



Handbook of Policies for Catholic Schools

Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, CO 80903

August 2009



DIOCESAN POLICIES FOR THE CATHOLIC SCHOOLS OF COLORADO SPRINGS

1000

| | |
|---|--------------------|
| Roles and Responsibilities | Policy 1000 |
| Accreditation and Licensing | Policy 1010 |
| Request For New School Openings | Policy 1020 |
| Request for School Expansions and Renovations | Policy 1030 |
| Request For School Closings | Policy 1040 |
| Establishment, Expansion or Elimination Of School Programs | Policy 1050 |
| Use-Of-Name Policy | Policy 1060 |
| School Handouts | Policy 1070 |
| Diocesan Academic Calendar | Policy 1080 |
| Length Of School Day | Policy 1090 |
| Closure Due To Weather Or Facility Conditions | Policy 1100 |
| Emergency Procedures | Policy 1110 |
| School Buildings | Policy 1120 |
| Required Postings | Policy 1130 |
| Communicable Diseases | Policy 1140 |
| Interpretation of Policies | Policy 1150 |

2000

| | |
|---------------------------------------|--------------------|
| Equal Employment Opportunities | Policy 2000 |
| Teacher Applications | Policy 2010 |

| | |
|---|--------------------|
| Requirements, Identification and Selection Of Principals/Directors | Policy 2020 |
| Requirements, Identification, and Selection of Early Childhood Directors | Policy 2021 |
| Interim Appointment of Principal/Directors | Policy 2030 |
| Religious Standards In Employment | Policy 2040 |
| Licensure And Certification | Policy 2050 |
| Background Investigations | Policy 2060 |
| Contracts | Policy 2070 |
| Salaries | Policy 2080 |
| Leaves Of Absence | Policy 2090 |
| Benefits | Policy 2100 |
| Teacher Breaking Contract | Policy 2110 |
| References For Former Employees | Policy 2120 |
| Professional Behavior | Policy 2130 |
| In-services | Policy 2140 |
| Harassment | Policy 2150 |
| Drug And Alcohol Use | Policy 2160 |
| Personnel Files | Policy 2170 |
| Principal/Director Evaluation | Policy 2180 |
| Teacher Evaluation | Policy 2190 |
| Tutoring Policy | Policy 2200 |

3000

| | |
|---|--------------------|
| Admission | Policy 3000 |
| Foreign Students | Policy 3010 |
| Certificates Of Immunization | Policy 3020 |
| Student Attendance | Policy 3030 |
| Child Custody Issues | Policy 3040 |
| Supervision Of Students | Policy 3050 |
| Reporting Child Abuse And/Or Neglect | Policy 3060 |
| Accidents And Illness At School | Policy 3070 |
| Medications Given At School | Policy 3080 |
| Contact With Students During School Hours | Policy 3090 |
| Searches Of Students And Schools | Policy 3100 |
| Student Permanent Records | Policy 3110 |
| Subpoena Of Records | Policy 3120 |
| Release Of Student Directory Information | Policy 3130 |
| Media Policy | Policy 3140 |
| Graduation/Continuation | Policy 3150 |
| Discipline | Policy 3160 |
| Probation | Policy 3170 |
| Suspension | Policy 3180 |
| Students Under Court Order Or Released On Bail | Policy 3190 |
| Expulsion | Policy 3200 |
| Student Harassment | Policy 3210 |

| | |
|--|--------------------|
| Cyber Bullying | Policy 3211 |
| Weapons and Violence | Policy 3212 |
| Tobacco, Alcohol And Other Drugs | Policy 3220 |
| Student Withdrawal | Policy 3230 |
| Student Withdrawal On Grounds Of Parental Behavior | Policy 3240 |
| Social Activities | Policy 3250 |
| Student Attire | Policy 3260 |
| | |
| 4000 | |
| Curriculum-Instructional Program | Policy 4000 |
| Textbooks And Resources To Support The Curriculum | Policy 4010 |
| Religious Education | Policy 4020 |
| Human Sexuality | Policy 4030 |
| Religious Observances | Policy 4040 |
| Homework | Policy 4050 |
| Controversial Issues | Policy 4060 |
| Political Issues | Policy 4070 |
| Field Trips | Policy 4080 |
| Reporting Of Student Progress | Policy 4090 |
| Parent-Teacher Conferences | Policy 4100 |
| Elementary School Placement, Promotion, And Retention | Policy 4110 |
| Testing Program | Policy 4120 |

| | |
|---|--------------------|
| E-Mail And Internet Use | Policy 4130 |
| Retention Of Instructional Records | Policy 4140 |
| Elementary School Athletics | Policy 4150 |
| Holy Childhood | Policy 4160 |

5000

| | |
|---|--------------------|
| School Budget Preparation | Policy 5000 |
| Tuition | Policy 5010 |
| Financial Requirements | Policy 5020 |
| Fundraising Projects | Policy 5030 |
| Fundraising Revenue | Policy 5040 |
| Retaining Financial Records | Policy 5050 |
| Use of School Facility By Outside Agencies | Policy 5060 |
| Donations, Grants And Endowments | Policy 5070 |
| Fundraising/School Volunteer Hours | Policy 5080 |
| School Purchasing Procedures | Policy 5090 |
| School Vehicles | Policy 5100 |
| Financial Aid Award Distribution | Policy 5110 |

6000

| | |
|--|--------------------|
| Administration of Federal Government Programs In Diocesan Schools | Policy 6000 |
| Statement of Non-Discrimination By Diocesan Schools | Policy 6010 |

7000 – Notes

| | |
|--|------------------|
| Excerpt: General Directory for Catechesis – Schools | Note 7000 |
|--|------------------|

SUBJECT: ROLES AND RESPONSIBILITIES: Bishop, Unified Catholic Schools of the Pikes Peak Region (UCS), Superintendent of Catholic Schools (Superintendent), Pastor, Principal, Early Childhood Center Director, Assistant Principal, and Teacher

The roles and responsibilities of the UCS, Superintendent, Pastor, Principal, Assistant Principal, Early Childhood Center Director, and Teacher are interrelated and collaborative in the administration of the Catholic schools, and are to reflect the intent of the local Ordinary in the sacred duties of education and sanctification. Individuals serving in these positions further the spiritual and pastoral mission of the Church.

A. BISHOP

The responsibility for the educational apostolate in the Diocese of Colorado Springs belongs to the Bishop. All policies in this manual have been approved by the Bishop.

The Bishop ensures the Catholicity of all Catholic elementary schools and high schools in the Diocese.

B. SUPERINTENDENT OF CATHOLIC SCHOOLS

The Superintendent serves as the Bishop's delegate to ensure that the Bishop's policies and procedures pertaining to Catholic schools are being faithfully carried out. The Superintendent is responsible to the Bishop for all activities of the apostolate of Catholic schools in the Diocese (Canon 804-806). The Superintendent shall:

- Provide leadership and support to the principals and directors of all Diocesan Catholic early childhood centers, elementary schools, and high schools.
- Assist the Bishop in implementing the policies and procedures of the Diocese in regards to schools.
- Make quarterly visits to the schools and maintain communication with pastors, principals, and early childhood center directors.
- Provide consultative services to the pastor, principal, and early childhood center director as needed.
- Organize, direct, and implement staff development programs for school staff members.
- Advise the Bishop regarding the quality of Catholic education and the financial stability of the schools.
- Monitor the Bishop's policies in regards to the qualifications, hiring, supervision, and evaluation of Diocesan Catholic school principals/directors, assistant principals/directors and teachers (Canon 803, §1).

- Assist the Bishop in planning for new schools.
- Assist the Bishop in setting academic standards for the schools (Canon 806 §2).
- Keep schools informed of legal and school safety issues.

C. UNIFIED CATHOLIC SCHOOLS OF THE PIKES PEAK REGION (UCS)

UCS, under the direction of the Superintendent of Catholic Schools, shall professionally and collaboratively carry out the mandates of the Bishop.

UCS is responsible for advising the Bishop in the following areas:

1. Curriculum Development

The curriculum that is disseminated from UCS will be used at all diocesan schools to ensure uniformity.

2. Contracting of Personnel

UCS will maintain a pool of licensed administrative and teaching personnel. All applications will be collected and vetted through HR and then maintained at the UCS office. Principals/Pastors may at any time request to view qualified applicants on file when a teacher is needed. All efforts to hire Colorado certified and NCA standard compliant teachers will be made. Any deviation from this will need the express written approval of the Superintendent. Principals are to take a copy of preferred applicants, interview them, and if interested, complete three written reference checks using the diocesan reference check form. They are to notify UCS that they are seeking to employ a candidate and UCS will do the background check through CDE (Colorado Department of Education). If the teacher is not Colorado certified and will be hired as a violation of accreditation standards, the school is then responsible for the cost of the background check and must submit a copy to UCS with all hiring paperwork.

3. Principal Performance Review

The principals will be jointly reviewed by the Pastor of the parish in accordance with Canon 803 §1, and the Superintendent of Catholic Schools.

4. Marketing of Catholic Schools

Marketing for the schools will go through the UCS office prior to publication in order to ensure consistency in message and presentation. This includes, but is not limited to, print, internet, radio, television, and notices in public locations, as well as participation in public events.

5. Standardized Testing

All diocesan K-8 classes will use the standardized testing system that is approved by UCS.

6. Accreditation

The accreditation of the Catholic schools of the Diocese of Colorado Springs will be monitored by the AdvancED/North Central Association. All schools are to maintain the standards set forth in the Standards and Regulations of AdvancED/North Central Association. Any deviations from these standards must be approved in writing by the Superintendent of Catholic Schools.

7. School Planning and Development (P&D)

The Superintendent of Schools and the Director of Mission Effectiveness is responsible for assisting the Bishop with site acquisition, feasibility studies for new schools and school expansions/modifications, funding and governance strategies for existing and new schools, market analysis and promotion of Catholic schools to all constituencies. The Director of Mission Effectiveness represents the interests of UCS in discussions and negotiations with developers, builders, planners and governmental agencies in collaboration with the Superintendent.

8. Policies and Guidelines

The Superintendent will advise the Bishop regarding the need for changes, additions or deletions to the policies. School related policies will be proposed to the Bishop for promulgation. The Bishop is responsible for final approval of all school policies.

D. PASTOR

The pastor, in accordance with Canons 776, 777, 803, and 806 §2, is responsible for leadership of the Catholic school.

The pastor should:

- Ensure that the policies mandated by the Bishop are implemented in the school.
- Work with the principal to support teachers and school staff.
- Be visible at the school and present to students.
- Provide for worship opportunities at the school.
- Work with the Superintendent for the good of the school.
- Cooperate with UCS in the oversight of the school's academic and religious programs.
- Ensure that a Catholic education is available to all the faithful (Can. 794 §2).
- Consult with the General Counsel and the Bishop before making any decisions regarding legal matters and contractual disputes.

E. PRINCIPAL

The principal is responsible for the ordinary operation of the school as specified in the principal contract and for following Diocesan policies and directives.

Under the supervision of the pastor, the principal:

- Exercises leadership in all phases of the educational program.
- Sets local school policies in consultation with the pastor and adhering to Diocesan policy.
- Formulates, evaluates, and periodically revises the philosophy of the school program.
- Interviews, hires, supervises and terminates teachers in consultation with the pastor, General Counsel, the Superintendent and in accordance with Diocesan policy.
- Maintains communication with the pastor and UCS.
- Works with the pastor to provide spiritual leadership in the school.
- Collaborates with appropriate parties in establishing the budget and in long-range planning for the school.
- Meets expectations of UCS regarding implementation of the curriculum and co-curricular programs.
- Establishes positive public relations within and outside the school community.
- Fosters a positive working relationship with the other principals in the Diocese of Colorado Springs.
- Attends diocesan school leadership meetings as well as other meetings and events as deemed necessary by the Superintendent of Catholic Schools.

F. ASSISTANT PRINCIPAL

The assistant principal/director shall assist in the administration and supervision of the school under the direction of the principal/director and shall exercise the authority of the principal/director during the latter's absence from the school.

A job description should be developed at each local school to outline specific job responsibilities.

G. EARLY CHILDHOOD CENTER DIRECTOR

The early childhood center director is responsible for the administration of the Catholic early childhood center. The director provides leadership in all phases of the educational process.

