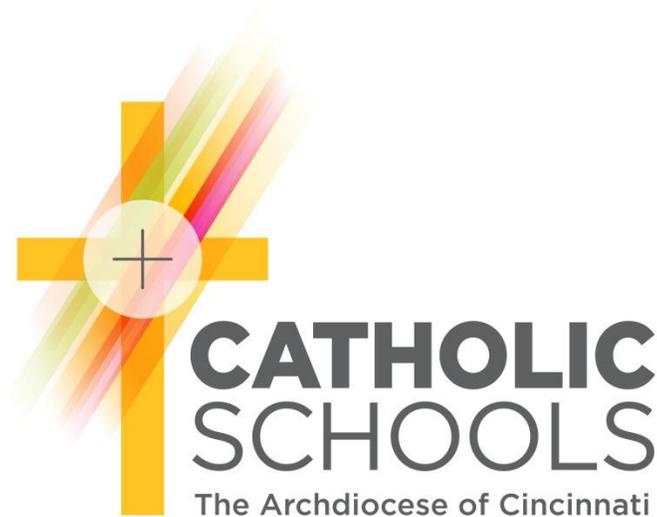


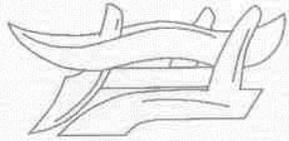
# **Educational Policy Manual For School Administrators**



**Archdiocese of Cincinnati  
Catholic Schools Office**

**Revised January 2013**

Archdiocese of Cincinnati



**Department of  
Educational Services**

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January 2013

Dear School Leader,

Leadership is essential to the successful Catholic school. As a leader of your school, it is vital that you possess a knowledge of the policies, procedures, laws, and regulations that affect Catholic school education in the Archdiocese of Cincinnati. This document, the Educational Policy Manual for School Administrators, is meant to provide you with information necessary for your success. I strongly encourage you to read the information in this manual, and reference these policies in your daily work.

Our office is committed to supporting you in your vocation to Catholic school leadership. Please feel free to contact us at any time with questions, concerns, and suggestions.

Finally, please note that many of the policies reference external forms and documents. In the electronic version of this Manual, you can access these resources by holding down the "Control" key and clicking on the appropriate link. We do make an effort to update our policies with frequency, so I encourage you to reference the electronic manual when possible to ensure that you are utilizing the most recent policies.

Thank you for your invaluable dedication to Catholic school education. May God continue to bless us in our unified mission and ministry.

Yours in Christ,

A handwritten signature in cursive script that reads "Dr. Jim Rigg".

Jim Rigg, Ph.D.  
Director of Educational Services  
Superintendent of Catholic Schools  
Archdiocese of Cincinnati

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## *A Catholic School Administrator's Prayer*

*Dear Lord,*

*Help me to remember why I chose to be an administrator.*

*Give me wisdom, as I try to increase knowledge  
among my charges and myself.*

*Give me discernment to know what is best  
for every student, teacher, and parent.*

*Help me to have a sense of fairness  
as I work with God's children.*

*Grant me peace in the midst of confusion.*

*Help me to be a stabilizer among those  
who experience little consistency in this life.*

*Give me stamina sufficient to withstand all challenges.*

*Heavenly Father, make me see each student  
as you see them:*

*As special creations made in Your image.*

*Please Lord, as I lead my staff,*

*Help me to remember that they need encouragement and support.*

*Bolster me with strength and courage.*

*Help me to build a warm community  
where all feel welcome, embraced, and validated.*

*When my feet hurt, when my head aches,  
and the challenges seem to multiply,*

*help me to remember that my school needs the best of me.*

*May my sense of humor overcome the desire  
to take myself and others too seriously.*

*Help me to create a community of Christ.*

*Thank you for making me a Catholic school administrator.*

*May I keep you close to my heart in all things.*

*Amen*

St Gregory the Great, Patron of Teachers, *Pray for us!*



## **Foundational Statements**

### *Catholic Schools of the Archdiocese of Cincinnati*

#### **Our Unified Mission:**

Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

#### **Our Vision:**

United in our celebrated diversity, we are vibrant Catholic communities and models of excellence and innovation that welcome and inspire all students to be faithful leaders in the modern world.

#### **Our Collective Commitments:**

We, the Catholic Schools of the Archdiocese of Cincinnati are committed to:

***Spiritual Growth:*** An “atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our brothers and sisters is achieved, and thanksgiving and worship of our God is cultivated.”<sup>1</sup>

***Academic Excellence:*** Academically rigorous and innovative schools that set the standard for excellence, and are supported by exceptional caring adults who reflect the Light of Christ.

***Vibrant Community:*** Dynamic, welcoming, compassionate communities that are available to all.

***Family Partnerships:*** Partnering with and upholding parents and guardians in their role as primary educators of their children.

***Education of the Whole Person:*** Well-rounded, high quality education that empowers students to achieve their potential and use their gifts to serve God and others.

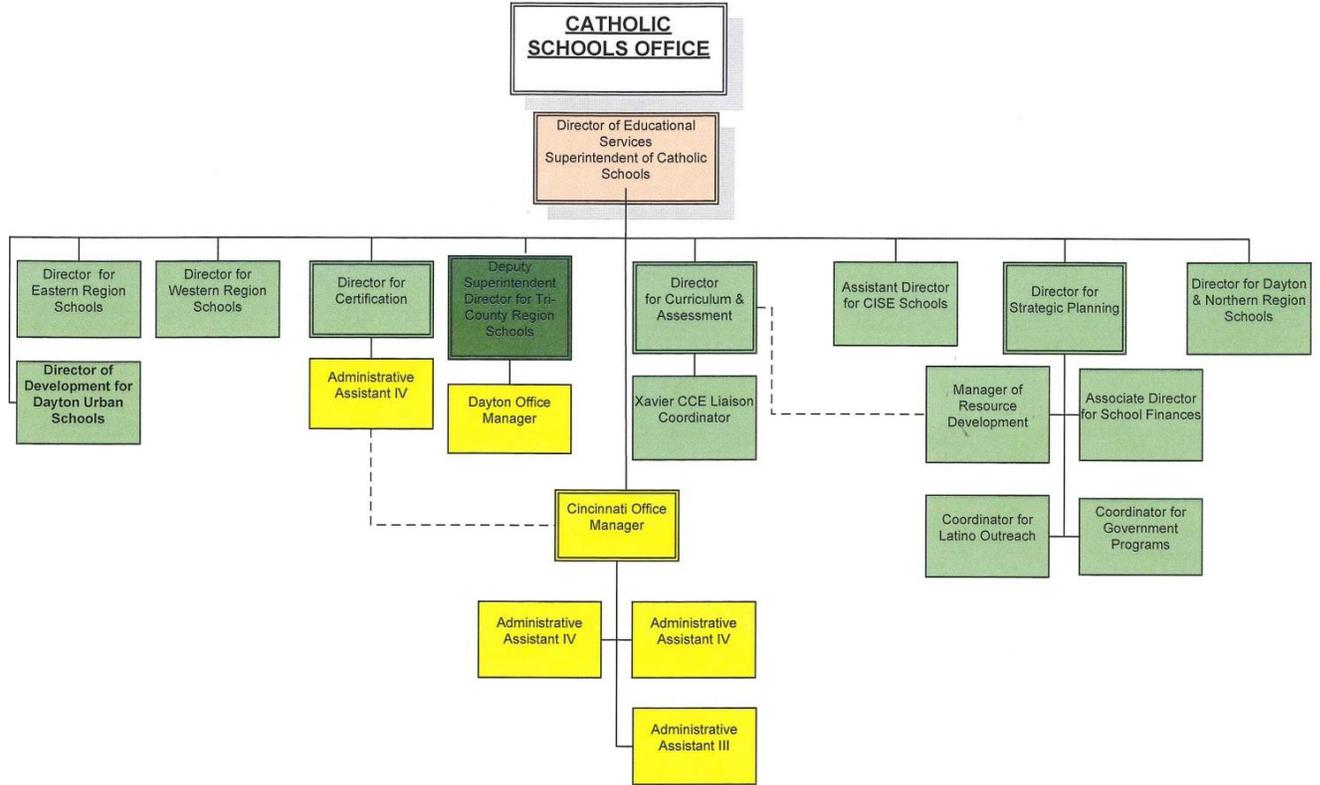
***Global Awareness:*** Catholic schools that nurture the personal integrity and faith development of students and that challenge them to know and understand our brothers and sisters around the world.

***Stewardship of God’s Educational Ministry:*** Ensuring a vibrant, sustainable future for our schools through unified support and faithful management of resources.

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<sup>1</sup> United States Council of Catholic Bishops (2005). *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*. Washington, DC: USCCB; p. 1.

# CATHOLIC SCHOOLS OFFICE ORGANIZATIONAL CHART



## **100.00 GOVERNANCE**

### **101.00 Leadership**

#### **101.01 Archbishop**

The Archbishop, the Ordinary of the Archdiocese of Cincinnati, exercises authority in accord with Canon Law within the Archdiocese of Cincinnati.

#### **101.02 Director of Educational Services**

The Archdiocesan Director of Educational Services is appointed by the Archbishop and serves as the chief administrative officer of the Department of Educational Services which includes the Catholic School Office, the Office of Evangelization and Catechesis, and the Catholic Inner City Schools Educational Fund.

#### **101.03 Superintendent of Schools**

The Archdiocesan Superintendent of Schools is appointed by the Archbishop and is the chief administrative officer of the Catholic schools in the Archdiocese.

#### **101.04 Catholic Schools Office**

The Catholic Schools Office is charged with ensuring the effectiveness and quality of the Catholic schools of the Archdiocese. The Catholic Schools Office is led by the Superintendent of Catholic Schools, and is part of the Department of Educational Services.

#### **101.05 Archdiocesan Commission on Education**

The Archdiocesan Commission on Education (ACOE) is the chief advisory body to for Catholic education under the authority of the Archbishop. The ACOE advises the Archdiocesan leadership on the effectiveness, viability, policies, and governance of education programs throughout the Archdiocese (including Catholic schools). The ACOE is comprised of two subsidiary councils, the Archdiocesan Catholic Schools Council (ACSC) and the Archdiocesan Religious Education Council (AREC). The ACOE Constitution and Bylaws contain more information about the functions and membership of this organization.

## **102.00 Governance**

### **102.01 Governance Classification of Schools**

Schools may be governed according to the models indicated below:

- 1.) Elementary Schools:
  - a.) Parish Elementary Schools
    - i. Traditional Parish Schools
    - ii. Parish Schools with Boards of Limited Jurisdiction
  - b.) Consolidated Elementary Schools
    - i. Parochial Consolidated Schools
    - ii. Consolidated Schools with Boards of Limited Jurisdiction
    - iii. Archdiocesan Consolidated Schools
  - c.) Inter-Parish Schools
  - d.) Private Elementary Schools
- 2.) High Schools:
  - a.) Archdiocesan High Schools
  - b.) Non-Archdiocesan High Schools

For a complete list of roles and processes with each form of governance, see the [School Governance Matrix](#).

### **102.02 Parish Elementary School Governance**

Parish schools are Catholic schools that function as a ministry of a single parish. Parish Schools are funded by the parish, which assumes all financial liabilities. Parish schools may be governed according to two models: Traditional Parish Schools and Boards of Limited Jurisdiction. The form of governance for each school shall be determined by the pastor, with the support of the Catholic Schools Office and the ultimate approval of the Archbishop, according to the process outlined in [policy 203.00](#)

### **102.03 Traditional Parish School Governance**

Traditional Parish Schools are institutions in which the **pastor** serves as the local canonical administrator. The pastor acts as hiring agent for the Principal according to [policy 804.02](#).

The **Catholic Schools Office** provides input and support for the pastor and Principal. The Catholic Schools Office initiates the Principal evaluation process, facilitates school accreditation, and screens eligible Principal candidates (see [policy 804.01](#)).

As mandated by the Synod of 1971, all parishes of the Archdiocese shall establish and maintain a **parish education commission**. This commission shall serve as an advisory organization to the pastor on the effectiveness, viability, and policies of the parish educational programs (including Catholic schools). The parish/pastoral commission must determine, or at least

approve, the structure, constitution, and bylaws of the educational commission.

The pastor, at his discretion, may establish two subsidiary **Councils** under the parish education commission: A Catholic School Council and a Religious Education Council. The Catholic School Council shall advise the pastor on matters related specifically to the Catholic school, while the Religious Education Council shall advise the pastor on matters related to non-school religious education programs. The pastor should seek the input of the parish/pastoral commission when determining whether to establish such councils.

Cf. Handbook for Parish Education Commissions

#### **102.04 Parish Schools with Boards of Limited Jurisdiction**

Parish schools may be governed by a defined **Board of Limited Jurisdiction** in which the pastor delegates a portion of his canonical authority to a Board. The powers of the Board are defined in the Board Constitution. As indicated in the [Catholic Schools Change Process](#) Board Constitutions, as well as amendments to the Constitution, must be approved by the Archbishop (see [policy 203.00](#)).

The **pastor** serves as a member of the Board. The pastor's specific role, including voting rights, shall be determined by the Board Constitution.

The **Catholic Schools Office** provides input and support for the Board. The Catholic Schools Office initiates the Principal evaluation process, facilitates school accreditation, and screens eligible Principal candidates (see [policy 804.01](#)).

The **Parish Education Commission** continues to operate as an advisory group to the pastor on matters related to all parish educational programs.

#### **102.05 Consolidated School Governance**

Consolidated schools are comprised of schools that once operated separately, but have been combined into a single institution. Consolidated schools may be governed according to three models: Parochial Consolidated Schools, Boards of Limited Jurisdiction, and Archdiocesan Schools. The form of governance for each school shall be determined by the Archbishop, with the input of the pastors and Catholic Schools Office, according to the [Catholic School Change Process](#) (see [policy 203.00](#)).

#### **102.06 Parochial Consolidated Schools**

Parochial Consolidated Schools are consolidated schools in which the pastors of the sponsoring parishes retain full canonical authority. The school is governed similarly to Traditional Parish Schools, but ultimate decisions

must be made by consensus amongst the sponsoring pastors. The Catholic Schools Office and Parish Education Commissions support the school as indicated in [policy 102.03](#). The Pastors may opt to establish a single Catholic School Council to support the consolidated school.

### **102.07 Consolidated Schools with Boards of Limited Jurisdiction**

Consolidated schools may be governed by a defined **Board of Limited Jurisdiction** in which the pastors of the sponsoring parishes delegate a portion of their canonical authority to a Board. The powers of the Board are defined in the Board Constitution. As indicated in the [Catholic School Change Process](#), Board Constitutions, as well as amendments to the Constitution, must be approved by the Archbishop (see [policy 203.00](#)). The roles of the pastors, Catholic Schools Office, and Parish Educational Commission are identical to those outlined in [policy 102.04](#).

### **102.08 Archdiocesan Consolidated Schools**

Archdiocesan Consolidated Schools are owned and governed by the Archbishop. At his discretion, the Archbishop may delegate some of his governing authority to a Board of Limited Jurisdiction, regulated by a defined Constitution. The Archbishop hires the Principal and (when applicable) the President of Archdiocesan Consolidated Schools. The Catholic Schools Office exercises the authority of the Archbishop in providing oversight, support, and accountability to the school, including the evaluation of the Principal.

### **102.09 Inter-Parish Elementary Schools**

Inter-Parish Elementary Schools are schools sponsored by multiple parishes, but in which no consolidation took place in forming the school. The parishes assume all financial responsibility in operating the school, and the pastors retain full canonical authority. The school is governed similarly to Traditional Parish Schools, but ultimate decisions must be made by consensus amongst the sponsoring pastors. The Catholic Schools Office and Parish Education Commissions support the school as indicated in [policy 102.03](#). The Pastors may opt to establish a single Catholic School Council or Board of Limited Jurisdiction to support the inter-parish school.

### **102.10 Private Elementary Schools**

Private Elementary Schools are Catholic schools recognized by the Archbishop, but owned and governed by a religious order, private Board of Trustees, or other organization. The sponsoring Religious Order, Board, or organization defines the specific form of governance of the school. The Catholic Schools Office provides support and advice for the school leadership, and may participate in the evaluation of the Principal at the discretion of the sponsoring religious order, Board, or organization.

## **102.11 Archdiocesan High Schools**

Archdiocesan High Schools are owned and governed by the Archbishop. The Archbishop hires the Principal and (when applicable) the President of Archdiocesan High Schools. The Catholic Schools Office exercises the authority of the Archbishop in providing oversight, support, and accountability to the school, including the evaluation of the Principal.

All Archdiocesan High Schools must have either an Advisory Board or a Board of Limited Jurisdiction. With Advisory Boards, the board provides advice to school leadership on the effectiveness, viability, and policies of the school. With a Board of Limited Jurisdiction, the Archbishop delegates some of his governing authority to the Board. Both Advisory Boards and Boards of Limited Jurisdiction shall be governed by a defined Constitution. Constitutions, including all amendments, must be approved by the Archbishop.

Schools that wish to adopt a Board of Limited Jurisdiction and/or the President-Principal Model must obtain approval of the Archbishop, as indicated in [policy 203.00](#).

