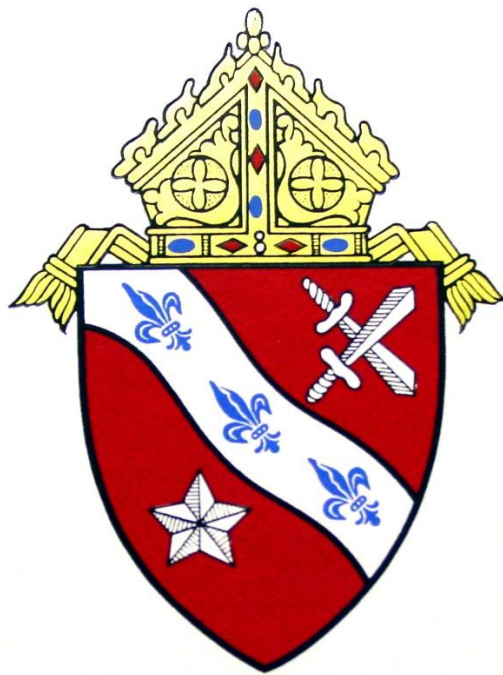


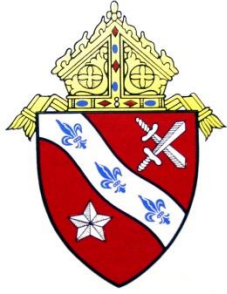
**HANDBOOK OF POLICIES
AND PROCEDURES**

FOR

**ELEMENTARY AND SECONDARY
SCHOOLS**



**CATHOLIC SCHOOLS OFFICE
DIOCESE OF DALLAS**



Welcome from the Bishop

To my Brothers and Sisters in diocesan ministry,

While in the secular world we may be known as colleagues, please know that you are more than just simply co-workers in an office building; you are co-workers in the vineyard of the Lord. The work we do in the church and in the name of Jesus Christ affords us the opportunity to identify each other as brothers and sisters.

As the Bishop of the Diocese of Dallas, I appreciate all the good work you do. In my installation homily, I mentioned that we will “exhaust ourselves for Christ.” I do not take for granted the many tasks and responsibilities that each of you perform. In doing so, I am aware that all of you work so that the entire diocese may effectively carry out the mission of Jesus Christ. As your bishop, you have my prayers, support, and appreciation.

I’m grateful to all of you for your collaboration with me in the work of the church and I ask God’s blessings upon you, your ministry and your loved ones. Through the intercession of Our Lady of Guadalupe, may God bless our endeavors and give success to the work of our hands.

Sincerely yours in Christ,

Most Reverend Edward J. Burns
Bishop of Dallas

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ACKNOWLEDGEMENT FORM

SERIES 1000: COMMUNITY RELATIONS

1100 COMMUNICATION WITH THE PUBLIC

1110 PUBLIC RELATIONS AND COMMUNICATIONS

1111 GENERAL

Public relations embody all communication between the school and the community. It provides the basis for mutual understanding. The purpose of a public relations program is to keep the public informed regarding programs, policies, and conditions of the Catholic school community. The public includes diocesan and pastoral administrators, the parish council and/or parish school board, board of directors, the school staff, the parents, the students, former students, the parish, and the local civic community.

It is the responsibility of the school's chief administrator to plan and coordinate the public relations program at the local level. In the event of major public media releases or inquiries, prior consultation with the diocesan director of communications is required.

1112 SCHOOL SPONSORED MEDIA

A school atmosphere and program which integrates religious belief and practice with the normal development and education of children are the most effective media for the purpose and objectives of Catholic education. Other means of communication frequently used are the following: authorized parent organizations, weekly parish bulletins, community activities, public service projects, open house observances, promotional literature and videos, school reports and publications, press releases, Web sites, Internet communications, broadcast features and public service announcements.

The designated school chief administrator shall formulate and publicize local regulations and procedures regarding communication. All announcements, news releases, and promotional materials regarding a school shall be cleared by the chief administrator to assure consistent policy and avoid duplication. ([See Policy 1111](#))

.1 News Releases

In consultation with the diocesan Office of Communications, when appropriate, individual schools are encouraged to release to the Catholic press, to the local press, and to community affairs producers, stories and information that will keep the public informed of current school activities and achievements. (See Policies [1112.3](#) and [1122](#))

.2 Brochures, Catalogs, Advertising

Every school must include the required statement of its non-discrimination policy relating to students in all its advertising, brochures and catalogs regarding student admissions, programs, and scholarships. In addition, every school must include a reference to its nondiscrimination policy in other advertising that it uses as a means of informing prospective students of its programs.

.3 Directory Information Regarding Students

Schools may receive requests to release student directory information for a number of reasons. Generally, student directory information should be treated as confidential and not released by the school except in certain circumstances. The school may release student information to other schools or colleges to which a student is applying for admission, provided that the school first receives a specific, written request from the student's parent (or student, if the student is 18 years old) to do so.

1113 CATHOLIC SCHOOLS OFFICE SPONSORED MEDIA OR OTHER MEDIA

Except as set forth below, the Catholic Schools Office will serve as the primary point of contact regarding the mission and functioning of diocesan schools. A variety of media will be used, as necessary, to foster articulation and communication and to support the educational endeavors of the diocese.

1120 RESPONSIBILITIES OF SCHOOL PERSONNEL

1121 SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent of Catholic schools in collaboration with the diocesan director of communications shall coordinate the Catholic Schools Office public relations activities. Any announcement of policy for Catholic education and news items that pertain to the schools of the diocese shall be released by the proper diocesan official.

1122 CHIEF ADMINISTRATOR

In each school, the chief administrator shall coordinate the public relations activities consonant with the provisions of this section.

1200 PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL

1210 RELATIONS BETWEEN PUBLIC AND SCHOOL PERSONNEL

1211 GENERAL

Every member of the school staff has a responsibility in this matter since public relations are exercised to the greatest extent by day-to-day contact between the school personnel and the public.

1212 VISITOR REGULATIONS

All visitors shall be required to report and register at the reception desk or in the school office upon their arrival at the school. Signs noting this requirement should be posted at school entrances.

The chief administrator shall provide for appropriate hospitality for visitors and shall establish a local policy concerning visits to the school or classes that will enhance the effect of the educational program rather than hinder it.

Ordinarily, parents and other persons shall confer with teachers after school or at other appointed times so as not to interrupt class instruction.

1213 GUEST SPEAKERS

Advance permission of the chief administrator is required before any outside speaker may be brought into the school to address any class or group of students. The chief administrator may wish to contact the superintendent of Catholic schools for additional direction and consultation. The chief administrator should refer to the Diocese Contract Review Policy for requirements applicable to **all** outside parties who speak or present at a school for compensation. Speakers who have not been Safe Environment-cleared should at all times be escorted by a Safe Environment-cleared employee of the school.

1214 PERSONNEL COMPLAINT REVIEW PROCEDURES

- a) **Parent Concerns or Complaints:** The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.
- b) **Employee Concerns or Complaints:** The Diocese also supports a collaborative approach to resolving disputes between employees, when appropriate and subject to [1214\(c\)](#) below. Except for concerns or complaints addressed in [1214\(c\)](#), a school employee with a concern or complaint about another employee should generally first attempt to resolve such concern or complaint with the affected employee. If doing so is not possible or appropriate under the circumstances, the complaining employee should present his or her concerns to his or her supervisor, who should then escalate the concern to the affected employee's supervisor if appropriate. The Diocese and each school assures that all employees who make a complaint in good faith can do so without fear of retaliation or reprisal.
- c) **Alleged Harassment, Discrimination, or Safe Environment Violations:** As an exception to the general rules above, any concern or complaint regarding a known or suspected violation of an applicable Safe Environment, anti-harassment, or anti-discrimination policy, or any conduct that may present a danger to the health, safety, or well-being of any person should be reported directly to the chief administrator of the school. If the chief administrator is the subject of the concern or complaint, the concern or complaint should be reported directly to the Superintendent.

1220 RELATIONS BETWEEN PUBLIC AND STUDENTS

1221 PUBLIC PERFORMANCES AND SERVICE ACTIVITIES

The primary educational aims of the school and the needs and best interests of the students must be the first consideration in these matters at all times. (See Policies [6141](#) and [6143](#))

1222 CONTESTS

Contest participation in individual schools is at the discretion of the chief administrator or designee. Students should be encouraged to participate in contests that fulfill the following guidelines established by the superintendent.

In judging the value of an activity or contest for a particular group of students, the chief administrator or designee should, in consultation with the Catholic Schools Office as necessary, look for the following characteristics.

- a) The contest presents a genuine learning experience; it supplements but does not interfere with the regular school program.
- b) The activity makes it possible for individual students to develop contributions by their own efforts and does not invite dishonest collaboration.
- c) The contest does not place an undue burden on students, teachers, or the school, nor require frequent or lengthy absence of participants from the school.
- d) The organization sponsoring the contest enjoys respect in the community and does not subscribe to goals inconsistent with Catholic educational philosophy. The organization should be engaged in a creditable enterprise, regardless of kind or amount of prizes offered. The organization may not use the contest or activity to advertise or market a company name, product or service, except that promotional materials for the contest may identify the sponsor. Before agreeing to host a fundraising contest sponsored or organized by an outside party, the chief administrator or designee should review the Diocese of Dallas Policy on Fundraising Campaigns and Grant Applications and the Carnivals, Raffles, Poker Tournaments, Casino Nights, Etc. Policies found in the [Accounting Standards Handbook](#).
- e) The subject of the contest may not be commercial, controversial, or concerned with political propaganda and the like. It must emphasize high moral standards, good citizenship and intellectual competence.
- f) The contest is conducted in a professional manner indicated by clear directions, sufficient challenge, adequate supervision, and competent judging. The selection of writing entries is the total responsibility of the contest sponsor.
- g) The contest should be one from which no contestant is excluded because of race, color, national origin or gender.

1223 SOLICITATION OF FUNDS FROM STUDENTS

Students may not be solicited for donations except for a limited number of charitable organizations subject to the following conditions.

- a) The chief administrator, in consultation with the Superintendent, has granted permission and approval for the collection of contributions.
- b) Every precaution shall be taken to ensure the voluntary nature of any authorized solicitation.
- c) Any authorized solicitation shall be scheduled and conducted in such a manner as to reduce to a minimum:
 - Interruption of the regular school activities,
 - Imposition on families,
 - Conflicts with school and/or parish fundraising.
- d) Students shall not be involved in public solicitation, house to house sales, or activities that may jeopardize their safety.

1224 FUNDRAISING ACTIVITIES

Students may participate in and cooperate with fundraising activities conducted by the school or parish, provided such activities are in accord with policies and regulations in this Handbook. (See Policy [5143](#))

ADVERTISING AND PROMOTION

Schools may make available to parents, information about educational and extracurricular activities offered to students by third parties (e.g., summer camps, select athletics, private music lessons, etc...), provided that a) the chief administrator has reviewed and approved the information, b) the information is provided in an informative, neutral manner that does not suggest that participation is encouraged or required, and c) the information is presented with the following disclaimer:

‘This activity is organized and operated by a third party and is not sponsored by, endorsed by, or affiliated with [SCHOOL NAME] or [PARISH NAME] in any way. Participation in the activity is completely voluntary, and information regarding the activity is provided only as a convenience to parents. Parents should conduct their own research regarding any activity before allowing students to participate. Neither [SCHOOL NAME] nor [PARISH NAME] receive any consideration or compensation as a result of student or parent participation in this activity.’

Outside businesses marketing products or services to parents other than the type of educational and extracurricular activities described above may not use school-sponsored activities or communications channels to market those products or services directly to parents. For example, schools may not sell parent mailing lists to outside vendors to allow unsolicited direct mailings from vendors to parents. Schools may permit those vendors to passively advertise their products or services by advertising in school publications or on a dedicated page of the school’s website. (See Policy [3360](#))

Names and addresses of current or former students or parents shall not be released for commercial, advertising, marketing, or promotional purposes. Schools may not sign contracts with outside vendors which require the school to provide a list of current or former students or parents for solicitation, even if on behalf of the school, without first consulting diocesan legal counsel. Refer to Policies [1112.3](#) and [5115.3](#) for additional information.

Cultural activities (i.e., youth concerts, student opera, etc.) approved by the chief administrator may be advertised in schools. Tickets may be sold to students provided that the activity and the arrangements for selling tickets have been approved by the chief administrator or designee, that the faculty is not expected to assume the burden of ticket sales and accounting, and that undue pressure to buy tickets is not expected.

USE OF SCHOOL FACILITIES**GENERAL REGULATIONS**

Any use of parish grounds by outside organizations including Non-Parish Based Organizations, non-profit community organizations, and any other organization) must be conditioned on the signing of the applicable use agreement obtained from the Office of Risk Management. These forms contain, among other things, hold harmless and insurance provisions that will protect the school/parish/diocese in the event of a claim. These forms are drafted so as to assure that a diocesan entity’s legal interests are adequately protected, to ensure compliance with applicable requirements of the Diocesan master liability insurance policy, and to allow appropriate review and discussion in the event that any activity is proposed, or in fact occurs, which is in conflict with the teachings of the Roman Catholic Church as determined by the then-sitting Bishop of Dallas, school or diocesan policies, the safety of the school community, or orderly school administration.

Requests for use of school facilities by parish and other groups are subject to the approval and permission of the pastor in the case of parish schools, and to the approval and permission of the president or designee in the case of diocesan governed schools and private schools. (See Policy [3514](#))

MOTION PICTURE OR TELEVISION PRODUCTION

The use of parish or school property for motion picture or television production must be arranged through the diocesan director of communications, who will take the following steps:

- a) Request a working script from the producers in advance.
- b) Make certain the film or television production contains nothing offensive to Church teachings and environment.
- c) Meet with the producers to clarify any questions concerning the script.
- d) Make certain the appropriate compensation is discussed for the selected diocesan property, any entity which may be inconvenienced by the production and the technical advisors.
- e) Meet with the administrator of the property to make certain the proposed project is supported by him/her and that it will be beneficial to the Church.

