADMINISTRATION: Procedure for Reconciling Differences

DSP 2901

GRIEVANCE

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council rather than a governing board, the parish school advisory council 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. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse policy and regulation. (See [DSR 1901](#).)

Revised June 1, 2015
May 7, 2004

ADMINISTRATION: Procedure for Reconciling Differences

DSP 2902

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

Revised June 1, 2015
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Financial Issues

DSP 3101

FUNDING

Diocesan Catholic schools are an integral part of the mission of the Church. Not only do Catholic schools provide educational opportunities for students, they provide opportunities for whole family catechesis and they pass on the Catholic faith 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 shall be reviewed carefully to ensure there are not any conditions that would impact our closely held religious beliefs. The Catholic Schools Office shall be consulted any time 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 Catholic Schools 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: Financial Issues

DSP 3120

PURSUING NON-PAYMENT OF FEES

Diocesan 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 past due amount shall be submitted to the Catholic Schools Office and consultation is received from the bishop or his delegate for further pursuit.

Revised August 10, 2010

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Financial Issues

DSP 3130

FINANCIAL PROTOCOLS IN SCHOOLS

All diocesan Catholic schools must adhere to financial policies and procedures as provided in the diocesan parish financial policies.

July 1, 2021

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Financial Issues

DSP 3140

TAX EXEMPTION

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

May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Fundraising and Development

DSP 3201

FUNDRAISING ACTIVITIES

Fundraising activities in diocesan parishes and Catholic schools may not ordinarily be used to supplement the operational income of the parish or school. Therefore, all fundraising activities, including those for curricular or extracurricular activities, shall 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 students shall always be taken into consideration.

When new ideas for fundraising are considered, it is highly recommended to consult with the diocesan Finance Office to ensure the fundraiser meets all applicable local, state and federal laws.

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

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Fundraising and Development

DSP 3250

DEVELOPMENT ACTIVITIES

All diocesan parishes with Catholic schools, and those parishes who send students to those schools, need to be involved in the development and marketing activities which promote the diocesan vision of Christian Stewardship to finance their parishes and schools.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Fundraising and Development

DSP 3260

BEQUESTS

The Catholic Diocese of Jefferson City, Missouri (the “Diocese”) is a tax-exempt entity under the Internal Revenue Code. Gifts and bequests to the Diocese, its parishes, schools and agencies are exempt from income, gift and estate taxes. The language below is recommended for gifts and bequests to the Diocese or any of its parishes, schools, agencies or special ministries which the donor would like to specify. Every donor has the assurance that each Diocesan beneficiary will use a gift or bequest for the purpose specified.

UNRESTRICTED BEQUEST TO THE DIOCESE

I give, 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 diocesan director of development.

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

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Diocesan Funds

DSP 3310

DIOCESAN EXCELLENCE IN EDUCATION FUND

Because diocesan Catholic schools concern themselves with students' souls as well as their minds, it is important that schools attract and retain the best possible faith-filled teachers. In order to do this, schools must pay a just and competitive wage. The Diocesan Excellence in Education Fund (DEEF) is the single-most important program to motivate schools to meet this goal. All diocesan Catholic schools are expected to provide any data or support needed by the DEEF Board.

Revised July 1, 2021
Revised June 2, 2015
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Government Programs

DSP 3501

PARTICIPATION IN GOVERNMENT PROGRAMS

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

For guidance in utilizing any government funds the diocesan Finance Office shall be contacted.

Revised June 1, 2015
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Government Programs

DSP 3510

FILING OF GOVERNMENT PROCEDURES

Diocesan Catholic 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: Government Programs

DSP 3520

FEDERAL BREAKFAST, LUNCH AND MILK PROGRAMS

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

May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Relation to Non-Diocesan Entities

DSP 3601

VENDORS

Neither the Catholic Schools Office nor its staff shall recommend products of any vendor. At the discretion of the Catholic Schools Office, lists of all diocesan Catholic schools may be given to companies which exhibit in the diocese, or to requesting non-profit groups with materials of interest to the schools.

May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Plant Operations

DSP 3801

BUILDINGS AND FACILITIES

The Occupational Safety and Health Act and the Missouri Department of Labor and Industrial Relations supervises “places of employment,” which includes diocesan Catholic schools, in order to protect the health and safety of both school personnel 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.

May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Plant Operations

DSP 3805

**POSTERS THAT MUST BE DISPLAYED IN EVERY PLACE OF
EMPLOYMENT INCLUDING SCHOOLS**

The administrator/principal of every diocesan Catholic school, or their designee, shall post/review all federal and state required materials within the school.

July 1, 2022

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Plant Operations

DSR 3805

FEDERAL AND STATE REQUIRED POSTINGS

The administrator/principal of every diocesan 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 Act;
- ▶ Family and Medical Leave Act of 1993 ;
- ▶ Equal Employment Opportunity is the Law;
- ▶ Age Discrimination; and/or
- ▶ Job Safety and Health Protection on the Job, Occupational Safety and Health Law.

If the school does not have these posters displayed or for further information, the diocesan Human Resources Office shall be contacted.

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

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Plant Operations

DSP 3821

ASBESTOS

All diocesan Catholic schools shall consult with the Catholic Schools Office and work with the diocesan Buildings and Properties Office so as to be in compliance with state and federal laws regarding asbestos.

Revised June 1, 2015
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Plant Operations

DSR 3821

ASBESTOS

Each diocesan Catholic school shall have an asbestos management plan written by a certified management planner. A copy of this plan shall be on file at the Catholic School Office and with the diocesan Buildings and Properties Office. These offices shall also receive copies of any changes in the management plan.

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

There shall be a designated person/program manager for each school whose name shall be on file at the Catholic Schools Office and with the diocesan Buildings and Properties Office. This person shall 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 to ensure that they perform their 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 diocesan Buildings and Properties Office and the Catholic Schools Office prior to any construction work to ensure proper testing is completed before any work is begun.

The Environmental Protection Agency (EPA) regulations mandate the following types of asbestos training and awareness sessions for school personnel.

- ▶ All members of the school custodial and maintenance staff (including summer and after school help) who might work in a building that contains asbestos containing building materials (ACBM) must receive general awareness training of two hours duration whether or not they are required to work with ACBM.
- ▶ All members of the school custodial or maintenance staff who conduct any activities that might result in the disturbance of ACBM must receive the training above, plus 14 hours of additional training.
- ▶ Each school or school system must designate a person to oversee asbestos activities and to ensure compliance with EPA regulations. (Two or more schools can choose to have the same individual, or an outside consultant is acceptable). The designated person/program manager must receive specific training for this.
- ▶ Every three years, the diocesan Buildings and Properties Office shall re-inspect all asbestos materials in the school's asbestos management plan.

Additional information can be found at [epa.gov/asbestos/asbestos-and-school-buildings](https://www.epa.gov/asbestos/asbestos-and-school-buildings).

Revised July 1, 2021
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Plant Operations

DSP 3831

WORKERS' COMPENSATION AND INSURANCE PROGRAMS

Diocesan Catholic schools, in conjunction with the parishes, shall follow diocesan and state guidelines and regulations regarding workers' compensation, liability and property insurance, and shall be covered by the diocesan insurance program.

The federal government and the State of Missouri require all employees of a school, including priests and religious, to be covered by workers' 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 are covered for such accidents through the diocesan insurance program, annually billed to the parish or school. All injuries to employees shall be reported immediately to the diocesan insurance broker (Winter-Dent at 1-800-769-3472) 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

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Auxiliary Series Rights, Responsibilities

DSP 3910

COPYRIGHT LAW

All diocesan Catholic schools 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: Auxiliary Series Rights, Responsibilities

DSR 3910

COPYRIGHT LAW

Diocesan Catholic schools shall adhere to all applicable laws regarding intellectual property, including liturgical music and texts. School faculty, personnel and students are required to comply with all U.S. copyright laws, including Title 17 U.S. Code, the United States Copyright Act, the Digital Millennium Copyright Act of 1998 and the Technology, Education, and Copyright Harmonization (TEACH) Act 2002.

A downloadable copyright and fair use chart can be found at tinyurl.com/tuturtud.

The diocese provides resources for schools to ensure they abide by these laws. These resources include a discounted subscription for liturgical music available through OneLicense.

Revised July 1, 2021
May 7, 2004

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Auxiliary Series Rights, Responsibilities

DSP 3920

LAW ENFORCEMENT AUTHORITIES ON SCHOOL GROUNDS

Diocesan Catholic schools shall cooperate with law enforcement authorities, per diocesan policy. (See [DSR 3920](#).)

Revised July 1, 2021

Revised June 1, 2015

Revised August 10, 2010

BUSINESS, NON-INSTRUCTIONAL AND GOVERNMENT OPERATIONS: Auxiliary Series Rights, Responsibilities

DSR 3920

LAW ENFORCEMENT AUTHORITIES ON SCHOOL GROUNDS

Diocesan Catholic schools shall cooperate with law enforcement authorities, per diocesan policy. However, the Catholic Schools Office shall be contacted and consulted before any personnel or students are allowed to speak to law enforcement for interrogation purposes. Law enforcement shall be allowed to wait in the school administrator/principal's office until the pastor and/or school administrator/principal has contacted the diocesan attorney and/or the Catholic Schools Office who, in turn, will speak to law enforcement.

Depending on the circumstances, exceptions may be made for individuals other than the pastor or school administrator/principal to speak with law enforcement. Permission (if any) may be granted only after the pastor or school administrator/principal speaks with the diocesan attorney or the Catholic Schools Office.

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 parent/guardian permission, but the administrator/principal is advised to make every effort to notify the parent/guardian 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 Missouri Department of Social Services (DSS) caseworker. In these situations, the school administrator/principal shall 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. document any parent/guardian denial of permission and request permission for school personnel to be present for questioning; and
4. cooperate with the decision of the caseworker in regard to the request.

Based on the nature of the investigation, the DSS caseworker may determine the administrator/principal's presence is not appropriate.

July 1, 2021

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4101

FAITH COMMITMENT

All persons within the diocesan 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 shall 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: Selection, Functions and Retention of Personnel

DSP 4102

RESPONSIBILITIES

All personnel within diocesan Catholic schools shall be directly accountable to the administrator/principal for carrying-out assigned responsibilities.

All educational personnel shall be hired by local pastoral authority (pastor) after consultation with local administration, and if requested, the Catholic Schools Office.

Personnel in a Catholic educational institution in the diocese shall have a written job description which is signed upon hire and becomes part of their personnel file.

Revised July 1, 2021
Revised August 1, 2020
August 10, 2010

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4102

JOB DESCRIPTIONS

To assist the pastor and diocesan Catholic school administrator/principal and to ensure uniformity in the hiring process across the diocese's schools, teachers shall receive a job description based on templates as developed by the diocese. (See [Appendix #4102](#).)

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4104

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 shall 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.

Revised July 1, 2021
Revised May 7, 2009

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4105

APPLICATION FOR EMPLOYMENT

Every person employed by a diocesan Catholic school must complete the application process as defined by the Catholic Schools Office.

July 1, 2021

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4105

APPLICATION FOR EMPLOYMENT

Every applicant for an employment position in a diocesan Catholic school must complete a proper employment application supplied by the Catholic Schools Office.

Other than the required application through the Catholic Schools Office, each applicant for a position in the diocese 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.

Revised July 1, 2021
Revised August 12, 2008

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4106

BACKGROUND CHECK

The safe environment program, mandated by the United States Conference of Catholic Bishops (USCCB), requires background checks for all personnel and volunteers who may have contact with minors. Employment in diocesan Catholic schools is contingent upon reports deemed to be satisfactory to the Catholic Schools Office and chancellor.

Each teacher shall complete a child abuse/neglect screening as directed, per the diocesan Office of Child and Youth Protection. Should a history of abuse/neglect be identified, the school administrator/principal shall be contacted by the Catholic Schools Office. A decision to remove the teacher shall be determined as warranted by the specifics documented in the child abuse/neglect screening.

Revised July 1, 2021
Revised August 1, 2020
Revised August 10, 2010

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4107

PERSONNEL UNDER CONTRACT

A teacher or administrator/principal applicant for a position in a diocesan Catholic school whose acceptance of a position would mean breaking an employment 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 July 1, 2022

Revised June 1, 2015

Revised August 8, 2007

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4108

NEPOTISM

The diocese 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 prescribed, it is limited by the following provisions:

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

Revised June 1, 2015
Revised August 8, 2007

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4110

HIRING OF EDUCATIONAL PERSONNEL

The diocesan Catholic school administrator/principal shall 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 light of the local school goals and needs and diocesan policy and regulations.

The pastor shall 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 employment contract.

Before offering a job, the school administrator/principal shall contact, in addition to any other reference checks, the most recent employer of the potential candidate; a pastor for personal reference; and two other professional references.

Revised July 1, 2021
Revised August 12, 2008

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4111

STATE CERTIFICATION

Professional standards for teachers in diocesan Catholic schools shall 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.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4112

RELIGIOUS EDUCATION CERTIFICATION

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

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 a basic understanding of Catholic beliefs, practices and worship, and earn religious education certification as specified by the diocese.

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

All teachers in the diocesan schools must earn the “Tier I: Basis of the Faith Level” catechist certification within the first year from date of hire and the appropriate catechist certification within three years from the date of hire. Subsequently, teachers shall complete the catechist certification requirements every three years. (See [Appendix #2109](#).)

Revised July 1, 2020
Revised July 10, 2017
Revised June 1, 2015
May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4112

RELIGIOUS EDUCATION CERTIFICATION

Diocesan Catholic school teachers shall not be offered an employment contract for the following year, if they do not attain the required certification within the specified time.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4113

CONTINUING DEVELOPMENT IN CATECHESIS

Diocesan Catholic school teachers who have earned a catechist certification shall complete the catechist certification requirements every three years. This ongoing formation includes 45 clock hours of online lessons, parish-based workshops, or other learning opportunities as approved by the school administrator/principal and the Catholic Schools Office. (See [Appendix #2109](#).)

Revised July 1, 2020

Revised July 10, 2017

Revised June 1, 2015

Revised August 9, 2007

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4114

PROFESSIONAL GROWTH

The diocesan Catholic school teacher shall be 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 shall specify the distribution and intent of any professional growth days on the diocesan and local level.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4114

RECORDING PROFESSIONAL GROWTH

The diocesan Catholic school teacher shall be responsible for maintaining documentation of any professional development required for ongoing state certification.

Revised July 1, 2021
Revised August 9, 2007

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4115

CONTRACTING TEACHERS

The diocesan Catholic school teacher employment 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 Schools Office are signed by the teacher — lay and religious, full and part-time — and by the pastor and school administrator/principal. One copy shall 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 shall 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.

Revised July 1, 2021
Revised August 10, 2010

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4115

CONTRACTS AND SERVICE AGREEMENTS

All diocesan Catholic school administrators/principals and teachers shall be under employment contracts or service agreement forms approved by the bishop and supplied by the Catholic Schools 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 Schools Office access. If a school does not maintain an online file, a scanned copy of the contract may be emailed to the Catholic Schools Office on request.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4116

TERM OF TEACHER CONTRACT

The term of the diocesan Catholic school teacher employment 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 the teacher and parish/school for a subsequent school year.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4117

FORM I-9

All diocesan Catholic school personnel, both contractual and non-contractual, shall fill out an Employment Eligibility Verification Form (Form I-9).

July 1, 2021

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4117

FORM I-9

All Employment Eligibility Verification forms (Form I-9) for employees in diocesan Catholic schools must be kept in a separate file location.

Revised July 1, 2021
Revised August 7, 2012
May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4125

RENEWAL/NON-RENEWAL

There is no tenure, implied or otherwise, for contracted personnel in diocesan Catholic schools. Each employment 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 the contr for one year. The repeated issuance of an annual contract does not imply the granting of tenure.

Revised May 7, 2009

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4125

RENEWAL/NON-RENEWAL

The diocesan Catholic school teacher shall be notified in writing no later than March 1 of the current employment 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 Schools Office, shall have sole discretion to determine whether exceptional circumstances exist. The new contract shall be signed by the teacher no later than March 15. In the event a teacher fails to return a signed contract by March 15, the offer becomes null and void, and the parish no longer has an obligation to offer another contract.

Revised May 17, 2022

Revised July 1, 2021

May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4126

TERMINATION, NON-RENEWAL AND LAYOFF DECISIONS

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

Revised August 10, 2010

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4127

REDUCTION IN FORCE

If a decrease in diocesan Catholic school enrollment or programs necessitates a reduction in teaching staff, multiple factors shall be included in deciding which teachers shall receive employment contracts. These include, but are not limited to:

- ▶ length of employment;
- ▶ expertise;
- ▶ experience;
- ▶ recent evaluations;
- ▶ quality of teaching performance;
- ▶ specific qualifications needed; and/or
- ▶ discretion of the school administrator/principal.

Should a closing of a school occur after contracts have been issued/signed, the contracts shall be considered void, and the school shall 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 Schools Office, can make teacher contracts null and void.

Revised May 7, 2009

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4128

CONTRACT WITH ADDENDUM

An employment contract addendum for diocesan Catholic school personnel 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: Selection, Functions and Retention of Personnel

DSP 4130

CONTRACT MODIFICATIONS

In situations where there is a request for an employment contract modification for diocesan Catholic school personnel, the Catholic Schools Office shall be notified immediately.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Selection, Functions and Retention of Personnel

DSR 4130

CONTRACT MODIFICATIONS

Only diocesan Catholic school employment contract modifications approved by the pastor, after consultation with the Catholic Schools Office, are valid. The uniform Employment Contract Modification Form, provided by the Catholic Schools Office, must be used in all cases. (See [Appendix #2132](#).)

Revised May 7, 2009

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4132

LIABILITY FOR ANTICIPATORY BREACH

In the event a diocesan Catholic school teacher's employment contract is terminated by the teacher without just cause (which shall be determined by the pastor and the Catholic Schools 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:

- ▶ \$500 if the breach is prior to May 1
- ▶ \$750 if the breach occurs between May 1 and May 31
- ▶ \$1,000 if the breach occurs between June 1 and June 30

If the teacher works for more than one school, the amount remains the same, but is divided between the parishes based on the same percentage of time spent in each school. Thereafter, the sum is equal to five percent of the teacher's annual contract and shall 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. The school has two options available to collect these fees:

1. The teacher can **voluntarily** sign a garnishment agreement for payment of the breach fees. *Suggested language: "I, (name of teacher), **voluntarily** elect to repay (amount of fee), which is owed for terminating my current contract";* or
2. The teacher can be sent a letter and invoice for breach fees associated with termination of the current contract.

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

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4133

DEFAULT OF CONTRACT

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

- ▶ failure to perform or neglect of duties;
- ▶ unprofessional conduct;
- ▶ falsification of employment application or other documents, or other misrepresentation;
- ▶ knowingly violate a reasonable rule of the school;
- ▶ unsatisfactory attendance;
- ▶ reporting to work impaired by alcohol or illegal drugs, the consumption or sale of alcohol or illegal drugs, on school/parish premises during school hours and/or at school-sponsored activities for students;
- ▶ conduct endangering the safety of students or others;
- ▶ cohabitation without being legally married;
- ▶ dishonesty, including falsifying records of any kind;
- ▶ insubordination (failure to comply with a direct order of a supervisor);
- ▶ unauthorized possession of property belonging to a co-worker, the school/parish/diocese, etc.
- ▶ 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;
- ▶ job abandonment (e.g., leaving the school/parish/diocese premises while on duty);
- ▶ misuse of the school/parish/diocese equipment and/or property;
- ▶ use of the school/parish/diocese name or letterhead for personal reasons;
- ▶ breach of confidentiality;
- ▶ any conduct (in or out of school) causing discredit or scandal on the teacher or school, or causing serious impairment of the teacher's continued effectiveness as a teacher, or any personal conduct or lifestyle in conflict with the policies of the diocese or the moral or religious teachings of the Church; and/or
- ▶ any other violation of the employment contract.

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

Revised August 7, 2012
Revised August 10, 2010
Revised August 12, 2008

PERSONNEL: Selection, Functions and Retention of Personnel

DSP 4135

TERMINATION/TRANSFER OF EMPLOYMENT FORM

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

Revised August 12, 2008

PERSONNEL: Substitutes

DSP 4224

SUBSTITUTE TEACHERS

Standards for diocesan Catholic school substitute teachers shall be commensurate with state requirements. If a substitute teacher is not available, a paraprofessional (21 years or older) must be assigned to the classroom. Substitute teachers need not follow the application procedures stipulated for regular teachers. Substitute teachers must be paid at or above current minimum wage requirements.

Revised January 26, 2022
May 7, 2004

PERSONNEL: Substitutes

DSR 4224

SUBSTITUTE TEACHERS

Regular diocesan Catholic school substitute teachers are required to take the safe environment training, as provided and required by the diocese. Regular substitute teachers are defined as anyone substituting for the second time or more within any diocesan Catholic school.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

PERSONNEL: Substitutes

DSP 4225

STUDENT TEACHERS

Diocesan Catholic school student teachers must meet all diocesan safe environment program requirements prior to beginning their work on any campus. Student teachers must be reminded of the necessity of confidentiality; school administration has complete flexibility regarding a student teacher's engagement at the school, and may end the agreement at any time and for any reason.

January 26, 2022

PERSONNEL: Supervision and Record Keeping

DSP 4301

SUPERVISION OF STUDENTS

The supervision of students is a priority of diocesan Catholic schools. Supervision is both a mental and physical act and shall occur when the teacher is in or out of the classroom. The teacher shall 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 personnel 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: Supervision and Record Keeping

DSP 4310

ACCIDENT REPORTING

In all diocesan Catholic schools, local procedures shall be established for all accidents.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Supervision and Record Keeping

DSP 4320

SUPERVISION AND EVALUATION OF TEACHERS

All teachers in diocesan Catholic schools shall be supervised and evaluated in accordance with diocesan policy.

The school administrator/principal is responsible for a Performance-Based Teacher Evaluation (PBTE) Summative Evaluation. This is an annual summary of professional performance. 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. (See [Appendix #4320](#).)