## **102.12 Non-Archdiocesan High Schools**

Non-Archdiocesan High Schools are Catholic schools recognized by the Archbishop, but owned and governed by a religious order, private Board of Trustees, or other organization. The sponsoring religious order, Board, or organization defines the specific form of governance of the school. The Catholic Schools Office provides support and advice for the school leadership, and may participate in the evaluation of the Principal at the discretion of the sponsoring religious order, Board, or organization.

## **200.00 SCHOOL PLANNING**

### **201.00 Establishment of Catholic Schools**

#### **201.01 Recognition as a Catholic School**

All Catholic schools must be recognized by the Archbishop of Cincinnati. Schools seeking such recognition must participate in the [Catholic School Change Process](#). Newly recognized schools shall be placed on a two-year probationary status pending successful accreditation through the Ohio Catholic Schools Accrediting Association (OCSAA).

### **202.00 Chartering and Accreditation**

#### **202.01 Policy**

All schools must retain a charter as an educational institution by the state of Ohio ([ORC Section 3301.16](#)). All schools must obtain accreditation by the Ohio Catholic Schools Accrediting Association (OCSAA) within their first two years of operation. Schools must remain accredited through OCSAA.

#### **202.02 Adherence to Archdiocesan, State, and Federal Policies**

All Catholic schools must adhere to all applicable Archdiocesan, state, and federal policies.

### **203.00 Changes in School Governance**

#### **203.01 Types of Governance Changes**

Changes in governance include, but are not limited to, the following:

- 1.) Schools that wish to adopt or abandon a Board of Limited Jurisdiction or Board of Trustees
  - 2.) Schools that wish to adopt or abandon the President-Principal model
  - 3.) Schools and parishes that wish to adopt or abandon an inter-parish sponsorship
  - 4.) Parishes that wish to abandon a consolidated school sponsorship
- School consolidations are considered closings (see [policy 204.00](#)).

#### **203.02 Governance Changes in Parish, Consolidated, Inter-Parish, and Archdiocesan Schools**

Parish, Consolidated, Inter-Parish, and Archdiocesan schools (of all forms) that wish to change their governance model must follow the [Catholic School Change Process](#). The Catholic Schools Office may also initiate this process. The Archbishop must approve all changes in governance.

### **203.03 Governance Changes in Private Elementary and High Schools**

Private elementary and high schools that wish to change their governance shall follow a defined process provided by their sponsoring religious order, Board of Trustees, or other sponsoring organization. If a change in governance will result in conversion to a Parish, Consolidated, Inter-Parish, or Archdiocesan school (of any form), the school must follow the [Catholic School Change Process](#) and obtain approval by the Archbishop.

### **204.00 Closing Schools**

#### **204.01 Closure Process**

Schools (of all forms) that wish to close must adhere to the [Catholic School Change Process](#). This process is monitored by the Catholic Schools Office. The Archbishop must approve all schools closures.

#### **204.02 Consolidation Process**

Schools (of all forms) that wish to consolidate must adhere to the [Catholic School Change Process](#). This process is monitored by the Catholic Schools Office. The Archbishop must approve all school consolidations. In some cases, school consolidations may result in the official closure of the prior schools and the opening of a new school.

### **205.00 Changes in School Programs**

#### **205.01 Changes in School Charters**

Schools may pursue a change in their state charter for a variety of reasons. These reasons include (but are not limited to):

- 1.) Adding or eliminating grades
- 2.) Adding or eliminating pre-kindergarten programs
- 3.) Adopting an Alternate Instructional Model (e.g. Montessori model; see [policy 513.00](#)).
- 4.) Adding or eliminating a virtual instructional program that includes students not in regular attendance at the school
- 5.) Changing the physical address of a school
- 6.) Changing the name of a school

Schools that wish to change their school charter must follow the [Catholic School Change Process](#). This process is monitored by the Catholic Schools Office, and final changes must be approved by the Archbishop.

#### **205.02 Pre-Kindergarten**

Pre-Kindergarten programs (including preschools and other early education programs) operated by a chartered non-public school must be licensed by

the Ohio Department of Education or the Ohio Department of Jobs and Family Services. Schools that wish to add a Pre-Kindergarten program must follow the [Catholic School Change of Process](#).

### **205.03 Before and After Care Programs**

Principals may establish before and after school care programs at their discretion. Programs should reflect the school's Catholic Identity, rules, and procedures. If a program receives state and/or federal funds, it must be licensed by the Ohio Department of Education (in other cases, licensing is optional).

### **205.04 Extended Year Programs**

Principals who are considering extending their school year beyond 190 instructional days must receive permission from the Catholic Schools Office.

## **206.00 Strategic Planning**

### **206.01 Archdiocesan Vision for Catholic Education**

The Archdiocese has formulated and promulgated a unified Vision for Catholic education. School and parish leaders should possess a close familiarity with this Vision. This Vision should be considered when forming local strategic plans (see [policy 206.04](#)). The Vision shall be updated as needed by the Catholic Schools Office, with the approval of the Archbishop.

### **206.02 Vitality Metrics**

The Catholic Schools Office shall formulate and distribute three Vitality Metrics for Catholic schools each year. These Metrics shall relate to religious, academic, and financial/operational vitality. Schools should consider these Metrics in forming local strategic plans (see [policy 206.04](#)).

Using the Vitality Metrics, the Catholic Schools Office shall identify the highest and lowest performing schools in all three categories. The Catholic Schools Office shall work with local leaders to develop plans to address low performing schools. In the area of financial/operational vitality, the Office of School Strategic Planning shall work with the lowest 25% of performing schools (based upon the Financial Vitality Metric) to formulate an intervention plan.

### **206.03 Mission Statement, Vision Statement, Statement of Beliefs**

Each school shall formulate a written expression of its mission within the context of the Church's wider mission of Catholic education. Each school shall also formulate a Vision Statement that conveys its ideal state in the

future. The Mission and Vision Statements shall be supported by a defined Statement of Beliefs (or Collective Commitments) that represent the core values of the school.

These “Foundational Statements” shall be contained in all handbooks published by the school, reviewed regularly, and revised as necessary.

#### **206.04 Local Strategic Plans**

Each school shall formulate and implement a local strategic plan that provides clear guidance in the following areas:

- 1.) Catholic Identity/Faith Formation
- 2.) Academic Excellence
- 3.) Finances
- 4.) Marketing & Enrollment

School strategic plans reflect the Archdiocesan Vision for Catholic Schools (see policy 206.01), the schools’ Foundational Statements (see [policy 206.03](#)) and should be based upon locally collected data as well as the Vitality Metrics. Strategic planning related to Catholic Identity/Faith Formation and Academic Excellence should further relate to the school’s OCSAA goals. School strategic plans are subject to review by the Catholic Schools Office.

High quality, relevant strategic planning emerges from a process of setting clear objectives, collecting data, and involving the entire school community. School leaders may call of the Office of School Strategic Planning to assist in planning efforts.

#### **206.05 Parishes that Do Not Sponsor Schools**

Pastors (or pastoral administrators) of parishes which do not sponsor schools shall actively champion Catholic school education in their parish. Encouragement should be given to parents to seek out a Catholic school in the Archdiocese. The parish shall assist, when possible, Catholic school families in paying for at least some portion of the per pupil cost of educating their children.

## **300.00 RELIGIOUS POLICIES**

### **301.00 Catholic Identity**

#### **301.01 Schools Catholic Identity**

The Catholic Identity of the school shall remain the top priority in the school's planning and operations. The school's Foundational Statements, handbooks, promotional materials, and communications should make frequent reference to the school's Catholic Identity.

### **302.00 Religious Activities**

#### **302.01 Participation**

Schools should provide regular opportunities for students to participate in liturgies, religious activities, and service projects. These opportunities should reflect the school's Catholic Identity, religious charism, and the teachings of the Church. All liturgies and religious activities should conform to the norms of the United States Council of Catholic Bishops (USCCB).

#### **302.02 Sacraments**

When possible, all-school Masses shall be celebrated at least weekly at Catholic schools. Principals should actively work with area priests and the Catholic Schools Office to secure celebrants for Masses.

Reconciliation should be offered by schools at least twice annually, to coincide with the seasons of Advent and Lent. Reconciliation may be coordinated with the sponsoring parish or surrounding parishes.

First celebration of the sacraments should take place within the child's or youth's parish community. Private elementary schools and all high schools may not provide Sacraments of Initiation without the permission of the Archbishop.

#### **302.03 Prayer**

Prayer should be integrated throughout the school day, and during co-curricular and extra-curricular activities. Each school day shall start with prayer.

#### **302.04 Retreats**

Each high school shall provide, when appropriate and possible, an annual retreat for all grades in the school. Retreats may also be offered for older

elementary students. Retreats must be religious in nature, with the goal of providing students with religious development, awakening, and renewal.

### **302.05 Campus Ministry**

Each high school shall employ a Director of Campus Ministries who will coordinate religious activities, liturgies, and other sacraments. The Director of Campus Minister shall work closely with surrounding parishes to encourage students to regularly attend Masses and participate in parish life.

## **303.00 Evangelization and Catechesis**

### **303.01 Religious Education Policy Manual**

The policies outlined in the [Religious Education Policy Manual](#) shall guide Principals in guiding evangelization and catechesis in their Catholic school.

### **303.02 Office of Evangelization and Catechesis**

The Office of Evangelization and Catechesis (OEC) provides support and guidance for school leaders and catechists regarding the instruction of religion and the Catholic Identity of the school. A staff member of the OEC is assigned to each school.

### **303.03 Religious Leadership**

Each school shall designate a staff member who is assigned to assist the Principal in providing religious leadership to the school. This individual shall be a fully qualified Catechetical Leader of the Archdiocese. He/she shall work with the Principal in such tasks as ensuring that religious instruction authentically reflects the teaching of the Catholic Church, that catechists are properly qualified, and that instructional material has been properly approved. In most cases, this individual may be a Director of Religious Education (DRE) or equivalent, a Parochial Vicar, or a Religion Department Chairperson. In parish, consolidated and inter-parish schools, the pastor of the sponsoring parish assists in this capacity, but an additional staff member must also be designated.

## **304.00 Catechesis in the Broader Community**

### **304.01 Catechesis of Parents and Guardians**

Schools should seize upon every opportunity to catechize parents and guardians. Extra-curricular and co-curricular activities should begin in prayer. School communications should make reference to religious events and lessons. Parents and guardians should be encouraged to attend school liturgies and religious events, as deemed appropriate.

### **304.02 Parish Relations**

School administrators and teachers should strongly encourage Catholic students to regularly attend Mass at their home parish. Students should be encouraged to actively participate in parish life through volunteer service, leadership opportunities, etc. Principals should maintain positive relationships with the pastors of applicable parishes.

## **400.00 STUDENTS**

### **401.00 Compulsory Education**

#### **401.01 School Age – Kindergarten and First Grade**

No child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance ([ORC 3321.01](#)).

- a) Children who become five or six before October 1 are "of age" for kindergarten and first grade respectively.
- b) Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade.
- c) No children who become six after January 1 will be admitted to first grade during the school year already in progress.
- d) All underage admissions are to be made on a trial basis, with a written statement to this effect, signed by parents. Underage admissions shall be determined by the Principal. If a child fails to adjust satisfactorily, that failure will constitute grounds for removal of the underage children from the kindergarten or first grade program. Removal proceedings shall be referred to the Regional Director.
- e) Underage children who have qualified and have successfully completed kindergarten are eligible, without further evaluation, for first grade placement.

*See [Criteria for Underage Pupils to Kindergarten](#)*

#### **401.02 First Grade Entry without Kindergarten**

The [ORC 3321.01](#) provides that no child shall be admitted to the first grade who has not successfully completed kindergarten. Upon the request of the parent, this requirement may be waived in the case of a child who is at least six years of age by the thirtieth (30th) day of September of the year of admittance and who demonstrates that he/she possesses the social, emotional, and cognitive skills necessary for the first grade.

The Principal shall determine if a waiver is to be granted.

### **402.00 Admission Policies**

#### **402.01 Establishment**

Local parish/school authorities are responsible for the development of a written statement of the school's admission policies. A current copy of this policy shall be kept on file in the Catholic Schools Office. The admission policies of any

school should be consistent with the mission, goals, and objectives of the Catholic Schools of the Archdiocese and the specific school.

#### **402.02 Non-Discrimination**

No student may be excluded from a Catholic school solely because of race, color, national origin, ancestry, or sexual orientation.

#### **402.03 Inclusion**

Admission shall not be denied based solely on ability or achievement. Schools should make every possible effort to educate students with special needs.

#### **402.04 Enrollment of Non-Citizens**

Catholic schools shall admit non-citizens of the United States, provided that the student(s) meet all other admissions requirements. Relevant state and federal laws should be followed when admitting non-citizens. See [F-1 Visa Regulations](#).

#### **402.05 Enrollment of Students whose Parents/Guardians are not Married**

Catholic schools shall admit students whose parents are not married (including cases of divorce), provided that the student meets all other admissions criteria. Catholic schools must abide by court decisions regarding the student's custody, exposure, and communication with each parent. Copies of any active restraining orders should be requested from parents and kept on file at the school. See [Guidelines for Non-Custodial Parents](#).

#### **402.06 Students with Parents/Guardians who are Gay, Lesbian, or Bisexual**

Catholic schools shall admit students whose parents/guardians are gay, lesbian, or bisexual, provided that the student meets all other admissions criteria. In such cases, the Principal shall contact their Regional Director to formulate an appropriate communications plan with the parents.

#### **402.07 Desegregation**

Anyone seeking admission to a Catholic school to avoid desegregation is not to be admitted.

#### **403.00 Attendance**

##### **403.01 Daily Attendance**

A daily pupil attendance record must be kept in each school.

[Refer to the Archdiocese of Cincinnati Record & Retention Policy](#)

#### **403.02 Absences**

Each school shall establish a system whereby parents/guardians can report student absences. When a child is absent and the parent/guardian has not reported the absence, the school shall contact the parent/guardian as soon as possible on the day of absence.

#### **403.03 Tardiness**

Each school is responsible for keeping an accurate written record of the number of times a student is tardy. The school is also responsible for making provisions for notifying the parents of those students who are tardy.

#### **403.04 Reporting Attendance to Public School Officials**

The [ORC 3321.12](#) requires the Principal of any non-public school to report the attendance record of pupils enrolled to the local public school Superintendent. Such report shall be made within the first two weeks of the beginning of the school in each school year.

#### **403.05 Transfers and Withdrawals**

Each school shall formulate a policy to guide the transfer or withdrawal of students from the school. Parents/guardians should be made aware of financial obligations to the school prior to a transfer or withdrawal. If a student is transferring to another Catholic school of the Archdiocese of Cincinnati, the Principal should follow [policy 1001.06](#) or [1001.08](#).

#### **403.06 Transfers of Records**

To comply with the Missing Child Act ([ORC 3313.672](#)), records of students transferring into the school must be requested from the school previously attended within twenty-four hours. If a student transfers or withdraws from a school and her/his records have not been requested within fourteen days, the school should notify the law enforcement agency.

#### **404.00 Attendance under Special Circumstances**

##### **404.01 Policy**

Local parish/school authorities are responsible for developing and promulgating written policies regarding the attendance of pregnant students, students who are cohabitating, married students in the school, and students who are gay, lesbian, or bisexual.

##### **404.02 Permission to Register/Remain**

Generally, a student who has become pregnant should be permitted to register and/or remain in school and to complete the requirements for graduation.

The cohabitation of students is a basis for dismissal from school.

Generally, a student who has entered a valid marriage should be permitted to register and/or remain in school and to complete the requirements for graduation.

A student who is openly gay, lesbian, or bisexual should be permitted to register and/or remain in a school and to complete the requirements for graduation.

#### **404.03 Decision to Admit/Retain Students**

The decision to admit or retain the student in the school should be made by the local parish/school authorities only after all interested parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Christian charity and should take into account the common good and the welfare of all the students.

#### **405.00 Releasing Students from School**

##### **405.01 Requests for Release of Students**

Local parish/school authorities are responsible for formulating and promulgating a policy with regard to the release of students from school during the school day. Students should not be permitted to leave the school during school hours without the written consent of their parents or proper legal guardians. Identification of any person requesting the release of a student from school must be furnished.

Principals shall follow [policy 505.00](#) when conducting Field Trips away from school.

##### **405.02 Requests for Release of Students for Health Reasons**

Local parish/school authorities are responsible for formulating and promulgating a policy regarding a parent's request for the release of a student from school for health reasons.

#### **406.00 Student Code of Conduct**

##### **406.01 Establishment**

The Principal is responsible for developing and promulgating a clearly defined Student Code of Conduct with appropriate consequences for dealing with inappropriate behavior. This Code of Conduct should be reflective of the school's Catholic Identity, mission statement, and Code of Professional Communication (see [policies 206.03](#) and [901.02](#)).

#### **406.02 Philosophy**

All behavior consequences should be educational in nature; schools should seek to educate the student as to their inappropriate choices and encourage the student to make better behavior choices in the future. When possible, teachers and administrators should highlight the positive behavior of other students (i.e. utilize positive reinforcement).

