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## **POLICY AND REGULATIONS**

### **CATHOLIC SCHOOLS OF THE DIOCESE OF SALINA**

#### **EQUAL EMPLOYMENT OPPORTUNITY**

#### **POLICY 1004**

The Catholic Schools of the Diocese of Salina provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, citizenship, status as a special disabled veteran, or other veteran who served on active duty during a war, campaign, or expedition, in accordance with applicable federal laws. In addition, the Catholic Schools comply with applicable state and local laws governing nondiscrimination in employment in every location. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Catholic Schools, as permitted by applicable law, reserve the right to give preference to members of the Catholic Church in hiring, placement, promotion, termination, layoff, recall, and transfer.

#### **Harassment Policy**

The Catholic Schools of the Diocese of Salina have adopted a policy of “zero-tolerance” with respect to unlawful employee harassment. In this connection, the Catholic Schools expressly prohibit any form of unlawful employee harassment based on race, color, sex, national origin, age, disability, citizenship, status as a special disabled, or other covered veteran, or status in any group protected by federal, state or local law. Improper interference with the ability of employees to perform their expected job duties is not tolerated.

With respect to sexual harassment, the Catholic Schools prohibit the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

2. Offensive comments, jokes, innuendos, and other sexually oriented statements or conduct. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:
- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
  - Sexually suggestive touching.
  - Grabbing, groping, kissing, fondling.
  - Repeatedly violating someone's "personal space" after a warning
  - Lewd, off-color, sexually oriented comments or jokes.
  - Foul or obscene language.
  - Leering, staring, stalking.
  - Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
  - Repeated unwanted or offensive letters or poems.
  - Sitting or gesturing sexually.
  - Offensive E-mail or voice-mail messages.
  - Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
  - Questions about one's sex life or experiences.
  - Repeated requests for dates.
  - Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
  - Sexual assault or rape.
  - Any other conduct or behavior deemed inappropriate by the Diocesan Superintendent of the Catholic Schools and Pastor.

## **Complaint Procedure**

Each employee of the Catholic Schools is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, and respecting the rights of their coworkers.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to the Pastor who will notify the Diocesan Superintendent of Schools. This policy applies to all incidents of alleged harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or even a parent with whom the employee is involved, directly or indirectly, in a school-based relationship.

Should the alleged harassment occur at a time other than during regular school hours or activities, your complaint should be filed as early as practicable on the first business day

following the alleged incident.

Please understand that the Catholic Schools take complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding alleged discrimination or harassment, and you may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Pastor or the Superintendent of Catholic Schools at any time. The Pastor or the Superintendent of Catholic Schools, or someone under his or her supervision, will undertake an investigation of any complaints.

If it is determined that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The Catholic Schools prohibit any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Catholic Schools determine that the complaint is not legitimate, and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including termination of employment.

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**United with family and Church, the Catholic schools of the Diocese of Salina strive to prepare young people to impact the world for Christ through productive service and responsible Christian leadership.**

In union with the family and the Church,  
the Catholic schools of the Diocese of Salina  
strive to  
prepare young people to impact the world for Christ  
and to attain their eternal destiny  
by providing  
a Catholic learning environment,  
based on the values of Jesus Christ,  
that  
promotes academic excellence,  
develops spiritual, physical and emotional well-being,  
fosters mutual respect,  
demands moral responsibility,  
encourages self-growth,  
and nurtures Christian service to others.

In the fulfillment of this MISSION, it is envisioned that the Catholic Schools of the Diocese of Salina strive to:

- create Christian educational communities where human knowledge, enlightened and enlivened by faith, is shared by teachers, students and parents in a spirit of freedom and love;
- relate all human culture to the Good News of Salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of humankind;
- offer personal experiences in Christian living and worship through liturgy, sacramental life, prayer, guidance and example;
- provide opportunities and experiences which emphasize Christian involvement and service to others;
- help each student to develop a positive attitude toward lifelong education, including the power to think critically and constructively, to solve problems and to reason independently;
- promote physical fitness and encourage habits which maintain sound spiritual, physical, mental and emotional well-being;
- foster the development of the social skills, aesthetic artistry, and technological mastery necessary to function productively in our global environment;
- provide opportunities for certified personnel to enhance their knowledge and develop skills that will enable them to prepare students for productive citizenship in a global society; and
- allow school personnel to increase knowledge and strengthen skills in their specialized content areas in order to fulfill the needs of their respective positions through systematic performance improvement.

We believe that Catholic education has a distinct purpose of assisting people to mature in their faith and, thereby, to attain the fullness of the Christian life. This gradual process of what it means to be a fully human person with a strong personal relationship to Christ and to His community called Church, involves parent, teacher and learner in a process that explores knowledge, culture, history, current events and future possibilities in the light of the message of Jesus to the world. It comes to full flower in the form of total involvement in the sacramental life of the Church.

We believe that Catholic education is an integrated ministry embracing three interlocking dimensions: 1) the message revealed by God and the proclamation of that message; 2) community in the life of the Spirit and the formation of persons in community; and 3) service to the Christian community and the promotion of growth in a commitment of service to the larger human community.

We believe that Catholic education can be neither insulated or isolated from the world around us; it must be part of that world. In today's dynamic, ever-changing global society, the challenge of Catholic education is to foster a Christian environment, and to project that environment into the world of tomorrow which will be inherited and inhabited by our young people of today.

We believe that parents are the first educators of their child and that it is important that they play a vital role in the continued education of their child. It is through honest and sincere communication and cooperative effort between parents and educators that young people will be able to experience a Christian community in which moral and spiritual values, ethical standards of conduct, reverence and respect for others and a sense of personal responsibility are fostered.

We believe that schools exist for children, and that all children have the right and the ability to learn, to grow, and to develop into mature, productive, and responsible individuals. We further believe that this is best accomplished through the interrelation of human development with Christian formation, in an environment wherein the experience of learning and living can be fully integrated in the light of the Gospel message of Jesus Christ.

In compliance with federal regulations, no individual, on the basis of race, color, national origin, sex, age or disability, may be excluded from admission to or participation in; be denied employment or the benefits thereof; or be subjected to any discrimination under the programs and activities of the Catholic schools of the Diocese of Salina.

Public notice of this policy must be posted in each school and is to be included in all public announcements, brochures, advertisements and written communications relating to the school and its programs or activities.

The Diocesan Superintendent of Schools is designated to coordinate compliance with nondiscrimination requirements.

Persons believing themselves to be aggrieved by this policy may avail themselves of the grievance procedures as set forth in this Handbook of Policies and Regulations, Catholic Schools, Diocese of Salina.



CATHOLIC SCHOOLS COMMITTEE  
DIOCESE OF SALINA

BYLAWS

ARTICLE I  
NAME, PURPOSE AND FUNCTIONS

Section 1. The name of this body shall be the Catholic Schools Committee of the Diocese of Salina.

Section 2. The Catholic Schools Committee shall have as its purpose and responsibility to serve as an advisory or consultative body for the Superintendent of Schools in those matters in which the Superintendent seeks advice or counsel and, most importantly, in those instances requiring a major decision which would affect, in whole or in part, the Catholic school communities throughout the diocese.

Section 3. Functions of the Catholic School Committee shall include but not be limited to: 1) advice and assistance in the planning and development of educational programs, endeavors and events within the diocese; 2) recommendation and formulation of policies giving general direction for administrative action to the Superintendent and Catholic school administrators; 3) recommendations to the Office of Catholic Education that can be of assistance in assuring the financial stability of the Catholic schools within the diocese; and 4) participating in the search for and selection of the Superintendent of catholic schools, if and when such vacancy in the office occurs.

Section 4. Policies formulated by the Catholic Schools Committee as administrative guidelines for the schools of the diocese shall be referred to the Diocesan Council of Education for approval prior to enactment by the Bishop and implementation by the Superintendent.

ARTICLE II  
MEMBERSHIP, APPOINTMENT, TERM OF OFFICE

Section 1. The Catholic Schools Committee shall consist of seven (7) voting members; two (2) of whom shall be pastors of Catholic schools; two (2) shall be principals of Catholic schools, one elementary, one secondary; and three (3) parent members of Catholic school communities, representative of both elementary and secondary schools and of the geographic areas of the diocese. Ex officio members without voting privilege are the Bishop of the Diocese, the Director of the Catholic Formation Office, the Superintendent of Schools and the Chairperson of the Diocesan Council of Education.

Section 2. Members shall be appointed by the Bishop of the Diocese from a slate of candidates prepared by the Superintendent of Schools from recommendations made by the Catholic school personnel of the diocese.

Section 3. Members shall be appointed for a three-year term and may serve a total of two (2) terms consecutively. In order that the terms may be staggered, the initial appointments shall be divided so that three (3) members (a pastor, a principal, and a parent)

have a term of three (3) years; two (2) members (a pastor, a principal and a parent) have a term of two (2) years; and two (2) members (a principal and a parent) have a term of one(1) year; each of which shall be eligible for a consecutive three-year term.

Section 4. A person who fills a vacancy during the term of a member shall, upon completion of that term, be eligible for reappointment to one (1) full term of three (3) years.

Section 5. The beginning date for the term of office shall be that of the fiscal year July 1. Terms shall expire on June 30.

### ARTICLE III OFFICERS

Section 1. The officers of the Catholic School Committee shall be a Chairperson, a Vice-chairperson and a Secretary. The Superintendent of schools, by virtue of office, shall serve as the executive officer of the Committee.

Section 2. Officers shall be elected by the voting members at the first meeting after the beginning of the fiscal year and shall assume responsibility immediately. Terms of office shall be for one (1) year renewable.

Section 3. The respective duties of the officers shall be as follows:

Chairperson:

- to preside at all Committee meetings;
- to develop the meeting agenda in collaboration with the Superintendent of Schools;
- to assign specific responsibilities to members as need arises;
- to be responsible, if necessary, for reporting the actions of the Committee to the Bishop and to the Diocesan Council of Education through the Executive Officer of the Committee.

Vice Chairperson:

- to perform the duties of Chairperson in his/her absence or incapacity.

Secretary:

- to maintain a written record of each meeting;
- to provide a copy of the minutes to each member within two (2) weeks of the meeting;
- to perform all duties incident to the Office of Secretary and such other duties as may be assigned by the Chairperson of the Committee.

### ARTICLE IV MEETINGS

Section 1. The Committee shall meet regularly three (3) times a year, preferably in the months of October, January, and April. Special meetings may be called as needed by the Chairperson of the Committee in conjunction with the Superintendent of Schools.

Section 2. A simple majority of the voting members of the Committee is necessary for the transaction of business. Though decisions shall commonly be arrived at through consensus, when a recorded vote is necessary for any decision or election, a simple majority vote of those present shall be sufficient.

## ARTICLE VI AMENDMENTS

Section 1. These bylaws may be amended, supplemented or repealed, in whole or in part, by a two-thirds vote of the voting members of the Committee, subject to the regulations of the diocese and the approval of the Bishop.

Section 2. Proposed amendments shall be presented to the Committee at least one month prior to voting on such.

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**BISHOP**

**POLICY 3010**

The bishop is the chief representative of the teaching authority of the Church in the Diocese of Salina and is responsible for the teaching mission of the Catholic schools within the diocese. He shares this responsibility with the pastors who are co-workers with the bishop for the Catholic school within the parish. Aiding the bishop is the diocesan superintendent who is the bishop's delegate for all Catholic schools within the Salina Diocese.

**PASTOR**

**POLICY 3015**

The pastor, by office is the first teacher of religion and the chief administrative officer of the parish. Although concerned about all of the parishioners in their various age groups and stations of life, in a special way, the pastor is dedicated to the parish school community. The pastor is the spiritual leader of the parish and presents the "vision" for the parish community.

The pastor shares this vision with all persons and especially with the principal and faculty of the Catholic school, for these are his co-workers in the mission and ministry of the total educational mission of the parish. It is this ministry of support, respect and mutual sharing of strengths and talents which places the Catholic school in its setting of the parish religious education endeavors.

Principals collaborate with the pastor and the diocesan superintendent of schools in the teaching mission of the Church, in accordance with their contracts and the policies enumerated in this Diocesan Policy Handbook.

The cooperative ministry of pastor and principal in supporting each other in mutual leadership is generated by regular meetings with each other to plan, to critique, to evaluate and to pray. This collaboration, together with the diocesan superintendent, is conducive to a well functioning Catholic school in accord with the policies which follow.

\* In all references in this handbook, the term "pastor" refers also to the designated "pastoral leader" of a parish school, and where it is a multi-parish school, to the "pastor/pastoral leader" designated by the bishop.

The pastor, or pastor designate (in the case of interparochial schools) appointed by the bishop, holds rights and responsibilities specified by church law. As the administrator of the parish, the pastor holds an important role in relation to the parish school. Most of the educational responsibilities of this role the pastor delegates to the school principal and faculty.

The pastor does, however, maintain certain responsibilities related to the school.

1. **Religious Area** - By virtue of his position of spiritual leader of the parish community, the pastor is responsible for those matters within the school which affect religious education, worship and the spiritual welfare of the students. It is his duty to see that the teachings of the church are clearly and accurately presented.

2. **Contractual Responsibilities** - The contract for either a principal or teacher is an agreement entered between the educator and the local school. The pastor acts as the agent of the parish. In the case of the principal the contract is signed by the pastor but is not accepted and binding on any party until it is approved by the diocesan superintendent of schools.

3. **Local Policies** - The pastor works closely with the parish school council and officially enacts policies the local school council recommends. He is ultimately responsible to see that local policies are in accord with those of the diocese, diocesan school policy, as well as state policies that are appropriate to Catholic schools.

4. **Delegation to the Principal** - The pastor delegates the immediate administration direction, and supervision of the school and instructional program to the principal who leads the school in accordance with policies of the diocese and local school.

5. **Financial Responsibility** - The pastor in consultation with the parish council is responsible for the financial support of the school. He delegates all, or at least part of the instructional portion of the school budget development to the principal. As specified in Canon Law, he relies upon recommendations of the parish council regarding total parish budget. Consideration of any major change regarding the school shall include consultation with the diocesan superintendent and may be effected with the expressed written approval of the bishop.

The superintendent of schools is appointed and delegated by the bishop as the chief administrative officer of the Catholic schools within the diocese. Subject to the bishop and to the mandates of the Diocesan Council of Education, the superintendent is the director of the Office of Education and, as such, bears the responsibility for the general organization, administration, and supervision of all of the Catholic schools within the diocese.

The role of the superintendent of schools is one of service, through which inspiration, direction and assistance is given to the Catholic school personnel on the local level in an atmosphere of mutual trust, encouragement, cooperation and support.

All schools will have on file a job description for the principal which will be sent to the superintendent of schools. (*See Appendix I for Model Job Description of Principals.*)

The principal in a Catholic school shares with the pastor in the spiritual leadership of the school community. He/she is the bridge and the fount of the life-giving school mission and thereby cooperates with the other varied ministries of the parish.

The responsibility of the principal extends beyond the fulfillment of the state regulatory norms and educational processes. The principal must reflect a vibrant, faith-filled and hope-filled Catholic life. All expect excellence in Catholic schools and this excellence places the highest priority on a vision of Catholic life. True education is life-giving and so a Catholic school gives Catholic life.

As a religious leader and creator of the Catholic school's environment, the principal must build a community of Catholic faith. This one ideal guides the principal in promoting the curriculum, supervision, development of the goals, and teaching in the Catholic school.

Ever the servant, the principal's first and greatest service is selecting dedicated, competent and spiritually formed co-workers on the faculty who will commit themselves in the "faith-community" of the Catholic school by listening, sharing, trusting, risking and caring.

Because the principal plays such a vital role in the formational and educational mission of the Church, he/she must show a loyalty to Jesus Christ, to the Catholic Church and to all of

the people. Through the spiritual, academic, administrative and human relationship skills which the principal possesses, all will view this philosophy of education as a strong reflection of his/her Catholic conviction.

<b>FAITH DEVELOPMENT OF THE PRINCIPAL</b>
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<b>POLICY 3035</b>
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The principal shall faithfully participate in the spiritual activities planned for his/her own personal and professional growth. Many such programs are offered by the Diocesan Office of Catholic Formation to aid the principal in this continuing education and formation.

Only a principal who is greatly concerned with the “faith development” of his/her teachers, staff and students will see the value of working closely with the pastor or chaplain in preparing and celebrating liturgical and other religious/prayer services with the entire school community.

<b>RESPONSIBILITIES OF PRINCIPALS</b>
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<b>POLICY 3040</b>
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<b>RE LEGAL REQUIREMENTS</b>
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The principal, together with the pastor shall see that the school or schools for which they have responsibility comply with all legal requirements of the state of Kansas which are applicable to Catholic schools, except those requirements which are contrary to Catholic teachings.

All matters which could legally affect a school should be reported immediately by the principal to the Superintendent of Catholic Schools. Additionally, the principal should commit to writing an accurate account of the matter and the steps taken to protect the school, the Parish, the Diocese, and the parties involved as soon as possible and send this to the Superintendent of Catholic Schools.

Catholic Mutual, which provides liability coverage for Catholic Schools, requires that any potential termination of employment be reviewed with the diocesan attorney prior to termination.

The Superintendent of Catholic Schools may choose to confer with pastor, the principal and the diocesan attorney with regard to any and all legal matters or requirements. rev 2-07



The health and well being of students, faculty and staff is of the utmost importance. Before assuming his or her duties as principal of a Catholic school, the principal must submit certification in compliance with K.S.A. 72-5213 verifying that the principal's physical condition is such as to permit full and safe performance of all duties for which the principal is employed. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the students; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. An updated certification shall be provided whenever the principal's certification is renewed. If at any time there is reasonable cause to believe that the principal is suffering from an illness detrimental to the health of the students, a new certification of health may be required.

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**HEALTH AND PERSONAL LEAVES; LEAVE OF ABSENCE POLICY 3050**

**Health Leave.** Health leave for Principals in the Salina Diocese is defined as days of absence from duty because of personal sickness or injury.

- (1) All full-time Principals shall be granted ten (10) days of health leave with pay for a contract year. Unused health leave shall be allowed to accumulate up to forty-five (45) days. Part-time Principals shall be granted health leave on a pro-rata basis, based on their percent of full-time employment.
- (2) A Principal may use accumulated health leave because of pregnancy.
- (3) For any personal illness, physical incapacity or pregnancy extending beyond the accumulated health leave of thirty (30) days, a Principal may be granted a leave of absence without pay. A leave of absence without pay may also be granted for family and medical reasons as specified in the Family Medical Leave Act of 1993.