After the above steps have been followed, the director of communications will present the project proposal to the Bishop for his approval. If the Bishop approves of the proposal, the director of communications will take the following steps.

- a) Inform the chief administrator.
- b) Assign a technical advisor to work with the project.
- c) Request the production company meet with the diocesan attorney to develop the contract.
- d) The pastor/president and/or the director of communications will oversee the implementation of the agreement.

Any other videotaping or photography of students or any event involving students--**other than videotaping or photography made exclusively for home use by a student's family**—is prohibited unless written consent has been provided by an adult responsible for each student to be depicted and a written agreement has been reviewed by the Diocese Office of Risk Management or Diocesan Counsel and signed by both the school and photographer. Activities subject to this policy include, but are not limited to: commercial photography, videotaping, or broadcast of school-sponsored events and student portrait photographs. Please refer to the Diocese of Dallas Social Media Policy attached hereto and incorporated herein as [Appendix 2](#) for more detailed guidance.

1300 RELATIONS WITH OTHER ORGANIZATIONS AND SCHOOL SYSTEMS**1310 RELATIONS WITH LOCAL, STATE AND FEDERAL CIVIL AUTHORITIES****1311 GENERAL**

Except when necessary to protect the school's legal interests or the safety or well-being of a student, cooperative relationships shall be maintained with governmental agencies for the welfare, health, and safety of all citizens, including the students in our schools.

Officials who desire to enter the school or to perform some service shall be courteously requested to present identification and proof of official capacity unless personally known by the school officials. (See Policy [1212](#))

1312 LAW ENFORCEMENT OFFICIALS

Schools shall cooperate with local and state law enforcement departments keeping in mind the legitimate interests of students and parents.

Schools are urged to invite the cooperation of the local law enforcement agencies in instructing school administrators, teachers, and students about crime prevention. Issues may include child abuse, drug traffic and abuse, bicycle and traffic safety, and similar pertinent topics. (See Policy [1213](#))

.1 Interrogation of Students

When it is necessary in the performance of duty for a peace officer to lawfully arrest a minor in attendance at school or interview minors in the case of a contemporaneous or imminent crime, the officer is empowered to do so. While the constitutional rights of students may not be infringed upon by the officer, school officials are not required to nor should they attempt to prevent such arrests.

In taking such action police officers are required to give due consideration and recognition to the rights, responsibilities, and concerns of the school personnel. Consequently, all police officials shall be requested and expected to deal initially with the chief administrator, pastor, or designated school official.

In such matters, as well as in the case of general requests by peace officers to question a minor in attendance at school, with the exception of a report of suspected in home abuse or neglect, the following specific procedures shall be followed. (See Policies [1312.4](#) and [1312.5](#))

- a) The chief administrator shall ascertain the identity and the official capacity of the peace officer, the authority under which action is required, and in the case of the release of the student the reason for such action. (See Policy [5161.1](#))
- b) The chief administrator shall question the officer to ascertain whether the student is a suspect or a witness to a crime and whether the particular crime is contemporaneous or imminent.
- c) The chief administrator shall request that the peace officer delay interviewing or arresting the student until the parents are present, except in the case of a serious and contemporaneous crime or imminent crime. In the latter situation the parents will be immediately notified and summoned.
- d) If the officer objects or refuses to wait until the parents arrive the chief administrator shall insist on the right to be present in *loco parentis* for the interview and/or arrest.
- e) If the officer insists on interviewing the student privately the chief administrator shall declare clearly and in the presence of a witness that the interview is being conducted over the administrator's stated objections to the circumstances.
- f) The school chief administrator shall notify the parents if the student is taken into custody and removed from the school premises. (See Policy [5161.1](#))
- g) The school chief administrator shall keep a record of the events and the sequence of procedures (a-g) followed. This shall include the name and identification of the officer to whom the parent should be referred.

In all cases, the chief administrator shall not hinder the interview or any taking of a student into custody. In these situations, every possible step should be taken to ensure a minimum of embarrassment or loss of class time for the student.

The fact that a student is interrogated or arrested by a police officer does not necessarily constitute cause for suspension or expulsion.

.2 Subpoenas

Upon receipt of a subpoena, promptly forward a copy to the Catholic Schools Office. The Superintendent of Catholic Schools or his/her delegate will advise what steps need to be taken.

.3 School Report of Suspected Abuse or Neglect

Under Texas law, any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by anyone must **immediately** report the possible abuse or neglect. Additionally, professional school and child care personnel (including but not limited to teachers and daycare workers) must make the required report within 48 hours of suspecting the abuse or neglect. Reporting should be made to the Texas Department of Family

Services hotline at 1-800-252-5400, or via the website at www.txabusehotline.org. Because of the potential for subsequent legal proceedings, an employee of a diocesan school who reports abuse or neglect under this policy must advise the Catholic Schools Office as soon as reasonably possible thereafter.

Suspected abuse or neglect includes:

- physical injury or injuries inflicted by other than accidental means by any person,
- sexual molestation,
- neglect occurring from deprivation of necessary food, care, clothing, shelter, or medical attention,
- infliction of physical or mental suffering.

Mandated reporters are immune from civil or criminal liability for reporting in good faith a known or suspected child abuse.

Failure to report suspected abuse or neglect in accordance with this section is a Class A misdemeanor.

Staff personnel shall also inform the school administrator who shall in turn notify the Catholic Schools Office.

.4 Investigation Concerning in Home Abuse or Neglect

[Texas Family Code Section 261.302](#) authorizes a child protective worker who is investigating suspected child abuse or neglect to, among other things, interview and examine the alleged victim at school during the school day. The child may request that a school representative be present during the interview but the investigator has final say as to who is present during the interview. In the event a child protective worker requests an on-campus interview with a student related to suspected abuse or neglect, the chief administrator should be notified as soon as possible. The chief administrator shall notify the student's parent or other legally responsible adult of the interview unless the child protective worker states that doing so would endanger the student's safety or welfare. Neither parents nor school personnel may interfere with such an interview. The chief administrator should keep a written account of all interactions with child protective workers investigating suspected abuse or neglect of a student.

.5 Interview of Victim at School Related to Child Abuse at Home

When a representative of a child protective agency deems it necessary a suspected victim of child abuse may be interviewed during school hours on school premises, concerning a report of suspected child abuse that occurred within the child's home. The following procedure will be followed by the child protective agency worker, school representative, and/or staff member.

The child will be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school including any certificated or classified employee or volunteer aide to be present at the interview. The chief administrator must witness the offer of this option.

A representative of the child protective agency will inform the child of that right prior to the interview. The purpose of the staff person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.

- a) The staff member will not participate in the interview.
- b) The staff member will not discuss the facts or circumstances of the case with the child.
- c) The staff member must maintain strict confidentiality.
- f) The representative of the school will inform a member of the staff so selected by a child of the requirements of this section prior to the interview.
- g) If the staff member selected agrees to be present, the interview will be held at a time during school hours when it does not involve an expense to the school.
- h) In most cases the child protective agency worker will notify the parents of the meeting which was held with the child. If this is not made clear to the school representative, there should be a discussion between the child protective agency worker and the school representative to make a decision as to who will notify the parents.

.6 Mandatory Reporting of School-Related Crimes to Law Enforcement

Texas law requires the principal or his or her designee to notify the police department of the jurisdiction in which the school is located if the principal has reasonable grounds to believe that any act listed below has occurred at school, on school property, or at a school-sponsored or school-related activity, whether on-campus or off-campus:

- A felony involving the use or display of a deadly weapon;
- Conduct that places another person in imminent danger of serious bodily injury;
- Discharge of a firearm;
- A threat to commit a crime involving violence to any person or property made with the intent to 1) cause a reaction to the threat by emergency services (e.g. a bomb threat), 2) place any person in fear of imminent serious bodily injury, 3) prevent or interrupt the occupancy or use of a building, 4) impair or interrupt public communications or utilities, 5) place the public or substantial group of the public in fear of serious bodily injury, or 6) influence government activities;
- The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana;
- The possession of a dangerous weapon;
- Organized criminal activity; or
- Violent crime committed by a student

Notice is not required if the principal reasonably believes that the conduct does not constitute a crime.

The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice.

.7 Parent Information Regarding Reports To and Cooperation With Law Enforcement

Schools must incorporate the specified language found in #5 of Appendix 1 titled "Reports to and Cooperation With Law Enforcement"

1313 FIRE DEPARTMENT

Each school shall plan for fire drills and fire prevention, and should review such plans with the local fire department or other officials when appropriate. Local fire department ordinances or regulations shall be observed. (See Policies [5164.5](#) and [5165](#))

1314 HEALTH DEPARTMENT

While the health of the student is basically the responsibility of the parent the county and state health departments have responsibility for general public welfare. Consequently, the chief administrator or designee shall cooperate with the representatives of the local and state health departments. (See Policy [5154](#))

1315 NATURAL DISASTER AND EMERGENCY PREPAREDNESS

Each school shall have an Emergency Operations Plan which is to be reviewed and updated annually. The plan shall to include the following:

- a) procedures for handling students and staff during an emergency,
- b) procedures for informing parents of the plan,
- c) preparations of site facilities for safety including,
 - handling of emergency supplies of food, water, and medical supplies,
 - communication practices,
 - drill and practice procedures,
 - shutting off utilities.

All actions taken shall bear in mind the safety and well-being of both students and staff members. In the event of a major disaster, the school will not be dismissed and children will remain under the supervision of school authorities. Students shall be released only according to a predetermined plan and only to persons authorized by parents. (See Diocesan [Emergency Management Plan](#))

1316 TRAFFIC SAFETY AND SCHOOL SAFETY PATROLS

Assistance of the Diocesan Security Department in addition to the local police department should be sought in planning and evaluating school safety patrols and traffic arrangements for the area surrounding the school. If the police department supplies crossing guards at the times of school opening and dismissal the school should consult regularly with the officers to ensure proper student behavior and should be careful to notify the officers regarding changes in the school schedule. (See Policy [5164.4](#))

1320 RELATIONS WITH OTHER SCHOOL SYSTEMS AND AGENCIES

1321 GENERAL

Good public relations demand cordial professional relationships and cooperation with other private and Catholic schools and with public school systems and their officials.

Schools shall promptly comply with all pertinent regulations and reasonable requests concerning student transfers, attendance, truancy, cumulative records, and any other matters concerning the educational progress and welfare of the students for which joint cooperation and concern is appropriate and necessary. (See Policy [5126](#))

1322 STATE AND FEDERAL PROGRAMS

See Policy [6333](#) for guidance regarding participation in government-financed or organized programs.

1323 RESEARCH AND TESTING PROJECTS CONDUCTED BY OUTSIDE AGENCIES OR PERSONS

The Catholic Schools Office is responsible for initial approval or rejection of all requests by outside persons or agencies to conduct research projects or studies in the schools of the diocese. Approval of a request by the Catholic Schools Office will be communicated to the agency and to the chief administrator of selected or proposed schools. The decision to participate is ordinarily left to the discretion of the chief administrator.

.1 Types of Studies and Research Proposals Considered for Approval

- a) Reputable testing companies conducting national standardization programs;
- b) Universities that are seeking or have received a research grant;
- c) National Assessment of Educational Progress;
- d) Individual graduate students whose research is in partial fulfillment of the requirements for an advanced degree.

.2 Guidelines for Study Approval

- a) The study must have educational value or potential for immediate educational benefit to the participating schools. Research of a purely data-gathering nature is ordinarily excluded from consideration.
- b) There is assurance that the study or project will be conducted in an efficient manner, minimizing loss of time or disruption of academic programs.
- c) The applicant must be qualified to undertake the study. In the case of a graduate student, a statement from the faculty advisor or endorsing committee must be provided.
- d) The study must meet the requirements below regarding confidentiality of information, anonymity, and/or parental consent.
 - A parent or other adult who is legally responsible for each student must provide prior, written, informed consent before a student participates in any study. Prior, written, informed consent requires that the parent or responsible adult is first provided with a general description of the study, its purposes, the scope of involvement that would be required of the student, and any potential for harm or risk to the student (even minor harm or risk, such as missed class time), and **then** provides written consent in an appropriate form to the student's participation in the study.
 - The study must not invade the privacy of the students, their families or teachers.
 - Researchers are not permitted access to identifiable personal information (whether obtained in written form or verbally from students) regarding a student's family members, including parents, unless the student's parent or other legally responsible adult has specifically consented to such access in writing.
 - Direct access to cumulative records is not permitted without the specific, prior, written authorization of parents. A school may only provide access to personally identifiable records to which a student's parents or other legally responsible adult has specifically consented.
 - Schools may not permit researchers access to personnel files.
 - Students and staff cannot be identified by name in any reports or on any data-gathering documents.
 - The study must be described in and be conducted consistent with a written agreement reviewed and approved by the Catholic Schools Office.
 - Studies must comply with Diocesan Safe Environment policies. Contact the Office of Safe Environment to discuss how these policies may apply to a particular study.
- e) Any required clerical or other personnel, as well as procedures, supplies, or costs incidental to the study, shall be provided by the person or agency conducting the study.
- f) Progress reports at regular intervals and a final report of the study will be submitted to the Catholic Schools Office and participating schools.

.3 Procedures for Approval of Research Studies

A clear, concise written description of the study including its purpose, scope, procedures, persons involved, plans, use of results, evaluation instruments, and budget shall be submitted to the Catholic Schools Office for review. A copy of all questions to be asked of students and teachers must also be included.

1330 RELATIONS WITH EDUCATIONAL ORGANIZATIONS

1331 GENERAL

Teachers and administrators are encouraged to maintain individual and institutional memberships in recognized professional associations, *vis-a-vis* those that are consistent with employment by a Roman Catholic institution that make available opportunities for in-service education which come from participating in meetings, conferences, clinics and conventions, and access to the communications media of these associations.

1332 NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION (NCEA)

Every school of the diocese is expected to have an institutional membership in the National Catholic Educational Association.

SERIES 2000: ADMINISTRATION

2100 DIOCESAN ADMINISTRATION

2110 THE BISHOP

The Bishop, in collaboration with pastors of souls, has primary responsibility for the educational ministry of the Church. He has full authority to regulate all that pertains to religious instruction and matters pertaining to faith and morals in the diocese.