#### **406.03 Protection of Individual Rights and Responsibilities**

Local parish/school authorities shall formulate and promulgate rules which safeguard individual freedoms within the framework of providing a safe, orderly environment for learning. These rules should clearly define acceptable and unacceptable behaviors and the sanctions for unacceptable behavior.

#### **406.04 Corporal Punishment**

No student may be disciplined corporally or corrected with abusive or demeaning language.

*Cf. [Decree on Child Protection](#)*

#### **406.05 Dress Code**

All schools shall utilize a defined uniform or dress code. The Principal is responsible for the establishment, promulgation, and enforcement of the uniform policy/dress code for all students. The policy shall be non-discriminatory.

#### **406.06 Harassment & Bullying Policy**

Local parish/school authorities shall formulate a written policy which prohibits harassment or bullying in any form, including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation. It shall define harassment as unsolicited, offensive behavior. It shall include verbal jokes, insults, innuendoes, propositions, or threats – and nonverbal gestures, touching, assault or the display of pictures or other visual material. The policy shall include how complaints will be handled including investigation, and the possible sanctions for substantiated complaints. The policy should be reflective of the Decree on Child Protection.

*[See Ohio on Arrests of Juveniles](#)*

### **407.00 Suspension of Students for Disciplinary Reasons**

#### **407.01 Policy**

Local parish/school authorities shall formulate a written policy regarding the suspension of students. This policy should be made available to all parents and students. The policy shall indicate reasons for which a student may be suspended. In general, suspension should be reserved for serious or chronic behavior infractions.

Suspensions may occur away from the school or within the school. Students who serve in-school suspensions must be monitored by a qualified staff member at all times.

#### **407.02 Procedures to be Followed in Cases of Suspension**

In cases where a student is suspended, these procedures must be followed:

- a) Written notification is to be sent to the parents and student indicating the reason for suspension. The notification should also include the length of time of the suspension.
- b) A conference must be held between the school representatives and the family before or during the suspension.
- c) When a student's behavior constitutes a threat, physically endangers herself/himself or others, or causes serious disruption to instruction, she/he may be removed immediately, with due process requirements to be fulfilled as soon as practical.

#### **408.00 Expulsion of Students for Disciplinary Reasons**

##### **408.01 Policy**

Local parish/school authorities shall formulate a written policy regarding the expulsion of students. This policy should be made available to all parents and students. The policy shall indicate reasons for which a student may be expelled.

Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the safety or morale of the school. Incurability, persistent irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.

##### **408.02 Procedures to be Followed in Cases of Expulsion**

In cases where a student is expelled, these procedures shall be followed:

- a) The advice of the psychologist, physician, social worker, counselor, or other appropriate persons may be sought (this is at the discretion of the Principal).
- b) Written notice shall be sent to the parents and student describing the reasons for the student's removal and proposed expulsion. For parish, consolidated, and inter-parish schools, the hiring agent (i.e. pastor or board chair) should likewise be apprised.
- c) A hearing must be held between the school representatives and the parents.

- d) A report detailing the reasons for expulsion must be sent to the Superintendent of Schools for each student expelled from the school.
- e) Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the Superintendent.

#### **408.03 Withdrawal of Students Based Upon the Conduct of Parents/Guardians**

Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, or chronically disrespectful. In such cases, Principals shall contact their assigned Regional Director before the withdrawal is implemented. Steps b-e of policy 408.02 shall be implemented after such contact occurs.

#### **408.04 Withdrawal of Students Based Upon the Financial Delinquency**

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before the withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) should attempt to be sensitive to the unique circumstances of the family, while assuring that the family is able to fulfill their fiduciary obligations.

Parents experiencing personal bankruptcy may be prevented from paying owed tuition as a result of the bankruptcy proceedings. In these cases, Principals (or their designee) should be familiar with the details of the bankruptcy and act accordingly.

#### **409.00 Saturday School**

##### **409.01 Policy**

Schools that utilize Saturday School shall formulate, promulgate, and implement an appropriate policy that outlines how and when Saturday School is conducted. During Saturday School, students shall be monitored at all times by a qualified and approved staff member. Students attending Saturday School shall not participate in activities that are dangerous, place others at risk, or endanger the school facilities. Records shall be kept regarding a student's attendance at Saturday School. Students shall not be forced to attend school on Sundays.

## **410.00 Records**

### **410.01 Policy**

In each elementary and secondary school, an accurate and current record of each student's attendance, scholastic grade, and standardized test scores, as well as personal information about each student, shall be recorded on the approved Permanent Record Card distributed by the Catholic Schools Office. This record shall be available in the school at all times.

[Refer to the Archdiocese of Cincinnati Record & Retention Policy.](#)

### **410.02 Privacy of Records**

Access to student records must be limited to authorized persons. Parents and students over 18 years of age have the right of access to their records. Prior to release of these records, a form must be signed by the parents, legal guardians, or student over 18 years of age. Records must be released within a reasonable time. A fee may be charged for reproduction costs incurred by the school. The student's social security number may not be requested or recorded.

### **410.03 Transfer of Records**

When an elementary or high school student transfers to another school, a duplicate of the student's Permanent Record Card shall be sent to the school that the student is entering. A duplicate copy may also be given to the parents if they request it. Before any records are transferred, the school must have the signed permission of the parents or legal guardians.

[Release or Transfer of School Records form](#)

### **410.04 Transcript of Credits**

When a high school student enters college, or, for any other reason, requires a copy of cumulative records, the school shall issue a Transcript of Credit which may be a facsimile copy of the student's Permanent Record Card. A fee may be assessed for the issuance of more than one copy of a Transcript of Credit.

### **410.05 Records from Other Schools**

Any records forwarded to a school from another Archdiocesan elementary or high school must be accepted at face value and made a part of the pupil's permanent record in the school of entry. Full credit must be allowed for satisfactory work completed.

Students who transfer to a Catholic elementary or secondary school from another school shall be placed in the courses or grades that seem appropriate according to their school records.

#### **410.06 Admission of Students without Records**

No student shall be admitted to a Catholic elementary or high school as a transfer student unless a record of accomplished work in schools previously attended is presented. If an investigation should reveal records are being withheld for a valid reason, the student may be admitted (at the discretion of the Principal).

For the placement of a student without records, an educational history shall be compiled in cooperation with the parents or guardian and the student. Based upon the information received, the student shall be placed at the grade level best suited to her/his achievement. The administration may, if deemed desirable, require the student to be tested to help in the determination of grade level. The final decision as to placement shall be made by the Principal.

#### **410.07 Retention of Records**

The Class or Grade books used in elementary and secondary schools shall be retained in the school for as long as the student is enrolled in the school and for at least one year after the student leaves the school.

Permanent Record Cards of all students shall be retained indefinitely in the school.

#### **410.08 Storage of Records**

The records of students currently enrolled shall be kept separate from the records of former students.

The original Permanent Record Cards shall be stored in a fireproof metal file and kept under lock and key in the Principal's office or other suitable secured area.

#### **410.09 Records for Discontinued Elementary Schools**

In cases when a parish discontinues its school, the permanent record cards shall be kept in the parish office. If the parish itself is discontinued, they must be transferred to the Catholic Schools Office. Student records from closed private schools shall be transferred to the Catholic Schools Office.

#### **410.10 Records for Discontinued Secondary Schools**

If a high school closes, records of students currently enrolled are to be sent to the students' next schools. Records of former students shall be transferred to the Catholic Schools Office.

## **411.00 Specific Records**

### **411.01 Attendance Records**

An accurate and current record of the attendance of each child enrolled in the school shall be available at all times.

### **411.02 October A.D.M. Record**

Each year the school shall record its average daily membership for the first full week of school in October in accordance with the procedures specified by the Ohio Department of Education. **No staff days, free days, retreats, or other special days shall be scheduled during this week.** A written report of the average daily membership shall be submitted on the form supplied by the Ohio Department of Education.

### **411.03 Psychological Records**

Psychological reports should not be kept in the student's cumulative folder. They shall be kept in a special locked file maintained by the Principal (or designee). Care shall be taken to protect against improper access. A flag or some other indicator should be placed in the student's cumulative folder to alert school personnel that a psychological report exists. Normally, psychological records are valid for three to five years. When students leave the school, parents should be asked if they want the psychological records forwarded to the new school. If they do not, then the records shall be kept for one year and then destroyed.

### **411.04 Behavior Records**

Behavior records shall not be kept in the student's cumulative folder, unless the behavior consequence resulted in a suspension or expulsion. All other behavior records shall be placed in a special locked file maintained by the Principal or designee (if desired, these records can be co-mingled with psychological records). Normally, behavior records should be retained for three years after the student leaves the school.

### **411.05 Health Records**

School health records shall be kept in accordance with the directions of the local public health agency. The maintenance of a current school health record for each enrolled pupil may be delegated by the Principal to the school nurse or some other staff member. When a pupil transfers to another school, the health record shall be sent to the receiving school.

## **412.00 Health Services**

### **412.01 Promotion of Health**

Each school shall formulate, promulgate, and implement a wellness policy. This policy shall promote good student health throughout the school. References should be made to appropriate community resources when possible.

### **412.02 Screenings**

Vision and hearing screenings shall be provided regularly.

### **412.03 Dispensing Medicine**

A written request shall be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. All medication shall be kept in a locked, secure place.

*See Administration of Medicine by School Personnel*

[Asthma Inhalers Authorization Form](#)

[Physician's Request for the Administration of Medication Form](#)

[Parent's Request for the Administration of Medication Form](#)

### **412.04 Illness**

Local parish/school authorities are responsible for formulating, promulgating, and implementing a policy with regard to the procedure to be followed before sending a pupil home because of illness.

Cf. Administrator's Guide

### **412.05 Emergency Medical Authorization Forms**

Each school shall have an emergency medical authorization form on file for each student enrolled in the school ([ORC 3313.712](#)).

Cf. Administrator's Guide

[Emergency Medical Authorization form](#)

### **412.06 Immunization**

All schools shall comply with [ORC 3313.67](#) which specifies the state regulations regarding immunization requirements for students.

[Parental or Medical Waiver for Immunizations form](#)

### **412.07 AIDS/HIV**

Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and

well being, and individual privacy and needs. Information concerning HIV infected persons shall be divulged strictly on a need-to-know basis.

Cf. Administrator's Guide

## **413.00 Child Protection**

### **413.01 Archdiocesan Decree on Child Protection**

The Archdiocese, including all Catholic schools, shall comply with all applicable civil laws with respect to reporting allegations of known or suspected abuse of children to civil authorities. The full cooperation of the Archdiocese will be offered.

Ohio law *requires* all individuals acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's service agency or to local law enforcement where the child resides or where the abuse is occurring. ([ORC 2151.421](#)). Failure to do so is a misdemeanor and can result in prosecution. The Principal should inform their Regional Director when a suspected case of child abuse is reported to the authorities.

All known or suspected instances of child abuse (including neglect) shall be reported to the proper authority according to the provisions of the Archdiocesan Decree on Child Protection.

Each school shall formulate, promulgate, and implement a policy regarding child abuse that is reflective of this policy and the Decree on Child Protection. All school staff shall be continually trained in identifying and reporting potential abuse.

Cf. *Decree on Child Protection*

[Decree on Child Protection - Booklet](#)

[Decree on Child Protection - Brochure](#)

[Confidential School Report of Suspected Child Abuse and Neglect Form](#)

*See Sex Offender Registration and Notification*

## **414.00 Missing Child Act**

### **414.01 Policy**

Local parish/school authorities shall formulate a policy which states that the school is in compliance with the Missing Child Act, ([ORC 3313.672](#)).

Cf. Administrator's Guide

## **415.00 Work Permits for Minors**

### **415.01 State Clearance for Work Permits**

The [ORC 3331](#) addressing work permits for minors requires the administrator of a non-public school to issue work permits to qualifying students and to file forms electronically. All permits requested by parochial schools in the Archdiocese of Cincinnati must use the District IRN: 052514

Issuance of a minor work permit requires a completed Application for Minor Work permit as well as a completed Physician's certificate or evidence of a physical exam on file with the school.

## **416.00 Safety**

### **416.01 Physical Plant**

The school physical plant shall meet all the requirements of the Ohio Building Code, the State Fire Marshal's Office, the State Department of Health, the laws of the State of Ohio, and the policies of the Archdiocese of Cincinnati.

### **416.02 Class Safety**

Students and teachers in science, industrial arts, and fine arts classes shall be provided with industrial quality eye protective devices, in accordance with the [ORC 3313.643](#). Where lasers are operated by students and/or teachers, the safety precautions recommended by the Department of Health, Education, and Welfare and the Bureau of Radiological Health shall be observed.

### **416.03 Report of Injury**

Any significant injury (including any injury to the neck or head) incurred by a pupil on school property shall be immediately reported immediately to the parents or legal guardians, who will decide whether or not the pupil should be given professional attention. In case of grave injury which cannot wait for a decision from the parent or legal guardian, the directions on the pupil's Emergency Medical Authorization Form will be followed.

Minor injuries shall be treated by qualified school staff and recorded. Parents and guardians shall be informed that such treatment has taken place.

[Accidental Injury Report form](#)  
[Summary of OSHA Standards for Bloodborne Pathogens](#)

### **416.04 Fire Drill**

The [ORC 3737.73 \(D\)](#) requires a fire drill to be held in every school building at least once each month that the school is in session. **The first fire drill of each school year shall be conducted within 10 days of the beginning of**

**classes. The only exception to this requirement is that no fire drill has to occur during the same month that a Lockdown drill is conducted.** The fire drill report must be sent to the Fire Marshall.

Fire drills must be held at irregular times and without advance notice. A reporting system must be established to ascertain that all persons have been accounted for and a record must be kept of each drill.

Fire drill records shall include the identity of the person conducting the drill, the time and date of drill, notification method used, staff members on duty and participating, weather conditions, number of occupants evacuated, the total time for evacuation and any problems encountered. Fire drill records are subject to review by the assigned Regional Director.

#### **416.05 Tornado Drill**

The ORC requires a tornado drill to be held in every school building at least once each month during the tornado season, April 1 – July 31 of each calendar year. Tornado drill records shall include the time and date of the drill, number of students moved to the tornado shelter and weather conditions. Tornado drill records are subject to review by the assigned Regional Director.

#### **416.06 Lockdown Drill**

Lockdowns refer to situations in which an unauthorized stranger is present on the campus of the school, or there is an imminent threat of invasion or terrorism ([ORC 2923.11](#)). Lockdown drills must be held at least annually, on or before each first day of December. Lockdowns must include provisions for locking school doors and facilities, ensuring that all students are accounted for, and communicating the beginning and end of a Lockdown. A record must be kept of the time and date of each drill, along with the number of students involved. Lockdown Drill records are subject to the review of the assigned Regional Director.

#### **416.07 School Safety Plan**

All schools shall have a current Safety Plan on file and share this plan with the local safety authorities, i.e.: police and fire departments. The plan must be reviewed annually.

#### **416.08 School/Crisis Intervention Plan**

In each school there shall be a current Crisis Intervention Plan which addresses potential internal and external threats to the school community.

#### **416.09 Posting of Procedures**

Each classroom shall post the procedures to be followed in case of an emergency/crisis (including a fire evacuation map).

#### **416.10 Inspection of School Property**

School properties shall be inspected on an annual basis by the local health department. In the interest of maintenance, health, and safety, it is recommended that two members of the staff conduct inspections together several times a year.

Lockers, though assigned to pupils, are school property and may reasonably be inspected by school authorities. In the case of a bomb threat or other emergencies, school officials and/or police officers may make a search of all lockers.

## **500.00 THE INSTRUCTIONAL PROGRAM**

### **501.00 Framework**

#### **501.01 Program Design**

The school's instructional program shall be founded upon and reflect the Archdiocesan Vision for Catholic Schools and the schools' Foundational Statements (see [policy 206.00](#)).

The Principal is responsible for the organization of instruction within the school in accordance with Archdiocesan educational policies and the regulations of the Ohio Department of Education.

#### **501.02 Class Size**

The local parish/school authority of each school is responsible for determining the maximum size of each class and the student/teacher ratio. The educational needs of the students and the overall instructional quality of the class shall be considered when determining class size.

### **502.00 Curriculum**

#### **502.01 Comprehensive Curriculum**

The school shall implement a comprehensive curriculum that is characterized by systematic planning, articulation, and evaluation. It must meet or surpass the standards specified in [ORC 3313.60](#). Interdisciplinary courses are encouraged. At the elementary level, this curriculum shall reflect the Archdiocesan Graded Course of Study (GCS) (see [policy 502.02](#)).

As indicated in Canon 806, the instructional programs of Catholic schools shall be as good as or better than surrounding public schools. Principals shall collect and analyze relevant academic data to ensure that this mandate is met.

#### **502.02 Graded Courses of Study**

A Graded Course of Study (GCS) has been developed and provided to all elementary schools. Elementary schools shall use the GCS as the framework for instruction in all applicable subject areas. Optional curriculum maps are included within the GCS to guide instruction.

The elementary GCS shall be revised regularly by subject, according to an established schedule. The GCS shall be approved by the Superintendent. Each secondary school shall develop a graded course of study for each subject and submit a copy to the Archdiocesan School Office.