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

PERSONNEL: Supervision and Record Keeping

DSP 4330

RECORD KEEPING AND GRADING

Diocesan Catholic school 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), teacher 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 the student's graduation. Storage and other procedures shall be specified by the school.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Files and Records

DSP 4401

DIOCESAN ACCESS TO EMPLOYEE FILES

All diocesan Catholic school personnel files shall be accessible to the Catholic Schools Office for data collection purposes. Accordingly, all personnel data must be updated annually.

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

Revised July 1, 2020
Revised May, 2016
Revised August 12, 2008

PERSONNEL: Files and Records

DSR 4401

DIOCESAN ACCESS TO EMPLOYEE FILES

All diocesan Catholic schools shall maintain personnel information in diocesan-approved cloud-based programs. Schools must update existing personnel records or enter new employee information by September 30 annually.

July 1, 2020

PERSONNEL: Files and Records

DSP 4402

SCHOOL FILE

A personnel file for each diocesan Catholic school employee shall be kept at the local school in compliance with [DSR 4402](#).

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

PERSONNEL: Files and Records

DSR 4402

PERSONNEL RECORDS

Diocesan Catholic school personnel files shall be kept on each employee. These files are the property of the diocese and the school/parish of employment. Employees shall not be entitled to review personnel files or obtain copies of documentation within the personnel files. However, upon request, employees 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 Schools Office. Such requests can be denied.

The personnel files shall include the following records:

- ▶ diocesan teacher application;
- ▶ Missouri and other state certification; record of religious education certification;
- ▶ three original, hand-written letters of recommendation (one of which must be from a pastor or minister);
- ▶ summaries of interview;
- ▶ transcripts;
- ▶ current leave status form; record of leave and absences;
- ▶ professional growth plans;
- ▶ classroom observations records;
- ▶ summative evaluations;
- ▶ record of annual professional development;
- ▶ I-9 form (*kept in a separate binder and retained at least three years after employee separates from the school*);
- ▶ employment contracts, service agreements;
- ▶ record of all in-service teaching;
- ▶ signature page for the personnel handbook; and diocesan safety handbook.

Any and all employee medical records and information shall be kept in a confidential employee medical file. Employee medical records and information shall not be placed in an employee's personnel file. Employee medical records and information shall be kept in a separate, locked cabinet apart from the location of personnel files, and a specific person shall be designated as having access to the medical files. Disclosure of medical information must be limited to school 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.

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

April 12, 2022

PERSONNEL: Compensation and Benefits

DSP 4501

LAY SALARIES

For lay teachers in diocesan Catholic schools, the salary scale shall be set at the local level in accordance with established diocesan directives. Additionally, the Fair Labor Standards Act limits the docking of pay for exempt employees, including teachers. (See [DSR 4501](#).)

Revised May 17, 2022

Revised July 1, 2021

May 7, 2004

PERSONNEL: Compensation and Benefits

DSR 4501

LAY SALARIES

The salary scale for lay teachers in diocesan Catholic schools shall be set at the local level in accordance with established diocesan directives:

- ▶ The amount of earnings at 85% of comparable public schools in the area should be considered.
- ▶ The salary scale may require that teachers meet appropriate levels of state certification before moving to higher levels on the scale.
- ▶ Initial placement on the salary scale may be negotiated by the school administrator/principal and pastor upon issuance of the first employment contract.

When determining the salary scale for lay teachers in diocesan Catholic schools, consideration may be given for years of experience. This shall be determined at the local level. Credit for years of experience may be given for time teaching in Catholic schools outside of the diocese or in a public school. The recommended amount of this credit is one-half of the years of experience outside the diocese.

Pay for exempt employees may be docked for the first or last week of employment, if the employee has not worked a full week. Pay may also be docked for a full days' absence. The manner in which this calculation is made is the same method by which salary is earned. For example, a teacher's employment contract is paid out biweekly (80 hours) over a 12-month period (2,080 hours). Any time lost must be calculated in the same manner. To assist in calculations, the diocesan electronic payroll system identifies an annual rate, biweekly rate and hourly rate. Daily rates should be calculated at 8 hours.

Revised May 17, 2022
April 12, 2022

PERSONNEL: Compensation and Benefits

DSP 4505

RELIGIOUS COMPENSATION

Compensation for vowed religious teaching in diocesan Catholic schools 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.

May 7, 2004

PERSONNEL: Compensation and Benefits

DSP 4510

SUBSTITUTE TEACHERS' SALARY

A diocesan Catholic school teacher employed as a “per diem” substitute shall 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.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Compensation and Benefits

DSP 4515

JURY DUTY

Diocesan Catholic school personnel shall suffer no loss of salary as a result of jury duty. The employee is paid his/her regular salary for each day of jury duty.

May 7, 2004

PERSONNEL: Compensation and Benefits

DSP 4520

HEALTH INSURANCE — TEACHERS

The diocese provides a group health plan to all eligible diocesan Catholic school teachers. Details and a summary plan description are managed by 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.

Revised July 1, 2021
Revised July 1, 2020
Revised July 29, 2019
Revised July 19, 2018
Revised July 1, 2018
Revised June 1, 2015
Revised May 7, 2009

PERSONNEL: Compensation and Benefits

DSP 4530

ANNUAL LEAVE ALLOWANCE

Diocesan Catholic schools shall allow full-time employees up to 10 days of paid time off (PTO) with pay each year. These 10 days will be allotted at the beginning of each contract period or fiscal year.

If an employee is hired after the start of the current contract or fiscal year, a pro-rated amount of PTO will be available to the employee upon their hire date.

The school shall pay for any needed substitute to replace a teacher or employee.

Schools shall implement a bereavement policy, which, at a minimum shall include the following:

- ▶ up to five days paid leave immediately following the death of a spouse, parent, child or sibling
- ▶ up to three days paid leave immediately following the death of a grandparent, grandchild, in-law or other relatives (e.g., aunt, uncle, niece, nephew) living in the employee's home
- ▶ one day paid leave for the funeral of an aunt, uncle, niece, nephew or former spouse

Revised July 1, 2023
Revised April 12, 2022
Revised July 1, 2021
May 7, 2004

PERSONNEL: Compensation and Benefits

DSR 4530

ANNUAL LEAVE ALLOWANCE

Paid time off (PTO) for diocesan Catholic school employees may not be used to extend school holidays without the approval of the administrator/principal and pastor.

PTO may not be used for vacation during the school year without the approval of the administrator/principal and pastor.

PTO for part-time employees will be prorated.

Revised July 1, 2023

Revised July 1, 2021

May 7, 2004

PERSONNEL: Compensation and Benefits

DSP 4532

ACCUMULATION OF PAID TIME OFF (PTO) LEAVE

Diocesan Catholic school employees may accumulate a total of 30 days paid time off (PTO) leave. Including any time allotted for the current year, the maximum for a year is 40 days.

Any unused PTO, up to a maximum of 40 hours, shall be paid at the end of employment.

Revised July 1, 2023

Revised July 1, 2021

Revised May 24, 2016

Revised June 1, 2015

May 7, 2004

PERSONNEL: Compensation and Benefits

DSR 4532

ACCUMULATION OF PAID TIME OFF (PTO) LEAVE

Diocesan Catholic school employees compensated for accumulated paid time off (PTO) shall be paid at their hourly rate. (Example: A full-time teacher with 5+ days accrued would be paid the equivalent of one-half their biweekly pay.)

This policy does not apply to teachers, staff or other employees who are found in breach of contract or terminated for cause.

July 1, 2023

PERSONNEL: Compensation and Benefits

DSP 4534

PROLONGED ABSENTEEISM — TEACHERS

For diocesan Catholic school teachers, chronic absenteeism shall be a factor considered in determining whether a new employment contract shall be presented. The diocese provides up to 12 weeks of job-protected leave under the Family Medical Leave Act (FMLA) for those who qualify.

Revised July 1, 2021
Revised May 7, 2009

PERSONNEL: Compensation and Benefits

DSP 4536

FAMILY AND MEDICAL LEAVE

The diocese recognizes a leave of absence from active diocesan Catholic school employment may be necessary for family or medical reasons, and complies with the Family and Medical Leave Act of 1993 (FMLA). Details are managed by the diocesan Human Resources Office.

Revised July 1, 2021
Revised June 1, 2015

PERSONNEL: Compensation and Benefits

DSP 4537

**SPECIAL PAID LEAVE FOR BIOLOGICAL BIRTH AND ADOPTION
WHEN THE EMPLOYEE IS THE PRIMARY CAREGIVER**

For diocesan Catholic school employees, special leave for the primary caregiver for biological birth and adoption is unpaid, except for regular full-time employees with a minimum of one year of service. Pay for such leave applies both to those who do not qualify for Family Medical Leave Act (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.

- ▶ Regular full-time employees who have been regularly engaged for a period of one year shall receive pay the equivalent of one 40-hour work week or a prorated amount equivalent to the average number of hours regularly worked per week.
- ▶ Regular full-time employees who have been regularly engaged for a period of two years shall receive pay the equivalent of two 40-hour work weeks or a prorated amount equivalent to the average number of hours regularly worked per week.
- ▶ Regular full-time employees who have been regularly engaged for a period of three years shall receive pay the equivalent of three 40-hour work weeks or a prorated amount equivalent to the average number of hours regularly worked per week.
- ▶ Regular full-time employees who have been regularly engaged for a period of four or more years shall receive pay the equivalent of four 40-hour work weeks or a prorated amount equivalent to the average number of hours regularly worked per week.

For those who qualify for FMLA leave and special paid leave, any paid leave shall run concurrently with FMLA leave. Employees may accumulate up to 40 hours paid time off (PTO) to use after FMLA leave.

Revised July 1, 2023
Revised July 1, 2021
Revised August 10, 2010

PERSONNEL: Compensation and Benefits

DSP 4540

RETIREMENT BENEFITS — TEACHERS

Diocesan retirement benefits apply (as appropriate) to eligible lay and religious teachers of diocesan Catholic schools. In general, lay teacher are eligible for retirement benefits beginning the first of the month following the first day of service, provided the teacher works at least half time (minimum 20 hours per week), as defined by the plan document. Benefits vest over a six-year schedule. Benefits for religious are paid directly to the religious community. A copy of the plan summary is available at diojeffcity.org/human-resources.

Revised May 17, 2022

Revised June 1, 2015

Revised August 10, 2010

PERSONNEL: Compensation and Benefits

DSP 4545

WORKERS' COMPENSATION

When an accident/incident occurs at a diocesan Catholic school, at the first safe moment possible, the diocesan Finance Office shall be contacted to ensure all forms are completed and can be submitted in a timely manner. This report shall take place within 24 hours of the accident/incident.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

PERSONNEL: Compensation and Benefits

DSP 4550

LIFE INSURANCE — TEACHERS

Life insurance is a benefit for diocesan Catholic school teachers who are eligible to be covered by the diocesan group health insurance plan.

Revised August 18, 2004

PERSONNEL: Compensation and Benefits

DSP 4560

OTHER BENEFITS — TEACHERS

A diocesan Catholic school may establish a policy which determines whether other school-specific incentives shall be offered to the teachers (e.g., an allowance for further study, or school lunches). If so, the general conditions and requirements shall be clearly stated on the employment contract.

Schools may offer student tuition discounts for a parent/guardian employee as long as the annual amount is less than the current IRS rules for tax-free tuition reimbursement. The decision to offer discounted tuition is at the pastor's discretion, in consultation with the administrator/principal. Any school offering such a discount must have a written policy which must apply to every school employee who would otherwise be required to pay tuition.

Revised May 17, 2022

Revised July 1, 2021

Revised May 7, 2009

PERSONNEL: Compensation and Benefits

DSP 4580

UNEMPLOYMENT COMPENSATION EXEMPTION

Diocesan Catholic schools are exempt from the unemployment compensation laws.

May 7, 2004

PERSONNEL: Compensation and Benefits

DSP 4590

**OTHER BENEFITS — EMPLOYEES OTHER THAN TEACHERS
AND ADMINISTRATORS/PRINCIPALS**

Diocesan group benefits are available for full-time employees of diocesan Catholic schools. Employees become eligible 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.

- ▶ In order to be eligible for diocesan benefits, individuals who are employed on or before December 31, 2019 shall be required to work 20 hours per week, and individuals who are employed on or after January 1, 2020 shall be required to work 30 hours per week.
- ▶ For individuals who cease 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 provides comprehensive benefit package. Details and eligibility regarding the plan are managed by the diocesan Human Resources 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 they meet eligibility requirements as outlined by the diocese.

In addition, schools may offer student tuition discounts for a parent/guardian employee as long as the annual amount is less than the current IRS rules for tax-free tuition reimbursement. The decision to offer discounted tuition is at the pastor's discretion, in consultation with the administrator/principal. Any school offering such a discount must have a written policy which must apply to every school employee who would otherwise be required to pay tuition.

The following policies also apply to employees other than teachers and administrators/principals:

- [DSP 4515](#) Jury Duty
- [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](#) Workers' Compensations
- [DSP 4550](#) Life Insurance — Teachers
- [DSP 4560](#) Other Benefits — Teachers
- [DSP 4580](#) Unemployment Compensation Exemption

Arrangements for leave for employees other than teachers and administrators/principals are determined locally.

Revised May 17, 2022
Revised July 1, 2021
Revised July 1, 2020
Revised July 29, 2019
Revised August 10, 2006

PERSONNEL: Professional Issues

DSP 4605

MENTOR

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

May 7, 2004

PERSONNEL: Professional Issues

DSP 4610

PERSONAL APPEARANCE

The appearance, dress and grooming of diocesan Catholic school personnel shall 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 (e.g., blue, pink, green) and visible tattoos shall not be allowed. The school administrator/principal shall have responsibility for determining reasonable standards of appearance.

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

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

PERSONNEL: Professional Issues

DSP 4620

OUTSIDE PROFESSIONAL SERVICE

Full-time diocesan Catholic school personnel may have employment outside of the school if it does not negatively affect the performance of their duties for the school.

Personnel holding employment outside of the school shall notify their administrator/principal and shall discuss any expectations and concerns. Because of the possible impact on an employee's benefits, it is especially important for personnel to notify their supervisor and the diocesan benefits coordinator if their additional employment involves another parish or school within the diocese.

Tutoring students (both those in a teacher's class and other school students) is an assumed part of the teaching contract. Teachers shall not charge a fee for tutoring services provided to students currently enrolled in the same school in which the teacher is employed.

Revised January 26, 2022
Revised July 1, 2021
May 7, 2004

PERSONNEL: Professional Issues

DSP 4650

DIGITAL, ONLINE AND SOCIAL MEDIA COMMUNICATIONS

All digital, online, and social media communications with youth shall uphold the principle of transparency. All diocesan Catholic school personnel communicating with youth shall do so in a prudent and professional manner and shall ensure compliance with the principles and policies outlined in the diocesan Digital, Online and Social Media Communication with Youth Policy, which is available at diojeffcity.org/safe-environment/.

Revised August 31, 2018

Revised May 24, 2016

Revised May 7, 2009

PERSONNEL: Professional Issues

DSR 4650

DIGITAL, ONLINE AND SOCIAL MEDIA COMMUNICATIONS

Social media includes all means of communicating or posting information or content of any sort on the internet, including to personal or other'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 diocesan Catholic school personnel' activities online. Posting online content which is contrary to Church teachings or the mission of the school; is derogatory towards a diocesan entity or personnel; or has an adverse impact on the school, 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 Employees

DSP 4701

NON-CONTRACTED PERSONNEL

All employees other than diocesan Catholic school administrators/principals and teachers in Catholic educational institutions shall be employees-at-will, subject to the policies, regulations, and guidelines of the diocese. They shall receive a Letter of Employment supplied by the diocese. (See [Appendix #4701](#).)

Revised July 1, 2022
May 7, 2004

PERSONNEL: Non-Contracted Employees

DSP 4710

TERMINATION/LAYOFF OF NON-CONTRACTED PERSONNEL

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

Revised July 1, 2022

Revised July 1, 2021

Revised August 10, 2010

PERSONNEL: Non-Contracted Employees

DSP 4721

SCHOOL SECRETARY

Every diocesan Catholic school shall have secretarial services. The duties shall be specified by the school administrator/principal and may include the following:

- ▶ preparing all local, diocesan, and state reports for review and approval by the school administrator/principal;
- ▶ answering telephone inquiries;
- ▶ receiving all visitors courteously;
- ▶ keeping accurate school records;
- ▶ maintaining school and personnel files; and/or
- ▶ maintaining an inventory of textbooks, teaching aids and supplies.

The school secretary shall receive a salary commensurate with their ability, experience, and work schedule.

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

Revised June 1, 2015
May 7, 2004

PERSONNEL: Non-Contracted Employees

DSP 4722

CUSTODIAN

The pastor hires or delegates the diocesan Catholic 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 shall 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.

May 7, 2004

PERSONNEL: Non-Contracted Employees

DSP 4723

PARAPROFESSIONALS

Diocesan Catholic schools may engage paraprofessionals to assist the teaching staff. All paraprofessionals shall receive training and in-service preparation from the school administrator/principal and/or the teaching staff.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Non-Contracted Employees

DSP 4725

SCHOOL LUNCH PERSONNEL

Diocesan Catholic 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.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Non-Contracted Employees

DSP 4750

VOLUNTEERS

Volunteers at diocesan Catholic schools shall comply with all safe environment program requirements as directed by the diocese. All school parents/guardians are required to have completed safe environment training.

Volunteers are required to check in and out of the school office upon arrival and at departure. Volunteers are required to follow school regulations and guidelines.

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008

PERSONNEL: Non-Contracted Employees

DSP 4752

COACHES

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

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

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

Coaches (both head and assistants) shall refrain from the use alcoholic beverages and tobacco before or during any athletic activity in which they are supervising, including travel to and from games.

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

PERSONNEL: Harassment and Abuse

DSP 4801

ANTI-HARASSMENT AND REPORTING

The diocese is committed to maintaining a work environment free from unlawful discrimination and unlawful harassment. The diocese prohibits any harassment and discrimination against diocesan Catholic school personnel 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 personnel shall 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 unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal, physical or visual conduct based on sex when:

- ▶ submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- ▶ submission to or rejection of the conduct is used as a basis for making employment decisions; or
- ▶ 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 and Abuse

DSR 4801

ANTI-HARASSMENT AND REPORTING

All diocesan Catholic school personnel have the responsibility to ensure harassment reporting is strictly followed.

If an employee believes that they have experienced or witnessed harassment or discrimination in the workplace, they shall report it immediately to the school administrator/principal, who will report it to the superintendent. Any time a school administrator/principal receives a complaint of sexual harassment or discrimination (written or verbal), the matter must be reported immediately to the superintendent. If the school administrator/principal is unavailable or the employee believes it would be inappropriate or uncomfortable to contact that person, the employee shall immediately notify the superintendent.

The complainant shall be asked to prepare a written statement describing the inappropriate conduct and identifying the individual(s) involved.

Upon receipt of the complaint, the superintendent shall notify the diocesan Office of Child and Youth Protection, and the diocesan Human Resources Office, who shall investigate the complaint as promptly, thoroughly and discretely as possible. To the extent possible, the diocese shall keep complaints and the terms of their resolution confidential. The investigation and all actions taken shall only be shared with those who have a need to know.

Based on the results of the investigation, the superintendent, the Office of Child and Youth Protection, the Human Resources Office, or other authorized personnel, in consultation with the school administrator/principal, shall determine what, if any, disciplinary action is warranted. The disciplinary action shall 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 shall 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, shall be taken against the employee who furnished false information.

Appeals about the process, findings 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: Harassment and Abuse

DSP 4811

CHILD ABUSE

All diocesan Catholic school and parish personnel shall follow mandatory state reporting laws and to comply with diocesan procedures.

Revised July 1, 2021
May 7, 2004

PERSONNEL: Harassment and Abuse

DSP 4821

TRAINING FOR SAFE ENVIRONMENT

All diocesan Catholic school personnel, including regular volunteers and coaches, must complete in a satisfactory manner, the diocesan safe environment training before the first day of employment.

Resources are available at diojeffcity.org/safe-environment/.

Revised July 1, 2022

Revised July 1, 2021

Revised August 8, 2011

May 7, 2004

PERSONNEL: Harassment and Abuse

DSP 4831

CODE OF PASTORAL CONDUCT

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

Revised July 1, 2022
May 7, 2004

PERSONNEL: Procedure for Reconciling Differences

DSP 4901

GRIEVANCES

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council rather than a governing board, the parish school advisory council 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. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse policy and regulation. (See [DSR 1901](#).)

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

PERSONNEL: Procedure for Reconciling Differences

DSP 4902

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during the Administrative Recourse process. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

Revised June 1, 2015
May 7, 2004

STUDENTS: Attendance

DSP 5101

NON-DISCRIMINATION

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law, in regard to enrollment.

Revised June 1, 2015
Revised May 7, 2009

STUDENTS: Attendance

DSP 5102

ADMISSION REQUIREMENTS

Entrance requirements for diocesan Catholic school students, regarding age and medical records, shall be consistent with the local public school district. Diocesan Catholic schools shall 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: Attendance

DSR 5102

ADMISSION REQUIREMENTS

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

Although general entrance dates are pre-determined, diocesan Catholic 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 shall be three or four years of age before August 1
- ▶ kindergarten — children shall be five years of age before August 1
- ▶ grade 1 — children shall be six years of age before August 1
- ▶ other grades — student placement shall be based on records received and additional screening, if warranted

Revised August 12, 2005

STUDENTS: Attendance

DSP 5103

SPECIAL ADMISSION CONSIDERATIONS

Diocesan Catholic schools may develop local policy to provide exceptions for enrollment in the following situations:

- ▶ Children fulfilling the age requirement, but who (after sufficient examination) are found lacking in maturity or readiness for preschool, kindergarten or first grade need not be admitted. The teacher or school administrator/principal may recommend readiness activities or other programs for the development of the child.
- ▶ Children nearing, but not fulfilling, the age requirement, but who (after examination) are found to possess extraordinary maturity to enter preschool, kindergarten or first grade may be accepted. The following criteria are determining factors:
 - superior performance on readiness tests that indicate cognitive, affective and psychomotor maturity;
 - observation of the child in a learning situation;
 - sufficient room in the school for the student;
 - recommendation of preschool or kindergarten teacher; and/or
 - approval by the school administrator/principal in consultation with the pastor.
- ▶ At the discretion of the school administrator/principal, students 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 to the school on a trial basis.