Under the supervision of the principal, the director:

- Provides leadership in the faith, academic, and administrative dimensions of the early childhood center program.
- Formulates, evaluates, and periodically revises the philosophy of the early childhood center program.
- Maintains a continuous plan for the supervision and evaluation of the teachers and support staff.
- Develops an ongoing program to ensure the religious and professional development of the faculty.
- Makes recommendations to the pastor and UCS regarding the hiring and dismissing of teachers and support staff.
- Develops, evaluates, and revises the early childhood center curriculum according to Diocesan guidelines.
- Maintains appropriate records as required by the record retention policies of Diocese of Colorado Springs and the requirements of the State of Colorado.
- Ensures the maintenance and safety of the parish and school buildings and grounds according to local procedures.
- Administers the early childhood center program budget.
- Promotes good public relations within and beyond the parish.

H. TEACHER

Catholic school teachers serve actively in the education and faith development of their students. Catholic school teachers are expected to abide by the standards of faith, morals and teachings of the Catholic Church. Catholic school teachers shall fulfill the duties outlined in the teacher job description and those stated in the contract.

Under the supervision of the principal/director, the teacher:

- Assumes responsibility for the leadership and management of the grades or classes assigned.
- Develops and implements a daily instructional program according to the needs of the students and established curriculum.
- Maintains exemplary adherence to correct doctrine, the teachings of the Church, and integrity of life in accordance with Canon 803 §2.
- Maintains accurate records of attendance, scholastic achievement, etc. as required by the school, Diocese, and state.
- Establishes positive public relations within and outside the school community.

SUBJECT: ACCREDITATION AND LICENSING

- A. All Diocesan elementary schools will be accredited by AdvancED/North Central Association. Stand alone early childhood centers will also be nationally accredited.

The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of on-going planning and school improvement.

- B. All Catholic early childhood center and elementary school before and after school care programs must be licensed by the Colorado Department of Human Services.

SUBJECT: REQUEST FOR NEW SCHOOL OPENINGS

A. Any group wishing to open a Diocesan Catholic school must first comply with the following procedures:

1. Discuss the proposal with the Superintendent of Catholic Schools, as well as the Director of Mission Effectiveness, to obtain approval before initiating any formal steps in the process of opening such a school.
2. Submit to the Superintendent of Catholic Schools and Director of Mission Effectiveness a written proposal, which includes a professional feasibility study estimating support, projected enrollment, financial resources, etc.
3. If, after reviewing the proposal and supporting data, the Superintendent of Catholic Schools and Director of Mission Effectiveness determine that the proposal has sufficient merit, the Superintendent of Catholic Schools and Director of Mission Effectiveness will recommend to the Bishop that he present the proposal to the Diocesan Finance Council and Presbyteral Council. Only with the approval of the Bishop may a school call itself "Catholic" or use the term "Catholic" in its title and/or communication with the public (Canon 803 §3).
4. If the proposal includes construction, the Diocesan Building and Properties Committee must also be consulted.

B. Any group wishing to open a Diocesan Affiliated Catholic School must first comply with the following procedures:

1. Contact the Bishop for permission to operate a school desiring to be Catholic within the Diocese.
2. Contact the Superintendent of Catholic Schools and Director of Mission Effectiveness to begin the process to become a Diocesan Affiliated Catholic school.
3. After approval of the Superintendent of Catholic Schools and Director of Mission Effectiveness, the founding group must request the approval of the Bishop to open the school.

SUBJECT: REQUEST FOR SCHOOL EXPANSIONS AND RENOVATIONS

- A. Any group wishing to construct an addition to, or renovate, a Diocesan Catholic school building must first comply with the following procedures:
1. Discuss the proposal with the Superintendent of Catholic Schools and Director of Mission Effectiveness to obtain approval before initiating any formal steps in the process of building such an expansion or renovation.
 2. Submit to the Superintendent of Catholic Schools and Director of Mission Effectiveness a written proposal, which includes a professional feasibility study estimating support, projected enrollment, financial resources, and appropriateness for the mission of Catholic Education, etc.
 3. If, after reviewing the proposal and supporting data, the Superintendent of Catholic Schools and Director of Mission Effectiveness determine that the proposal has sufficient merit, the Superintendent of Catholic Schools will recommend to the Bishop present the proposal to the Diocesan Finance Council and Presbyteral Council.
 4. If the proposal includes construction, the Diocesan Building and Properties Committee must also be consulted.

SUBJECT: REQUEST FOR SCHOOL CLOSING

Any consideration of permanently closing or substantially changing the enrollment of a Catholic school, whether Diocesan or Diocesan Affiliated, must be initiated in writing by the pastor, president of the religious order or appropriate administrator of the school to the Superintendent of Catholic Schools and Director of Mission Effectiveness by October 1 of the school year prior to the proposed closing. The Superintendent of Catholic Schools and Director of Mission Effectiveness will direct a thorough study of the situation and alternatives. The Superintendent of Catholic Schools and the Director of Mission Effectiveness will then present recommendations to the Bishop. The decision to close a school can be made only by the Bishop (Canon 800, 806).

Sufficient time should be provided in announcing a closure to allow faculty to seek employment and for student enrollment opportunities at other Catholic schools where available.

POLICY 1050

SUBJECT: ESTABLISHMENT, EXPANSION OR ELIMINATION OF SCHOOL PROGRAMS

Adding or eliminating grade levels or rounds, programs, instructional pilot programs or curriculum offerings requires that the principal/director (and pastor in early childhood centers) consult with the Superintendent of Catholic Schools and submit a written request for approval. The Superintendent will make a recommendation to the Bishop regarding the request. The Bishop will make the final decision after consultation with the Presbyteral Council.

POLICY 1060

SUBJECT: USE-OF-NAME POLICY

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Superintendent of Catholic Schools.

SUBJECT: SCHOOL HANDBOOKS

Each school shall develop and distribute a parent/student handbook. This handbook must state the philosophy, mission, rules, and regulations of the school. All elements of the handbook must be in compliance with the policies and regulations of the Diocese of Colorado Springs, including AHERA asbestos notification.

In addition, each school shall develop and distribute a faculty handbook containing rules and regulations not in conflict with the policies of the Diocese. Both the parent/student handbook and the faculty handbook must confirm that the handbook does not constitute an express or implied contract with the school and the parent/student, or with the school and faculty.

Both parent/student and faculty handbooks must be reviewed by administration and other appropriate parties and updated annually and published prior to the opening of the school year. Copies must be submitted to UCS at the beginning of each school year.

Handbook Agreement forms stating that families will abide by the policies/procedures and rules of the school must be signed by all parent(s) and by student(s) in grades Preschool – 8 and be on file in the school office no later than October 1 of the current school year. **If parents do not sign the Handbook Agreement Form, students will not be admitted into school.**

Handbook Agreement forms stating that the parties agree to the policies herein must be signed by faculty and staff and must be on file in the school office no later than September 15 of the current school year.

SUBJECT: DIOCESAN ACADEMIC CALENDAR

UCS shall publish annually the Diocesan Academic calendar at the leadership meeting in January. The calendar will contain the fixed dates and number of student contact days in the academic year which must be observed by each Diocesan school.

Principals shall submit to UCS a copy of the proposed local calendar for their school, signed by the pastor and principal, by the date requested. The local school calendars and any subsequent adjustments must be approved by UCS before they may be published.

All school calendars must be in compliance with the diocesan school calendar that is issued annually by UCS.

POLICY 1090

SUBJECT: LENGTH OF SCHOOL DAY

Instructional time on all regular school days in all Diocesan schools will be a minimum of 6.0 hours per day or 1050 hours, which may include no more than one hour total for both recess and lunch breaks. Students in grades kindergarten through two may be allowed an extra recess break provided that instructional time is a minimum of 5.5 hours. Early childhood centers will determine their hours of operation.

POLICY 1100

SUBJECT: CLOSURE DUE TO WEATHER OR FACILITY CONDITIONS

Ordinarily, a school will close for snow if the local public school district is closed or if local conditions or faculty absences warrant closure.

The principal/director must consult with the Superintendent of Catholic Schools regarding closure due to weather or facility conditions.

When closures exceed a reasonable number of days, UCS may require that days be added to the calendar in order to maintain the level of instruction.

Each school shall develop and disseminate local policies that address closure and special schedules for weather or facility conditions. These policies should include procedures for faculty and media notification.

Ordinarily, students should not be released early. Emergency conditions which may warrant early release require approval from the Superintendent of Catholic Schools prior to the dismissal of the students.

SUBJECT: EMERGENCY PROCEDURES

A. CRISIS PLANS

See the Catholic Mutual Emergency Response Procedure Manual

Any emergency, disaster, or dangerous situation shall be reported to the pastor and to the Superintendent of Catholic Schools as soon as possible.

B. EMERGENCY DRILLS

Written procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.

Drills for tornados shall be practiced a minimum of two times per year: once in the fall and once in the spring.

Drills for fire shall be practiced one time per month, or more frequently if required by local fire regulations; results of each drill shall be recorded noting dates and times of evacuation, problems observed, and corrective actions taken.

Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently if required by local fire regulations.

See the School Facility Safety Resource Manual.

C. NON-AUTHORIZED PERSONS

All early childhood centers and elementary schools shall establish procedures to register visitors on campus and monitor non-authorized persons. Persons without proper authorization to be on the school grounds should be asked to leave by any school personnel. If the person does not leave, the police should be called. In the event that the police are called the Superintendent of Catholic Schools must be notified.

POLICY 1120

SUBJECT: SCHOOL BUILDINGS

All school buildings and grounds shall meet the applicable standards of the Colorado Department of Health, Fire Department and any other applicable state or municipal building code standards. In addition, all school buildings shall meet all standards published by UCS, Property and Liability carrier, Workers' Compensation, or other Diocesan offices.

SUBJECT: REQUIRED POSTINGS

Notices regarding the following legislation must be posted in a prominent location at the school. To order copies of these posters, please contact the Human Resources Department of the Diocese of Colorado Springs.

- Equal Employment Opportunity Notice
- Family and Medical Leave Act
- Wage-Hour Poster (Fair Labor Standards Act)
- Job Safety and Health Protection Notice (OSHA)
- Employee Polygraph Protection Act
- Colorado Civil Rights Law
- Colorado Workers' Compensation Law
 - “If you are injured on the job written notice...”
 - “Workers’ Compensation Act Notice to Employees...”
- Smoke-free Environment
- Pay Schedule Poster
- USERRA poster
- Smoke-free school poster

SUBJECT: COMMUNICABLE DISEASES

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The Superintendent of Catholic Schools must be consulted prior to any action on the part of the principal/director.

To effectively minister to students with highly infectious disease, including Hepatitis, Tuberculosis or Acquired Immune Deficiency Syndrome (AIDS), schools should follow these guidelines.

1. Diocesan schools will conduct training for their full-time employees regarding the universal precautions to be taken with regard to infectious disease.
2. Any employee or volunteer who becomes aware of a student with an infectious disease should not discuss the matter with any individual other than the Principal, the Pastor, and the Superintendent.
3. Any employee or volunteer who becomes aware of a student with an infectious disease should immediately report the circumstances to the Principal, the Pastor, and the Superintendent.
4. Each situation will be reviewed individually and involve the careful weighing of health and environmental factors by appropriate professionals.
5. The professionals consulted may include a physician, a public health director or designee, a school official, a pastor or the parent/guardian of the student.
6. Decisions regarding the school attendance of any student with an infectious disease will be made by the Pastor and Superintendent based upon the recommendations of the appropriate professionals as well as other factors.

Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

SUBJECT: INTERPRETATION OF POLICIES

Any dispute regarding the interpretation of Diocesan policies is to be referred to the Superintendent of Catholic Schools, whose decision in such matters shall be final.

Dispute Resolution

Every employee has the responsibility to work harmoniously with fellow employees and to contribute to a work environment free of discord. We are counseled by Scripture and Canon Law to avoid all manner of negative public witness and to resolve, in as positive and uplifting a manner as possible, every dispute that may arise. Canon 1446 § 1 states:

“All Christ’s faithful...are to strive earnestly, with due regard for justice, to ensure that disputes among the people of God are as far as possible avoided, and are settled promptly and without rancor.”