### **502.03 Religion Courses**

Each elementary school shall offer a full year of religious education for every grade level in the school. The minimum allotments for instruction in the Catholic faith shall be followed; see [policy 602.00](#). No more than one-fifth of all classroom religion time may be used for a Mass, Penance service, or similar celebration. All students shall attend religion classes, including those who are not of the Catholic faith.

For religion courses, all students in Catholic high schools in the Archdiocese are required to complete 120 clock hours of classroom instruction per year, (i.e. one Carnegie unit). Students shall take part in a religion course each semester, unless otherwise approved by the Catholic Schools Office. Core religion courses must be taken on the campus of the high school.

### **502.04 Participation in Religious Education Programs**

In all Catholic schools, every student shall participate in the formal Catholic religious education program (regardless of the faith identity of the student).

### **502.05 Educational Options**

Educational options are learning experiences or activities that are designed to extend, enhance or supplement classroom instruction and meet individual student needs.

The local parish/school authorities are responsible for developing the policies and procedures to be followed for all educational options.

When made available, educational options shall require involvement of a credentialed teacher, an instructional plan, and parental permission.

### **502.06 Post-Secondary Option**

Each high school shall decide if it wishes to participate in the Post-Secondary Option and inform the State of Ohio Board of Education of its decision by April 1 each year.

## **503.00 Instructional Materials and Services**

### **503.01 Instructional Materials**

Each elementary school shall use instructional materials and tests that are consistent with the objectives of the Archdiocesan Graded Courses of Study. The GCS includes a list of recommended textbooks for elementary schools.

Each secondary school shall use those instructional materials and tests that are consistent with their Catholic Identity, and objectives of their graded course of study.

All religion texts must have an Imprimatur and Nihil Obstat. The text shall be chosen from the preferred textbook list published by the United States Council of Catholic Bishops.

### **503.02 State-Owned Textbooks, Equipment, Materials, and Supplies**

Textbooks, equipment, materials, and supplies owned by the local public educational agency shall be used exclusively for the purposes for which they were loaned to the students of the non-public school. The use of such equipment and/or supplies for religious education is explicitly forbidden by State and Federal law.

An accurate inventory of all textbooks, equipment, materials, and supplies shall be maintained at each non-public school.

### **503.03 Technological Materials and Equipment**

Each school shall generate and maintain a technology plan. Technology plans are current for three years. The plan shall provide for a systematic and continuing program of expansion in the number and variety of technological materials and equipment available to teachers and students. Using the Archdiocese of Cincinnati Guidelines for Implementation of ISTE and State of Ohio Technology Standards and Competencies as a guideline, the plan shall state how the use of technology will be integrated into the curriculum. Copies of each school's Technology Plan shall be sent to the Catholic Schools Office. No software or technological materials shall be used unless licensed in accordance with manufacturer and provider requirements.

### **503.04 Community Resources**

Every effort should be made by teachers to utilize the resources available in the community to supplement the instructional program.

### **503.05 Copyright**

The Federal Copyright Law makes it illegal to duplicate copyrighted materials without the expressed authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties are provided for unauthorized use or duplication of print and non-print materials including, but not limited to, audio-visual materials, music, videotapes/DVD's, computer software, web pages, and multi-media formats unless the use complies with the "fair use doctrine." The law furthermore states that a public performance license is required for all showings of movies on home video recordings for non-instructional purposes. Each school shall establish policies regarding copyright. All Archdiocesan employees must abide by this law.

### **503.06 Responsible Use of Technology Policy**

All schools must have on file a signed Responsible Use of Technology Policy for each student and adult who utilizes technology within the school. All Internet access and use of other electronic communication technology shall be strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. The school has the right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy. For more policies related to personnel use of technology, see [policies 902.00](#) and [903.00](#).

### **503.07 Disciplinary Action**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or Archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

### **504.00 Out-of-Class Policies**

#### **504.01 General**

All assignments that are to be completed outside of class time shall have a clear instructional purpose. They shall be in keeping with the age and development of the student and the mission and goals of the school.

#### **504.02 Homework Assignments**

Homework shall reinforce student learning and utilize defined instructional objectives. Teachers shall consider the age and ability levels of students when assigning homework. Specific time limitations for homework may be determined by the Principal.

### **504.03 Make-Up Work**

Each Principal is responsible for developing and promulgating a written policy on make-up work. This policy shall be written within the Student Handbook of the school.

### **504.04 Summer School**

Any school may organize a summer school instructional program which may be for enrichment or remediation. Each school shall develop policies governing the program.

#### **High School Summer School**

High school courses that are offered for makeup credit (that is, a student is taking the course because he/she failed the course during the regular school year) must provide 60 hours of instruction per Carnegie unit. High schools that allow the use of tutors for makeup credit shall ensure that the tutor is a properly certified teacher and that the student receives at least 20 hours of instructional time and completes at least 40 additional hours of classwork.

### **505.00 Field Trips**

#### **505.01 Field Trip Policies**

Principals may approve, when appropriate, Field Trips for students that involve experiences away from the school building. Such Field Trips are considered school-sponsored events. When approving Field Trips, Principals shall abide by the following policies:

- a.) The Principal shall formulate and implement local policies to define how and when Field Trips shall be proposed and approved.
- b.) Field Trips should have a clear educational or religious purpose.
- c.) Schools shall collect and possess signed Permission Slips from all students who are attending Field Trips. These slips shall include the date and location of the trip, the mode of transport, associated costs, family contact information, statements of any allergies or medications, and the signature of a Parent or Guardian.
- d.) At least one certified educator is required to attend any Field Trip. This is typically the designated sponsor of the Field Trip.
- e.) At least one adult shall attend a Field Trip for every 10 students (at the elementary level) or 20 students (at the high school level). Each Field Trip shall have not fewer than two adults in attendance. All adults/chaperones must receive clearance through the Archdiocesan Decree on Child Protection.
- f.) The Field Trip Sponsor shall bring all student emergency medical cards and any needed student medicines or medications on the Field Trip.
- g.) During the Field Trip, the students are the responsibility of the school. Students shall not be left unsupervised for any reason.

- h.) It is strongly recommended that schools utilize buses for transportation to and from Field Trip sites.
- i.) In cases where student or parent vehicles are used (this is not recommended), parents shall be made known that they are assuming the liability for any children in their vehicle. In parent vehicles, at least one other adult (in addition to the parent) shall be present in the vehicle. Students and parents shall be encouraged to follow all traffic safety laws.

## **506.00 Pupil Guidance**

### **506.01 Pupil Guidance Program**

Each school shall have a guidance program which provides for the moral, spiritual, and vocational guidance of its students.

## **507.00 Assessment of Student Performance**

### **507.01 Elementary Standardized Testing Program**

Each elementary school shall administer the Iowa Test of Basic Skills (ITBS) and the Cognitive Achievement Test (CoGAT), the standardized testing program of the Archdiocese. These tests shall be administered in the spring of each year. The Catholic Schools Office shall specify a “testing window” of at least four weeks. Principals shall define their specific testing times to be completed within this window.

In general, it is expected that the ITBS shall be administered over approximately 5-10 days and the CoGAT shall be administered over 2-4 days. Modified schedules and test administration may be developed for students with defined special needs.

All elementary schools shall administer the ITBS to students in grades 3-7. The CoGAT shall be administered to students in grades 2 and 5. Principals may administer these tests to additional grades at their discretion.

### **507.02 Elementary State Testing Programs**

All elementary schools shall participate in any state required standardized testing program. Principals shall follow the schedules and protocols associated with these programs.

### **507.03 High School Standardized Testing Program**

Each high school Principal shall define their standardized testing program. High schools shall participate in any state required standardized testing program, and shall follow the schedules and protocols associated with these programs.

#### **507.04 Utilizing Standardized Test Scores**

All Principals (or their designees) shall compile and analyze standardized test scores. These scores should be utilized in defining school and student academic goals. Standardized test scores shall not be the only factor when determining whether to advance a student to the next grade. Standardized test scores shall not be used as the primary factor in assessing teacher effectiveness.

#### **507.05 School Assessment Program**

Each school shall formulate and utilize a local assessment program designed to generate data on student learning. This assessment program shall include multiple assessment methods that are tied to the school's curriculum and provide for a variety of forms of data. The school shall modify and accommodate the assessment program for students with Service Plans, according to the specifications of the plan.

Each school shall have a policy regarding the use of assessment results for instruction, intervention, guidance, grade-promotions decisions and evaluation. Each school shall have a policy that clearly defines how assessment results will be communicated to students and parents/guardians.

#### **507.06 Publishing Test Scores**

The goal of testing is to assist the local school in determining student growth and to evaluate school programs. Test scores shall not be published for the purpose of school comparisons (see [policy 1001.03](#)). It is the policy of the Catholic School Office not to publish individual school test scores; however exceptions may be made by the Superintendent of schools in the Archdiocese of Cincinnati.

#### **508.00 Reporting Pupil Progress**

##### **508.01 Recording of Grades in Elementary Schools**

All Parish, Inter-Parish, Consolidated, and Archdiocesan elementary schools shall utilize the approved Archdiocesan Elementary Report Card. A grade must be assigned in religion, language arts, mathematics, science, social studies, health (Grades 1-6), music, art, and physical education. If a school offers a world language as part of its regularly established curriculum, a scholastic grade may be assigned. Exceptions may be made for students on Service Plans, according to the criteria indicated in the Plan.

##### **508.02 Recording of Grades in High Schools**

Each high school shall design and utilize their own report card. Report cards should report student performance clearly and accurately. Grades shall be given in all subjects. Exceptions may be made for students on Service Plans,

according to the criteria indicated in the Plan. High school report cards are subject to review and approval of the Catholic Schools Office.

### **508.03 Reports to Parents**

In elementary and secondary schools, an official report of student progress shall be distributed to the parents of each pupil at the end of each grading period.

### **508.04 Supplementary Reports to Parents**

All schools shall utilize interim reports between the regular reporting periods to inform students and parents of student performance. Schools should retain copies of interim reports. Each school may design the format and schedule of interim reports.

## **509.00 Withdrawal of Students for Academic Reasons**

### **509.01 Process**

A school may request a student to voluntarily withdraw for serious academic reasons if the school is unable to meet a student's needs. If such a request is made, the following conditions shall have been fulfilled:

- a.) The school has first placed the student on an intervention plan that includes additional support, as appropriate and feasible by the school. Specific academic goals should be identified in this plan.
- b.) The school has met with parents to discuss this plan and provided written evidence of student performance.
- c.) The intervention plan has not succeeded in achieving the academic goals in a reasonable amount of time.
- d.) The school has provided documented evidence to the parents that the plan has not succeeded.
- e.) The parent is given an opportunity to voluntarily withdraw the student from the school.
- f.) The school agrees to cooperate with any receiving school in placing the student and providing academic records.

The school may withdraw the student if the parent is unwilling to do so voluntarily. Extra care should be given to students on defined Service Plans who are unable to meet the academic expectations of the school.

## **510.00 Promotion and Graduation Practices**

### **510.01 Promotion and Graduation**

Each school shall formulate a written statement of its requirements for promotion and/or graduation. A copy shall be made available to all teachers, students, and parents.

### **510.02 Length of Stay in School - Elementary**

A student should follow an elementary school program which is ordinarily eight years after having completed kindergarten. In special cases, a student's progress in the elementary school may warrant advancement or retention beyond the normal sequence.

### **510.03 Length of Stay in School - Secondary**

A student may graduate from high school at the time in which he/she has completed all requirements specified for graduation in the schools' handbook.

To be eligible to graduate from high school, a pupil shall:

- Satisfactorily complete a full credit of religion for each year in the school.
- Comply with all the requirements for graduation set forth by the Ohio Department of Education and the local school as listed in their handbook.

### **510.04 Graduation Requirement When Attending Public Joint Vocational Schools**

When a student of a Catholic high school enrolls in a vocational education program at a public school, the student may continue to follow courses in the Catholic school, to participate in school activities, and upon the fulfillment of the graduation requirements set forth by the Ohio Department of Education, and upon successful completion of a religious education program specified or approved for such student by the Catholic school during each of the years of attendance at the Public Joint Vocational School, may graduate from the Catholic school.

## **511.00 Elementary School Advancement Ceremonies**

### **511.01 Elementary School Advancement Recognition Ceremonies**

Elementary schools may wish to recognize students who are promoted to another grade and/or are leaving the school to attend high school. In such cases, the ceremony should be simple and inexpensive.

## **512.00 High School Commencement Exercises**

### **512.01 Policy**

The Principal of each secondary school is responsible for formulating and promulgating the policies regarding commencement exercises.

## **512.02 Diploma**

A diploma or a certificate shall be issued to all students who meet the necessary requirements.

## **512.03 Awards**

A program separate from commencement may be held to honor students' achievements in school activities. Each school shall have clearly defined criteria for eligibility for awards.

## **513.00 Alternate Instructional Models**

### **513.01 School-wide Alternate Instructional Models**

Catholic schools may utilize school-wide alternate instructional models (such as the Montessori model) with the permission of the Superintendent. Such models may require adjustments in the use of the Graded Course of Study (GCS) as well as the Archdiocesan standardized testing program. When alternate instructional models are implemented, the Director of Curriculum and Assessment shall work with the Principal in determining what modifications are needed. Such changes may require implementation of the Catholic School Change Process (see [policy 203.00](#)).

## **514.00 Home Instruction**

### **514.01 Authorization for Temporary Instruction**

Home instruction for children who are physically unable to attend school may be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction.

### **514.02 Home Schooling**

Parents who choose home schooling exclusively for their children shall comply with the provisions of the [Ohio Administrative Rules 3301-34](#). The student shall register with the local public school district. Schools are encouraged, in consultation with the Catholic School Office, to develop policies and procedures that assists collaboration with the parents/guardians.

## **600.00 SCHEDULING THE SCHOOL YEAR/SCHOOL DAY**

### **601.00 Calendar**

#### **601.01 The School Calendar**

Each school is responsible for developing its own calendar according to the provisions of state law. School calendars shall be submitted for approval by the assigned Regional Director. If a school needs to change a school calendar for any reason other than Calamity Days, approval must be obtained by the Regional Director prior to announcing the calendar change to the school community.

#### **601.02 Days of Instruction**

Every school calendar shall include 180 days of instruction in each school year. This may include up to two days on which students need not be present for the purpose of individualized parent-teacher conferences. ([ORC 3313.48](#)).

#### **601.03 In-Service Days for Teachers**

Every school shall designate a minimum of three in-service days for teachers, in addition to the 180 days for instruction. One of these days shall be devoted exclusively to the spiritual enrichment of the staff.

#### **601.04 Holy Days**

Schools may be in session on a holy day at the discretion of the pastor/administrator.

#### **601.05 School Year**

The school year is to be divided into four quarter periods. Schools may use a trimester system or other scheduling structure with the approval of the Superintendent of Schools.

### **602.00 School Day**

#### **602.01 Pre-Kindergarten**

Schools that offer pre-kindergarten (including preschool and other early education programs) shall design a calendar that fulfills all applicable state and federal requirements. Pre-Kindergartens should provide religion instruction during each day that the pre-kindergarten is in session.

#### **602.02 Kindergarten**

The official school day for kindergarten shall be at least two and one-half hours per day of classes, supervised activities or approved educational

options, exclusive of lunch time. All-day kindergarten shall offer five hours per day, exclusive of lunch time.

In designing instruction for Kindergarten, Principals should be mindful of the following recommended time allocations:

### KINDERGARTEN

|                      | <b>MINUTES PER WEEK</b> | <b>MINUTES PER DAY</b>    |
|----------------------|-------------------------|---------------------------|
| Organization         | 40                      | 8                         |
| Religion             | 60                      | 3-20 min. per/wk.         |
| Reading Readiness    | 150                     | 30                        |
| Language Development | 75                      | 15                        |
| Handwriting          | 30                      | 3-10 min. per/wk.         |
| Math                 | 150                     | 30                        |
| Music                | 50                      | 10                        |
| Art                  | 60                      | 3-20 or 2-30 min. per/wk. |
| Physical Education   | 75                      | 15                        |
| Social Studies       | 20                      | 2-10 or 1-20 min. per/wk. |
| Health               | 20                      | 2-10 or 1-20 min. per/wk. |
| Science              | 20                      | 2-10 or 1-20 min. per/wk. |
| <b>TOTAL MINUTES</b> | <b>750</b>              | <b>150</b>                |

#### **602.03 Elementary School Day**

The official school day for elementary school students shall consist of not less than 5 hours and 45 minutes, exclusive of lunch time. School days may be shortened periodically to 5 hours for educational reasons such as faculty meetings, professional development, or school committee work.