May 7, 2004

STUDENTS: Attendance

DSP 5104

ADMISSION DECISIONS

The diocesan Catholic school administrator/principal, in consultation with the pastor, shall admit 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 the student and parent/guardian, and records have been received from any previous school.

May 7, 2004

STUDENTS: Attendance

DSP 5105

IMMUNIZATION REQUIREMENTS

Diocesan Catholic schools follow applicable regulations established by the Missouri Department of Health & Senior Services regarding immunization requirements for students.

July 1, 2022

STUDENTS: Attendance

DSR 5105

IMMUNIZATION REQUIREMENTS

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

Effective July 1, 2019, all diocesan Catholic school students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine shall be in accordance with the regulations established by the Missouri Department of Health and Senior Services (DHSS). Each school administrator/principal is responsible for completing and maintaining the DHSS annual 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 DHSS.

Students shall not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either a medical exemption as confirmed by a statement from a duly licensed physician, or a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parent/guardian of the student. Religious exemptions for Catholic families shall not be accepted. (See [Appendix #5105](#) and health.mo.gov.)

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

STUDENTS: Attendance

DSP 5106

ADMISSION PRIORITY

When space is limited, the diocesan Catholic 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 a Catholic school
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: Attendance

DSP 5107

HIGH SCHOOL ADMISSION PRIORITY

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

DESIGNATED DIOCESAN CATHOLIC HIGH SCHOOL

Helias Catholic High School	Fr. Tolton Regional Catholic High School	Choice of School
Eldon, Sacred Heart	Boonville, Ss. Peter & Paul	Ashland
Folk, St. Anthony of Padua	Columbia, Our Lady of Lourdes	California, Annunciation
Frankenstein, Our Lady Help of Christians	Columbia, Sacred Heart	Fulton, St. Peter
Freeburg, Holy Family	Columbia, St. Thomas More Newman Center	Hermann, St. George
Holts Summit, St. Andrew	Martinsburg, St. Joseph	Tipton, St. Andrew
Jefferson City, Cathedral of St. Joseph	Mexico, St. Brendan	
Jefferson City, Immaculate Conception	Moberly, St. Pius X	With Sacred Heart, Sedalia
Jefferson City, St. Peter	Montgomery City, Immaculate Conception	being another option
Linn, St. George		
Loose Creek, Immaculate Conception		
Mary's Home, Our Lady of Snows		
Osage Bend, St. Margaret of Antioch		
Rich Fountain, Sacred Heart		
Russellville, St. Michael		
Taos, St. Francis Xavier		
St. Martins, St. Martin		
St. Thomas, St. Thomas the Apostle		
Wardsville, St. Stanislaus		

Revised July 1, 2018
May 24, 2016

STUDENTS: Records

DSP 5201

PROOF OF GUARDIANSHIP

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

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

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

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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

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

Revised June 1, 2015
May 7, 2004

STUDENTS: Records

DSP 5202

TRANSFER OF GUARDIANSHIP ISSUES

When legal guardians are unable or unwilling to fulfill their responsibilities, and there is no court document in existence, the diocesan Catholic school shall see that the power of attorney document is executed. (See Appendix #5202.)

Examples include:

- ▶ disabled parent wanting a grandparent or other individual to handle everyday affairs for the child, such as signing permission slips and attending parent teacher conferences, or
- ▶ parent on an extended trip over a period of weeks or months during the school year, wanting someone else to make decisions for their child.

May 15, 2013

STUDENTS: Records

DSP 5205

ATTENDANCE RECORDS

The diocesan Catholic school is required to keep an accurate record of daily attendance, absence and tardiness of students on attendance records approved by the Catholic Schools Office. Attendance records must be kept in the school building at all times.

Revised July 1, 2021
May 7, 2004

STUDENTS: Records

DSP 5210

ABSENCE AND TARDINESS

ABSENCE

Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

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

TARDINESS

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See [DSP 5810](#).)

The parent/guardian/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student 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 in allowing the student to continue to be enrolled in the school.

Revised June 1, 2015
May 7, 2004

STUDENTS: Records

DSR 5210

ABSENCE AND TARDINESS

Absenteeism of a diocesan Catholic school student shall be determined at the local level by the pastor and administrator/principal. Suggested limits may include five days per quarter, 10 days per semester and/or 20 days overall.

Excessive tardiness of a diocesan Catholic school student shall be determined at the local level by the pastor and administrator/principal.

A policy addressing excessive absences and tardiness shall be included in the school's parent/guardian/student handbook.

April 12, 2022

STUDENTS: Records

DSP 5211

WRITTEN EXCUSES

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate 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 (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

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

Revised July 1, 2021
May 7, 2004

STUDENTS: Records

DSP 5215

TRUANCY

Any official charges of truancy involving a diocesan Catholic school student shall be pursued by the prosecuting attorney of the county where the student resides.

Revised July 1, 2022
May 7, 2004

STUDENTS: Records

DSP 5220

REQUESTS FOR FAMILY REASONS

Parent/guardians of diocesan Catholic school students may occasionally wish to take their child out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child's progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing.

May 7, 2004

STUDENTS: Records

DSP 5230

STUDENT RECORDS

Educational records of diocesan Catholic school students are defined as those that are directly related to a student, and maintained by an educational 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 educational records.

Student educational records are all records relating to individual students maintained by an elementary, middle or high school.

- ▶ 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.
- ▶ Behavioral records are 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.
- ▶ Exceptional education records, including psychological tests and personality evaluations, shall be maintained separately from all other school records and folders.
- ▶ 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, and shall 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 shall maintain general health information for students. (See [Appendix #5230](#).) The health nurse or a designated person shall record the results of vision and hearing tests, periodic measures of height and weight and other data pertinent to the student's health, such as allergies or conditions which require teacher awareness to assure health or safety. It is the school administrator/principal's responsibility to see that these records are kept up-to-date and that provision is made for any needed communication or referrals.

After a student graduates or transfers to another school, the progress record shall be retained permanently. Copies of behavioral records, exceptional educational records and health records shall also be retained permanently in the original school after a student transfers or graduates. They shall be kept alphabetically in an inactive file.

The above information does not prohibit the maintenance of notes for personal use by a teacher, school administrator/principal, or other school-licensed professionals.

The transfer of records for students between diocesan Catholic schools and public/private schools outside the locality shall be in accordance with the following guidelines:

- ▶ All student records shall be exchanged directly between the two schools involved. Progress records, behavioral records, exceptional educational records and health records shall be under separate covers.

The Missouri Department of Health and Senior Services 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.

- ▶ A copy of the student's progress record shall be retained permanently.
- ▶ 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 they are an adult, or their parent/guardian if they are a minor. Once the school has received a request from the adult student or parent/guardian, as appropriate, the school shall send the requestor a Parental Authorization for Release of Confidential Student Records form. This authorization form shall provide to the requestor the 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.](#))

Access to Records:

- ▶ An adult student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records. The school shall comply with this request within a reasonable length of time.
- ▶ An adult student or the parent/guardian of a minor student shall, 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 shall, upon request, be provided with a copy of the records. The school shall comply with this request within a reasonable length of time.
- ▶ Upon the written authorization of an adult student or the parent/guardian of a minor student, the school shall make available to the person or agency named in the authorization form the student's progress records of such portions of the behavioral, exceptional education or health records as determined by the person authorizing the release.
- ▶ Parents/guardians 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/guardian's right to these records. The school shall release information regarding a student to their custodial parent/guardian, or a parent/guardian with joint custody. A school shall also release such information to a non-custodial parent/guardian unless that parent has been denied visitation rights pursuant to an order. A non-custodial parent/guardian to whom visitation rights have been denied does not have a right to such information. If a non-custodial parent/guardian has been granted restricted or supervised visitation due to domestic violence or abuse by him/her, a court may order such information released absent the address of the custodial parent or child.
 - To ascertain the custodial status of a parent/guardian requesting a student's school records, a school shall request a certified copy of the custody order and certified copies of any modifications to such order to ensure that a non-custodial parent/guardian has not been denied visitation. It is also advisable for the school to obtain a signed statement from the requesting parent/guardian stating that the school has been provided with all current court orders and modifications that pertain to the visitation rights of the

non-custodial parent/guardian.

- A step-parent does not have the right as a step-parent to receive copies of his/her step-child's records. Likewise, a foster parent does not have the right as a foster parent to receive copies of his/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 parent/guardian, who, in most instances, is an employee of the Missouri Department of Health and Senior Services Children's Division.

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 are those student records which include the student's name, address, phone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight for athletic team membership, dates of attendance, photos, degrees and awards received, and the name of the school most recently previously attended by the student.

When a school compiles directory data about its students, it may include, but is not obligated to include everything listed above.

Schools may, but are not required to, release this information, to those who request it. Authorization to release directory information about an adult student or the parent/guardian of a minor student shall be obtained prior to the release of directory data. The school is also required to give the parent/guardian a reasonable amount of time to notify the school that all or any part of the directory data pertaining to their child may not be released without their prior consent.

The school administrator/principal is responsible for maintaining permanent student cumulative 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 shall be specific, behaviorally oriented and verifiable. Only cumulative record forms provided by the diocese shall be used to record permanent record information.

The school shall permanently retain annual school or class lists of students enrolled and class averages of standardized testing.

A school may charge a reasonable fee for the copying and/or transfer of records.

Records shall be kept in a centralized, locked, fireproof file, preferably in the office of the school administrator/principal.

May 7, 2004

STUDENTS: Records

DSP 5240

RECORDS OF CLOSED SCHOOLS

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

May 7, 2004

STUDENTS: Records

DSP 5250

LENGTH OF RETENTION OF STUDENT RECORDS

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

May 7, 2004

STUDENTS: Records

DSP 5260

CONFIDENTIALITY

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality.” Therefore, 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:

- ▶ information that concerns violation of the law;
- ▶ matters involving the health and safety of the student or any person;
- ▶ serious moral issues; and/or
- ▶ any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with school administrator/principal.

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

Revised June 1, 2015
Revised August 10, 2010

STUDENTS: Discipline

DSP 5301

DISCIPLINE

The diocesan Catholic school makes certain 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 students requires extreme caution and concern be exercised in disciplining students. The student's Christian dignity shall be maintained by the school personnel. 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 shall try to discover the cause of any recurrent problem, communicating personally with the student and others involved.

Each school shall have a written discipline procedure. School and classroom rules shall be specified, promulgated, explained, annually reviewed and fairly applied. Some indication of the consequences for general types of infractions shall be published in the faculty and parent/guardian/student handbook. All parents/guardians shall be made aware of the school's code of conduct.

Revised July 1, 2021
May 7, 2004

STUDENTS: Discipline

DSP 5305

CATHOLIC FAITH AND MORAL STANDARD

As a condition of initial and continued enrollment as a student in diocesan Catholic schools, 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 personnel 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: Discipline

DSP 5310

PROHIBITION OF CORPORAL PUNISHMENT

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

Revised July 1, 2022
Revised August 10, 2010

STUDENTS: Discipline

DSP 5315

WEAPONS AND DANGEROUS INSTRUMENTS

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

May 7, 2004

STUDENTS: Discipline

DSP 5320

GANGS

Youth gangs and gang-related activity are prohibited on diocesan Catholic school grounds and at school-sponsored activities. Communication is maintained with local law enforcement 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 shall be determined in cooperation with diocesan legal authorities and law enforcement, 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: Discipline

DSP 5325

VIOLENCE

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, 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 shall be promptly and severely addressed.

May 7, 2004

STUDENTS: Discipline

DSR 5325

VIOLENCE

If a diocesan Catholic school 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 shall be followed:

- ▶ Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children's Division or local 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 school shall 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 a written evaluation does not guarantee readmission to the school.
- ▶ The pastor and/or school 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/guardians or the student to follow-through with required treatment may result in dismissal from the school.

July 1, 2021

STUDENTS: Discipline

DSP 5330

SAFE SCHOOLS ACT (SB 944)

Diocesan Catholic schools shall follow all applicable elements of the Missouri Safe Schools Act. (See [DSR 5330](#).)

July 1, 2022

STUDENTS: Discipline

DSR 5330

SAFE SCHOOLS ACT (SB 944)

In 2000, the State of Missouri amended the Safe Schools Act (SB 944). The provisions discussed below apply to all private and parochial schools, including diocesan Catholic schools.

- ▶ 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 student of the school has committed an act that would be a crime if committed by an adult. (Sec. 167.115, Sub. 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, Sub. 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 student as part of their assigned duties; information shall be kept confidential. (Sec. 167.115, Sub. 3.)
- ▶ Requires the private school administrator/principal to forward the law enforcement notices concerning the student to any new school in which the student enrolls. (Sec. 167.115, Sub. 6.)
- ▶ The private school administrator/principal, the designee or school personnel are not civilly liable when, acting in good faith, they forward the law enforcement notices to the new school in which the student enrolls. (Sec. 167.115, Sub. 8.)
- ▶ Does not require a private school to forward any school-generated student information, including discipline records.*
- ▶ When a student is suspended for more than 10 days or expelled and the school is aware the student is under the jurisdiction of the juvenile or family court, the private school administrator/principal shall notify the court of the suspension or expulsion. (Sec. 167.115, Sub. 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, Sub. 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 student who has been suspended or expelled by the private school for an act of school violence committed at the private school. (Sec. 167.171, Sub. 3.)
- ▶ Gives the public school superintendent considering the enrollment of a student suspended or expelled by a private school the authority to make that suspension or expulsion effective in the public school district. (Sec. 167.171, Sub. 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. 574.115.)

**There is no legal requirement pursuant to SB 944 for diocesan Catholic schools to forward the school's discipline records to another school. Diocesan policy shall be followed and the Catholic Schools Office shall be contacted.*

May 7, 2004

STUDENTS: Discipline

DSP 5340

ATTIRE

Diocesan Catholic school students dress shall be 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 parish school advisory council, faculty and parents/guardians. A specific school dress code shall be published in the parent/guardian/student handbook.

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

Revised July 1, 2021
Revised June 1, 2015
Revised August 18, 2004

STUDENTS: Discipline

DSP 5350

DETENTION

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

May 7, 2004

STUDENTS: Discipline

DSP 5355

SUSPENSION

A diocesan Catholic school student is normally not to be suspended by the school administrator/principal until there has been parent/guardian 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 themselves or others.

May 7, 2004

STUDENTS: Discipline

DSP 5360

EXPULSION

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

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be 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 their difficulties. Careful documentation shall 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 Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be 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: Discipline

DSR 5360

EXPULSION

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2009

STUDENTS: Discipline

DSP 5370

RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/guardians 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 the parent/guardian. Under no circumstances shall a student be released to anyone other than the parent/guardian listed on the student's registration form or another person explicitly authorized in writing by the parent/guardian.

In the case where only one parent/guardian 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 shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.

Revised June 1, 2015
May 7, 2004

STUDENTS: Discipline

DSP 5380

SEARCH AND SEIZURE

The choices presented by searching students and seizing property are difficult and expose diocesan Catholic school personnel 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, the following guidelines shall 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 their 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 shall be considered and weighed in each instance:

- ▶ student's age, history and school record;
- ▶ prevalence and seriousness of the problem to which the search is directed;
- ▶ urgency of requiring the search without delay;
- ▶ probative value and reliability of the information used as justification for the search; and/or
- ▶ teacher's (or administrator/principal's) prior experience with the student.

When carrying-out a search, the following factors shall be considered and weighed in each instance:

- ▶ Search of school lockers and desks
 - 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 in relation to the school, and whether the student has a reasonable expectation of freedom from intrusion for the things placed there.
 - School policies shall include a statement regarding the authorized use of student lockers and desks and a statement that school officials retain the right to periodically inspect student lockers and desks.
 - Searches of lockers and desks shall be carried-out with the student and a witness present.
 - Random searches are permissible.
- ▶ Searches of student-owned vehicles
 - Indiscriminate blanket searches of student-owned vehicles shall not be permissible.
 - 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 are advised to contact law enforcement.
 - Searches of student-owned vehicles shall be carried-out with the student-owner and a witness present.
- ▶ Searches of students
 - Indiscriminate blanket searches of students are clearly and unequivocally not permitted.
 - A demand to produce the contents of a student's pockets can be construed as a non-consensual search.

- Searches of students by school officials are best avoided, except in the most extreme circumstances, but can be conducted if the immediate safety or the welfare of a student is in danger. Searches of students shall be carried-out with a witness present.
- 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 law enforcement.

May 7, 2004

STUDENTS: Discipline

DSR 5380

SEARCH AND SEIZURE

Strip searches of diocesan Catholic school students by any official, personnel or agent of a school are strictly prohibited. A 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

DSP 5401

PROGRESS AND REPORTING

Diocesan Catholic school students' academic progress and social development shall be communicated to parents/guardians using diocesan-approved report forms.

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

Schools shall use the diocesan-approved report cards and follow guidelines so that all diocesan report cards are completed in a consistent manner; teachers shall use the code exactly as printed on the level of report card appropriate to their students. Teachers' written comments shall be specific, and verifiable.

Schools shall use the diocesan grading scale in [DSR 5401](#) for all report cards in grades three through 12. School administrators/principals shall ensure teachers' individual gradebooks also match this grading scale.

Revised July 1, 2023

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

STUDENTS: Progress and Reporting

DSR 5401

PROGRESS AND REPORTING

Diocesan Catholic schools shall use the following grading scale for all report cards in grades three through 12. PreK through second grade shall use standards-based grading.

School administrators/principals shall ensure teachers' individual gradebooks also match this grading scale.

Letter Grade	Percentage	Standard GPA	High School Weighted GPA
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.4	1.4
F	0-59	0	0

July 1, 2023

STUDENTS: Progress and Reporting

DSP 5405

PARENT/GUARDIAN/TEACHER/STUDENT CONFERENCES

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

Revised July 1, 2021
May 7, 2004

STUDENTS: Progress and Reporting

DSP 5410

PROMOTION AND RETENTION

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parent/guardian and with the student, 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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, 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 parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal's decision, the school administrator/principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal's decision whether or not 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 a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student 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 shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma).

Revised May 24, 2016
May 7, 2004

STUDENTS: Progress and Reporting

DSP 5412

EIGHTH-GRADE PROMOTION

Promotion ceremonies for diocesan Catholic school students, upon completion of grade eight shall be as dignified and simple as possible. The official diocesan promotion certificate, ordered from the Catholic Schools Office, shall be presented at the promotion ceremony. An alternate form is also available for use, after consultation with parents/guardians, for students who cannot or have not completed standard requirements.

Revised July 1, 2021
May 7, 2004

STUDENTS: Health and Safety

DSP 5510

FIRST AID

The health, safety, and well-being of diocesan Catholic school students and personnel shall always be the primary concern of the school. Schools shall provide necessary equipment, in-service and procedures for first aid to students and personnel.

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

Revised June 1, 2015
May 7, 2004

STUDENTS: Health and Safety

DSR 5510

FIRST AID

Diocesan Catholic schools shall have written procedures on first aid as part of the personnel handbook, including emergency care procedures, treatment of minor medical needs and the proper way of handling bodily fluids.

- ▶ Emergency telephone numbers shall be readily available to school personnel.
- ▶ Accident reports shall be filled out for every accident or injury and copies kept in the school files.
- ▶ School personnel shall be trained in emergency care procedures, and if possible, should be trained in CPR and first aid.
- ▶ School personnel shall not leave injured students alone while seeking additional help.

All schools shall have a first aid kit with basic medical supplies for emergency first aid. Supplies shall be used by a qualified person when administering essential emergency first aid and when treating minor accidents and ailments. The first aid kit shall accompany all extracurricular activities taking place outside the school. The first aid kit should include, but is not limited to:

- ▶ bandages
- ▶ antiseptic spray
- ▶ adhesive tape (non-allergenic)
- ▶ eye wash cup
- ▶ cold and hot packs
- ▶ first aid book or chart
- ▶ disposable thermometers (or covers)
- ▶ blanket

If an automated external defibrillator (AED) is available on the school property, all personnel shall be trained on its proper usage.

Care of minor medical needs for students (accepted by most legal advisors) may be refused by parents/guardians by indicating such on the Family/Student Health and Emergency Information form (See [Appendix #5230](#).)

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

STUDENTS: Health and Safety

DSP 5515

INJECTION KITS

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

- ▶ Along with a medical authorization form signed by the parent/guardian, there shall be a written note from the physician.
- ▶ It shall be clear on the authorization form that not all school personnel will be trained to administer the injection, and note who is or will be trained.
- ▶ 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 shall be identified in a form maintained by the school office.

As in the case of other medication, the injection kit shall be kept in a locked cabinet in a secure location (e.g., the school office or nurse's office).

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

STUDENTS: Health and Safety

DSP 5520

DRUG/MEDICATION ADMINISTRATION

Any drug which may lawfully be sold over-the-counter without a prescription may be administered in a diocesan Catholic school in compliance with the written instructions and consent of the student's parent/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 over-the-counter or prescribed, must be kept in the school office/nurse's office, and NOT in the possession of a student.

Each school must have a written policy in regarding to oral drug 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 periodic review of the instructions, storing of the drugs, record keeping and 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 drugs in a locked cabinet.)

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian.

Revised January 26, 2022

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

STUDENTS: Health and Safety

DSP 5530

BLOODBORNE PATHOGENS

In complying with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard (29 CFR 1910.1030), all diocesan Catholic schools shall have a written bloodborne pathogens exposure control plan on file. (See [Appendix #5530](#).)