Employees must make reasonable effort to resolve disputes in good faith through the means listed here before any judicial or other remedies are sought.

The term “dispute” includes every type of conflict, claim, or controversy which might arise between the Diocese and/or School and an employee regardless of whether it arises under contract or tort, under any federal, state or local statute or ordinance affecting employment relationships or prohibiting discrimination, or under any other common or statutory law.

Conciliation: The parties to a dispute will first attempt to resolve the matter in the spirit of Matthew 18:15, through face-to-face communication. No civil authorities or attorneys may be present during conciliation. If an employee feels he or she is the victim of sexual harassment however, face-to-face conciliation is optional. In such a situation, employees must comply with the diocesan sexual misconduct policy.

Should conciliation fail to bring about a resolution, Matthew 8:16-17 and Galatians 6:1 direct that the assistance of others be sought.

Mediation: In order to implement the spirit of Matthew 18:16-17 and Galatians 6:1, the Diocese and the employee will, if they are unable to resolve their dispute through conciliation, attempt to resolve their dispute through mediation. Either party may request the mediation by sending a letter to the Human Resource Manager. The Human Resource Manager will coordinate the selection of mediators and the mediation schedule with the parties in dispute. The parties will pay for their own legal counsel and will share the cost of mediation.

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITIES

The School staffs positions with the best qualified individuals based on relevant factors such as work quality, behavior, training, education, certification, and experience. In compliance with local, state, and federal laws, and accreditation standards, we provide equal employment opportunity regardless of race, color, national origin, marital status, protected age category, gender, qualified disability, or protected veteran status except where directed by Canon Law.

The School reserves the right to discriminate on religious grounds in all areas of employment policy including, but not limited to, employment actions taken as a result of conduct that is contrary to Canon Law or the teachings of the Roman Catholic Church.

POLICY 2010

SUBJECT: TEACHER APPLICATIONS

All Colorado Springs K-8 teacher applicants must place on file with UCSPPR: a completed teacher application form, copies of their current Colorado teaching certification, copies of all transcripts, resume, and three letters of recommendation in order to be considered a candidate for a teaching position.

These applicants will be processed through UCSPPR and will be available to all principals/directors. All teacher applications shall be kept on file at UCSPPR for a period of two years.

SUBJECT: REQUIREMENTS, IDENTIFICATION, AND SELECTION OF PRINCIPALS/DIRECTORS

UCSPPR is responsible for the identification and selection of qualified principals so as to ensure the highest standard of performance in this position.

The following are considered minimum requirements for persons seeking employment as a principal. A principal hired for a Diocesan Catholic school shall:

- Be a practicing Catholic in good standing with the Roman Catholic Church.
- Have a Master's Degree and hold a current Colorado principal license.
- Have knowledge of and ability to apply school administrative and management skills.
- Have knowledge of or willingness to develop computer skills.
- Have a strong commitment to the importance of Catholic school apostolate in the Church.

In addition, the principal, is expected to adhere to the minimum requirements for Religious Education Certification as set forth by the Diocese of Colorado Springs.

All principal applicants must be screened and approved by UCSPPR prior to local interviews.

The hiring of all Diocesan principals, religious or lay, will be done through the process outlined by UCSPPR in cooperation with the Superintendent of Catholic Schools and pastor, and the local interview committee.

In order for any contract involving licensed school personnel to be valid, it must be signed by both the pastor and the Superintendent of Catholic Schools.

**SUBJECT: REQUIREMENTS, IDENTIFICATION, AND SELECTION OF
EARLY CHILDHOOD DIRECTOR**

UCSPPR shall provide assistance to parishes in the identification and selection of qualified directors so as to ensure the highest standard of performance in this position.

The following are considered minimum requirements for persons seeking employment as a director. A director hired for a Diocesan Catholic school shall:

- Be a practicing Catholic in good standing with the Roman Catholic Church.
- Have a Bachelor's Degree with a minimum of 24 hours in supervision, curriculum, instruction and other related educational administration courses.
- Be director qualified as defined by the Colorado Department of Human Services.
- Have knowledge of and ability to apply school administrative and management skills.
- Have knowledge of or willingness to develop computer skills.
- Have a strong commitment to the importance of Catholic school ministry in the Church.

In addition, the director is expected to adhere to the minimum requirements for Religious Education Certification as set forth by the Diocese of Colorado Springs.

All director applicants must be screened and approved by UCSPPR prior to local interviews.

The hiring of all Diocesan directors, religious or lay, will be done through the process outlined by UCSPPR in cooperation with the Superintendent of Catholic Schools and pastor, and the local interview committee.

POLICY 2030

SUBJECT: INTERIM APPOINTMENT OF PRINCIPAL/DIRECTORS

In the event that a principal/director resigns, is placed on leave or is terminated before the end of the contract year, the Superintendent of Catholic Schools and the pastor will appoint an interim principal/director to serve for the remainder of the current school year.

If a principal/director is not contracted by July 1, the Superintendent of Catholic Schools and the pastor will appoint an interim principal/director.

POLICY 2040

SUBJECT: RELIGIOUS STANDARDS IN EMPLOYMENT

It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. Hiring priority will be given to candidates for teaching positions who are Catholic, have an understanding of the Catholic faith and a commitment to living that faith. Whether Catholic or not, teachers must model and uphold the teachings of the Catholic Church (Canon 803 §2, 804 §2, 806).

Only teachers who are practicing Roman Catholics may teach religion as a class (Canon 805). If the appointed teacher of a grade is not Roman Catholic, another teacher/administrator who is Catholic must be assigned to teach religion to that class.

SUBJECT: LICENSURE AND CERTIFICATION

A. STATE LICENSURE/CERTIFICATION

All principals and assistant principals employed by the Diocesan schools shall hold a current and valid Colorado license or certificate in administration.

All directors and assistant directors shall be director qualified as defined by the Department of Human Services.

Teachers employed by the Diocesan schools shall hold a current and valid Colorado license or certificate.

Schools will comply with AdvancED/North Central Association standards regarding teacher qualifications. Any violations must be approved in writing by the Superintendent of Catholic Schools and be reported by the school to AdvancED/NCA.

EXCEPTION: Teachers who teach **ONLY** religion and/or theology cannot qualify for state licensure and therefore are exempt from the state requirements.

Theology and religion teachers exempt from the state requirements **MUST** comply with the requirements for Religious Education Certification as stated in this policy.

**B. RELIGIOUS EDUCATION REQUIREMENTS
REFER TO DIOCESAN CATECHETICAL GUIDELINES**

All teachers who teach religion in the Catholic schools must obtain a Basic Catechist certificate by attending the required classes. These basic certificates must be updated every three years following diocesan catechetical guidelines.

SUBJECT: BACKGROUND INVESTIGATIONS

According to the Bishops' Charter for the Protection of Children and Youth, as well as diocesan policy, criminal background investigations are required for all of our clergy, employees, and volunteers who have "regular contact with children and youth".

A. SCHOOL EMPLOYEES

All school employees hired after September 2002, who do not hold a current Colorado Teacher and/or Administrator License are subject to a background investigation prior to the date they are offered employment. In early childhood centers all applicants must have a background investigation meeting Department of Human Services standards prior to employment. Each applicant shall complete an appropriate application and an authorization to obtain a criminal background check if teachers are not currently Colorado certified. In addition, each applicant must complete safe environment training coordinated and/or conducted by Diocesan personnel. Each applicant shall have a comprehensive background check obtained from the Colorado Bureau of Investigation or other appropriate state agency outside of Colorado, which complies with the Fair Credit Reporting Act. All applicants will be required to produce their name, addresses for 10 years, driver license number, aliases, date of birth, and Social Security number for the purpose of conducting this background check. A copy of the completed employment application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish. Also, employers are to sign the form acknowledging receipt, understanding, and compliance with the Diocesan Sexual Misconduct Policy.

B. VOLUNTEERS

All school volunteers who have regular contact with children and youth are subject to a background investigation and must complete safe environment training coordinated and/or conducted by Diocesan personnel prior to the date they begin to volunteer their time. Each volunteer shall authorize the school to obtain a criminal background check. Each volunteer shall have a comprehensive background check obtained from the Colorado Bureau of Investigation or other appropriate agency, which complies with the Fair Credit Reporting Act. All volunteers will be required to produce their name, addresses for 10 years, driver license number, aliases, date of birth, and Social Security number for the purpose of conducting this background check. A copy of the completed volunteer application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish. Also, volunteers are to sign the form acknowledging receipt, understanding, and compliance with the Diocesan Sexual Misconduct Policy and the Guidelines for Working with Children and Youth.

SUBJECT: CONTRACTS

- A. All assistant principal/assistant directors, teachers and teacher aides are to be employed pursuant to an annual written contract using the form prepared by UCSPPR. This contract shall be signed by the principal/director, the Superintendent of Catholic Schools, and by the employee.

Principals/directors are to be employed pursuant to an annual written contract using the form prepared by UCSPPR. This contract shall be signed by the pastor, principal/director and the Superintendent of Catholic Schools.

- B. All principal/director, assistant principal/assistant director, teacher and teacher aide contracts will be for a term of one academic year only. The principal/director shall notify all assistant principals/assistant directors and teachers no sooner than April 1 and no later than May 15 of the current academic year as to whether an offer to contract will be made for the next academic year. An assistant principal/assistant director or teacher who has been offered a contract can accept the offer by returning the signed contract to the designated school authority no later than fourteen (14) days after the offer. Failure to accept the offer in this manner within fourteen days shall constitute a rejection of the contract offer. Any extension of the offer date or deadline for acceptance can be made only by mutual consent of principal/director or pastor and the employee. Such an extension must be written and signed by both parties, with notification of the extension given to the Superintendent of Catholic Schools.

Principals/directors are to submit a letter of intent to pastor and the Superintendent of Catholic Schools by January 2nd.

The fact that a principal/director, assistant principal/assistant director or teacher may be employed by the Diocese of Colorado Springs over one or more years, does not give rise to tenure, in fact or implied, or to any continuing right to employment or the offer of subsequent contracts of employment.

- C. Contracts are to be issued only to principal/directors, assistant principals/directors teachers and teacher aides.
- D. The decision to terminate the contract of a teacher or an assistant principal/director will only be made after consultation with UCSPPR. The termination must be done by way of written notice to the teacher or assistant principal/assistant director, a legal review and a copy of this notice and review must be sent immediately to UCSPPR.
- E. The decision to terminate the contract of a principal/director can only be made by the pastor and the Superintendent of Catholic Schools.

POLICY 2080

SUBJECT: SALARIES

Each year a market survey will be conducted by UCSPPR to determine an appropriate salary range with consideration of local market salary ranges and national Catholic school salary ranges. The UCSPPR salary range is to be provided no later than March 15th.

SUBJECT: LEAVES OF ABSENCE

Work Schedule:

The work schedule for an employee shall be in accordance with the established work hours of the department to which the employee is assigned and in accordance with the job requirements of the employee's position. The Principal retains the right to modify work schedules and/or assignments at any time. The Principal has the authority to approve any flexibility to the start time, end time, and length of meal break when determining an employee's workday.

Work hours when away from the office to attend conferences or conventions include only travel time and actual working hours. Time for meals, recreation, and sleep are not included as worked hours. In the event that out-of-town arrangements require extra time because of financial or logistical considerations, extra hours away may be considered work time.

Work hours when away from the office to lead a seminar or retreat shall include only hours during which the employee is "on-duty", whether or not they include meals or recreation. Sometimes employees are responsible for the well being of others (such as youth and children) for extended and overnight events. In these circumstances, the staff person in charge of the event must ensure that adequate adult supervision is in place to share the burden of oversight responsibilities and allow adequate off-duty periods for the staff.

Hours worked when away from the office on School business are to be defined with the Principal prior to the event.

Jury Duty and Non-Exempt Pay

The school allows full and part-time employees who serve on jury duty or appear as witnesses in court (excluding appearances as plaintiffs or defendants) to receive regular straight-time rate of pay for the first three days of court service. Exempt employees are not required to take DTO for the first three days of court service.

To qualify for jury duty allowance, employees must notify the Principal of the jury summons and provide a completed certificate signed by a court official indicating the number of days and hours served and the amount of compensation paid by the court. Employees are expected to return to work promptly if excused from jury duty during regular work hours unless other arrangements have been made with the Principal.