In designing instruction for grades 1-8, Principals should be mindful of the following recommended time allocations:

## GRADES 1 – 8

| GRADE  | 1            | 2            | 3            | 4    | 5    | 6    | 7    | 8    |
|--|--------------|--------------|--------------|------|------|------|------|------|
| Religion   | 150          | 150          | 150          | 200  | 225  | 225  | 225  | 225  |
| Language Arts<br>(Reading, Language,<br>Spelling, Handwriting) | 850          | 850          | 790          | 570  | 450  | 450  | 450  | 450  |
| Math   | 230          | 230          | 230          | 230  | 225  | 225  | 225  | 225  |
| Social Studies   | 60<br>(3x20) | 60<br>(2x30) | 90<br>(3x30) | 175  | 225  | 225  | 225  | 225  |
| Science  | 60<br>(3x20) | 60<br>(2x30) | 90<br>(3x30) | 175  | 225  | 225  | 225  | 225  |
| Health, Phys. Ed., Art,<br>Music                               | 300          | 300          | 300          | 300  | 300  | 300  | 300  | 300  |
| Options: Computer,<br>Foreign Lang., etc.                      | 75           | 75           | 75           | 75   | 75   | 75   | 75   | 75   |
| <b>GRAND TOTAL</b>   | 1725         | 1725         | 1725         | 1725 | 1725 | 1725 | 1725 | 1725 |

This schedule is based on 5 hours and 45 minutes of instructional time.

### 602.04 Elementary Special Area Subjects

Health, physical education, art, and music are required subjects, and must be given annual grades. A formal Health class and grade is not required in Grades 7 and 8. Courses in world languages, computer/technology, and other subjects may be offered at the discretion of the Principal. Grades in these optional subjects are not required.

Health instruction may be offered as a separate class, or integrated into other subjects (typically science, physical education, and/or religion). If Health is integrated, a health grade must be assigned in a subject area at least once during the school year. K-6 science teachers will need to assign a grade in “health” at least once during the course of the school year.

### 602.05 Secondary School Day

The official school day for secondary school students shall consist of not less than six clock hours, exclusive of lunch time. School days may be shortened periodically to 5 hours and 30 minutes for educational reasons such as faculty meetings, professional development, or school committee work.

### **602.06 Time Allotments – Secondary Schools**

High schools shall follow state requirements regarding courses offered and graduation. No credit may be awarded unless the course of study is scheduled for a minimum of 120 hours, except that laboratory courses must be scheduled for 150 hours and physical education courses scheduled for a minimum of 120 hours for one-half unit of credit. Each credit course shall have at least two meetings per week ([ORC 3313.603](#)).

### **602.07 Lunch Period**

In elementary schools the minimum time allotted for lunch shall be 30 minutes.

In secondary schools the time allotted for lunch will vary, but in the schedule for each student, there must be a period provided for the opportunity to eat lunch.

### **602.08 Daily Schedule**

The Principal (or designee) is responsible for developing the daily schedule for faculty and students. A copy of the daily schedule shall be available in each classroom and on file in the school office.

### **602.09 Intrusions on School Day**

Activities which intrude excessively upon the instructional program of the school are discouraged during school hours. Administrators shall strive to balance intrusions so that no one class is regularly shortened or missed.

### **602.10 Faculty Meetings**

Faculty meetings shall be held on a regular basis throughout the school year. Principals are encouraged to convene faculty meetings at least monthly.

### **602.11 Waivers**

A waiver may be requested from the Ohio Department of Education signed by the Superintendent for on-going professional development deemed necessary for continuous school improvement. These waivers are due by June 30 for the following school year. Approved waivers are the only means for early dismissal if the instructional day is less than 5 hours for elementary schools and 5 hours and 30 minutes for secondary schools.

[Innovative Program Waiver Form](#)

## **603.00 Emergency School Closings**

### **603.01 Authority to Close**

The decision to close school temporarily because of an emergency rests with the administrator and/or the pastor. If school is closed for reasons other than inclement weather, the Catholic School Office shall be notified.

### **603.02 Inclement Weather and Calamity Days**

Each administrator is responsible for developing a plan to be used in the event of a school closing due to inclement weather or another calamity, as defined by state law. All days missed must be made up so that there is a minimum of 178 instructional days. The state allows 5 calamity days as explained in [ORC 3313.48](#).

Schools shall not cancel previously scheduled school days to offset unused calamity days without the approval of the Regional Director.

### **603.03 Epidemic or Disease**

Parish/school authorities shall consult with local public health officials concerning the advisability of closing school in the event of an epidemic or disease among students and/or staff. The Catholic Schools Office shall be consulted prior to making contact with local public health officials.

## **700.00 STUDENT ACTIVITIES**

### **701.00 Philosophy and Structure**

#### **701.01 Catholic Identity and Student Activities**

All co-curricular and extra-curricular activities shall be reflective of the Catholic Identity of the school and the teachings of the Church. Activity sponsors, participants, and attendees shall reflect and uphold these values.

#### **701.02 Scheduling of Activities**

Co-Curricular and extra-curricular activities shall not be scheduled on Sundays before 12:00 PM or on Holy Days of Obligation.

In scheduling of activities, Principals should be mindful of the school's academic calendar and prominent events within the surrounding parishes.

#### **701.03 Responsibility for Student Activities**

The Principal shall be responsible for the coordination of all activities of the school, including student activity programs. When this responsibility is delegated by the Principal, it shall be clearly stated to whom the task is delegated.

#### **701.04 Moderator of Student Organizations**

Official recognition is given to a student organization only if it operates under the supervision of a faculty moderator approved by the Principal of the school in accordance with the stated policies of the school. The supervision of an activity shall not infringe upon the faculty member's instructional duties. In some cases, a properly qualified and approved volunteer may serve as an organization sponsor, under the supervision of the assigned faculty moderator.

#### **701.05 Supervision of Student Activities**

Activities of the school must be properly supervised by certificated school personnel in accordance with the Archdiocesan Child Protection Decree. This includes classroom activities, field trips, rehearsals, performances by school groups, and other activities sponsored by the school.

#### **701.06 Intra-School Organizations**

A chapter and/or branch of a national or regional student organization within a given school shall not be granted official recognition unless the parent organization has been approved by the Principal. Such organizations shall be

properly vetted by the Principal (or designee) to ensure that their philosophy and practices do not contradict the teachings of the Catholic Church.

### **701.07 Management of Funds for Student Activities**

The Principal is responsible for establishing clearly defined procedures to be used by student organizations for the management of their funds. All funds must be deposited in the parish/school account.

### **702.00 Arts Programs**

#### **702.01 Presence of Arts Programs**

Wherever possible, Catholic schools shall provide opportunities for students to participate in extra-curricular activities in Art, Speech, Drama, and Music. All groups must be non-discriminatory.

The number of rehearsals during school hours for plays and entertainments shall be strictly limited. Drama and music programs shall be pre-approved by the Principal (or designee) prior to auditions to ensure that the production is reflective of the school's Catholic Identity.

### **703.00 Publications**

#### **703.01 Authorization**

All school newspapers, yearbooks, magazines, published materials, web pages, and media presentations shall be in accord with the mission, vision, and goals of the Catholic school.

#### **703.02 Moderator of Publications**

The Principal is ultimately responsible for the content of all school publications. The Principal shall appoint a faculty moderator(s) who is(are) responsible for the supervision of the publications.

### **704.00 Social Activities**

#### **704.01 Supervision**

The Principal shall approve any school-sponsored social activity. All social activities must be in accord with the mission, vision, and goals of the Catholic school and the tenets of the Archdiocesan Child Protection Decree. For such activities, all the areas of responsibility shall be clearly defined.

## **704.02 Dances**

The Principal (or designee) shall approve all student dances. At least two paid staff members shall be present at dances. Students shall be vigilantly observed and immediately corrected to ensure that conduct is reflective of the school's Catholic Identity. Music selections shall be pre-screened and approved by the Principal (or designee). Student dances shall not be conducted for students younger than seventh grade (with the exception of dances that involve direct parent participation, e.g. a "Father-Daughter Dance").

## **705.00 Athletic Activities**

### **705.01 Philosophy**

The purpose of youth athletic programs in Catholic schools is to foster physical, mental, and spiritual development. As such, the emphasis shall be placed on the growth of these areas rather than competition. The Principal and school staff shall vigorously monitor athletic programs to ensure that they are reflective of the school's Catholic Identity.

### **705.02 Control**

The athletic program of the school is at all times subject to the control of the Principal of the school. Parish athletic programs are subject to the control of the parish.

### **705.03 Equal Opportunities**

All students, male and female, shall be given equal opportunities in their athletic endeavors, including equal time with facilities, quality of coaches, and quality of equipment and uniforms.

### **705.04 Parish Sports Programs**

Students at parish, consolidated, and inter-parish schools may participate in parish sports programs (such as CYO leagues), as deemed appropriate by the pastor/administrator. Such teams/leagues shall abide by the policies of the Archdiocese of Cincinnati, including the Decree on Child Protection.

### **705.06 Interscholastic Athletics - Elementary**

Elementary schools shall follow the regulations of the Ohio Department of Education. No pupil below Grade 7 shall participate in an interscholastic athletic contest.

**705.07 Interscholastic Athletics - Junior High**

The participation of seventh and eighth grade students in interscholastic athletic contests shall be subject to the regulations of the Ohio High School Athletic Association.

**705.08 Interscholastic Athletics – High School**

The participation of high school students in interscholastic athletic contests shall be subject to the regulations of the Ohio High School Athletic Association.

**705.09 Intramural Athletic Activities**

The intramural athletic program shall not be minimized in order to give greater emphasis to interscholastic athletic competition.

**705.10 Athletic Eligibility for Transfer Students**

A student who transfers from one school to another school shall comply with Section 7 of the Ohio High School Athletic Association Bylaws.

## **800.00 PERSONNEL**

### **801.00 Catholic Schools Office**

#### **801.01 Archdiocesan Superintendent of Schools**

The Archdiocesan Superintendent of Catholic Schools is appointed by the Archbishop. The Superintendent is the chief administrative officer responsible for implementing educational policies for all Catholic schools.

#### **801.02 Deputy Superintendent**

Appointment of the Deputy Superintendent is made by the Superintendent. The Deputy Superintendent of Schools is to be the representative of the Superintendent (among other duties).

#### **801.03 Assistant Superintendents & Schools Office Staff**

Appointment of Assistant Superintendents is made by the Superintendent. Assistant Superintendents shall be designated as fulfilling one of two roles: Regional Directors or Specialists.

Regional Directors are designated a geographic area of the Archdiocese. Regional Directors work closely with the schools within their area in providing advice and support. Regional Directors monitor the OCSAA process and evaluate the Principals of the assigned schools (among other duties).

Specialists work with all Catholic schools in a defined field (i.e. Certification, Curriculum & Assessment, Strategic Planning, etc.).

Other staff may work with the Superintendent, Deputy Superintendent, and Assistant Superintendents, as defined in the Catholic Schools Office organizational chart.

### **802.00 Pastors**

#### **802.01 Authority**

The pastor is the representative of the Archbishop and the canonical administrator of the parish (including its educational programs).

### **803.00 Principals**

#### **803.01 Appointment**

Each elementary and secondary school in the Archdiocese of Cincinnati is to have an appointed Principal. The Principal serves as the day-to-day

administrator of the school, and leads the school's religious, academic, and operational programs.

The approved form of governance for the school defines the Principal appointment process (see [policies 804.02](#) and [805.02](#)).

### **803.02 Qualifications**

Any person appointed to serve as Principal in a school of the Archdiocese of Cincinnati shall:

- a) be a practicing Catholic in full communion with the Church
- b) possess a Master's Degree in education (or be actively working towards a Master's Degree)
- c) hold (or be eligible for) a valid Ohio Certification/Licensure for a Principal (see [policy 803.03](#))
- d) provide evidence of three years of successful teaching and/or leadership ability in a school setting
- e) hold or be working toward Archdiocesan catechetical certification
- f) for parish, consolidated, inter-parish, and Archdiocesan schools, receive approval from the Catholic Schools Office prior to hire (see [policies 804.01](#) and [805.01](#))

*Link to Generic Principal Job Description*

### **803.03 Certification/Licensure of Principals**

All Catholic school Principals must possess a standard provisional, professional license or a permanent license from the Ohio Department of Education. Principals who are certified with a non-tax license shall be given three years to obtain a standard license. If such a license is not obtained in three years, the Principal shall be subject to not being offered an employment contract for the following year (and all successive years).

All Principals shall hold or be working toward Archdiocesan catechetical certification.

### **803.04 Jurisdiction of Principal**

The Principal has jurisdiction over the hiring, appointing, directing, and discharging of school employees within the limits of the employee regulations authorized by local governing documents and Archdiocesan policy.

### **803.05 Principals' Meetings**

All elementary and secondary Principals shall participate in all Archdiocesan Principals' Meetings and Region/Cluster Meetings. Principals of schools

participating in the first two years of the OCSAA process must participate in the OCSAA orientation meetings.

### **803.06 New Principals' Academy**

All elementary and secondary Principals who are new to the Archdiocese must participate (or have already participated) in the New Principals' Academy (sponsored by the Catholic Schools Office).

## **804.00 Principals of Elementary Schools**

### **804.01 School Office Approval**

All Principal candidates of parish, consolidated, and inter-parish schools shall be pre-screened by the Catholic Schools Office. Pastors and Boards shall only interview candidates after they have been successfully approved by the Catholic Schools Office. Pastors and Boards that are aware of viable Principal candidates who have not been screened should refer them to their assigned Regional Director.

*[Link to Hiring Procedures for Parish Elementary Schools](#)*

### **804.02 Appointment of Elementary Principals**

**Parish Schools:** The pastor is responsible for the appointment of the Principal (Cf. 1971 Synod, TA #69). In some cases, this authority may be delegated to a Board of Limited Jurisdiction (see [policy 102.04](#)). All Principal candidates must be pre-approved by the Catholic Schools Office prior to interview and hire (see [policy 804.01](#)). Pastors and/or Boards should utilize the hiring process outlined in the [Hiring Procedures for Parish Elementary Schools](#).

**Consolidated Schools:** The pastors of the sponsoring parishes are responsible for the appointment of the Principal (Cf. 1971 Synod, TA #69). In some cases, this authority may be delegated to a Board of Limited Jurisdiction (see [policy 102.07](#)). All Principal candidates must be pre-approved by the Catholic Schools Office prior to interview and hire (see [policy 804.01](#)). Pastors and/or Boards should utilize the hiring process outlined in the [Hiring Procedures for Parish Elementary Schools](#). Principal contracts may be signed by the sponsoring pastors, a delegated pastor, or the Chairperson of the Board, as designated by the board bylaws.

**Inter-Parish Schools:** The pastors of the sponsoring parishes are responsible for the appointment of the Principal (Cf. 1971 Synod, TA #69). In some cases, this authority may be delegated to a Board of Limited Jurisdiction (see [policy 102.09](#)). All Principal candidates must be pre-approved by the Catholic Schools Office prior to interview and hire (see [policy 804.01](#)). Pastors and/or Boards should utilize the hiring process outlined in the [Hiring Procedures for Parish Elementary Schools](#). Principal contracts may be signed by the sponsoring

pastors, a delegated pastor, or the Chairperson of the Board, as designated by the board bylaws.

**Archdiocesan Elementary Schools:** The Archbishop shall be responsible for appointing the Principal. The Superintendent shall initiate and lead the interview process and recommend the final hire to the Archbishop. The Superintendent and Principal shall sign the Principal's employment contract.

**Private Elementary Schools:** The religious order, Board of Trustees, or other organization shall be responsible for appointing the Principal. The Constitution of the school shall determine the hiring process. Principals must meet all qualifications, as outlined in [policy 803.02](#).

### **804.03 Length of Contract**

In all Catholic schools, the contract for the certificated administrator is for one year. This shall be clearly stated in writing in the contract signed by the Principal and the employing agent. The approved Archdiocesan Principal contract shall be used for all Catholic school Principals.

[Link to Archdiocesan Contract](#)

### **804.04 Responsibilities and Duties**

The specific responsibilities of elementary school administrators, over and above those general responsibilities and duties listed as part of the Archdiocesan Administrator's Guide, shall be determined by written mutual agreement between the employing agent and the administrator.

### **804.05 Evaluation of Elementary Principal**

All Principals shall participate in the Archdiocesan Principal Evaluation Process, as promulgated by the Catholic Schools Office. This process provides for a regular performance evaluation of the Principal by their governing authority (pastor, Board, etc.) as well as their assigned Regional Director.

[Link to Principal Evaluation Process](#)

### **804.06 Dismissal of Elementary Principal**

When dismissal is considered for a Principal, the governing authority should make contact with the Superintendent. The Superintendent shall assist the governing authority in ensuring that the dismissal follows all relevant civil laws as well as the Human Resources policies of the Archdiocese.

In most cases, dismissal should result only after repeated interventions on the part of the governing authority (as outlined in Archdiocesan Human Resource policy). In some instances, immediate dismissal of the Principal may be appropriate. The reasons for immediate dismissal may include but shall not be

limited to one or more of the following: insubordination or intimidation; reporting to work under the influence of drugs or alcohol; theft or misappropriation of property or funds belonging to the parish, employees, or parishioners; theft or misappropriation of any other school or government funds; violation of the Archdiocesan Decree on Child Protection; conduct contrary to or detrimental to the religious and professional character of the Catholic Church or to parish policies; and other inappropriate behavior of a significant nature or degree.

The Principal shall not be dismissed during the term of the contract except by written notice from the governing authority, i.e.: pastor, Board Chair or President, etc. The notice shall clearly set forth the specific reasons for dismissal. The reasons for dismissal shall be documented and shall be placed in the Principal's file with a copy to the Superintendent.