**Personal Leave.** Principals shall be granted three (3) days of personal leave per year with pay. No accumulation of unused personal leave will be allowed.

**Leave of Absence.** A leave of absence without pay may be granted to a Principal with the consent of the Pastor and Diocesan Superintendent of Schools. Except as required by law, no assurance of re-employment will be given.

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**RECRUITMENT OF FACULTY****POLICY 3055**

The principal shall select faculty and staff who live their lives to reflect “the fourfold dimensions of Catholic education: message, community, worship and service.” Such persons shall work cooperatively in planning and integrating their teaching in collaboration with the parish for a growth in faith of the total Catholic parish.

**AUXILIARY ADMINISTRATIVE STAFF****POLICY 3060**

1. **Assistant Principal** - When deemed necessary and advisable, an assistant principal may be appointed by the principal with the approval of the pastor. Both principal and pastor will agree to the responsibilities, job description and salary for the assistant principal and the diocesan superintendent of schools shall be notified of this action.
2. **Acting Principal** - In the absence, sickness, or disability of the principal of a Catholic school in the Diocese of Salina, there shall be a person designated by the principal to assume the full power and authority of the principal as described in this policy manual. Written notification to the diocesan superintendent of this acting principal shall be made annually. (*See Appendix III for Teacher In Charge.*)
3. **Other Auxiliary Staff** will be based on the needs of the school and the discretion of the pastor and the principal.

**PRINCIPAL’S CONTRACT; SALARIES AND BENEFITS****POLICY 3065**

**Contract.** Each principal recommended for employment shall be given a contract for a period of not more than one year. The contract form provided by the diocesan superintendent shall be used and shall be for service in a particular school unless the contract states otherwise. The principal’s contract shall provide time for vacation and/or continuing education.

**Salaries & Benefits.** The pastor in consultation with the local school council shall adopt guidelines for the setting of professional, just and equitable salaries with fringe benefits for the principal.

The salary scale shall consider but not be limited to the following:

1. educational qualifications, teaching experience and professional growth;
2. adequate beginning and maximum salaries to attract and hold capable persons in the profession;
3. additional remuneration for responsibilities of administration and supervision of other personnel; and
4. consideration of the fringe benefits offered to principals in the Diocese of Salina.

Benefits for principals shall be determined on a school-by-school basis.

<b>ANNUAL RENEWAL OF PRINCIPAL'S CONTRACT</b>	<b>POLICY 3070</b>
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1. Contract forms are sent from the diocesan superintendent to the pastors.
2. If the pastor wishes to offer a contract, he must first submit it to the diocesan superintendent of schools for approval in writing.
3. If the diocesan superintendent approves in writing, pastor and principal sign the contract.
4. The pastor sends signed contract to the diocesan superintendent.

It is recommended that the pastor invites comments from the local school council on the renewal/non-renewal of the principal's contract at its January meeting.

Principals' contracts are offered at the February school council meeting, and are to be returned to the pastor by March 10. A copy of the principal's contract is due to the diocesan superintendent by March 15. (*See Appendix IV for Principal's Contract*).

<b>EVALUATION; NON-RENEWAL OF CONTRACT;</b>	<b>POLICY 3075</b>
<b>RESIGNATION OF PRINCIPAL</b>	

**Evaluation.** (a) *Pastor Evaluation.* The Pastor shall complete an evaluation of the Principal on the form provided by the Diocesan Office of Education. The Pastor should evaluate the Principal's leadership style including the areas of religious, academic and managerial leadership.

(b) *School Council Evaluation.* The School Council complete an appraisal of the Principal

on the form provided by the Diocesan Office of Education. The School Council should reflect on the leadership skills of the principal in relation to reporting information to the School Council, advising the School Council in formulating policy, curricula and fiscal budgets issues and general perceptions about the school and its role in the parish community. The School Council's evaluation should be a compilation of its members' input. It is not the Schools Council's role to evaluate the Principal in general or the Principal's effectiveness with school faculty and staff.

The Principal and Pastor should meet and review both completed evaluation forms in a private conference. Copies of both completed evaluation forms should be sent to the Diocesan Superintendent of Schools.

**Renewal/Non-Renewal.** At the January School Council meeting, the evaluations should be discussed in executive session. Prior to the February School Council meeting, the Pastor, in consultation with the School Council, must decide the renewal or non-renewal of the Principal's contract for the next school year. If the Pastor decides to non-renew a Principal's contract, the Principal should confer and consult with the Diocesan Superintendent of Schools to review the evaluations prepared by the School Council and the Pastor.

If a Principal's contract is to be renewed, a proposed contract should be delivered to Principal after the February School Council meeting and should be signed and returned to the Pastor by not later than March 10. The signed contract should be forwarded to the Diocesan Superintendent of Schools for his signature by March 15.

If the Pastor and/or the Diocesan Superintendent of Schools have determined that a contract will not be offered to a Principal for the next school year, the Pastor should notify the Principal of that intent in writing prior to March 15 of the current school year. If no definitive written contract is completed and signed by March 15, it shall be presumed that the parties will not contract for the next school year.

**Resignation.** A Principal who wishes to resign or who does not want to have his or her contract renewed for the subsequent year should submit a written resignation to the Pastor and the President of the School Council. Also, the Principal should inform the Diocesan Superintendent of the Schools of his or her resignation. If the Principal's resignation is effective at the end of the school year and the Principal does not wish to have his or her contract renewed for the next school year, the Principal should notify the Pastor, the President of the School Council and the Diocesan Superintendent of Schools of this fact by March 15.

1. Pastor informs the diocesan superintendent of the need for a replacement and a search committee is formed.
2. The search committee formed for the interview process is:
  - a. the pastor;
  - b. the diocesan superintendent;
  - c. two or three members of the local school council; and
  - d. one faculty representative.
3. The committee conducts the interviews of prospective candidates for the position of principal.
4. The committee makes the recommendation of candidates best suited for the position of principal to the school council.
5. The school council makes a recommendation to the pastor.
6. The pastor accepts or rejects the recommendation of the school council.
7. If the pastor accepts the recommendation, he consults with the diocesan superintendent concerning the proposed contract. The diocesan superintendent must approve the contract in writing.
8. Only after the diocesan superintendent's approval does the pastor award the contract to the new principal.
9. If the pastor rejects the recommendation, then the search committee continues to interview other candidates.

*(See diocesan guidelines "Selection Process for Catholic School Principals" for detailed information and assistance.)*

**STANDARDS OF GROOMING AND DRESS****POLICY 3085**

Principals in the Salina Diocese shall always maintain high standards of personal cleanliness with respect to their physical person and wearing apparel.

**CONFLICTS OF INTEREST, GIFTS AND GRATUITIES****POLICY 3086**

Principals, teachers and staff of Catholic Schools should maintain the highest ethical standards. In this connection, they are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Principals, teachers and staff may from time to time receive nominal gifts and gratuities from students, parents and other patrons of the schools. Nominal gifts and gratuities, with monetary value of up to \$25.00, may be accepted. If a principal, teacher or staff of a Catholic Schools is offered or receives a gift or gratuity with a monetary value in excess of \$25.00, the principal or Superintendent should be notified and the gift should be declined or donated toward the school's general fund, with the agreement of the donee. At no time should any principal, teacher and staff member accept any gift or favor, regardless of value, which could reasonably be viewed as being given to gain an advantage for the donor or someone on the donor's behalf.

5-2007

**PREPARATION OF SCHOOL BUDGET****POLICY 3090**

The annual budget shall be prepared by the principal and the school council, in consultation with the pastor and finance committee of the parish council. The council recommends the budget to the pastor for final approval. The pastor may approve, modify or reject the proposed budget.

A copy of the approved school budget shall be sent to the diocesan superintendent. The diocesan superintendent may periodically ask for fiscal reports from any school.

The initial preparation of the budget should take place in January, with its presentation to the local school council for recommendation during February. The final council's recommendation and approval by the pastor should be accomplished by the end of March.

**BORROWING OR INCURRING DEBT****POLICY 3095**

No Principal or staff member may sign or incur any principal debt in excess of \$2,000.00 without the prior written approval of the Pastor. No Pastor, Principal, School Council or staff member may sign or incur any debt in excess of \$10,000.00 without the prior express approval of the Bishop. Such approval must be given in writing.

As used herein, “debt” does not include annual or regular operating expenses for a school which are incurred and paid in the ordinary course of operations.

rev 2-07

**FUND RAISING FROM AUXILIARY ORGANIZATIONS****POLICY 3096**

Auxiliary groups, Booster Clubs, parent organizations, or individuals representing any diocesan school, shall be under the direct supervision of the principal and/or pastor. Any solicitation, fund raising, purchases or disbursements of funds must have prior approval of the principal or pastor. A yearly financial report of any organization must be filed with the principal by June 30 of each school year. At the discretion of the school administration, accounts may be audited.

1-13-02

**LOCAL SCHOOL COUNCIL****POLICY 3100**

The local school council shall be a **non-policy making council**, serving in an advisory capacity, with no authority to implement policies or make decisions binding on the school without the approval of the pastor.

The school council serves as an advisory group to the bishop, pastor, diocesan superintendent and principal in ensuring the highest possible religious and academic education for the students attending Catholic school.

School council members serve as collaborators with the pastor and the principal in the mission and ministry of the school.

The school council assists the pastor and the principal in the consideration of general policy matters relating to the school.

The local school council shall seek to support, strengthen and assure the future of the Catholic school it serves.

Administrative decisions and their implementation are the responsibility of the principal and the pastor.

All school councils shall file a copy of their constitution with the diocesan superintendent.

The school handbook shall be reviewed each year by the local school council and filed with the diocesan superintendent prior to issuance of contracts.

Each council member shall have a copy of the handbook. The handbook should consist of the following:

1. school mission statement and philosophy;
2. bylaws and constitution;
3. policies affecting the school, including faculty handbooks, student handbooks and all diocesan policies;
4. budget reports; and
5. formal minutes of the school council meetings.

A copy of the minutes of each council meeting should be sent to the diocesan superintendent within two weeks following the meetings. (*See "Guidelines for School Councils, Diocese of Salina, Appendix XIII"*)



All Catholic elementary and secondary schools shall utilize the diocesan legal forms (or their equivalent) contained in Appendix XII of this policy book. These forms include:

1. FORM A - Disclosure Form for Ministers to Children and Youth
2. FORM B - Medical Information
3. FORM C - Medical Permission Form
4. FORM D - Parental/Legal Guardian Permission Slip for Field Trip Participation
5. FORM E - Field Trip Driver Information Sheet
6. FORM F - Suggested Rules of Conduct Contract (for Group Activities)
7. FORM G - Authorization for School Record
8. FORM H - Authorization for Student Release
9. FORM I - Use of Internet Agreement
10. FORM J - Athletic Participation Release Waiver and Indemnity Agreement
11. FORM K - Field Trip Liability Waiver (Adult)
12. HIPAA Form
13. Form M - Concussion and Head Injury Release Form
14. Form N - Immunization Exemption and Waiver
15. Form O - Guardianship Agreement

**PERSONNEL****4000 SERIES**

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FAITH DEVELOPMENT	4015
EQUAL OPPORTUNITY	4020
POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE	4022
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“But let teachers realize that to the greatest possible extent they determine whether the Catholic School can bring its goals and undertakings to fruition. They should, therefore, be trained with particular care so that they may be enriched with both secular and religious knowledge, appropriately certified, and may be equipped with an educational skill which reflects modern day findings. Bound by charity to one another and to their students, and penetrated by an apostolic spirit, let them give witness to Christ, the unique teacher, by their lives as well as their teachings.”

*Declaration on Christian Formation*

**RECRUITMENT & SELECTION OF TEACHERS**

**POLICY 4010**

The fulfillment of the unique goals of Catholic education rests largely in the hands of the faculty in a Catholic school. Hence, it is important that all persons engaged in the educational ministry of the Catholic Church in the Diocese of Salina understand that, first and foremost, they are teachers of Christian values for life.

The principal shall select faculty and staff who live their lives to reflect “the fourfold dimensions of Catholic education: message, community, worship and service.” Such persons will work cooperatively in planning and integrating their teaching in collaboration with the parish for a growth in faith of the total Catholic parish.

If it is not possible to employ Catholic personnel, the principal shall make certain that those employed are committed Christians who agree to perform their duties in accordance with the Catholic mission and philosophy of the school.

**FAITH DEVELOPMENT****POLICY 4015**

The Catholic school teacher must be a person of faith, one who believes in God and works toward integrating religious truths and values. A Catholic school teacher must be willing to accept and convey both, the religious and the educational goals of the school, in accord with Sacred Scripture and the teachings of the Catholic Church.

**EQUAL OPPORTUNITY****POLICY 4020**

The employment of teachers in the Catholic elementary and secondary schools of the Diocese of Salina shall not be discriminatory. All schools in the diocese are equal opportunity employers with the exception of hiring instructors of religion.

**POLICY FOR THE PROTECTION  
OF CHILDREN AND YOUNG PEOPLE****POLICY 4022**

All teachers in the Catholic Schools shall be familiar with and at all times comply with the Diocese's Policy for the Protection of Children and Young People, a copy of which shall be provided to each teacher at the time of hire. All forms and receipts included with the Policy for Protection of Children and Young People must be completed in accordance with that policy. All employment of teachers within the Catholic Schools of the Diocese is subject to completion of the background check which is conducted in accordance with the policy. Any costs incurred in connection with such background checks are the responsibility of the school employing the teacher. The Principal shall endeavor to keep all faculty, staff and volunteers in compliance with the Policy for Protection of Children and Young People at all times.

rev 2-07

**EMPLOYMENT OF TEACHERS****POLICY 4025**

Interviewing and hiring teachers is the proper and direct responsibility of the principal with the approval of the pastor.

All persons seeking employment in the Catholic elementary and/or secondary schools in the Diocese of Salina shall make application through the local school office.

Any principal who is considering an applicant who has taught or is teaching in an elementary or secondary Catholic school in the Diocese of Salina must contact former principals to determine the reason for termination of service, or to obtain any former principal's recommendation of the applicant's ability as a teacher. Character references listed on the application form should always be checked.

The school principal shall personally interview those who are being seriously considered for teaching positions. The principal awards the contract which is co-signed by the pastor.

If hired, the application form, three references, the college transcript and a copy of the Kansas Teacher's Certificate shall be kept on file in each local school.

**TEACHER CERTIFICATION****POLICY 4030**

The State of Kansas shall certify each teacher in the Catholic School. The responsibility for acquiring and maintaining certification rests with the teacher who must also file a copy of this certificate in the local school office.

Any teacher seeking an alternative teaching license must seek approval of the local principal and the Diocesan Superintendent of Schools.

revised 4-8-01

**CERTIFICATION OF HEALTH****POLICY 4035**

The health and well being of students, faculty and staff is of the utmost importance. Before assuming his or her duties as teacher of a Catholic school, the teacher must submit certification in compliance with K.S.A. 72-5213 verifying that the teacher's physical condition is such as to permit full and safe performance of all duties for which the teacher is employed. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the students; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. An updated certification shall be provided whenever the teacher's certification is renewed. If at any time there is reasonable cause to believe that a teacher is suffering from an illness detrimental to the health of the students, a new certification of health may be required.

rev 2-07

**TEACHER'S CONTRACTS****POLICY 4040**

Teachers are employed under yearly contracts. The contract shall be for a particular school unless otherwise stated in the contract. *(See Appendix V for Sample Teacher's Contract.)*

**ANNUAL ISSUANCE OR RENEWAL  
OF TEACHER CONTRACTS****POLICY 4045**

The following steps should be followed for issuance or renewal of a teacher contract:

1. The Diocesan Contract Form which appears at Appendix V of this Handbook should be used. Forms are available from the Diocesan Superintendent of Schools.
2. The Principal and Pastor should discuss the renewal of contracts for teachers currently under contract by February 15.
3. If the Principal and Pastor intend not to renew a teacher's contract, this intent should be discussed by the Principal and/or Pastor with the Diocesan Superintendent of Schools by March 15. All documentation should be given to the Diocesan Superintendent of Schools for review and consultation.

4. The Principal should inform the local school council of all contracts which the Principal intends to renew for the following school year at the local school council's last regularly scheduled meeting prior to April 15. The local school council may be asked to consult and advise the Principal, but is not asked to accept or reject the Principal's intended renewals.

5. By April 15, the Pastor and Principal should meet and review and agree upon the proposed salary for each contract and present a proposed contract to each teacher who is to be renewed.

6. If the teacher accepts the contract, it must be signed by the teacher and returned to the Principal by May 1. If the teacher does not sign the contract by May 1, it shall be presumed that the teacher and the school will not contract for the next school year.

7. Upon receipt of the signed contract from the teacher, the Principal and the Pastor should sign the contract.

8. A copy of the contract should be sent to the Diocesan Superintendent of Schools.

rev 2-07

<b>NONRENEWAL OF CONTRACT; RESIGNATION OF TEACHERS</b>
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<b>POLICY 4050</b>
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**Non-renewal.** If, after consultation with the Pastor and the Diocesan Superintendent of Schools, a Principal proposes not to renew a particular teacher's contract, the Principal should notify the teacher in writing prior to April 15. The writing may be delivered by registered letter, certified mail return receipt requested, or by hand delivery of same to the teacher. A copy of the notification shall be placed in the teacher's file. Failure to provide such notice does not entitle the teacher to renewal for the next school year. If a proposed contract, signed by the Principal and Pastor is not tendered to the teacher by May 1, it shall be presumed that the teacher and the school will not contract for the next school year.

**Teacher Resignation.** The following procedure should be followed in the event a teacher intends to resign prior to completing the teacher's contract:

1. The teacher must notify the Principal, in writing, at least 2 weeks prior to the

effective date of the teacher's resignation. The writing may be delivered by registered letter, certified mail return receipt requested, or by hand delivering it to the Principal. If the teacher's resignation subjects the teacher to liability to the school as defined in the contract or the local school faculty handbook, the Principal should notify the teacher of the amount of the teacher's liability for breaching the contract.