Call-In Pay

When a non-exempt employee is called back to work after or prior to the regularly scheduled work hours for an emergency, the employee is compensated for a minimum of one hour or the time actually worked, whichever is greater. Call-in hours are included when determining eligibility for overtime.

POLICY 2090 continued

Occupational Illness or Injury Pay

It is the practice of the School to comply with all applicable local state and federal laws, including workers compensation laws. It is the responsibility of the employee to obtain care from a Designated Medical Provider (per the Insurance/Employee Benefits Office) unless it is an emergency. The employee is required to submit a copy of the work status report from the designated provider to his or her supervisor. The employee is responsible for making sure the supervisor (or designee) is aware within 24 hours of the illness or injury. The employee's supervisor is responsible for calling the Diocesan Insurance/Benefits Department to report the illness or injury; obtaining paperwork from the ill or injured employee within four working days; maintaining records pertaining to the illness or injury; and continuing follow-through with the employee, the Insurance/Benefits Department, and Worker's Compensation carrier.

Bereavement Pay

Full-time and part-time non-exempt employees who experience a death in their immediate family may request up to three days of time off to attend funeral services or attend to family matters. Immediate family, for purposes of this policy, is defined as spouse, child, parent, guardian, or any other family member residing with the immediate family. The Principal or Pastor/Parish Director, in his/her sole discretion, may expand the definition of immediate family (for purposes of this policy) as appropriate. The employee must notify the Principal of plans for time off to qualify for bereavement leave pay. Exempt employees are not required to take DTO for the first three days attending to family matters following the death of an immediate family member.

Military Reserve / Service Time

Military time off will be granted as outlined by applicable federal and state law.

The employee attending annual military training must notify the Principal of the training schedule.

SUBJECT: BENEFITS

A. BENEFITS ELIGIBILITY

All benefits are for regular employees and are effective on the first day of employment unless otherwise noted in this section. Temporary employees are not entitled to any benefits. All benefits end at midnight on the date of separation unless otherwise noted in this section.

| Benefit | Full Time Regular | Part Time Regular | Limited Hours Regular | On Call |
|---------------------------------|--------------------------|--------------------------|------------------------------|----------------|
| Group Ins | Yes | No | No | No |
| Paid Holiday | Yes | Yes | No | No |
| DTO | Yes | Yes | No | No |
| Educational Assistance | Yes | Yes | No | No |
| Professional Training | Yes | Yes | Yes | Yes |
| Short Term Disability | Yes | Yes | No | No |
| Tax Deferred Annuities | Yes | Yes ^{1&2} | Yes ² | No |
| Retirement | Yes | No | No | No |
| Section 125 Plan | Yes | Yes ^{1&2} | No | No |
| Severance Pay (RIF Only) | Yes | Yes ³ | No | No |

- 1) If the employee is scheduled to work 780 hours or more per year
- 2) If the employee is paid on a 12-month basis
- 3) Except for grant-funded positions where grant continuation is uncertain, or positions projected to conclude in one year or less at the time of hire. Refer to Reduction in Force policy.

B. GROUP INSURANCE

Full-time Regular Employees who are paid on a 12-month basis are eligible for certain Group Insurance Benefits. The employer pays a portion of the total group insurance premiums for eligible employees and their dependents.

If your date of employment is the first day of any month, your benefit coverage is effective that day. If your date of employment is after the first of the month, your benefit coverage is effective the first day of the month following the date of hire. Coverage on

POLICY 2100 continued

all insurance ends at midnight on the date of separation, except medical and dental which ends at midnight on the date of separation, except medical and dental which ends at midnight on the date of separation, except medical and dental which ends at midnight on the last day of the month of separation.

The Long Term Disability (LTD) program pays for time away from work due to an illness or injury (certified by a physician) after a qualifying period of six months. LTD insurance replaces a portion of salary.

Upon separation, certain insurance benefits, at the employee's expense, may continue, if application and payment are received generally within 31 days. Refer to plan documents or contact the Diocesan Insurance/Benefits Department.

Unemployment compensation is not paid by the Diocese and is not available to employees leaving the Diocese or its Parishes or Schools.

Features and components of plans change periodically. Please consult the Plan Description or the Diocesan Insurance/Benefits Department for the most current information. In the event that information outlined in this manual conflicts with the actual terms and conditions of coverage, the latter governs.

C. HOLIDAYS

The school allows eligible non-exempt employees to receive regular straight time rate of pay for the number of hours normally worked on scheduled holidays. Holidays to be observed by school employees will be printed each year in the Diocesan School Calendar. Exempt employees are not required to take DTO for holidays. Employees should note that some school days that are holidays for students are required workdays for teachers and other personnel.

D. FAMILY AND MEDICAL TIME OFF

The Family and Medical Leave Act (FMLA) guarantees some employees who have been employed at the School at least one year and worked at least 1250 hours, as much as 12 weeks of unpaid time off annually for these reasons:

- The need to care for a spouse, child, or parent with a serious health condition,
- The inability to work because of a serious health condition,
- The birth or adoption of a child,
- The return of a deployed military member, or
- Other covered reasons.

Employees with accrued vacation time or sick time may use this time and receive pay, and employees may also be required to use this time. Such time will still be counted against any FMLA leave to which the employee may be entitled. Employees should notify their supervisor of the need for this time at least two weeks in advance, or as

POLICY 2100 continued

quickly as practicable after the need for time off becomes known. The employee must also alert the supervisor by noting "FMLA Time" on the time sheet.

Employees who need two weeks or more of time off must request a leave of absence in writing whenever possible. Eligible employees have a right to restoration to the same or an equivalent job upon return from leave of absence under most circumstances. Full insurance benefits continue during this leave of absence unless the employee fails to pay his or her share of the cost of the benefit.

If an employee does not return to work following his or her leave or does not continue to work after the end of the leave for at least thirty days, the employee must reimburse the School for insurance premiums paid during leave unless the employee does not return due to continuation or onset of a serious health condition beyond the employee's control.

In some cases, a leave of absence for the above reasons may be taken on an intermittent leave or reduced leave basis. In the case of the birth or adoption of a child, the approval of the Principal is required before reduced or intermittent leave may be taken. In the other two cases shown above, only proof of medical necessity is required and a reasonable effort to accommodate the employer's schedule requirements. The School may also transfer the employee to an equivalent position that may better accommodate recurring periods of leave.

Employees absent from work because of their own serious health condition may be required to submit certification from a physician at any time during the absence, and also a certification of fitness for duty before returning to work. Failure to obtain either certification may disqualify the employee for approved time off.

E. DISCRETIONARY TIME OFF (DTO)

DTO allows eligible employees the discretion to take a vacation, cover temporary illness, attend to personal business, take care of family matters, or save for future use, and it places responsibility on the employees to manage personal time and to schedule their absence with their supervisor in advance.

Contracted school employees receive DTO as outlined in their contract.

For non-contracted school employees, DTO is recorded on the last pay period of each month. New employees with hire dates between the 1st and the 15th of the month will receive their full DTO allotment for that month; those who begin between the 15th and the 31st will receive 50% of the appropriate DTO amount. Similarly, on anniversary dates when the following schedule calls for a change in DTO accrual, the new amount will be effective for the entire month for employees with anniversary dates between the 1st and the 15th of the month. If the anniversary date is after the 15th of the month the employee will earn the old rate for the first half of the month and the new rate for the second half of the month.

POLICY 2100 continued

Non-contracted employees earn DTO based on hours paid; therefore, whenever an employee is being *paid* (while using DTO time or during periods of short term disability, for instance) they will continue to accumulate DTO. The DTO balance will be paid to the employee upon separation.

DTO must be scheduled with and approved by the supervisor in advance except for emergencies such as illness. DTO must be used for all hours missed; unpaid time cannot be taken until this bank is depleted. DTO may be taken in increments of one-quarter hours.

DTO does not accrue during periods of unpaid time. Unpaid time off is generally discouraged (except during leave of absence), and except for emergencies, must be pre-approved by the Supervisor. DTO may not be advanced. If a non-exempt employee does not have sufficient DTO to cover an absence, unpaid time will be used. (Consult with Human Resources for these instances involving exempt employee.) The employee is responsible to ensure all DTO hours are correctly noted on the employee’s time sheet prior to submitting for supervisor’s approval. DTO is accrued based on the following schedule:

| | Period of Service | | Earned Monthly | Annual Total | Capped At |
|-------------|-------------------------|--------------|----------------|---------------------|-------------------|
| During your | 1 st year | You earn | 10.05 hrs | 120.64 hrs/15 days | 181.00 hrs |
| On your | 1 st Anniv. | Increase to: | 11.27 hrs | 135.20 hrs/17 days | 202.80 hrs |
| On your | 2 nd Anniv. | Increase to: | 12.65 hrs | 151.84 hrs/19 days | 227.76 hrs |
| On your | 3 rd Anniv. | Increase to: | 14.01 hrs | 168.06 hrs/ 21 days | 252.09 hrs |
| On your | 4 th Anniv. | Increase to: | 15.43 hrs | 185.12 hrs/23 days | 277.68 hrs |
| On your | 6 th Anniv. | Increase to: | 16.00 hrs | 191.98 hrs/24 days | 287.97 hrs |
| On your | 10 th Anniv. | Increase to: | 17.33 hrs | 208.00 hrs/26 days | 312.00 hrs |
| On your | 14 th Anniv. | Increase to: | 18.65 hrs | 223.81 hrs/28 days | 335.72 hrs |
| On your | 19 th Anniv. | Increase to: | 20.00 hrs | 240.03 hrs/30 days | 360.05 hrs |

If the employee works only a partial month on the month of separation, DTO for that month will be calculated based on the actual hours worked.

F. SHORT TERM DISABILITY (STD)

All regular full- and part-time employees are eligible for short term disability for qualified medical leave of absence after first using five days of DTO time or, if that bank is empty, five days of unpaid time. The STD program pays a percentage of the employee’s ordinary pay for time away from work due to a qualified illness of the employee’s ordinary pay for time away from work due to a qualified illness or injury lasting more than five workdays based on the following schedule:

- First five days DTO or unpaid time
- Weeks 2-4 100% of employee’s ordinary pay
- Weeks 9-26 In accordance with the terms and conditions of the Group Benefit Short Term Disability Policy

POLICY 2100 continued

The maximum length of time an employee may remain on STD is limited to six months. Employees are eligible for STD only if no other form of payment, such as worker's compensation or auto insurance coverage, is available. STD must be noted on the timesheet. No STD will be paid without receipt of a physician's verification of relevant information. Further, if the illness or injury requires more than two weeks away from the job, a leave of absence will automatically apply. Leave of Absence Request and Authorization Forms should be completed to confirm relevant leave information such as whether the time away is to be paid and when the employee is expected to return.

No employee may return to the job after a period of STD or medical leave of absence without a Physician's Verification of Ability to Perform Essential Functions of the job.

G. TAX DEFERRED ANNUITIES – 403(b)

All regular employees who are paid on a 12-month basis are eligible to participate in a Tax Deferred Annuity (TDA) savings plan. The TDA allows employees to save money for retirement and to save on income taxes at the same time. For specific information and the names of the authorized TDA providers for the Diocese, please contact the Diocesan Insurance/Benefits Department.

H. RETIREMENT

The School participates in a defined benefit group pension plan. The School pays all of the costs of the plan for its regular full-time employees. Employees become vested on a graduated schedule. For additional information about the retirement plan, consult your Employee Benefits Package for a Summary Plan Description, or the Diocesan Insurance/Benefits Department for the Plan Document.

I. SECTION 125 CAFETERIA PLAN

All regular full- and part-time employees who are paid on a 12-month basis are eligible for certain pre-tax Cafeteria Plan benefits. The Cafeteria Plan allows, as a pre-tax payroll deduction, certain out-of-pocket medical and dental expenses, diocesan group premiums, as well as qualified child and/or dependent care. To receive a detailed list of these benefits contact the Diocesan Insurance/Benefits Department.

POLICY 2110

SUBJECT: TEACHER BREAKING OF CONTRACT

A teacher who has signed a contract with a school of the Diocese of Colorado Springs may not terminate employment without prejudice during the term of the contract after 14 days after all parties sign the contract except by written mutual agreement of the principal/director and the teacher. Teachers who break a contract with prejudice must pay \$2,000.00 to the school within 30 days of notice.