#### **804.07 Suspension**

For grave negligence, immoral conduct, or other just cause, the governing authority may suspend the Principal, with pay, from all responsibilities until an investigation has been completed. Such suspension may be imposed if the governing authority is convinced that this action is in the best interest of the school. The Superintendent shall be contacted prior to enacting any suspension to ensure that the suspension conforms to civil law and the Human Resources policies of the Archdiocese.

#### **804.08 Contract Not Offered**

Whenever a contract will not be offered by the governing authority, notice shall be given by March 1, by the date set by local policy, or by the date specified in the Principal's contract. The Superintendent shall be informed of the decision not to offer the Principal a contract before the notification is given to the Principal. The Superintendent shall work with the governing authority to ensure that the decision not to offer a contract conforms to civil law and the Human Resources policies of the Archdiocese. If the Principal wishes to terminate the contract, a sixty (60) day written notice shall be given to the governing authority, who may impose a financial penalty.

#### **804.09 Problem Resolution**

Each school/parish shall formulate and promulgate a local grievance procedure. When situations arise that cannot be resolved to the mutual satisfaction of the Principal and the governing authority, the Principal should utilize this grievance procedure.

#### **804.10 Assistant Principals**

The appointment of an Assistant Principal is made by the Principal with the approval of the governing authority. Specific areas of responsibility shall be designated by the Principal.

## **805.00 Secondary School Principal**

### **805.01 Appointment**

**Archdiocesan High Schools:** The Archbishop shall be responsible for appointing the Principal. For schools that utilize the President-Principal model, the President shall initiate a search process utilizing a defined search committee of stakeholders and/or the Board of Limited Jurisdiction. The President shall make a final recommendation to the Superintendent. The Superintendent shall review the candidate, conduct additional interviews as needed, and make the final recommendation to the Archbishop. The Superintendent shall sign the Principal's employment contract.

For schools that do not utilize the President-Principal model, the Superintendent shall initiate and guide the search process, utilizing a search committee of stakeholders. The Superintendent shall make a final recommendation to the Archbishop. The Superintendent shall sign the Principal's employment contract.

**Non-Archdiocesan High Schools:** The school's sponsoring religious order, Board of Trustees, or other organization shall define the search and hire process. This process must conform with Archdiocesan Educational policies and relevant civil laws.

### **805.02 Length of Contract**

The contract for the Principal is for one year. This shall be clearly stated in writing in the contract signed by the Principal and the employing agent.

*[Link to Principal Contract](#)*

### **805.03 Responsibilities and Duties**

The specific responsibilities of secondary school Principals, over and above those general responsibilities listed as part of the Archdiocesan Administrator's Guide, shall be determined by written mutual agreement between the Principal and the governing authority.

### **805.04 Evaluation of Secondary Principals**

All Principals of Archdiocesan high schools shall participate in the Principal Evaluation Process, as promulgated by the Catholic Schools Office. Principals of non-Archdiocesan high schools shall receive an annual performance appraisal by their governing authority. The governing authority may opt to utilize the Archdiocesan Principal Evaluation Process.

*[Link to Principal Evaluation Process](#)*

### **805.05 Dismissal of Secondary Principal/President**

When dismissal is considered for a Principal, the governing authority shall make contact with the Superintendent. The Superintendent shall assist the governing authority in ensuring that the dismissal follows all relevant civil laws as well as the Human Resources policies of the Archdiocese.

In most cases, dismissal should result only after repeated interventions on the part of the governing authority (as outlined in Human Resource policy). In some instances, immediate dismissal of the Principal may be appropriate. The reasons for immediate dismissal may include but shall not be limited to one or more of the following: insubordination or intimidation; reporting to work under the influence of drugs or alcohol; theft or misappropriation of property or funds belonging to the parish, employees, or parishioners; theft or misappropriation of any other school or government funds; violation of the Archdiocesan Decree on Child Protection; conduct contrary to or detrimental to the religious and professional character of the Catholic Church or to parish policies; and other inappropriate behavior of a significant nature or degree.

The Principal shall not be dismissed during the term of the contract except by written notice from the governing authority, i.e.: pastor, Board Chair or President, etc. The notice shall clearly set forth the specific reasons for dismissal. The reasons for dismissal shall be documented and shall be placed in the Principal's file with a copy to the Superintendent.

### **805.06 Suspension**

For grave negligence, immoral conduct, or other just cause, the governing authority may suspend the Principal, with pay, from all responsibilities until an investigation has been completed. Such suspension may be imposed if the governing authority is convinced that this action is in the best interest of the school. For Archdiocesan high schools, the Superintendent shall approve all suspensions.

### **805.07 Contract Not Offered**

Whenever a contract will not be offered by the governing authority, notice shall be given by March 1, by the date set by local policy, or by the date specified in the Principal's contract. The Superintendent shall be informed of the decision not to offer the Principal a contract before the notification is given to the Principal. The Superintendent shall work with the governing authority to ensure that the decision not to offer a contract conforms to civil law and the Human Resources policies of the Archdiocese. If the Principal wishes to terminate the contract, a sixty (60) day written notice shall be given to the governing authority, who may impose a financial penalty.

### **805.08 Problem Resolution**

Each school shall formulate and promulgate a local grievance procedure. When situations arise that cannot be resolved to the mutual satisfaction of the Principal and the governing authority, the Principal shall utilize this grievance procedure.

### **805.09 Under Administrators**

Principals may employ under administrators (i.e. Assistant Principals, Vice-Principals, Deans, etc.) as approved and defined in the school's organizational structure. Specific areas of responsibility will be designated by the Principal.

### **806.00 Presidents**

#### **806.01 Responsibilities and Duties**

High schools may appoint a President, as approved by the school's governing authority. The President serves as the lead administrator of the school and works with a Board of Trustees or Board of Limited Jurisdiction. He/she is charged with implementing the school's strategic plan and overseeing the Principal. In most cases, the President also oversees such areas as finances, marketing, fundraising, admissions, and development. The specific duties of the President are defined by the school's governing authority and may vary from school to school.

Elementary schools shall not employ a President without the permission of the Archbishop.

#### **806.02 Qualifications**

Any person appointed to serve as President in a school of the Archdiocese of Cincinnati shall:

- a) be a practicing Catholic in full communion with the Church
- b) possess a Bachelor's Degree or higher
- c) provide evidence of three years of successful leadership in an organizational setting

#### **806.03 Appointment of Presidents**

**Archdiocesan High Schools:** The Archbishop shall be responsible for appointing the President. The Superintendent shall initiate and guide the search process, utilizing a search committee of stakeholders and/or the Board of Limited Jurisdiction. The Superintendent shall make a final recommendation to the Archbishop. The Superintendent shall sign the President's employment agreement. The Archbishop shall serve as the governing authority for the President.

**Non-Archdiocesan High Schools:** The school's sponsoring Religious Order, Board of Trustees, or other organization shall define the search and hire process. This process must conform with Archdiocesan Educational policies and relevant civil laws.

#### **806.04 Evaluation of Presidents**

Presidents shall receive an annual performance evaluation. In Archdiocesan high schools, Presidents shall be evaluated by their Board of Limited Jurisdiction according to the defined evaluation process. Copies of the evaluation shall be submitted to the Superintendent no later than April 1 of the school year. Non-Archdiocesan Presidents shall be evaluated by their governing agency or Board.

#### **806.05 Dismissal of Presidents**

In Archdiocesan high schools, the authority for dismissal of a President resides with the Archbishop. The Superintendent and/or Board of Limited Jurisdiction may recommend dismissal.

When dismissal is considered for a President of a non-Archdiocesan high school, the governing authority shall make contact with the Superintendent. The Superintendent shall assist the governing authority in ensuring that the dismissal follows all relevant civil laws as well as the Human Resources policies of the Archdiocese.

In most cases, dismissal shall result only after repeated interventions on the part of the governing authority (as outlined in Human Resource policy). In some instances, immediate dismissal of the President may be appropriate. The reasons for immediate dismissal may include but shall not be limited to one or more of the following: insubordination or intimidation; reporting to work under the influence of drugs or alcohol; theft or misappropriation of property or funds belonging to the school, employees, or students; theft or misappropriation of any other school or government funds; violation of the Archdiocesan Decree on Child Protection; conduct contrary to or detrimental to the religious and professional character of the Catholic Church or to parish policies; and other inappropriate behavior of a significant nature or degree.

The President may not be dismissed during the term of the contract except by written notice from the governing authority. The notice shall clearly set forth the specific reasons for dismissal.

#### **806.06 Suspension**

For grave negligence, immoral conduct, or other just cause, the governing authority may suspend the President, with pay, from all responsibilities until an investigation has been completed. Such suspension may be imposed if the governing authority is convinced that this action is in the best interest of the

school. The Superintendent shall be contacted prior to enacting any suspension to ensure that the suspension conforms to civil law and the Human Resources policies of the Archdiocese.

#### **806.07 Contract Not Offered**

Presidents of Archdiocesan High Schools shall be placed on annual contracts. It is recommended that Presidents of non-Archdiocesan high schools likewise be employed through annual contracts.

Whenever an annual contract will not be offered by the governing authority, notice shall be given by March 1, by the date set by local policy, or by the date specified in the President's contract. The Superintendent shall be informed of the decision not to offer the President a contract before the notification is given to the President. The Superintendent shall work with the governing authority to ensure that the decision not to offer a contract conforms to civil law and the Human Resources policies of the Archdiocese. If the President wishes to terminate the contract, a sixty (60) day written notice shall be given to the governing authority, who may impose a financial penalty.

#### **806.08 Problem Resolution**

Each high school shall formulate and promulgate a local grievance procedure. When situations arise that cannot be resolved to the mutual satisfaction of the President and the governing authority, the President shall utilize this grievance procedure.

### **807.00 Professional Personnel**

#### **807.01 Personnel Policies**

The Office of Human Resources of the Archdiocese has established Personnel Policies that shall be implemented at all parish, consolidated, inter-parish and Archdiocesan schools (both elementary and secondary). Non-Archdiocesan schools shall develop similar policies or utilize policies from their sponsoring religious order (when applicable). All personnel policies shall reflect Gospel values, the mission, philosophy and goals and objectives of the school and of Catholic education as a whole.

#### **807.02 Faculty & Staff Handbook**

The local governing authority shall develop a Faculty & Staff Handbook which delineates the rights, responsibilities, duties, and accountability of the professional personnel. These policies become part of the terms of agreement of employment. Copies of each school's Faculty & Staff Handbook shall be provided to the assigned Regional Director on an annual basis.

### **807.03 Recruitment and Selection**

The local governing authority is responsible for recruiting, selecting, and hiring the persons who will serve as members of the professional staff of the Catholic school.

### **807.04 Non-Discrimination**

A school shall not discriminate in employment on the basis of race, color, sex, age, handicap, or national origin. Schools may consider the faith identity of prospective employees. Religion teachers (including elementary teachers of self-contained classrooms), campus ministers, Principals, and Presidents must be practicing Catholics in good standing with the Church.

### **807.05 Criminal Background Check**

The employing agent is responsible for obtaining a criminal background check report, in accordance with the ORC, on all persons hired in any position as a person responsible for the care, custody, or control of a child.

The employing agent is responsible for making sure that all persons hired in any position as a person responsible for the care, custody, or control of a child, have submitted all of the proper forms to the Chancery Office in accordance with the Archdiocesan Decree on Child Protection.

No school shall employ a person who previously has been convicted of or pleaded guilty to any of the offenses listed in [ORC 3319.39](#).

Employment in the school is conditional, pending the receipt of a "cleared" criminal background check report from the State of Ohio and "clearance" from the Chancery Office in accordance with the Archdiocesan Decree on Child Protection. Only when both clearances are received is employment considered finalized.

[The Decree on Child Protection](#)  
[Fingerprinting Requirements](#)  
[Archdiocesan Applicant's Certification and B-4 Form](#)

### **807.06 Certification/Licensure**

Any person employed in a Catholic school in an educational capacity is required to have a certificate/license issued by the State Department of Education. This includes all Principals, teachers, aides, playground monitors, and substitutes.

Teachers of "core" subjects must possess a standard provisional, professional license or a permanent license from the Ohio Department of Education. Teachers who instruct core subjects and who are only certified with a non-tax license shall be given three years to obtain a standard license. If such a license

is not obtained in three years, that teacher shall be subject to not being offered an employment contract for the following year. Core subjects include:

At the elementary level: Pre-kindergarten-8<sup>th</sup> grade teachers who teach self-contained classes and/or instruct students in English/language arts, mathematics, science, and/or social studies.

At the secondary level: Teachers who instruct courses in English/language arts, mathematics, science, and/or social studies.

Religion is also considered a core subject, although a provisional, professional license is not required for instructors of religion. Instead, religion teachers must possess a catechist certificate (elementary schools) or high school religion certificate (secondary schools). Campus Ministers should possess a high school religion certificate.

[Archdiocesan Applicant's Certification and B-4 Form  
Catechetical Certification Application](#)

#### **807.07 Orientation Program**

Each school shall provide an Orientation Program to acquaint teachers new to the school with the Catholic Identity, mission, and objectives, the Archdiocesan Decree on Child Protection, administrative procedures, and personnel policies of the school.

#### **807.08 Professional Assignments**

It is the responsibility of the Principal to establish the work assignments of each of the members of the staff.

Full-time teachers shall be provided with at least 200 minutes weekly for preparation time. This may include time before and after the end of the school day as determined by the Principal (or designee).

#### **807.09 Letter of Intent**

The Principal shall request of each teacher a written letter of intent to teach the following year so that the Principal can offer a contract or indicate that the teacher has not been recommended for a contract. This date shall be specified in the teacher's contract.

#### **807.10 Contracts**

Each governing authority shall use the Archdiocesan contract, "School Contract for Certificated Employees." Contracts are for a term of one year.

The governing authority is responsible for the signing of contracts for all certificated personnel of the Catholic school. This responsibility may be delegated to the Principal. [Link to Teacher Contract](#)

## **807.11 Tenure**

Tenure is not offered to professional personnel in the Catholic schools of the Archdiocese of Cincinnati.

## **807.12 Reporting Professional Misconduct**

The Ohio Department of Education (ODE) requires school districts to report matters of professional misconduct to ODE under any of the following circumstances:

- When the school district knows that an employee has pled guilty, has been found guilty or has been convicted of a criminal offense specified in [ORC 3319.31](#) or [3319.39](#);
- When a termination proceeding has been initiated or when a non-renewal proceeding has been initiated because it has been reasonably determined that the employee has committed an act that is unbecoming to the teaching profession (see [Administrative Code 3301-73-21](#));
- When the employee has resigned under threat of termination or non-renewal;
- When the employee has resigned during the course of an investigation of alleged educator misconduct.

School officials shall inform their assigned Regional Director concerning cases of educator misconduct. Districts may report misconduct to ODE at any time, and may conduct their own investigation of the allegations prior to reporting. Once the information is forwarded to ODE, the law requires that the district keep the report in the employee's personnel file until ODE determines whether it intends to pursue disciplinary action. If ODE takes disciplinary action, then the report shall remain in the personnel file. If no disciplinary action is taken, the report shall be removed from the personnel file and placed into a separate, public file.

[Licensure Code of the Professional Conduct for Ohio Educators](#)

## **808.00 Professional Growth**

### **808.01 Archdiocesan Responsibility**

The Catholic Schools Office shall be charged with identifying, designing, and implementing relevant and high-quality Professional Development opportunities for administrators and teachers of Catholic schools. These opportunities shall reflect both identified initiatives emerging out of emerging educational research as well as development needs identified by the Catholic Schools Office amongst the schools. Professional Development may be implemented on the Archdiocesan, regional, or local levels.

### **808.02 School's Responsibility**

Ongoing Professional Development for administrators and teachers shall be made a priority in planning and budgeting. Each school shall continually collect and analyze performance data to shape school, academic department, and teacher-level Professional Development goals. Each school will develop a plan for ongoing professional development which aligns with the school's Continual Improvement Plan.

### **808.03 Educator's Responsibility**

All educators shall participate in ongoing Professional Development which is directed towards strengthening of the Catholic Identity of the school and continuous student improvement. All educators shall develop an Individual Professional Development Plan (IPDP) consistent with the school's OCSAA goals and the Ohio Standards for the Teaching Profession. Educators seeking certificates, licenses or renewals must file their IPDP with the Local Professional Development Committee. All other educators must have their IPDP approved by the appropriate administrator. It is the responsibility of the educator to maintain a record of Professional Development in their personnel file.

### **808.04 Archdiocesan and Regional Professional Development Days**

In accordance with [policy 07.01](#), the Catholic Schools Office may offer Archdiocesan or regional in-service days. All Principals shall be required to attend designated professional development days provided by the Catholic Schools Office.

### **808.05 Local Professional Development Days**

Each school shall provide at least two full days per year of academic Professional Development for the entire instructional staff. Each school shall also provide at least one full day per year for the catechetical development of the staff and/or a religious-based retreat. The Catholic Schools Office and Office of Evangelization and Catechesis are available to assist Principals in the planning and execution of such days.

