



Catholic Schools Policy Handbook

Revised May 2018

Memorandum

TO: Catholic School Principals/Pastors

FROM: Mrs. Janet M. Donato, Superintendent

DATE: Revisions (May 2018)

RE: Catholic School Policy Manual

Applicable policies and directives in the Catholic Schools Policy Manual should be communicated to your faculty, staff parents, and students in a timely manner. Faculty handbooks and Student/Parent handbooks should reflect the approved policies, directives, and guidelines found in this handbook as revised and approved May 2018. All subsequent addendums approved are included in this edition. Please refer to this handbook as soon as situations affecting the school population arise.

ABBREVIATIONS

CSO	Catholic Schools Office, Department of Education, Diocese of Memphis
C.I.C.	<i>Codex Iuris Canonici</i> ; Code of Canon Law, 1983 FERPA Family Educational Rights and Privacy Act, 1975 (Buckley Amendment)
GE	<i>Gravissimum educationis</i> ; Declaration on Christian Education, Vatican II, 1965
ORE	<i>Office of Religious Education</i> , The Congregation for Catholic Education, 1988
RRMS	Rules, Regulations, and Minimum Standards for Governance of Public Schools in the State of Tennessee, 1992
SACS/ CASI	Southern Association of Colleges and Schools/Council on Accreditation and School Improvement

Nothing in these policies should be considered contractual in nature. The Department of Education, Catholic Schools Office, reserves the right to make changes in these policies as it deems appropriate.

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DIOCESAN ADMINISTRATION OF CATHOLIC SCHOOLS

101 Diocesan Bishop

The diocesan bishop has the right of vigilance over, and visitation of, all Catholic Schools in his diocese, even those established by or directed by members of religious institutes. He is likewise competent to issue directives dealing with the general regulation of Catholic Schools.

(C.I.C., canon 806 § 1)

102 Superintendent of Schools

The Superintendent of Schools has the responsibility of directing the Catholic Schools in the diocese. (C.I.C., canon 806 § 2)

103 Responsibilities of the Superintendent of Schools

It is the responsibility of the Superintendent of Schools, working with other departments within the Diocese, to assist the Bishop to insure that the Catholic Schools comply with the applicable prescriptions of canon law, school law, diocesan directives and the regulation of the applicable accrediting and/or approval agency. (C.I.C., canon 804-806, 1276, 1279)

104 Opening, Closing and Restructuring of Schools

The expressed permission of the diocesan bishop is required for the opening, closing, or restructuring of any elementary, middle, or secondary school in the diocese.

(C.I.C., canon 800 § 1; canon 803 §3)

The processing of opening, closing, or restructuring a school includes:

1. The opening, closing or restructuring of a school may be initiated on either the parish or diocesan level.
2. Preliminary feasibility studies shall be conducted by the Department of Education/ Catholic Schools Office.
3. When initiated on the parish level, the request to open, close or restructure a school shall be made in writing to the Superintendent of Schools who will submit the request along with recommendations, following a feasibility study, to the diocesan bishop.

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ADMINISTRATION

201 Principal

Each principal shall be the chief administrator of a Catholic school. The principal, in cooperation with and under direction of the pastor, (in parish elementary Schools) and the Superintendent in all diocesan Schools shall be responsible for implementing the policies and curriculum for the Catholic school system. As a professional Catholic educator, the principal shall be committed and dedicated to support, maintain, and implement the growth of the Catholic school as well as its effective operation in the educational mission of the Church. (C.I.C., canon 806 § 2)

The principal is responsible for developing and implementing a plan for adult and student faith formation that encourages spiritual growth and ensures and enhances the Catholic identity of the school. The Catholic Schools Office practices the process of subsidiarity and works with principals to resolve any school issues at the school level.

202 Minimum Qualifications for Role of Principal

Any candidate for the role of Principal in the Diocese of Memphis shall meet the following Qualifications:

1. Be a practicing Catholic for whom following Christ, His people, and the Church, is of first importance
2. Be committed to the Catholic Church whose purpose is consistent with the mission of the Church
3. The school principal or administrative head, meets state certification requirements or has an earned degree from a regionally accredited institution with 18 semester hours in administration, curriculum, supervision, or related subjects

Prerequisites for the role are:

1. Personal qualifications of enthusiasm, sensitivity, compassion, sense of justice and ability to get along with others
2. Positive professional attitudes

3. Knowledge and experience in curriculum and staff development, instructional improvement, innovative approaches and goal setting
4. Leadership ability as evidenced by past or present educational experiences
5. Lifestyle in conformity with the laws of the Roman Catholic Church

203 Selection, Approval and Appointment of Parish Principals

1. Superintendent receives notices of opening for a principal in a Catholic Parish School
2. Superintendent recruits and establishes a pool of principal candidates by:
 - A. Requesting the names of possible candidates from the principals
 - B. Communicating openings to religious communities
 - C. Advertising openings in publications (especially NCEA, Diocesan website, etc)
3. Superintendent initiates the process by:
 - A. Formulating files for each principal candidate which include:
 1. Completed application form
 2. Personal resume
 3. Statement of Philosophy of Education
 4. Statement of perception of the role of a Catholic School Principal
 5. Official transcripts and license
 6. List of five references, including last three employers
 7. Background security check
 8. Letter of support from his/her Pastor
 - B. Interviewing, with the Superintendent/Assistant Superintendent of Catholic Schools, in reference to the candidates spiritual, educational and managerial leadership qualities
 - C. Writing a letter approving the candidate and sending it to the pastor of the parish school to which the candidate applied
 - D. Sending the candidate's documentation to the local papers
4. Local level continues the process by:
 - A. Reviewing the documentation on the candidate
 - B. Pastor/or his team interviews candidate

5. The final selection process involves:
 - A. The pastor informs the candidate of his/her selection
 - B. The candidate declaring his/her choice in writing to the pastor
 - C. The pastor informs superintendent of his selection
6. The superintendent conducts an orientation for the newly appointed principal