Teachers who sign two contracts may be subject to the loss of teaching license/certificate if reported to the State Department of Education.

POLICY 2120

SUBJECT: REFERENCES FOR FORMER EMPLOYEES

Only the Principal, pastor, and/or the Superintendent (or their designee) is authorized to release any information regarding a current or former employee of the School. The Payroll Manager is authorized to release dates of employment and job title and may verify rate of pay, if appropriate releases are obtained first. If an employee wants information regarding School employment to be available to possible future employers, the employee is encouraged to keep copies of performance evaluations and/or to request written references from the Supervisor before leaving School employment.

SUBJECT: PROFESSIONAL BEHAVIOR

Teachers in the Diocese of Colorado Springs have been placed in a position of trust and as such are expected to maintain professional relationships at all times with their students, parents and other staff both in and out of school, including vacation periods. By virtue of their position in the community, all teachers, principals and directors have an obligation to maintain Catholic, professional decorum at all times.

All gatherings, whether in or out of school, where teachers are present with students and/or parents are considered occasions that call for professional behavior.

Teachers may not entertain students in their homes. Teachers shall not engage in dating or other inappropriate social relationships with students outside of school.

All social activities with students or groups of students organized by teachers are to be conducted on school premises unless otherwise directed by the principal/director.

Use of alcohol, cigarettes and/or tobacco products by teachers in the presence of students is forbidden during working hours and during activities connected with the school.

Teachers should not meet with students other than on school premises, except in extraordinary circumstances and with permission of the principal/director as well as in the presence of another adult.

All electronic communications to and from Diocesan school employees shall be for the purpose of official school business. Teachers should not use the Internet to engage in chat rooms, e-mail or other electronic communication for the purpose of socializing or informally communicating with students outside of school. Any teacher who knowingly enters pornographic or other inappropriate web sites or uses the hardware or electronic capabilities of the school for personal reasons without the permission of the principal/director may be subject to disciplinary action up to and including immediate termination. Teachers are responsible for maintaining security of computer hardware, thus prohibiting student access to the teacher's e-mail and/or confidential files.

Cell phones shall not be used during instructional time except in the case of emergencies. Teachers may use cell phones only at lunch time and during prep time.

POLICY 2140

SUBJECT: IN-SERVICES

The Diocese will provide two in-services per school year. One will be a spiritual day of retreat, and one will be either educational or catechetical in nature. Other in-services provided by the school locations will be held on days provided for on the school calendar.

SUBJECT: HARASSMENT

A. HARASSMENT IN THE WORKPLACE

The workplace is for work. As such, the School will not tolerate any form of sexual, racial, ethnic, or national origin harassment. It will not tolerate retaliation by supervisors for refusing unwelcome harassing overtures, for reporting instances of harassment, or for providing statements or evidence related to the alleged harassment. Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, email). It may involve unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. It may involve negative employer action for refusing to acquiesce or participate in the offensive activity. Harassment may originate from employees, supervisors, or managers. In whatever form and from whatever source, it is forbidden.

Retaliation Prohibited

No supervisor, manager, or employee shall retaliate against a victim, reporter, or witness of harassment because of his or her report. Any such retaliation or adverse employment decision is subject to prompt reversal upon completion of any related investigation.

Reporting Harassment

The School must be informed of harassment before it can stop it. Thus, every employee who reasonably suspects that harassment has occurred, including every individual who believes that he or she is a victim of harassment, shall immediately report the circumstances to the Human Resource Manager, and his or her Principal. *Employees should not assume that management is already aware of the situation. They should not assume that it is someone else's duty to report.*

Those aware of harassment shall, upon management's request, provide a written statement that fully describes every fact associated with the alleged harassment. If the Principal or Pastor/Parish Director is the alleged perpetrator, the employee may report only to the Human Resource Manager. In all cases where the Human Resource Manager is a direct party to the harassment, the Director of Pastoral Services will substitute for Human Resources' role under this policy.

Investigation

Upon receipt of a credible report, the situation will be promptly investigated. The investigator(s) shall take reasonable steps to preserve the confidentiality of the circumstances and findings. Management shall, in consultation with the investigator(s), take a course of action it deems appropriate which shall include communication with the employee or employees who brought the accusation and with the individual or individuals accused.

POLICY 2150 continued

B. SEXUAL MISCONDUCT AND HARASSMENT POLICY

Every employee and every person served by the school should be safe during school activities. To ensure that this is so, the Diocese of Colorado Springs maintains a Sexual Misconduct Policy. Every school employee must, as a condition of employment, read and comply with the Sexual Misconduct Policy of the Diocese of Colorado Springs, following this policy. The Sexual Misconduct Policy deals with both sexual harassment in the workplace and other forms of sexual misconduct. It prohibits such conduct of diocesan employees and of diocesan volunteers. In certain circumstances, it requires screening, background investigations, education, and reporting of misconduct.

Any employee who feels sexually harassed must report the circumstances either to the Vicar General (if involving ordained clergy) or to the Human Resource Manager (in all other cases) or in accordance with the Sexual Misconduct Policy.

POLICY 2160

SUBJECT: DRUG AND ALCOHOL USE

The abuse of controlled substances or alcohol at work is an unsafe and counterproductive practice which will not be tolerated by the Diocese of Colorado Springs. Employees are prohibited from selling, purchasing, or using illegal drugs or alcohol on school premises, during school functions, or while conducting school business. Additionally, employees are prohibited from reporting to work or to any school function while under the influence of illegal drugs or alcohol. This policy includes the abuse of prescription drugs. Any violation of this policy is cause for disciplinary action up to and including immediate termination. Any social event where alcohol is present must be sanctioned by the principal and pastor.

SUBJECT: PERSONNEL FILES

Each principal/director shall keep a personnel file for the assistant principal/director and each teacher. It should contain a completed Diocesan administrator or teacher application, transcripts, contract(s), evaluation forms, license/certificate, professional growth information, dates of employment, catechist certification, absentee records and any documentation signed by the assistant principal/director or teacher. Personnel files shall be retained by the school in accordance with the Parish and/or Diocesan record retention policy. UCSPPR will also keep a personnel file on each teacher.

Access to personnel files shall be limited to the Superintendent of Catholic Schools, (or designee), pastor, principal/director, attorneys designated by the Diocese and as otherwise designated by civil or canon law. While under contract and with prior notice to the principal/director, the assistant principal/director or teacher may have access to all unrestricted material in his/her file and may review the unrestricted material in the presence of the principal/director. The personnel file may not be removed from the office; however, the assistant principal/director or teacher may request copies of any unrestricted materials.

UCSPPR shall keep a personnel file for each principal/director. It should contain a completed Diocesan administrator application, transcripts, contract(s), evaluation forms, license/certificate information, professional growth information, dates of employment, catechist certification, absentee records and any documentation signed by the principal/director. Personnel files for principal/directors shall be retained by UCSPPR in accordance with the Parish and/or Diocesan record retention policy.

Access to principal/director personnel files shall be limited to the Superintendent of Catholic Schools (or designee), the school pastor, attorneys designated by the Diocese and as otherwise designated by civil or canon law. While under contract and with prior notice to the Superintendent of Catholic Schools, the principal/director may have access to all unrestricted materials in his/her file and may review the unrestricted material only in the presence of the Superintendent of Catholic Schools. The personnel file may not be removed from UCSPPR; however, the principal/director may request copies of any unrestricted materials.

POLICY 2180

SUBJECT: PRINCIPAL/DIRECTOR EVALUATION

All principals/directors are typically evaluated annually in accordance with the Diocesan principal/director performance review process. A copy of the evaluation will be given to each pastor and principal/director and a copy placed in the principals/directors personnel file at UCSPPR.

SUBJECT: TEACHER EVALUATION

Teachers shall be evaluated by the principal/director in accordance with the diocesan process for teacher performance review. A copy of the process will be placed in the faculty handbook and formally reviewed with the faculty at the beginning of each academic year.

The "Teacher Performance Review" must be signed by the principal/director and the teacher and placed in the teacher's personnel file. A copy must be given to the teacher.

POLICY 2200

SUBJECT: TUTORING POLICY

Teacher recommendations for tutoring must be approved by the principal/director.
No teacher may accept pay for tutoring a pupil from his/her class during the academic year.

All tutoring by a diocesan school teacher must be approved in writing by the Superintendent of Catholic Schools.

All tutoring or other off-duty employment must comply with the Diocesan conflict-of-interest policy.

SUBJECT: ADMISSION

All Catholic early childhood education centers and elementary schools are open to students who sincerely seek a Catholic education and meet the requirements listed below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students.

- A. No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese.

Whether Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.

- B. No student shall be admitted to any Catholic school unless s/he is deemed to have reasonable hope of successfully completing that school's program.

In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

- C. Students shall not be denied admission to a Diocesan school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.

- D. A birth certificate as proof of age must be presented to the elementary school prior to admission. A baptismal certificate shall be required of all baptized Catholic students in elementary schools. The information on birth and baptism shall be entered on the permanent office record in the proper place, but only when verified by the official document.

- E. A child entering kindergarten must be five years old on or before October 1. A child entering First Grade must be six years old on or before October 1. No exception is to be made to this regulation unless approved by the Superintendent of Catholic Schools.

- F. Each Catholic school retains the right to set local admissions standards, policies and procedures in addition to those specified by the Diocese. The admission policy for each diocesan early childhood education center and elementary school should be made public and clearly stated in the local parent/student handbook.

- G. A copy of the parent/student handbook is to be given to new applicants. Parents are to indicate in writing that they have read and agree to adhere to the policies and regulations therein.

POLICY 3010

SUBJECT: FOREIGN STUDENTS

The Diocese of Colorado Springs has completed the process to allow foreign students to attend our schools. Please contact the Principal of the school for school's SEVIS policy (the Student and Exchange Visitor Program through U.S. Immigration and Customs Enforcement).

SUBJECT: CERTIFICATES OF IMMUNIZATION

All Diocesan schools shall comply with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Requests for exemption will be granted only in accordance with Colorado law. Forms provided by the Colorado Department of Health shall be kept on file and available for review.

SUBJECT: STUDENT ATTENDANCE

The State of Colorado provides by law for compulsory school attendance of all children between the ages of seven and sixteen years.

The responsibility for compliance with this law belongs to the parents. The school must notify parents if there appears to be a problem with attendance.

The elementary school is obliged to keep an accurate record of daily attendance. This record is to be placed in the pupil's permanent record. Any recurring pattern of tardiness/absences requires administrative intervention. Excessive tardiness and/or absences may be cause for retention or request for withdrawal. The parent/student handbook should contain a statement of local school policy regarding attendance and excessive absence/tardiness.

Truancy is a violation of Colorado law.

SUBJECT: CHILD CUSTODY ISSUES

Custodial parents/legal guardians shall be recognized by the school as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

SUBJECT: SUPERVISION OF STUDENTS

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision.

Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following;

- A basic or local in-service update on emergency procedures.
- A written list of all procedures and rules to be followed relating to the conduct of students in the schoolyard.
- A specific diagram of the yard where appropriate, to assist in stationing of supervisory personnel.

It is the responsibility of the principal to insure that adequate supervision of students is provided.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

Students shall only be released from school upon appropriate request of the custodial parent.

SUBJECT: REPORTING CHILD ABUSE AND/OR NEGLECT

Colorado law (§§ 19-3-304 (1), (2), (2.5) 19-3-311) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency.

- A. The information which should be included in the initial report of suspected abuse is:
1. Name, address, age, sex, race of child.
 2. Name and address of parent or guardian.
 3. Nature and extent of child's injuries or neglect.
 4. Name and address of person(s) suspected of abuse or neglect.
 5. Family composition.
 6. Source of information.
 7. Person making the report.
 8. Any action taken by the reporting source.
 9. Any other helpful information.
 10. Name of the agency and official to whom the report was made.
- B. In cases involving sexual misconduct and school personnel, refer to the Sexual Misconduct Policy of the Diocese of Colorado Springs.
- C. In cases that do not involve school personnel, the procedure for reporting is as follows:
1. Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect including sexual assault or sexual molestation by any person, other than school personnel, shall immediately make an oral report of this to the appropriate county department or local law enforcement agency.
 2. In no case should the person make the report without notifying the principal/director or his/her designee.
 3. If the reporting party is the principal/director s/he shall then notify immediately the pastor in a diocesan early childhood education center and elementary school. If the report is made by someone other than the principal/director, the employee shall notify the principal/director prior to the report, and then notify the Superintendent of Catholic Schools that the report has been made. All information pertaining to the matter should be treated as confidential.