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

Revised July 1, 2022
May 7, 2004

STUDENTS: Health and Safety

DSP 5535

HEALTH AND WELLNESS POLICY

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

- ▶ goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate;
- ▶ nutrition guidelines selected by the school for all foods available on each school campus under the school during the school day with the objectives of promoting student health and reducing childhood obesity;
- ▶ 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;
- ▶ plan for measuring implementation of the school wellness policy, including designation of one or more persons within the school or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the wellness policy; and
- ▶ involvement of parents/guardians, students, and representatives of the school food authority, the parish school advisory council, school administrator/principal, and the public in the development of the school wellness policy.

Revised August 12, 2008

STUDENTS: Health and Safety

DSR 5535

HEALTH AND WELLNESS POLICY

A copy of the diocesan Catholic school's health and wellness policy shall to be available for parents/guardians to review upon request.

Revised July 1, 2021
Revised August 12, 2008

STUDENTS: Health and Safety

DSP 5540

CONTROLLED SUBSTANCES

Diocesan Catholic schools shall help to educate students through appropriate programs on drug and alcohol abuse. Schools shall formulate 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: Health and Safety

DSP 5545

ALCOHOL USE AT SCHOOL-RELATED EVENTS

No alcohol shall be present or consumed at any diocesan Catholic school events where students and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events).

May 24, 2016

STUDENTS: Health and Safety

DSP 5550

STUDENT ABORTION

If a diocesan Catholic school student has participated in an abortion, or has helped in obtaining an abortion — acts contrary to Catholic teaching — the school shall respond immediately in a Catholic, pastoral way. The hurting individual is in need of the kind of reconciliation and pastoral care that a Catholic school can provide.

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

Revised July 1, 2021
May 7, 2004

STUDENTS: Health and Safety

DSR 5550

STUDENT ABORTION

If rumors exist or information is provided to the diocesan Catholic school about the possibility of a student abortion, the pastor, school chaplain, school administrator/principal and the Catholic Schools Office shall be contacted immediately. The school shall use reasonable means within a student's right to privacy, to determine whether or not there is any truth to the accusation, and to contact the parent/guardian immediately to inform them and to verify facts with them.

If there is credible information that the student did participate in an abortion (whether the student be the mother or the father), the immediate response of the school—in keeping with diocesan policy—shall be to schedule a conference with the student and parent/guardian to set up a counseling program which shall include spiritual direction.

If this plan is rejected by the student and parent/guardian, and no corresponding program as agreed upon by the school is established, 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: Health and Safety

DSP 5552

STUDENT PREGNANCY

If a diocesan Catholic school student is found to be pregnant, the school shall respond immediately in a Catholic, pastoral way. It shall 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 pastoral care that a Catholic school can provide, including love and understanding.

Revised July 1, 2021
May 7, 2004

STUDENTS: Health and Safety

DSR 5552

STUDENT PREGNANCY

If a diocesan Catholic school student is pregnant, the immediate response of the school is — in compliance with diocesan policy — shall be to schedule a conference with the student and parent/guardian to set up a counseling program which shall include medical, spiritual, and perhaps, psychological guidance.

It shall be a joint decision of the school and parent/guardian as to whether or not the student shall continue her education in the school, and for how long.

If the counseling plan is rejected by the student and parent/guardian, and no corresponding program as agreed upon by the school is established, 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 a diocesan Catholic school, the same procedure shall be followed with him.

If 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.

Revised July 1, 2021
May 7, 2004

STUDENTS: Health and Safety

DSP 5560

CLINICAL SERVICES

Diocesan Catholic school administrators/principals shall to determine the nature and extent of all clinical services available to students and advise parents/guardians of their availability. To the extent possible, the teachers and school administrator/principal shall identify students in need of these services, advise parents/guardians and help ensure that students receive the needed services. Only school administrators/principals shall discuss the option of testing, counseling, etc. with parents/guardians.

Revised July 1, 2021
May 7, 2004

STUDENTS: Health and Safety

DSP 5565

IDENTIFICATION OF HEALTH PROBLEMS

The diocesan Catholic school administrator/principal shall arrange for personnel and supplies needed to conduct an inventory of student's health concerns 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/guardian/student handbooks shall state the school's right to send students who are ill home and to approve re-admission time.

All health problems which are identified shall be noted on the student's health record. Parents/guardians shall 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 shall follow the guidelines provided by the Missouri Department of Health and Senior Services or the guidelines of the appropriate county health department. (See [DSR 8000](#).)

Revised July 1, 2021
Revised August 18, 2004

STUDENTS: Health and Safety

DSP 5567

NURSES — PAID AND VOLUNTEER

Diocesan Catholic schools, whose medical professionals are provided through public health sources, shall 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/guardians or parishioners who are medical professionals.

Revised August 12, 2008

STUDENTS: Health and Safety

DSP 5570

ACCIDENTS AND SERIOUS ILLNESS AT SCHOOL

At the annual diocesan Catholic school registration, parents/guardians shall complete a form giving permission to proceed with emergency medical care for their child when necessary. Schools shall obtain the home and business address and telephone numbers of the parent/guardian of each child as well as the name of a doctor, dentist, and hospital to be contacted in case of emergency. This information shall 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 shall contact the parent/guardian immediately and make arrangements for medical care. If the parent/guardian cannot be reached, and/or if the student's condition demands immediate attention (e.g., severe bleeding), a school official shall call for emergency medical help (using 911 or local procedures) and direct standard first aid procedures by a qualified person if these are essential to the student's well-being. A written record giving the date, time, circumstances, witnesses, and action taken shall be kept in the student's file.

Revised July 1, 2021
Revised August 12, 2004

STUDENTS: Health and Safety

DSP 5575

STUDENT INSURANCE

A Student Accident Policy provides coverage for all students enrolled in diocesan Catholic 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 parent/guardian 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 Catholic 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/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 parent/guardian along with other school fees.

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

Revised July 1, 2021
Revised August 10, 2010

STUDENTS: Health and Safety

DSP 5585

REFERRAL LIMITATIONS

Diocesan Catholic school students shall not be referred by either school or other private or public employees giving service to the schools to agencies for advice contrary to the teaching and practice of the Catholic Church. The school administrator/principal shall make this regulation clear to any private or public employee giving service to the schools.

Revised July 1, 2022
May 7, 2004

STUDENTS: Health and Safety

DSP 5590

EYE PROTECTION

Every diocesan Catholic school 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:

- ▶ chemical or physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiation or other hazards; and/or
- ▶ 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: Transportation

DSP 5601

BUS SERVICE

Missouri does not require that students be provided transportation to and from private schools. If a diocesan Catholic school offers bussing through the schools, bus drivers must follow all state laws and guidelines, and appropriate policies and requirements are to be developed at the local level. This policy applies to any type of van or bus driven by any employee or that transports any number of students at any time. (See [DSR 5601](#).)

Revised May 17, 2022
May 7, 2004

STUDENTS: Transportation

DSR 5601

BUS SERVICE

Diocesan Catholic schools offering bussing for student transportation, shall develop appropriate policies and requirements regarding bus drivers. A special school bus operator's permit is required of all drivers who service the school's students.

The following guidelines must be met by anyone driving students, including coaches and teachers:

- ▶ driver must be between the ages of 21 and 70 years old and shall hold a valid driver's license appropriate to the vehicle being driven
- ▶ driver must secure a medical form from the Department of Revenue, Department of Elementary and Secondary Education, or from the Missouri Highway Patrol examiners and update it according to state guidelines
- ▶ driver must have passed both the written and driving exam through the Missouri Highway Patrol, and be able to provide the results prior to driving
- ▶ driver must submit to a drug test, and be willing to take a test randomly at any time during their tenure as a driver
- ▶ driver must have completed all other requirements for employment, including safe environment training
- ▶ vehicles, including buses, owned by a parish or school and used to transport students must meet state requirements and inspection guidelines

May 17, 2022

STUDENTS: Transportation

DSP 5602

BUSES OWNED BY PARISHES OR SCHOOLS

All buses owned by a diocesan Catholic school/parish used to transport students shall meet state requirements and inspection guidelines.

Revised July 1, 2022
May 7, 2004

STUDENTS: Transportation

DSP 5605

TRAFFIC SAFETY

Before the beginning of the academic year, the diocesan Catholic school administrator/principal arranges with local law enforcement for the protection of students who cross traffic intersections on their way to/from school. Local law enforcement is 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 its personnel, parents/guardians and students a map and instructions outlining procedures for pick-up and dismissal of students.

The procedures shall include:

- ▶ bus pick-up and drop off procedures, if applicable;
- ▶ walkers' dismissal, including where to meet and which school personnel will escort them to the designated named destination off school grounds;
- ▶ pick-up and drop-off procedures for those students arriving/being picked-up in personal vehicles;
- ▶ designated parking and arrival/departure procedures for students who drive their own vehicle; and
- ▶ supervision of all students, before and after school.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

STUDENTS: Special Needs

DSP 5701

STUDENTS WITH SPECIAL NEEDS

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school 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 school administrator/principal shall immediately consult with the Catholic Schools 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 shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends.

Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

Revised January 26, 2022

Revised June 1, 2015

Revised August 10, 2010

STUDENTS: Abuse and Harassment

DSP 5810

CHILD ABUSE AND NEGLECT

The purpose of Missouri's Mandated Reporter 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 diocesan Catholic school personnel and school administrators/principals are mandated reporters. These school personnel include, but are not limited to teachers, administrators/principals, counselors, child-care workers in a child care/day care institution, 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 shall educate personnel 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.

Revised July 1, 2021
May 7, 2004

STUDENTS: Abuse and Harassment

DSP 5820

HARASSMENT/BULLYING

All diocesan Catholic schools shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2009
May 7, 2004

STUDENTS: Abuse and Harassment

DSR 5820

HARASSMENT/BULLYING

Harassment is defined as any unwanted and unwelcome behavior that interferes with a 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 in diocesan Catholic schools shall be addressed using appropriate disciplinary consequences, counseling methods and parent/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 shall have a comprehensive anti-bullying plan consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents/guardians and students. This plan shall also be available in the school office for parents/guardians to refer to if they have questions. This can also be in the parent/guardian/student handbook.

Sexual harassment deserves special mention. 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. No student shall be subject to sexual harassment as a student.

Any student or personnel who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that they are being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment shall be immediately reported to the Catholic Schools Office and/or chancellor, and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic Schools Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying report forms are available at [Appendix #5820](#).

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2009
May 7, 2004

STUDENTS: Abuse and Harassment

DSP 5825

SAFE ENVIRONMENT REQUIREMENTS

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See [DSR 5825](#) and [Appendix #5825](#).)

Revised July 1, 2020

Revised June 1, 2015

STUDENTS: Abuse and Harassment

DSR 5825

**SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS
WHOSE DUTIES INCLUDE CONTACT WITH MINORS**

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering:

- ▶ complete a Protecting God's Children (VIRTUS) workshop in-person or online;
- ▶ agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- ▶ read, consent to and sign the Code of Pastoral Conduct.

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

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The school administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/guardian and/or volunteer's level of accessibility.

Revised July 1, 2021
July 1, 2020

STUDENTS: Procedures for Reconciling Differences

DSP 5901

GRIEVANCES

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council rather than a governing board, the parish school advisory council 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. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse policy and regulation. (See [DSR 1901](#).)

Revised June 1, 2015

STUDENTS: Abuse and Harassment

DSP 5902

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

Revised June 1, 2015

INSTRUCTION: Schedules and Plans

DSP 6101

SCHOOL CALENDAR

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

- ▶ a minimum of 1,044 hours of instruction;
- ▶ 36 weather make-up hours for possible loss of attendance due to inclement weather or other approved event; and
- ▶ 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 a 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 shall be described or explained.
- ▶ consultation with the parish school advisory council, and approval by the pastor shall be obtained prior to submitting the calendar to the Catholic Schools Office.
- ▶ approval is required from the Catholic Schools Office prior to the calendar being publicly distributed.

Revised May 15, 2020

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Schedules and Plans

DSR 6101

SCHOOL CALENDAR

All diocesan Catholic schools shall compile a local school calendar that includes dates from the Catholic Schools Office.

In determining hours of academic instruction, the general assessment for a 5-day week (K-8) is 6.5 hours per full-day and 4 hours per half-day.

A copy of the local school calendar, in approved format, shall be sent to the Catholic Schools Office prior to publication.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Schedules and Plans

DSP 6103

LENGTH OF SCHOOL DAY

The schedule of each diocesan Catholic 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: Schedules and Plans

DSP 6105

HOLY DAYS OF OBLIGATION

Holy days of obligation shall be observed and respected in a special way in diocesan Catholic schools. A Mass for the entire student body shall be celebrated during regular school hours, if at all possible.

In addition, the day shall include activities and observances to foster student understanding of the holy day, and an appreciation of the intent of the day. School-sponsored extracurricular activities shall not be scheduled on holy days of obligation, including during the Triduum.

After-school activities, athletic practices/games, and any school-sponsored events shall not take place on holy days of obligation.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Schedules and Plans

DSP 6120

CRISIS MANAGEMENT PLAN

Each diocesan Catholic school shall have a crisis management plan developed in consultation with local law enforcement. 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 plan must include the following:

- ▶ a warning system;
- ▶ a place of safety to which students will be directed;
- ▶ practice drills at irregular intervals;
- ▶ adequate instruction of personnel;
- ▶ accounting for all students and personnel;
- ▶ resources to be used in such events; and
- ▶ proper protocol for school personnel (direct questions to school administrator/principal; do not comment in the media, etc.).

The local crisis management plan shall not conflict with advice and direction provided by the diocese.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Schedules and Plans

DSR 6120

CRISIS MANAGEMENT PLAN

A current copy of the diocesan Catholic school crisis management plan must be on file accessible to the Catholic Schools Office. The plan shall be updated annually and reviewed with school personnel.

A sample crisis management plan is available upon request from the Catholic Schools Office.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Schedules and Plans

DSP 6121

FIRE, EARTHQUAKE, TORNADO AND INTRUDER DRILLS

Fire, earthquake, tornado and intruder drills shall be held regularly in diocesan Catholic schools according to procedures specified by the local civil defense agency and/or 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 there is local monthly testing of a tornado alert system, the school may consider correlating its drills with that testing.

Revised June 1, 2015
May 7, 2004

INSTRUCTION: Schedules and Plans

DSP 6122

BOMB THREATS

The health, safety and well-being of diocesan Catholic school students and personnel is always the primary concern. If a school receives a bomb threat either by phone or in writing, the following procedures are recommended:

- ▶ evacuate the school, unless directed otherwise by local law enforcement;
- ▶ inform local law enforcement immediately;
- ▶ alert the Catholic Schools Office as soon as safely possible;
- ▶ allow law enforcement to direct the course of action.

School personnel shall not be involved in the search for bombs, except to provide information. Student conveyance of a false threat is grounds for suspension and/or expulsion.

Revised June 1, 2015
Revised August 12, 2008

INSTRUCTION: Schedules and Plans

DSP 6124

REGULATION OF BEHAVIOR FOR SAFETY

Diocesan Catholic school administrators/principals, teachers or drivers to whom authority has been delegated (such as on field trips), have responsibility for the safety and welfare of students while traveling to/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: Schedules and Plans

DSP 6125

EMERGENCIES — INCLEMENT WEATHER AND CLOSING OF SCHOOLS

Diocesan Catholic schools shall work with the local 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 shall be clearly communicated to parents/guardians. School administrators/principals shall notify the Catholic Schools Office if the school must close early.

Revised July 1, 2021

May 7, 2004

INSTRUCTION: Curriculum

DSP 6201

PHILOSOPHY, MISSION, GOALS AND OBJECTIVES

The educational mission of the Church is an integrated ministry embracing four interlocking dimensions: message, community, service and worship. A means for safeguarding faith and virtue, diocesan Catholic schools are an avenue through which parents/guardians and teachers collaborate in giving students 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 shall foster the achievement of the religious and academic goals, objectives, and programs of both the diocese and the school, and considers the individual needs of the students, and incorporates the teachings and practices of the Church.

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

- ▶ reflect the diocesan statement of educational mission (no school statement, policy or regulation shall contradict these diocesan policies);
- ▶ be developed by representatives of the faculty, clergy, parish school advisory council, parents/guardians and students;
- ▶ influence all aspects of the school (spirituality, personnel, curriculum, evaluation, self-discipline, etc.);
- ▶ be annually reviewed and evaluated with revision, if needed;
- ▶ be utilized when recruiting and interviewing potential teachers, personnel and students; and
- ▶ be made known to the parish community in appropriate ways.

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 the school is called to be and do).

Objectives are specific means to reach stated goals. Following its regular self-study, every school shall formulate 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: Curriculum

DSP 6206

LOCAL CURRICULUM DEVELOPMENT

Development of the diocesan Catholic school 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 the Catholic faith wherever appropriate throughout the curriculum.

Diocesan curriculum guidelines shall 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 shall be sent to the Catholic Schools Office with a request for review and approval.

The school administrator/principal shall provide a method of insuring that appropriate areas of curriculum are covered each year by each teacher.

Revised July 1, 2021
Revised August 7, 2012
May 7, 2004

INSTRUCTION: Curriculum

DSP 6207

RELIGIOUS INSTRUCTION

Guidelines, including texts and resource selections, for diocesan Catholic school religious education programs (religion classes) shall 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 diocesan Catholic school are charged with teaching the Catholic faith and supporting Catholic teachings, regardless of their subject area.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Curriculum

DSP 6208

EDUCATION IN HUMAN SEXUALITY AND SEXUAL ABUSE PREVENTION TRAINING

Diocesan Catholic school programs shall incorporate some form of education in human sexuality. Diocesan guidelines determine the approach that is best for the students and implements a suitable program according to the guidelines.

In addition to a program on human sexuality, each school shall provide sexual abuse prevention training through a diocesan-designated program. All parents/guardians shall have the option of choosing whether or not their children attend the program.

Schools are required to distribute information regarding the safe environment program to parents/guardians. An annual report shall be given to the diocesan Office of Child and Youth Protection indicating that the instruction has been completed. Resources are available at diojeffcity.org/safe-environment/.

Revised July 1, 2021

Revised June 1, 2015

Revised August 8, 2011

Revised August 10, 2010

INSTRUCTION: Curriculum

DSR 6208

EDUCATION IN HUMAN SEXUALITY AND SEXUAL ABUSE PREVENTION TRAINING

Annually, diocesan Catholic schools shall report compliance with the diocesan safe environment program policies to the diocesan Office of Child and Youth Protection. (See [Appendix #6208](#).)

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

INSTRUCTION: Curriculum

DSP 6209

SUBSTANCE EDUCATION

Diocesan Catholic schools shall 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, students will study substances, the impact on people and society, and the students' responsibilities in deciding use or non-use of substances with corresponding consequences.

May 7, 2004

INSTRUCTION: Curriculum

DSP 6220

INSTRUCTIONAL TIME

Diocesan Catholic schools use a variety of learning models and school organizational patterns. Every school shall develop classroom time schedules compatible with its organizational pattern. Where appropriate, areas may be combined (e.g., science and health). The classroom schedule shall be communicated to the school community.

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

Teachers shall 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: Curriculum

DSP 6225

CLASS SIZE

The maximum class size for diocesan Catholic schools shall not exceed 30 students. In areas where the majority of students have learning difficulties or are in preschool, kindergarten, primary classes or multi-grade classrooms, it is recommended that the maximum class size not exceed 20 students. When implementing any related school policy, the school administrator/principal considers the many factors that affect class size (e.g., teacher experience and expertise, student ability, size of classroom, available assistance, etc.).

May 7, 2004

INSTRUCTION: Curriculum

DSP 6226

LEARNING MATERIALS

A variety of learning materials shall be available to diocesan Catholic school faculty and students. The selection of textbooks, learning materials, and equipment is determined jointly by the school administrator/principal and faculty members. Guidelines for selecting learning materials shall include 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 Schools Office.

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

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Curriculum

DSP 6228

COURSES IN CONSTITUTIONS OF THE UNITED STATES AND MISSOURI

All diocesan Catholic schools shall provide instruction in the U.S. and Missouri constitutions and American history beginning no later than the seventh grade, in accordance with state law.

Diocesan Catholic high schools shall offer students in grades 9-12 courses in the branches and functions of U.S., Missouri and local governments, including the electoral process. These courses are to be at least one semester in length. Students receiving a high school diploma must have satisfactorily completed this course of study. (See [revisor.mo.gov](#), Title XI, Ch. 170, Section 170.011.)

Revised May 17, 2022
May 7, 2004

INSTRUCTION: Curriculum

DSP 6230

CHANGES IN ORGANIZATIONAL PATTERN

Any major change in diocesan Catholic school classroom or school organization shall be undertaken only after appropriate study, consultation with the Catholic Schools Office, adequate in-service training of the faculty and effective communication with the parents/guardians and students.

Revised August 10, 2010

INSTRUCTION: Curriculum

DSP 6235

NON-CATHOLIC STUDENT PARTICIPATION

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

May 7, 2004

INSTRUCTION: Curriculum

DSP 6240

HOMEWORK ASSIGNMENTS

Home assignments for diocesan Catholic school students shall be educationally sound, apply previously learned material, correlate past and present learning and promote supplementary reading. Departmental structures shall require some coordination of assignments to balance them with time for completion. The school can consider a policy which limits regular homework to weeknights only.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Instructional Arrangements

DSP 6301

EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS AND SENIOR TRIPS

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain 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 shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures.

A school may, but is not required to, sponsor an end of year eighth 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 accompany students on the trip.

If the school does not sponsor the trip, then [DSP 6306](#) shall be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, the school name is not to be used. The school tax identification number is not to be used in any way for the trip, and any contracts shall not 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.

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008

INSTRUCTION: Instructional Arrangements

DSR 6301

EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS AND SENIOR TRIPS

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation.

No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal. A sample Field Trip Permission Slip is included in [Appendix #6301](#).