203-1 The Selection, Approval and Appointment of Principal for Diocesan Schools

1. Superintendent receives notice of opening for principal in a Catholic Diocesan School
2. Superintendent recruits and establishes a pool of principal candidates by:
 - A. Requesting the names of possible candidates from the principals
 - B. Communicating openings to religious communities
 - C. Advertising openings in publications (especially NCEA, Diocesan Website, etc.)
3. Superintendent initiates the process by:
 - A. Formulating files for each principal candidate which include:
 1. Completed application form
 2. Personal resume
 3. Statement of Philosophy of Education
 4. Statement of perception of the role of a Catholic School Principal
 5. Official transcripts and license
 6. List of five references, including last three employees
 7. Background security check
 8. Letter of support from his/her Pastor

- B. Interviewing, with the Superintendent/Assistant Superintendent of Catholic Schools, and a committee appointed by the Superintendent, in reference to the candidate's spiritual, educational and managerial leadership qualities.
- C. Reviewing the documentation on the candidates
- D. Interviewing each qualified candidate
- E. Choosing a candidate through the consensus process
- F. Making a recommendation to the diocesan bishop
- G. Superintendent of Schools notifies the diocesan bishop of the candidate selected
- I. The superintendent conducts an orientation for the newly appointed principal
- J. The principal reports directly to the Superintendent of Schools

INSTRUCTIONAL PROGRAM

204 Standards of Performance for the Principal

The principal of the Catholic school shall be a believing, practicing Catholic, who is faithful, prayerful and loyal to the Church and its teachings. As a leader, the principal's role is spiritual, pastoral, educational, and managerial. In a parish school, the principal shares pastoral leadership with the pastor. However, the principal is, first and foremost, educational administrator, instructional leader and catechetical leader of the school. The principal reports directly to the Pastor or Superintendent.

Basic Standards for Performance for Catholic School Principals as pastoral leaders include:

1. Apply Church documents to growth of school
2. Articulate and direct the Catholic educational vision of the school
3. Articulate school law and canon law
4. Create an environment that promotes faith and moral development of the school community
5. Integrate Gospel values into the life of school
6. Know and apply the method of religious education
7. Lead the school community in prayer

8. Provide for religious and cultural difference in the school community
9. Provide opportunities of spiritual growth of students and faculty

Basic Standards of Performance for Catholic School Principals as educational leaders include:

1. Conduct appropriate staff development programs
2. Develop and implement a plan for adult and student spiritual growth
3. Evaluate faculty, staff, students and the instructional programs. Ensure that all faculty are properly credentialed including religion certificate for catechists and any required certification for child protection
4. Promote staff morale and a sense of community
5. Provide effective instructional leadership and set and communicate
6. Provide leadership in curriculum development
7. Relate educational research to school programs
8. Share, shape and implement the unique character of the school while ensuring the Catholic identity.
9. Supervise staff programs
10. Support the primary role of the parents
11. Work collaboratively with diocesan and parish groups especially in areas of governance
12. Ensure the Catholic identity
13. Provide ongoing instructional leadership for the faculty and staff
14. Ensure that the school meets the Standards for Accreditation

Basic Standards of Performance for Catholic School Principals as managers include:

1. Apply current school law to the Catholic school
2. Apply knowledge of public relations especially to pastoral office, diocesan educational office, parish and community
3. Delegate responsibilities appropriately
4. Manage and plan school's financial resources
5. Promote student self-discipline in line with Gospel values
6. Provide for long range planning and financial management as a Christian stewardship responsibility
7. Provide an orderly school climate
8. Use Catholic principals of social justice in daily school management
9. Use group dynamics in conflict management, problem solving and development
10. Respect and employ the principals of collegiality and subsidiary

205 Evaluation of Principals

The performance of Catholic school principals shall be evaluated on a continual basis. The principal shall be evaluated on a timely basis by the pastor (at parish school), and the

superintendent evaluates the principal at diocesan schools. A copy of the evaluation is given to the principal and an original is placed in the principal's personnel file.

206 Contracts and Salaries

All Catholic school principals shall be employed by yearly contract. They shall be paid in accordance with the Lay Principals Salary Scale published yearly by the Superintendent of Schools approved by the diocesan bishop.

Religious order principals and diocesan priest principals shall be paid in accordance with the yearly scale for religious and priests published by the Office of the Moderator of the Curia.

207 Termination of Principal's Contract

A Catholic school principal not planning to renew his/her contract shall notify the pastor, in writing, by February 1st, in the case of a parish school. Notice shall be given to the Superintendent also. In the case of a diocesan school, the principal shall notify the Superintendent, in writing, by February 1st. A Catholic school principal in a parish school shall be notified in writing, by the pastor, of non-renewal of contract in a timely manner. Notice shall be given to the Superintendent also. In the case of a diocesan school, the principal shall be notified, in writing, by the Superintendent by March 1st or as soon as possible. The time frame stated above is a general rule. However, there may be circumstances that prevent this time from being followed. The principal shall be given the opportunity to respond through the grievance procedure established by the diocese. All terminations must first be reviewed by diocesan legal counsel through the Human Resource Director.

208 Accusation of Serious Wrong

Principals accused of a serious wrong shall be suspended with pay pending the outcome of an investigation.

209 Principal Absence

See Section 413 (Teacher Absence), Page 19, 20

210 Staffing Responsibility – School

Principals are responsible for ensuring that the school office is staffed daily during the regular school year as well as during the summer. Shortened hours for the summer must have prior written approval by the Pastor (parish school) or Superintendent (diocesan school).

211 School Closing

If an individual school is closing for any reason when the rest of the system is open, the principal is to notify the Superintendent prior to the closing. (In an emergency as soon as possible.) Any change in the published calendar should be sent to the Superintendent's office prior to the change.

212 Student Transfers

The principal is responsible for ensuring that any student transferring from another Catholic school is clear of all financial obligations and is in good standing at the previous school.

213 Observation/Evaluation of Teachers

Principals are responsible for at least two formal formative observation visits for each teacher, each semester, and for ongoing informal observations and classroom visits. Copies of signed summative evaluation forms (one summative a year) are to be sent to the CSO by June 15th each year.

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301 Fiscal Policies

Catholic Schools shall follow the diocesan fiscal policies.

302 Accounting Procedures

Standard accounting procedures shall be established and used in all Catholic Schools for the management of general and activity accounts. The principal is responsible for adhering to good financial practices and oversight.

303 Tuition Scale

Catholic Schools shall follow the tuition scale approved by the diocesan bishop.