POLICY 3060 continued

4. The individual making the oral report indicated in paragraph one (1) shall report same in writing to the agency to whom the oral report was made and to the principal/director within twenty-four hours of the oral report being made.
5. The school principal/director shall keep one copy of the written report and forward a copy marked "CONFIDENTIAL" to the Superintendent of Catholic Schools.
6. School personnel shall carefully consider all recommendations of the county department or law enforcement agency in handling the situation at school and with the parents.
7. The school shall keep this report on file in accordance with the school and/or Diocesan record retention policy. This report is confidential, will not be shared with others without a valid need-to-know, and is not to be made part of the student's permanent cumulative record. Copies of this report may not be transferred to another school.
8. If parents are involved in the suspected abuse, they should be contacted only at the direction of the agency, police or Superintendent of Catholic Schools.

SUBJECT: ACCIDENTS AND ILLNESS AT SCHOOL

Principals, directors, teachers and other school personnel are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

The procedure for responding to acute illness or injury is:

- A. Call 911 and give the student immediate and temporary first aid care if necessary.
- B. Notify the child's parent or guardian. In all cases where it is possible to do so, wait for instructions from the parent or guardian before proceeding further. The school's responsibility to give treatment should be limited to immediate first aid which will protect the life of the individual until professional treatment can be secured.
- C. The school shall have "Child Emergency Cards/forms" delegating permission to take action in cases in which parents/guardians cannot be reached. The card/form should include family physician and/or emergency treatment center.
- D. School personnel should not transport seriously injured or ill students to medical treatment unless there is an emergency need to do so. If the parent cannot provide transportation, an ambulance should be called.
- E. If a child is seriously injured or ill at the end of a school day, s/he shall not be allowed to go home unless accompanied by a parent, guardian, or other parent delegate.
- F. After a serious accident or emergency illness of any sort, a record of the incident and the procedures taken should be made and filed in the school office.
- G. Potential claims must be reported immediately to the Superintendent at (719) 636-2345, and Catholic Mutual at (800) 228-6108 x2456.
- H. The school reserves the right to act as deemed necessary by the principal/director or principal's/director's designee in a life-threatening situation.

SUBJECT: MEDICATIONS GIVEN AT SCHOOL

No medication, including aspirin, cough-and-cold medication, decongestants, or other over the counter or prescription medications shall be administered by any school personnel, including a nurse, except under the following conditions:

- A. Written orders from a physician shall be on file at the school, stating:
 - 1. Child's name
 - 2. Name of drug
 - 3. Dosage
 - 4. Purpose of medication
 - 5. Time of day/circumstances in which medication is to be given
 - 6. Anticipated number of days it must be given
 - 7. Possible side effects
 - 8. Storage instructions

- B. Whenever possible, the parent is requested to be present to administer the medication.

- C. If the parent is unable to be present, only the principal/director or principal's/director's designee may administer the medication according to the physician's written instructions. In such a case, the parent **must** submit a written request to the school to provide the medication.

- D. The medication must be brought in a container appropriately labeled by a pharmacy or physician. These medications shall be safeguarded at school to avoid ingestion by the wrong child.

Medications must be kept in a secure place to which students do not have access.

- E. The person designated by the principal/director to administer medication is to keep a log of medicine administered. Individual records of such medications administered by school personnel shall be kept indefinitely.

- F. If a student has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the student's family shall provide all necessary information and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

- G. Any elementary student who requires an inhaler may keep such inhaler on his/her person, provided the proper physicians orders and documentation are kept on file.

POLICY 3080 continued

- H. Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.
- I. The school principal/director shall organize a practical plan to accomplish the above. This plan shall be kept on file and made known to all staff.
- J. All early childhood centers must follow Department of Human Services regulations concerning medicine administration.

SUBJECT: CONTACT WITH STUDENTS DURING SCHOOL HOURS

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal/director. The following policies shall apply to such situations.

- A. If contact is sought by a police officer or Social Services personnel, the principal/director must obtain prior parental consent when the student is a minor, except if the police or Social Services direct the principal/director not to contact the parents. In such cases, the school shall follow the directives of the police or Social Services, and the principal/director shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the principal/director and placed in the school files. The principal/director shall notify the pastor, and UCSPPR.
- B. If contact is sought by anyone other than a police officer, Social Services or a custodial parent/legal guardian, the principal/director must first obtain parental consent.
- C. The principal/director shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, Social Services worker or medical or counseling person not employed by the school. This does not include persons authorized by parents/legal guardians or principal/director as part of the regular curriculum or support programs of the school, nor those in a tutorial or diagnostic position such as Child Find.
- D. Teachers shall not allow pupils to leave classrooms to speak to non-school personnel, without the explicit permission of the principal/director or his/her designee.
- E. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights.
- F. No organization, agency, or person (excluding police officers and Social Services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
- G. The following procedures must be followed when custody of a pupil is requested by a police officer:
 - 1. Examination of police credentials. If the police officer is unknown to the principal, the officer shall be asked to produce his/her credentials.
 - 2. Should a police officer produce a warrant for the arrest of a pupil, the pupil shall

POLICY 3090 continued

be immediately surrendered to the officer. The principal should request that the police officer allow the principal time to notify parents before removing the pupil from the premises. In all cases, the parents/legal guardians should be notified by the principal.

3. In instances not involving a warrant, parents/legal guardians may give telephone authorization to surrender the pupil to the police officer. The principal/director shall make a written notation of the time and a summary of the conversation and retain the notation in a secured office file. The principal/director may then surrender the pupil to the police officer. If the parent/legal guardian refuses authorization, then the school shall not release the child without a warrant or other court order.
 4. Whenever custody of a pupil is requested by a police officer, the principal/director shall notify UCSPPR as soon as possible.
- H. The following procedures must be followed when custody of a pupil is requested by Social Services:
1. Examine and photocopy the official identification/credentials of the Social Services representative.
 2. Should the Social Services person request that the pupil be removed from the school, prior to notification of the parents, the principal shall:
 - a) obtain a copy of authorization from an appropriate court or other legal authority;
 - b) request information regarding when the parents will be notified and by whom;
 - c) obtain all pertinent information from the Social Services person regarding where the child will be taken and how the parents can reach the caseworker;
 - d) immediately make a written summary of the event and place it in a secured office file; and
 - e) whenever custody of a pupil is requested by Social Services, the principal/director shall notify UCSPPR as soon as possible.

SUBJECT: SEARCHES OF STUDENTS AND SCHOOLS

A student assigned a locker or desk has use of, but not proprietary right to, the locker or desk. Lockers and desks are school property. Students have no reasonable expectation of privacy in their locker or desk. The principal, pastor, assistant principal, dean of students, and the professional staff of UCSPPR may conduct a search of the school plant, and every aperture thereof, including lockers and desks.

Except in an emergency, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. should be conducted with the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal should contact the Superintendent of Catholic Schools for further instructions.

After consultation with UCSPPR, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects prohibited on school property, or that threaten the health, welfare, or safety of students.

SUBJECT: STUDENT PERMANENT RECORDS

Permanent Records shall be kept for individual students in accordance with the regulations of UCSPPR. All Diocesan schools shall use a Cumulative Record Form.

A. Student Permanent Records

A cumulative record is the student's official record and shall contain only academic transcripts including attendance, academic test results, health records (unless kept in health office) and an emergency information form. An emergency information form shall be kept in a location designated by the principal.

Cumulative records of students are to be kept permanently in a fireproof file.

B. Access to Records

Administrators shall preserve both the integrity and privacy of the required Student Permanent Records.

Parents, as the primary educators, shall have the right to inspect and review the official record of their child. Parents are to make this request in writing to the principal/director.

A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child. In order to establish visitation rights, parents must provide a notarized copy of the most recent court order.

Students in foster homes may have been placed in a school by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parent's request for and legal right to information.

Access to student permanent records shall be made available to Diocesan officials, teachers, and clerical staff and other persons who have a legitimate purpose in and as required by law.

C. Release of Student Permanent Records

Upon written request, schools shall release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless the parent has initiated the request, a reasonable attempt must be made to notify the parent of the request for records.

POLICY 3110 continued

All other requests for release of student permanent records may be granted only with the written authorization of the parents or the student if 18 years of age or older.

D. Maintenance of Student Permanent Records

All student permanent records must be kept in perpetuity by the school or by the parish/Diocesan Office of Schools if the school closes.

SUBJECT: SUBPOENA OF RECORDS

When a subpoena requesting records or testimony is served, the principal/director must notify UCSPPR immediately and proceed according to their instructions. A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor should the lawyer be allowed to obtain information from teachers.

SUBJECT: RELEASE OF STUDENT DIRECTORY INFORMATION

Before printing student directories, written permission for publication of this information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

A copy of each year's student directory shall be sent to UCSPPR.

A database containing student name, address, phone number and parent's names shall be entered in the district Rediker database by September 1st of each school year.

Any withdrawals or additions of students must be sent to UCSPPR on a monthly basis.

SUBJECT: MEDIA POLICY

The only authorized spokespersons to the media in an event of an emergency are the Superintendent, the Diocesan Director of Communication, or their designees. No parish or school staff shall speak as a representative or associate of the school while making disparaging remarks about the schools.

Before the use of name or likeness for a student for any promotional purposes involving the Diocese of Colorado Springs or school is used, written permission for publication of this information must be secured from parents. Uses of name or likeness include, but are no limited to, still pictures, motion pictures, audio or video tape, photograph, recorded voice and/or features with or without name of student, news or feature stories in any media or other purpose whatsoever. This permission shall be kept on file for the length of the time the student is at the school.

Also refer to the School Employee Policy Manual.

POLICY 3150

SUBJECT: GRADUATION/CONTINUATION

Graduation/continuation exercises from schools shall take place no earlier than one week preceding the closure of school.

Graduation/continuation should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation/continuation ceremony and should be followed by a simple, dignified exercise which recognizes the unique value of the Catholic education just completed.

SUBJECT: DISCIPLINE

Each school should develop written standards of conduct which shall be published in the parent/student handbook and which encourage self-discipline and create an atmosphere conducive to learning. At all times, discipline is to be conducted according to gospel values and with the dignity of the student and the general welfare of the school community in mind.

The principal/director should ensure that teachers exercise vigilance over the students to prevent the development of discipline problems.

As a general rule, the teacher should manage discipline problems of the students under the teacher's supervision and enlist the help of the principal/director only in cases involving serious or repeated misbehavior.

The following actions are forbidden in schools in the Diocese of Colorado Springs:

A. Corporal Punishment

Even in the event parents give permission for such action and/or the state sanctions its use, corporal punishment, defined as any punitive touching, shall not be permitted under any circumstances.

School personnel may use and apply ONLY such amounts of force as is reasonable and necessary within the scope of their employment:

1. to quell a disturbance that threatens physical injury to others;
2. to obtain possession of a weapon, other dangerous objects or objects that are being used in a dangerous or threatening manner upon the person or within the control of a student;
3. to exercise self-defense;
4. to protect persons or property.

In these circumstances, such acts are not considered corporal punishment.

B. Removal from the Classroom

A student may not be sent outside of the classroom if s/he will not be supervised.

SUBJECT: PROBATION

A student may be placed on probation by a principal/director for a specified time for serious or continued misconduct or serious academic deficiency.

These procedures shall be followed for probation:

The Superintendent of Catholic Schools shall be notified in advance that the student will be placed on probation and that a conference will be held.

- A. A conference including parents, student, principal/director, and if appropriate, teacher(s) shall be held to discuss the problem and the terms of the probation.
- B. A written account shall be made of the conditions of the probation as discussed at the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement.
- C. The statement of probation conditions shall be signed by the parents, student and principal/director. A copy of the statement shall be given to the parents and one copy kept on file in the school office.
- D. Parents must be notified in writing when the probation is terminated or if it is to be extended.