### **808.06 Teacher Observations & Assessments**

Principals (or their designees) shall devise an objective, research-based system whereby teachers receive regular assessments/observations of their classroom instruction. Each teacher shall be observed by an administrator regularly, and new teachers shall be observed at least twice per year during their first two years of employment. Each teacher shall receive an annual summative evaluation by the Principal (or designee). This evaluation shall be based upon data collected during assessments/observations and should be the

basis for ongoing teacher Professional Development goals. All evaluation forms shall be signed by both the administrator and the teacher.

Teacher Assessment Section

**809.00 Professional Personnel Records and Reports**

**809.01 Confidentiality**

Principals shall maintain a personnel file for each member of their instructional staff. Files shall be kept in a secured location in the office of the Principal. Each personnel file is confidential and shall be available only to the employee and to appropriate supervisory personnel. No information is to be released without the authorization of the Principal and/or governing authority or his/her representative or the written approval of the employee.

**809.02 Records**

Each member of the instructional staff is required to ensure that their personnel file is accurate and up-to-date. Each personnel file shall include the employee's professional certificates/licenses, individual professional development plans, teaching experience, written annual evaluations, observation forms, required health records, and accumulated and utilized sick leave and vacation days. Each employee's health record shall include an emergency information form which would minimally contain the name of the employee's preferred doctor, dentist, hospital, and the phone numbers of relatives or friends to contact in an emergency.

[School Employee Emergency Form](#)

[Refer to the Archdiocese of Cincinnati Record & Retention Policy](#)

**809.03 Illness, Injury, Accident Reports**

Schools shall keep on file reports of illnesses, injuries, or accidents affecting members of the staff. Job related injuries should be reported immediately to the Principal (or designee).

[Report of Employee Injury Form](#)

**810.00 Compensation**

**810.01 Salaries**

The governing authority shall determine who shall assign salaries for school employees. Salaries shall be assigned in conformance to the Human Resources policies of the Archdiocese, and should reflect a commitment to providing just and non-discriminatory compensation to all employees.

## **810.02 Archdiocesan Teacher Salary Scale**

In determining teacher salary, the Principal (or designee) shall consider the published Archdiocesan Teacher Salary Scale.

## **810.03 Compensation for Archdiocesan Clergy**

Compensation given members of the Archdiocesan clergy is to be in accordance with the schedule established by the Local Ordinary.

## **811.00 Employee Benefits**

### **811.01 Benefits for Employees of Parish, Consolidated, Inter-Parish, and Archdiocesan Schools**

Regular full-time employees and regular part-time employees who work at least twenty hours per week or teach twelve class hours per week and meet other eligibility requirements are entitled to benefits under the Archdiocesan Paid Benefits Plans (i.e. The Health Care Plan, Group Life Insurance, Long Term Disability, and the Pension Plan).

All employees are eligible for short and long-term disability, worker's compensation, social security, and other benefits. The Human Resources Policy Handbook of the Archdiocese provides more information regarding the benefits of school employees.

### **811.02 Benefits for Employees of Non-Archdiocesan Schools:**

The sponsoring authority is responsible for providing benefits to employees of non-Archdiocesan schools. Non-Archdiocesan schools may not participate in Archdiocesan Paid Benefits Plans without the permission of the Archbishop. Pursuant to federal law, non-Archdiocesan school employees shall be eligible for short and long-term disability, worker's compensation, social security, and other benefits.

## **812.00 Employee Absences**

### **812.01 Authority of Administrators**

Granting leaves (including sick, personal, and family emergency days) of all types is at the discretion of the local governing authorities. The local governing authority shall exercise appropriate vigilance and sensitivity in approving leaves. The Human Resources policies of the Archdiocese shall guide the local governing authority in granting such leaves.

## **812.02 Sick Days, Personal Days, and Family Emergency Days**

The local governing authority shall promulgate a written policy of how many sick, personal, and family emergency days are provided to employees each year. The Human Resources policies of the Archdiocese shall be consulted in assigning such days. Unused sick days may be accumulated each year, although personal and family emergency days shall not be accumulated.

## **812.03 Jury Duty**

If selected to serve on a jury, an employee shall be paid for fifteen (15) days the difference between the compensation received from the court and the regular base pay. The employee must give the local governing authority a copy of the notification of jury duty selection and a statement from the court showing the rate of compensation paid by the court. On any day that the jurors are excused, the employee is expected to report to work at the governing.

## **813.00 Employee Suspensions, Dismissals, and Reductions in Force**

### **813.01 Suspension**

For grave negligence, immoral conduct, or other just cause, a teacher or staff member may be suspended, with pay, from all professional duties pending an investigation by the local governing authorities. Local governing authorities shall follow the defined Human Resources policies of the Archdiocese when suspending an employee. The assigned Regional Director shall be contacted when employees are suspended.

### **813.02 Dismissal**

During the term of a contract or agreement, a teacher or staff member may be dismissed for just cause which may include, but not be limited to, one or more of the following: teaching or acting in a manner contrary to or detrimental to the religious and professional character of the Roman Catholic Church, violation of the Archdiocesan Decree on Child Protection, incompetence, cruelty, negligence, immorality, educator misconduct, fraternization with students, or willful and persistent violations of reasonable regulations. The local governing authority shall follow the Human Resources policies of the Archdiocese, as well as the employee's contract or employment agreement, when initiating a dismissal. The assigned Regional Director shall be contacted prior to any employee dismissal.

### **813.03 Reduction in Force (RIF)**

Local governing authorities shall follow the defined Human Resources policies of the Archdiocese when reducing the force of the staff due to budgetary constraints. The governing authority shall contact the assigned Regional Director prior to initiating a Reduction in Force.

#### **813.04 Fit for Duty**

The Archdiocese of Cincinnati expects all employees to report for work in a fit condition and to follow established standards in order to provide a safe and secure working environment for other employees, visitors, and students. Employees reporting to work in an unfit condition, or failing to follow established standards, shall require management intervention.

Being unfit for duty means that an employee is not meeting job standards relating to conduct and/or performance, or is not able to perform the essential functions of the job with or without reasonable accommodations because of illness, disease, injury, alcohol or drug abuse. This includes failure or inability to comply with the established safety, medical and education standards, such as safety training and new employee orientation. Decisions regarding the employee shall take into account Christian concern and compassion, community health and wellbeing, and individual privacy and needs.

#### **813.05 Problem Resolution**

The local governing authorities shall develop a problem solving process in order to reduce the potential areas of conflict, to assure freedom of communication, and to contribute to the development of improved morale and effectiveness among the professional staff.

#### **814.00 Other Personnel**

##### **814.01 Substitute Teachers**

The administrator is required to make every reasonable effort to obtain a qualified substitute teacher whenever a regular teacher is absent. Substitute teachers **are required** to have Archdiocesan approval before they can be employed by the school. This approval consists of an approved criminal background check at an Archdiocesan fingerprinting site and completion of the Child Protection Degree Orientation program. Substitute teachers shall hold a substitute license or other teaching certificate/license.

##### **814.02 Temporary Professional Personnel**

Any person employed in a school as a teacher or administrator at irregular intervals during the school year and/or for an indefinite period of time is regarded as a temporary professional employee. All temporary professional personnel are required to have a certificate issued by the State Department of Education and be in compliance with [ORC 3319](#) as required by the State Board of Education and Archdiocesan Approval for Working with Children.

### **814.03 Para-Professional Personnel/Volunteers**

The local governing authorities shall develop guidelines for the effective use of para-professionals/volunteers in the school. Adherence to current Decree on Child Protection is required for all who are in regular contact with students.

### **814.04 High School Coaches**

High School Coaches shall possess a Pupil Activity Permit, as required by state law. The Director of Certification can assist school personnel in securing such permits. Coaches shall also be approved through the Archdiocesan approval process for working with children.

## **900.00 PROFESSIONAL COMMUNICATION**

### **901.00 Communication Standards**

#### **901.01 Personnel Communication Standards**

All teachers, staff members, administrators, and members of the Catholic Schools Office shall, at all times, reflect professionalism and Christian behavior in their communications with students, parents/guardians, employees, and members of the general community. This standard relates to all forms of communication, including verbal, non-verbal, written, and electronic.

#### **901.02 Code of Professional Communication**

Each school shall develop and promulgate a Code of Professional Communication that shall guide all communications between stakeholders in the school community. This code shall include the following principles:

- a.) All communication should be reflective of the Catholic Identity of the school.
- b.) All members of the school shall be treated with respect and dignity.
- c.) When conflicts arise, communications shall be directed towards seeking a constructive solution to the conflict.
- d.) Concerns and questions should be addressed first at the lowest, most appropriate level. If the concern or question is not appropriately resolved, it shall be taken to the next level of communication/authority.

It is recommended that all employees, parents/guardians, and (when appropriate) students sign an agreement indicating their willingness to follow the Code of Professional Communication.

### **902.00 Professional Contact with Students**

#### **902.01 General Principles**

Each school shall develop and promulgate a list of professional guidelines for employees when interacting with students. These guidelines shall reflect the Archdiocesan Decree on Child Protection.

#### **902.02 Appropriate Topics**

School employees shall exercise care in discussing personal or potentially controversial topics with students. In such cases, the employee should consider the school's Catholic Identity as well as the age level of the student. Employees shall avoid discussing inappropriate topics with students, or conveying opinions that are contrary to the teachings of the Catholic Church.

### **902.03 Physical Contact with Students**

Employees shall exercise great care in hugging or otherwise physically interacting with students. Employees shall not meet one-on-one with students unless the meeting takes place in a setting where both the employee and student are readily visible (such as a hallway or a classroom with an open door). As per [policy 406.04](#), employees shall not engage in corporal punishment when disciplining students.

Employees shall not allow students to visit them at home or at locations/events not related to school activities without the permission of the Principal. Employees should exercise great care when communicating with students outside of school hours and away from school sponsored events (including electronic and phone communications).

### **902.04 Electronic Communications and Social Media**

Employees shall avoid e-mailing students through addresses not associated with the school or parish. Employees shall not initiate text messaging with individual students, and should restrict any text exchanges to professional purposes only. Employees shall exercise extreme care when interacting with students through social media; it is highly recommended that employees not engage in such communication. Employees should be aware that electronic communications and social media can affect their employment status if used inappropriately with students.

## **903.00 Professional Contact with Parents/Guardians**

### **903.01 Communication Guidelines**

Each school shall develop and promulgate a list of professional guidelines for employees when interacting with parents/guardians. Teachers are expected to maintain frequent communications with parents/guardians regarding the performance of their child.

### **903.02 Appropriate Topics**

When communicating with parents/guardians, employees shall refrain from discussing the performance of other employees. Employees shall only discuss the performance/behavior of other students if that student's behavior relates directly to the performance/behavior of the parent/guardian's child. Employees should exercise great care in discussing personal or potentially controversial topics with parents/guardians. Employees shall avoid discussing inappropriate topics with students, or conveying opinions that are contrary to the teachings of the Catholic Church.

### **903.03 Physical Contact with Parents/Guardians**

Employees shall exercise great care in hugging or otherwise physically interacting with parents/guardians. Employees should request that an administrator be present when discussing sensitive topics with parents/guardians.

### **903.04 Contact Away from School**

Employees shall not allow parents/guardians to visit them at home or at locations/events not related to school activities without the permission of the Principal. Employees should exercise great care when communicating with parents/guardians outside of school hours and away from extra-curricular events (including electronic and phone communications).

### **903.05 Electronic Communications and Social Media**

Employees shall exercise extreme care when interacting with parents/guardians through social media; it is highly recommended that employees not engage in such communication. Employees should be aware that electronic communications and social media can affect their employment status if used inappropriately with parents/guardians.

## **1000.00 MARKETING, RECRUITMENT, & DEVELOPMENT**

### **1001.00 Marketing & Recruitment**

#### **1001.01 Archdiocesan Marketing Plan**

The Catholic Schools Office shall establish, promulgate, and maintain an Archdiocesan Marketing Plan for Catholic schools. This plan shall guide marketing on behalf of all Catholic schools, as well as provide guidance to schools in initiating their own local marketing plans (see [policy 1001.02](#))

#### **1001.02 School Marketing Plans**

Catholic school leaders shall initiate and implement a strategic marketing plan on behalf of their school. School marketing plans shall reflect the Catholic Identity of the school as well as the Archdiocesan Marketing Plan for Catholic Schools. Each school marketing plan should include specific marketing strategies as well as associated timelines and responsible parties.

The marketing plan shall be directed towards the following goals:

- a.) Recruiting new students to the school
- b.) Building “good will” and recognition amongst current school families, other stakeholders, and the broader community.

In all marketing, school/parish leaders, staff, and volunteers shall refrain from defaming or speaking negatively about other Catholic schools, school/parish leaders, and staff. School/parish leaders should seek out opportunities to speak favorably about Catholic education (as a common mission) when possible.

#### **1001.03 Use of School Data in Marketing Plans**

Schools shall refrain from publishing or otherwise communicating specific data related to other Catholic schools in all marketing efforts. This includes (but is not limited to) comparative test score data, enrollment data, and demographic data. Schools may publish their own data, and compare this data against Archdiocesan-level school data.

#### **1001.04 School Websites**

Each school shall design and maintain an attractive, high quality website. This website shall include the school’s admissions criteria and other information for prospective families. The website shall be updated regularly.

### **1001.05 Student Recruitment for Elementary Schools**

Elementary school leaders shall actively seek out potential new students for their school. In seeking out students, parish, consolidated, and inter-parish school shall prioritize families within the boundaries of the sponsoring parish(es). As a secondary priority, school leaders should consider families within the boundaries of parishes that do not sponsor Catholic schools.

Elementary schools shall refrain from directly contacting families from other Catholic elementary schools for the purposes of recruitment. Such contact includes phone calls, e-mails, direct mail marketing campaigns, etc.

All elementary schools shall abide by the Recruitment Without Boundaries (RWB) document. Violations of the policies within RWB shall be referred to the appropriate Sanctions Committee (as detailed in the RWB Agreement).

### **1001.06 Student Transfers Between Elementary Schools**

Elementary schools may, on occasion, be contacted by families who are enrolled in other Catholic elementary schools and are considering transferring (either during or at the end of the academic year). In such cases, the Principal (or designee) shall contact the Principal (or designee) of the family's school of origin and inform them that such contact has taken place. This communication should occur before the family is permitted to enroll in the school.

### **1001.07 Marketing & Recruitment for High Schools**

High school leaders shall actively market and seek out potential new students for their school. In seeking out students, high schools should prioritize eighth grade students within the Catholic elementary schools of the Archdiocese.

All high schools shall abide by the Recruitment Without Boundaries (RWB) document in their marketing and recruitment. Violations of the policies within RWB shall be referred to the appropriate Sanctions Committee (as detailed in the RWB Agreement).

### **1001.08 Student Transfers Between High Schools**

High schools may, on occasion, be contacted by families who are enrolled in other Catholic high schools and are considering transferring (either during or at the end of the academic year). In such cases, the Principal (or designee) shall contact the Principal (or designee) of the family's school of origin and

inform them that such contact has taken place. This communication should occur before the family is permitted to enroll in the school.

## **1002.00 Development**

### **1002.01 School Development Plan**

Each school shall design and implement a strategic plan for the school's development efforts. This plan shall be directed towards generating additional funds for the school through donors and grant sources.

All fundraising activities must conform to the policies in section 1105 of this manual as well as the Archdiocesan Document on Temporal Affairs.

### **1002.02 Solicitation of Development Sources**

In seeking out sources of potential funds, schools shall prioritize donors and grant sources affiliated with their school (including alumni) and sponsoring parish(es) (if applicable). School/parish leaders should seek out opportunities to solicit donations or grants in partnership with other Catholic schools or agencies of the Archdiocese.

## **1003.00 Marketing, Recruitment, and Development Personnel**

### **1003.01 Employment**

Schools may employ staff dedicated to marketing, recruitment, development, and other associated duties, as deemed necessary and appropriate by the school's governing authority. In budgeting for such staff, school/parish leaders shall consider the school's mission statement, as well as the wider mission to Catholic education throughout the Archdiocese.

## **1100.00 TEMPORAL AFFAIRS OF CATHOLIC SCHOOLS**

### **1101.00 Guiding Principles**

#### **1101.01 Temporal Affairs Document**

The Temporal Affairs Document of the Archdiocese of Cincinnati shall be the guiding document of all matters related to school finance. School leaders should reference this source for any issues not addressed in Archdiocesan Educational Policy.

### **1102.00 Financial Practices of Parish, Consolidated, Inter-Parish, and Archdiocesan Schools**

#### **1102.01 Finance Council**

Canon Law 537 of the 1983 Code of Canon Law requires that each parish have a Finance Committee (Finance Council). This Council shall be comprised of persons with special training or experience in this area. Because of the large portion of parish finances devoted to operation of the parish, consolidated, or inter-parish school, special effort should be made to include persons who are knowledgeable about school finances. The basic function of the Finance Committee is to provide necessary research and financial planning.

All Archdiocesan schools shall operate a Finance Committee populated by stakeholders with special training or expertise in this area.

At the discretion of the school's governing authority, a school may establish a finance sub-committee of the School Education Commission or Board of Limited Jurisdiction.