The Bishop has sole ecclesiastical authority to recognize and designate a school as “Catholic” within the diocese. Written approval shall be obtained from the Bishop before a school may be designated as a Catholic school. ([canon 803 § 3](#))

2111 POLICIES AND REGULATIONS-GENERAL

All parish and diocesan school programs are governed by the policies and regulations of the Catholic Schools Office as stated in the [Handbook of Policies and Procedures for Elementary and Secondary Schools](#) and in interim communications.

Religious conducting private schools in the diocese are subject to the canonical authority of the local Ordinary in regard to religious instruction and matters of faith and morals. ([canon 806 § 1](#))

2120 THE SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent of Catholic schools is appointed by and responsible to the Bishop and represents him in the administration and supervision of Catholic schools in the Diocese.

2121 THE CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office is the office charged with the general administration and support of the formal Church-sponsored educational ministry in the diocese.

.1 Diocesan Schools

The policies, regulations, and guidelines contained in the [Handbook of Policies and Procedures for Elementary and Secondary Schools](#) apply to all diocesan schools.

.2 Independent Catholic Schools

The superintendent of Catholic schools has right of oversight regarding religious education curriculum and compliance with applicable accreditation standards.

2122 PROFESSIONAL STAFF

Professional staff shall be hired or appointed as needed to support the work of education in the diocese.

2123 CSO AND TCCBED ADMINISTRATIVE PUBLICATIONS

The following publications should be made available to all members of the faculty. This list of publications may be added to or deleted from this list at any time.

Diocesan Publications:

- [Handbook of Policies and Procedures for Elementary and Secondary Schools](#)
- [PreK – 8th Grade](#) Diocesan Curriculum Standards
- *Crisis Management Procedures* (red vinyl tri-fold folder)

Texas Catholic Conference of Bishops Education Department (TCCB ED):

- Texas Catholic Conference of Bishops Education Department's current version of "[Guide to Quality and Effectiveness](#)"
- Texas Catholic Conference of Bishops Education Department's current version of "[School Health Manual](#)"

2200 LOCAL ADMINISTRATION

2210 THE PASTOR

The school is a ministry of the parish. The Bishop, therefore, has ultimate authority for matters of faith at the school. The Pastor of the parish, however, has ultimate responsibility for the operation and administration of the school.

The pastor is the ex officio head of the school. As such, he is responsible, with the school consultative board, for determining the policies of the school according to the needs of the parish, but always in harmony with the policies and regulations of both the Catholic Schools Office and the Diocese of Dallas.

The role of the pastor in the successful mission of the parochial school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development illumined by Gospel message to children, youth, and adults, is central to the life of the parish.

2211 SPECIFIC AREAS OF RESPONSIBILITY

The pastor delegates the direction of the school program and the ordinary administration of the school to the chief administrator. The pastor with the chief administrator shall establish the terms of such delegation and the means of regular and formal communication on school matters.

The pastor is an ex officio member of the parish school consultative board.

The pastor in consultation with the superintendent of Catholic schools employs, supervises, and evaluates the chief administrator.

The pastor supports the chief administrator in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or principal.

2220 THE PRESIDENT

In diocesan high schools and in parochial schools that follow a President / Principal model, the head of school is the president. The president is the chief administrative officer of the school and is the spiritual, educational, and managerial leader. The president is responsible not only for the educational program, but also for the financial administration of all school funds. The president is the ex officio head of the school. As such he/she is responsible with the Board of Directors (or Pastor, Bishop or Catholic Schools' Office representative) for determining the policies of the school, but always in harmony with the policies and regulations of the Catholic Schools Office and all other applicable diocesan policies.

The full role, responsibility and reserve powers of the Board of Directors, Pastor, Bishop or Catholic Schools' Office are codified in local bylaws and policies if not otherwise assigned by Canon Law.

2221 APPOINTMENT/EMPLOYMENT

The president of a diocesan high school or private school should be hired in accordance with the bylaws and other governing documents of the school. See [Series 4000](#) for specifics concerning qualifications, contracts, and offers/ termination of employment.

In the event that a president's position must be filled on a temporary basis the superintendent of Catholic schools will appoint a temporary replacement with the advice and prior approval of the Bishop. In such a case approval will be based on a review of the nominee's personal and professional administrative qualifications, both academic and experiential.

2222 GENERAL AREAS OF RESPONSIBILITY

As spiritual leader and chief administrative officer of a diocesan high school or private school, the president is ultimately responsible for the following, and for such other duties as may be assigned by the school's bylaws and other governing documents.

- a) Provides for the sacramental life within the school.
- b) Provides general oversight of the religious instruction and faith formation of students in cooperation with the principal. He/she ensures that the students are taught religion according to the program approved by the Catholic Schools Office. (See Policies [6121.2](#), [6122.2](#), [6122.3](#), [6122.6](#), and [6123.2](#))
- c) Directs the strategic and long-range planning for the school.
- d) Monitors the finances of the school and approves the school budget and financial reports.

2223 SPECIFIC AREAS OF RESPONSIBILITY

The President of a school is charged with providing leadership of the school in order to achieve the fullest attainment of the mission statement of the school. The President is a minister within the Diocese of Dallas, and is responsible for the spiritual and academic formation of students within the care of the particular school placement.

The President is the Chief Executive Officer of the school and, as such, has the general charge and control of its personnel and budget; of its educational and development programs; of its business affairs; and of its facilities.

The President works most closely with the Principal, the Director of Finance (or appropriately titled member of the business office), the Board (if one exists), and in varying degrees, with other groups within the school and general community to provide leadership with regard to the purposes, values, and strategic goals of the school.

The President bears ultimate responsibility for operation of the school that is accomplished through specific persons as delegates of the President. The President is the Chief Administrator of the school community. As such, the President is responsible for supervision, administration, policy compliance, legal matters, and the climate and culture of the school community.

The President is responsible to the Board and Board Chair, and the Pastor or the Bishop as the bylaws of the local organization dictate. The Board, in cooperation with the Catholic Schools Office and Superintendent, performs an annual review of the President; however, the President reports to the Pastor or Sole Member unless otherwise designated.

2230 THE PRINCIPAL

In elementary schools the principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the pastor. In these schools the principal is responsible not only for the educational program, but also for the financial administration of all school funds. In diocesan high schools the principal is responsible for the educational program. The financial administration of all school funds is the responsibility of the president and the president's designee. (See Policy [3111](#) and [Accounting Standards Handbook](#))

2231 APPOINTMENT/EMPLOYMENT

The superintendent of Catholic schools assists and supports the pastor in his responsibility to screen applicants for the position of principal; assists in the establishment of a local search committee; and identifies qualified applicants for the position of principal. See Series [4000](#) for specifics concerning qualifications, contracts, and offers/termination of employment.

In the event that a principal position must be filled on a temporary basis, the Pastor will consult with the Superintendent on the best course of action, and the Catholic Schools Office shall be responsible for surfacing and vetting potential candidates. The Pastor and Superintendent will then mutually agree on a candidate and a timeline in accordance with the requirements of the Texas Conference of Catholic Bishops Education Department (or other applicable accrediting organization). In such a case, approval will be based on a review of the nominee's personal and professional administrative qualifications, both academic and experiential.

In the event that a principal position must be filled on a temporary basis in a diocesan high school, the President will appoint a temporary replacement with the advice of the Executive Committee of the Board of Directors.

In the event that a President position must be filled on a temporary basis in a diocesan high school, the Superintendent, acting as a delegate of the Sole Member, will coordinate a search process in conjunction with representation from the Board of Directors and/or school personnel, or by the manner defined by the Sole Member, in his sole discretion, or the governing documents of the high school.

2232 GENERAL AREAS OF RESPONSIBILITY

The principal as chief administrator of the school is responsible for the implementation of school policies, diocesan policies, and governmental requirements. As the educational leader of the school the principal has administrative responsibility for carrying out the instruction program. In parish schools the principal acts as the executive officer of the school consultative board.

The principal has as highest priority the building of a Christian community of faith in which the Christian message and experiences of community, worship, service, and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The principal has the following major responsibilities.

- a) Administers the total school program.
- b) Supervises and evaluates the teachers, the students, and the instructional program.
- c) Oversees the operation of the facility and supervises all support staff members.
- d) Interacts with the parent, parishes, and general public communities.
- e) Collaborates with and seeks counsel from the Catholic Schools Office.
- f) Executes all actions and policies approved by the School Consultative Board.
- g) Fulfills accreditation criteria articulated by Texas Catholic Conference of Bishops Education Department and other accrediting agencies.

LOCAL SCHOOL ADMINISTRATIVE PUBLICATIONS

Each chief administrator has the responsibility to formulate local regulations that are in accordance with diocesan policies and the obligation to adequately inform parents concerning certain diocesan and local policies and regulations (See Policy [1112](#)). All chief administrators are required to publish a parent/student handbook that is updated annually to include, where most appropriate, the most current diocese-mandated policy verbiage located in Appendix 1 of this Handbook.

Chief administrators are likewise required to publish a faculty/staff handbook that is updated annually. The handbook must be submitted to the Catholic Schools Office for review no later than August 15 to ensure consistency with diocesan policies in areas of diocesan competence.

Chief administrators are strongly encouraged to communicate regularly by means of weekly or monthly newsletter.

SERIES 3000: SCHOOL BUSINESS

3100 FINANCIAL ADMINISTRATION

3110 FINANCIAL RESPONSIBILITIES

3111 PAROCHIAL ELEMENTARY SCHOOLS

Ordinarily, the operation and maintenance of the parochial elementary school is the financial obligation of the parish.

.1 Responsibilities of Pastor

The pastor as chief executive officer of the parish has responsibility for the financial administration of all funds and property related to the parochial elementary school. In this capacity among his responsibilities are the following obligations.

- a) Approves the school budget. (See Policy [3210](#))
- b) Provides for the payment of salaries of the regular staff and substitutes.
- c) Furnishes the facility.
- d) Provides for the operation and maintenance of the facility in conformity with diocesan policy and guidelines.
- e) Provides adequate equipment and instructional materials for the school program.
- f) Supervises the implementation of diocesan procedures and conformity with diocesan policy and guidelines for the collection, disbursement, and accounting of school funds.
- g) Is the primary signer for the school accounts.
- h) Maintains, according to diocesan policy, a set of accounts for the school and prepares such reports as shall be required.
- i) Establishes, together with the principal and such advisory groups as may be available, according to diocesan guidelines: the level of parish subsidy, and the tuition rate and policy.
- j) Participates in the public liability and other insurance plans for the school buildings according to the regulations of the diocese.
- k) Observes diocesan guidelines regarding employee benefits and observes legal requirements related to employee compensation.

To the extent he deems appropriate the pastor may delegate school financial authority to the principal. The principal shall keep the pastor fully informed on the current and future financial condition of the parochial elementary school and its related activities. At a minimum, reports shall include monthly reports and periodic financial statements as well as any activities not included in the budget. (See [Diocesan Policy on Audits, Financial Reviews and Financial Reporting Requirements](#))

.2 Responsibilities of Parochial Elementary School Principals

In accordance with diocesan policy and written procedures approved by the pastor, the principal assumes the responsibilities for fiscal matters that shall include but not be limited to the following:

- a) In collaboration with the school consultative board prepares a budget for the operation of the school. (See Policy [3212](#))
- b) Collects tuition and other funds associated with the school program.
- c) Authorizes expenditures of funds within the approved budget and only to the extent that funds are available.

3112 DIOCESAN GOVERNED SCHOOLS

The financial administration of a diocesan high school must conform to the policies and procedures of the diocese and those bylaws.

The president of a diocesan high school or the principal of a diocesan governed school is the chief executive officer of that school. As such, the chief executive is responsible for the financial administration of all funds of the school. The following are included in these responsibilities.

- a) Prepares budgets for the governing body, Bishop and Superintendent of Catholic Schools. (See Policy [3212](#))
- b) Directs the maintenance and operation of the facility in conformity with the policy and guidelines of the diocese.
- c) Supervises the implementation of procedures conforming to diocesan policy and guidelines for the collection, disbursement, and accounting of school funds.
- d) Observes diocesan guidelines regarding employee benefits and observes legal requirements related to employee compensation.
- e) Prepares and acts upon monthly financial reports.

3120 FINANCIAL POLICIES

3121 GENERAL (See [Accounting Standards Handbook](#))

3122 BANKING (See [Accounting Standards Handbook](#))

3123 INTERNAL CONTROL (See [Accounting Standards Handbook](#))

3124 AGREEMENTS AND CONTRACTS

The chief administrator of each school is responsible for coordinating certain agreements, subject to stated limitations:

- a) General contract signing, (See [Diocesan Policy on Contracts](#))
- b) Lease/purchase of capital assets, (See [Diocesan Policy on Leases](#))
- c) Construction and renovation, (See [Diocesan Policy on Construction and Major Renovation](#))
- d) Use of facilities, (See [Diocesan Policy on Use of Entity Facilities](#))
- e) Policy on Contract Review, (See [Diocesan Policy on Independent Contractors](#))

3125 SALES TAX

Whenever the school sells books, supplies, uniforms, or any other tangible personal property pertaining to its educational purposes, it is necessary for the school to obtain a sales tax permit from the Texas Comptroller of Public Accounts and to collect and pay sales tax. Before a school applies for a seller's permit the Chief Financial Officer of the diocese must be consulted.

Accurate records of taxable sales must be maintained and are subject to audit by the State. Reports are to be made and sales taxes on school sales revenue remitted to the State in accordance with regulations of the Texas Comptroller. No general statutory provision exempts sales by not-for-profit organizations. Schools that have had exemption applications approved by the Texas Comptroller of Public Accounts may purchase items for their own use and consumption in performing their exempt function, but this does not generally extend to purchases by students or parents. However, there is a series of narrow statutory exemptions that may be available in particular situations as set forth below.