SUBJECT: SUSPENSION

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

The following directives shall be observed:

- A. Only the principal/director, or assistant principal/assistant director in the principal's/director's absence, with the consent of the Superintendent of Catholic Schools, has the authority to suspend a student.
- B. A student shall be suspended for no more than five school days.
- C. Parents shall be informed of the reasons and decision for the suspension before the child is removed from the school.
- D. A conference shall be held with the parents, either before or after the student is placed on suspension.
- E. A written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension shall be signed by the parent and principal/director. A copy of the record must be kept in a file separate and apart from the student's permanent record.
- F. As a remedial measure, the student should be provided with some type of assignment to be done during the days of suspension. Credit for work completed during suspension will be determined by local school policy.

POLICY 3190

SUBJECT: STUDENTS UNDER COURT ORDER OR RELEASED ON BAIL

Any student who has been arrested and charged with any felony or any misdemeanor involving assault or drug use and/or sale shall not be permitted to attend class pending the disposition of the charge. Instead, during the time the charge remains pending, the student shall receive materials that will allow the student to maintain class progress from home. Upon disposition of the charge, the school shall make a final determination regarding the student's continued enrollment.

Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student enrolled at the same school or teacher or other employee of the school, and which cannot be reasonably complied with if the student continues attending school, shall not be permitted to attend class pending the adjudication of the restraining order. Instead, during the time the charge remains pending, the student shall receive materials that will allow the student to maintain class progress from home. Should the restraining order be entered permanently, the school may begin expulsion procedures for that student in accordance with Policy 3200.

SUBJECT: EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed or b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in Policy 3240 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

The following procedures shall be observed:

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family.

In the case of serious circumstances as described in "b" above, the student shall be immediately suspended until the process described in numbers B-H can be completed.

- B. Parents **MUST** be informed by **WRITTEN** notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, principal/director, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal/director with the knowledge and consent of the Superintendent of Catholic Schools.
- E. Once the decision has been made to expel a student, **WRITTEN** notification of the decision must be sent to the parents and a copy forwarded to the Superintendent of Catholic Schools.
- F. The principal/director shall notify the parents of the appeal process. The Appeal Procedures are outlined in three steps below:

Step 1: If a parent or student wishes to appeal an expulsion, a written notice of appeal ("Notice") must be received by the Superintendent of Catholic Schools within seven (7) calendar days of the notification of the expulsion. The Notice should include all relevant information the parents or student wish the Appeal Panel to consider. The Notice must also indicate whether the parents or student would like to make a personal presentation to the Appeal Panel or if they want the Appeal Panel to render a decision based solely on the information contained in the Notice. Upon receiving the Notice, the Superintendent shall notify the school and request copies of all documentation supporting the notification of expulsion.

Step 2: The appeal will be heard by an Appeal Panel comprised of the Superintendent of Catholic Schools or delegate (who will serve as the Chairperson of the Appeal Panel), another Principal, and a member of the Diocese selected by the Bishop from outside of the Unified Catholic School system. The Chairperson shall convene a hearing at a time convenient to all parties but no later than seven (7) calendar days of receiving the Notice. If the parents or student have requested a personal presentation, they shall have up to one hour to present any written or verbal information to the Appeal Panel. A representative of the school shall be permitted to attend the hearing and present the school's position.

Step 3: The Appeal Panel will make a decision within five (5) calendar days of the appeal hearing and the result of the appeal will be conveyed in writing to the school, the student and the parents.

- G. The principal/director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the student permanent record.
- H. The student permanent record shall indicate that the reason for transfer was expulsion.
- I. If a school requests information regarding a student's expulsion, the principal/director should contact UCSPPR for guidance.
- J. Admission of a student who has been expelled from a Catholic school will be done in consultation with the Superintendent of Catholic Schools, pastor/principal, or director in early childhood education centers, of both the expelling school and the new school.

SUBJECT: STUDENT HARASSMENT

Each Diocesan school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, that addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive education environment.

In addition to this statement, the policy shall contain the following: descriptive behaviors; procedures for reporting; investigative procedures; consequences and penalties; discretion statement that allows the principal/director, pastor, and Superintendent of Catholic Schools to review individual situations and waive any or all penalties. The policy should also state if the school provides a bullying/harassment prevention program for staff, students, and parents and how individuals may access that program.

Student harassment policies must be submitted to UCSPPR for review and approval.

SUBJECT: CYBER-BULLYING

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, sometimes called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Students and their families who feel that they have been the victims of cyberbullying should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the school principal. All credible reports of harassment in cyberspace will be investigated fully. Sanctions may include expulsion from school.

SUBJECT: WEAPONS AND VIOLENCE

It is the intention of the Unified Catholic Schools to provide a safe learning environment for its students, families, and staff. Under no circumstances will the Unified Catholic Schools allow the presence of weapons, including, but not limited to, firearms and knives, on school premises (including in vehicles located on school property). With the exception of law enforcement, bringing weapons onto the site is strictly prohibited.

Any student, family member, or staff who feels that their personal safety is in question on school grounds should immediately contact the principal directly, or their teacher, the pastor or other school authority who will then report the concern to the principal. It is the principal's responsibility to notify the Superintendent of Catholic Schools immediately, and to determine whether a report needs to be filed with the police.

If a school employee's personal life includes elements of violence that he or she reasonably suspects may be introduced into the school and could potentially create a hazard for him/herself or others, the school employee must notify the principal who in turn must contact the Superintendent.

POLICY 3220

SUBJECT: TOBACCO, ALCOHOL AND OTHER DRUGS

Possession and/or use of tobacco, possession, use or being under the influence of alcohol or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities.

SUBJECT: STUDENT WITHDRAWAL

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

SUBJECT: STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- refusal to cooperate with school personnel; or
- refusal to adhere to Diocesan or local policies and regulations; or
- interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The principal/director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or Policy 3240 would be enforced. If such effort does not correct the situation, then, after consultation with the Superintendent of Catholic Schools, the principal/director may require the parents to withdraw their child. Documentation signed by the principal/director and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in Policy 3200.

Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein.

SUBJECT: SOCIAL ACTIVITIES

School-sponsored social activities may be held with the approval of the pastor and/or principal/director. All school sponsored social activities will be appropriately supervised by faculty members and parents.

POLICY 3260

SUBJECT: STUDENT ATTIRE

Each school shall have a dress code. The guidelines for the dress code shall be based upon the principles of Catholic morality.

SUBJECT: CURRICULUM - INSTRUCTIONAL PROGRAM

The primary goal of the program of instruction in the schools of the Diocese of Colorado Springs is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

UCSPPR provides courses of study/curriculum guides for mandatory use in all Diocesan schools.

A. Preschool Course of Instruction

1. The basic program in preschool includes: religion, language, mathematics, personal-social development, social studies, media-art, music, science and sensory-motor development.
2. The basic program in pre-kindergarten includes: religion, communication and language arts, mathematics, self, family and community, science, art, physical education, music and rhythm and technology.
3. The underlying instructional strategy in preschool and pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

B. Elementary School Course of Instruction

1. The basic program in kindergarten through grade three shall include religion, language arts, mathematics, music, art, and physical education. Concepts of social studies, science, health and safety should be incorporated into the basic program. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.
2. The basic program in grades four through eight shall include religion, mathematics, language arts, social studies, science, fine arts, physical education, health and safety. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.

POLICY 4010

SUBJECT: TEXTBOOKS AND RESOURCES TO SUPPORT THE CURRICULUM

UCSPPR issues a list of approved textbooks for the various subject areas. Textbook selection for individual schools must be made from the approved list.

Principals, with faculty input, may choose textbooks that are best suited for the levels of primary, intermediate and middle school as long as they are from the approved list.

Additional resources that align with and support the curriculum may be used.

SUBJECT: RELIGIOUS EDUCATION

The religion program of a school must present the central doctrines and morals of the Catholic faith clearly and accurately, and be supported and enhanced by community, service and liturgical experiences.

All schools must follow the Diocesan Religion Curriculum and adopt textbooks from the conformity list of the USCCB. Any deviation from the Religion Curriculum or approved textbooks will be made only with the permission of the Bishop.

POLICY 4030

SUBJECT: HUMAN SEXUALITY

The principal of each school shall implement a human sexuality program designed within the context of the Church's teachings as approved by the Bishop.

The current approved curriculum is "Formation in Christian Chastity."

POLICY 4040

SUBJECT: RELIGIOUS OBSERVANCES

The faculty and students of Diocesan schools shall participate in daily prayer, regularly scheduled liturgies and other devotions. Schools must provide liturgy on holy days and at a minimum of once a month. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction and May Crowning should be provided. No principal, teacher or student will be exempted from participation in religious observances which are deemed part of the school program.

SUBJECT: HOMEWORK

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study. Local schools should develop and publish general homework guidelines in the parent/student handbook.

SUBJECT: CONTROVERSIAL ISSUES

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered.

Principal Responsibility

The presentation of controversial issues in the classroom shall take place solely at the discretion of the principal and only after the principal has approved all materials and information to be used in the presentation. The principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom.

The principal shall exercise professional judgment in granting permission for outside speakers to address any class or the entire student body. If the issue or topic is religious or doctrinal in nature, speakers must be approved by the pastor and/or Superintendent of Catholic Schools for schools. No speaker may at any time contradict the teaching of the Church as presented in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church.

In the absence of the principal, the assistant principal or the principal designee shall exercise the discretionary responsibilities of the principal in this regard.

POLICY 4070

SUBJECT: POLITICAL ISSUES

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school sponsored activities.

The posting of political materials in Diocesan schools is strictly prohibited.

POLICY 4080

SUBJECT: FIELD TRIPS

UCSPPR shall be provided with written notification, and will give written approval of, all off-campus field trips.

POLICY 4090

SUBJECT: REPORTING OF STUDENT PROGRESS

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior should be evaluated separately.

Teachers have the primary responsibility to confer with parents about the progress of their children. The principal has responsibility to oversee this process.

In cases involving ongoing problems or serious concerns which may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents.

Report cards, standardized test scores and parent-teacher conferences, shall provide parents with tangible evidence of student progress. Teachers shall enter weekly grades into online grading programs no later than Sunday at 4pm so that parents may track student grades in a timely manner.

When semester and/or quarter failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

Unless otherwise defined by the local school and approved by the Superintendent of Catholic Schools, the grading standard for Diocesan schools shall be as follows:

| | |
|--------------|---|
| 93-100 | A |
| 85-92 | B |
| 77-84 | C |
| 70-76 | D |
| 69 and below | F |

Disciplinary measures should not be reflected in academic grades. According to the local school policy, credit may or may not be given for work completed during unexcused absences or suspension.

SUBJECT: PARENT-TEACHER CONFERENCES

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered contact days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

SUBJECT: ELEMENTARY SCHOOL PLACEMENT, PROMOTION, AND RETENTION

A. Placement

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Exceptions shall be made only after prior notification and consultation with each student's parents. The final decision will rest with the principal.

B. Promotion

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

C. Retention

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s).

In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social as well intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardiness may be cause for retention or withdrawal from the school as defined in the local school handbook.

The following are minimum procedures for retention:

1. There is consultation between teachers and principal.
2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the progress of the student.
4. Evaluations and reports to parents must indicate lack of student progress.
5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.

No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).

Local school policy should define the extent to which they can serve students with special needs.

POLICY 4120

SUBJECT: TESTING PROGRAM

Each Diocesan school shall participate in Diocesan testing programs as outlined by UCSPPR.

SUBJECT: E-MAIL AND INTERNET USE

All electronic communications to or from any Diocesan school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals.

Each school shall develop and publish in the parent/student handbook and faculty handbook a policy regarding e-mail and Internet use.

All computers at the school are school property. The school and/or UCSPPR reserve the right to view e-mails sent from or to the school and/or any Internet sites accessed on school computers, or via school networks. There is no reasonable expectation of privacy for any activities performed on school computers or networks.

SUBJECT: RETENTION OF INSTRUCTIONAL RECORDS

Teacher lesson plans and grade books are to be kept by the school for five years.

SUBJECT: ELEMENTARY SCHOOL ATHLETICS

It shall be the responsibility of the principal to supervise the school athletic program. The principal will also be responsible for the appointment and supervision of the athletic director.