2. If a full time replacement is to be hired for a teacher who has resigned, it should be done in accordance with Policies 4010 through 4040. A contract through the end of the current school term may be offered to a full time replacement.

3. If a full time replacement is not to be hired for a teacher who has resigned, the Principal should endeavor to place a qualified substitute teacher in the resigning teacher's position for the remainder of the current school year.

rev 2-07

<b>TERMINATION OF CONTRACT</b>
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<b>POLICY 4055</b>
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In the event of default as defined in the teacher contract or for any other just cause, the employment of any teacher in a Catholic School may be terminated. The procedure set forth in the teacher contract should be followed in the event the Pastor, after consultation with the Principal, believes that a teacher's contract should be terminated. Any termination of contract will be finally determined by the Superintendent of Catholic Schools. Catholic Mutual, which provides liability coverage for Catholic Schools, requires that any potential termination of employment be reviewed with the Diocesan attorney prior to termination. The Superintendent of Catholic Schools may initiate the review by the Diocesan attorney after conferring with the Principal and/or Pastor.

rev 2-07

<b>HEALTH LEAVES / LEAVE OF ABSENCE / PERSONAL DAYS</b>
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<b>POLICY 4060</b>
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### **Health Leaves**

1. Health leaves for teachers in the Catholic Schools shall be days of absence from duty because of personal sickness or injury of the teacher, teacher's spouse or teacher's children and for which no deduction is made in the regular monthly or annual compensation of the



teacher.

2. All full-time teachers shall be granted ten (10) days health leave for the contract year. Unused health leave shall be allowed to accumulate to not more than forty-five (45) days.

3. part-time teacher, shall be granted three (3) days health leave during the contract year. Unused days of health leave for part-time teachers shall be allowed to accumulate to not more than fifteen (15) days.

4. Accumulated health leave cannot be exchanged, traded, donated or otherwise transferred from one employee to another.

**Leave of Absence.** A leave of absence without pay may be granted to a teacher if the teacher has a good reason for such a request. No assurance of re-employment will be given unless such leave is a leave under the Family Medical Leave Act of 1993, as set forth in Policy 4062.

**Personal Days.** Teachers shall be granted two (2) days personal leave with pay during each contract year. A teacher who intends to use a day of personal leave is responsible for contacting the teacher's Principal at least one week in advance of the proposed leave day unless the circumstances make it impossible to do so.

rev 2-07

<b>FAMILY MEDICAL LEAVE OF ABSENCE</b>
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<b>POLICY 4062</b>
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**PART A. Teachers Who Qualify for a Leave Under the Family and Medical Leave Act of 1993**

The Catholic Schools will grant a leave of absence to regular full-time and regular part-time teachers (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to twelve (12) weeks in any twelve-month period.

A teacher must have completed at least one full year of service with the Catholic School

at which employed and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible for such leave. Teachers who do not meet this requirements may apply for a leave of absence subject to the conditions described in Part B of this policy. Eligibility for leave is available to teachers at all Catholic schools in the Diocese and does not require employment of any minimum number of employees at the facility in which the teacher works.

### **Child/Family Care Leave**

If a teacher requests a leave of absence to care for a child after birth, adoption, or placement in the teacher's home for foster care, or to care for a covered family member with a serious health condition, the teacher will be granted unpaid leave under the following conditions:

1. If the leave is planned in advance, the teacher must provide written notice at least thirty (30) days prior to the anticipated leave date.
2. If the leave is unexpected, the teacher should notify the Principal in writing as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.)

All Catholic School benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any period of FMLA leave which is unpaid.

A teacher will be required to use all accrued, unused vacation, sick leave, and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits, if any, will continue during the leave provided you continue regular employee contributions to these plans. Other benefits will be governed in accordance with the terms of each benefit plan.

Teachers requesting a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this

family member. Teachers may also be required to provide additional physician's statements at the Catholic School's request. Further, the family member may be required to submit to a medical examination by a physician designated by the Catholic School at its expense.

### **Leave for Teacher's Serious Health Condition**

If a teacher requests a leave of absence for the teacher's own serious health condition, the teacher will be granted leave under the following conditions:

1. If the leave is planned in advance, the teacher must provide written notice at least thirty (30) days prior to the anticipated leave date.
2. If the leave is unexpected, the teacher should notify the Principal in writing as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when the need for the leave becomes known to the teacher ).
3. Any time that the teacher expects to be or are absent for more than five (5) consecutive work days as a result of the teacher's own serious health condition (including pregnancy), the teacher will be required to submit appropriate medical certification from the teacher's physician. Such certification must include, at a minimum, the date the disability began, a diagnosis, and the probable date of the teacher's return to work.

All Catholic Schools benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any period of FMLA leave which is unpaid.

The teacher will be required to use all accrued, unused vacation, sick leave, and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits will continue during the leave provided the teacher continues regular employee contributions to these plans. Other benefits will be governed in accordance with the terms of each benefit plan.

During your leave, the teacher may also be required to provide the Catholic School and/or the Diocesan Superintendent of Schools with additional physician's statements on

request from the Catholic School or the Diocesan Superintendent of Schools or the Catholic School's insurance carriers at reasonable intervals, attesting to the teacher's continued disability and inability to work. The teacher may also be required to submit to medical examinations by physicians designated by the Catholic School and/or the Diocesan Superintendent of Schools at its discretion and at the Catholic School's expense, at the beginning of, during, or at the end of the teacher's leave period, and to provide the Catholic Schools and/or the Diocesan Superintendent of Schools with access to the teacher's medical records as required.

Before the teacher will be permitted to return from medical leave, the teacher will be required to present the Catholic Schools with a written note from the teacher's physician indicating that the teacher is capable of returning to work and performing the essential functions of the teacher's position, with or without reasonable accommodation. Where required, the Catholic Schools will consider making reasonable accommodation for any disability the teacher may have in accordance with applicable laws.

### **Leave Entitlement**

Eligible teachers are entitled to a leave for up to twelve (12) weeks in any twelve-month period.

Leave taken to care for a child after birth, adoption, or placement in the teacher's home for foster care must be taken in consecutive workweeks. Leave taken for the teacher's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. In such instances, the Catholic School will follow applicable federal and state laws in reviewing and approving such leave requests.

### **Reinstatement Rights**

Eligible teachers are entitled upon return from leave to be reinstated to the teacher's former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the teacher's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated teachers under certain conditions. In addition, teachers on a leave extension are not guaranteed reinstatement. These teachers will be handled in accordance with the reinstatement

provisions in Part B of this policy.

**PART B. Leaves for Teachers Who Do Not Meet the Minimum Service Requirements or are not otherwise eligible for FMLA benefits.**

Full-time regular and part-time regular teachers who have less than one year of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave may request leaves of absence for the reasons set forth in Part A, subject to the following terms and conditions:

1. Leave requests must be in writing and made at least thirty (30) days in advance of the date the teacher would like the leave to begin or, in emergency situations, with as much advance notice as is practicable. (Normally, this should be within two (2) business days of when the need for the leave becomes known to the teacher.)
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during leave set forth in Part A apply to all leave requests.
3. Unless applicable state or local law requires otherwise, leaves will be limited to a thirty (30) day maximum duration.
4. Unless applicable state or local law requires otherwise, **reinstatement will not be guaranteed** to any employee requesting a leave under this Part B. However, the Catholic School will endeavor to place teachers returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and the Catholic School's need to fill vacancies and its ability to find qualified temporary replacements.

All questions regarding leaves of absence should be directed to the Diocesan Superintendent of Catholic Schools.

rev 2-07

**SALARIES AND FRINGE BENEFITS**

**POLICY 4065**

The pastor and principal in consultation with the school council shall provide salaries and

fringe benefits adequate to assure the continued excellence in Catholic education.

A salary scale should be used by all Catholic schools in the Diocese of Salina. This salary scale shall consider but not be limited to the following:

1. educational qualifications, teaching experience and professional growth;
2. adequate beginning and maximum salaries to attract and hold capable persons in the profession;
3. additional remuneration for responsibilities of administration and supervision of other personnel; and
4. fringe benefits.

Catholic schools may offer their employees tax-sheltered annuity programs.

<b>PROFESSIONAL STANDARDS; TEACHERS' INSERVICE</b>
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<b>POLICY 4070</b>
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**PROFESSIONAL STANDARDS.** Professional Standards for teachers in the Catholic elementary and secondary schools in the Diocese of Salina shall be commensurate with the standards required for Kansas State Teacher Certification. Furthermore, teachers shall attend workshops and in-services in order to acquire additional knowledge of their particular field of education so as to continually update themselves regarding the progress and concerns of the modern Catholic Church and society.

**TEACHER IN-SERVICE.** Teachers are required in the Diocese of Salina to attend in-service days as follows:

1. two diocesan sponsored days annually, and
2. three locally sponsored days.

<b>FACULTY HANDBOOKS</b>
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<b>POLICY 4075</b>
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Each teacher shall be given a copy of the Local Faculty Handbook. The Handbook shall include:

1. School mission and philosophy;

2. Non-teaching duties;
3. Teaching duties;
4. Procedures for evaluation of teachers in the Catholic Schools of the Diocese;
5. Procedures for supervision of teachers in the Catholic Schools of the Diocese;
6. Policy for the Protection of Children and Young People;
7. Diocese personnel policies; and
8. Sample of required forms used for employees in the Diocese of Salina.

A copy of the Diocesan School Policy Handbook shall also be made available to teachers.

rev 2-07

<b>TEACHER FILE</b>
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<b>POLICY 4080</b>
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The Principal of each Catholic School shall maintain an active file on every teacher employed by the Catholic School. At a minimum, this file shall contain:

1. original application and references;
2. official copies of all college transcripts;
3. all past and current teacher contracts;
4. all past and current health certifications provided pursuant to Policy 4035;
5. all past and current teaching certificates for the State of Kansas;
6. records pertinent to the teacher's position and service at the Catholic School or at other Catholic Schools within the Diocese of Salina;
7. all past and current evaluations.

This information should be kept on file for at least five (5) years after the termination of employment.

rev 2-07

<b>TEACHING RECORDS AND CONFIDENTIALITY</b>
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<b>POLICY 4085</b>
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Personnel records of teachers and all other staff of Catholic Schools are considered to be

confidential. Information contained in these records may not be disclosed without the consent of the teacher or staff member to whom the personnel record applies, unless mandated by subpoena or an order of a court having jurisdiction over the Catholic School.

Personnel records may be reviewed by the Pastor, the Principal, the Diocesan Superintendent of Schools, the Diocesan attorney or the local school council while it is meeting in executive session. Teachers and staff members have a right to review their own personnel files upon reasonable written request made to the Principal of the school.

rev 2-07

## **PROFESSIONAL ASSIGNMENTS**

**POLICY 4090**

Teachers accepting a contract with appointment to a specific school, elementary or secondary, agree to accept teaching assignments in areas for which they are certified.

In addition, teachers shall assume such other responsibilities as assigned by the principal.

Teachers are encouraged to secure membership in professional organizations to enhance the quality of Catholic education. Membership in the National Catholic Educational Association is strongly encouraged.

## **COUNSELING**

**POLICY 4095**

The Catholic elementary and secondary schools of the Diocese of Salina should have the services of a counselor.

## **ORIENTATION**

**POLICY 4100**

Each Catholic elementary and secondary school in the Diocese of Salina shall conduct an orientation workshop for beginning teachers.

Before signing a contract, the local and diocesan policy handbooks should be reviewed by the newly hired teacher.



**SUPERVISION OF STUDENTS****POLICY 4105**

Supervision is the responsibility of every teacher in the Catholic school. Teachers shall:

1. maintain good order in the classroom;
2. arrive in the classroom prior to the student's arrival in accord with the time scheduled for the local school;
3. take all reasonable precautions to prevent injury to persons or property;
4. always follow the guidelines and procedures of both local and diocesan policies when taking disciplinary action; and
5. not leave students unsupervised in the classroom.

**PREVENTION OF SPORTS HEAD INJURIES****POLICY 4106**

All coaches and trainers, regardless of whether employed by the school as a teacher, shall be aware of the nature and risk of concussion and head injury during athletic practice and competition including the dangers and risks associated with the continuation of playing or practicing after a student athlete suffers a concussion or head injury.

All student athletes and their parents and/or guardians are required each academic year to sign and return to the school, a concussion and head injury information release form. No coach shall allow a student athlete to participate in any sport competition or practice session until such signed release form has been provided.

If a student athlete has suffered, or is suspected of having suffered, a concussion or head injury during competition or practice session, the coach or trainer immediately remove such student athlete from the competition or practice session. Once a student athlete has been removed, the coach or trainer shall not allow such student athlete to return to competition or practice until the student athlete has been evaluated by a physician or chiropractor licensee by the State of Kansas and provided with the physician's or chiropractor's written clearance to return to play or practice.

Rev 7/11

**NON-CATHOLIC TEACHERS OF RELIGION****POLICY 4110****IN CATHOLIC SCHOOLS: HIRING & CERTIFICATION**

**HIRING.** Hiring of teachers practicing the Catholic faith should be a preference. As teachers of religion, Catholic school teachers should demonstrate competency at the level they teach. They should update their competency by participating in catechetical training offered through Catholic colleges or programs offered through the diocese.

In the event of a non-Catholic teacher being hired, when no competent Catholic teacher is available, it is the pastor's and principal's responsibility to insure that competency in teaching religion is met.

**CERTIFICATION.** Non-Catholic teachers of religion may be "certified instructors" after completing a course of study approved by the Superintendent of Schools and the Catholic Schools Committee.

The Course of Study will be determined by the Superintendent of Schools in collaboration with the Office of Religious Education and approved by the Catholic Schools Committee.

**CATECHIST TRAINING****POLICY 4115**

All teachers of religion courses in the Catholic schools shall participate in organized course work and in-service in the area of faith development. This course of study will include:

- Scripture
- Liturgy
- Formation/Catechetics
- Dogma/Systematics
- Morality/Values
- Sacraments
- Social Justice

Continuing education is required in these areas in accord with the requirements outlined in the program. The program (*college courses, workshops and plans for independent study*) will be provided by the Catholic formation office.

The principal is the facilitator of this continuing education of teachers in the area of faith development.

**EVALUATION OF FULL TIME TEACHER PERFORMANCE      POLICY 4120**

The evaluation process is intended to aid in the improvement of instruction, but it also may also be relevant to help the Principal and Pastor to decide whether to renew a teacher's contact, to propose the termination of a teacher's contract or to place a teacher on probationary employment status.

Each teacher is responsible for delivery of acceptable professional services, and a failure of a supervisor or principal to comply with the technical details of the evaluation procedure does not relieve the teacher of responsibility for full, complete and competent performance of duties.

Evaluation of performance of teachers employed in the Diocese of Salina shall be completed in accordance with the laws of the state of Kansas. The evaluation form adopted by the Diocese of Salina shall be used for teacher evaluations.

Teachers employed in the Diocese of Salina shall be considered to be on probationary employment status for the first and second years of service and at any other time that the Principal and Pastor determine that it is appropriate to place a teacher on probationary employment status. Every teacher on probationary employment status shall be evaluated at least one time per semester by his/her immediate supervisor no later than the date established by Kansas law on teacher evaluation (*the 60<sup>th</sup> day of the semester*), with the exception that any teacher who is not contracted to be employed for the entire semester shall not be required to be evaluated.

During their third and fourth years of employment in the Diocese of Salina, teachers shall be evaluated at least one time per school year no later than the date established by Kansas law on teacher evaluation (*February 15*).

rev 2-07

**STANDARDS OF GROOMING AND DRESS      POLICY 4125**

Teachers in Catholic schools within the Diocese of Salina shall always maintain high standards of personal cleanliness with respect to their physical person and wearing apparel.

## **Implementation Guidelines:**

Attire of teachers and staff should be:

1. neat, clean, attractive, and professional in appearance;
2. reflective of Christian modesty and decency;
3. appropriate to the particular activity of the instructional program; and
4. such as not to constitute a hazard to health and safety.

### **STUDENT TEACHERS**

**POLICY 4130**

Principals shall endeavor to cooperate with colleges and universities in student teacher programs according to the criteria set by the Kansas Department of Education and the sponsoring college. Principals are encouraged to utilize Catholic colleges in this matter.

### **SUBSTITUTE TEACHERS**

**POLICY 4135**

Principals shall employ persons who are certified by the Kansas Department of Education as substitute teachers.

### **SUPPLEMENTAL EMPLOYEES**

**POLICY 4140**

All supplemental employees directly involved in the operation of the Catholic Schools are under the supervision of the Principal and Pastor. All supplemental employees must have a Certificate of Health on file as required by Policy 4035 and any health requirements specified by local and/or state law and must comply with Policy 4022 Policy for the Protection of Children and Young People.

rev 2-07

### **ALCOHOL AND CONTROLLED SUBSTANCES**

**POLICY 4145**

Any employee in possession of or using alcohol or a controlled substance on the premises of a Catholic School or at a school sponsored activity shall immediately be suspended with pay pending an investigation by the Principal. Controlled substances and alcohol may impair thought and decision-making processes and use could endanger the well being of students and staff.

Within thirty days of a violation of this policy or within thirty days of any criminal drug or alcohol conviction, the following steps may be enforced by the Principal:

2. The employee's employment may be terminated;
3. The employee may be suspended without pay for a term to be set by the Principal with the opportunity for reinstatement upon application for same by the employee, accompanied by proof that the employee has participated in and successfully completed an approved drug or alcohol rehabilitation program.

The employment of second time offenders will automatically be terminated.

*This policy regarding the use of alcohol does not apply in a Catholic School during the liturgical celebration of Mass or at school sponsored or sanctioned adult functions on school premises when children are not present.*

rev 2-07

<b>TOBACCO IN SCHOOL BUILDINGS</b>
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<b>POLICY 4150</b>
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No person, including students, employees or visitors shall possess, smoke or otherwise use tobacco products in any school building.

The Principal in charge of a school building in the Diocese of Salina is responsible for posting signs in a conspicuous place which clearly states that smoking, use or possession products is prohibited by state law and the policies of the Diocese of Salina. Failure to post these signs as required by state law may result in misdemeanor charges and a fine of up to \$50.00.