Auctions, Rummage Sales, and Other Fundraisers

Each chapter of an exempt organization under the religious, educational or charitable categories, and organizations exempted from sales tax based on their IRS Section 501 (c) (3), (4), (8), (10) or (19) status, can hold two one-day, tax-free sales or auctions each calendar year (January – December). Clear records should be kept to mark which events are going to be the two tax-free events, and care should be taken to choose the two annual events that either (i) have the most difficult sales tax compliance issues or (ii) would otherwise have the highest tax collections at issue.

3200 BUDGET AND ACCOUNTS

3210 BUDGET (See [Diocesan Policy on Budgets](#))

3211 BUDGET PLANNING

The budget is a concrete expression of the value of Catholic education as well as the allocation of the school's financial resources in such a way that the educational mission of the school may become a reality.

3212 BUDGET PREPARATION

The chief administrator of each school shall work with the school staff, pastor, and finance committee of the local school consultative board to develop the annual operating budget. The pastor, after consultation with the parish finance committee, approves the subsidy to the parish school.

All schools are required to prepare a preliminary budget to include separate documents for the annual teacher salary scale and the tuition rate. The teacher salary scale and tuition rate, approved by the pastor, shall be submitted to the superintendent of Catholic schools no later than January 15.

When prepared, the budget will be submitted to the local school consultative board for review and recommendation to the pastor for approval. The minutes of such a meeting will include the board's formal resolution recommending the budget for the pastor's consideration and approval.

The principal will submit the final budget including required supporting documents, approved by the pastor, to the Superintendent of Catholic schools no later than June 15 of each year. This budget shall be entered into QuickBooks no later than July 1.

3213 BUDGET APPROVAL

Pastors approve budgets for parochial elementary schools including employee salary scale and tuition rates. The budgets of diocesan governed schools are approved per the direction of local bylaws and policies and are confirmed by the Bishop or his designee.

3214 BUDGET AMENDMENT

Once approved, budgets become controlling documents. Any variances with actuals shall be noted and explained in the monthly financial report provided to the pastor and the local school consultative board.

Any expenditure that significantly increases the original approved budget requires the authorization of all parties involved in the original approval. This approval shall be documented in writing.

3220 ACCOUNTS

3221 CHART OF ACCOUNTS

Accounts for all parochial elementary schools shall be maintained according to the chart of accounts published by the diocese. (See [Diocesan Policy on Accounting Systems](#))

Accounts for diocesan governed schools shall be maintained in accordance with the chart of accounts specific to the individual school.

3222 FINANCIAL REPORTS (See [Diocesan Policy on Audits, Financial Reviews, and Financial Reporting Requirements](#))

3223 RETENTION OF RECORDS

Parish elementary schools and diocesan governed schools are required to preserve the financial records listed below in a safe place (fire resistant vault if possible). (See [Diocese of Dallas Record Retention Policy](#))

Record Retention Policy for Accounting

General Ledgers/ Accounting Ledgers	Permanently
Annual Financial Report	Permanently
Tuition and fee ledgers	10 years
Check registers	7 years
Cash receipts ledgers	7 years
Canceled checks	7 years
Bank Statements	7 years
Invoices	7 years
Cash receipt backup, deposit slips	7 years
Bank reconciliations	6 years
Purchase orders	3 years
Monthly financial reports	3 years

Record Retention Policy for Payroll

Payroll tax returns	Permanently
Form W-2 / 1099-M / 1099-R / W-2P	Permanently
Payroll journals	7 years
Payroll plus employee masters	8 years
Payroll canceled checks	7 years
Bank Statements	7 years
Bank reconciliations	6 years
Timecards	5 years
Payroll hourly input sheets	4 years
Employee biographical sheets	4 years after employee termination
Payroll reports	4 years

3224 INVENTORIES

With the exception of consumable supplies such as paper, crayons, etc., a listing of all supplies and equipment by quantity, acquisition date, serial number, and value shall be maintained and updated at least annually. This shall be done to maintain a record of assets and to provide documentation in the event of an insurance claim.

One copy of this record should be kept in the principal's office and one in the pastor's office. Diocesan high schools will keep one copy of this record in the business office and one copy in the Catholic Schools Office.

3225 MONIES IN SCHOOL BUILDINGS (See [Accounting Standards Handbook](#))

3300 INCOME

3310 INCOME – GENERAL

3311 GUIDELINES

Ordinarily it is the responsibility of each school and parish to generate the income necessary to operate and maintain the parochial elementary school. The pastor has final responsibility in this matter subject to the policies of the Diocese of Dallas, the [*Handbook of Policies and Procedures for Elementary and Secondary Schools*](#) and the [*Accounting Standards Handbook*](#).

In the case of diocesan governed schools, this responsibility rests with each high school's board of directors and president. (See Policy [3112](#))

The ordinary sources of school income are tuition, fees, and fundraising. The major supplementary sources of income are parish subsidy and earnings of any endowment fund(s) that have been established to support the school program.

3320 TUITION

3321 GENERAL GUIDELINES

Each parochial elementary school and diocesan governed school shall establish a basic tuition rate per student which realistically reflects the actual cost of instruction and the economic characteristics of the school community and in accordance with the guidelines listed below.

Each parochial elementary school and diocesan governed school and private school shall use the standard diocesan enrollment agreement. Schools may also prepare a school-specific addendum to the enrollment agreement provided that it does not conflict with or vary the terms of the diocesan enrollment agreement found in Appendix 1. Each student's enrollment agreement must be signed by the student's parents or other adult(s) with the legal right to enroll the student in school.

3322 DELINQUENT TUITION

Subject to applicable laws and diocesan policy local boards and administrators will exercise full discretion in determining criteria by which inability or unwillingness to pay tuition and fees is judged, but any action in individual cases shall be taken only after the school complies with the following procedures.

.1 Policy Requirements

The school shall have a consistent, stated policy detailing how financial delinquency will be handled, and this policy will be included in the tuition agreement form used by the school. At a minimum the stated school policy shall provide for warnings with appropriate time periods and appropriate collection techniques. Regarding the latter schools may prudently use collection agencies.

.2 Policy Dissemination

The school shall make this written policy known to all its parents in the parent student handbook and bring delinquency to the attention of parents well before decisive action is to be taken.

.3 Policy Restrictions

The school shall establish its own method of reviewing individual cases and accommodating families with legitimate economic hardship. This process should include at least the pastor and the principal, or the high school president and school's chief financial officer.

Schools may not refuse to release student records directly to a parent based on the parent's failure to pay tuition for the student. However, the refusal of a family who is able to pay money owed the school unfairly burdens other families at the school who keep their accounts current. To deter families who are able to pay from wrongfully withholding payment, school may, in consultation with the Catholic Schools Office or diocesan legal counsel, require the parent of a withdrawing student to bring all accounts current before the school communicates directly with the student's prospective school, including by providing teacher recommendations for the new school. Clear evidence of a family's genuine inability to pay should be considered in reaching this decision.

3323 TUITION ASSISTANCE

Parish and diocesan high schools are encouraged to establish a tuition assistance fund to be awarded on the basis of need. (See Policy [3343](#))

A school may offer a reduction from the published tuition schedule to individual families, but must do so in compliance with established, written policies and procedures, and must maintain clear documentation of compliance with those procedures for each reduction granted.

3324 TUITION POLICY FOR NON-PARISHIONERS AND NON-CATHOLICS

Since non-Catholic families and families from other Catholic parishes do not regularly participate in the life of the parish with the school, such families (as identified in the Pastor's sole discretion) are not eligible for the parish discounted rates. Families from other parishes and non-Catholic families may be charged up to 100% of actual per student cost for instruction in the school for each child.

3330 FEES

3331 GENERAL

Ordinarily expenses related to curriculum and instruction will be included in the tuition. In the event that fees are charged in addition to tuition schools are encouraged to limit the number of such fees. All fees shall be paid to the individual schools and are non-refundable. Fees collected for a specific purpose must be used for the purposes listed in this subdivision. Under no circumstances shall they be transferred to another account classification.

3332 OTHER CHARGES

Apart from tuition, annual per student fees as established by the schools, and legal fees and other costs assessed as a result of school involvement in a legal proceeding or student or family behavior issues, no other charges or financial requirements may be made as a condition of admission, attendance, or reception of normal school services without the approval of the superintendent of Catholic schools.

In accord with local circumstances pastors may prudently solicit pledges to parish funds or drives, but in no case should the plea be made in such a way as to discourage attendance or to deny admission or re-admission to any student. It is recommended that school parents be made fully aware of the financial condition of the school and the extent of subsidy from the general funds of the parish.

3333 AUXILIARY PROGRAMS

In the case of auxiliary programs (e.g., extended care programs, bus service, food service, etc.) ordinarily the charges shall not exceed the levels necessary to operate and maintain a self-supporting service.

3340 RESTRICTED FUNDS

3341 GENERAL

Donor-restricted funds must be used, and can only be used, for the intended purpose specified by the donor. (See [Accounting Standards Handbook](#))

3342 PARENT GROUP AND BOOSTER CLUB FUNDS

Parent/teacher groups, booster clubs, and other auxiliary programs (“Parent Groups”) are an important part of a school’s community and culture. Because Parent Groups exist exclusively to serve and further the mission of the school, such groups must follow certain guidelines designed to ensure that Parent Group activities do not inadvertently expose the school to risk or exceed the bounds of or conflict with the school’s fulfillment of its core mission. All funds raised by Parent Groups shall be used only for the benefit of the school community and for the reasonable and necessary operating expenses of the groups. Parent Groups may not hold bank accounts and must remit all funds raised to the school. With the prior approval of the school’s chief administrator, such funds may be disbursed to pay the reasonable and necessary expenses of the operation of a Parent Group. All Parent Group activities must be consistent with the school’s tax-exempt and religious purposes, must comply with applicable school and diocesan policies, and may be prohibited or terminated at the sole discretion of the school’s chief administrator.

3343 TUITION ASSISTANCE/SCHOLARSHIP FUND/ENDOWMENTS

Each school receiving a cash subsidy for tuition assistance shall establish and deposit such subsidy into a tuition assistance fund. Each school should have published criteria and procedures for obtaining these funds and should apply them consistently and equitably to all qualified recipients. Subject to these requirements and compliance with applicable laws and policies prohibiting unlawful discrimination, each school may determine its own eligibility criteria for awards of tuition assistance.

Schools may have an endowment fund for the purpose of tuition assistance. In such cases the endowment shall be invested and managed in accordance with the school’s approved investment policy.

3344 STUDENT ACTIVITY FUND

Student activity funds shall be used for such purposes as are determined by the approved bylaws, charter, or governing document of the student organization.

3350 PARISH SUBSIDY

3351 GENERAL GUIDELINES

According to the American Bishops’ pastoral letter of 1995, it is the obligation of the entire Catholic community to sustain its Catholic schools; the obligation is not just on the families who have children enrolled in the programs. The entire Catholic community benefits from the schools’ existence.

It is the pastor’s responsibility to determine the amount of parish subsidy to be given to the school. This amount shall be determined prior to the beginning of the fiscal year in connection with the school and parish’s budget process.

A parish that operates a school should be responsible for tuition discounts to children of parishioners as determined locally, debt service of school and school-related facilities, capital outlays, and costs of major maintenance and repairs. Ordinary day-to-day maintenance and repair are to be reflected in the school’s annual operating budget.

Ordinarily any such subsidy is conveyed to the school either by cash transfer from the parish to the school or by parish payment of certain bills on behalf of the school. (See Policy [3411.2](#))

3360 FUNDRAISING

3361 GENERAL

Schools traditionally help defray expenses and supplement basic educational programs by fundraising in the school community, parish community, and general community.

.1 Common Forms of Fundraising

Fundraising activities are generally festivals and carnivals, auctions, scrip, entertainment programs, product sales (candy, book fairs, etc.), raffles, bingo, etc. All such activities shall be conducted in accordance with Texas state laws and regulations and diocesan policies.

.2 Student Fundraising

Any fundraising activity by students must be conducted in accordance with Policy [5143](#).

.3 Development Activities

Development activities that enhance the local scholarship fund and endowment(s) for the future viability of the school are encouraged. These activities will to be conducted according to diocesan policies. (See [Policy on Fundraising Campaigns and Grant Applications](#))

.4 Electronic and Internet Fundraising

Schools must comply with the Internal Revenue Code restrictions on tax-exempt organization business activities as well as diocesan policy prohibiting product and service endorsements. The following restrictions shall apply.

- a) The chief administrator must review and may approve or reject any solicitation for involvement in Internet based shopping/non-profit rebate programs.
- b) The appropriate school administrator for each school will review the proposed program and, if acceptable, will assure that the school "sign-up" forms contain clear terms and conditions which protect the interests of the school and limit the nature and extent of the school's role in marketing the particular website, merchants, etc. Care must be taken to ensure all such programs are compatible with the teachings of the Catholic Church.
- c) Schools choosing to refer the various websites to potential supporters (e.g., via the weekly envelope and/or on any school website fundraising page) will be required to include a cover note to any materials clarifying that there are various websites available and that the diocese and school do not promote or endorse the products or services of any particular website or participating merchant and that the terms and conditions pertaining to the use of the website and any resulting purchases are between the supporters, the website and participating merchants and that the parish/school makes no representations or warranties concerning the products and/or services of the website operator or participating merchants. Finally, the cover note must state that no portion of payments made by supporters to merchants participating in the program is tax deductible.
- d) No ongoing promotional efforts on behalf of a particular website program, merchant group, etc., are permitted. For example, some organizations will recommend full-scale marketing plans which include presentations by website representatives, rallies, visits to merchants, press releases, ongoing flyers, etc. For the reasons stated above, this type of activity is prohibited. Website operators and merchants are, however, free to take out paid ads in the local paper or parish bulletin; though the parish/school must be careful not to allow itself to be referred to as a "sponsor."
- e) Under no circumstances is a school authorized to operate, or facilitate the operation of "virtual mall" shopping on the school's website. However, subject to the restrictions set forth in (d)

above, the website addresses of approved commercial website shopping operators can be listed on the school's website.

- f) In any event each agreement, contract, license, etc. must be reviewed and approved by diocesan legal counsel in advance.