Revised June 1, 2015
Revised August 12, 2008

INSTRUCTION: Instructional Arrangements

DSP 6305

**CHAPERONES AND DRIVERS FOR FIELD TRIPS, ATHLETIC EVENTS
AND OTHER OFF-CAMPUS SCHOOL ACTIVITIES**

Diocesan Catholic schools shall 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 shall 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; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:

- ▶ Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- ▶ 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.
- ▶ Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- ▶ Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
- ▶ Drivers must complete the diocesan safe environment training.
- ▶ The vehicle must have a valid registration and meet state safety requirements.
- ▶ The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, 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 January 26, 2022

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Instructional Arrangements

DSP 6306

NON-SCHOOL SPONSORED TRIPS

Diocesan Catholic school personnel shall not participate in, organize or assume any responsibilities for student activities that are not school-sponsored. Non-school sponsored activities (e.g., fundraising) shall not use the school name.

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

May 7, 2004

INSTRUCTION: Instructional Arrangements

DSP 6320

SCHOOL VISITORS

Every diocesan Catholic school shall have written procedures regarding visitors to the school, including parents/guardians. These procedures shall be included in parent/guardian/student and school personnel handbooks.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Instructional Arrangements

DSR 6320

SCHOOL VISITORS

Diocesan Catholic schools shall have written procedures to direct visitors to report to the school office or school administrator/principal upon arrival at the school. Teachers shall be informed of approved visitors to the school other than parents/guardians.

Teachers shall refer the presence of any unrecognized or unauthorized persons to the school office immediately.

A sign in the main entrance of the school shall direct persons to immediately report to the school office and give directions, if necessary.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Instructional Arrangements

DSP 6370

FLAG DISPLAY

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

Related flag display practices shall be determined locally, including:

- ▶ flying the papal flag;
- ▶ displaying the American flag in each classroom;
- ▶ flying the Missouri flag (on the same pole immediately below the American flag); and/or
- ▶ reciting of the Pledge of Allegiance.

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Instructional Services and Resources

DSP 6410

SPEAKERS, OUTSIDE PROGRAMS, AV MATERIALS (INCLUDING MOVIES AND VIDEOS) AND LITERATURE

Diocesan Catholic schools shall obtain prior approval by the school administrator/principal for all outside speakers, programs, AV material and literature. Care shall 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. School administrators/principals shall ensure any speakers covering religious topics are in good standing with their home diocese, which can be accomplished through the Catholic Schools Office.

The United States Conference of Catholic Bishops (USCCB) movie rating guide shall 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 Schools Office shall be contacted. For purposes of classification, an adult is considered to be 18 years and older.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Instructional Services and Resources

DSP 6425

STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGY USE

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- ▶ Internet, email and other technology access and use in school is a privilege, not a right.
- ▶ Use of technology access shall to be consistent with Catholic teaching, doctrine, morality and values.
- ▶ Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- ▶ Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- ▶ Students shall not use the internet, email or other technology for the purpose of plagiarism.
- ▶ Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- ▶ Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- ▶ The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
- ▶ Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- ▶ The privilege of the internet, email or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic Schools 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 personnel 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. This includes any activity that would violate [DSP 5305](#), Catholic Faith and Moral Standard.

Revised June 1, 2015
Revised August 10, 2010

INSTRUCTION: Instructional Services and Resources

DSP 6440

SCHOOL LIBRARY AND RESOURCE CENTER

Every diocesan Catholic school shall maintain an instructional library and/or resource center. The school shall be consistent with the American Library Association standards in its collection of books, periodicals, audiovisual materials and other necessary equipment. The book and periodical collection shall be available to students throughout the school day.

School personnel or a designated volunteer shall have the responsibility of cataloging materials, operating an effective system of distribution/return and proper maintenance. Whenever possible, a professional school librarian shall take care of the resource center with the aid of paraprofessionals or volunteers.

The library or resource center shall also contain enrichment materials appropriate to the curricular needs of the local school.

All materials collected shall be consistent with Catholic doctrine and practices.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Instructional Services and Resources

DSP 6480

RESEARCH AND OBSERVATION

Diocesan Catholic schools shall obtain written permission from the parent/guardian and the Catholic Schools Office, as well as approval of the school administrator/principal, before any faculty member provides student data to or allows observation of students by anyone conducting research, or for videotaping students for the purposes of improving instruction.

May 7, 2004

INSTRUCTION: Evaluation and Validation

DSP 6502

STANDARDIZED TESTING

All diocesan Catholic schools shall participate in the diocesan standardized testing of students' cognitive ability and academic achievement in grades three through eight (grade two 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/guardians and students shall be apprised of testing results with appropriate explanations and printed student profiles.

All schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades 5, 8 and 11, and apply the findings to instructional planning and priorities.

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

INSTRUCTION: Evaluation and Validation

DSP 6505

READINESS TESTING

Prior to enrollment in kindergarten or first grade at a diocesan Catholic school, student readiness shall be assessed. The results assist in determining individual readiness for the instructional program, suggest parent/guardian assistance with home activities to promote readiness and guide teachers in developing an appropriate, effective program.

May 7, 2004

INSTRUCTION: Evaluation and Validation

DSP 6520

ACCREDITATION

All diocesan Catholic schools shall be accredited by the Missouri Chapter of the Nonpublic School Accrediting Association.

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

INSTRUCTION: Evaluation and Validation

DSR 6520

ACCREDITATION

Diocesan Catholic schools shall be accredited by the Missouri Chapter of the Nonpublic School Accrediting Association. Diocesan Catholic high schools may also seek additional accreditation.

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

INSTRUCTION: Athletics and Extracurricular

DSP 6601

CO-CURRICULAR ACTIVITY AVAILABILITY

Depending on local needs and circumstances, diocesan Catholic schools may offer co-curricular activities. Balance and variety are essential to meet the varied needs and interests of students. The school shall formulate guidelines regarding participation in such activities (e.g., behavioral standards, grade average standards, etc.).

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Athletics and Extracurricular

DSP 6602

DIOCESAN SCHOOL-SPONSORED STUDENT ACTIVITIES

The Catholic Schools Office offers all diocesan Catholic schools the opportunity to participate in student events sponsored by the diocese.

Revised July 1, 2021
Revised August 10, 2010

INSTRUCTION: Athletics and Extracurricular

DSR 6602

DIOCESAN SCHOOL-SPONSORED STUDENT ACTIVITIES

The Catholic Schools Office offers all diocesan Catholic 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 shall coordinate with the Catholic Schools Office, pastor, school administrator/principal, and parish school advisory council president to determine if a student may, with parent/guardian 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 to grow in their faith and relationship with Jesus Christ, the student can be excused (with parent/guardian permission) from school with full cooperation of all faculty, school personnel, coaches and directors of co-curricular activities. Each school shall have guidelines for homework and test make-up upon return of the student.

Revised July 1, 2021
June 1, 2015

INSTRUCTION: Athletics and Extracurricular

DSP 6603

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Diocesan Catholic schools shall set norms for eligibility of students to participate in school-sponsored activities (e.g., 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](#).)

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Athletics and Extracurricular

DSP 6604

VALUES OF ATHLETIC PROGRAM

Diocesan Catholic schools shall formulate policies that ensure adequate academic standing and satisfactory behavioral norms for students, as well as reasonable requirements concerning practice time.

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

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Athletics and Extracurricular

DSP 6610

ATHLETICS

All athletic programs offered through diocesan Catholic Schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese.

Revised May 24, 2016

Revised June 1, 2015

May 7, 2004

INSTRUCTION: Athletics and Extracurricular

DSR 6610

ATHLETICS

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- ▶ Sports are viewed as a ministry to students and families.
- ▶ Teams are seen as moral communities.
- ▶ Moral growth and character development are emphasized.
- ▶ Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools.

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own 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, 2022

Revised July 1, 2021

May 24, 2016

INSTRUCTION: Athletics and Extracurricular

DSP 6620

SOCIAL ACTIVITIES

Any diocesan Catholic 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 circumstances warrant, the school can formulate policies within the diocesan guidelines.

Revised July 1, 2021
May 7, 2004

INSTRUCTION: Guidance and Counseling

DSP 6710

GUIDANCE

Diocesan Catholic schools shall offer many guidance opportunities available for all students. These may include virtue-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation and the consistent application of Catholic doctrine, teachings and practices.

Revised July 1, 2021
May 7, 2004

PLANNING AND ACCREDITATION: Planning

DSP 7101

LONG-RANGE PLANNING

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

The school's objectives within this five-year plan of action shall be included, along with needed action, target date, persons responsible, etc. The Catholic Schools Office shall determine whether the long-range plan includes sufficient attention to all unmet criteria, implementation of the school's educational mission and other important recommended improvements. If the plan is not approved, it shall require revision. Approval by the Catholic Schools Office is needed for a school to seek or continue accreditation by an outside agency.

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

Standards/indicators and forms for elementary and high school accreditation processes are available on the Missouri Nonpublic School Accrediting Association (MNSAA) website at moqualityschools.com.

Revised June 1, 2015
Revised August 10, 2010

COMMUNICABLE DISEASES: Communicable Disease

DSP 8000

COMMUNICABLE DISEASES

Diocesan Catholic schools shall follow the guidelines provided by the Missouri Department of Health and Senior Services (DHSS). All reporting requirements as stipulated by DHSS shall be followed. Schools shall be in compliance with any state inoculation and physical exam requirements for students and school personnel.

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

COMMUNICABLE DISEASES: Communicable Disease

DSR 8000

COMMUNICABLE DISEASES GUIDELINES

It is the policy of the diocese, 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 diocesan Catholic school environments, to promote the good health of students and school personnel and to educate students and school personnel in disease prevention methods and sound health practices.

The diocese and its schools shall 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 shall be compliance with any state inoculation and physical exam requirements for students and school personnel.

In regard to communicable and contagious conditions, diocesan Catholic schools shall follow the guidelines provided by the Missouri Department of Health and Senior Services (DHSS). All reporting requirements by DHSS or local health departments shall be followed. In addition, schools shall be in compliance with any state inoculation and physical exam requirements for students and school personnel.

CONFIDENTIALITY

All information concerning the medical, psychiatric and/or behavioral condition of students and personnel is confidential. This information is not to be disclosed without the express written authorization of the student, the employee and/or a parent/guardian. Only personnel 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.

Records

- ▶ All medical, psychiatric and/or behavioral records shall be kept in a separate file, apart from progress records.
- ▶ 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.
- ▶ 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 employee or the student’s parent/guardian.

HIV/AIDS

- ▶ The only school officials permitted to receive HIV/AIDS 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 personnel in the course of their duties, they shall not disclose the results without written consent of the employee or student.

- ▶ The custodian of test results shall be the Catholic Schools Office. All records concerning test results shall be forwarded to the Catholic Schools Office and maintained in the Catholic Schools Office in a confidential file. No records of test results shall be maintained in any local school. Access to test results shall occur only with the prior approval of the Catholic Schools Office after consultation with the bishop and diocesan legal counsel.

PREVENTION OF TRANSMISSION OF COMMUNICABLE DISEASE

All personnel 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 personnel the equipment and materials necessary to follow said guidelines.

Revised July 1, 2021
May 18, 2020

COMMUNICABLE DISEASES: Communicable Disease

DSP 8001

ADMINISTRATION NOTIFICATION

Should a diocesan Catholic school employee contract a communicable disease which requires reporting to the local health department, the school employee must also notify the school administrator/principal. Confidentiality guidelines as described in [DSR 8000](#) shall be preserved.

Revised July 1, 2021
May 18, 2020

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Diocesan School Advisory Council

DSP 9000

DIOCESAN SCHOOL ADVISORY COUNCIL

The Diocesan School Advisory Council is constituted by the bishop for the purpose of formulating and recommending policy to govern the educational programs of the diocese subject to provisions of canon law.

The Diocesan School Advisory Council shall include among its functions:

- ▶ serve as a resource to the bishop and his delegates in regard to the needs and issues related to ministry to students and youth;
- ▶ develop policies which provide direction for all ministries to students and youth;
- ▶ recommending policy to govern the designated ministries of the diocese subject to provisions of canon law;
- ▶ evaluate adequacy of existing policies and effectiveness of their implementation; and
- ▶ participate in the search process for the superintendent and other offices as determined by the bishop.

Revised July 1, 2021
June 1, 2015

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Advisory Council of Diocesan School Administrators
DSP 9201

ADVISORY COUNCIL OF DIOCESAN SCHOOL ADMINISTRATORS

The Advisory Council of Diocesan School Administrators is a consultative body organized to engender a sense of Church among the schools of the diocese. The Advisory Council of Diocesan School Administrators works with the Catholic Schools Office and school administrators/principals to reflect a shared vision for the schools within the diocese.

Revised July 1, 2021
Revised August 8, 2011

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Advisory Council of Diocesan School Administrators
DSR 9201

ADVISORY COUNCIL OF DIOCESAN SCHOOL ADMINISTRATORS GUIDELINES

GUIDELINES

The Advisory Council of Diocesan School Administrators carries out its ministry by functioning first as a necessary communication link between the Catholic Schools Office and the diocesan Catholic school administrator/principals of the diocese, and, secondly, as a necessary means for facilitating communication among the school administrator/principals within deaneries. Given the geographic area and the number of schools in the diocese, the Advisory Council of Diocesan School Administrators provides a vehicle for representing the views of all school administrator/principals on issues affecting all of the diocesan schools. The Advisory Council of Diocesan School Administrators brings together school administrators/principals from each deanery 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:

- ▶ keeping lines of communication open and functioning between deaneries and the Catholic Schools Office;
- ▶ providing accurate input from each deanery at council meetings and presenting views and concerns of the deanery members;
- ▶ actively participating in the study of diocesan school issues and concerns as requested by the Catholic Schools Office;
- ▶ assisting in the collection and analyzing of data and relating issues and concerns;
- ▶ supporting and assisting with implementation of recommendations of the council;
- ▶ reporting accurate feedback to the school administrator/principal in each deanery;
- ▶ constructing agendas for council meetings, including all pertinent items of the prior council meeting as well as regional topics; and
- ▶ sending a summary of the council meeting to the Catholic Schools Office.

MEMBERSHIP

The Advisory Council of Diocesan School Administrators shall consist of one school administrator/principal from each of the five deaneries, appointed by the Catholic Schools Office.

See City Deanery

Jefferson City	Helias Catholic High School
Jefferson City	Immaculate Conception School
Jefferson City	St. Joseph Cathedral School
Jefferson City	St. Peter Interparish School
St. Martins	St. Martin School
St. Thomas	St. Thomas the Apostle School
Taos	St. Francis Xavier School
Wardsville	St. Stanislaus School

North Deanery

Hannibal	Holy Family School
Kirksville	Mary Immaculate School
Macon	Immaculate Conception School
Marceline	Fr. McCartan Memorial School

Central Deanery

Columbia	Our Lady of Lourdes Interparish School
Columbia	Fr. Tolton Regional Catholic High School
Fulton	St. Peter School
Glasgow	St. Mary School
Marshall	St. Peter School
Mexico	St. Brendan School
Moberly	St. Pius X School
Monroe City	Holy Rosary School
Montgomery City	Immaculate Conception School
St. Clement	St. Clement School
Salisbury	St. Joseph School

Southeast Deanery

Cuba	Holy Cross School
Frankenstein	St. Mary School
Martinsburg	St. Joseph School
Freeburg	Holy Family School
Hermann	St. George School
Linn	St. George School
Loose Creek	Immaculate Conception School
Rich Fountain	Sacred Heart School
Rolla	St. Patrick School
Vienna	Visitation Inter-Parish School
Westphalia	St. Joseph School

Southwest Deanery

Boonville	Ss. Peter and Paul School
Mary's Home	Our Lady of the Snows School
Pilot Grove	St. Joseph School
Sedalia	Sacred Heart School
Sedalia	Sacred Heart High School
Tipton	St. Andrew School

Council representatives are appointed by the Catholic Schools Office. Each representative shall select an alternate to represent them at the council meetings in the case of absence. The regular member shall contact the alternate if they are unable to attend for any reason, and brief the alternate on the current issues and discussion materials.

All school administrators/principals may attend the council meetings at any time. Members new to the council in the upcoming year are asked to attend the last meeting of the year to prepare 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, to become acquainted with the purpose and function of the council.

TERM OF OFFICE

Starting with the 2004-2005 school year, the term of office for council representatives is three years. Each representative can be reappointed by the Catholic Schools Office for concurrent terms. If the representative is unable to fulfill his/her term, any eligible member within the deanery may be appointed by the Catholic Schools Office to complete the unexpired term of the original representative. Initial terms shall be staggered over three years to insure continuity and to avoid complete turnover on the council.

REGIONAL MEETINGS (PER DEANERY)

It is recommended the council meet four or five times yearly, starting in September. The regional meetings shall be normally held within two weeks after the council meeting.

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Parish School Advisory Council

DSP 9301

PARISH SCHOOL ADVISORY COUNCIL

Each diocesan Catholic school shall 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 council are the following:

- ▶ participate in school goal-setting and set parish school advisory council goals;
- ▶ pursue goals of long-range planning (e.g., enrollment, finance) and public relations;
- ▶ formulate and communicate policies for the school which are compatible with diocesan policies;
- ▶ review and recommend the annual school budget for presentation to the parish council;
- ▶ participate in the local search procedures for school administrator/principal;
- ▶ plan for special projects, recruitment and public relations; and
- ▶ review and evaluate meetings, policies, projects and communication.

Revised July 1, 2021
Revised August 7, 2012
May 7, 2004

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Parish School Advisory Council

DSR 9301

PARISH SCHOOL ADVISORY COUNCIL GUIDELINES

NATURE AND RELATIONSHIPS

The parish school advisory council is a consultative body, advisory to the pastor and school administrator/principal. Policies, after formulation by the council, are officially enacted by the pastor, then implemented by the school administrator/principal. Although the council is not legislative, it significantly influences all-important areas of the schools.

The specific parish 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 parish school advisory council relates to the school through the school administrator/principal who is the executive officer of the council as well as the educational leader of the school. Because the school administrator/principal implements 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 council members to understand 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 parish school advisory council does not select, evaluate or communicate to teachers directly on issues. Teachers approach the council through the school administrator/principal. The 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 council related to teachers.

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

WITH PARISH COUNCIL

The parish school advisory council helps ensure that the school's program is consistent with the parish's mission and keeps the parish council informed of the operation of the school. The council reviews and approves 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 shall allocate to the school. Any needed adjustments to the school budget are made by the council (or budget subcommittee).

WITH PARISH COMMUNITY

The parish school advisory council shall find effective ways to communicate with the parish community (e.g., noting key agenda items and summarizing key council actions in the parish bulletin).

WITH PARENTS AND STUDENTS

The parish 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 school personnel. The council supports the established procedures for parents/guardians and students to follow when classroom or school concerns arise. Parents/guardians shall communicate to the teacher, then the school administrator/principal, and then the pastor.

WITH SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent assists parish school advisory councils in orienting new members and in clarifying the council responsibilities through educational materials and periodic visits with the council president and/or entire council. The council submits any major revision of its constitution and by-laws to the superintendent for approval and is encouraged to contact the superintendent, ordinarily, but not exclusively, through the council president, for clarifications or guidance.

WITH THE DIOCESAN SCHOOL ADVISORY COUNCIL

The Diocesan School Advisory Council 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 parish school advisory council shall be advised of those policies and may be asked for its help in their promulgation. parish school advisory councils may also address concerns or questions to the diocesan parish school advisory council through the Catholic Schools Office.

POLICIES

Policies are general guidelines for the discretionary action for those who are involved with the diocesan Catholic school on a day-to-day basis. Policies state “what” shall be done, with the “how” determined by the school administrator/principal and other appropriate parties. In other words, the parish school advisory council gives general guidance, rather than specific direction. The school administrator/principal is responsible for making specific rules and regulations.

- ▶ The parish school advisory council can recommend establishing new staff positions. The school administrator/principal selects specific persons, and the pastor presents contracts.
- ▶ The parish school advisory council can recommend major curriculum directions, such as a practical health education program. The school administrator/principal and personnel implement the program.

In some areas, the school administrator/principal may wish to ask the 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 parish school advisory council and enacted by the pastor. Inclusion of the policies within council minutes is essential, but not sufficient. In addition, policies shall be recorded in some systematic manner to facilitate easy and frequent reference. Current policies may be kept, in a separate handbook of basic council documents, filed within the diocesan Catholic schools policy and regulation manual, or maintained in any other systematic and accessible form. The council secretary holds primary responsibility for the record of current policies.

After policies have been enacted, they shall be communicated immediately to the persons involved and include the date the policy becomes effective. The council may choose to make some policies effective with the publication of the next relevant school handbook.

Annually, prior to the publication of the new school handbook(s), the existing policies shall be evaluated and revised as needed so the school administrator/principal may incorporate the current policies within the school handbook(s).

MEMBERSHIP

Parish school advisory council members need to be persons with council interests and backgrounds; faithful member of the parish he/she represents (including regular Mass attendance), supportive of parish and schools, willing to attend meetings, respect confidentiality, avoid conflict of interest, participate in committee work and uphold decisions of the councils. Ordinarily, they are elected by parents/guardians and parishioners involved after their candidacy is approved by the pastor. To facilitate an “outside” view, ordinarily neither paid parish or school personnel nor members of their households are eligible for election. The pastor and school administrator/principal are ex-officio members. A council may wish to have a limited number of other ex-officio members (e.g., a home and 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 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 academic year. Council policies provide for the removal of a member who does not abide by the policies.

AUTHORITY

As determined by canon law, advisory authority is exercised only by the group. As individuals, parish school advisory council members have no authority. All council decisions are subject to the approval of the pastor.

COMMITTEES

Parish school advisory councils shall consider whether preparatory work by small committees (with at least one council member on each committee) will facilitate the work at hand. Possible areas for committees may include:

- ▶ policies
- ▶ public relations
- ▶ political action

- ▶ long-range planning
- ▶ building and grounds
- ▶ recruitment
- ▶ other

Ideally, committees will develop written reports and 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 parish school advisory council president. Visitors are free to attend any regular council meeting. Visitors, who have followed the accepted procedure for presenting material to the council, may address the council if the school administrator/principal and/or council president, or pastor has determined (in advance), that the topic is appropriate for council consideration (e.g., deals with a general area of need rather than with a specific individual). All requests to speak at the council meeting must be pre-approved.