304 Tuition Collection

Parish Schools shall establish and publish a tuition policy. Diocesan Schools shall follow the diocesan tuition collection policy.

305 Student Admission

Catholic Schools shall not admit students who have outstanding financial obligations with any other Catholic school. The principal is responsible for ensuring that any student transferring from another Catholic school is clear of all financial obligations and it in good standing at the previous school.

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PERSONNEL

401 Professional

The Catholic Schools shall expect all teachers to manifest a Christian faith by their example. They shall strive to instill this faith in their students in a manner consistent with Catholic doctrine especially through continued efforts to seek further knowledge of their faith.
(C.I.C., canon 803§ 2)

402 Teacher Recruitment

The Superintendent of Catholic Schools shall actively recruit qualified religious and lay Catholic teachers to serve in the system through the Catholic Schools Office Teacher Recruitment and Retention Program.

403 Non-Discrimination

Catholic Schools shall not discriminate in any aspect of employment including but not limited to recruiting, hiring, training, promotion, and all other personnel practices (compensation, benefits, transfers, layoffs, recall, education, and social or recreational programs/activities), against anyone because of race, sex, national or ethnic origin, age, physical or noticed disability or religious persuasion. All qualifications being equal; however, practicing Catholics shall receive priority for appointment.

404 Acquired Immune Deficiency Syndrome (AIDS)

Schools shall adhere to the diocesan policy and Blood Borne Pathogens Procedures concerning persons with Acquired Immune Deficiency Syndrome (AIDS).

405 Teacher Selection Process

The following steps outline the Diocese of Memphis/Catholic Schools Office application procedure:

1. An applicant should complete the Employment Application Form which can be downloaded from the CDOM web site. A copy of their teaching license and/or college transcript must be included with the application. The application cannot be processed without these documents.
2. After completing the application, they should mail the application with all required documentation to the Director of Human Resources, Diocese of Memphis, 5825 Shelby Oaks Drive, Memphis, TN 38134.
3. The application will remain on file for one year.
4. A background check and Virtus (Child Protection Training) is required for all employees hired in the Catholic Schools.

5. If a principal is interested in an applicant, they are to call the Catholic Schools Office and request that he/she be called in for the interview process. After the interview process the applicant's information will be scanned and sent to the principal.
6. The principals may also request an updated Availability List from the Catholic Schools Office which they can use to call any teachers needed.
7. Once a principal has hired a teacher, the principal is responsible for sending the New Teacher Notification Form to Human Resources and the Catholic Schools Office.

406 Teacher Approval Process

The CSO shall screen all teacher/teacher assistant applications prior to employment. The principal has primary for the selection of all teachers. In parish schools, this must be done in consultation with the pastor.

After the applicant has filed an application with an interviewed in the Catholic Schools Office, the principal has the responsibility of requesting the following of the applicant:

1. College Transcript
2. Appropriate License
3. Three References
4. Background security check
5. Virtus Training

****PLEASE NOTE :**

All employees with a Visa must provide copies to the Department of Human Resources.

Principals are responsible to ensure visas are up to date.

407 Licensure

The Catholic School shall employ teachers who are licensed by the Department of Education of the State of Tennessee or who comply with standards of the Southern Association of Colleges and Schools. All Catholic elementary, middle school and high school Religion shall receive appropriate diocesan certification as outlined by the Office of Religious Education and work towards certification at the appropriate level.

All teachers, regardless of whether or not they teach Religion, are required to obtain 5 hours yearly of Religious Professional Development. (beginning 2016-2017 school year)

408 Contracts

A. Principals

All principals shall be hired through a contract provided by the Human Resource Office.

B. Teachers

All teachers shall be hired through a contract provided by the Catholic Schools Office. Every contract shall be signed by the employee, principal (pastor in a parish school) and Superintendent. The usual contract period is twelve months and may be renewed. Each contract shall provide for four weeks paid vacation a year, exclusive of school holidays.

409 Salary

The salary scale for lay teachers and religious as approved by the diocesan bishop shall be followed in the Catholic schools.

The amount of differential pay given for athletic and extra-curricular activities shall be determined by the Catholic Schools Office and shall be followed in all diocesan schools.

Catholic schools shall follow a system of prompt and regular payments. Catholic school teachers are paid on a twelve month basis. **Employees of diocesan schools and Jubilee Schools are paid by direct deposit.**

410 Insurance

Please refer to the Catholic Diocese of Memphis Employee Handbook.

411 Retirement

Please refer to the Catholic Diocese of Memphis Employee Handbook.

412 Workmen's Compensation

Please refer to the Catholic Diocese of Memphis Employee Handbook.

413 Teacher Absence

Each teacher is allowed six illness/personal days absence and two professional days, none of which accumulates. Personal days must be approved by the principal. A Professional Day is defined as a school sanctioned and approved opportunity to attend professional ongoing education training, professional development, SACS Accreditation visits, etc., given at the direction of the Superintendent/principal or Pastor, and/or Superintendent. If six days of illness/personal absence or three days for death in the immediate family are exceeded, for each day of absence, 1/200th of the teacher's annual salary shall be deducted from the teacher's salary.

A physician's statement may be requested for:

1. frequent illness
2. illness exceeding five consecutive work days

3. job performance adversely affected by an illness

When an employee will miss work for five (5) or more consecutive scheduled work days or his/her work schedule will be intermittently affected for an ongoing period of time, he/she must, with as much advanced notice as possible, submit a request in writing using a “Request for Leave” form. The principal will assist in completing and processing this request. Other documents may be required such as Physician Certification for a medical leave.

Failure to receive an approved leave of absence will be considered as a resignation. All leave of absences require the approval of two higher levels; the Principal and the Pastor/Superintendent. All leaves must have a specific duration and return to work date determined at the time the leave is granted. Failure to return to work on the determined return-to-work day or an approval extension thereof, will be considered as a resignation by the employee.

414 Short Term Disability Leave

Please refer to the Catholic Diocese of Memphis Employee Handbook.

415 Leave of Absence – Family and Medical (FMLA)

Please refer to the Catholic Diocese of Memphis Employee Handbook.

416 Military Leave

Please refer to the Catholic Diocese of Memphis Employee Handbook.