The Superintendent of Catholic Schools and/or the Principal and/or administrator having charge of a school building shall file a complaint with the appropriate law enforcement agency if any person is found to be in violation of no smoking policy. Violations shall also be reported to the Diocesan Superintendent of Schools and the Pastor.

rev 2-07

<b>GRIEVANCE PROCEDURE</b>
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<b>POLICY 4155</b>
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The following grievance procedure is available to teachers and other personnel in the

Diocese of Salina in the resolution of problems or complaints relating to violations of policies set forth herein, except contract renewal or nonrenewal:

1. The grievance or complaint should be submitted to the employee's immediate supervisor (generally, the Principal) in writing within five (5) business days after the problem arises. If the supervisor does not settle the matter to the employee's satisfaction within five (5) business days after submission of the grievance or complaint; then
2. The grievance or complaint may be submitted in writing, within five (5) business days after the completion of Step 1, to the school council of the Catholic School in which the employee is employed. If the school council does not settle the matter to the employee's satisfaction within five (5) business days after submission of the grievance or complaint; then
3. The grievance or complaint may be submitted in writing, within five (5) business days after the completion of Step 2, to the Pastor of the Catholic School in which the employee is employed. If the Pastor does not settle the matter to the employee's satisfaction within five (5) business days after submission of the grievance or complaint; then
4. The grievance or complaint may be submitted in writing, within five (5) business days after the completion of Step 3, to the Diocesan Superintendent of Schools. The Diocesan Superintendent shall review the evidence, may interview the employee and any school personnel who are involved, and shall render a final decision within ten (10) business days after submission of the grievance or complaint.

The inclusion of time limits is to insure prompt action. In circumstances where the employee does not timely pursue the next step in the grievance procedure, the grievance or complaint shall be deemed as having been settled to the satisfaction of all persons concerned. If a grievance or complaint involves the person (or a member) to whom it would be submitted under a particular step of this procedure, that step may be skipped. If a grievance or complaint involves the Diocesan Superintendent of Schools, the Bishop of the Diocese of Salina, or a Diocesan officer designated by him, shall render the final decision provided under Step 4.

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**ADMISSION**

**POLICY 5010**

In the Salina Diocese, no child, regardless of religious affiliation, whose parents desire to enroll him/her in any Catholic school which possesses capacity for additional students shall be denied admission to that school on the basis of race, color or national origin.

Prior to admission, students may be given a screening evaluation.

Catholic schools that charge tuition may have tuition assistance available for those families that are in financial need. While no Catholic child should be denied entrance based strictly on financial need, it is the parent's obligation to seek financial assistance where available.

The entry age for students in the Catholic schools of the Diocese of Salina shall conform to Kansas state law. Any child who attains the age of six years on or before the thirty-first day of August of any school year shall be eligible to enter first grade. Pre-Kindergarten entrance requirements will be established at the local school level.

**PROOF OF STUDENT IDENTITY**

**POLICY 5015**

Catholic Schools shall adhere to the requirements of K.S.A. 72-53,106. At the time of a student's first enrollment in a Catholic school, proof of identity must be presented. In the case of a student enrolling in kindergarten or first grade, a certified copy of the student's birth certificate should be presented, or if the student is in the custody of the Kansas secretary of social and rehabilitation services, a certified copy of the court order placing the child in the custody of the secretary should be presented. In the case of student enrolling in any of the grades two through 12, a certified transcript or other similar pupil records or data may be presented. In lieu of these requirements, any documentary evidence which the Principal deems to be satisfactory proof of identity may be presented, including a baptismal certificate, passport, or social security card.

If proof of a student's identity is not provided within 30 days after enrollment, the Principal or Pastor shall immediately give written notice thereof to a law enforcement agency having jurisdiction within the home county of the school, requesting a prompt investigation



concerning the identity of the student. No person or persons claiming custody of the student shall be informed of the investigation while it is being conducted. This provision is to be utilized in conformity with Catholic teaching on immigration and should in no way penalize the children of undocumented workers.

Catholic Schools shall cooperate with any law enforcement agency conducting an investigation into the identity of a student. Law enforcement agencies shall have access to school premises in connection with the investigation of any student's identity. The Principal, Pastor or other school personnel shall be present at all times during any investigation on school premises unless the school personnel and the law enforcement agency personnel agree that their joint presence is not in the best interests of the student. School personnel who are present during a law enforcement agency's investigation are subject to the confidentiality requirements of the Kansas code for care of children.

If notified by law enforcement that a student currently or previously enrolled at a Catholic school has been reported as a missing child, the Catholic school shall make a conspicuous note on the student's school records and shall keep those school records separate from the school records of all other students enrolled in the Catholic school. Upon receipt of a request for a such a student's school records, the Catholic school shall notify law enforcement.

rev 2-07

<b>IMMUNIZATION OF STUDENTS</b>
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<b>POLICY 5020</b>
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Background

The policy for the Catholic schools in the Diocese of Salina is formulated to be in compliance with the requirement in the State of Kansas that school students receive those tests and inoculations required by state law.

Some parents ask that they be allowed to claim either a religious or medical exemption when enrolling their children in Catholic schools without the required vaccinations. The teachings of the Catholic Church are not opposed to such tests and inoculations, and so it would not be legitimate to claim a religious exemption if their children are registered as Catholic.

Some parents also contend that Diocesan policy on immunization is forcing them to act against their conscience. The Diocese sympathizes with parents who suffer qualms of conscience because they are forced to choose between using a vaccine which they may have personal objections to and putting the health of their children and of the population as a whole at risk. In this dilemma, however, the Diocese and even the Vatican identify public health as the greater good.

With this background in mind, the Diocese continues to strongly encourage parents to have their children immunized. However, to avoid the consequence that children who are not immunized not be deprived of the opportunity for a Catholic education, exceptions to the general policy are permitted, but only upon execution of a specific agreement between the Catholic school and the parent(s) or guardian(s) of the child.

### Policy

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis (IPV/OPV), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (chicken pox), Hepatitis A and B, Haemophilus influenzae type b (Hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:

1. Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health, or
2. A written statement signed by one parent or guardian that is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization.

In the event either of these exceptions is claimed, parents must execute and deliver a declaration assuming full responsibility for their children. The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease for which

immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal of non-immunized student from classes.

A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced. Forms can be obtained by writing:

Kansas Department of Health and Environment  
Bureau of Epidemiology  
Topeka, Kansas 66612

*(See Appendix VIII for Kansas Certification of Immunization and Appendix XII for Form N: Diocesan Catholic School Declaration and Waiver.)*

*Rev 2/9/2015*

<b>SCHOOL HANDBOOK</b>
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<b>POLICY 5025</b>
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A local school student/parent handbook of policies, procedures, and regulations should be given to each parent of students enrolled in each school. The handbook should include the school's mission statement, philosophy and goals, admission policies, communication structure, discipline policies, academic policies, extra-curricular activities, all pertinent diocesan/local policies, and copies of required forms. It is recommended that parents/guardians sign a form, which will be kept on file locally, indicating they have received and read the school's student/parent handbook. *(See Appendix VI for sample handbook form.)*

<b>SCHOOL DISCIPLINE</b>
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<b>POLICY 5030</b>
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Extreme caution should be exercised in disciplining children. Every attempt should be made by the teacher/guidance counselor to discover the cause of the problem. All disciplinary action should be geared to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. To avoid misunderstandings, a code of conduct defining punishments associated with infractions shall be developed. When developed, the

code should be published in the local faculty and parent/student handbooks. Parents/guardians of new students should be made aware of this code of conduct prior to registration.

<b>EMERGENCY SAFETY INTERVENTIONS</b>
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<b>POLICY 5032</b>
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The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K - 12 school setting. Physical restraint and seclusion should never be used as a form of punishment for misbehavior. Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others. Seclusion does not include a time out or in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

An adult must supervise any student that is secluded in an enclosed area.

Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments.

Mechanical devices to restrict students movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purposes ordered by a licensed person.

All emergency safety interventions should be reported to parents and reported in the KansDis system.

2/2014

<b>GROUNDS FOR SUSPENSION/EXPULSION</b>
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<b>POLICY 5035</b>
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Suspension and expulsion shall be considered extreme disciplinary measures and shall be employed rarely and judiciously. A student may be suspended or expelled for:

1. willful violation of any published regulation for student conduct adopted and approved by the school administration;
2. conduct which disrupts, impedes, or interferes with the operation of the school;

3. conduct which infringes upon or invades the rights of others;
4. disobedience of an order of a teacher, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school;
5. possession of a weapon at school, on school property or at a school supervised event (see Policy 5065)
6. grave immoral conduct; or
7. continual conduct contrary to the official teachings of the Catholic Church.

rev 2-07

<b>SUSPENSION</b>
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<b>POLICY 5040</b>
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Suspension is a temporary withholding of the privilege of attending class/school. Suspension may be “in school” suspension in which the student is admitted to school, but not to class, or the suspension may be an “out of school” suspension.

A suspension may be imposed upon a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts, impedes, or interferes with the operation of the school, the principal in consultation with the pastor, may suspend the student forthwith without a hearing for a term not to exceed five school days.

A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. Included in this notice of suspension should be the date, time and place of the hearing.

When such written notice is sent to the parents or guardians of a student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing such a written notice, the notice may be personally delivered.

A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. The hearing shall be conducted by the school principal and/or pastor or a designee, and should include the student, parent or legal guardian and counselor whenever possible.

**EXPULSION****POLICY 5045**

Expulsion is the termination of enrollment for the remainder of the current year.

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days.

A written notice of intent to expel, including the charges upon which the expulsion is based, shall be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall contain the date, time and place that the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

As with suspension, when such written notice of expulsion is sent to the parents or guardians of a student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing such a written notice, the notice may be delivered personally.

Formal hearings may be conducted by the local school council members or appropriate persons appointed by the pastor. The pastor shall make the final determination.

**REPORT OF FORMAL HEARINGS****POLICY 5050**

Upon conclusion of any formal hearing which results in a long-term suspension (exceeding five days) or expulsion, the principal or person(s) conducting the hearing shall make a written report of the findings and results of the hearing. Such a report shall be at the school and shall be open to inspection by the student and his/her counsel or other advisor. A copy of such a report, also, shall be sent to the diocesan superintendent.

**REPORT OF CRIMINAL ACTIVITIES****POLICY 5052**

**To Law Enforcement.** An immediate report shall be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason

to believe that an act which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons has been committed at school, on school property, or at a school supervised activity.

**To the Principal.** Any school employee with information that a student has been expelled

- for conduct which endangers the safety of others
- for conduct which would constitute the commission of a felony if the student was an adult
- for being in possession of a weapon at school, on school property, or at a school supervised activity

or has been

- adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except for a felony theft offense involving no direct threat to human life
- tried and convicted as an adult of any felony, except a felony theft crime involving no direct threat to human life.

shall report such information and identify the student to the Principal. The Principal shall notify the Pastor and the Diocesan Superintendent of Schools.

The Principal shall investigate the matter and, if he finds the information to be true, shall provide the reported information and identify the student to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the pupil.

A school employee and the Principal shall not be required to report information concerning a pupil specified in this subsection if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the school employee's report to the Principal.

See also Policy 5165.

**PROCEDURAL RIGHTS OF APPEAL****POLICY 5055**

In any formal hearing or appeal specified in these policies, the following shall be available to the student and his/her parents:

1. the right of the student to have the counsel of his/her parents' or guardians' choice present and to receive the advice of such counsel or other person they may select;
2. the right of the parents or guardians to be present at the hearing;
3. the right of the student and his/her counsel or advisor to hear or read a full report of the testimony of witnesses against him/her;
4. the right of the student to testify in his/her own behalf and give reasons for his/her own conduct;
5. the right of the student to have an orderly hearing; and
6. the right of the student to a fair, impartial decision based on substantial evidence.

**APPEAL TO THE PASTOR****POLICY 5060**

Any student who has been suspended for a long term (exceeding five days), or expelled, may appeal such action to the Pastor, either alone or with his/her parents or guardians, by filing a written notice of appeal with the Principal of the Catholic school within ten (10) days of having received the written notice of suspension or expulsion. The Principal or Pastor shall notify the Diocesan Superintendent of Schools of the suspension or appeal and of the student's appeal therefrom.

Any such appeal shall be heard by the Pastor not later than twenty (20) calendar days after the appeal is filed. The student and/or his parents or guardians shall be notified in writing of the time and place of the appeal at least five (5) days prior to the appeal.

The Pastor's decision shall be final.

Rev 2-07



In accord with KSA 72-89a01-02, it shall be the policy of all Catholic schools in the Diocese of Salina to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon\* 1) at school; 2) on school property; or 3) at any school supervised activity.

Should the student be an exceptional child as defined in KSA 72-962, or should the case be one in which particular circumstances warrant mitigation, the expulsion requirement may be modified by the school's chief administrative officer in a manner consistent with federal law.

Immediately upon such determination of weapons possession, the chief administrative officer of the school shall refer the student to the appropriate state and local law enforcement agencies, and, if the student is a juvenile, to the Secretary of Social and Rehabilitation Services (SRS). The Diocesan Superintendent of Schools is also to be notified at the earliest opportunity.

Following the process delineated elsewhere in this Handbook, the student subject to expulsion is to be granted a hearing which may be conducted by the chief administrative officer of the school, or by another certificated employee or committee of certificated employees of the school, or by a hearing officer appointed by the School Council.

If as the result of the violation upon which the expulsion is based, the student is confined in the custody of the Secretary of SRS, or the Secretary of Corrections, the required hearing shall be delayed until the student is released from custody.

Within a period of five days after the resolution of the case, the chief administrative officer of the school is to submit a complete written report to the Diocesan Superintendent of Schools.

An annual report of weapons possession shall be submitted to the State Board of Education at the time and in the manner specified by the State Board.

\* *The definition of "weapon" as used in the above mentioned Kansas Statutes Annotated (KSA), see Appendix XI.* (3-98)

No student shall knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage or intoxicant of any kind:

1. in a school building or on the school grounds during, before or after school hours;
2. in a school building or on school grounds at any other time when the school is being used by any school personnel or school group; or
3. off the school grounds at a school activity, function or event.

In addition, a student shall be subject to serious disciplinary action within thirty (30) days of a found violation, or any criminal drug or alcohol conviction.

A student who is found to be selling any substance that is defined in the above sections shall be detained immediately with the evidence. A school administrator shall contact the police department and the student's parents. A short term suspension of five (5) school days shall be imposed, a formal hearing shall be scheduled, and the student may be subject to a long term suspension or expulsion.

Prior to re-admission to the student's regular school, the student shall be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and this evaluation shall be part of the student's readmission to school. Failure to complete the substance abuse evaluation as scheduled shall result in a hearing for a long term suspension or expulsion.

A student found to be under the influence of any substance in the prior sections shall be detained immediately with an administrator contacting the student's parents. A short term suspension (5 school days) shall be imposed, a formal hearing shall be scheduled and the student may be subject to a long term suspension. The student shall be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and this evaluation shall be a part of the student's readmission to school. Failure to complete the substance abuse evaluation as scheduled shall result in a hearing for a long term suspension or expulsion.

The provisions of this policy shall also apply to all school sponsored activities off the school grounds.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of rule.

Violation of any provision of this behavior code may result in suspension and/or expulsion.

rev 2-07

<b>TOBACCO PRODUCTS</b>
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<b>POLICY 5075</b>
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No student shall possess, smoke or otherwise use tobacco products in any school building or on school grounds or at a school sponsored function or activity.

rev 2-07

<b>SEARCHING STUDENT LOCKERS</b>
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<b>POLICY 5080</b>
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Lockers are the sole property of the school. Students are “assigned” lockers in which to store and protect their personal belongings, but do not have possessory or ownership rights in the locker greater than that of the school and have no reasonable expectation of privacy in regard to lockers. The school does not supply lockers to students for illicit uses. Principals shall have the combination or a key to all locks attached to or placed on lockers.

Principals or Pastors may and should search a student’s locker if and when they have reasonable cause to suspect that the locker contains illegal or harmful material. If such material is found, it should be reported to the proper legal authorities. When the Principal or Pastor searches a student’s locker, another adult shall be present.

A general search of all lockers in relation to a bomb threat or widespread drug, alcohol or contraband abuse can be justified as a proper exercise of school authority. At a Principal’s discretion, a trained police dog can be used in connection with any search of school premises.

In cases where authorities may wish to pursue a criminal prosecution, a search warrant must be used.

Such search of a student’s locker by legal authorities may be made with a valid warrant. A student’s parents or guardians shall be notified immediately. The Principal or another school

official shall be present as law enforcement officers make the search. Unless ordered otherwise by the Principal or by law enforcement officers, the student ordinarily shall be present as the locker is searched.

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**ATTENDANCE RECORDS AND TRUANCY**

**POLICY 5085**

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than sixteen (16) years of age.

Student attendance is to be recorded daily and these records are to be kept permanently on file.

Each school, through its designated reporting officer (the principal), shall report as indicated below, any child who is enrolled and not attending school, including all cases of unusual and/or habitual absence:

**AGE:**

7 but under 13

13 but under 16

**REPORT TO:**

Secretary of Social & Rehabilitation  
Services

County / District Attorney

Before any report is made that a child is not attending school as required by law, the principal shall serve written notice thereof, by registered mail, upon the parent or guardian of the child. This notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

If the child does not begin required attendance at school, or does not present an adequate response as determined by the principal within five (5) working days after the registered mail receipt has been returned, the matter shall be reported to the County / District Attorney or designee as specified above.

**CUMULATIVE RECORDS**

**POLICY 5090**

**CUMULATIVE RECORDS.** Catholic schools shall maintain a cumulative record for each pupil, extending from his/her entrance into school through the twelfth grade. The

cumulative record includes the following:

1. personal and family data, including certification of name and date of birth;
2. standardized test data;
3. medical reports;
4. all achievement records; and
5. other information that may contribute to the better understanding of the student.

All material in each cumulative record shall be treated as confidential and accessible only to the staff and, upon written request, to the students parents or guardians.

Principals shall ensure that any written statement made on a record by a teacher about a student is a factual one and not merely a conjecture. Periodic examination of students' files should be made, not only to update them, but also to destroy obsolete information.

Cumulative record forms may be obtained from the diocesan superintendent.