In determining the format of the agenda, the school administrator/principal, president, and pastor may wish to consider the following:

- ▶ placing action items, when possible, before routine reports;
- ▶ indicating which item is for information, discussion, advice or action; and
- ▶ always including some item to invite questions asked of or by council members.

The agenda shall be sent to 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/guardians and other interested persons. The only necessary items to be recorded in minutes are actions of the 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 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 parish school advisory council generally works toward consensus. That approach includes the following:

- ▶ altering a proposal until it accommodates the group;
- ▶ utilizing three responses to proposals — can accept; prefer another, but can live with this; or cannot accept;
- ▶ discussing a variety of factors and approaches that could change a proposal as needed;
- ▶ listening to and involving each person within the discussion.

CONSTITUTIONS AND BYLAWS

Each parish school advisory council shall have a written constitution and bylaws. These documents shall be approved by the Catholic Schools Office when initially written and when revised. A copy of these documents shall be given to the parish council.

The constitution shall include the following elements:

- ▶ title — name of the parish school advisory council
- ▶ purpose — responsibilities as previously indicated
- ▶ membership — number of members; requirements (parents/guardians, 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 personnel and members of household; other conflict-of-interest situation)
- ▶ officers — titles; who can be elected; term of office
- ▶ meetings — frequency; quorum
- ▶ relationships — as previously indicated
- ▶ committees — standing committees; appointment of ad hoc committees; eligibility for committee membership

Bylaws shall include the following:

- ▶ 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
- ▶ membership — time and process of annual election; resignation, terminations; filling vacancies
- ▶ officers — process of election; responsibilities of each office
- ▶ meetings — regular meetings open; stipulations concerning visitors; definition of executive session; procedure for calling special meetings; meeting procedure; basic meeting format
- ▶ committees — functions
- ▶ amendments — process

Local parish school advisory council documents may vary, but must always reflect diocesan policies.

July 1, 2021

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Home and School Associations

DSP 9401

HOME AND SCHOOL ASSOCIATIONS

PURPOSE AND NATURE

To enable the parent/guardian partnership role to become a reality in education, every diocesan Catholic school shall have an effective home and school association. The objectives of the association shall 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 and school association is neither policy-forming nor primarily a fundraising body. It is an organization that fulfills its purpose by supporting the school and collaborating with faculty and school personnel. This association shall refrain from discussing policies and issues, which is the role of the parish 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 association.

AUTHORITY

The home and school association works in cooperation with the school administrator/principal. As determined by canon law, all home and school association decisions are subject to final approval by the pastor.

CONSTITUTION AND BYLAWS

Each home and school association shall have a written constitution and bylaws. These documents, when initially written or revised, shall be approved by the Catholic Schools Office. A copy of these documents is given to the parish school advisory council and parish pastoral council.

Elements in a constitution shall include the following:

- ▶ name of organization
- ▶ objectives — including those previously indicated
- ▶ membership — eligibility
- ▶ officers — titles; eligibility for office; term of offices
- ▶ executive committee — composition; responsibilities
- ▶ general meeting — number of meetings

Bylaws shall include the following:

- ▶ officers — duties; process of election
- ▶ meetings — order of business; procedures
- ▶ standing rules — dues; reports
- ▶ amendments — process

Local association documents may reflect any options that adhere to diocesan policies.

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Diocesan Advisory Student Council

DSP 9501

DIOCESAN ADVISORY STUDENT COUNCIL

The Diocesan Advisory Student Council is constituted by the bishop for the purpose of recommending policy, organizing events and suggesting programs to meet the emerging needs of all students.

The Diocesan Advisory Student Council shall include, among its functions to:

- ▶ serve as a resource to the bishop and his delegates in regard to the needs and issues related to students and youth;
- ▶ suggest policies which provide direction for all ministries to students and youth;
- ▶ provide planning and determine the execution of all diocesan-wide activities held for diocesan Catholic school students; and
- ▶ participate in any other activities as determined by the bishop and/or his designee.

July 1, 2023

STATUTES AND GUIDELINES OF CONSULTATIVE COUNCILS: Diocesan Advisory Student Council

DSR 9501

DIOCESAN ADVISORY STUDENT COUNCIL

The Diocesan Advisory Student Council shall be comprised of 10 students from fifth through eighth grade, and nine students from the three high schools. Students will serve one-year terms and meet at least four times during the year, with one in-person meeting at the Chancery office.

Diocesan Catholic school administrators/principals, using a process determined at the school level, shall nominate members to the Diocesan Advisory Student Council. Nominees must be in good standing academically and behaviorally.

Each year, 10 diocesan elementary schools representing each deanery, will be asked to provide nominees, as well as three students from each of the three high schools. A student from each elementary school will serve every 3-4 years.

July 1, 2023



APPENDIX

Policy and Regulation Manual for Diocesan Catholic Schools

REVISED JULY 1, 2022

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APPENDIX #1530

Media Authorization Form

For good and valuable consideration, the sufficiency of which is hereby acknowledged, I/we, the undersigned, grant to the Diocese of Jefferson City and all of its affiliated entities ("diocesan entities") the right to publish, reproduce and display photographic images, video images and/or audio recordings of _____ ("individual") for use in all media, electronic or otherwise, in connection with publications, advertisements and/or web pages of diocesan entities, provided that diocesan entities are not authorized to sell or otherwise distribute such photographic images, video images or audio recordings to any other person or entity without my/our consent. I/We understand that diocesan entities may associate the photographic image, video image or audio recording with the first name of individual and the name of the parish or school where individual is a student or parishioner, however, no name of individual will be associated with any photographic image, video image and/or audio recording contained on any web pages. I/We further acknowledge and agree that neither I nor individual, if individual is a minor, has or shall have any ownership interest in any informational or advertising material which utilizes, incorporates or consists of the photographic images, video images and/or audio recordings or in any copyright embodied therein.

Individual

_____	_____	_____
Individual Name (please print)	Individual Signature	Date

Parent/Guardian *(if individual is under 18, parent/guardian must sign)*

_____	_____	_____
Parent/Guardian Name (please print)	Parent/Guardian Signature	Date

APPENDIX #2005

Job Description – Superintendent of Catholic Schools

The superintendent is responsible to the bishop. Duties include, but are not limited to, the following:

- ▶ articulate a statement of philosophy, goals and objectives of Catholic school education and to assist schools in implementing these guiding principles
- ▶ facilitate communication and coordination between the diocesan Catholic Schools Office and the local schools; communicate and work with pastors regarding schools and related issues
- ▶ assist administrators/principals with administrative and supervisory concerns; provide assistance regarding the accessibility and contents of government programs and school law issues
- ▶ sign, as the bishop's delegate, employment contracts of all administrators/principals and teachers to ensure their correct form and usage
- ▶ provide as necessary, or as requested by the bishop, special assistance to newly-assigned pastors as they assume responsibility for a parish school
- ▶ provide in-services for parish school advisory council members in the functions, duties and responsibilities of the council; review and approve new or substantially-revised constitutions and bylaws of parish school advisory councils and home and school associations
- ▶ provide procedures for interviewing and hiring teacher and administrator/principal applicants and coordinate the interview process for applicants; coordinate preparation programs and/or internship experiences for potential administrator/principals; provide orientation for administrator/principals new to the diocese; provide procedures for regular evaluation of school principals;
- ▶ maintain school administrator/principal personnel files, both active and inactive;
- ▶ establish a means of providing accurate statistics regarding students, personnel and other school data; study educational trends and to advise the bishop regarding future needs of educational facilities or structures and possible changes of facilities or structures; provide to the bishop and to the local Church community regular reports concerning the schools and other information as deemed necessary;
- ▶ regularly meet and communicate with administrators/principals; inform local communities of the contributions of Catholic education and important developments; communicate with the Missouri Catholic Conference; respond to mail, phone and email inquiries
- ▶ coordinate and encourage the efforts of all leaders engaged Catholic education
- ▶ serve as representative to the Diocesan Excellence in Education Fund (DEEF) board
- ▶ coordinate formal orientation for teachers new to the diocese; provide and coordinate an annual teachers' institute; coordinate annual in-services for teachers in the diocese; provide procedures to ensure that every diocesan Catholic school holds an annual faculty retreat approved by the superintendent;
- ▶ perform other appropriate duties as assigned by the bishop

Superintendent Name (please print)

Superintendent Signature

Initial Date

APPENDIX #2102

Guidelines for Local Search and Selection Process Diocesan Catholic School Administrator/Principal

SEARCH COMMITTEE DEVELOPMENT

APPOINTMENT/FORMATION OF LOCAL SEARCH COMMITTEE

The pastor should meet with the parish school advisory council to seek assistance to form a local search committee. The pastor and/or council president should outline the responsibilities of the search committee and gather input on the characteristics/skills that should be considered for the new administrator/principal. After consultation with the council, the pastor and council should appoint a search committee. The committee may consist of all or some of the council members and/or others that the pastor and council believe would be appropriate. Teachers employed by the school and the current administrator/principal are not to be appointed to the committee.

RESPONSIBILITIES OF THE COMMITTEE

The search committee is responsible for all preparatory work, local advertising and recruiting, screening of applications, planning and conducting interviews, and making recommendation of potential candidates to the pastor.

COMMITTEE SIZE

The size of the search committee should be large enough to have a broad perspective, but small enough to be able to meet when needed. Four to eight members plus the pastor as an ex-officio member is suggested.

PASTOR'S ROLE

The pastor is an ex-officio member of the search committee. He may, but is not required, to chair the committee.

CHAIRPERSON AND COMMUNICATIONS

Either the pastor or parish school advisory council president should assume the role of chairperson, or appoint a chairperson. Ordinarily, the chairperson serves as the contact person to receive communications from interested candidates and to maintain contact with the superintendent. If communications can be facilitated through the rectory, the pastor could be named as the contact person.

CLERICAL ASSISTANCE

If the appointed chairperson is unable to manage related correspondence, a committee member may be designated to serve as secretary. The school secretary should not serve in this capacity.

ASSISTANCE OF OUTGOING ADMINISTRATOR/PRINCIPAL AND TEACHERS

The outgoing administrator/principal may be consulted to provide input regarding the responsibilities/role of the position, conduct tours of the school for applicants, etc. A small group of teachers may meet with strong candidates to give a teacher's perspective. However, neither the outgoing administrator/principal nor teachers should have access to applications.

ASSISTANCE OF PARISH SCHOOL ADVISORY COUNCIL

The parish school advisory council should have a written principal salary schedule or guide for determining salary. During the process, the committee may need this information to determine the interest of certain candidates. (See DSP 2510). After the search committee has prepared an announcement for hire, all parish school advisory council members can actively advertise the position and invite qualified persons to apply.

SEARCH COMMITTEE PREPARATORY WORK

ADMINISTRATOR/PRINCIPAL'S ROLE AND RESPONSIBILITIES

Member of the search committee should familiarize themselves with the roles and responsibilities of the administrator/principal. Qualifications for the administrator/principal position can be found in DSP 2108. Any input from the parish school advisory council may be taken into consideration when developing the job description.

TIMELINE

The search committee should develop a timeline for the search and selection process. The timeline should include the beginning/ending dates for advertising and recruitment; deadline for applications; timeframes for screening, interviews, and review of credentials; and reporting of recommendations for potential candidates.

INFORMATION AVAILABLE TO CANDIDATES

Informational material should be made available to applicants. The committee may use existing material or develop new material. A full information packet can be may be obtained from the Catholic Schools Office. This information may include, but is not limited to the following:

- ▶ philosophy of the school and description of the school facilities
- ▶ description of the parish community (including geographic, historical, religious, and socio-economic facts)
- ▶ roles of the pastor, parish school advisory council, home and school association and other support groups
- ▶ student enrollment, grade levels and descriptions of special programs/curriculum
- ▶ number and assignments of current faculty
- ▶ current school budget

ADVERTISING, RECRUITMENT AND SCREENING

After the job description is developed, the committee should determine appropriate advertising copy and consider various advertising/recruitment methods. These could include local and diocesan newspaper ads, websites, social media and job boards. A format for screening applications should be developed, while maintaining confidentiality. A checklist may be used for assessing completeness of application materials (e.g., references, letters of recommendation, etc.), meeting qualification expectations and criteria for interview invitations.

INTERVIEWS AND RECOMMENDATIONS

Interviews with applicants should be scheduled in accordance with the pre-determined timeline. An interview form may be developed with a focus on ethics and priority characteristics/skills. After the initial interviews, the committee should make a recommendation of potential candidates to the pastor. Approval from the diocesan Catholic Schools Office is required before a potential candidate is considered. Ideally, a new administrator/principal would be named before teacher contracts are presented (March 1) or at least before the return date for teacher contracts (March 15).

APPENDIX #2109

Catechist Certification Requirements for Diocesan Catholic School Teachers

At the core of the mission of Catholic schools is catechesis — nurturing faith within the Christian community through instruction, personal witness, prayer and example. All who work in a Catholic school are ministers of the Catholic faith. School administrators/principals are required to be catechist certified, and faith leaders in their school community. Catechist certification is also required of all teachers within three years of hire, per diocesan policy (DSP 4112). All other educational staff are required to complete classes designed to create a core knowledge on the basis of the faith. Each school administrator/principal, teacher and educational staff member is responsible for their own progress toward certification.

The Diocese of Jefferson City offers the Franciscan at Home program for certification through the Catechetical Institute at Franciscan University of Steubenville. All diocesan parishes and schools are registered institutions through this program. Comparable classes and programs may be used for credit with the approval of the administrator/principal and Catholic Schools Office. (See franciscanathome.com/jeffersoncity.)

After completion of catechist certification, school administrators/principals and teachers are required to complete 45 clock hours of ongoing formation every three years. Educational staff who have completed the Tier 1: Basis of the Faith training are required to complete 5 hours of ongoing faith formation each year.

There are four tiers of certification based on the Franciscan at Home program (a comparable program may be developed at the local level with approval of the administrator/principal and the Catholic Schools Office):

TIER 1: BASIS OF THE FAITH (REQUIRED FOR ALL FACULTY AND EDUCATIONAL STAFF)

- ▶ Core Workshops — Sacred Scripture: The Big Picture; The Sacrament of the Eucharist; and The Kerygma: Key Doctrines

TIER 2: (REQUIRED FOR ALL FACULTY REGARDLESS OF THE SPECIFIC RELIGION CLASS TAUGHT)

- ▶ Basis of the Faith core workshops
- ▶ Mission — Mission of Catholic Schools and the Role of Teachers; The Human Person; and The Human Person in God's Plan
- ▶ Doctrine — An Introduction to Objective Truth; and Understanding the Liturgy
- ▶ Methods — Teaching to Form vs. Inform; and Preventive System of St. John Bosco
- ▶ Two additional electives

TIER 3: CATECHIST LEVEL (REQUIRED FOR ALL TEACHERS RESPONSIBLE FOR RELIGION OR THEOLOGY CLASSES)

- ▶ Basis of the Faith core workshops
- ▶ Mission — The Mission of Catholic Schools and the Role of Teachers; The Human Person; and The Human Person in God's Loving Plan
- ▶ Doctrine — Choose four Doctrine electives

- ▶ Methods — The Evangelizing Classroom; Pedagogy of Revelation and the Response of Faith; and Liturgy and Catechetical Methodology
- ▶ Two additional electives

TIER 4: ADMINISTRATOR LEVEL (REQUIRED FOR ALL SCHOOL LEADERS)

- ▶ Basis of the Faith core workshops
- ▶ Mission — The Mission of Catholic Schools and the Role of Teachers; The Human Person; and The Human Person in God's Loving Plan
- ▶ Doctrine — Choose four doctrine electives
- ▶ Methods for Leadership — The Educational Leader in a Catholic Setting; and Adult Faith and Moral Development
- ▶ Two additional electives

Credit will be given to teachers and administrators/principals already certified. Teachers and administrators/principals holding a theology degree from a Catholic college/university will be considered catechist certified. Credit will also be given for classes already taken towards certification. Credit may also be given for college-level theology classes, ongoing workshops, classes or retreats upon approval by the Catholic Schools Office.

Monitoring of classes taken through the Franciscan at Home program may be done online. Whichever program is used, school administrators/principals should monitor teachers' progress to ensure they are on track for timely completion. Upon a teacher's completion of the required courses, administrators/principals should notify the Catholic Schools Office. A certificate of completion will be issued for the teacher, and should be kept in the teacher's personnel file at the school. In very rare cases, teachers may be given an extension for class completion, through an appeal in writing to the Catholic Schools Office.

An electronic form will be provided for administrators/principals to track continuing faith formation for teachers who have completed their certification. Administrators/principals are to continue their faith formation annually after certification, using the same methods and forms for tracking.

APPENDIX #2112

Job Description — Administrator/Principal

DESCRIPTION

The school administrator/principal is the school's chief administrator and leader. The administrator/principal is responsible for facilitating a Christian environment conducive to quality education and is accountable to the pastor and the diocesan superintendent. The administrator/principal's role is a position of leadership and administrative authority in all educational and related matters within the school. When appropriate, the administrator/principal offers consultation regarding school matters to the parish school advisory council and related organizations.

ELIGIBILITY REQUIREMENTS

- ▶ practicing Catholic
- ▶ master's degree, with courses in school administration consistent with state requirements for administrator/principals and holds or is seeking State of Missouri certification
- ▶ completed at least three years of successful teaching

COMPETENCIES AND SKILLS

- ▶ exhibits familiarity with teachings of Vatican II and trends in contemporary religious education
- ▶ nourishes personal faith life through prayer, scripture and attention to gospel values
- ▶ interacts effectively with people as a administrator, leader, and manager
- ▶ initiates appropriate change to improve the educational program
- ▶ analyzes and considers alternative solutions to problems
- ▶ manages time effectively
- ▶ exhibits composure and reason appropriate to decision making

JOB DUTIES

SPIRITUAL LEADERSHIP

- ▶ Committed and loyal to the Church as a believing and practicing Catholic; prayerful, faith-filled, and committed to spiritual growth:
 - familiar with and creates an environment where the process of faith and moral development, and content and methods of religious education can be applied
 - knows and applies Church documents and other religious sources as they relate to schools
 - capable of providing opportunities which foster the spiritual growth of faculty, students, and other members of the total school community, especially by leading the school community in prayer
 - capable of integrating gospel values and Christian social principles into the curriculum and the life of the school
 - capable of extending the hospitality of the school community to others within the parish
 - capable of recognizing and providing for cultural and religious differences within the entire school community

- ▶ Committed to the philosophy of Catholic education:
 - capable of facilitating the shaping, sharing, and implementing of the school's educational mission statement which reflects the unique Catholic character of the school
 - promotes effective student self-discipline consistent with Christian principles
 - maintains an orderly environment that promotes self-discipline consistent with Gospel values and Christian principles
 - monitors student behaviors and attitudes to detect potential problems
 - establishes, implements and evaluates with teachers, parents/guardians and students (as appropriate) policies and procedures for handling and correcting discipline problems

RELATIONSHIPS WITH OTHER GROUPS AND THE COMMUNITY

- ▶ Maintains open communication by informing, updating, inquiring and receiving feedback:
 - cooperates in planning and implementing common activities with the parish and/or other schools in the area
 - provides definite vehicles of communication
 - provides opportunities for parent/guardian conferences and in-services
 - provides appropriate opportunities for participation on parish and school committees
- ▶ Encourages teachers, students and parent/guardians to make the school's quality program known through a variety of media
- ▶ Establishes a program of recruitment
- ▶ Cooperates with the superintendent in all professional areas related to the school

PERSONNEL

- ▶ Recruits, selects, assigns and renews and/or terminates all professional and supportive staff, both part and full-time, keeping in mind the religious mission of the school:
 - prepares and recommends salary scales
 - assigns teachers and supportive staff based on job descriptions
 - properly orients staff
 - assigns and hires substitute teachers
 - keeps appropriate personnel records
- ▶ Coordinates and implements a scheduled plan of formal and informal supervision of all staff
- ▶ Develops and sustains a cooperative, collegial faith community atmosphere where prayer, service, celebration and future planning are evident:
 - publishes faculty handbooks
 - schedules and conducts faculty meetings
 - provides in-service education

INSTRUCTIONAL PROGRAM

- ▶ Develops and implements with school personnel and others, the school philosophy, goals and objectives
- ▶ Annually coordinates annually school improvement goals, as well as teacher and administrator/principal professional improvement goals

- ▶ Selects, schedules, implements and evaluates the total school curriculum
- ▶ Provides continuous improvement of school programs through in-services

STUDENTS

- ▶ Promotes a Catholic environment where students experience the Gospel message.
- ▶ Arranges systematic procedures for continual assessment of the religious, academic, cultural, social, physical and emotional growth of the students:
 - ensures appropriate placement of students
 - ensures effective communication regarding student progress and needs
 - directs guidance and discipline services
 - utilizes available counseling services
 - participates in diocesan testing program
 - supervises the reporting of student progress
 - maintains accurate student records
 - establishes absence and tardiness procedures
 - maintains dress code
 - oversees student transportation
 - establishes procedures for conducting activities directly under the sponsorship of the school
 - supervises the interscholastic programs of the school

MANAGEMENT

- ▶ Prepares a budget consistent with the long and short-range goals of the educational program:
 - monitors the dispersal of approved funds
 - maintains an accurate accounting system
- ▶ Maintains an inventory of all equipment, supplies and materials for instruction:
 - purchases equipment
 - provides adequate storage
 - takes responsibility for maintenance of equipment
- ▶ Supervises the operation of the school plant in accordance with federal and state law, fire regulations and local building code:
 - studies and recommends necessary modification of buildings
 - supervises and directs custodial and maintenance services
 - assures a high standard of cleanliness, lighting and heating/cooling for safety and comfort within the school plant
- ▶ Supervises the activities of all school personnel – secretarial, lunch program, etc.
 - recruits, hires and terminates all auxiliary personnel
 - schedules use of facilities in cooperation with parish affairs
 - maintains an organized office
 - oversees the completion of State of Missouri and diocesan forms and reports
 - prepares all calendars and schedules

- ▶ Plans the day-to-day operations with an eye to the future
- ▶ Initiates policies and implements those established through the parish and diocese

PROFESSIONAL DEVELOPMENT

- ▶ Keeps active in relevant professional organizations (e.g. National Catholic Education Association).
- ▶ Seeks continuously to improve professional performance.
- ▶ Seeks information regarding developments in administration and educational innovations.
- ▶ Keeps updated on federal, state and local laws, regulations and programs as applicable to Catholic schools.
- ▶ Attends the NCEA convention when financially feasible.