417 Jury Duty

Please refer to the Catholic Diocese of Memphis Employee Handbook.

418 Teacher Records

Schools shall keep personnel records for each teacher at both the Catholic Schools Office and the local school office. These records shall be kept in locked, fire-resistant files.

Records to be kept on file at the Catholic Schools Office shall be:

1. Application form
2. Licensing credentials
3. Copy of contracts
4. Copy of signed summative evaluation forms
5. Termination record
6. Background check (kept on file in HR office)

All Teacher Records are kept in the Catholic Schools Office

References to be kept on file at the local school shall be:

1. Schedules: Teacher/class
2. Lesson plans (#424): Current year (previous years in dead file)
3. Handbooks: Parent, student, and teacher (with various release forms)
4. Plans/projections: Outcome statements for the future (#801 and #802)
5. Vision and Mission Statement, School Philosophy, Welcoming Packets
6. Teacher Files (Confidential) (#418) Application Form
7. Record of transcripts (do not need if applicant has license)
8. Licensure records
9. Letters of recommendation
10. Copy of contract
11. Copy of signed formative evaluation forms
12. Copy of signed summative evaluation forms (#432)
13. Record of days absent and tardy
14. Termination record
15. Permission slip for background check
16. Emergency information
17. PreK and after school personnel, principals and copies of CPR and first aid training
18. Documentation of teacher's continuing education workshops

Nothing shall be kept in the teacher's file that he/she has not seen and/or signed.

When a teacher leaves a school, his/her personnel records shall be kept at the school. The proper termination notice and letter of resignation shall be sent to the Catholic Schools Office.

All personnel shall be subject to a background security check for initial employment and/or volunteer coaching, tutoring or related activities.

419 Health Regulations

Catholic Schools shall adhere to the health regulations established by the appropriate accrediting and/or approval agency and the health department.

420 Relocation within System

A Catholic School teacher, currently employed, who desires to be relocated in another Catholic School, shall contact the principal of the school where employment is desired.

421 Load and Scheduling

Catholic Schools shall adhere to the student/teacher ratios and teaching load requirements of the appropriate accrediting and/or approval agency.

422 Teacher Conduct

Each school shall actively seek to employ teachers who are outstanding for their doctrine, integrity of life and dedication and commitment to the teaching mission of the Church.
(C.I.C., canon 803 §2)

The lifestyle of school personnel shall be in conformity with the teachings, principals, and laws of the Catholic Church. Any teacher accused of a serious wrong shall be suspended with pay pending the outcome of an investigation.

The conduct and dress of the teachers shall be professional.

423 Sexual Harassment

Please refer to the Catholic Diocese of Memphis Employee Handbook.

424 Teacher Duties

All Catholic school teachers shall be responsible for fulfilling their contractual duties. All teachers shall:

1. prepare daily lesson plans and submit them to the principal
2. implement the curriculum guidelines approved by the Catholic Schools Office
3. cooperate with the principal in developing instructional programs that meet the needs of the students.
4. set and communicate high expectations for all students
5. accept responsibility for the extra-curricular activities of the school

425 Reporting Child Physical/Sexual Abuse

By Law, all suspected cases of child physical or sexual abuse must be reported to the Department of Children's Services Hotline immediately by the person who has knowledge of the offense. Immediately following that, the principal is informed. The principal shall immediately inform the Department of Human Resources and the Superintendent who shall initiate the reporting procedure established by the diocese. (T.A.C. 37-1-403)

Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

426 Faculty Meetings

Faculty meetings shall be held at least twice a month. Minutes of the meetings shall be kept on file in the school.

427 Professional Meetings

Teachers must attend all meetings scheduled by the Catholic Schools Office and by the local administration.

428 Professional Growth Study

All teachers shall further their professional growth and development in their field of specialization by periodic enrollment in additional course study.

Teachers must earn at least 6 semester hours of credit, or 120 clock hours of participation in professional development activities (e.g., workshops, seminars, conferences or quality assurance review teams) in a 5 year period of employment. Teachers must submit documentation to the principal.

Since teaching requires a full time commitment, teachers enrolling in college courses shall notify the principal.

Each school shall maintain a professional library for the ongoing professional development of the instructional staff.

All Religion teachers must have 10 hours of Religious Professional Development. All other teachers, whether Catholic or not, must obtain 5 hours yearly of Religious Professional Development. (beginning 2016-2017 school year)

429 Professional Organizations

Schools shall be members of the National Catholic Educational Association. Teachers are encouraged to belong to professional educational organization to keep abreast of current professional activities.

430 Non-School Employment

The CSO as well as each school shall require that full time professional persons engaged in non-school employment allow no interference with their responsibilities to the school or students. Non-school employment shall not conflict with the values and principals of the Catholic Church. No school teacher/principal shall hold a part-time position outside the school employment with the knowledge of the principal/Superintendent.

431 Teacher Evaluation

All teachers shall be observed by the principal and/or designated administrators at least twice per semester. New teachers shall be observed more often. The results of these observations shall be shared with the teacher. Teachers are to be evaluated with the Summative Evaluation document found in the *Diocese of Memphis Performance Evaluation Model* - (cdom.org/schools/academics/performances) on the Catholic Schools website. A signed copy of the Summative Evaluation is to be sent to the Catholic Schools Office by June 15 each year.

432 Non-Renewal of Contract

Following the terms of the contract, the principal shall inform the Catholic Schools Office and teacher, in writing if necessary, of a nonrenewable contract. The notification of the non-renewal of contract shall be done in a timely manner. The principal shall inform the Superintendent of any non-renewal of contract. All non-renewal of contracts shall be reviewed by the diocesan internal legal counsel via the Director of Human Resources. Principals shall follow the Catholic Schools Office “Procedures for Dealing with Personnel Issues in the Catholic Schools.”

A teacher who does not desire to return to his/her teaching position the following school year shall notify the principal of his/her intent in a timely manner.

433 Involuntary Termination

a) Parish Schools: If an involuntary termination of a teacher or staff member is deemed necessary, the principal shall give prior notification to the pastor. All such involuntary terminations must be reviewed by the Director of Human Resources and by diocesan internal legal counsel prior to the termination.

b) Diocesan Schools: If an involuntary termination of a teacher or staff member is deemed necessary, the principal shall give prior notification to the Superintendent of Schools. All such involuntary terminations must be reviewed by diocesan internal legal counsel prior to the termination.