<b>REQUEST FOR RECORDS</b>
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<b>POLICY 5095</b>
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Student records may be released to other educational institutions upon the request of a parent or guardian, or upon the written request of the student when eighteen (18) years of age, or upon the written request of the receiving institution. Upon compliance with the institutional request, the parent, guardian, or student eighteen (18) years of age shall be notified in writing that the records have been transferred.

Records may be released to other agencies or institutions upon request of the parent or guardian, upon written request of the student eighteen (18) years of age, or upon receipt of a court order.

In the event of a divorce, the legal mother and father shall be provided with all allowable records of their child, including a calendar of school activities and events. It shall be the responsibility of the custodial parent to provide the school with a certified copy of any order of the District Court that might alter the above policy.

Mailing lists of names and addresses of pupils and their parents shall not be released to any unauthorized person or agency.

For students transferring from another school in grades K-12, the principal shall request a copy of all official records, including personal data, medical information, testing results and academic records of students.

**INACTIVE FILES**

**POLICY 5100**

All permanent records of students who either transfer or graduate, shall be filed alphabetically in the inactive files of each school. Student records reflecting courses taken, grade and credits received, awards and promotions achieved, standardized test results, and attendance data shall be retained permanently.

**TESTING**

**POLICY 5105**

1. Annually, all elementary schools shall administer an Achievement Test of Basic Skills in Grades K-8.
2. All secondary schools shall administer Tests of Achievement and Proficiency in Grade 9 on an annual basis.
3. All elementary and secondary schools shall administer such other tests as may be required by either state or federal law or accreditation policy of the Diocese of Salina.
4. The local school council should be given analytical reports of achievement test results by the principal of the school. rev 2-07
- 5.

**PROGRESS REPORTS TO PARENTS;  
PARENT - TEACHER CONFERENCES**

**POLICY 5110**

**REPORTING PROGRESS TO PARENTS.** In addition to reporting to parents in the cognitive domain, it is the responsibility of the Catholic school to develop a planned, sequential method of assessing and reporting to parents a pupil's spiritual, affective, social and physical growth.

Parents should be informed of the results of any standardized tests taken during the year.

**REPORT CARDS.** Report cards for each student in the Catholic schools in the Diocese of Salina shall be issued at least quarterly.

**PARENT - TEACHER CONFERENCES.** Each Catholic school shall plan to have parent-teacher conferences built into the school calendar at least once during the school year.

<b>RETENTION</b>
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<b>POLICY 5115</b>
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Teachers shall consult with the principal about the possible grade retention of a student. The principal and/or teacher shall then consult with the parents or guardian concerning the possible retention of their child.

Through the remaining months of the school year, follow-up conferences should be held, and a decision as to whether or not the child is to be retained should be made normally by May 1 of that school year.

<b>HEALTH SERVICES AND RECORDS</b>
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<b>POLICY 5120</b>
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Efforts should be made through the school health program to maintain the highest level of health for the school age child.

An inventory of children's health problems should be undertaken each year. Students should be:

1. screened for visual and hearing acuity;
2. weighed and measured; and
3. observed for signs of deviation from normal health and behavior patterns.

Each school shall maintain medical health record cards for all enrolled students. When a student transfers to another school, the medical health record card is to be included with the transferred cumulative academic records.

<b>PREVENTION OF SPORTS HEAD INJURIES</b>
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<b>POLICY 5122</b>
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Students and their parents and/or guardians should be aware of the nature and risk of concussion and head injury during athletic practice and competition including the dangers and risks associated with the continuation of playing or practicing after a student athlete suffers a concussion or head injury. The Diocese shall provide each middle, junior and senior high school within the Diocese with information for distribution to coaches, school athletes and the parents or guardians of school athletes.

A student athlete at a school within the Diocese may not participate in any sport competition or practice session unless such student athlete and his or her parent or guardian have signed, and returned to the school, a concussion and head injury information release form. (Form M) A release form shall be signed and returned for each academic year that a student athlete participates in any sport competitions or practice sessions.

If a student athlete suffers, or is suspected of having suffered, a concussion or head injury during competition or practice session, such school athlete immediately shall be removed from the competition or practice session. Once removed, the student athlete shall not return to competition or practice in any sport until the student athlete has been evaluated by a physician or chiropractor licensed by the State of Kansas and provided with the physician's or chiropractor's written clearance to return to play or practice.

rev 7-11

**CO-ED PARTICIPATION IN SPORTS AND ACTIVITIES**

**POLICY 5123**

There are some sports/activities in our Diocesan Catholic schools that warrants restrictions to like-gender participation especially involving physical contact. While mixed gender activities might be sanctioned by other schools or organizations Catholic schools compete with, it is not sanctioned by the Diocese of Salina.

One specific example of a sport/activity that is inappropriate for mixed gender competition is wrestling. Under no circumstances may a Catholic school participant wrestle someone of the opposite sex. This would include a Catholic school student representing their school on a wrestling team and/or a team in which the school has entered into a co-operative arrangement to participate on another school's team.

The Superintendent of Schools, with supervision and guidance from the Bishop of Salina or his designee, will determine on an as-needed, case by case basis what other activities and/or sports will be so restricted.

In any activity/sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the Bishop of Salina may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants. The Diocese of Salina believes that it is incompatible with its religious mission and with its efforts to teach Gospel values to condone competitions between young men and women in activities that involve substantial and potentially immodest physical contact.



Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. Gospel based values are taught and learned in activities and athletic programs by developing appropriate respect for self and for others through competitions and other forms of human interaction in which dignity, integrity, fairness and moral strength are emphasized.

1/15

## **SUPERVISION OF MEDICATIONS**

**POLICY 5125**

*Note: If there is a school nurse, the Principal's duties hereunder should be assumed by the school nurse.*

Medications should be administered to children at home rather than at school whenever possible. Students requiring medication at school should be identified by their parents/guardians to the Principal. The Principal, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from assuming the responsibility him/herself, with the approval of his/her parents/guardian and physician.

### Prescription Medication

The physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. No medication shall be given to a student by an employee or agent of the school unless the following are completed and provided to the school:

1. Written and signed instructions from the prescribing physician.
2. The written statement from the physician:
  - identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student to the prescribed medication, and
  - reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.

3. A written statement from the parent/legal guardian:
  - authorizing school personnel to give the medication in the dosage prescribed by the physician, and
  - authorizing school personnel to contact the physician directly.
4. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.
5. Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories), or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.

#### Nonprescription Medication

Nonprescription medications will be administered only after the following criteria are met:

1. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse, or a licensed health professional, has checked the medication to assure appropriateness of dose, medication, and frequency.
  - Personnel designated to administer medications are instructed in method of administration dosage and time of administration.

For either **Prescription or Nonprescription Medication**:

1. The medication must be in the original pharmaceutical container and properly labeled, which includes:
  - child's full name;
  - name of drug and dosage;
  - time to be given; and

- physician's name (for prescription only).
2. Medication will be kept in a safe place in the school office.
  3. Only limited quantities of medication shall be kept at school.
  4. It is the responsibility of the student, if appropriate, NOT school personnel, to come for his/her medication at the designated time.
  5. An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose, and time given.
  6. All written consent statements/forms shall be on file in the Principal's (or school nurse's) office.
  7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

School personnel should not diagnosis and treat illness or prescribe drugs. This is not a school responsibility and should not be undertaken by school personnel.

If the school decides to discontinue administering a student's medication, the Principal (or school nurse) must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Once the need for the administration of medication at school no longer exists or the school term ends, the student/parent/guardian is responsible for picking up and removing any medications at the school. If not picked up and removed within a reasonable time, the medications will be destroyed.

## Blood Glucose Testing and Insulin Injections

Blood Glucose tests and insulin injections may be administered by the student **in the office health room** under the following conditions:

1. Test kit or insulin injection device shall be stored in a cupboard available only to authorized school personnel, or kept on student's person. Insulin that requires refrigeration shall be maintained in a designated refrigerator in the office health room.
2. Test kit and insulin injection device shall be clearly identified and marked with the student's name.
3. When testing or injecting insulin, the student will be supervised by school nurse, secretary, or clerk in order to ensure safety precautions.
4. Lancets, syringes, and other contaminated materials will be placed in the student's test kit and taken home for disposal.

Blood Glucose tests and insulin injections may be administered by the student **in the classroom** under the following conditions:

1. Test kit or insulin injection device shall be carried by the student in a fanny-pack/backpack or placed in his/her desk or a designated closed cupboard. The test kit or insulin injection device is to be clearly marked with the student's name.
2. Teacher will be notified by student when test or insulin injection is being administered. Student will have prearranged with teacher the most unobtrusive way for this to occur.
3. Test or insulin injection shall be administered in an area in the classroom away from the other students.
4. Lancets, syringes, and other contaminated materials will be placed in the student's test kit and taken home for disposal.
5. Student shall be allowed to carry or store snacks in classroom and eat snacks in

the classroom as needed to alleviate hypoglycemia.

6. If student does not act responsibly and/or disrupts classroom while testing, classroom privileges may be withdrawn and further testing or insulin injection done in the office health room.

rev 2-07

<b>COMMUNICABLE DISEASE</b>
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<b>POLICY 5130</b>
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A communicable disease shall be defined as any infectious disease transmitted from person to person or animal to person by direct contact with an infected individual or by some other direct means, and which is classified as such by Kansas law or regulations of health agencies having jurisdiction in such cases. Included in the category of communicable diseases shall be those for which immunization is required (diphtheria, pertussis, tetanus, mumps, poliomyelitis, measles, rubella), and also those diseases listed in Kansas statutes which require investigation by the City-County Health Officer (cerebrospinal meningitis) and such other communicable diseases as may be designated by the Secretary of Health and Environment.

A school principal or designee shall investigate all reported or suspected cases of communicable disease.

Any student affected with a communicable disease may be excluded from school by the principal or designee for the period of time necessary for the disease to be diagnosed non-infectious and non-contagious or not a condition significantly viewed as a health threat to other students or school personnel. The exclusion from school and subsequent reinstatement will be based on the concept of maximum health protection for other students in the school.

In some cases the principal may require that the student's physician issue a statement in writing declaring that the student is free of significant risk of contagion.

In cases of exclusion or non-exclusion involving the presence of communicable disease and in which the decision is in dispute, the principal may refer the case to the diocesan superintendent of schools for counsel and joint decision. The diocesan superintendent may refer the case of the Advisory Assessment Team.

rev 2-07

**ACQUIRED IMMUNE DEFICIENCY SYNDROME  
(AIDS)**

**POLICY 5135**

Medical research indicates that HIV AIDS Virus cannot be transmitted through casual physical contact. Therefore, AIDS infected students, in most instances, shall be allowed to attend school in their regular classrooms as long as their attendance does not create a substantial risk of the transmission of the illness to other students or school employees. AIDS-infected persons are those who have been diagnosed as having AIDS, those who have AIDS Related Complex, or those infected with the HIV AIDS VIRUS and who are asymptomatic carriers of such viruses (those infected by such viruses and capable of transmitting the virus, but who have not developed any of the symptoms of infection with the virus).

The determination of whether an AIDS infected student shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by the Advisory Assessment Team. The diocesan superintendent will designate a chairperson for the team. In making this determination, the team shall consider:

1. the behavior, neurological development and physical condition of the student;
2. the expected type of interaction with others in the school setting; and
3. the impact on both the infected student and others in that setting.

To meet the requirements of this provision, “physician” shall mean a person licensed as a Doctor of Medicine in Kansas.

Upon the diocesan superintendent’s awareness of the presence of an AIDS-infected student, the student’s parent/guardian shall be informed that until determination of the student’s appropriate education placement, the student shall not be permitted to attend regular classes or participate in school activities. A review team will study each case and determine the risks and benefits for the infected pupil and other pupils in the school setting. The school council’s procedures for admission and assignment of pupils shall be followed in all instances and a written report of findings and recommendations based upon the most current medical information shall be forwarded to the diocesan superintendent, within a reasonable time frame. The team chairperson will be informed of the superintendent’s decision. The school council will also be informed of the superintendent’s decision and will reserve the

right to review it. Pending such determination, the student shall not be permitted to attend regular classes or participate in school activities. Determinations made by a team shall be reviewed by the team at appropriate intervals.

Infected neurologically handicapped students who lack control of their bodily secretions, or who display behavior such as biting, vomiting, etc., and infected students who have uncoverable oozing lesions, or skin eruptions, or display inappropriate behavior (biting, incontinence, etc.), shall not be permitted to attend classes or participate in school activities with other students. Additionally, AIDS-infected students may be excluded from the school setting in order to protect them from the infectious diseases of others. No information regarding students with AIDS will be released without parent/guardian permission in accordance with state and federal laws and with the school council's policy on student records. Therefore, the identity of an infected individual shall be revealed only to those who have a legal right to know. If an infected individual is permitted to remain in the school setting after a determination is made, employees who will have regular personal contact with the individual shall be informed of his or her identity and shall be provided with appropriate information as to the individual's medical condition, including information as to any factors that might warrant a reconsideration of whether he or she should be permitted to remain in the school setting. Employees also shall be informed of public health precautions which should be taken. Employees informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The team chairperson will call the student's physician and parent/guardian on a monthly basis to determine if there have been changes in the student's health status which might require a reassessment of the educational setting. The team chairperson will be responsible for notifying the team of any changes in the student which might require a reassessment of the educational setting. If any changes in the health status of an AIDS-infected student occur which may increase the risk of transmission, the team chairperson will immediately schedule a team meeting to discuss the situation. The student may be excluded from school at this time until the reassessment of the educational setting is completed.

If a communicable disease (e.g. measles or chicken pox) occurs in a school or classroom which could be threatening to an AIDS-infected student, the infected student's parent/guardian and the student's physician will be notified so that a decision can be made as to whether the AIDS-infected student should be excluded from the school during the outbreak.

As additional information becomes available regarding AIDS, the school council may

reevaluate this policy in light of:

1. legal rights of students
2. information regarding appropriate hygienic procedures to reduce the risk of exposure to the AIDS virus; and
3. additional medical findings.

<b>ADVISORY ASSESSMENT TEAM</b>
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<b>POLICY 5140</b>
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The Advisory Assessment Team is a professional team whose task is to make an advisory recommendation concerning the exclusion of or non-exclusion of an individual student. The team may also recommend alternative action and/or other terms and conditions of the exclusion.

The Advisory Assessment Team shall consist of the student's physician, the director of the City-County Health Department, the local pastor and up to three persons designated by the diocesan superintendent of schools.

The recommendations of the Advisory Assessment Team shall be based on the physical condition, neurological development, behavior, and expected interactions with others by the affected student, and such other medical information as may be deemed relevant by the team.

The diocesan superintendent of schools or designee shall reserve the right to make the final decision regarding the placement of a student in school after taking into account the recommendation of the Advisory Assessment Team and after weighing the risks and benefits to both the affected student and the other students in the school.

<b>BLOODBORNE PATHOGENS</b>
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<b>POLICY 5145</b>
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Each school shall develop an exposure plan for bloodborne pathogens\* that conforms to standards promulgated by the Occupational Safety and Health Administration (OSHA). The control plan suggests the following components:\*\*

1. the exposure determination;
2. a schedule and method for implementation of OSHA regulations;
3. work practice controls;



4. hepatitis B vaccinations and post-exposure evaluations and follow-ups. Pre-exposure immunizations are at the discretion of the employee after consultation with a personal health care provider or county health services.
5. information and training;
6. record-keeping requirements.

\*Bloodborne pathogens refer to pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). An exposure incident results from a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials during the performance of an employee's duties.

\*\*For further information and direction, *see Appendix XIII.*

(5-93)

<b>EMERGENCY CARE PROCEDURES</b>
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<b>POLICY 5150</b>
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Each Catholic school represents an area in which a large population resides for part of the day. Injuries or sudden illnesses requiring emergency care of students are bound to occur. Every school should have an emergency plan including:

1. comprehensive written emergency care policies approved by the school administration and other state requirements thereto;
2. a room for the temporary use by any injured or ill child while waiting for transportation from school; and
3. adequate first-aid supplies readily available in case of need.

<b>RELEASE OF STUDENTS FROM SCHOOL</b>
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<b>POLICY 5155</b>
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If a child is injured or becomes ill, the parents/guardians will be notified immediately. If the child needs to be taken home, he/she will only be allowed to leave the school with the parent/guardian or designated alternate. This designated alternate shall provide authentic identification satisfactory to school officials. No student is to be sent home for any reason whatsoever unless the parent/guardian or designated alternate has been notified.

In the event of divorced parents of the student, no student shall be released unless the custodial parent has on file in the principal's office a certified copy of the divorce decree setting out the custodial arrangements of the parties by order of the Court. The school reserves the right to call the Clerk of the District Court to confirm that said Orders are current and have not been superseded by ancillary orders.

Students shall not be dismissed early, except in emergency cases, unless the parents/guardians or the designated alternate have been advised at least one day in advance.

Students in secondary schools will be released only with the approval of the parent/guardian or the designated alternate.

<b>SAFETY AND EMERGENCIES:</b>	<b>POLICY 5160</b>
<b>TRAFFIC; FIRE; TORNADO; BUS; TRIPS</b>	

Other than in exceptional circumstances, students shall not be left unattended or unsupervised during times that they are attending school or are engaged in authorized school activities and are entrusted to the custody of school officials.

The principal shall plan and execute emergency procedures in the event of fire, tornadoes, inclement weather, civil defense, etc. Safety measures shall include:

1. a warning system;
2. a place of safety to which students shall be directed;
3. practice drills at irregular intervals;
4. adequate instruction of personnel.

**TRAFFIC SAFETY.** Before the opening of the school year, the principal should arrange with the local police officials for the protection of children who cross traffic intersections on their way to and from school.

**FIRE SAFETY.** Every school is encouraged to remain in close contact with the local Fire Department and to work cooperatively in conducting regular fire drills, as well as fire prevention/safety programs.

The principal is responsible for the observance of the state regulations for fire safety as

identified in the current Kansas Fire Safety Handbook, together with the planning and execution of emergency procedures necessary to ensure safety of all students and personnel in the event of fire, tornado, flood, bomb threat, or other possible disaster.

Fire regulating equipment shall be checked annually.

**TORNADO SAFETY.** The principal of the school shall have a plan for the safety of children in the event of a tornado. Kansas law requires all schools to have at least three (3) tornado safety drills each year during school hours.