COMPLIANCE

Responsible for compliance with all areas addressed in the their contract/service agreement and policies and regulations of the Diocese of Jefferson City and parish.

SPECIAL AREAS OF RESPONSIBILITY

- ▶
- ▶
- ▶
- ▶
- ▶
- ▶
- ▶
- ▶
- ▶

Administrator/Principal Name (please print)

Administrator/Principal Signature

Initial Date

APPENDIX #2132

Employment Contract Modification Form (including release)

Person initiating modification: ☐ employee ☐ employer ☐ mutual request

It is hereby requested that the contract of _____
(Employee Name)

entered into on _____ with _____ be modified.
(Date of Initial Contract Signed by Pastor) (Parish/School Name or Institution)

Modifications requested: _____

Reason(s) for modification: _____

Conditions to be completed and/or breach of contract fee to be paid before release:

Proposed effective date of modification: _____

Signatures:

(Signature of Employee)

(Date)

(Signature of Administrator/Principal, if modification is for teacher)

(Date)

(Signature of Pastor)

(Date)

This contract modification was reviewed as to form.

By _____ on _____
(Signature of Superintendent) (Date)



APPENDIX #2220

Job Description — Teacher-in-Charge

Responsible to: Pastor in the absence of a school administrator/principal

QUALIFICATIONS

- ▶ Able 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
- ▶ A full time teacher that understands and works within the school administrator's/principal's philosophy

DUTIES

Includes, but is not limited to, the following:

- ▶ handles crisis situations
- ▶ handles emergencies such as accidents, severe and sudden health problems, major weather changes
- ▶ approves any student or faculty arrival or departures – either previously approved by the school administrator/principal or of an emergency nature
- ▶ handles deliveries of materials
- ▶ ensures communication regarding urgent matter (e.g., with law enforcement checking on a missing student)
- ▶ ensures locking of files, checking lights and other tasks related to building supervision
- ▶ handles serious discipline issues

If at all possible, the teacher-in-charge should consult with the pastor or Catholic Schools Office for emergency and/or critical decisions.

Teacher Name (please print)

Teacher Signature

Initial Date

APPENDIX #2350

Administrator/Principal Handbook Acknowledgement

I acknowledge that all handbooks distributed by _____ School
are compliant with the Diocesan Catholic Schools Policy and Regulation Manual, and include access to the policies
listed in DSR 2350.

Administrator/Principal Name (please print)

Administrator/Principal Signature

Date

Faculty Handbook Acknowledgement

Name of School

City

I acknowledge that I have received a copy of the Faculty Handbook. I understand that it contains important information about the school's general policies and regulations and about my privileges and obligations as a faculty member.

I acknowledge and understand that this Handbook is neither a contract nor a legal document, and that revisions to this Handbook may occur at any time.

I further acknowledge that I have read and understand this Handbook and agree to comply with the policies and regulations contained within it.

Faculty Name (please print)

Faculty Signature

Date

(A copy of this Faculty Handbook Acknowledgement is to be signed and returned to the school office.)

Parent/Guardian Handbook Acknowledgement

Name of School

City

I acknowledge that I have received a copy of the Parent Handbook. I understand that it contains important information about the school's general policies and regulations and about my privileges and obligations as a parent/guardian.

I acknowledge and understand that this Handbook is neither a contract nor a legal document, and that revisions to this Handbook may occur at any time.

I further acknowledge that I have read and understand this Handbook and agree to comply with the policies and regulations contained within it.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

(A copy of this Parent/Guardian Handbook Acknowledgement is to be signed and returned to the school office.)

APPENDIX #4102

Job Description – Teacher

RELIGIOUS ATMOSPHERE

- ▶ Provide a good Christian model and example in one's attitudes and actions
- ▶ Encourage spiritual growth in students by developing inner discipline, character, morals and values
- ▶ Provide leadership in living and celebrating life and liturgies

TEACHING RESPONSIBILITIES

- ▶ Prepare daily lesson plans in all required subjects
- ▶ Prepare instructional activities allowing for individual differences among the students assigned
 - use small group and individualized instruction as a mode of instruction
 - provide opportunities for the enhancement of the students' self concepts
 - assist students to resolve learning difficulties
- ▶ Develop evaluation techniques that are appropriate to class and individual student objectives
 - prepare adequately for parent/guardian conferences
 - keep reliable set of records in order for review by administrator/principal, department chair and parent/guardians
 - call for individual conferences with resource personnel whenever consultation with the administrator/principal determines need
- ▶ Encourage integrated instruction whenever possible
 - plan experiences which include various disciplines
 - incorporate the humanities and fine arts
 - provide opportunities for critical thinking, problem solving and the development of study skills
- ▶ Provide a secure, comfortable learning environment
 - maintain a neat classroom
 - encourage a love of learning
 - prepare attractive atmosphere of learning
- ▶ Take responsibility for the care of instructional materials and equipment

SUPERVISORY RESPONSIBILITIES

- ▶ Supervise students in accordance with the building regulations established
 - provide supervision in areas to which his/her students are assigned
 - encourage students to conduct themselves in the manner and mode of conduct which has been defined as acceptable by the administrator/principal and personnel
 - accept and perform supervisory duties as assigned
 - supervise and discipline regardless of grade level or subject
- ▶ Share in responsibility for safety and health of each student

PROFESSIONAL

- ▶ Carry his/her share of professional duties as assigned by the administrator/principal
 - attend all faculty and other required meetings according to the areas of responsibility
 - participate actively in school committee assignments
 - earn and maintain catechist certification
- ▶ Continue personal, professional growth
 - complete necessary credits to keep teaching license updated
 - read professional magazines to stay updated in the field of education
 - attend workshops and seminars in related fields for personal and professional development
- ▶ Support policies and regulations of the school and those applicable to the Diocese of Jefferson City

_____	_____	_____
Teacher Name (please print)	Teacher Signature	Initial Date

Annual Certification of Job Description

Year	Initials	Year	Initials	Year	Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

APPENDIX #4135

Separation of Employment Form

NOTE: This form is to be completed whenever there is a separation of employment from a diocesan Catholic school, regardless of reason, including, but not limited to resignation, non-renewal, dismissal, illness or death. One copy of the form is to be given to the teacher, one copy is retained by the school and the original is sent to the Catholic Schools Office by no later than one week after the separation.

_____	_____	_____	_____
Last Name of Teacher	First	Middle	Maiden
_____	_____	_____	_____
Home Address	City	State	Zip
_____		_____	
School Name		School Code	
_____	_____	_____	_____
School Address	City	State	Zip
Date of initial employment _____		Last day of employment _____	
MM/DD/YYYY		MM/DD/YYYY	

Teaching assignment(s) during employment _____

Reason for separation of employment: (please check one)

- ☐ Teacher resigned (attach letter of resignation)
- ☐ Teacher has been discharged (attach letter of discharge)
- ☐ Teacher was not presented a new contract (attach written notice of non-renewal)
- ☐ Other (please explain) _____

If it is known that the teacher is being hired in another Catholic school in the diocese, please indicate:

_____	_____
School Name	City

Additional Remarks _____

_____	_____	_____
Administrator/Principal name (please print)	Administrator/Principal Signature	Date

- ☐ Letter of recommendation attached ☐ Contact administrator/principal for letter of recommendation

Eligible for rehire (select one) ☐ Yes ☐ No



APPENDIX #4320

Performance-Based Teacher Evaluation (PBTE) Summative Evaluation

Teacher's Name _____ School Year _____ Date _____

School _____ City _____

Position _____ ☐ full-time ☐ part-time

Status of Teacher (check one): ☐ novice teacher (1-3 years) ☐ experienced teacher (4+ years)

Key:

I = Ineffective

Performance is below established criteria

D = Developing

Performance meets criteria expected of a novice professional or an introductory skill for a veteran teacher

E = Effective

Performance meets established criteria

X = Exemplary

N/A

Not applicable

I. FAITH COMMUNITY

	I	D	E	X	N/A
A. Supports the formal religious education program and implements the mission/philosophy					
B. Models Gospel values through participating in prayer and service opportunities					
C. Participates in building the faith community with a cooperative spirit					

Comments (strengths/areas of concern):

II. INSTRUCTIONAL PROCESS

	I	D	E	X	N/A
A. Demonstrates evidence of short- and long-term planning; linking the students' prior knowledge to diocesan curriculum, learning objectives and instructional guidelines					
B. Presents classes clearly and effectively by communicating learning objectives and employing a variety of teaching strategies					
C. Creates a climate conducive to learning by maintaining a safe environment, establishing effective classroom routines and actively engaging students in the learning process					
D. Uses a variety of assessment tools that reflect the level of student knowledge resulting in prompt and accurate feedback					

Comments (strengths/areas of concern):

III. INTERPERSONAL RELATIONSHIPS

	I	D	E	X	N/A
A. Works and interacts cooperatively and professionally with administration, staff, parents/guardians and students					
B. Recognizes and discerns the importance of confidentiality when dealing with sensitive issues and concerns					
C. Facilitates and communicates effectively and promptly with the school community					

Comments (strengths/areas of concern):

IV. PROFESSIONAL RESPONSIBILITIES

	I	D	E	X	N/A
A. Adheres to the following: contract agreement, emergency procedures, diocesan and school policies, copyright guidelines and attends extracurricular activities throughout the year					
B. Participates and completes in-service activities and professional development to maintain religious education and state certification					

Comments (strengths/areas of concern):

My signature indicates I have seen and discussed the evaluation with my administrator but it does not necessarily imply agreement with the ratings. I understand I am free to attach any written comments I may have regarding the evaluation report.

_____ Teacher Name (please print)	_____ Teacher Signature	_____ Date
_____ Administrator/Principal Name (please print)	_____ Administrator/Principal Signature	_____ Date

Revised May 2022

APPENDIX #4701

Letter of Employment for Non-Contract Employees

2020 revised form, all previous forms invalid

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE, ZIP]

Dear [SALUTATION],

This letter confirms that you will be employed by [NAME OF PARISH OR MULTI-PARISH INSTITUTION] commencing on [FIRST DATE OF SERVICE] as [TITLE]. Your duties have been discussed with you, but they are more completely described in the attached job description.

For your services, you will be paid an hourly wage of \$[DOLLAR AMOUNT] (or) a salary based upon a pro-rated annualized basis of \$[SALARY]. The employer issues paychecks every two weeks.

As a full-time employee you will be entitled to 10 paid sick days and one personal day per year. At the discretion of the pastor, more than one of the 10 days of paid leave may be used for personal leave. A maximum of 30 sick days may be accumulated in addition to the 10 yearly sick days. If you are a part-time employee, these leave provisions are pro-rated proportionally. As an employee you will be allowed to participate in the diocesan hospital/medical, dental and retirement benefit programs if you meet the eligibility requirements. A separate written application or waiver is required for hospital/medical and dental programs. Only the diocesan benefits coordinator can determine the eligibility, coverage and effective date of participation in the diocesan benefit programs. Following is the list of additional benefits currently provided by your employer:

[ADDITIONAL BENEFITS]

As an employee, you are subject to the rules, regulations and policies of the parish and the diocese. As an employee in a diocesan Catholic school, you agree that as a condition of employment, you will support and exemplify in expression, teaching and conduct, Catholic doctrine and morality and must be consistent in expression and example with the teaching and practice of the Catholic faith. Further, you shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith. The determination as to whether you meet this condition of employment shall be resolved at the sole discretion of the pastor, after consultation with the superintendent.

This letter is to detail for you some of the terms and conditions of your employment. NOTHING CONTAINED IN THIS LETTER EITHER EXPRESSED OR IMPLIED IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT. THEREFORE, YOU ARE AT ALL TIMES CONSIDERED TO BE AN AT-WILL EMPLOYEE. THIS MEANS THAT YOU OR THE EMPLOYER CAN TERMINATE THIS AGREEMENT AND EMPLOYMENT FOR ANY OR NO REASON, EITHER AT THE WILL OF THE EMPLOYER OR YOU.

If you have any questions regarding your employment at any time, please do not hesitate to inquire.

Very truly yours,

[SIGNATURE OF PASTOR]

[SIGNATURE OF SUPERVISOR]

[NAME OF PASTOR]

Pastor, [NAME OF PARISH]

[NAME OF SUPERVISOR]

[TITLE]



APPENDIX #5105

2023-2024 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines/schedules).
- To remain in school, students “in progress” must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	2	2

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
- First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
- There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
- First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

APPENDIX #5202

Power of Attorney

I, _____, have this day, made, constituted and appointed, and by these presents do make, constitute and appoint _____ to be my true and lawful attorney-in-fact for purposes of making decisions for the well being of my **[SON/DAUGHTER]** _____ ("**[SON/DAUGHTER]**"). This power of attorney authorizes _____ to make medical decisions for the care of my **[SON/DAUGHTER]** and to speak directly with those persons who provide medical care. This power of attorney also authorizes _____ to pick-up and drop-off my **[SON/DAUGHTER]** at **[NAME OF SCHOOL]**, to speak with **[NAME OF SCHOOL]** teachers and administration about my **[SON/DAUGHTER]**, to receive grade reports and other school communications, and to authorize field trips and other school activities.

This power of attorney shall expire on the _____ day of _____ 20_____.

Executed by me as of the _____ day of _____ 20_____.

[NAME]

STATE OF MISSOURI)
) SS.
COUNTY OF _____)

On this _____ day of _____ 20_____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that **[he/she]** executed the same as **[his/her]** free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the City and State aforesaid, the day and year first above written.

Notary Public

My term expires:



APPENDIX #5230

Family/Student Health and Emergency Information

List Names of Students:

_____	_____	_____
(last name/first name)	(last name/first name)	(last name/first name)
Parent/Guardian #1 _____	Home Phone _____	
Address _____	Cell Phone _____	
Employment _____	Work Phone _____	
Parent/Guardian #2 _____	Home Phone _____	
Address _____	Cell Phone _____	
Employment _____	Work Phone _____	

Persons to contact if parent/guardians are not available:

Name: _____ Relationship: _____ Phone: _____

In the event of an emergency (earthquake or other disaster) release my children to (complete only if different from the above):

Name: _____ Relationship: _____ Phone: _____

Family Doctor _____ Phone _____
Family Dentist _____ Phone _____
Hospital Preference _____ Phone _____
Health Insurance: ☐ Private/Group ☐ Medicaid ☐ No Health Insurance

Financial assistance is available, for those who qualify, for dental and/or eye care, shoes and immunizations. If you would like more information on this, please contact the school administrator/principal. **The school is required to have current and complete immunization records on each student by the first day of school.** Vision and hearing screenings will be performed annually. Scoliosis (curved spine) screenings will be performed during the fall of each school year for both boys and girls in grades 6 through 8. If you do not want your child screened, please notify the school.

The school will never dispense internal medication at the request of a student. **No aspirin/Tylenol will be dispensed.** In response to parent/guardian request, the school will ensure that medication is clearly labeled, be stored and dispensed by a responsible adult. Often this request is a temporary one. If you wish to request this service on a regular basis, please explain:

The school will assist students who have minor accidents or ailments, by using ordinary external supplies such as bandages, antiseptic solution, adhesive tape, cold packs, etc. If you do not wish any of these supplies used for your child, please explain:

Authorization for School Officials in Case of Emergency — I authorize school officials to secure emergency treatment if I cannot be reached. I will assume responsibility for expenses incurred. Parent/guardian, add your initials by each student's name on the back.

_____	_____	_____
Parent/Guardian Name (please print)	Parent/Guardian Signature	Date

List students from oldest to youngest:

Student's Name _____
(Last) (First) (Middle) (Age) (Grade)

Birthdate (mm/dd/yyyy): _____ / _____ / _____ Social Security Number: _____ - _____ - _____

List health conditions or disabilities _____

List medications your child is allergic to _____

Other allergies (food, seasonal, band-aids, other) _____

Medications taken routinely _____ as needed _____

Any vision/hearing problems (wears glasses, contacts, hearing aid)? ☐ Yes ☐ No

Explain: _____

Physical exam Dental exam Immunization or boosters
in the last two years? ☐ Yes ☐ No in the last year? ☐ Yes ☐ No in the last year? ☐ Yes ☐ No

_____ (Type) _____ (Date)

Student's Name _____
(Last) (First) (Middle) (Age) (Grade)

Birthdate (mm/dd/yyyy): _____ / _____ / _____ Social Security Number: _____ - _____ - _____

List health conditions or disabilities _____

List medications your child is allergic to _____

Other allergies (food, seasonal, band-aids, other) _____

Medications taken routinely _____ as needed _____

Any vision/hearing problems (wears glasses, contacts, hearing aid)? ☐ Yes ☐ No

Explain: _____

Physical exam Dental exam Immunization or boosters
in the last two years? ☐ Yes ☐ No in the last year? ☐ Yes ☐ No in the last year? ☐ Yes ☐ No

_____ (Type) _____ (Date)

Student's Name _____
(Last) (First) (Middle) (Age) (Grade)

Birthdate (mm/dd/yyyy): _____ / _____ / _____ Social Security Number: _____ - _____ - _____

List health conditions or disabilities _____

List medications your child is allergic to _____

Other allergies (food, seasonal, band-aids, other) _____

Medications taken routinely _____ as needed _____

Any vision/hearing problems (wears glasses, contacts, hearing aid)? ☐ Yes ☐ No

Explain: _____

Physical exam Dental exam Immunization or boosters
in the last two years? ☐ Yes ☐ No in the last year? ☐ Yes ☐ No in the last year? ☐ Yes ☐ No

_____ (Type) _____ (Date)

APPENDIX #5230-A

Authorization and Hold Harmless Agreement for Release of Student Information

The undersigned hereby authorize(s) and request(s) _____ **[CORPORATE NAME OF THE PARISH OR THE CORPORATE NAME OF THE SCHOOL]** ("School") to provide to _____ **[NAME OF THE SCHOOL TO BE RECEIVING THE RECORDS]** the records requested by _____ **[NAME OF THE SCHOOL TO BE RECEIVING THE RECORDS]**, including disciplinary records, relating to _____ **[NAME OF STUDENT]** that are maintained by School.

In consideration of School providing the information requested by _____ **[NAME OF THE SCHOOL TO BE RECEIVING THE RECORDS]**, the undersigned hereby releases and holds harmless School, the Diocese of Jefferson City and any of its and their employees, agents or representatives from any liability that may arise from the release of the information released pursuant to this Authorization.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date of Authorization

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date of Authorization

APPENDIX #5530

Bloodborne Pathogens Model Exposure Control Plan

POLICY

The _____ [PARISH/CITY] is committed to providing a safe and healthful environment for all staff. The following exposure control plan is designed to eliminate or minimize occupational exposure to blood-borne pathogens and other potentially infectious materials in the school setting. All employees must comply with this exposure control plan developed in response to R.S.Mo 191.640.

ADMINISTRATION

_____ is responsible for the implementation of this Exposure Control Plan (ECP).
_____ is responsible to maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: _____

Any school employee who is determined to have occupational exposure to blood-borne pathogens or other potentially infectious agents must comply with the procedures in this ECP.

_____ will maintain, and provide all necessary personal protective equipment (PPE), engineering controls, and waste disposal as required in this ECP. _____ is responsible for assuring that adequate supplies of PPE are available in appropriate sizes and amounts. Contact location/phone number: _____

_____ is responsible for ensuring that medical procedures required are performed, and that appropriate employee health and occupational safety and health compliance records are maintained. Contact location/phone number: _____

_____ is responsible for staff training regarding infection control in the school setting, and for making copies of the written ECP available for employees upon request.

OCCUPATIONAL EXPOSURE DETERMINATION

This is a list of job classifications in which employees in this school have been determined to have an occupational exposure. The list includes tasks and procedures that put the employee at risk (list may be modified for school as appropriate):

- ▶ School nurse — care of illness/injury, special care procedures including injections, suctioning, tube feedings, toileting, ostomy care, emesis clean up, care of non-intact skin and mucous membranes
- ▶ Teacher or teacher aide — care of illness/injury, care of students with emotional, mental or physical handicaps, special care procedures, diapering/toileting
- ▶ Speech therapists/teachers — biting incidents
- ▶ Physical and Occupational therapists — tooth brushing, cleaning mouth and nose secretions, emesis clean up
- ▶ Secretarial Staff — care of illness/injury
- ▶ Coaches and Physical Education — care of illness/injury
- ▶ Playground monitors — care of illness/injury
- ▶ Bus drivers — care of illness/injury
- ▶ Custodial/housekeeping staff — handling regulated waste cleaning of facility
- ▶ School administrators — combative behavior, biting incidents, care of illness/injury

Any person, full-time, part-time, contract, or volunteer whose job description includes providing first aid for illness and injury is covered under this law, and this exposure control plan.

IMPLEMENTATION

1. Universal Precautions

All employees will use universal precautions.

2. Handwashing and Handwashing Facilities

All employees are expected to use proper handwashing techniques. Frequent, adequate handwashing is the most important strategy for preventing the transmission of disease. Employees will be instructed in proper handwashing to include how, when, and use of substitutes if handwashing facilities are not immediately available.

Handwashing facilities must be readily available in classrooms where the exposure risk is expected. Alcohol-based hand sanitizers may be used when soap and water are not available, and employees instructed to properly wash hands as soon as possible.

3. Exposure Control Plan

Employees covered by this plan will receive an in-service when initially employed. The ECP will be reviewed annually at a required in-service. All employees will be able to review this plan at any time by contacting _____. If requested, a copy of the written plan will be provided free, and within 15 days.