3362

SPONSORS AND EVENTS

Sponsors of fundraising events may include parent groups, booster clubs, student organizations, the general school or parish community, or third-party fundraising services operating under an approved written agreement.

.1 Conduct and Methods

In all cases, any event to raise funds for any school or school-affiliated program must exist only for the benefit of the school and may not raise money for any other cause or organization absent approval of the Superintendent of Catholic Schools.

- a) The conduct of the event and the methods employed by the sponsoring groups must conform to the policies of the diocese and moral standards appropriate for Church activities. The school is responsible for securing all necessary licenses, permissions, permits, contracts, and other materials for the event. Schools should follow applicable policies and procedures for securing review of such documents when necessary.
- b) When questions of taste, judgment, or the image of the Church are involved, it is incumbent upon the sponsors of the event to obtain the approval of the pastor or president.
- c) All fundraising activities shall comply with any and all federal, state, and local laws and regulations including any tax filings and special licenses.
- d) Officials of parochial elementary schools and diocesan governed schools planning to solicit funds through some special event or personal appeal should consult and inform the local pastor regarding the event. When there is no conflict with parish events or appeals, pastors are encouraged to support and accommodate schools through appropriate announcements, etc.

.2 Status

Events to raise funds for any diocesan school or school-affiliated program are subject to all applicable diocesan policies, regardless of event location or sponsor.

Parent or other support groups that lend financial assistance to the school shall not be separately incorporated.

.3 Bank Accounts

Parent Groups (as defined in Policy [3342](#)) are not permitted to hold bank accounts. See Policy [3342](#) for additional information.

.4 Requirements

All fundraising initiatives must comply with the requirements listed below and the Diocese of Dallas Policy on Fundraising, Campaigns, and Grant Applications and the Carnivals, Raffles, Poker Tournaments, Casino Nights, Etc. Policies found in the [Accounting Standards Handbook](#).

- a) The need and purpose of any fundraising must be clear and necessary.
- b) All funds raised should be applied to the stated purpose as soon as practical.
- c) Funds raised should not be allowed to accumulate without good and stated reason, and the approval of both the principal and pastor (for parochial elementary schools), or the president/designee (for diocesan governed schools).
- d) Restrictions on the use of a donation explicitly agreed to by the school should be followed unless following such restrictions would violate applicable law, diocesan policies or

procedures, or the teachings of the Roman Catholic Church as determined by the then-sitting Bishop of Dallas.

- e) Fundraising should not take advantage of children or detract from the primary educational purposes of the student, class, or school. (See Policy [5143](#))

3370 OTHER RECEIPTS

3371 MISCELLANEOUS COLLECTIONS

Any solicitation or collection of money from students is subject to the regulations and provisions of this Handbook. (See Policies [1223](#), [1224](#), [1225](#), [5143](#), and [Accounting Standards Handbook](#))

Funds collected shall be used for the purpose publicized in advance of or at the time of solicitation. (See Policies [3342](#) and [3344](#))

3372 COMMERCIAL ENTERPRISES

Except for commercial enterprises operating under an approved, written agreement with the school or Diocese of Dallas (e.g. third party sellers of school spirit wear or approved textbook retailers), commercial enterprises may not promote merchandise directly to students on school premises. Students may not act as carriers of brochures or promotional literature on behalf of such merchandise, especially literature with attached response cards requesting home addresses. (See Policy [5143](#))

Schools shall neither accept premiums nor permit agents to present lessons or mini educational programs in exchange for the promotion of commercial goods.

Book cover publishers do not, strictly speaking, sell a product to be purchased by the school or the parents. Nevertheless, past experience indicates that the chief administrator should scrutinize carefully the business practices of any such publisher with whom the school contracts.

3373 GIFTS, GRANTS AND BEQUESTS (See [Policy on Fundraising Campaigns and Grant Applications](#))

Subject to the limitations imposed by the Diocese of Dallas, either the pastor or the principal in parochial elementary schools may accept on behalf of and for the school any bequest, grant, or gift of money or property in accordance with diocesan policy for a purpose deemed by them to be suitable. Suitability shall be determined according to the criteria listed in Policy [3373.1](#).

At diocesan governed schools, Chief Administrator may accept gifts as allowed by the school's bylaws and, to the extent they do not conflict with the school's bylaws, the guidelines set out below in Policy [3373.1](#).

.1 Criteria for Suitability

To be acceptable, a gift, bequest, or grant must satisfy the following criteria.

- a) It must be offered by a donor acceptable to the school.
- b) The goal or purpose of the gift will be consistent with the school's philosophy.
- c) It will promote the best education of the students.
- d) It will enhance rather than add to the staff's work.
- e) It may begin a program only if the parish or diocese would be willing to take over when the gift or grant funds are exhausted.
- f) It may add monies to the school's financial base.
- g) It will avoid restricting school programs.
- h) It may enhance the facilities.
- i) It will avoid any endorsement of any business or product.
- j) It will be in agreement with any provisions of the Fundraising Campaigns and Grant Applications Policy of the diocese, or legal requirements.

- k) It will preserve the chief administrator's complete discretion to hire staff in accord with school philosophy and diocesan policy.
- j) It must be reviewed to confirm that, if accepted, it will not subject the school to undue liability or exposure to risk.

.2 Procedures for Acceptance

A letter of appreciation signed by the chief administrator or pastor shall be sent to the donor.

Monetary gifts shall be entered in the proper receipts account. Gifts of equipment shall be listed in the school inventory.

3374 SALES AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

.1 Sales of Surplus Materials and Equipment

The sale of materials and equipment owned by the school that are surplus to its needs shall be: at cost or lower, if new; at fair value, if used.

Usually, the order of priority for purchasers shall be:

- a) schools of the diocese;
- b) other Catholic schools;
- c) other nonprofit agencies;
- d) any reputable buyer that meets the standards of the diocese.

Before selling or disposing of items acquired from government surplus sales, schools should consult the terms under which the item was made available to them.

.2 Sale of Books and Supplies

See Policy [3125](#) - Sales Tax.

.3 Disposal of Equipment or Materials

If equipment or materials are provided by federal or state programs surplus items shall be returned to the local educational agency promptly. Schools should contact the Catholic Schools Office before beginning the return process.

3400 EXPENDITURES

3410 EXPENDITURES AND PURCHASING

3411 GENERAL

The chief executive officer of the school has final responsibility for the administration of the budget and the expenditure of funds, subject to the limitations and procedures set forth in the Diocese's Policy on Expenditures. In parochial elementary schools, the expenditure of funds for the school program is ordinarily delegated to the principal.

.1 Classification of Expenditures

Expenditures shall be limited to the amount budgeted under the classification of accounts provided for each fund and to the total amount of the budget. Adjustments may be made as indicated in Policy [3214](#). Efforts should be made to charge all operating expenses to the fiscal year in which they are incurred, either by actual payment of expense or where significant and necessary by their proper accrual.

.2 Prorating of Expenditures

Individual expenditures made for more than one parish entity shall be prorated. Three alternative methods are acceptable for circumstances where the expenses of more than one parish entity are incurred on one invoice, such as a utility bill for one meter serving both school and church.

- a) The multiple check method whereby each entity drafts a check for its share of the common bill, and then the checks are gathered together and sent to the vendor for the total amount of the invoice.
- b) The reduction of expense method whereby one entity pays the entire bill and is reimbursed by check from the other entities for their share of the bill, with the original paying entity depositing those checks and recording them as a reduction of expense.
- c) The memorandum method whereby the parish pays the bill and charges its portion to the proper expense account and the other portion as a subsidy to the school or other parish ministry, to which it sends a memorandum so that the school or other entity can record the item as subsidy income and an expense to the appropriate account.

3412 EMPLOYEE COMPENSATION

The chief executive officer is responsible for the payment of salaries and benefits of the regular staff and substitutes in accordance with the contracts and the provisions of this Handbook. (See Policy [4200](#))

3413 PURCHASING GUIDES

Ordinarily, the chief administrator exercises the procurement function for the school. In this capacity it is the responsibility of the chief administrator to see that equipment and materials adequate to accomplish the objectives of the school program are not only budgeted but also available to all classes. In all business transactions, the authorized school agent has the following responsibilities.

- a) Gives primary consideration to the interests of the school and the system.
- b) Respects the school's business obligations and requires that obligations to the school be respected.
- c) Conducts business with fairness and dignity and demands honesty and truth in buying and selling.
- d) Deals only with reputable agencies.

3414 RELATIONS WITH VENDORS

Visits and interviews with representatives of textbook companies, suppliers, and commercial enterprises are left to the discretion of the chief administrator or business agent. Ordinarily, good administration demands that agents be interviewed by appointment only, in order not to interfere with the planned activities of the school personnel. (See Policy [3372](#))

Principals/presidents and school agents must exercise the utmost diligence when working with vendors who may have a relationship with the school or with individuals at the school (e.g. a parent of a current student, a friend of an employee, a board member, etc.). In such cases, the nature of the relationship shall be disclosed to the chief administrator, and to ensure detailed documentation exists to support the choice of this particular vendor as being in the best interest of the school. Utmost care must be taken to avoid the perception of favoritism and conflict of interest. All vendors must be approved by the principal for parochial elementary schools or the chief administrator for diocesan governed schools.

3420 PURCHASING PROCEDURES

3421 GENERAL

The chief administrator shall establish internal procedures, reports, records, and systems to promote efficient management of business procedures. These procedures should enable to purchasing agent

to combine orders, avoid duplication of purchases, take advantage of lowered prices for bulk purchasing, follow up on orders for which the delivery unduly delayed, and reconcile deliveries to orders before payment is made.

3422 REQUISITIONS (See Policy [3411](#))

3423 PAYING FOR GOODS AND SERVICES

The chief administrator or delegated representative shall authorize payment for goods and services that meet these requirements.

- a) They have been contracted for within approved budget limits.
- b) They have been purchased according to relevant purchasing policies and regulations.
- c) They have been inspected and certified by the responsible employee as having been received in acceptable condition.

3424 FUNDRAISING AND COLLECTIONS

Whenever a school engages in a fundraising activity, it must be done in such a way that students do not become promoters of commercial enterprises or carriers of commercial advertising, either directly or indirectly. Students should not be involved in public solicitation, house-to-house selling, or other activities that would jeopardize their safety.

The chief administrator will establish criteria for a minimum of fundraising activities that will not interfere with the educational program of the student.

All fundraising in a school is subject to the approval of the chief administrator.

Additional rules regarding school fundraising are located in policies [1222](#) and [3362](#) of this handbook, and the Diocese of Dallas [Policy on Fundraising Campaigns and Grant Applications](#) and the Carnivals, Raffles, Poker Tournaments, Casino Nights, Etc. Policies found in the [Accounting Standards Handbook](#).

3500 NON-INSTRUCTIONAL OPERATIONS

3510 OPERATION AND MAINTENANCE OF SCHOOL FACILITIES

3511 GENERAL

The chief administrative officer of the school shall establish maintenance and operations programs to ensure safe and healthful physical facilities.

.1 Operation of the Facility

Operation comprises those housekeeping activities necessary to keep the plant open and ready for use.

In parochial elementary schools, the operation of the facility is the responsibility of the pastor in conjunction with the principal. The direction and supervision of the housekeeping staff is ordinarily delegated to the principal. In diocesan governed schools, the operation of the facility and supervision of the housekeeping staff is the responsibility of the president/principal/designee.

.2 Maintenance of the Facility

Maintenance includes those activities that keep grounds, buildings, and equipment in their original condition of completeness or efficiency through repairs.

In parochial elementary schools, the maintenance and repair of all facilities and equipment of the school is the responsibility of the pastor in conjunction with the principal. This includes lighting, heating and plumbing systems, the repair of desks and other school furniture, the replacement of broken glass, etc. In diocesan governed schools, the maintenance and repair of all facilities and equipment is the responsibility of the president/principal/designee.

3512 SAFETY

The pastor and principal shall establish local safety standards following at least the minimum requirements of the diocese. In diocesan governed schools, the President/Principal and designated administrators shall establish local safety standards following at least the minimum requirements of the diocese.

.1 Inspections

Local procedures shall be established to monitor safety requirements in the school. (See [*Risk Management Program Manual: Safety and Health Program*](#)).

.2 Annual Survey

A survey of the facility shall be conducted using the Safety Inspection Annual Report sent to parishes by the Pastoral Center. (See [*Risk Management Program Manual: Safety and Health Program*](#))

3513 SECURITY OF BUILDINGS AND GROUNDS

Buildings constitute one of the greatest investments of the parish/diocesan governed school and diocese. It is in the best interest of students, staff, parents, student and parishioners to protect that investment adequately. Security means more than having locks and being sure that they are locked at the proper times. School personnel should adopt a risk management program that:

- a) Minimizes fire hazards;
- b) Reduces the probability of faulty equipment;
- c) Guards against the chance electric shock;
- d) Protects from natural hazards and elements;
- e) Protects from community elements such as traffic;
- f) Keeps records and funds in a safe place;
- g) Protects against vandalism and theft;
- h) Protects from intrusion by unauthorized person;
- i) Maintains safe conditions in student traffic areas.

The principal, in consultation with the pastor, or president/principal in the case of diocesan governed schools, is directed to establish such rules and regulations as may be needed to provide for security as outlined above. In addition, the pastor and principal, or president/principal in the case of diocesan governed schools should be generally familiar with applicable local government guidelines and regulations related to fire safety and building security. The use, in buildings and on grounds, of padlocks, chains, and other security measures on possible routes of egress must be in accordance with safety and fire regulations.

.1 Keys

All keys used in a school shall be the responsibility of the principal in parochial elementary schools, and the president/principal for diocesan governed schools. Requests for permanent issuance of the keys shall be granted only when the employee regularly needs the key to carry out normal work activities. When need for a key is temporary, the key shall be issued on that basis. Keys shall be used only by authorized employees and shall never be given to students nor reproduced.

The greatest care shall be given to master and sub-master keys. Master keys shall be securely locked on school premises, and shall never be loaned to anyone.

.2 Alarm Systems

As a preventive measure school administrators are strongly encouraged to have intrusion detection devices with local alarms installed in all school facilities.