**BUS SAFETY.** It is the responsibility of the principal of every school to have all pupils who travel on the bus instructed on conduct required for their own personal safety and the safety of passengers.

**Schools Trips.** All school sponsored trips shall be accompanied by an adult at least 21 years of age representing the school, except that a teacher under age 21 may accompany students on a trip. All adults who accompany students on a trip shall be familiar with and at times comply with the Diocese's Policy for the Protection of Children and Young People, a copy of which shall be provided. All training, background checks, forms and receipts included with the Policy for Protection of Children and Young People must be completed in accordance with that policy.

rev 2-07

<b>SCHOOL SAFETY AND SECURITY REQUIREMENTS</b>	<b>POLICY 5165</b>
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In keeping with the Kansas School Safety and Security Act, it shall be the policy of all Catholic Schools of the Diocese of Salina that an immediate report be made to the appropriate state or local law enforcement agency by, or on behalf of, any school employee who knows, or has reason to believe, that an act has been, or will be committed at school, on school property, or at a school-supervised activity that involved or will involve: 1) a direct or immediate threat to the safety or security of a human life; 2) the possession, use, or disposal of explosives, firearms, or other weapons; or 3) the commission of an inherently dangerous criminal act.

Wilful and knowing failure of a school employee to make this required report to the proper authority, and any interference with or prevention of such reporting, is a class B nonperson misdemeanor.

School policies and reports concerning school safety and security shall be made available to all members of the school community.

An annual report of school safety and security violations shall be submitted to the State Board of Education at the time and in the manner specified by the State Board.

(3-98)

<b>ACCIDENTS; INSURANCE</b>
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<b>POLICY 5170</b>
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**ACCIDENTS.** Each school should keep a record on file of any accident occurring during the school day that results in forcing the student to miss at least one-half day of school. It is recommended that the Student Accident Report Forms provided by the Kansas Department of Health and Environment, Forbes Field, Topeka, KS 66620, be used. A copy should be filed with the superintendent. (*See Appendix X for Student Accident Form.*)

**INSURANCE.** Elementary schools may offer an accident insurance plan to parents/guardians of elementary students.

Secondary school students in the Catholic schools of the Diocese of Salina shall be insured through a policy offered by the Kansas State High School Activities Association covering injuries related to athletic activities.

<b>CHILD ABUSE</b>
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<b>POLICY 5175</b>
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Whenever there is a possibility of physical, mental or emotional abuse or neglect or sexual abuse of a minor or other person at risk, the Diocese of Salina, and all Catholic schools, maintain a primary concern for the alleged victim's safety and well-being. Recognizing that sexual abuse can be a disease and that it has tragic consequences for victims as well as abusers, the Diocese of Salina is committed to extending pastoral care to the alleged victim, his/her family, and to the accused. The actions done to ensure that this is done properly are not taken as an expression of judgment or guilt, but rather are intended to indicate clearly the serious nature of such cases, to ensure the safety of all, and to protect everyone's rights, including the accused's right to a good name. With these pastoral concerns in mind, the Diocese's Policy for the Protection of Children and Young People must be observed and followed at all times. The Diocese's Policy for the Protection of Children and Young People is consistent with the requirements of Kansas law and has been drafted so that the mandates of state law will be met so long as one is in compliance with the Diocesan policy. Rev 2-07

**SEXUAL HARASSMENT****POLICY 5180**

Sexual harassment is in violation of the human dignity of the individual. As such, it is counter to the teachings of the Catholic Church and the Christian environment of our Catholic schools where emphasis is placed upon the display of reverence and respect for each individual person.

Sexual harassment, in any form, is prohibited in the Catholic schools of the Diocese of Salina.

In relation to sexual harassment, the Catholic schools will comply with all federal and state regulations.

Persons believing themselves to be the victim of sexual harassment should refer to Policy 4115 and follow the procedure set forth in that policy.

rev 2-07

**STUDENTS WHO BECOME PARENTS OR MARRY****POLICY 5185**

Students in Catholic schools of the Diocese of Salina who become parents and/or marry may eliminate themselves from continuing school on the premises. This decision is to be made at the local level. All pastoral efforts must be made so that the implementation of this policy will not encourage students to consider abortion as an alternative solution.

The request of a student who becomes a parent while enrolled in one of the Catholic schools in the diocese, and seeks readmission to a school after the birth of a child, shall be considered by the pastor and principal or the diocesan superintendent. The recommended procedures outlined here may be helpful in considering this action.

Any student who has conceived a child while attending school may be permitted to continue educational pursuits under the following conditions:

- A. The female student who has conceived a child, along with her parents or legal guardians, shall meet with the principal and pastor. At said meeting, the parties seek to determine the following information:

1. the probable delivery date of the child;
2. the academic standing of the female student;
3. by voluntary action, the name of the alleged father.

B. In order for the female student to continue her school attendance, she may be required to comply with the following:

1. residence with her parents or legal guardians, or in a home environment approved by the principal and pastor;
2. enroll in, attend, and make satisfactory progress in an approved parenting course;
3. other than the attendance at required classes, the possible ban from activities in the school or after school.

C. In the event that the female student voluntarily discloses the identity of the father, the principal and pastor may take the following action:

1. The principal and pastor schedule a meeting with the alleged father and his parents/guardians to disclose the allegations of the female student;
2. In the event the male student denies responsibility for the fathering of the child, the principal and pastor notify the female student of said denial.
3. In the event that the male student acknowledges that he is the father of said child, the said male student is subject to the same restrictions of attendance as those placed on the female student.

<b>STUDENT ATTIRE</b>
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<b>POLICY 5190</b>
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Each Catholic school in the Diocese of Salina may adopt a student dress code that stresses cleanliness and neatness to reflect the ideals of Christian values. The policy shall be placed in the local school handbook.

<b>PARTIES/EVENTS</b>
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<b>POLICY 5195</b>
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The local school administration of all Catholic schools shall have complete control and authority over any social activities sponsored by the school, whether held on or off school premises.

Students are eligible to receive a diploma from the elementary and secondary schools of the diocese after satisfactory completion of the requirements established by the local Catholic school and the State of Kansas.

Graduation exercises in the elementary and secondary school shall be kept simple and appropriate. The ceremony should be in keeping with the meaning and purpose of Catholic education.

(7-93)

Based on our philosophy that Catholic Schools has been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. The Salina Diocese Catholic Schools views bullying as unchristian behavior, and it will not be tolerated. We define bullying as an act which:

1. repeatedly hurts another individual either-
  - a. physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
  - c. indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
  - d. through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. is deliberate and sustained
3. is intended to isolate, hurt, or humiliate another individual
4. is unprovoked

The goal of Salina diocese Catholic Schools anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of Catholic Schools should:
  - a. remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
  - b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified



- c. offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed
- d. encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness

2. Parents of Catholic Schools students should:

- a. report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook
- b. support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior

3. Students of Catholic Schools should:

- a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident
- b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior
- c. treat others with the respect and dignity that is expected of any Catholic School student.

## CURRICULUM AND INSTRUCTION

6000 SERIES

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**SCHOOL CALENDAR**

**POLICY 6010**

The principal shall publish a school calendar annually. Schools must conform to the diocesan school calendar in its specifications of dates and events: 1) the scheduling and carrying out of programs of testing; 2) teacher/principal inservice and meetings; and 3) other indications of expected system-wide participation.

If circumstances seem to warrant otherwise, permission is to be obtained from the superintendent.

**SCHOOL DAY AND TERM**

**POLICY 6015**

Kansas State Law requires that the school day for each accredited school have six hours of instruction. Any time set aside for lunch must be in addition to those six hours.

All schools shall comply with the requirements for pupils' attendance set by the State of Kansas in establishing the length of the school term. The diocesan superintendent shall provide assurance to the Kansas Department of Education that each Catholic school in the Salina Diocese has complied with such requirements. Non-compliance may subject the school to loss of accreditation.

Kindergarten calendar requirements are 186 two and one-half hour days or 465 hours.

Grades K through 11 are required to have a school term of 186 six-hour days or 1,116 hours.

Grade 12 is required to have either 181 six-hour days or 1,086 hours.

All elementary and secondary schools in the diocese shall use a time schedule appropriate to each school's organizational plan.

**SUBJECTS REQUIRED TO BE TAUGHT**

**POLICY 6020**

Kansas law requires that every accredited elementary and secondary school shall teach reading, writing, arithmetic, geography, spelling, English grammar and composition, history of the United States and of the state of Kansas, civil government and the duties of citizenship, health and hygiene, together with such other subjects as the state board may determine. Kansas law further requires all accredited schools shall provide and give a

complete course of instruction to all pupils, in civil government, and United States history, and in patriotism and the duties of a citizen, suitable to the elementary grades; and that all accredited high schools shall give a course of instruction concerning the government and institutions of the United States, and particularly of the constitution of the United States. Catholic schools in the Diocese of Salina have voluntarily undergone state accreditation and shall observe applicable Kansas law during any and all periods of voluntary state accreditation.

In addition to the above-mentioned courses, all Catholic elementary and secondary schools shall teach religion each day, five (5) days a week. All students attending Catholic schools are expected to attend the religious services and religion classes offered.

All Catholic high schools shall offer a precollege curriculum which has been approved by the Kansas Board of Regents as qualifying as a standard admissions curriculum to be used by the state universities for entrance requirements, including English, Natural Sciences, Mathematics, Social Sciences, Computer Technology. In addition, all Catholic high schools shall offer a course of instruction in at least one foreign language.

rev 2-07

<b>CLASS SIZE</b>
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<b>POLICY 6025</b>
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It is strongly recommended that the maximum class size not exceed thirty (30) students.

In kindergarten, twenty-five (25) students shall be the maximum for one-half day sessions.

The teacher/student ratio for pre-school classes within accredited schools is:

Four-year-olds	Ratio of 1:15
Three-year-olds	Ratio of 1:12

The teacher/student ratio for licensed pre-school or day care facilities is:

Kindergarten	Ratio of 1:12
Four-year-olds	Ratio of 1:10
Three-year-olds	Ratio of 1:10
Two & one-half- year-olds	Ratio of 1:09

**PRE-SCHOOLS / DAY CARE CENTERS:  
RELATIONSHIP TO CATHOLIC SCHOOLS**

**POLICY 6030**

All pre-schools and day care centers associated with a Catholic school in the Diocese of Salina are to be a part of the total Catholic school structure under the direct supervision of the Principal and the jurisdiction of the Pastor and are subject to all Diocesan policies applicable to Catholic schools. All pre-schools and day care centers associated with Catholic schools in the Diocese of Salina should be licensed and directed by properly certified personnel

All pre-schools and day care centers associated with a Catholic school are under the jurisdiction of the Pastor and are subject to all Diocesan policies and procedures.

rev 2-07

**CATHOLIC SCHOOL CURRICULUM DEVELOPMENT POLICY 6035**

Every school provides its education through its curriculum program. The school's curriculum is the all-encompassing plan or program of the school. It states the purpose of the school and details the learning objectives for a specific population. Its learning experiences are presented developmentally to meet the individual needs of the students.

The curriculum in a Catholic school is special. The following characteristics set the Catholic school curriculum apart from that of other schools:

1. The Catholic school is sponsored and supported by the "faith community."
2. The Catholic school's philosophy and goals reflect Gospel values and Catholic tradition.
3. Curriculum in the Catholic school assists students to experience Catholic life by means of attendance at Mass, reception of the Sacraments, service projects, and integration of the Gospel values in every subject in the curriculum.
4. A Catholic school provides an excellent academic education.
5. The training of students in Catholic formation is central to the curriculum of a Catholic school.
6. Faculty and staff should view themselves as teaching ministers of the Church.

Every Catholic school in the Diocese of Salina should review the above objectives as part of the school's five-year planning cycle.

## **DEVELOPMENT OF THE CURRICULUM**

**POLICY 6040**

The curriculum in the Catholic schools in the Diocese of Salina shall be developed by the principal, teachers, and parents, with the advice and recommendation of the pastor and the diocesan superintendent of schools.

The following process shall be used:

1. The school principal establishes a school community curriculum committee for consultation.
2. The school community curriculum committee helps to formulate the school philosophy, identifies the unique characteristics of the students and develops the schools goals.
3. The faculty writes the specific learning objectives and determines the learning activities in subjects taught.
4. The school community curriculum committee and the school faculty develop and implement an evaluation plan.

The Principal should collaborate with the Diocesan Superintendent of Schools to insure that all curriculum guidelines imposed as a result of Catholic schools' voluntary accreditation are followed.

## **LEARNING MATERIALS**

**POLICY 6045**

There shall be a variety of learning materials in the school, which shall be so accessible that they may be used on a shared basis by all faculty and students. A member of the staff should have the responsibility for cataloging materials, devising an effective system of distribution, return and proper maintenance.

The selection of textbooks, learning materials and equipment should be done jointly by the principal and the faculty.

Any course material or textbook being taught in any Catholic school in the Diocese of Salina shall not be in conflict with any of the Church's teachings. A list of approved textbooks for both elementary and secondary schools will be kept on file and updated by the Catholic Formation Office of the Salina Diocese.

<b>INNOVATIVE / EXPERIMENTAL PROGRAMS</b>
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<b>POLICY 6050</b>
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When local Catholic school authorities wish to make a major academic innovation, sound professional procedure requires that prior to its initiation:

1. Specific instructional objectives should be sought, determined and stated in writing, indicating how the students' educational development will be enhanced.
2. Research, analysis, and evaluation of other similar programs (if such exist) shall be made by the faculty and the school.
3. Criteria for evaluating the program shall be determined and stated.
4. Sufficient information regarding the reason, purpose, methods of the program, and the means of evaluating it should be given to the faculty, parents, students, local school council, and other publics.
5. If the innovation is to be experimental, a specific time period shall be established for the period of experimentation and evaluation.
6. The proposed program shall be approved by the diocesan superintendent of schools and the local school council and pastor.
7. The policy and administrative guidelines (where such exist) shall be published in the Diocesan School Policy Manual and these shall be followed in implementation of the program.

<b>SCHOOL LIBRARY AND RESOURCE CENTERS</b>
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<b>POLICY 6055</b>
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Kansas State law indicates that every school in the Diocese of Salina shall maintain an instructional materials center. This collection of books, periodicals, audio-visual materials and necessary equipment should conform to the American Library Association standards. The book and periodical collection should be available to students throughout the entire school day, and audio-visual materials and equipment should be available for classroom use. A certified school librarian should be in charge of the center with the aid of some para-professionals or volunteers.

The instructional materials center should contain curriculum enrichment materials appropriate to the curriculum needs of the local school. A portion of the center should be reserved as a teacher reference section.

<b>GOVERNMENT PROGRAMS AND SPECIAL SERVICES</b>	<b>POLICY 6060</b>
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Participation in government programs of aid to students should be encouraged whenever possible and practical. Such programs should be embraced only insofar as they further, rather than compromise, the educational philosophy and mission of the Catholic school, and do not, of their nature, cause a disruption of services in the classroom.

School principals are responsible for keeping updated files on the procedures for carrying out programs with government agencies. Because these procedures usually change annually, principals should be careful to keep updated correspondence concerning them. All permanent records should be stored in a fire-resistant compartment.

Principals have the right and duty to protect the rights of both the students and parents in obtaining special services which are available by law for private school pupils. These services include, but are not limited to, service related to learning disabilities, speech therapy, physical therapy, psychological testing, and counseling.

<b>OBSERVANCE OF COPYRIGHT LAWS</b>	<b>POLICY 6065</b>
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All employees, volunteers and students of the educational programs of the Diocese of Salina shall abide by the federal copyright laws. Employees, volunteers and students may copy printed or non-printed materials allowed by :

1. copyright law;
2. fair use guidelines;
3. specific licenses or contractual agreements; and
4. other types of permission.

Employees, volunteers and students who willfully disregard copyright law are in violation of diocesan policy, doing so at their own risk and assuming all liability.

<b>USE OF INTERNET AND RELATED TECHNOLOGIES</b>	<b>POLICY 6070</b>
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All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of



the School and as such are to be used solely for education-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, e-mail, the Internet, and copy machines for private purposes is strictly prohibited, unless expressly approved in writing by the Principal or Pastor.

1. Employees, volunteers and students using this equipment for personal purposes do so at their own risk. Further, employees, volunteers and students are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Pastor, Principal or his designee. All pass words are the property of the School. No employees, volunteers and students may use a pass word or voice-mail access code that has not been issued to that employee, volunteer or student by the School. Improper use of the e-mail system (e.g., spreading offensive jokes or remarks) or the Internet, will not be tolerated.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the School's interests, authorized representatives of the School may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind. This may also include listening to stored voice-mail messages.

The School provides access to the Internet. The Internet represents a useful tool for the School in conducting its mission, but like any other tool, it must be used properly. For purposes of this policy, Internet includes any public electronic data communications network.

The School has adopted the following rules with respect to Internet usage:

1. No browsing of restricted-content web sites. This includes, but is not limited to: threatening, violent, or obscene material, pornography, information on bombs, inappropriate language and communications, flame letters and material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited.
2. No downloading or uploading of non-education related data.
3. No downloading of application programs without authorization.
4. No participation in web-based surveys without authorization.
5. No use of subscription-based services without prior approval.

6. No violation of copyright.

Employees, volunteers and students are required to sign an Internet, e-mail and voice-mail acknowledgment form (*see Appendix 12, Form I.*). Employees, volunteers and students who violate this policy will initially be advised of the School's objection and will be expected to immediately cease the activities in violation of this policy. Further similar violations are subject to disciplinary action up to and including termination.

(7-07)

**TWO WAY COMMUNICATION DEVICES**

**POLICY 6071**

Acceptable and Restricted Uses: Student use of electronic paging or two-way communication devices (e.g., beepers/cellular phones) during school hours is prohibited, except as specifically authorized by the building principal. Any student found violating this policy shall be disciplined accordingly.

(1-05)

**TEACHER PLANS**

**POLICY 6075**

The teacher's weekly lesson plans for the instruction of the students should be carefully recorded prior to the week of instruction. Such a record shall be regularly reviewed by the principal or his/her delegate to ensure that the instruction offered is meeting both, the individual needs of the students served, and stated curriculum requirements and objectives.