434 Part-time Teachers

Part time teachers in Catholic Schools shall meet the same requirements as full time teachers. The approved diocesan salary scale shall be followed, prorated for the length of the work day.

435 Substitute Teacher

All schools shall employ substitute teachers to replace teachers. A person without a teacher license or permit may be employed as a substitute for the first 20 consecutive days of a teacher’s absence. The substitute teacher must have a college degree.

(RRMS 0520-1-2.04)

Substitute teachers who replace teachers on sick leave, maternity leave or temporary leave shall meet the professional requirements of a teacher and shall be chosen from the substitute availability list provided by the Catholic Schools Office.

Substitute teachers shall be paid per diem as published by the Catholic Schools Office. Payment for substitute teachers shall be made by the office responsible for payroll. To replace a teacher on extended sick leave or maternity leave, the salary of the substitute teacher shall be prorated and/or negotiated for the length of employment.

436 Student Teachers

Catholic schools shall accept student teachers and field/clinical experience students who are enrolled in an accredited university or college teacher preparation program. Participation in the student teacher program is at the discretion of the principal in consultation with the designated cooperating teacher(s). Placement of student teachers and field/clinical experience students is done by the teacher training institution.

All student teachers and field/clinical experience students must pass a background check and take Virtus Training.

Request for placement by individual professors and/or students are to be denied. All student teachers are to adhere to the philosophy, policies, rules and regulations of the Catholic School.

The principal of the participating school shall inform the Catholic Schools Office of all student teachers and field/clinical experience students in the school.

437 Non-Instructional Personnel

Each school shall have adequate clerical, custodial, Cafeteria and maintenance personnel to meet the needs of the school community. All must pass a background check and take Virtus Training.

Any person employed, other than professionally licensed staff, shall be classified as non-instructional personnel and considered “at will” employees. Any non-instructional personnel accused of a serious wrong shall be suspended with pay pending the outcome of an investigation.

438 Recruitment and Selection

In parish schools, the selection and recruitment of non-instructional personnel is the responsibility of the principal and pastor/in consultation with the Superintendent.

439 Conditions of Employment

The principal and/or pastor shall provide a complete job description for each non-instructional staff member. Contracts shall not be issued to non-instructional personnel since they are “at will” employees.

440 Health Examination for Non-Instructional Staff

All non-instructional staff members shall comply with the health regulations established by the appropriate accrediting and/or approval agency and the Health Department.

441 Security Check

All personnel shall be subject to a background security check for initial employment and/or volunteer coaching, tutoring or related activities. **All must pass a background check and take Virtus Training.**

442 Certificate of Licensing

Catholic schools with equipment requiring a licensed operator shall have a maintenance staff person with necessary credentials.

443 Harassment and Bullying

Harassment in any form cannot be tolerated in a Catholic School. Bullying is a type of harassment that involves some sort of force, whether overt or subtle. **Any behavior which demeans the dignity of a fellow human can be considered harassment.** Students or any school personnel exhibiting demeaning behaviors must receive immediate correction.

When a student expresses a complaint or concern involving harassment, the complaint must be investigated and all necessary actions will be taken to remedy the situation.

444 Accusation of Serious Wrong

Any school personnel accused of serious wrong shall be suspended with pay pending the outcome of an investigation. The Superintendent’s Office and the Human Resources Office are to be notified prior to the suspension.

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Anti-Bullying
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STUDENTS

501 School Community

Everyone directly involved in the school is a part of the school community. Parents are important figures since they are irreplaceable agents in the education of their children. (RDECS, 32) The Catholic School shall respect the rights of parents as the primary educators of their children. (G.E., 3) Likewise, the school shall be attentive to the needs of the students who must be active agents in their own education. (RDECS, 22,32)

502 Admission

Catholic Schools shall not discriminate by race, sex, color, national or ethnic origin, or religious persuasion in admitting students.

Principals of Catholic Schools shall give priority to Catholics when admitting students and then shall accept other students who meet necessary requirements. Each school shall hold a well-publicized registration period each year.

Parents of non-Catholic students shall be informed prior to registration that religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

503 Ages of Attendance

(1-22-13) – from Marcy Tidwell/Director of Non-Public & Home Schools/Tennessee Department of Education

Public Chapter 991 – changes made in TN state law for the new age requirement of children entering kindergarten beginning school year 2013-14.

As required by PC 991, please be advised:

- a) For the 2013-14 school year, children entering kindergarten shall be 5 years of age on or before August 31.
- b) For the 2014-15 school year and thereafter, children entering kindergarten shall be 5 years of age on or before August 15.
- c) No child shall be eligible to enter first grade without having attended an approved kindergarten program. (T.A.C. 49-6-201)
- d) A child entering a special education program shall be no less than four years of age.

504 Health Examinations and Inoculations

Catholic Schools shall require health examinations and proof of immunization of their students in accordance with the regulations of the Tennessee Department of Education. (T.A.C. 49-6-6001; RRMS 0520-13.08)

505 Examinations

Catholic Schools shall require students transferring from unapproved or non-accredited schools to take an examination for acceptance and placement. This examination shall include but not be limited to Reading, English, and Mathematics. This examination is the responsibility of the principal in each Catholic School and the examination then becomes part of the student's permanent record.

506 Nonresidents

Any students attending a Catholic School within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances.

The principal of a Catholic School, in consultation with the Superintendent, shall have the authority to ask a student to withdraw from the school if he/she is residing in a home where natural/foster parents, legal guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, are not in attendance.

507 Married Students

Catholic School principals, in consultation with the Superintendent, shall make final judgment as to whether or not a student should be enrolled or retained in a school. In the light of compassion, mercy and justice, they shall consider each person's case individually. Marriage shall not be a reason for expulsion.

508 Pregnant Students

Catholic School principals, in consultation with the Superintendent, shall make final judgment as to whether unwed parents should be enrolled or retained in school. They shall take every consideration to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, such as residing in a home where natural/foster parents, legal guardians, or they, who have in writing, been delegated to as parents or legal guardians in circumstances such as these, and insure confidentiality. Pregnancy shall not be a reason for expulsion.