.3 Equipment Identification

The Catholic Schools Office strongly recommends that schools participate in Operation Identification, the state program implemented by all local sheriffs and police departments.

.4 Vandalism and Theft

In the event of illegal entry, theft, vandalism, or damage to school property in excess of \$1,000, a report will be filed with the diocesan Office of Risk Management and school administrators shall follow these procedures:

- a) Call the police to investigate the incident and to file a police report. All claims must be accompanied by a copy of the report.
- b) Report other losses within one business day
- c) File the insurance claim and report as directed by the diocesan risk manager with Catholic Mutual.

3514 USE OF FACILITIES

The use of parish and school facilities by non-parochial groups or non-parish based organizations shall be governed by diocesan policy as detailed in the Policy on Use of Entity Facilities.

3520 FIXED CHARGES

3521 INSURANCE

In compliance with the policies of the Diocese of Dallas insurance programs sponsored by the Pastoral Center and the Catholic Schools Office have been established. The programs include the diocesan insurance program, diocesan health and benefit plans and student accident insurance.

Information and guidelines are published in the [*Risk Management Program Manual*](#). Memos and updated directives are mailed as the need arises. Brochures relating to student accident insurance and the benefit plan are delivered annually to each school. It is the responsibility of each chief administrator to see that they are distributed to each employee.

Schools should comply with guidelines imposed as a condition of participation in the diocesan insurance program. Compliance is ultimately the responsibility of the chief administrator and, where applicable, the pastor. All fees and billings shall be paid by the due date.

3522 PAYROLL TAXES

Payroll taxes that are to be deducted from employee checks include federal and state income tax and F.I.C.A. contribution. Rates for these taxes are published annually by both the federal and state governments.

3530 AUXILIARY AGENCIES

3531 TRANSPORTATION

Parish and diocesan governed schools that plan to institute bus service shall request permission in writing from the superintendent of Catholic schools. The operation of all buses shall be insured in accordance with the policies of the Diocese of Dallas and directives of the Office of Risk Management.

Under no circumstances shall a parish or school rent or borrow a bus and provide a driver, except when renting or borrowing from another diocesan entity.

If the school does not own a school bus, the preferred method of transporting students during school activities is by properly certified common carrier. If transportation other than a common carrier must be used, each student passenger in the vehicle must have and use a working seat-belt. (See [Risk Management Program Manual: Automobile Insurance](#)). The use of 12-15 passenger vehicles is strictly prohibited. Private vehicles may not be used to transport students in an official school capacity. School staff may not use their private vehicles to transport any students, unless such staff member is also a parent of a current student and is acting in the capacity of a parent.

Schools that operate a bus or van shall comply with all state and federal regulations, and the Diocese of Dallas Bus Transportation Policy.

The operation of all school buses and the licensing of drivers are subject to the regulatory powers of the Texas Department of Public Safety. No school may operate buses without approved equipment and properly trained and licensed drivers.

3532 FOOD SERVICE

It is the responsibility of the school's chief administrator, in consultation with the pastor in the case of parochial elementary schools, to determine the type and extent of food service offered at the school.

- .1 School-operated meal service: Schools offering meal service through a cafeteria operated by school employees must ensure compliance with all applicable diocesan human resources policies and applicable state and local laws and regulations relating to food safety and food service. A school that lacks the resources to ensure compliance with these standards should consider providing meal service through an outside contractor as set forth below instead.
- .2 Contractor operated meal service: Many schools opt to provide meal service by hiring an independent contractor to prepare and service student meals using a school-owned kitchen. Schools that wish to provide meal service using an independent contractor should contact the Diocese Office of Risk Management for information about food service contracting standards. No school may provide meal service using an outside contractor, caterer, or other vendor without a written contract that has been reviewed and approved by the Diocese Office of Risk Management and/or diocesan legal counsel.
- .3 Government-funded meal programs: A school wishing to participate in the National School Lunch Program or other government-funded food service program must comply with the policy set forth in Section [6333](#) of this Handbook.

Schools providing meal service should generally cooperate with local health authorities regarding food service. Questions related to specific enforcement or other actions by health authorities should be directed to the Office of Risk Management and/or diocesan legal counsel.

3533 MAINTENANCE

If a school hires an employee to perform regular maintenance or custodial duties at the school, it must comply with all applicable diocesan human resources hiring procedures.

If a school instead contracts with an independent contractor (i.e., any person or entity who is not a W-2 employee of the school), the school must do so using a signed, written contract approved by the Diocese Office of Risk Management or diocesan legal counsel pursuant to the Diocese Contract

Review Policy. Contracts for non-custodial maintenance work or repairs may also be subject to the Diocese Construction and Renovations Policy.

3534 VOLUNTEERS FOR AUXILIARY AGENCIES

Schools often enjoy offers of volunteer service by community members, including those who normally perform maintenance or other work for compensation. The diocese is grateful for such offers of service and appreciates the benefit those services may afford to diocesan schools. However, even well-intended volunteer service by professionals can lead to potential liability for schools, parishes, and/or the diocese. As a general rule, volunteers who will have access to minor children or vulnerable adults are subject to applicable Safe Environment policies. Additionally, volunteers who provide maintenance, repair, demolition, or construction services may be subject to Diocesan Construction & Renovation and Risk Management policies. Schools should consult the Diocese Office of Risk Management or diocesan legal counsel before accepting maintenance work performed by volunteers to determine whether a release of liability should be obtained. In most circumstances, completion of a simple form already on file in the Office of Risk Management will be enough to allow the volunteer work to go forward.

3540 CAPITAL OUTLAY

3541 GENERAL POLICY

Special grants, donations, or fundraising for capital expenditures are subject to the general criteria for gifts, grants and bequests. (See Policy [3373](#))

3550 ESTABLISHMENT AND DISCONTINUANCE OF SCHOOLS

3551 GENERAL

The permission of the Bishop, given in writing by the superintendent of Catholic schools, is required to establish or discontinue any parish, parochial elementary school, or diocesan governed school. In addition, any major change in the operation or organization of a school of whatever level (e.g., addition or consolidation of classes, merger with another school, etc.) must be submitted to the superintendent of Catholic schools for approval.

The basic question to be addressed by a parish, religious congregation, or lay group is how resources can best be used to provide Catholic education for children. It is necessary that each parish or group studying this question include the diocese, through the superintendent of Catholic schools, and other key constituencies in the decision-making process.

A proposal to expand, reorganize, or discontinue an existing school must be initiated by the governing authority of the school (pastor, religious congregation, or superintendent of Catholic schools in collaboration with the Bishop).

.1 In the Parish Setting

A proposal to establish a new Catholic school may be initiated by the pastor(s), parishioners in collaboration with the pastor(s), a religious congregation in collaboration with the pastor(s), the superintendent of Catholic schools in collaboration with the pastor(s), or the Bishop in collaboration with the pastor(s).

.2 In the Non-Parish Setting

A proposal to establish a new Catholic school may be initiated by an interested group of Catholic laity, a religious community, or the superintendent of Catholic schools in collaboration with the Bishop.

The proposing person or group will contact the Superintendent of Catholic Schools to announce the intention to propose expansion, reorganization or discontinuance of existing schools, or the intention to propose establishment of a new Catholic school, and for specific directions regarding the process to be followed in preparing the proposal and securing approval.

3552

ROLES AND RESPONSIBILITIES

In the parish setting the roles and responsibilities are as follows:

.1 Pastor

As the spiritual leader and chief administrator of the parish, the pastor oversees the development and implementation of the planning process at the local level, working in a consultative manner with representatives of the constituencies involved in planning for the parish's educational needs. The pastor is kept informed of development throughout the process and assumes responsibility for decisions and recommendations made at the local level.

.2 Principal

Except in the case of a proposal to establish a new school, the principal assists the pastor and steering committee by providing leadership and necessary information.

.3 Parochial School/Local Governing Body

The local school governing body, including the pastor and principal, recommends the need for educational services in the parish and conducts the planning process. The planning process may be delegated to a steering committee composed of a representative cross-section of parishioners, including representatives of the parish council, parish finance committee and current school parents, as appropriate.

.4 Religious Communities

If a religious community is currently staffing the parochial elementary school, the major superior should be notified at the beginning of the planning process and may be invited to have a representative participate on the steering committee. The religious community should be kept informed of developments during the planning process and should be consulted prior to any final decision.

.5 Catholic Schools Office

The superintendent of Catholic schools shall be involved in the process from the beginning. Catholic Schools Office personnel facilitate the planning process and serve as a resource to the steering committee. It is the responsibility of the Catholic Schools Office to assure that all steps in the planning process have been followed and to assure that recommendations and decisions are consistent with diocesan policy.

.6 Other Diocesan Offices and Departments

When required by diocesan policy, and depending upon the type and scope of the planning goals, other specific diocesan offices and departments may be called upon to participate in the planning/approval process.

.7 The Bishop

Recommendations of the pastor(s) and steering committee, diocesan departments, and the Superintendent are reviewed by the Bishop. The Bishop then makes the final decision regarding expansion, reorganization or discontinuance of a parochial elementary school or diocesan governed school and the establishment of a new parochial elementary school or diocesan governed school.

In the non-parish setting the responsibilities are as follows:

The governing body (religious community, board of trustees, etc.) of an independent Catholic school should inform the Superintendent of Catholic Schools of the intention to expand, reorganize, discontinue or establish a Catholic school, so that the Catholic Schools Office can take the change in school operations into account in planning for educational services under the jurisdiction of the Superintendent of Catholic Schools. The final decision must be made in collaboration with the Bishop.

3553 FEASIBILITY STUDY

.1 Expansion or Reorganization

For expansion or reorganization of existing school(s), the pastor(s), religious community, or lay leadership group notifies the Superintendent of Catholic Schools of the desire to expand, reorganize, or otherwise materially change the enrollment of, or groups served within, the Catholic School. The notification shall include the rationale for the project and the membership of the steering committee. This consultation is appreciated from, but not required of, non-diocesan entities.

Approval to proceed with the project will be provided by the Superintendent of Catholic schools after study and consideration by the appropriate personnel and approval by the Bishop.

.2 Forming New Catholic Schools

New Catholic schools will only be formed after taking into consideration the needs of the local community, and the financial, enrollment, and other material impacts on other existing schools and parishes, and following a feasibility study that confirms the financial viability of any new school. All new schools are ultimately formed at the direction of the Bishop in consultation with the Superintendent. No material actions regarding the formation of a new school can occur without the consent of the Bishop.

.3 Proposals to Discontinue a Catholic School

The decision to discontinue a Catholic School is to be made at the sole discretion of the Bishop. Should a local site wish to discontinue a school, they must consult with the Bishop and Superintendent before taking any action.

.4 Final Approval by Bishop

Upon approval by the Bishop, a local coordinator shall be appointed and shall be responsible to formulate and implement a plan to complete the projected expansion, reorganization, discontinuance, or establishment of the school. The implementation plan shall be consistent with applicable diocesan policies.

SERIES 4000: PERSONNEL

4100 EMPLOYMENT PRACTICES

4101 STANDARDS FOR CATHOLIC SCHOOL EMPLOYEES

Parochial schools and diocesan governed schools and private schools must comply with this [*Handbook of Policies and Procedures for Elementary and Secondary Schools*](#), as well as applicable policies of the diocese.

Similarly, the term “private Catholic school” shall refer to all privately owned elementary and secondary schools recognized and approved by the Bishop of Dallas as Catholic.

Employees are employed by a specific parochial school, diocesan-operated high school, or other private Catholic school each being a separate legal entity. Employees of parochial schools and diocesan governed schools are subject to the principal and/or president in all school matters and are obliged to observe all local school policies and regulations as well as those contained in the [*Handbook of Policies and Procedures for Elementary and Secondary Schools*](#) and the policies of the Diocese of Dallas.

It is recognized that administrators, teachers and all other school employees are engaged in a school for the express purpose of education in the academic, social, moral, and religious values promulgated by the Catholic Church. Employees therefore are expected to conduct themselves in word, action, and example in a manner consistent with the academic, social, moral, and religious teaching of the Catholic Church.

All personnel shall cooperate in forming the Catholic educational community by their words and actions.

School employees shall not engage in any behavior at school that could damage the public image of the school, parish, or diocese as a Catholic Christian institution. School employees shall further refrain from any actions, publicly or privately, that could be an embarrassment, cause scandal, or bring discredit to the school, parish, or diocese. School employees shall support the Catholic philosophy of the school and exemplify Catholic ideals and principles in demeanor.

4102 EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY

Catholic schools value the diversity and gifts of all people and therefore commit to equal employment opportunity in all its employment policies and practices. These policies and practices are administered, without regard to race, color, national origin, age, gender, political affiliation, veteran status, or mental or physical disabilities not affecting one’s ability to perform the essential functions of one’s job.

All employment, however in the school requires compliance with moral standards acceptable to the Catholic Church. There are certain positions in the school for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are Catholic, who evidence an understanding of the Catholic faith and a commitment to living that faith. Such preference is allowed under state and federal law, and does not constitute an illegal act of discrimination.

If an employee believes he/she has been treated in a manner that is in violation of this policy, the employee shall promptly submit a complaint to the appropriate administrator, chief administrator or pastor.

4103 EMPLOYMENT-AT-WILL

Ordinarily individuals are employed by schools in an “at-will” relationship for an indefinite period of time. Schools may exercise discretion to terminate the employment relationship. Similarly, employees who do not have a written contract for a term may terminate the employment relationship.

4104 HIRING SCHOOL EMPLOYEES: OVERVIEW

Each school seeks to hire the most qualified applicant.

Presidents may be hired only pursuant to the authority of the Superintendent of Catholic schools after consultation with the Bishop.

Principals may be hired only pursuant to the joint authority of the pastor/president and the Superintendent of Catholic schools.

Teachers and other staff of a school may be hired pursuant to the authority of the principal and/or president.

Qualified persons interested in applying for teaching and school administration positions in the Catholic schools of the Diocese of Dallas shall apply online by following complete instructions outlined at <https://csodallas.org/careers/>.

After the employment application has been completed the applicant should send all complete official college transcripts, copies of any state teaching certificates, and official teacher service records to the Catholic Schools Office, P.O. Box 190507, Dallas, TX 75219.