**HOMEWORK ASSIGNMENTS**

**POLICY 6080**

Homework assignments should be educationally sound and promote greater parental respect for the school program. Homework assignments are strongly recommended and should provide for an application of previously learned material, a correlation of past and present material, and related supplementary reading. Departmental structures require coordination of such assignments.

Field trips and other educational outings are an outgrowth of the more individualized approach to the learning needs of the student. Such activities are encouraged, provided that the following guidelines are observed:

1. The field trip should be a definite learning experience as well as a happy occasion.
2. The students should be prepared for the observations they will make on the trip.
3. The students shall be given a follow up assignment which will help them to assimilate the knowledge gained from the field trip.

School sponsored trips for elementary students which involve overnight lodging are discouraged.

It is ideal if bus transportation can be available for field trips. Any volunteer driver of a school owned bus or other school owned vehicle used for transporting students on field trips must provide documentation of the proper drivers' license, insurance coverage and proof of participation in and compliance with the Policy for Protection of Children and Young People.

Parents who are engaged to drive private vehicles for field trips or other school activities, must provide documentation of the proper drivers' license, insurance coverage and proof of participation in and compliance with the Policy for Protection of Children and Young People.

If children between the ages of 4 and 8 are being transported in vehicles designed to carry ten or fewer passengers (including privately owned passenger vehicles), the Child Passenger Safety Act must be followed. This means that children under the age of 4 must be in an approved car seat, children between the ages of 4 and 8 who weigh less than 80 pounds or are less than 4 foot 9 inches tall must be in an approved booster seat and all other children through the age of 14 must be in a seat belt manufactured in compliance with Federal Safety Regulations. If a passenger car has only lap safety belts, the Child Passenger Safety Act does not require the use of booster seats for children ages 4 - 8, but, instead, requires that the children be buckled in using the seat belt.

In preparation for a field trip, permission forms shall be sent home to parents or guardians. The field trip permission form shall include the following information:

1. The general purpose of the trip;
2. Any special instructions regarding rules and regulations for the trip;
3. transportation information; and
4. departure and arrival information.

Prior to departure, permission forms must be signed by each student's parent or guardian and returned to the proper school authority. (*See Appendix 12: Form D, Field Trip Participation Form*).

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<b>ASSEMBLIES</b>
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<b>POLICY 6090</b>
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School assemblies not only provide for the creative self-expression of the students, but also enable the principal to convey his/her interest and concern in the activities of both the faculty and the students. It is strongly recommended that assemblies be a part of the Catholic school program.

<b>SYMBOLS</b>
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<b>POLICY 6095</b>
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The crucifix, as well as other religious symbols, shall be displayed in classrooms and other appropriate areas of the Catholic schools of the Diocese of Salina. Other religious symbols shall include, but not be limited to, statues, religious pictures and the Scriptures.

<b>FLAG DISPLAY</b>
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<b>POLICY 6100</b>
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When a Catholic school in the diocese is in session, the United States and the Kansas flags shall be on display outside the school, weather permitting. The outside use of the Vatican Flag is recommended but optional. The flags shall be raised before the morning

session begins and shall be taken down at the close of the school day. Each classroom, also, shall have the United States flag and the Vatican Flag displayed.

<b>NCEA MEMBERSHIP and CATHOLIC SCHOOLS WEEK</b>	<b>POLICY 6105</b>
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All Catholic schools in the Diocese of Salina should be registered members of the National Catholic Educational Association (NCEA). Teachers, principals and pastors are encouraged to attend the NCEA Convention and Workshops.

National Catholic Schools Week shall be observed annually by all Catholic schools in the Diocese of Salina.

<b>POLICY FOR CHANGING STATUS OF CATHOLIC SCHOOLS</b>	<b>POLICY 6110</b>
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The Bishop of Salina is the chief administrator of the diocese and will reserve to himself the final confirmation about changing programs, adding or reducing grade levels or the closing of any Catholic school in the diocese.

The pastor of the school must go through the following procedures:

1. A financial history of the school should be documented and a five year projection should be completed with different options that may be available. A copy of the financial history and projection shall be sent to the diocesan superintendent of schools.
2. A history of enrollment should be documented and a five year projection showing different options should be made available. A copy of the history and enrollment projections shall be sent to the diocesan superintendent of schools.
3. A history of recruitment programs and publicity (public relations programs) which have been attempted and which are in place must be documented.

A copy of this report shall be sent to the diocesan superintendent of schools.

4. A needs assessment questionnaire, designed to identify the affective and cognitive needs of the school should be established and sent out to the community/parish. In composing the questionnaire, the pastor should consult with the parish council, school council, and principal. Prior to distribution to the parish and community, a copy of the needs assessment questionnaire should be sent to the superintendent of schools for approval.
5. After the needs assessment is complete, along with data available for financial and enrollment projections, a committee appointed by the pastor (made up of an equal number from the parish council and school council) should study the data and make a recommendation to the pastor.
6. The pastor may accept, reject, or modify the recommendation of the committee, and send it to the superintendent of schools.
7. The superintendent of schools may send on the pastor's recommendation for approval by the bishop or send the proposal to the Catholic School Committee for possible study and review. The Catholic School Committee can make a recommendation to the Bishop.
8. The Diocesan Council of Education will then be updated on the local school situation.
9. The bishop may accept or reject the recommendation or send the proposal back to the pastor for further study in which the whole process will be repeated.

(9-91)

**Insert**

Human Sexuality Education/Formation in Docs

EXECUTIVE COORDINATOR OF THE CURIA - Pamela Sullivan- Page ii

CHANCELLOR - Pamela Sullivan- Page iii

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CONSULTANT FOR RELIGIOUS EDUCATION -  
GRADES K-12 AND CONFIRMATION - Sr. Barbara Ellen Apaceller, CSJ - Page xii

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DIRECTOR OF YOUTH MINISTRIES - Sr. Barbara Ellen Apaceller, CSJ - Page xiv

DIOCESAN SUPERINTENDENT OF SCHOOLS - Mr. Nick Compagnone - Page xv

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DIRECTOR OF OFFICE OF FAMILY LIFE/CHRISTIAN SERVICE - Reg & Jan  
Konrade- Page xix

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DIRECTOR OF VOCATION OFFICE - Rev. Gale Hammerschmidt and Rev. Kevin  
Weber- Page xxii



Job Description  
EXECUTIVE COORDINATOR OF THE CURIA

MISSION/RESPONSIBILITIES:

The Executive Coordinator or moderator of the Curia is to assist the bishop in coordinating the exercise of administrative responsibility and to see to it that other members of the Curia fulfill the office entrusted to them (Canon 437, paragraph 2). He/she is to promote harmony and unity and cooperation among the various members of the Curia.

DUTIES:

1. Assist the bishop in hiring personnel for the various diocesan offices.
2. Oversee the functioning of the diocesan offices.
3. Hire additional personnel as needed to assist in the work of the various diocesan offices and agencies.
4. Assist the various offices in determining their annual budgets.
5. Serve as liaison for the offices to the bishop and the Priorities and Budget Committee of the diocese both in the matter of diocesan budgets and in the determination of diocesan priorities.
6. Meet with the Curia at least on a quarterly basis or as often as is necessary to assure that the various diocesan offices are functioning well and together and that the Curia is fulfilling its various functions in service to the bishop and the diocese.

Job Description  
CHANCELLOR

MISSION/RESPONSIBILITIES:

The Chancellor assists the bishop and the diocese in gathering, arranging and safeguarding the acts of the Curia and diocesan documents (Canon 482, paragraph 1). In the American church the Chancellor usually assists the bishop and the diocese in an advisory capacity especially regarding canonical matters.

DUTIES:

1. Curator of the diocesan archives by gathering, arranging and safeguarding official documents and records of the diocese.
2. Assist the bishop in whatever capacity the bishop chooses.
3. Serve as delegate of the bishop in signing dispensations and granting any necessary permissions for marriages within the diocese and assist parishes and other dioceses in obtaining such dispensations and permissions and in keeping records and files of all marriages which take place within the diocese.
4. Serve as a ready reference or source of information regarding canonical questions.
5. Coordinate and edit the diocesan news bulletin mailed monthly to the priests and pastors and pastoral associates.
6. Assist pastors in making the annual report to the diocese and assist the official Catholic directory publishers by gathering, tabulating and recording statistics from the various parishes and institutions of the diocese for inclusion in the official Catholic directory each year.
7. Assist the various national offices and other diocesan chanceries in completing reports and in taking national surveys.
8. Serve as Director of the Office of Communications by overseeing the diocesan newspaper and public relations.
9. Coordinate the various national annual collections by serving as contact person for the national offices and agencies which are recipients of these collections.
10. Assist the Marriage Tribunal by processing and granting decrees of nullity for lack of form marriage cases and by serving as defender of the bond, advocate or judge in any marriage cases assigned to the Chancellor.

Job Description  
DIRECTOR OF OFFICE OF FINANCE

MISSION/RESPONSIBILITIES:

The Finance Officer of the diocese is to assist the bishop in administering the goods of the diocese in accordance with the budget determined by the finance council and from the income of the diocese to meet the expenditures which the bishop or others deputized by him have legitimately authorized. (Canon 494,3)

DUTIES:

1. Be available for regular consultation with the bishop, with office personnel and with persons who need or seek advice in financial matters of the diocese.
2. Review requests regarding finances which the bishop receives from parishes and discuss possible responses with him.
3. Prepare documentation and necessary inventories for church properties (legal descriptions) and prepare filings with all Registers of Deeds in the counties of the diocese where there is a change of bishops.
4. Oversee mandatory tax filings with IRS and the state - FICA, FWT, SWT, W-2's, 1099's etc.
5. Write or set up computer programs to fit the particular needs of the Finance office and survey data processing.
6. Prepare annual reports to Secretary of State for corporate entities of the diocese.
7. Confer in such matters of insurance as health, liability, special multi-peril.
8. Prepare annual financial report of diocese for printing in Northwestern Kansas Register.
9. Manage funds so that they are available to meet needs of parishes in their building or renovation projects.
10. Serve as "ex officio" member of Priests' Council and Priorities and Budget Committee.
11. Arrange meetings of Arts and Architecture Committee with parishes.
12. Keep books for and invest funds for Priests' Retirement Association and Health Care entities.
13. Correspond with and assist parishes with tax problems and provide evidence showing basis for tax exemptions.
14. Sign checks on a daily basis and be available on the 15th and the end of each month to handle payroll.
15. Mail checks to retired priests at beginning of each month.
16. Confer on a daily basis with financial institutions, brokers, etc., regarding investments and money management involving total funds of more than \$10 million.
17. Figure tax assessments, parish retirement quotas, etc.

18. Correspond with parishes or firms regarding real estate.
19. Monitor notes (LP, LR, SC and SE) and pay/collect interest/principal on notes payable/receivable from the diocese.

Job Description  
DIOCESAN DIRECTOR OF DEVELOPMENT

MISSION/RESPONSIBILITIES:

The Director of Development assists the bishop and the diocese in developing and maintaining an organized system of monetary giving to help meet the financial needs of the diocese.

DUTIES:

1. Help organize and direct an annual fund raising drive.
2. Plan and develop strategy and programs for fund development.
3. Develop policies which bring about a close family type identification for the diocese by providing a clearer understanding of the various services that are provided.
4. Work with the bishop and financial advisors of the diocese to establish short and long range goals for fund development.
5. Share the responsibility for mandating a close communication line between the department and the bishop and financial advisors of the diocese.
6. Work in the Stewardship program as directed by the diocesan administration.
7. Continually advise the diocesan administration on the implication and impact the various policies and programs of fund development have as they relate to other diocesan activities.
8. Evaluate fund development activities and programs to determine whether they are accomplishing fund goals and report same to diocesan administration.
9. Plan, organize and direct fund raising programs for buildings, equipment, remodeling and other major funding needs through outright and planned gifts; also be involved in the acquiring and disposition of said items.
10. Identify, research and cultivate prospective donors.
11. Enlist volunteers, volunteer members of support groups and committees necessary to the success of fund development programs.
12. Develop and distribute all diocesan promotional materials including brochures, pamphlets, annual reports, newsletters, planned giving, solicitation letters and other related materials.
13. Develop and supervise annual giving programs, memorial giving, charitable life insurance, planned giving, trusts, estate gifts and other related projects.
14. Prepare and administer budgets for all fund development activities, including the annual budget for the department.

Job Description  
BUSINESS MANAGER

MISSION/RESPONSIBILITIES:

The Business Manager assists the bishop and chancery staff in the management and upkeep of the diocesan and chancery property.

DUTIES:

1. Serve as business manager for the Northwestern Kansas Register.
2. Work with LaHood and Associates on contracts for health care.
3. Work with and advise Clergy Health and Retirement Board.
4. Help members of health care association solve problems that may arise with payment of claims.
5. Serve as liaison person between Catholic Mutual and parishes and be a trouble shooter for parishes with claim problems.
6. Work with Arts and Architecture Committee on new building plans and with parishes planning a new building.
7. Assist finance officer when necessary with the sale of diocesan property.
8. Assist the executive coordinator with yearly budgets when needed.
9. Assist with annual fund appeal.
10. Assist the bishop, executive coordinator and chancery staff with problems with the chancery building and facilities and the bishop with problems with his house and grounds.

Job Description  
DIRECTOR OF THE OFFICE FOR THE PROPAGATION OF THE FAITH

MISSION/RESPONSIBILITIES:

The Propagation of the Faith Director serves as a diocesan agent for the work and mission of the National Office for the Propagation of the Faith.

DUTIES:

1. Assist the National Mission Office in promoting the annual Mission Sunday Appeal and other missionary educational and fund-raising programs.
2. Review and study the many petitions received from missionary groups for financial assistance.
3. Serve as coordinator of the annual Mission Coop appeal by deciding with the pastors which missionary groups will be invited on an annual basis to speak and take up a collection.
4. Assist in the collecting of and distribution of Mass intentions and stipends for priests of the diocese and missionary priests who are in need of assistance in this matter.
5. Serve as financial agent for the funds collected by parishes for the Society for the Propagation of the Faith and for Mission Coop groups and direct these monies to the appropriate mission office.
6. Manage the budget for the diocesan office for the Propagation of the Faith.

Job Description  
JUDICIAL VICAR OF THE MARRIAGE TRIBUNAL

MISSION/RESPONSIBILITIES:

The Judicial Vicar coordinates the work of all the members of the Tribunal, especially on formal cases, and serves the bishop and diocese in the process of petitions for decrees of nullity or dissolution of the bond of marriage.

DUTIES:

1. Receive all petitions for nullity or dissolution and determine competency to accept jurisdiction.
2. Direct all procedural and substantive acts in formal cases:
  - a. Constitute the Court, including Court Experts, Advocates, Defenders, Guardians and Judges;
  - b. Determine whether there are sufficient grounds in the Libellus, and establish precise grounds in the Joinder of Issue;
  - c. Protect the Rights of Petitioner and Respondent and including issues of privacy for all witnesses;
  - d. Necessary correspondence and notifications of parties in the handling of the case in the First Instance;
  - e. Formulation of questionnaires and determination whether sufficient testimony and documentary evidence has been received;
  - f. Final judgment in the Court of First Instance and preparation of case materials to be sent to the Provincial Tribunal or to the Vatican for appeal;
  - g. Final notifications of completed disposition of cases; to parties, presenting pastors and parishes of baptism and marriage for their official record books.
3. Assist other Tribunals in jurisdictional and other procedures of their cases.
4. Prepare and send reports to the U.S. Catholic Conference and to the Vatican as required.



Job Description  
COORDINATOR OF CATHOLIC FORMATION OFFICES

MISSION/RESPONSIBILITIES:

The Coordinator of the Catholic Formation Offices coordinates and directs the ministry and functions of the various offices of Catholic Formation.

DUTIES:

1. Meet bi-weekly with the directors and coordinators of the offices of Catholic Formation -office of Worship and Parish Renewal, Catholic school office and Religious Education office and the Family Life office.
2. Assist with the budgets of the offices of Catholic Formation and help the offices stay within their budgets.
3. Coordinate with the other offices in the chancery with specific programs.
4. Assist in planning agendas and programs for the Curia.
5. Assist in planning for Collaborative Ministry Days.
6. Assist executive coordinator of the diocesan Curia and director of Catholic Formation offices in the activities of the Catholic Formation Office.

Job Description  
DIRECTOR OF RELIGIOUS EDUCATION

MISSION/RESPONSIBILITIES:

The Director of Religious Education serves as the director of all religious education in the diocese and implements religious education policies of the bishop and the Diocesan Council of Education for all parish religious education programs and, in cooperation with the Superintendent of Schools, for all religious education programs in Catholic schools. He/she provides leadership in the design and implementation of programs for adults, youth and children to assist in building a solid foundation for adult spirituality, Christian living and ministry.

DUTIES:

1. Develop a coordinated approach toward total religious education (i.e., faith development through catechesis on all age levels), and collaborate with the educational staff in formulating a statement of catechetical purpose.
2. Recommend policies to the Diocesan Council of Education.
3. Assure that any policies established by the Diocesan Council of Education will be administered in the area of religious education.
4. Direct the work of the Office of Religious Education staff.
5. Manage the internal affairs of the Office of Religious Education -- budgets, personnel, policies, work schedules, etc.
6. Represent the Religious Education office with the National Catholic Educational Association, the National Conference of Diocesan Directors and other state and national groups and organizations relating to religious education.
7. Assist in the recruitment of prospective parish directors of religious education and teachers of religion.
8. Oversee the establishment and implementation of the catechist certification program for teachers of religious education in our parishes and, in cooperation with the diocesan Superintendent of Schools, for teachers in our Catholic schools.
9. Work for the establishment of curriculum guidelines for the teaching of religion in all parish religious education programs in our diocese and, in cooperation with the diocesan Superintendent of Schools, in all Catholic schools.
10. Work in close cooperation with all the other diocesan offices, agencies and commissions, as well as the parishes and schools.
11. Work with the provincial directors of religious education to set religious education priorities for the province and make recommendations to the bishops of the province concerning religious education.
12. Meet twice a year with religious education coordinators in each of the four vicariates.
13. Work with the Diocesan Council of Education. (Rev.10-98)

Job Description  
CONSULTANT FOR RELIGIOUS EDUCATION - PRE-K THROUGH 8

MISSION/RESPONSIBILITIES:

The Consultant for Religious Education Pre-K through 8 and Media assists the bishop and the coordinator/director of the Catholic Formation Office in the ministry of religious formation of children of pre-school and elementary age, particularly through ministering to parish coordinators and catechists in the parochial schools and parish programs.