509 Student Records

Schools shall keep an up to date cumulative record of each pupil from kindergarten through grade twelve. These records shall be typed or written in black ink. The student's social security record shall be recorded on the cumulative record. (T.A.C. 49-6-5102)

The following records shall be kept for each student in the cumulative folder:

**Indicates information forwarded to another school (#511)*

- 1) Initial application forms and student entrance test
- 2) *Permanent/cumulative record cards/duplicate permanent/cumulative Record cards/birth certificate/
- 3) *Achievement Test Scores

FYI
All Attendance Records, Achievement Test Scores, and report cards should never be discarded.

- 4) *Health/Immunization Records
- 5) Report cards (current year & previous year) – Transfer information and records (if appropriate)
- 6) *Baptismal and Sacramental Records
- 7) Emergency information on students
- 8) Custody information

All records shall be kept in a fireproof file in the school office and cannot be taken from the office. All records are confidential and shall remain the property of the school.

510 Attendance Records

Each school shall have systematic procedures of recording pupil absences and tardiness. (T.A.C. 49-6-3007) Notification of student truancy should be sent to the Superintendent's office. Under Tennessee Code Annotated 46-3-3007 (e)(2) provides that, upon a student being absent for five (5) days without excuse, the superintendent is responsible for issuing written notice to the parent or guardian. A new notice is to be sent each time there is an additional accumulation of five (5) unexcused absences. Under T.C.A. 49-6-3007 (e)(3), if it appears that, within three (3) days of receipt of the notice, there is a failure to comply (i.e. not attending school), the superintendent shall report the absences to Amy P. Weirich, District Attorney General.

Student attendance records for each marking period shall be reported to the parents on the student's report card.

Student attendance records shall be kept permanently by each school. Within thirty days after the beginning of the school year, the names, ages and residence of all students shall be reported to the school superintendent of the local educational district. (T.A.C. 49-6-3007) (please send to the Catholic Schools Office)

511 Transfer and Withdrawals

Individual schools shall request in writing the following materials when a pupil transfers into your school:

- 1) Permanent Record Card
- 2) Health Record
- 3) Achievement Test Scores
- 4) Baptismal Record (Catholic)

In case of transfers the records shall be mailed directly to the school requesting them, and shall not be sent through the parent or pupil.

Only the contents of the official student file shall be forward to a new school. Release of these records, after consultation with the pastor, may be withheld until all financial obligations are met. Health records must be released to parents if requested.

The Superintendent of the local school system must be notified in writing of all withdrawals.

512 Attendance and excuses

Each school shall publish expectations that require students to be present for the entire time schools are in session according to the school year.

Attendance will be checked and recorded daily for all students. Written excuses shall be required and filed for all absences.

Students with excessive absenteeism, without a physician's note or a note from a parent, are to be considered as unexcused absences or truant. A student who has been absent for five (5) days must present the school with a doctor's certificate. Notification of student truancy should be sent to the Superintendent's office. *Please see #510*

Absences for other reasons, such as vacation, the school is under no obligation to provide make-up work or special testing arrangements for such an absence.

513 Grading

The grading system of each school confirm to the policy of the Catholic Schools Office of the Diocese of Memphis.

The grading system of each school of each school shall conform to the policy of the Catholic Schools Office of the Diocese of Memphis

Each school is expected to have a Parent Involvement Plan which outlines how parent stakeholders can be involved in

514 Reporting to Parents

The first and primary educators of children are their parents. Every Catholic School shall initiate meetings and programs which help establish a partnership with parents. The school shall try to involve the family as much as possible in the educational aims of the school. (RDECS, 43)

Communications with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessments, parent-teacher conferences and daily performance reports.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order. (FERPA)

515 Promotion and Retention

Each school shall promote or retain students after evaluation the student's performance.

Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

516 Graduation

- a) In order to graduate or be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. Religion, Language Arts, Social Studies and Science.

If a student receives two F's, summer school or tutoring is required for promotion. If a student receives 3 F's, he/she is subject to retention.

- b) Graduation ceremonies for students completing kindergarten shall not be conducted. Recognition programs are appropriate.

(ex: "Sending Forth Mass" for 6th Graders)

Graduation ceremonies are for students in the 8th Grade and 12th Grade.

Graduation parties shall not be sponsored by the school.

517 Conduct

Catholic Schools shall develop standards of conduct that create an atmosphere conducive to learning. Each Catholic school's standards of conduct shall be published in student, faculty, and parent handbooks and the handbooks shall be distributed to all affiliated with the school. Copies of all handbooks shall be filed with the Catholic Schools Office.

***added 8-10-16:** If a student in our school exhibits behavior that is deemed to be detrimental or harmful to the school, students, and/or employees, the student will need to be removed from the school by the parent **immediately**. Prior to readmission to the school the parents will provide to the school a clearance from a **licensed clinical practitioner**. Once this clearance from the practitioner is received, the Principal will evaluate

518 Discipline

518 Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment. Each Catholic School shall have published policies and regulations regarding school discipline. Corporal punishment shall not be used nor tolerated in the Catholic schools.

519 Accusation of Serious Wrong

Any student accused of serious wrong shall be placed on a home study program pending the outcome of an investigation.

520 Suspension and Expulsion

Each school shall establish and publish a policy for suspension and expulsion of students. The policy shall have the approval of the Catholic Schools Office. These policies shall be published in the handbook for students and parents. Expulsion of a student shall require the consultation of the pastor and/or Superintendent.

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. In both cases, students must complete all class work and tests from the days of suspension according to local policy.

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a principal's conference with the parent(s) and/or guardian(s). This list shall not be considered exhaustive.

1. Disobedience, insubordination or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar or obscene
3. Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
4. Injury or harm to persons or property or serious threat of same
5. Unauthorized absence or continued tardiness
6. Assault with, or possession of, a lethal instrument or weapon
7. Serious theft or dishonesty
8. Outrageous scandalous or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church
11. Consistent disrespect for other students, bullying, or sexual harassment of another student

12. Violation of internet code of ethic.

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

Added
5-24-18

If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parents must submit documentation from a health care professional, stating that the child presents no

direction and skills necessary for positive social interaction.