The School shall establish policies and procedures for ensuring the following:

- Developmentally appropriateness of the activity
- Conduct corresponding to Catholic school mission, philosophy and policy
- Emphasis on sportsmanship, cooperation, and teamwork.
- Coordinated scheduling
- Financial accountability
- Adequate supervision of students
- Qualifications of those administering or coaching

SUBJECT: HOLY CHILDHOOD

The Holy Childhood Association, founded in 1843, is an international organization whose membership is made up of students in Catholic elementary schools and religious education programs. It is an organization dedicated to fostering children's awareness of the missionary nature of the Church. The program provided by the Holy Childhood Association is a mandated part of the curriculum used by UCSPPR schools.

SUBJECT: SCHOOL BUDGET PREPARATION

- A. In elementary schools and early childhood education centers the pastor, principal/director, financial advisory committee and others deemed appropriate shall help prepare the annual school budget according to Diocesan guidelines.
- B. The budget is then submitted to the Parish Finance Committee and pastor for final approval. A copy of the approved budget will also be provided to UCSPPR.

POLICY 5010

SUBJECT: TUITION

Tuition for Catholic schools is set by UCSPPR in consultation with appropriate school personnel. There will be one tuition rate for Catholics who are registered at a parish within the Diocese of Colorado Springs and who meet the requirements for parishioners and another rate for non-affiliated and non-Catholic students. The rate for non-affiliated and non-Catholics may be equal to or greater than the per pupil cost.

Schools may reserve the right to charge additional fees as needed. These fees may be non-refundable at the discretion of the local parish/school.

A copy of the tuition contract and information for each school year for each location will be forwarded to UCSPPR upon completion.

SUBJECT: FINANCIAL REQUIREMENTS

Each school will have a written explanation of financial requirements of parents, including, but not limited to, tuition, fundraising obligations if any, and the procedures for financial delinquency including continuation at school and participation in graduation/continuation ceremonies. This should be published in the parent/student handbook and as part of the tuition contract.

Tuition contracts should include the following elements:

- Name or title the form as a Tuition Contract.
- Complete name(s), addresses, phone numbers of those entering into this contract, along with a statement that they acknowledge full responsibility for the payment of tuition.
- Names of the children whose tuition is covered by the contract.
- The exact amount of tuition that is under contract.
- The payment plan (monthly, semester, quarterly, other) and dates payments are due.
- Specify what constitutes a late payment.
- List all consequences that may apply to late payments.
- Specify all consequences that may apply to non-payment.
- List any terms or provisions for contract cancellation or waiver, if any.
- Include a statement of compliance: I/We agree to abide by and comply with the terms and conditions stated in this Tuition Contract. We have had the contract explained and been provided the opportunity for questions. We understand this is a legal, binding and enforceable contract.
- Parent(s)/Guardian(s) signature/date.
- Guarantor's signature if other than Parent/Guardian(s)/date.
- Date contract goes into effect.

Students will not be permitted to register at another Catholic school within the Diocese of Colorado Springs until all financial obligations at their current or previous Catholic schools within the Diocese have been met.

Transcripts, report cards and/or other student records may not be withheld for non-payment of tuition and/or other school fees. Financial delinquency may be noted on student records.

POLICY 5030

SUBJECT: FUNDRAISING PROJECTS

No organization may promote a fundraising project in the school's name without prior approval of the school principal/director in elementary schools and early childhood education centers.

This policy should be disseminated to the appropriate officers, associations and activity groups.

SUBJECT: FUNDRAISING REVENUE

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements.

These fundraising revenues are monitored and administered by the principal/director and pastor.

Unless previously designated and approved by the principal, director, and pastor, all funds raised on behalf of the school or its activities associations are ultimately used at the discretion of the principal/director, and pastor.

The principal/director, and pastor must have their signature on any account. Bank statements must be mailed to the pastor or his designee who shall review them and pass them along to the appropriate entity for reconciliation.

This policy should be disseminated to the appropriate officers, associations and activity groups.

SUBJECT: RETAINING FINANCIAL RECORDS

School ledgers and payroll records are kept on file in perpetuity. Other financial records and receipts are kept on file for the current year and the five previous years. Financial records related to any potential legal proceedings should be kept until actions are determined closed.

POLICY 5060

SUBJECT: USE OF SCHOOL FACILITY BY OUTSIDE AGENCIES

Schools will adhere to Diocesan policies regarding the use of parish/school facilities.

SUBJECT: DONATIONS, GRANTS AND ENDOWMENTS

Funds in the form of donations/grants shall be accepted only when the purpose or terms are acceptable to the school and the Diocese.

Gifts or grants of real property (buildings or land) or securities shall not be accepted without the approval of the Diocese.

The pastor, Superintendent of Catholic Schools and Diocesan Director of Stewardship and Development must review grants or donations of any kind in excess of \$10,000 before being accepted.

Grants and/or donations specifically designated for new positions must be approved by the pastor, Superintendent of Catholic Schools, and Diocesan Director of Stewardship and Development.

Grants and/or donations specifically designated for new programs must be approved by the Superintendent of Catholic Schools.

Donors should be advised that all programs must be approved by the Superintendent of Catholic Schools and will be monitored by the principal and the Superintendent of Catholic Schools.

Endowments may be set up only with the permission of the Diocese and in accord with Diocesan policy.

SUBJECT: FUNDRAISING/SCHOOL VOLUNTEER HOURS

At all times schools will comply with the Internal Revenue Service (IRS) guidelines that address fundraising and volunteer hours.

Schools may not impose fines for volunteer hours not completed by parents or accept payment in lieu of volunteer hours.

Schools may neither require nor allow parents to work in lieu of tuition.

Schools may not impose fines for fundraising obligations not met by parents.

Schools may request that parents purchase a reasonable amount of Scrip Certificates, but cannot institute a penalty at the end of the year (by guidelines of the IRS).

SUBJECT: SCHOOL PURCHASING PROCEDURES

Within the limits defined by the approved school budget, the principal/director shall be responsible for all expenditures connected with the school.

Each school shall have a procedure whereby no employee can obligate the school for any purchase without a requisition signed by the principal/director or the principal's/director's designee.

The principal/director should obtain bids for purchases and projects to avoid potential conflicts of interest.

SUBJECT: SCHOOL VEHICLES

The use of 11-15 passenger vans is strictly prohibited, whether owned, leased, rented, borrowed or otherwise provided.

Each location is responsible to follow the guidelines set forth by the Diocesan Risk Management Department.

SUBJECT: FINANCIAL AID AWARD DISTRIBUTION

A. Use of Diocesan Funds

- a. Schools shall not award more than 75 percent of the TADS suggested need from diocesan funds. For example, if the amount recommended for financial aid for a given family is \$100, up to \$75 may come from diocesan funding. The remaining need may be supplemented by other funding sources at the discretion of the committee assigning awards.
- b. Diocesan funds are to be awarded proportionately across all families based on TADS need. For example, if the school's total need assessed by TADS is \$100,000, and available diocesan funding is \$60,000, then the diocesan funding shall be used to cover 60 percent of need for each family as assessed by TADS (not to exceed 75 percent).

B. School Award Procedures

- a. The principal and business manager (and/or other designated representative from the financial advisory committee) shall work together to evaluate each family's financial need and to award financial aid. The pastor shall serve as needed and carries final authority in financial aid decisions. Other staff (including instructional, support, and office) and other parents may not have information or input regarding financial need or financial awards given.
- b. Maximum and minimum award amounts are to be determined by each school. No schools are to award 100 percent tuition assistance except in cases deemed appropriate by the pastor. Minimum family contributions can be established with consideration of family involvement, or as a combination of money and service as determined by the committee making awards.
- c. In cases where the family has requested less tuition assistance than TADS indicates they need (for example, the family requests \$100 and TADS recommends an award of \$200), the family shall receive the requested amount. A notation shall be included in the student's file in order to address further need in the event that the family is delinquent in payments. In such a case, the principal shall meet with the family to discuss a resolution for the problem.
- d. Schools may set an employee discount from 25-50 percent. In cases where employees are eligible for an employee discount, they shall be granted the employee discount plus additional funding as needed (and available) to reach the TADS (Tuition Aid Data Services) recommended aid.

POLICY 5110 continued

C. Parish Based Scholarships and Merit Awards

- a. Private tuition assistance provided by the parish or other sources may be distributed according to financial needs as indicated by TADS or pastor input, or it may be awarded as merit based scholarships. The principal and business manager (and/or other designated representative from the financial advisory committee) shall work together to determine financial aid awards. The pastor shall serve as needed and carries final authority in financial decisions. Other staff (including instructional, support, and office) and other parents may not have information or input regarding financial need or financial awards given.
- b. GPA or GPA benchmarks may not be used as criteria for scholarships or merit awards
- c. Decisions regarding merit awards may be made with consideration of disability and the effort put forward by students. Awards may be used to recognize children who are working to the best of their ability by the discretion of the committee.

**SUBJECT: ADMINISTRATION OF FEDERAL GOVERNMENT PROGRAMS
IN DIOCESAN SCHOOLS**

All federal government services and programs are provided directly to the individual child through schools, and are generally administered through the local public school district in which the Catholic school is located. By law, the public school districts and other government agencies are required to inform non-public schools of programs and services available to them. UCSPPR does not administer those services or programs.

It is the responsibility of the principal/director to be knowledgeable about requirements for each government program, to plan for and administer these programs within the school and to meet deadlines for evaluation and application for these services. The acceptance of and involvement in these entitlements rests with the principal/director. It is expected that all principal/directors will take advantage of all federal programs available to their students.

Principals/directors are responsible to provide government program information to UCSPPR when requested to do so.

SUBJECT: STATEMENT OF NON-DISCRIMINATION BY DIOCESAN SCHOOLS

UCSPPR will publish the yearly statement affirming non-discriminatory policies regarding race and sex (Title IX) in the treatment of students and the employment practices of the school. These statements are given below and are to be reprinted in their entirety in each school's handbook. Original copies of the statements and methods of publication are to be dated and maintained in the administrative school file. These files are to be available to government personnel.

ASSURANCE STATEMENT OF COMPLIANCE WITH THE PURPOSES OF TITLE IX EDUCATION ACT

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Superintendent of Catholic Schools, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students or its employment practices.

NOTICE OF STUDENT NON-DISCRIMINATION POLICY

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Superintendent of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Diocesan schools admit handicapped students in accord with Diocesan Policy 3000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

EXCERPT FROM THE GENERAL DIRECTORY FOR CATECHESIS

Catholic schools

259. The Catholic school (267) is a most important *locus* for human and Christian formation. The declaration of the Second Vatican Council, *Gravissimum Educationis* "makes a decisive change in the history of Catholic schools: the move from school as institution to school as community". (268) Catholic schools "are no less zealous than other schools in the promotion of culture and in the human formation of young people. It is however, the special function of the Catholic school to:

- develop in the school community an atmosphere animated by a spirit of liberty and charity;
- enable young people, while developing their own personality, to grow at the same time in that new life which has been given them in baptism;
- orientate the whole of human culture to the message of salvation"; (269)

The educational task of Catholic schools is bound to be developed along the basis of this concept proposed by the Second Vatican Council. It is accomplished in the school community, to which belong all of those who are directly involved in it: "teachers, management, administrative and auxiliary staff, parents—central in that they are the natural and irreplaceable educators of their own children—and pupils, who are participants and active subjects too of the educational process". (270)

260. When most students attending a Catholic school belong to families who associate themselves with the school because of its Catholic character, the ministry of the word can be exercised in it in multiple forms: primary proclamation, scholastic religious instruction, catechesis, homily. Two of these forms, however, have a particular importance in the Catholic school: religious instruction in the school and catechesis whose respective characteristics have already been discussed. (271) When students and their families become associated with Catholic schools because of the quality of education offered in the school, or for other possible reasons, catechetical activity is necessarily limited and even religious education—when possible—accentuates its cultural character. The contribution of such schools is always "a service of great value to men", (272) as well as an internal element of evangelization of the Church. Given the plurality of socio-cultural and religious contexts in which the work of Catholic schools is carried on in different nations, it is opportune that the Bishops and the Episcopal Conferences specify the kind of catechetical activity to be implemented in Catholic schools