#### **1102.02 Banking**

Money belonging to a Catholic school is to be deposited promptly in a bank checking account. The checking account shall be held in the name of the institution and identified under the institution's Federal Tax Identification Number (TIN) The checking account must have dual signatures. At least two administrators at each school shall be authorized to sign checks. A copy of the signature card on file at the bank shall also be kept in the institution's file.

#### **1102.03 Current Debts**

All current debts for satisfactory work done or materials received shall be paid in accordance with the terms set forth on the invoice. No current bills, in any event, should remain unpaid for more than thirty (30) days.

#### **1102.04 Expenditure Limitation**

The expenditure by a school or institution of over \$5,000.00 for repairs, except in case of emergency, for capital improvements, for equipment or for contributions for charitable purposes, shall be recommended by the local leadership. An expenditure of over \$25,000.00 for such purposes must have a recommendation of the local school leadership, the written approval of the Chief Financial Officer of the Archdiocese and the Superintendent of Catholic Schools. The amounts specified shall be reviewed and adjusted periodically in view of the economic conditions.

#### **1102.05 Loans**

The permission of the Archbishop is required for the contracting of any loan by a school or institution. Schools shall contact the Finance Department of the Archdiocese when seeking such loans.

The school/parish's Finance Council or School Commission shall make a realistic projection of the ability of the school or institution to service the proposed indebtedness. The approval of the education commission is required. All debt retirement shall be programmed not to exceed fifteen years, or for a shorter time should the future projected needs and goals of the school or institution so indicate.

#### **1102.06 Long-Term Surplus Funds**

Surplus funds are considered to be any amount in excess of one month's operating expenses. Surplus funds which might be accumulated against future needs are to be invested in notes issued by the Archdiocese. Such funds are used for loans to other parishes and institutions which are in need of financing. The interest rates shall be adjusted periodically after consultation with the Archdiocesan Pastoral Council.

#### **1102.07 Short-Term Surplus Funds**

Funds to be retained for a period of less than six months may be kept in the checking account, may be directed to the Deposit and Loan Fund, or the Archdiocesan Pooled Investment Fund, or may be placed in an FDIC insured money market account with a reputable bank, if the total on deposit is less than \$100,000.

#### **1102.08 Investments**

Investments of school or institution funds in real estate, equities, and fixed amount obligations (other than United States Treasury or bank obligations) are strictly prohibited. If such assets are received and if the value equals more than 10% of the total annual budget of the school or institution, the

Department of Financial Services and the Catholic School Office shall be consulted.

#### **1102.09 Pooled Investment**

Parishes, schools, and other Archdiocesan institutions may deposit funds in the commingled checking account of the Archdiocese of Cincinnati administered by Fifth Third Bank.

#### **1102.10 Bequests and Donations**

Bequests and donations for restricted purposes shall be used in exact accord with the directions of the donor or testator. Care should be exercised in the acceptance of restricted funds to avoid incurring an obligation, especially of a spiritual nature such as Masses, which might turn out to be impossible or extremely difficult to fulfill.

#### **1102.11 Endowments**

In accordance with the Extra Synodal Decree issued December 31, 1991, permanent reserve funds received for the purposes of creating or adding to an endowment fund (the principle to be held in perpetuity and the interest being used for the general purposes of the school) are to be deposited in the Archdiocesan Deposit and Loan Fund.

#### **1102.12 Foundations**

Separately incorporated foundations or unincorporated foundations held separately from the school or institution are strictly prohibited for schools or institutions owned and operated by the Archbishop by Extra Synodal Decree dated October 8, 1987.

#### **1102.13 Dissolving a Foundation**

If a separately incorporated foundation or an unincorporated foundation held separately from a school or institution owned and operated by the Archbishop is discovered, every effort shall be made to determine if the funds were raised in the name of the school or institution. If they were, the foundation shall be dissolved and the funds returned to the school or institution.

#### **1102.14 Wages and Benefits**

All employees of the Church shall be paid a just and living wage. Pastors and Principals shall consider the Archdiocesan salary scale when setting salaries for certificated employees.

Employees shall also be provided the benefits prescribed by law, such as FICA (Social Security) benefits, Worker's Compensation, and the like, or

those prescribed by Archdiocesan policy, such as retirement benefits. All clergy, religious, and full-time lay employees shall be provided with Health and Major Medical Indemnity insurance coverage.

### **1102.15 Insurance**

The Archdiocese has instituted a Self-Funded Insurance Program covering fire, windstorm, extended coverage, casualty and liability risks, and medical payments. All schools and Archdiocesan institutions are covered by the Archdiocesan program. Schools and institutions covered by the program shall comply with reporting requirements of the risk management and facility assessment programs of the Archdiocesan Finance office.

### **1103.00 Facilities**

#### **1103.01 Facilities Safety**

All school facilities (including buildings, grounds, athletic centers, etc.) shall adhere to relevant state and local regulations and policies. The Principal shall ensure that regular fire, safety, and health inspections take place and are properly documented, and that emergency drills occur as required (see [policy 416.00](#)).

#### **1103.01 Asbestos**

All school facilities that contain asbestos shall possess an up-to-date Asbestos Management Plan. This plan shall be maintained and made available to parents, building inspectors, and other personnel. Each school shall inform parents each year of the presence of asbestos and the location of the Asbestos Management Plan through e-mail, letter home, statement in a policy handbook, or similar communication. Facilities personnel shall be required to participate in regular asbestos training, as required by federal law.

### **1104.00 Records and Legal Documents**

#### **1104.01 Records**

All pertinent school records, including the accounting records, one copy of the final working drawings and specifications for the building, together with one set of the "as-built" plans, shall be kept in a locked safe or file and be available for inspection at any reasonable time by qualified authority. Where practicable, the files used are to be fire resistant in accordance with the Fire Department Underwriters regulations.

[Refer to the Archdiocese of Cincinnati Record & Retention Policy.](#)

## **1104.02 Signing Legal Documents**

All contracts, notes, leases, or other legal instruments related to property shall be signed by the Archbishop as Trustee for the respective school or other unit, as is required by civil law in Ohio.

## **1104.03 Safeguarding Legal Documents**

Certificates of ownership, bills of sale, and other legal papers not required to be kept in the chancery files shall be kept in a safe-deposit box at a bank, registered in the name of the institution, with the Principal and/or the Archdiocesan Superintendent of Schools having the right of entry. A copy of the signature card on file at the bank shall be kept in the institution's file.

## **1104.04 Financial Reviews**

Parish elementary schools shall participate in an annual financial review, conducted by a certified public accounting firm, in concert with the finances of the parish. Copies of this review shall be filed with the Finance Office of the Archdiocese no more than ninety (90) days after the close of the fiscal year.

Consolidated schools, inter-parish schools, Archdiocesan schools, and private schools (both elementary and secondary) shall have an annual financial review conducted by a certified public accounting firm. A copy of the review shall be filed with the Catholic Schools Office no more than ninety (90) days after the close of the fiscal year. These schools shall have a complete financial audit upon the appointment of a new Principal (exceptions may be granted by the Catholic School Office). A copy of the complete audit or review shall be filed with the school office ninety (90) days after the close of the fiscal year.

## **1105.00 Fund-Raising Activities**

### **1105.01 General Practice**

The Pastor or Principal is responsible for developing a policy regarding fund-raising activities. All fundraising efforts sponsored, endorsed, and/or promoted by a Catholic school shall be consistent with the mission and teachings of the Catholic Church. Fundraising activities must conform to the Document on Temporal Affairs.

## **1105.02 Fundraising for Church Organizations**

All fundraising efforts sponsored, endorsed, and/or promoted by a Catholic school for a Church Organization (i.e. an organization listed in the Official Catholic Directory/Kennedy Directory) must be approved by the pastor/administrator in accordance with local and Archdiocesan policies.

## **1105.03 Fundraising for Church Organizations**

All fundraising efforts sponsored, endorsed, and/or promoted by a Catholic school for outside non-profit organizations (i.e. 501c3 organizations not listed in the Official Catholic Directory) shall be approved by the pastor/administrator prior to the start of the fundraising effort. Approval may also be necessary from the local pastor or School Board depending upon local policies and the school's form of governance. Schools may not raise money for for-profit organizations.

## **1105.04 Private Fundraising Efforts**

Private fundraising efforts can be defined as fundraising activities not officially sponsored by the Catholic school, but instead conducted by a private individual or group on behalf of an outside non-profit (501c3) organization. All such fundraising efforts conducted by school employees, parents/guardians, students, volunteers, or other stakeholders shall be pre-approved by the local pastor/administrator in accordance with local and Archdiocesan policies. The mission and purpose of the outside organization must be consistent with the teachings of the Catholic Church.

## **1106.00 Solicitation by Outside Groups**

### **1106.01 Procedure**

The local parish/school authorities have the right to determine solicitation within the school. The local parish/school authorities shall select organizations that conform with the theology and practices of the Catholic Church, and fit the mission and philosophy of the school. The local parish/school authorities shall determine the manner in which the solicitation may take place.

### **1106.02 Responsibility**

Only those persons authorized by the local parish/school authorities shall be brought into a Catholic school as a promoter, participant, leader, or director of student activities.

### **Guidelines for Policy 401.01**

#### **CRITERIA FOR ADMISSION OF UNDERAGE PUPILS TO KINDERGARTEN**

Parents who make application for early admission to kindergarten may be referred to the local public school district for evaluation. The public school district may administer such a program. Students who meet the public school criteria may be accepted in your school on a trial basis. A judgment will be required for borderline cases and the decision should be based on the individual child's overall readiness for kindergarten. Students must be five by January 1st to be considered for Early Admission.

After the evaluation, parents should be given a verbal report of the overall results and of their child's strengths and weaknesses. Particularly in cases where the child does not qualify for early admission, parents should be given a complete explanation and suggestions which might enhance their child's growth and development.

### **Guidelines for Policy 406.06**

#### **F-1 NON-IMMIGRATION FOREIGN STUDENTS DESIRING TO STUDY IN THE UNITED STATES**

The Immigration and Nationality Act provides a nonimmigrant visa category for persons wishing to study in the United States. The "F" visa is reserved for non-immigrants wishing to pursue academic studies and/or language training programs. Foreign students seeking to study in the U.S. may enter in the F-1 category provided they meet the following criteria:

The student must possess a current I-20 form issued by the Designated School Official at the school to be attended. To qualify for a I-20:

- The student must be enrolled in an "academic" educational program, a language-training program, or a vocational program;
- The student must be enrolled as a full-time student at the institution;
- The student must be proficient in English or be enrolled in courses leading to English proficiency;
- The student must have sufficient funds available for self-support during the entire proposed course of study; and
- The student must maintain a residence abroad which she/he has no intention of giving up.

The school must be approved by the Immigration and Naturalization Service (INS) and possess a current I-17 form.

It is necessary for Catholic schools in the Archdiocese who plan to accept non-immigrant F-1 students to apply to the Student and Exchange Visitor Information System (SEVIS) <http://www.ice.gov/sevis/> for approval as an eligible school and

to indicate a local designated official. The approval process can take up to six (6) months to complete.

Contact the Catholic School Office in Cincinnati if you have questions.

### **Guidelines for Policy 406.00**

## **OHIO LAW ON ARRESTS OF JUVENILES**

A general overview of the laws of arrest and custody procedure follows:

1. Under Ohio law, a “child” is an individual under eighteen years of age. The Juvenile Court has exclusive original jurisdiction over any unruly, abused, neglected, or dependent child, and over alleged juvenile traffic offenders.
2. Title 21 of the ORC and the state Rules of Juvenile Procedure provide that a child may be taken into custody (i) pursuant to an order of the Juvenile Court, or (ii) pursuant to the laws of arrest.
  - (i) **Order of the court.** The Juvenile Court is empowered, under certain circumstances to issue a temporary order requiring that a child be taken into custody pending the outcome of a hearing. Where a custody order has been issued, then, law enforcement officers are legally authorized to enter a classroom to take a child into custody.
  - (ii) **Laws of arrest.** Under certain circumstances, a warrant may be issued against a child. The warrant must contain a child’s name, a summary of the legal complaint filed against him or her, and **a copy of the filed legal complaint.** A police officer has the legal authority to take a child into custody once a warrant is issued. As such, a police officer with a warrant can enter a classroom to take a child into custody.
3. **When no order or warrant has been issued**, law enforcement officers are authorized to take a child into custody if there are reasonable grounds to believe that:
  - (a) the child is ill or injured and is not receiving proper care, and removal is necessary to prevent further emotional or physical harm; OR
  - (b) the child is in danger from his surroundings, and removal is necessary to prevent further physical or emotional harm; OR
  - (c) a parent, guardian, custodian, or household member has abused or neglected the child in the household, and the child is in danger of immediate or threatened physical or emotional harm from that person; OR
  - (d) the child has run away from her/his parents, guardian, or custodian; OR
  - (e) the conduct, conditions or surroundings of the child are endangering her/his health, welfare, or safety.

A law enforcement officer may also take a child into custody when:

(a) a legal complaint has been filed against the child AND there is reason to believe the child may flee or be removed from the jurisdiction of the court;  
OR

(b) the child is required to appear in court (as in custody or divorce proceedings) and there is reason to believe that he or she will not appear.

5 An argument can be made that during school hours parochial school administrators/teachers act *in loco parentis* vis-à-vis the student present and enrolled in their classes.

As such, parochial school officials acting *in loco parentis* and as agents of the private property owner could assert a right (1) to demand that a police officer, prior to entering a classroom, either (i) present a court order or a warrant, or (ii) state the reasonable grounds upon which the child is being taken into custody; and (2) ask whether the child's parent or legal guardian has been given notice that the child would be taken into custody. **However, school officials should be made aware that a duly authorized law enforcement officer has the legal right to take the child into custody, and that any hindrance could be deemed an obstruction of justice.** Practically speaking, a police officer might reasonably believe that there is a risk that the subject child will flee from the building if the officer stops to answer questions posed by school officials. In that case it is likely that the officer need not delay entry onto the premises in order to answer school officials' questions; he or she can lawfully enter the classroom to take custody of the child.

The law provides a bit more protection for juveniles than for adults. Under specific circumstances, the police are entitled to come on to the premises of a school and make an arrest. The best policy is to maintain good working relationships with the local police so that the Principal is aware of what is happening in her or his school at all times. Preferably, a protocol ought to be worked out so that the police will come to the Principal in the first instance in order to make an arrest in the least disruptive fashion.

**At any time when an arrest is made, the school administration should make certain to secure the identity of the arresting officer, understand exactly what is happening, and communicate such information to the child's custodial parent as soon as possible.**

In the event that there is any doubt whatsoever about how or why police are on the premises of a school, the Principal should make a direct contact to the local police agency and also notify the Chancery.

As a practical matter, most schools (particularly the high schools) normally have established relationships with the local police. Maintenance of good relationships should normally eliminate any concerns.

### Guidelines for Policy 412.03

#### ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL GUIDELINES

When it is necessary for school personnel to administer prescribed medication, the following guidelines, taken from the Ohio Nurses' Association Guidelines, are to be followed:

1. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. The Principal in each building shall appoint a responsible person or persons to supervise the storing and administering of the medication in the absence of the school nurse. **All medication should be kept in a locked cabinet.**
3. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. A faxed copy may be accepted with a request for a hard copy to follow. Sample forms are available at the following links.  
[Asthma Inhalers Authorization Form](#)  
[Physician's Request for the Administration of Medication Form](#)  
[Parent's Request for the Administration of Medication Form](#)
4. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
5. **New request forms must be submitted each school year**, and as necessary, for changes in medication order.
6. It is advised that the medication and the signed permission forms be brought to the school by the parent/guardian.
7. Accurate records of the medication given must be kept in the student's record.

## Guidelines for Policy 413.00

### **SEX OFFENDER REGISTRATION AND NOTIFICATION**

On July 1, 1997, a new law went into effect concerning Sex Offender Registration and Notification. Under the law, convicted sex offenders must register for a period of time with their local county sheriff's office. Sex offenders are classified as 1) sexually oriented offenders, 2) habitual sex offenders, 3) habitual sex offenders subject to community notification and 4) sexual predators.

The sheriff's office will notify the Principal of each chartered non-profit school when a sexual predator or a habitual sex offender who the court determines is subject to community notification moves into a specific geographical location.

Principals are authorized under the law to share this information with staff members whose duties include supervision of or responsibility for children and students, including but not limited to: administrators, teachers, teacher's aide, security officials, crossing guards, grounds keepers and bus drivers. If they see the offender nearby without an apparent legitimate purpose, or if the offender otherwise creates concern for the safety of children or students, they need to inform the Principal, and the Principal needs to inform law enforcement. Either the sheriff's office or the police department would then evaluate the situation, take whatever steps are necessary, and provide the Principal with advice regarding any additional steps which should be taken. Any person whose presence or behavior around the school or the children that causes suspicion, the aforementioned procedure should be followed.

The Principal may inform parents, teachers, and adult students that the sheriff's office has contacted the school about a sexual predator or habitual sex offender residing in the geographical area. **However, no details about the offender may be given.** Under the law, certain information about the offender is public record and as such, is open to their inspection by contacting the sheriff's office where the offender has registered.