DUTIES:

1. Assist the coordinator/director of the Catholic Formation Office in the general area of religious education.
2. Be a resource person to priests, principals, coordinators of religious education and other personnel in areas of religious education, especially K-8.
3. Assist with diocesan workshops, institutes and conferences offered by the religious education office.
4. Advise curriculum committees and education commissions in evaluating texts and related materials in the areas of religious education.
5. Participate in the vicariate education commission meetings and the Diocesan Council of Education.
6. Publish a newsletter from the Office of Education directed to coordinators and catechists.
7. Offer services to parish coordinators in developing parish programs.
8. Visit parishes and centers of religious education to share insights and assist in maintaining effectiveness.
9. Visit the twelve grade schools in the diocese to assist the religious education programs.
10. Provide inservice training for coordinators and catechists in parish catechetical centers.
11. Evaluate and purchase media material for grades K-8 in the area of religious education, catalogue audio-visual materials for the media library and revise the audio-visual catalogue as needed.
12. Maintain a catechist/religion teacher certification scale in the diocese by working with a committee.
13. Provide renewal opportunities for full-time pastoral ministers in the diocese as well as for part-time coordinators of religious education.

## Job Description

### CONSULTANT FOR RELIGIOUS EDUCATION - GRADES 9-12 AND CONFIRMATION

#### MISSION/RESPONSIBILITIES:

The Consultant for Religious Education, Grades 9-12 and Confirmation, fosters in youth a communal identity as Catholic Christians and helps them develop their own personal faith identity.

#### DUTIES:

1. Assist parishes in setting up a high school religious education program.
2. Provide workshops, in-services for high school religious education teachers in our schools and parish religious education programs.
3. Meet annually with the religion teachers of the five high schools in the diocese and visit these high schools to evaluate religious education programs.
4. Assist in planning catechist rallies.
5. Assist parishes with Confirmation retreats.
6. Implement *Renewing the Vision* paper in the diocese.
7. Act as an advisor to curriculum committee regarding high school religion texts.

Revised(10-98)

Job Description  
OFFICE OF ADULT EDUCATION  
(Religious Studies and School of Pastoral Leadership- no longer exist  
Moved to Pastoral Formation with Dodge City Diocese)

MISSION/RESPONSIBILITIES:

The Office of Adult Education seeks to provide opportunities for adult education within the diocese. In addition, it promotes parish efforts to educate adults.

DUTIES:

1. RELIGIOUS STUDIES PROGRAM

- A. Design courses and assign faculty for the fall and spring semesters and for the annual Summer Institute.
2. Publish and mail brochures advertizing each season of courses.
3. Maintain relationship with Benedictine College regarding college credit offered with the courses:
  - - keep accurate records of student credits
  - - pay the college a fee for each credit student
  - - return grade sheets to the college
4. Manage finances for the program:
  - - collecting fees for courses and textbooks
  - - paying salaries and mileage to faculty
5. Maintain and nurture faculty for the program.

2. SCHOOL OF PASTORAL LEADERSHIP

- a. Design courses/workshops and assign faculty for the fall and spring semesters and for the annual Summer Institute.
- b. Publish and mail brochures advertizing each season of courses.
- c. Maintain relationship with Newman University regarding college credit offered with the courses:
  - - keep accurate records of student credits
  - - pay the college a fee for each credit student
  - - return grade sheets to the college
- d. Manage finances for the program:
  - - collecting fees for courses and textbooks
  - - paying salaries and mileage to faculty
- e. Maintain and nurture faculty for the program.

3. Work with the Pastoral Administrator Committee to promote and resource pastoral administrators in the diocese.

4. Work with the Executive Committee for Diocesan Planning and the Joint Committee for Planning and Personnel to monitor the needs for training and placement of lay ministers in the diocese.

Job Description  
DIRECTOR OF YOUTH MINISTRIES

MISSION/RESPONSIBILITIES:

The Diocesan Youth Director shares in the Church's ministry to, with, by, and for youth. In close collaboration with other religious educators, Catholic schools, and other diocesan leaders, the youth director fosters both the development and implementation of parish and diocesan approaches to youth ministry. The Diocesan Youth Director facilitates the development of effective parish youth ministry by providing counsel, resources, program models, and other forms of support, and responds to specific needs of youth which are not met by other diocesan offices.

DUTIES:

1. Establish regular communication between the youth director and the parish youth leaders.
2. Publish youth newsletter for parish youth and adult leaders.
3. Organize and plan the annual CYO convention.
4. Assist parishes with high school retreats.
5. Offer services to parishes in developing a total youth ministry program.
6. Meet three to four times a year with the Diocesan Youth Council.
7. Organize the annual junior CYO camp.
8. **Organize youth leadership weekend.** - no longer exists
9. Provide workshops for high school religious education teachers, CYO adult advisors, Catholic high school religion teachers and parents, with the Religious Education Office on certain areas of concern that pertain to youth.
10. **Coordinate the SEARCH program.** - no longer exists
11. Provide resource material for priests, principals, coordinators of religious education and other personnel in the area of youth ministry.
12. Meet regularly with parish youth ministers.
13. Participate in vicariate education commission meetings.

Job Description  
DIOCESAN SUPERINTENDENT OF SCHOOLS

MISSION/RESPONSIBILITIES:

The Diocesan Superintendent of Schools serves both the elementary and secondary schools within the diocese and, working in close collaboration with the pastors, principals, educators and other diocesan leaders, is responsible for fostering a philosophy of Catholic education as it is expressed in the mission of the Church and assists local schools and school councils in fulfilling the teaching mission of the elementary and secondary schools.

DUTIES:

1. Coordinate matters of diocesan policy on Catholic schools and other school matters.
2. Advise the bishop of the ongoing needs of the Catholic schools.
3. Organize, administer and supervise the Catholic schools in the following ways:
  - a. Define for the Catholic schools an educational philosophy, emphasizing academic excellence within the framework of Catholic values.
  - b. Facilitate the establishment of clear goals and objectives.
  - c. Assist in identifying, interviewing and recommending appointments of principals in consultation with local pastors and school councils.
  - d. Make personnel assignments within the Catholic Schools office and delegate responsibilities on regional levels, when needed.
  - e. Supervise and evaluate administrative performances with appropriate recommendations for staff improvement.
  - f. Advise the Bishop and personnel board in making pastoral assignments to assure the Catholic school goals and responsibilities are fulfilled.
  - g. Conduct meetings of principals and pastors on a regular basis.
  - h. Propose policies for consideration by the Bishop's approval.
  - i. Provide religious formation and religious education and training for the Catholic school teachers in collaboration with the religious education department of the diocese.
  - j. Act as a coordinator for the Catholic schools with the other personnel of the Offices of Catholic Formation.
  - k. Offer support and encouragement to pastors, principals and school councils.



- l. Implement and enforce appropriate school regulations including policies adopted by the diocese and the statutes of the State of Kansas.
- m. Provide regular information to principals of national, state and diocesan issues and be a source and leader in the public relations sphere of Catholic schools.
- n. Provide leadership in implementing the religious educational mission of the schools.
- o. Define the responsibilities and provide for the professional development of principals and teachers.
- p. Oversee the administration of schools.
- q. Provide leadership in furthering development efforts on school levels in collaboration with the Diocesan Office of Development.
- r. Provide public relations of Catholic schools within the diocese.
- s. Conduct regular visitation of schools which may include a meeting with the pastor, the school council, the principal and the teachers.
- t. Deal with area problems at the invitation of the local school.
- u. Secure and maintain financial information and enrollment for each Catholic school in the diocese.
- v. Manage budgets, personnel, work policies and schedules of the Catholic Schools office.

(Rev. 1-2014)

Job Description  
EXECUTIVE SECRETARY TO THE CATHOLIC FORMATION OFFICES

MISSION/RESPONSIBILITIES:

The Executive Secretary assists in the day-to-day operational demands encountered by the Catholic Formation offices.

DUTIES:

1. Direct all mailings to principals, pastors with schools, and school council presidents from the superintendent of schools.
2. Coordinate the annual diocesan Teachers' Institute and Teachers' Renewal, even years, and the pastor/principal quarterly meetings.
3. Collate annual reports for the State of Kansas Department of Education for each school and prepare National Catholic Educational Association annual reports for each school and prepare summary sheets.
4. Help to prepare materials for and update the Salina Diocesan Policy Handbook for Schools and Religious Education.
5. Collate and file contracts for teachers and principals for each school year.
6. Collate teacher and principal updates for each school year. Maintain My Learning Plan data, and requests for transcripts.
7. Collate student minimum competency testing.
8. Prepare monthly reports and collect monthly premium and pay total monthly premium to Metropolitan Life Insurance Co. for group policy for lay teachers. Coordinate and pay AFLAC monthly bills.
9. All secretarial work for the Religious Education Office, School Office, Adult Education, and ITV programs.
10. Order all resources and office supplies for the superintendent of schools, religious education offices, Adult Education programs, Liturgy and Youth offices. Order all copier supplies and maintain copier on third floor. Order all individual printer supplies for all offices.
11. Prepare purchase orders for payment of all expenses for these offices.
12. Coordinate the annual State Catechetical Convention held each summer.
13. Maintain SEVIS site. Issue new I-20's and register students. Inform schools about getting their own SEVIS Accounts.

AREAS OF WORK

1. All secretarial work for the School Office

2. Secretarial work for Sr. Barbara Ellen in the area of Confirmation and High School Religious Education
3. All secretarial work for the Religious Education Office
4. Secretarial work for Vicariate meetings
5. Secretarial work for Adult Education Program
6. Work with secretary of Youth Office
7. Pick up mail in the morning for Box 825
8. All ordering and purchase request forms for:
  - Office of Education (Schools and Religious Education)
  - Youth Office
  - Liturgy Office
  - Pastoral Ministry Office
9. Computer knowledge
10. Bookkeeping (with careful awareness of line item budget limits)
  - Liturgy Office
  - Education & Religious Education Office
  - Bookstore
  - AFLAC & Metropolitan Life Insurances

Revised(1-2014)

## Job Description

### DIRECTOR OF OFFICE OF WORSHIP AND PARISH RENEWAL

#### MISSION/RESPONSIBILITIES:

The Director of the Office of Worship assists the bishop in carrying out pastoral-liturgical development, formation and education in the diocese. He/she assists the church assembly to come to the "full, conscious, and active participation in liturgical celebrations which is demanded by the very nature of liturgy. (Constitution on the Sacred Liturgy #14)

#### DUTIES:

1. Assist the bishop in his task as leader of worship for the diocese.
2. Initiate and implement steps for the progress of the liturgy in the diocese.
3. Be informed of current developments in liturgy.
4. Provide for ongoing liturgical formation and education for the clergy and people of the diocese:
  - a. through diocesan, vicariate and parish programs;
  - b. by initiating communications to clergy, parishes and liturgical commissions; and
  - c. by providing a resource center for liturgical materials and aids.
5. Promote the growth and development of the lay ministry of worship.
6. Supply information and guidance in liturgical matters on the diocesan and local levels.
7. Work with local parishes in planning diocesan liturgies, such as:
  - a. the Chrism Mass;
  - b. the Rite of Election;
  - c. the ordination liturgies;
  - d. priests' funerals, etc.

Job Description  
DIRECTOR OF OFFICE OF FAMILY LIFE/CHRISTIAN SERVICE

MISSION/RESPONSIBILITIES:

There is an intrinsic goodness and sacredness about Christian family life. Its value and dignity are rooted in the abiding presence of Jesus Christ in the Christian household where two or more are gathered daily in his name. The family is the "domestic church." The Family Life director shares in the Church's ministry of promoting this philosophy among the people of the diocese.

DUTIES:

1. Facilitate and support existing programs in the diocese that pertain to family life.
3. Address the needs of:
  - a. pre-marrieds and singles;
  - b. married couples of all ages;
  - c. parents;
  - d. developing families;
  - e. families while they are hurting; and
  - f. leadership couples and families.
3. Focus on a process whereby people minister to people, this process should include four basic ingredients:
  - a. awareness that understands;
  - b. caring that enables;
  - c. ministry that serves; and
  - d. structures that facilitate.
4. Serve as a resource for educational materials, programs and speakers centered on family life concerns.
5. Coordinate or develop new programs as requested by parishes.
6. Work with other diocesan offices to promote positive family life education.
7. Be responsible for the promotion of respect life and pro-life issues/programs.
8. Provide training for Rainbow for All God's Children.
9. Meet regularly with the Family Life Ministers on a vicariate level.

Job Description  
DIRECTOR OF CATHOLIC CHARITIES

MISSION/RESPONSIBILITIES:

Catholic Charities of Salina, Inc. is a social service agent of the Catholic community of the Catholic Diocese of Salina, Kansas. Its operational philosophy, therefore, rests upon the conviction that the Christian owes a debt of service to his neighbor, as an expression of the love of Christ. The director of Catholic Charities shares in the Church's ministry to promote this philosophy among the people of the diocese.

DUTIES:

1. Share with the board of directors in the responsibility of:
  - a. the management of the corporation of the charities of the diocese; and
  - b. the administration of the agency in Salina, the Charities Outreach office at Hays, and Family Life Office.
2. Prepare and supervise the annual budget.
3. Promote the annual Catholic Charities collection.
4. Negotiate employee salaries, benefits, job descriptions and personnel records.
5. Oversee the various organizational aspects of the corporation.
6. See to it that the works of charities are aligned with the service mission of the Church.
7. Be available to staff for consultation in matters related to their casework; counseling, work with unwed mothers and care of neglected and abused children.
8. Maintain a good relationship with other social service groups and public agencies because in the demographic situation of our locale interagency cooperation is required to extend the resource limits of individual agencies.
9. Oversee the re-settlement of refugees and immigrants.
10. Share in some of the casework load -- counseling and supportive work with those who are in need.

Job Description  
DIRECTOR OF RURAL LIFE OFFICE

MISSION/RESPONSIBILITIES:

The Director of Rural Life assists the bishop in guiding the people of the diocese in learning and applying the teachings of the church especially as they affect rural people and their communities by stressing SPIRITUAL VALUES through liturgical celebrations, public and private devotions and sacramentals related specifically to the vocation of farming.

DUTIES:

1. Direct the twelve-member Rural Life Commission in the following tasks:
  - a. Ask and listen to the people of the diocese concerning their needs and values;
  - b. Measure their responses against or alongside the skills of scientists and the revelation of God;
  - c. Communicate with other individuals and groups in both the public and private sectors about rural problems;
  - d. Establish or cooperate with programs that educate the people in the diocese and beyond about rural needs;
  - e. Participate in opportunities for continuing education that will benefit the development of rural ministry in this diocese.
2. Bring the rural life issues to the attention of the people through articles in the diocesan newspaper.
3. Arrange an annual Rural Life Day (usually in September) to promote spiritual, social and economic values as they relate to the people of God in northwest Kansas.

Job Description  
DIRECTOR OF VOCATION OFFICE

MISSION/RESPONSIBILITIES:

The Vocation Director for the diocese assists the bishop in promoting priestly vocations.

DUTIES:

1. Be available to parishes, promoting an understanding of priestly vocations to both students and adults.
2. Be in contact with priests as well as other individuals and groups in order to surface names of potential candidates for the priesthood.
3. Make contact with previously identified potential candidates and follow up visits (in person, by phone and by letter) with prospects to cultivate interest in priesthood and to assist them with vocation discernment.
4. Publicize the subject of vocations to the priesthood through the diocesan newspaper and other media, especially during National Vocations Awareness Week.
5. Receive and review applications for the seminary.
6. Interview serious candidates, passing the information on to the bishop.
7. Arrange for psychological screening of candidates.
8. Insure the compilation of personal information, a medical physical, pastor's recommendation, personal interview with the bishop and assignment to the seminary.
9. Assist candidates of serious potential in visiting seminaries.
10. Visit seminarians and seminaries, including the review of formation process by the students.
11. Be a contact and liaison between the bishop/diocese and seminary formation staffs.
12. Assist seminarians in application for ministry or Orders.
13. Assist seminarians in making financial grant requests to the diocese.
14. Keep/update records/files of the seminarians.
15. Arrange seminarian gatherings for social, spiritual and fraternal benefits at least once or twice a year.
16. Visit and become familiar with seminary formation programs, especially those seminary programs of potential diocesan patronage in the future.
17. Attend annual National Diocesan Vocations Directors conventions.
18. Attend Region IX Vocations Directors meetings.
19. Participate in other workshops helpful in professional development (e.g., assessment of candidates, pastoral experience supervision).



APPENDIX I	Model Job Description of Principals
APPENDIX II	Certification of Health for School Personnel
APPENDIX III	Teacher in Charge
APPENDIX IV	Principal’s Contract/Application
APPENDIX V	Teacher Contract/Application
<b>APPENDIX VI</b>	Approved Evaluation Tools (See Evaluation Process)
APPENDIX VII	Statement on Handbook
APPENDIX VIII	Kansas Certification of Immunization Immunization Exemption Waiver
APPENDIX IX	Non-Certified Employees Condition for Employment Form Non-Certified Employees Application Non-Certified Employees Contract
APPENDIX X	Student Accident Form
APPENDIX XI	Legal Definition of “Weapon”
APPENDIX XII	Form # A Disclosure Form for Ministers to Children and Youth B Medical Information C Medical Permission Form D Parental/Legal Guardian Permission Slip for Field Trip Participation E Field Trip Driver Information Sheet F Suggested Rules of Conduct Contract G Authorization for School Records H Authorization for Student Release I Use of the Internet Agreement J Athletic Participation Release Waiver and Indemnity Agreement K Field Trip Liability Waiver (Adults) HIPAA Form M Concussion and Head Injury Release Form N Immunization Exemption and Waiver O Guardianship Agreement
APPENDIX XIII	Bloodborne Pathogens Information and Forms
APPENDIX XIV	Abuse/Neglect for Day Care, Extended Care, Licensed Pre-Schools and Non Certified Staff of Schools
APPENDIX XV	School Council Guidelines

See document APPENDIX to Handbook