Once the employment application and all documents are received by the Catholic Schools Office, information pertaining to the professional applicant will be distributed to the interested principals.

Upon being offered a position with a specific school, the applicant will go through a criminal background check, education check, and reference checks. The position may be finalized once clearance has been established and **Pre-Employment Affidavit** has been received.

- **Pre-Employment Affidavit for Applicant Offered Employment:** Schools may offer employment to an applicant for a position if the applicant has submitted a current and notarized TEA Pre-Employment Affidavit for Applicant Offered Employment. Refer to Texas Catholic Conference of Bishops Education Department ([TCCBED](#)) Guide to Quality and Effectiveness.
- Employees who are required to complete the form include teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, school counselor, audiologist, occupational therapist, physical therapist, physician, nurse, school psychologist, associate, school psychologist, licensed professional counselor, social worker, and speech language pathologist.
- The **Pre- Employment Affidavit for Applicant Offered Employment** form may be found on the TCCB Education Department Portal at www.tx catholic.org or in ExponentHR under Management> Communications > Links & Resources.

Once an employee has been hired, the school’s designee shall provide notification to the Catholic School Office.

Presidents, Principals, Assistant Principals and teachers shall receive an employment contract specified and approved by the Catholic Schools Office.

4105 EMPLOYMENT APPLICATIONS

Applications for a position of employment in a school will be completed online at <https://csodallas.org/careers/>. A person applying for the position of Principal will also complete the Catholic Schools Office online application process.

All applications for employment will be retained by the Catholic Schools Office in an active file for a period of one year. A potential employee must notify the Catholic Schools Office if the individual wishes to extend the active file status.

When an applicant is hired by a school, the individual's employment application will be retained in his/her personnel file at the school where he/she is employed.

4106 EMPLOYMENT INTERVIEWS

All applicants for employment, for any position, must be properly interviewed at all appropriate levels before any hire is permitted.

The interviewing local school administrator shall provide a written job description and discuss with the applicant the role of the position, including responsibilities and duties.

Any offer of employment is contingent in part upon the truthfulness and accuracy of information provided by the candidate on the application and/or in the interview process.

4107 EMPLOYMENT REFERENCES

References for all school personnel shall be verified by local school administration before being offered a position in a school. This includes employment history, academic preparation as well as references.

In addition to the required references, applications from a member of a religious congregation must be accompanied by a letter of endorsement from a duly appointed representative of the religious congregation.

4108 BACKGROUND INVESTIGATIONS

Schools shall conduct background investigations on current employees, prospective employees or volunteers for all positions in order to obtain criminal records and/or credit reports. Schools retain the right to periodically or situationally update background investigations on employees and individuals.

Background investigations are conducted by the school prior to extending an offer of employment to an individual. No employment or contract will be considered valid until the background investigation is completed.

No individual, whether employee or volunteer may begin work until a clearance is issued. The finding of an arrest and/or conviction record will not automatically eliminate an individual from consideration for employment. Potentially mitigating circumstances, such as how long ago the arrest or conviction occurred and the nature of the crime involved, may be considered in relation to the specific job responsibilities and business necessity.

Any employee who is hired to collect, record, and/or dispense monies (i.e., bookkeeper, cafeteria manager, etc.) must undergo a credit report investigation prior to hiring. Credit information will be reviewed in relation to the position for which the applicant has applied.

4109 JOB DESCRIPTIONS

Every employee will have a written job description that identifies the job title, purpose of the job, and the description of expectations. The employee's classification as exempt or non-exempt in accordance with the FLSA as well as their employment status will also be indicated.

The job description will be periodically reviewed and/or updated or reviewed when work responsibilities change.

4110 EMPLOYMENT OF FAMILY MEMBERS

An individual shall not be placed in a position that would result in a direct supervisor/subordinate relationship with a relative.

Subject to the above limitation, applications received from family members will be given the same consideration as afforded all other applicants for positions.

4111 EMPLOYMENT OF ORDAINED PERSONS

The Bishop, through the chancellor for the Diocese of Dallas, must approve, in writing, the application of any priest or deacon to work in a school.

The superintendent of Catholic schools will be informed by the school when an ordained priest or deacon is employed by a school.

4112 EMPLOYMENT OF CURRENT EMPLOYEES

No school within the Diocese of Dallas may extend an offer of employment to a potential employee which, if accepted, would cause the employee to breach a contract of employment with another school within the Diocese of Dallas.

Prior to making an offer of employment to an administrator and/or other professional individual who is a current or former employee of a diocesan entity, the chief administrator will ensure the applicant's eligibility for reemployment in a school with the diocese through consultation with the Catholic Schools Office. If the individual is applying for a non-contract position the chief administrator will also contact the chief administrator, pastor or business manager of the diocesan entity where the employee is currently or was formerly employed to obtain background prior to extending an offer of employment.

The chief administrator will respect the rights and contracts of other schools when considering hiring an individual who is currently employed by another school.

Employees must notify his/her chief administrator or pastor of intent to apply for a position that would cause them to break their current contract.

Professional personnel will be given credit for administrative and/or teaching experience as documented by an official service record.

4113 TRANSFERS FROM WITHIN THE DIOCESE

A school employee who transitions without interruption from a school to another employment entity within the diocese will be recognized as having continuous service for purpose of benefits, provided the employee remains full time.

4114 SUBSTITUTE TEACHERS

School administrators are responsible for acquiring substitute teachers in the absence of a regularly employed teacher.

Substitute teachers must comply with background investigation and safe environment policies.

A long-term substitute, who works 30 or more consecutive days, must follow the application and interview requirements of the Catholic Schools Office.

4115 VOLUNTEERS

Volunteers are a vital part of a school, providing a variety of services that might otherwise be unavailable. The status of a volunteer – as determined in the sole discretion of a school – is a privilege and not a right. Volunteers perform services solely as public-minded supporters of a school; they are not employees. Volunteers must fulfill Safe Environment requirements prior to volunteering in any school setting.

A non-exempt employee of a school may serve as a volunteer at the same or different diocesan school outside of the employee's normal working hours. Under no circumstances shall volunteer hours qualify for overtime pay.

4116 EMPLOYEE HANDBOOK

Each school shall prepare and make available to employees an employee handbook which presents the regulations, responsibilities and procedures of the local school to supplement this handbook. The school handbook will be reviewed and updated annually on a local level.

Each employee shall be required to sign a verification form indicating receipt of the school's employee handbook and the [*Handbook of Policies and Procedures for Elementary and Secondary Schools*](#), and acknowledging their acceptance and understanding of the policies and procedures. Copies of these signed acknowledgement forms shall be kept in the employee's personnel file and uploaded in the Exponent HR system.

A copy of the current school employee handbook must be submitted to the Catholic Schools Office each year by August 15.

4117 EMPLOYMENT CONTRACTS

Professional personnel will be employed according to the appropriate employment contract specified by the Catholic Schools Office. Professional personnel, for the purpose of this policy, include qualified presidents, principals, assistant principals, and teachers.

There is no tenure, implied or stated, in the parochial and diocesan owned high schools within the Diocese of Dallas. Contracts are offered for a maximum of one year, July 1 through June 30.

Schools must use the current form employment contract promulgated by the Catholic Schools Office; other contract forms will not be approved as the basis for professional personnel employment.

4118 OFFER OF A CONTRACT

The following target dates for notice of offer of a new contract shall apply unless extenuating circumstances intervene.

The pastor or president will notify the chief school administrator, in writing, of the offer of a new contract for the following school term on or before May 1 of a given school year.

The principal will notify teachers and other professional personnel, in writing, of the offer of a new contract for the following school term on or before May 1 of a given school year.

The timelines set forth above notwithstanding, an employee who is currently on probation, an improvement plan, or other equivalent notice of an employment concern may receive later notice that a contract of employment for the following school year is being offered.

The failure to give timely notice does not result in automatic offer of a new contract.

When a new contract is offered to an individual the offer will be valid for 14 calendar days from contract offer date unless signed by all parties.

4119 JOB ABANDONMENT

Employees who must be absent from work must report their absence to the designated person at the school at their earliest opportunity. The failure to give notice shall be grounds for disciplinary action up to and including termination.

An employee who is absent without proper notification and authorization will be deemed to have submitted a voluntary resignation. The effective date of termination will be the last day which the employee actively worked. If a position is abandoned the employee will be paid only for each day actually worked.

4120 EMPLOYEE DATA CHANGES

Employees are responsible for providing current personal and other information relating to employment and submitting those changes to their information in the Exponent HR system.

4121 VERIFICATION OF EMPLOYMENT/NEUTRAL REFERENCE

The pastor, Chief Administrator or their designee, Superintendent of Catholic schools, and Human Resources are the only individuals authorized to answer inquiries about a current or former employee.

4122 WORK SCHEDULES

Work schedules are established by the school. Ordinarily, the work week for non-exempt employees consists of not more than 40 hours. Failure to comply with established attendance and work schedules shall subject employees to discipline up to and including termination.

The decision to have a non-exempt employee work overtime must be pre-approved in writing and signed by the Chief Administrator or their designee. Schools shall compensate overtime hours at the rate of 1.5 times base rate.

4123 RECORDING TIME

Non-Exempt Employees

Both the Fair Labor Standards Act and the Diocese of Dallas procedures require an accurate record of working hours. As such, non-exempt/hourly employees are required to accurately reflect actual starting time (not arrival time), time in and out for meal periods, time in and out for any other reason (other than rest breaks), quitting time and total hours worked for each day, including overtime.

Non-exempt employees are generally not permitted to punch in or commence work more than 15 minutes before the normal starting time or punch out or stop work more than 15 minutes after the normal quitting time without prior approval from a Manager.

Completion of time records must be done using the Exponent HR system and keyed on a daily basis. Falsifying a timesheet, completing another employee's time records unauthorized or repeated

failure to complete time record is considered grounds for disciplinary action up to and including termination.

Under no circumstances should you record time that you did not work; likewise, it is equally important that you record all time that you have worked. It is not permissible to “work off the clock”. If you feel a supervisor is requiring you to work off the clock, notify the Business Manager or your Human Resources representative immediately. There will be no retaliation for any such report.

Exempt Employees

Exempt employees record their time on an exception basis. That is, whenever an exempt employee takes PTO, a Leave of Absence etc. they must submit their exception in the Exponent HR system. If an exempt employee works the entire pay period they are not required to fill out a time record. Falsifying a time record, completing another employee’s time record unauthorized or repeated failure to complete time records is considered grounds for disciplinary action up to and including termination.

4124 INCLEMENT WEATHER

Schools shall follow the decisions of their local public school district regarding school cancellation, delay, or early dismissal because of weather conditions. If the chief administrator deems it necessary to act outside of the local public schools’ decision regarding cancellation, delay, or early dismissal, he/she may do so exercising best judgment in the interest of safety. Following such a decision, the Superintendent of Catholic schools must be informed.

It shall be the responsibility of the chief administrator to ensure that any instructional time lost due to school cancellation is made up. The school administration shall set up procedures for notifying employees on the opening or closing of the school due to inclement weather.

Employees who are not going to report to work, or will be late to work due to a weather-related issue, must call to inform the designated person at the school.

4200 BENEFITS AND COMPENSATION

4201 COMPENSATION

The compensation program will be consistent with the approved budget of the individual Catholic school. The salary scale/structure will be reviewed annually at the local level and changes will coincide with the fiscal year.

4202 PAID TIME OFF FOR LAY CONTRACT EMPLOYEES AND 12-MONTH PARTIAL EMPLOYEES (FORMERLY 10/11 MONTH EMPLOYEES)

.1 Contract Employees

a) Full Time Lay Contract Teachers and Assistant Principals

Full time lay contract teachers and assistant principals follow the official school calendar and enjoy school holidays off as well as time off during the summer.

These groups will be front-loaded 64 hours (8 days) of PTO every year. The maximum PTO balance carryover each year is 240 hours and the maximum balance at any time is 304 hours (240 + front load of 64 hours).

Unused PTO may carry over from one fiscal year to the next provided:

- that the maximum PTO carryover is 240 hours;

- that there is no financial remuneration for unused accumulated PTO; and,
- that it may not be carried from one school to another.

All PTO balances are calculated according to the school's fiscal year, which begins July 1 and ends June 30.

b) Lay Contract – Principals and Presidents

Principals and presidents follow the official school calendar and enjoy school holidays off as well as time off during the summer as stated in their contracts.

Twenty (20) days (160 hours) of vacation during the summer while the school is not in session is front-loaded for these employees to use at their discretion, and must be tracked in the Exponent HR system. Additionally, PTO will be front-loaded 80 hours (10 days) every year and it will be tracked in the Exponent HR system.

- There is no balance carryover of any unused vacation or PTO.
- There is no financial remuneration for unused or accumulated vacation or PTO.
- There is no carryover from one school to another.

All vacation and PTO balances are calculated according to the school's fiscal year, which begins July 1 and ends June 30.

c) Part-time Lay Contract Teachers

Part-time lay contract teachers follow the official school calendar and enjoy school holidays off as well as time off during the summer.

Part-time Lay Contract teachers working 20-29.99 hours per week (and a minimum of 1000 hours) will be front-loaded PTO prorated based on scheduled work hours.

Unused PTO may carry over from one fiscal year to the next provided that:

- the maximum balance of PTO will never exceed the prorated maximum allowed hours based on their work hours*;
- there is no financial remuneration for unused accumulated PTO; and,
- PTO may not be carried from one school to another.

All PTO balances are calculated according to the school's fiscal year, which begins July 1 and ends June 30.

**Example: Teacher's contracted work hours are 24/week. To calculate: $24/40 \times 64 = 38$ hours prorated PTO for the year. Maximum carryover is $24/40 \times 240 = 144$ -hour max carryover each June 30.*

When PTO is depleted, a day's salary is deducted for each additional day's absence. To calculate a day's salary: annual rate/contracted number of days scheduled to work= daily rate.

All PTO requests must be approved in advance and submitted in the Exponent HR system. Extensive PTO must be avoided around major holiday periods.