_____ will be responsible for at least an annual review of the ECP, or more frequently if needed, to update tasks and procedures which impact occupational exposure and to reflect any new positions with occupational exposure.

4. Engineering Controls and Work Practices

Sharps containers are inspected, maintained or replaced by _____ every _____ or whenever necessary to prevent overfilling.

The following staff will be involved in identifying needed changes in engineering controls and work practices, and in evaluating new procedures or products to ensure effective implementation of this ECP: _____

5. Personal Protective Equipment (PPE)

Personal Protective Equipment is provided at no cost to employees. Training in the use of PPE for tasks or procedures will be provided by: _____. The following types of PPE are available to employees: _____

The PPE may be obtained through: _____

All employees using PPE must observe the following:

- ▶ wear appropriate gloves when it can be reasonably anticipated there may be contact with blood or other infectious material, and when handling or touching contaminated surfaces
- ▶ wash hands immediately or as soon as possible after removal of gloves or other PPE
- ▶ remove PPE after it becomes contaminated, but before leaving work area
- ▶ dispose of PPE in the appropriate containers (laundry, sharps disposal, waste containers)
- ▶ replace gloves if their ability to function as a barrier is compromised
- ▶ never wash or decontaminate disposable gloves for reuse
- ▶ if using utility gloves, they may be decontaminated if not cracked, peeling, torn, punctured or deteriorated in some manner
- ▶ wear appropriate face and eye protection when indicated
- ▶ immediately remove any garment contaminated by blood or other infectious material in a way that avoids contact with the outer surface

The procedures for handling used PPE are as follows (how and where to decontaminate equipment, container for disposable, contaminated PPE):

(insert school procedures for PPE use)

6. Housekeeping

- ▶ Regulated waste is placed in containers which can be closed, constructed to contain all contents without leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents when handled.
- ▶ Contaminated sharps are discarded immediately, or as soon as possible in containers that can be closed, puncture-resistant, leak-proof on sides and bottoms, and labeled or color-coded appropriately.
- ▶ Waste containers, including washbasins and emesis basins, are cleaned and decontaminated as soon as possible after contamination.
- ▶ Broken glassware is picked up by mechanical means, such as a brush and dustpan.
- ▶ Contaminated laundry will be handled by _____
- ▶ Contaminated laundry will be handled as little as possible. If wet, it will be placed in a leak-proof, labeled, and color-coded container when transporting. Employees will wear appropriate PPE when handling or sorting contaminated laundry.

7. Labeling Biohazard Materials

_____ will be responsible for ensuring warning labels are attached, or red biohazard disposal bags are used for appropriate handling of regulated waste or contaminated equipment.

8. Hepatitis B Vaccination

- ▶ _____ will be responsible for educating employees regarding hepatitis B vaccination, including the safety, benefit, efficacy, method of administration, and availability to employee.
- ▶ The hepatitis B vaccination is made available at no cost after staff education, and within 10 days of work assignment, to any employee identified as having occupational exposure.
- ▶ Vaccination is strongly encouraged unless the employee has already received complete series, antibody testing shows employee is immune, or medical evaluation shows that vaccination is contraindicated.
- ▶ Employees may decline vaccination, but they must sign a form declining vaccination. They may receive the vaccine at no cost at a later date, if requested. _____ is responsible for keeping required records related to hepatitis B vaccination.
- ▶ _____ will document whether the employee is at risk, and if they received the vaccine.
- ▶ Vaccination will be provided by _____ at _____.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

1. When an exposure incident occurs, contact _____ at _____.
2. An immediately available confidential medical evaluation of the incident will be provided by _____.
Following the immediate first aid, the Exposure Control Officer will:
 - ▶ document the route of exposure and how exposure occurred;
 - ▶ identify and document the individual who was the source of the exposure;
 - ▶ obtain consent and make arrangements for testing of individual that is the source of the exposure to determine infectivity of HBV, HCV, and HIV, and document that the individual's test results were conveyed to employee's health care provider (if the individual that is the source of the exposure is already known to be infected, no new testing is required);
 - ▶ assure that the exposed employee is provided with the information regarding that individual's infectious status, observing any applicable laws regarding confidentiality, disclosure and regulations concerning identification of the individual that is the source of the exposure; and
 - ▶ obtain consent and make arrangements for collecting and testing employee's blood, including HBV, HCV and HIV serological status as soon as possible (if the employee does not give consent for HIV testing when collecting the baseline sample, the sample must be kept for 90 days in the event the employee elects to have the blood tested for HIV).

ADMINISTRATION OF FOLLOW-UP OF EXPOSURE INCIDENT

1. _____ will ensure that the health care provider responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of DHSS/OSHA blood-borne pathogen standard.
2. _____ will ensure that the health care professional evaluating the exposure incident receives the following information:
 - ▶ description of employee's job duties relevant to the exposure incident;
 - ▶ route(s) of exposure;
 - ▶ circumstances of exposure;
 - ▶ if available, results of testing the blood from the individual who was the source of the exposure; and
 - ▶ relevant employee medical records, including vaccination status.
3. _____ will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

EVALUATION OF CIRCUMSTANCES CONTRIBUTING TO EXPOSURE INCIDENT

- _____ will review the circumstances of each exposure incident to determine:
- ▶ any engineering controls in use at the time;
 - ▶ work practices followed;
 - ▶ description of equipment being used;
 - ▶ any PPE in use at the time of the incident;
 - ▶ location of the incident;
 - ▶ procedure being performed when the incident occurred; and
 - ▶ employee's training regarding exposure control.

EMPLOYEE TRAINING

1. All employees who have occupational exposure to blood-borne pathogens will receive in-service education conducted by (Attach a brief description of the educator's qualifications).
2. All employees who have occupational exposure to blood-borne pathogens will receive an educational program to include:
 - ▶ epidemiology, symptoms and transmission of blood-borne pathogen diseases;
 - ▶ a copy and explanation of the blood-borne pathogen standard (Appendix A);
 - ▶ explanation of the school's ECP, and how to obtain a copy;
 - ▶ explanation of tasks and activities that may lead to exposure to blood or other potentially infectious material, and what constitutes an exposure incident;
 - ▶ explanation of the use and limitations of engineering controls, work practices, and use of PPE;
 - ▶ explanation of the types of PPE, use, location, removal, handling and decontamination procedures;
 - ▶ explanation how PPE were selected;
 - ▶ information on HBV vaccine, including efficacy, safety, method of administration, benefits of vaccination, and that vaccine is provided at no cost;
 - ▶ information on appropriate actions to take, and persons to contact in an emergency involving blood or other infectious material;
 - ▶ explanation of the procedure to follow if an exposure incident occurs, including how to report and medical follow-up that will be available;
 - ▶ information regarding the post-exposure evaluation that the employer is required to provide;
 - ▶ explanation of the signs and labels and/or color coding required by the DHSS/OSHA standard and used at this facility; and
 - ▶ an opportunity for questions and answers with the person providing the in-service.

Training materials for the school are available at _____.

REQUIRED RECORDS

1. In-service Records

In-service records are completed for each employee upon conclusion of an educational offering. These documents will be kept for at least three years at _____.

In-service records will include:

- ▶ dates of the in-service sessions;
- ▶ content or summary of in-service;
- ▶ names and qualifications of persons providing the in-service; and
- ▶ names and job titles of all persons attending the in-service.

Employee in-service records are provided upon request to the employee or the employee's authorized representative within 15 working days. Requests should be directed to: _____.

2. Medical Records

Medical records are maintained for each employee with occupational exposure, in accordance with 29 CFR 1910.1030, "Access to Employee Exposure and Medical Records."

_____ is responsible for maintenance of the required records. These confidential records are kept at _____ for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone with written consent of the employee within 15 working days. Such requests should be directed to _____.

3. DHSS/OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets DHSS/OSHA Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by _____.

APPENDIX #5820

Bullying Report Form

Date of incident: _____ Time of incident: _____

Location of incident: _____

Repeat of prior bullying behavior? ☐ Yes ☐ No

Name of person or persons who may be the victim of bullying: _____

Name of person or persons who may have engaged in bullying behavior: _____

Description of the incident (including what occurred and specific words used): _____

If you have knowledge of repeated bullying behavior or more than one incident, please provide information for all incidents. Please feel free to use more than one form, or additional paper.

Name of witness to the incident (list people who saw the incident or may have information about the incident): _____

How did you learn about the incident? _____

Is there any other information that you believe is important regarding this incident? _____

I agree that the information on this form is accurate and truthful, to the best of my knowledge.

Reported by: _____ Today's Date: _____

(Reports may be made anonymously, but no disciplinary action against a person alleged to have engaged in bullying behavior will be administered on the basis of an anonymous report.)

Signature of Reporting Person Phone Number Email

Form submitted to: _____ Position: _____ Date: _____

Revised May 17, 2022

Bullying Report Follow-Up Form

(For each person suspecting of engaging in bullying behavior, a separate Follow-Up Form should be completed.)

Person reporting bullying behavior: _____
Name Date/time of incident

Original report provided to: _____
Name Position Date

Person(s) interviewed: _____
Name Date Name Date
Name Date Name Date

Description of additional relevant information reviewed: _____

After reviewing the incident reported in the Bullying Report Form, it is believed that:

- ☐ the allegation is substantiated
- ☐ the allegation is not substantiated
- ☐ there is not enough information

Date of contact with parent/guardians of person(s) who may be the victim of bullying: _____
Date of contact with parent/guardians of person(s) who may have engaged in bullying behavior: _____

Outcome: _____

Administrator/Principal Signature Date

Additional follow-up scheduled: _____

APPENDIX #5825



DIOCESE OF JEFFERSON CITY

OFFICE OF THE BISHOP

To: All Priests, Deacons, Principals, Parish Safe Environment Coordinators and Parish Life Collaborators

From: Most Reverend W. Shawn McKnight

Date: October 8, 2019

Re: Reporting Protocols Relating to Allegations of Abuse or Neglect

I am writing you today to announce a change in process relating to reporting allegations of abuse or neglect of a minor to members of law enforcement and related agencies/entities. I have made this change in process after reviewing the investigation report from the Missouri Attorney General that was issued September 13, 2019. In this report, the Missouri Attorney General recommended that referrals be made to appropriate prosecutor's offices because such referrals may help ensure that viable referrals to law enforcement are not missed.

Following this, for reports involving abuse of a person who is currently a minor and the person who is accused of abuse is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, in addition to reporting to the Missouri Children's Division and local law enforcement, such reports will be shared with the appropriate prosecuting attorney's office.

With this change in policy, I thought it would be helpful to delineate clearly the expectation of the Diocese regarding reporting allegations of abuse, involving minors or vulnerable adults. For reference purposes, there is a "Frequently Asked Questions" document attached to this memorandum which, among other things, contains key definitions regarding what is meant when referring to "abuse," "neglect," and "vulnerable adult." Additionally, for purposes of clarification, this reporting responsibility, as it pertains to allegations involving priests and brothers, applies equally to religious order priests and brothers.

Please share this memorandum with those in your parish with responsibility of working with minors.

1. Allegations of Abuse or Neglect Involving Current Minor Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse or neglect involves a person who is currently a minor (under 18) and the person accused of the abuse or neglect is a priest, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the diocesan/parish/school representative re-

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ceiving the information about the allegation and who has reasonable cause to suspect that abuse or neglect may have occurred, shall immediately make a hotline call to the Missouri Children's Division Child Abuse Hotline and shall then notify his/her supervisor. Thereafter, the supervisor shall notify the Chancellor of the Diocese. Thereafter, the Diocese, or its agents, shall notify the local police and the appropriate county prosecuting attorney. If the person receiving information about an allegation of abuse believes there is not reasonable cause to suspect that abuse has occurred, he or she shall notify his/her supervisor in order to ensure the supervisor is aware of the reported situation, as well as the determination. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.

2. Allegations of Abuse or Neglect Involving Current Minor Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse or neglect involves a person who is currently a minor (under 18) and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the diocesan/parish/school representative receiving the information about the allegation and who has reasonable cause to suspect that abuse or neglect may have occurred, shall immediately make a hotline call to the Missouri Children's Division Child Abuse Hotline and shall then notify his/her supervisor. Thereafter, the supervisor shall notify the Superintendent of Catholic Schools of the Diocese. If the person receiving information about an allegation of abuse believes there is not reasonable cause to suspect that abuse has occurred, he or she shall notify his/her supervisor in order to ensure the supervisor is aware of the reported situation, as well as the determination. If the person accused is the supervisor, then the person receiving the report shall directly notify the Superintendent of Catholic Schools of the Diocese.
3. Allegations of Abuse Involving a Person Who Is Not a Minor Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse does not involve a current minor (the person is 18 years old or older) and the person accused is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
4. Allegations of Abuse Involving a Person Who Is Not a Minor Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse does not involve a current minor (the person is 18 years old or older) and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
5. Allegations of Abuse Involving a Person Who Is a Vulnerable Adult Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse involves a vulnerable adult and the person accused is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
6. Allegations of Abuse Involving a Person Who Is a Vulnerable Adult Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse involves a vulnerable adult

and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.

I thank you in advance for your compliance with these reporting protocols. If you have any questions whatsoever, you are responsible for contacting the Chancellor of the Diocese for clarification.

EXHIBIT 1 – Frequently Asked Questions

Does Missouri have a law relating to child abuse reporting?

Yes. Missouri Statute 210.115* provides information about who is considered to be a mandatory reporter of child abuse and the responsibility of mandatory reporters to report abuse.

Does Missouri law define “abuse” for purposes of child abuse reporting?

Yes. Missouri Statute 210.110* defines “abuse” as “any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.”

Does Missouri law define “neglect” for purposes of child abuse reporting?

Yes. Missouri Statute 210.110* defines “neglect” as “failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.”

Does Missouri Children’s Division offer options for making a hotline report of suspected child abuse or neglect?

Yes. Missouri Children’s Division offers an online reporting system as well as a hotline number. It is the expectation of the Diocese for mandated reporters of suspected child abuse or neglect to make a hotline call rather than submitting an online report.

What is the Missouri Children’s Division Child Abuse/Neglect Hotline number?

The hotline number is 1-800-392-3738.

What do I need to consider before making a hotline call?

A copy of the abuse/neglect reporting form is attached as Exhibit 2. This form can serve as a guide for the information that is helpful to have, to the extent it is available, before making a hotline report. If it is not possible to obtain all of the information sought in the form, this should not delay the making of a hotline report. Timely reporting is the goal.

Do I need to make a hotline call if I have reasonable cause to suspect that a minor has abused another minor?

Yes. Missouri law requires reports to be made, even if the individual who is accused of abuse did not have care, custody or control of the minor alleged to have been abused. If there are questions, please contact diocesan legal counsel.

What is meant by the term “vulnerable adult”?

A “vulnerable adult/person” is defined by Church law as “any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.”

*See revisor.mo.gov, the official website for Revised Statutes of Missouri.

EXHIBIT 2 — Child Abuse/Neglect Hotline Call Form

If the abuse or neglect is reported in a school context, provide the completed form to the administrator/principal. If the abuse/neglect is reported in a parish context, provide the completed form to the pastor. If the abuse/neglect is reported in a diocesan context, provide the completed form to the chancellor.

Name of minor who may have been abused or neglected: _____

Sex: ☐ M ☐ F Date of Birth: _____

Address: _____ Phone: _____

Parents/guardians: _____

Siblings: _____

Timing, nature and extent of injuries/neglect/other abuse: _____

Comments related to the incident: _____

Prior concerns of abuse/neglect: _____

Alleged perpetrator: _____ Relationship to minor: _____

Address: _____

Abuse/neglect reported by: _____ Occupation: _____ Date reported: _____

Person receiving the report of abuse/neglect: _____

Hotline call made? ☐ Y ☐ N Date/time of hotline report: _____

Hotline representative's name: _____ ID number: _____

The Child Abuse/Neglect Hotline number is 1-800-392-3738.

Revised May 17, 2022

APPENDIX #6208

Parish Report Form

VIRTUS™ PROTECTING GOD’S CHILDREN®: TEACHING SAFETY — EMPOWERING GOD’S CHILDREN™ PROGRAM

Parish: _____ City: _____

Setting: ☐ Catholic School ☐ Religious Education Program Academic Year: _____

The following grades received instruction during the course of the academic year (*check all that apply*):

- | | | | | | | |
|----------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|
| <input type="checkbox"/> K | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 8 | <input type="checkbox"/> 9 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 | |

TOTAL number of students receiving instruction _____

TOTAL number of students not participating in instruction (e.g., absent) _____

TOTAL number of students who opted out _____

Were parents who chose to opt out given the program brochure under the “Educator’s Tab”? ☐ Yes ☐ No

Name(s) of Teaching Safety instructors: _____

_____ Signature	_____ Position (principal/administrator, DRE, etc.)	_____ Date
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Signature of pastor/administrator/PLC

Please send completed form to: Office of Child and Youth Protection
2207 West Main Street
Jefferson City, Missouri 65109-0914
vmcelwaine@diojeffcity.org

Revised 01/15/2021



APPENDIX #6301

Field Trip Permission Form

Place/Location: _____ Date: _____ Cost: _____

Purpose: _____

Planned time for leaving school: _____ Planned time for returning to school: _____

Planned transportation: _____ Names of drivers/chaperones: _____

Faculty coordinator: _____

Expectations: _____

Special circumstances of trip: _____

Parents/Guardians — Please read the following carefully and sign below.

Return this bottom portion to school by _____

By providing my signature below, I agree to defend, protect, indemnify and hold harmless the parish/school and the Diocese of Jefferson City against and from all claims arising from the negligence or fault of the above-named activity or any of their agents, family members, officers, volunteers, helpers, partners, organizational members, or associates which arise out of participation in the field trip.

Additionally, I agree to protect, defend, hold harmless and fully indemnify the parish/school and Diocese of Jefferson City for any claim or cause of action whatsoever arising out of the field trip taking place during the date(s) indicated that is brought against the parish/school and Diocese of Jefferson City, whether such claim arises from the alleged negligence of the parish, school and/or Diocese of Jefferson City, its employees or agent's negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Daytime and/or Evening Phone



APPENDIX #6305

Agreement to Transport Students in Private Passenger Vehicles

I, the undersigned, have agreed to use my personal vehicle to transport students. In so doing, I understand and agree to the following:

- ▶ All passengers must have a seat; seat belt laws are to be observed at all times. All passengers must wear a seat belt at all times unless they are a passenger in a commercial carrier without seat belts.
- ▶ No fireworks and/or weapons are to be stored, carried or transported in a vehicle at any time.
- ▶ The use of alcohol or other illegal substances is prohibited. Drivers are prohibited from the use of alcohol, illegal substances and legally prescribed substances that may cause impairment.
- ▶ Smoking is not allowed in the presence of a minor or in any vehicle.
- ▶ Drivers should be focused on driving. Any activity which could be considered a distraction is to be avoided while the vehicle is in motion. This includes, but is not limited to, talking on cell phones, texting and other electronic communications.
- ▶ Drivers must conduct a head count upon arrival and before departing from any activity when transporting youth. Drivers must also do a visual check upon unloading to be sure that no young person has been left in a vehicle.
- ▶ Persons serving as drivers for an activity/event must have a valid, non-probationary driver's license with no physical limitation that could in any way impair his/her ability to operate and drive the vehicle safely.
- ▶ No one under the age of 25 may drive minors as a part of an activity/event.
- ▶ When a personal vehicle is used to transport students for an activity/event, the person to whom the vehicle is registered is responsible for any passengers. The vehicle must be insured for minimum liability limits of \$100,000 per person, \$300,000 per occurrence.
- ▶ The vehicle should have a valid registration and meet state safety requirements.

I agree to the foregoing and I understand that my insurance shall be primary, in the event of a claim.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

APPENDIX #6603

Suitability Declaration and Release Agreement

_____ **[NAME OF SCHOOL]** ("school") provides students with opportunities to participate in a variety of sports teams and other activities requiring physical activity throughout the year (each such activity shall be referred to as a "co-curricular activity"). Participation in a co-curricular activity is completely voluntary.

Our school believes that parent/guardians are in the best position to decide whether their child is suitable to participate in a co-curricular activity because in addition to having a responsibility to ensure their child receives regular physicals from an appropriate health care professional, parent/guardians also understand their child's day-to-day functioning, as well as limitations. While the school is not requesting documentation from such a health care professional in the form of a sports physical in order to be eligible to participate in a co-curricular activity, it is the parent's responsibility to ensure their child is suitable to participate in a co-curricular activity by consulting with appropriate health care professionals before allowing their child to participate.

In consideration of allowing your child to participate in _____ **[NAME OF SPECIFIC CO-CURRICULAR ACTIVITY]** (referred to as "activity"), you agree to the following:

1. My child _____ ("child") is suitable to participate in the activity and I know of nothing in my child's background that would make him/her not suitable to participate in the activity.
2. I understand that if my child has any medical condition that may be affected by exercise, I will seek a medical consult for my child prior to allowing my child to participate in the activity and I will follow the advice of my child's doctor regarding whether he/she may participate in the activity and whether there are any conditions or limitations to such participation. If there are conditions or limitations, I will communicate this to the school administrator/principal.
3. I understand that, as in any exercise program, there is a risk of injury to my child and I accept this risk. I agree to hold harmless and indemnify the school, the Diocese of Jefferson City and its respective officers, directors, members, employees and agents ("releasees") from any and all liabilities and claims for damages arising from or by reason of injury which my child may incur as a result of participating in the activity or en route to or from the destination where the activity is held. In the event that any action or claim is brought against any releasees related to the activity and my child's participation therein, I further agree to indemnify any and all releasees from all of their damages and costs, including attorney's fees resulting from such action or claim.

In case of medical emergency, I hereby request and consent to examination and treatment of my child by any duly licensed physician or hospital, and further accept full financial responsibility for charges for same, including ambulance charges.

IN SIGNING THIS SUITABILITY DECLARATION AND RELEASE AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Agreement, understand all its provisions, and sign it voluntarily as my own free act and deed. I warrant that no oral representations, statements or inducements, apart from the foregoing written agreement, have been made.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