In a school community, there will be times when students do not get along. This policy is designed to guide our community in responding to bullying and other negative social behaviors so that students move past negative behaviors and develop skills needed to get along together as part of the school community.

This policy applies to the school community which includes students, parents, faculty and adults on our campuses, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.

As used in this policy, “bullying, harassment, or intimidation” means any intentional written, verbal, or physical act, including an electronic communication, that a) physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and b) occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school.

Cyber bullying is the use of cell phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any ways described above. Examples of cyber include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or MySpace, Instagram, etc., forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

Anyone who is aware of bullying, or is being bullied should report to the administration of the school. The Principal will investigate and take the appropriate action to prevent bullying.

521 Student Withdrawal on Grounds of Parental/Guardian Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

1. Refusal to cooperate with school personnel; or
2. Refusal to adhere to diocesan or local policies and regulations; or
3. Interference in matters of school administration or discipline.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and begin cooperation with the school or Policy 521 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

522 Drug Policy

The schools shall publish expectations that students are to refrain from possession of illegal drugs on school property or at school related activities. The school shall follow the law in reporting the possession of controlled substances to proper law enforcement authorities.

523 Alcohol and Weapons

Each school shall publish expectations that students are to refrain from possession or consumption of alcoholic beverages on school property or at school related activities. Schools shall publish that student possession of any weapon or electronic pager on school property or at school related functions is prohibited. (T.C.A. 49-6-4201)

524 Dress

Catholic Schools shall develop standards of dress that promote human dignity, cleanliness, and good health. Each Catholic School shall publish dress codes for students in that school.

525 Truancy

(4-23-13 – from the Office of the District Attorney General of the State of Tennessee)

Tennessee Code Annotated 46-3-3007(e)(2) provides that, upon a student being absent for five (5) days without excuse, the superintendent is responsible for issuing written notice to the parent or guardian. A new notice is to be sent each time there is an additional accumulation of five (5) unexcused absences. Under T.C.A. 49-6-3007(e)(3), if it appears that, within three (3) days of receipt of the notice, there is a failure to comply (i.e. not attending school), the superintendent shall report the absences to the sheriff, the police, the foreman of the grand jury, or the district attorney. Notification of student truancy should be sent to the Superintendent's office.

526 Athletic Teams

Each school shall support athletic teams for students only when student participation will contribute significantly to the total development of the students' personalities. Each school shall establish eligibility requirements for student participation in athletics. Elementary schools make up the Parochial Athletic Association (PAA). High School major sports are designated by TSSAA. The schools shall comply with the rules and regulations governing athletics which have been established by the appropriate accrediting and/or approval agency and any athletic associations to which the school belongs.

527 Social Events

No school sponsored dances shall be held for elementary and middle school students.

Schools shall sponsor simple and appropriate social events that contribute significantly to the total development of the students' personalities. In planning social events, the cost factor shall be seriously considered.

528 Supervision of Students

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

529 Part Time Employment

The school principal shall in no way encourage the part-time employment and work by the students during the day. Catholic Schools shall have published expectations that student employment will in no way interfere with the educative processes of their institutions and that the student’s work time on afternoons and evenings before another school day be minimal. *This does not include The Education That Works Program.*

530 Student Insurance

The Diocese of Memphis does not offer optional accidental insurance to students.

INSTRUCTIONAL PROGRAM

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INSTRUCTIONAL PROGRAM

601 School Calendar

The Catholic schools Office shall issue a yearly official calendar for all diocesan and parish schools. The calendar shall follow the regulations issued by SACS/CASI. Deviations from the calendar, including additional free days or early dismissal shall be authorized only by the Superintendent, or Pastor in a Parish School.

602 School Day

The Catholic Schools shall follow the regulations published by the Department of Education of the State of Tennessee for the length of the school day which shall be at least six hours and 30 minutes in length. The day shall be extended to include time for religious instruction.

Because Catholic Religion is most important, this class should be scheduled as the first class of the day for students, if possible.

Schedule of Suggested Times for 1st-5th

30-45 minutes of Religion (four days, one day Mass)

120 minutes of Language Art as follows:

60 minutes of Reading

60 minutes – to include Handwriting, Spelling, English

60-90 minutes – Math

30-60 minutes – Science/Social Studies

Schedule of Suggested Times for 6th-8th

50 minutes of Religion (four days, one day Mass)

50 minutes of Reading/Vocabulary
50 minutes of English
60 minutes of Math
50 minutes of Science
50 minutes of Social Studies

603 Inclement Weather

Suspensions of school sessions due to inclement weather shall be announced separately for the system of Catholic Schools on television and radio in conjunction with the Shelby County Schools. Announcements will also be sent via the schools' automated notification system.

604 Class Size

The class size shall conform to the regulations issued by the appropriate accrediting and/or approval agency.

605 Curriculum

The Catholic School shall be distinguished by its unique curriculum which shall be designed to provide instruction not only in human knowledge and skills, but also in religious truths and Gospel values.

It shall assist each student to discover and develop his/her own full human potential as a Christian. It shall enable the student to acquire attitudes, knowledge, skills and behaviors in the service of the Lord, the Church, his/her brothers and sisters in today's world.

Catholic elementary and middle schools and high schools shall follow the curriculum established by the Catholic Schools Office.

Catholic high schools shall establish a basic curriculum which complies with the regulations of the appropriate accrediting and/or approval agency.

606 Religious Dimension

“From the first moment a student sets foot in a Catholic School, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics.” (RDECS #25)

Each Catholic School shall require daily instruction in religion for all students.

607 Chastity Education

Catholic Schools shall have an age appropriate program in educating the students in the dignity of human sexuality and the virtue of chastity.

608 Homework

Each school shall publish in their handbook, minimum time allotments and criteria for homework. Parents shall be reminded of their responsibility to cooperate by assisting their children to develop good study habits.

609 Ceremonies and Observances

“A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good.” (RDECS #45)

Catholic Schools shall give recognition to civic observances that are regarded as significant by the community. (RDECS #45)

Catholic Schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

610 Field Trips

School sponsored field trips shall have an educational purpose. Field trips shall be confined to instate trips except with permission of the Superintendent (or Pastor at a parish school).

The diocesan field trip permission form shall be used in all schools. The diocesan policy for volunteer drivers shall be followed. Catholic Schools shall publish in Parent/Student Handbooks guidelines delineating necessary preliminary permissions and preparations, expectations of student participation, and required parental involvement.

Safety of children and school liability and shall be major considerations when arranging field trips.

Overnight class trips are for students in grades five through 12 only and shall be requested by the principal and approved by the Superintendent.

611 Guidance Program

School shall develop a Guidance Program designed to assist students in self-assessment, goal setting, educational adjustment, and career opportunities:

The Guidance Service Program shall include:

- 1) Orientation to the school and its programs
- 2) Counseling for individuals and groups with necessary referral services
- 3) Recording student data for evaluation and placement of students
- 4) Providing safe school/child protection curriculum and training

612 Psychological Services

Each Catholic School shall develop a list of resources for psychological services for students and staff.

613 Research and Surveys

Catholic Schools shall not allow outside organizations to use their students/schools for research without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

614 Accrediting and/or Approval (AdvancEd)

Catholic elementary and secondary schools in the Diocese of Memphis shall apply for and maintain approved status with Southern Association of Colleges and Schools.

615 Accrediting District

The Catholic Schools Office is accredited by the AdvancED SACS/CASI as a district and it is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

SCHOOL SAFETY

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SCHOOL SAFETY

701 Safety

Catholic Schools shall observe generally accepted practices that promote the safety of students while in the custody of schools. The practices shall be based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

702 Safety Coordinators

Each school shall have a safety coordinator. The principal shall appoint the safety coordinator from individuals who have expressed a willingness to service in that capacity. The responsibilities of the safety coordinator include:

1. Cooperation with the principal to insure the safety of the students
2. Maintain the required notebooks concerning safety, blood borne pathogens, hazard communication, and asbestos
3. Conduct the monthly safety evaluation of the facilities and the property
4. Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance company and OSHA
5. Inspect and restock the school's emergency bags
6. Attend the meetings called by the Diocesan Risk Manager

703 OSHA Regulations

Catholic Schools shall comply with the OSHA standards on blood borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall comply with the diocesan procedures established to comply with these standards.

704 Accidents

Accidents reported on school property shall be reported immediately to the principal or pastor. A report shall be written describing the accident and follow up care. The diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and Diocesan Risk Manager.

705 Emergencies

Each school shall publish emergency information for each student.

706 Fire Drills (*updated 9-3-14*)

Schools shall hold fire drills early in the school year so that all students shall be prepared for any fire emergency. Fire drills shall be conducted monthly with one additional fire

drill to be conducted within the first fifteen (15) days of the school year. Record of these drills shall be kept on the emergency drill form which shall be kept in the safety notebook. All staff members shall be instructed on the fire alarm system and the manner of activating it.

707 Intruder Drills (*updated 9-3-14*)

One (1) intruder drill is to be conducted within the first 30 days of operation.

708 Other Drills (*updated 9-3-14*)

Three (3) additional safety drills shall be conducted during the school year which may include inclement weather, earthquake, intruder or other emergency drills not requiring full evacuation.

709 Weather Emergencies

Catholic Schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency.

710 Bomb Threats

Each Catholic School shall follow the procedure in the Emergency Response Handbook in the event of a telephone or written bomb threat. A copy shall be on file in the Catholic Schools Office. The Catholic Schools Office shall be notified of such a threat immediately.

711 Inspections

Catholic Schools shall conduct monthly safety inspections. The insurance company conducts yearly inspections of the facilities and grounds. A copy shall be on file in the Catholic Schools Office. The Catholic Schools Office shall be notified of such a threat immediately.

712 Smoke-Free Environment

Catholic Schools shall be smoke-free buildings. An area used by the students, i.e. gym, cafeteria, shall also be designated as smoke-free. Smoking shall not be allowed on school grounds. Adult faculty and staff members may smoke outdoors but not within 50 feet of any entrance to any building

During athletic events, smoking shall not be allowed in the seating areas or the areas around the playing fields. (Public Charter 455: Children's Act for Clean Indoor Air)

713 Vehicle Safety

Catholic Schools shall comply with the Diocesan Vehicle Safety Policy in the operation of any vehicle owned by the diocese. A copy of the Vehicle Safety Policy and vehicle and drive forms shall be kept in the safety notebook.

714 Lockers

Catholic Schools with student lockers shall maintain them as school property to protect the safety of all.

715 School Closing

In an individual school is closing for any reason when the rest of the system is open, the principal is to notify the Superintendent prior to the closing. (in an emergency as soon as possible.) Any change in the published calendar should be sent to the Superintendent's office prior to the change.

716 Legal Issues

All legal issues, subpoenas, court orders and any inquiries from attorneys received by school administrators, teachers or staff are to be immediately sent to the Catholic Schools Office to be reviewed by Diocesan officials and the Diocesan attorney.

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FACILITIES

801 Preventive Maintenance

Catholic Schools shall establish a preventive maintenance program for the school facilities.

802 Repairs

All major repairs in parish schools shall have the approval of the pastors.

Un-budgeted major repairs to the diocesan schools have the approval of the Superintendent of Schools if the cost exceeds \$500. Three quote (i.e., telephone, online or written quotes) must be obtained for goods and services purchased greater than \$1,000.00. All purchase requisitions greater than \$1,500.00 must be approved in advance by the COO and the CFO. Any annual vendor contracts greater than \$5,000.00 should be reviewed for recommendation in advance by the Director of Facilities and Risk Management and by the CFO. Please see Catholic Diocese of Memphis/Catholic Schools Office/Purchase Requisition and Guidelines form.

Any alterations in school facilities shall have the approval of the Catholic Schools Office.

803 Vehicle Maintenance

Catholic schools shall use the diocesan Vehicle Maintenance Checklist for vehicles owned by the diocese.

804 Contracts

All contracts for \$10,000 or more shall be approved by the Superintendent in conformity with the diocesan Contract Review Policy.

805 Leases

Groups outside the parish and/or school community using the school facilities shall sign a lease and a Building Use Agreement and give proof of insurance. All leases shall be reviewed by the Director of Facilities and Risk Management. School facilities shall not be leased to any group which hold views contrary to the teachings of the Catholic Church.

Notes