PTO must be taken in whole hour increments.

PTO for contract employees hired after the school year has begun shall be prorated and front-loaded for the remainder of the school year.

Employees absent for three (3) days or more due to illness must submit a doctor's note. Should an employee go out on Short Term Disability, a doctor's release will be required in order to return to work. See Handbook Policies [4214](#) and [4215](#) regarding FMLA and Short-Term Disability.

All leave under policy 4202.1 shall be approved by the Chief Administrator or designee.

.2 Full-time 12-month Partial Non-contract Employees

Full-time 12-month partial non-contract employees follow the official school calendar and enjoy school holidays off as well as time off during the summer. They are defined as employees who work during the school year, and who may also work an abbreviated schedule in June and/or July.

a) Employees who work 10 months (190 days)

Employees who work 10 months (190 days) will earn up to 64 hours (8 days) of PTO. The maximum PTO balance carryover each year is 240 hours and the maximum balance at any time is 304 hours (240 + earned 64 hours).

b) Employees who work 11 months (220 days)

Employees who work 11 months (220 days) will earn up to 72 hours (9 days) of PTO. The maximum PTO balance carryover each year is 240 hours and the maximum balance at any time is 312 hours (240 + earned 72 hours).

Unused PTO may carry over from one fiscal year to the next provided that:

- the maximum PTO carryover is 240 hours;
- there is no financial remuneration for unused accumulated PTO; and
- PTO may not be carried from one school to another.

All PTO balances are calculated according to the school's fiscal year, which begins July 1 and ends June 30.

.3 Part-Time 12-Month Partial Non-Contract Employees

Part-time 12-month partial non-contract EMPLOYEES (working 20-29.99 hours per week and a minimum of 1000 hours) will **earn** PTO equivalent to the employee's work hours per day and may carry over PTO as long as:

- the balance never exceeds the prorated maximum balance based on their work hours;
- there is no financial remuneration for unused accumulated PTO; and
- PTO may not be carried from one school to another.

**Example: Employee works 24/week. To calculate: $24/40 \times 64 = 38$ hrs prorated PTO for the year. Maximum carryover is $24/40 \times 240 = 144$ -hour max carryover each June 30.*

PTO for these employees hired after the school year has begun shall be prorated for the remainder of the school year.

PTO balances for 12-Month Partial Non-Contract employees may go into the negative to the extent they will have earned it back within the fiscal year.

Employees absent for three (3) days or more due to illness must submit a doctor's note. Should an employee go out on Short Term Disability, a doctor's release will be required in order to return to work. See Handbook Policies [4214](#) and [4215](#) regarding FMLA and Short-Term Disability.

All PTO requests must be approved in advance and submitted in the Exponent HR system. Extensive PTO must be avoided around major holiday periods.

PTO must be taken in whole hour increments.

All leave under this policy shall be approved by the Chief Administrator or designee.

4203 PAID TIME OFF 12-MONTH EMPLOYEES

FULL-TIME 12-MONTH EMPLOYEES working a continuous schedule over twelve months **earn** PTO based on the schedule below. PTO is used for personal days, sick days and vacation. **All PTO balances are calculated according to the calendar year, January 1 – December 31.**

Paid time off for employees working a 12-month schedule is as follows:

PAID TIME OFF		35 Hours/Week	40 Hours/Week
0-1 Years	Prorated	Prorated	Prorated
1-2 Years	15 days	105	120
3-4 Years	19 days	133	152
5-6 Years	24 days	168	192
7-8 Years	28 days	196	224
Years after 8	30 days	210	240

The above PTO schedule is the maximum PTO that can be given. If the school's schedule is less than what is stated above, there must be a written school policy included in the school's employee manual substantiating the PTO schedule.

PART-TIME 12-MONTH EMPLOYEES who work 20-29.99 hours (and working a minimum of 1000 hours) per week **earn** PTO on a prorated basis.

- All PTO requests must be pre-approved in advance and submitted in the Exponent HR system. Extensive PTO must be avoided around major holiday periods.
- PTO must be taken in whole hour increments.
- **All PTO balances are calculated according to the calendar year, January 1 – December 31**
- Unused PTO balances for full time employees up to 40 hours (5 days) may be carried over from one calendar year to the next. Balances for part time employees are prorated.
- PTO balances for 12-Month employees may go into the negative to the extent they will have earned it back within the fiscal year.
- Employees absent for three days or more due to illness must submit a doctor's note. Should an employee go out on Short Term Disability, a doctor's release will be required in order to return to work. Refer to Handbook Policies 4214 and 4215 regarding FMLA and Short-Term Disability.
- 12-Month Employees who have provided at least two weeks advance notice of their resignation, will be paid for earned, unused PTO upon termination. Employees who do not give the requisite notice will not be paid for earned unused PTO. Employees who are terminated involuntarily for cause are not eligible to receive earned but unused PTO. Employees involuntarily terminated for reasons such as Reduction in Force will be paid for earned unused PTO.

4204 OFFICIAL SCHOOL CALENDAR AND HOLIDAYS

.1 Lay Contract and 12-Month Partial Employees

Lay Contract and 12-Month Partial Employees follow the official school calendar which consists of holidays, non-working days off and days of required teacher in-service. These days are unpaid and are not included as part the employee's calculated work days.

.2 12-Month Employees

The Chief Administrator in consultation with the pastor, where appropriate, will publish an annual paid holiday schedule for employees who work on a 12-month year-round basis. This schedule may or may not align with the school's calendar.

4205 OVERTIME

Occasionally non-exempt employees may have the opportunity to work overtime. In compliance with the Fair Labor Standards Act these employees are eligible to receive overtime compensation in an amount of one and one-half times (1.5) their regular hourly rate of pay for each hour over forty (40) worked. All overtime for non-exempt employees must be approved in writing and in advance by the chief administrator or his/her designee.

4206 COMPENSATORY TIME

The Catholic school does not offer compensatory time to staff. Exempt personnel are expected to devote sufficient time to accomplish the objectives of his/her position. Non-exempt personnel are to be paid overtime for excess time as described in overtime.

4207 EDUCATION LEAVE AND SKILLS IMPROVEMENT

The school through the chief administrator may provide leave for an employee to attend short-term classes and seminars for job-related professional growth according to the school's financial capabilities and in keeping with the annual operating budget.

If approved and funds are budgeted, the chief administrator may authorize full or partial payment of fees for such classes but is not required to authorize funds.

4208 JURY DUTY

Time required for jury duty is given in addition to normal leave time. An employee is expected to work on days when the jury is not in session. No deductions will be made from the employee's salary. Leave with pay will be granted for jury duty, upon presentation of appropriate documentation. To qualify for leave with pay, a signed document showing days of jury duty must be provided to the chief administrator or his/her designee. Jury time will be noted in the employee's time record in the Exponent HR system.

4209 LEGAL APPEARANCE LEAVE

Employees required by a written legal summons to make a legal appearance will be given the time off, with pay, when necessary to make the appearance provided the appearance is job related. When the employee is required to appear for a legal matter that is not job related the leave is without pay or the employee may use any available leave or paid time off (PTO).

The employee must provide the written legal summons to the chief administrator or his/her designee in order to be eligible for PTO.

4210 VOTING LEAVE

In most circumstances, a normal school day provides sufficient time for employees to vote during non-working hours. In the event of unusual circumstances, schools will comply with Texas law to ensure that employees have an opportunity to vote.

MILITARY LEAVE

Employees who are required to serve in any branch of the Armed Forces for the United States or who are engaged in state military service will be given the necessary time off and the schools will comply with all applicable laws. The specific terms of the absence and of the employee's right to reinstatement, seniority, benefits, and compensation after military leave are governed by law.

As required by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), applicants and employees who apply for or perform military service, whether on a voluntary or involuntary basis, will not be denied initial employment, reemployment, retention of employment, promotion or any benefit of employment on the basis of the performance of military service.

Eligible military service includes performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which the employee is absent to determine fitness for duty. In order to be eligible for leave under this section, an employee must serve in the Armed Forces (Army, Navy, Marine Corps, Air Force, Coast Guard and the reserve branch of any of these), the Army or Air National Guard, the commissioned corps of the Public Health Service or any other category designated for eligibility for this leave by the President of the United States during war or emergency.

Any employee who enters the uniformed services of the United States will be granted a military leave of absence. To qualify for reemployment upon completion of such military service, an employee must have:

- Given written or verbal notice in advance of service, unless the giving of notice is precluded by military necessity;
- A cumulative length of absence, including any previous military absence while employed, which does not exceed five years. *(Some types of military service do not count against the five year limitation. Please see Human Resources if you have questions regarding whether a certain type of service counts against the five year limitation.)*
- Been separated from the military under honorable conditions; and
- Applied for reemployment according to these guidelines:

Length of Service	Allotted Time to Seek Reemployment
Less than 31 days	After an 8 hour rest period at home, an employee must report back to work at the beginning of the first full regularly-scheduled work period.
More than 30 days, but less than 181 days	An employee should submit an application for reemployment within 14 days after the military service ends.
More than 180 days	An employee should submit an application for reemployment within 90 days after the military service ends.
Military service extended by hospitalization or convalescence	An employee should report to work or apply for reemployment at the end of the hospitalization or convalescence. A two-year limit applies, but even then accommodation may be required.

For periods of leave longer than 31 days, an employee may be required to provide documentation proving eligibility for reemployment, demonstrating (1) the reapplication is timely; (2) the employee has not exceeded the five year limit; and (3) the separation from service was under honorable conditions.

Notwithstanding any of the foregoing, should the employing school's circumstances change while an employee is on military leave such that reemployment is impossible or unreasonable (i.e. there has been a reduction-in-force in which the employee would have been laid off), then the school shall not be obligated to reemploy the employee.

Upon reemployment, the employee will be placed in the position he or she would have attained were it not for the break in employment, unless the employee is not qualified to perform that job and cannot be trained through reasonable efforts. If not so qualified, the employee will be placed in the position the employee held when the military leave commenced, or a position of like seniority, status and pay. If a disability incurred during, or aggravated by, military service prevents the employee from performing the job he or she would have held were it not for the break in service, despite efforts at reasonable accommodation of the disability, the employee will be placed in a position of like seniority, status and pay, if one is available. If no such position is available, the employee will be placed in a job which is the nearest approximation of like seniority, status and pay.

Employees seeking assistance with an absence from work due to military service should contact the diocesan Director of Human Resources.

4212 BEREAVEMENT LEAVE

Up to five (5) days of bereavement leave with pay may be granted in the event of death in the immediate family of the employee. Immediate family includes the employee's spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, or fiancé of the employee.

Attendance at other funerals will be subject to the provisions of "paid time off" and will require approval. If a death occurs at a time when work is not scheduled, payment will not be made. When a holiday or vacation occurs on any of the days of absence, the employee will not receive holiday, leave, or PTO pay in addition to paid bereavement leave.

4213 MATERNITY & PATERNITY LEAVE

Maternity

Full-time employee

Employees are provided up to 6 weeks' leave due to the normal birth of a child and up to 8 weeks for a Cesarean delivery. Employees must use any accumulated leave to satisfy the 14-calendar day elimination period. If the employee does not have any leave, then the 14-calendar day elimination period is leave without pay. Part of the pay the employee receives will be given under the diocesan short-term disability insurance administered through UNUM Insurance. (See policy 4215.)

Part-time employee

If an employee works between 20 and 29 hours a week, as well as those who waive insurance, they will be entitled to maternity benefit pay from the entity, regardless of tenure, and not from short term disability as follows:

- a) Two weeks' pay at 100% of salary and
- b) Four weeks' pay at 40% of salary (normal birth)
- c) If cesarean delivery, six weeks' pay at 40% of salary

While on Maternity Leave, a part-time employee cannot receive additional pay as a result of Holiday, Holy Days or Bereavement.

Adoption

Employees who adopt are eligible for 12 weeks of FMLA. They will be entitled to maternity benefits from the entity as follows:

- a) Two week's pay at 100% of salary
- b) Four week's pay at 40% of salary

Adoption is not covered under our Short-Term Disability policy.

Depending upon the number of full-time employees at a school, a pregnant employee may be eligible for leave pursuant to the Family and Medical Leave Act (See Policy 4214).

Upon learning of pregnancy, an employee shall notify the chief administrator, in writing, reasonably in advance of the anticipated date of delivery.

Paternity

Paternity Leave will be granted with pay up to 10 days for a male employee whose additional covered adult has a newborn through childbirth or adoption. The 10 days may be taken at any time after birth or adoption of the child not to exceed 6 months after birth or adoption. The 10 days granted with pay for this event will run concurrent with the FMLA leave policy.

4214 FAMILY AND MEDICAL LEAVE

The Family Medical Leave Act entitles eligible full-time employees who have been with the Diocese for at least 12 months and have worked at least 1,250 hours in the most recent 12-month period (rolling backward), to take up to twelve (12) work weeks of unpaid job-protected leave for specified family and medical reasons. (employee must use earned unused PTO; upon exhausting PTO, remaining leave will be unpaid) An employee's health and welfare insurance benefits, if any, must be continued by the employer while an employee is on FMLA leave. If the employee is not enrolled in the Group Health Insurance plan, FMLA still applies.

Employees requesting FMLA and/or STD leave are required to call UNUM at 1-866-779-1054 to initiate the Telephonic Intake Process. A brochure titled "[How to Initiate a FMLA Request and Short Term Disability Claim](#)" and a Department of Labor document titled "[FMLA Employee Guide](#)" can be found on the Diocesan website under Human Resources, FMLA section and in the Exponent HR system. Employees are responsible for completing the process in a timely manner by submitting requested information and documents (such as Medical Certification) in order for UNUM to reach a decision on employee's request for FMLA and/or STD. Failure to provide requested information when due will cause the FMLA to be denied.

.1 Rules Regarding the 1,250-hour Requirement

Rules regarding the 1,250-hour requirement and how to count this are as follows:

- a) Employee must have worked at least 1,250 hours during the 12 consecutive months prior to the leave begin date.
- b) Only actual work time is counted. Regular and overtime hours both count toward the 1,250 hour requirement.
- c) Leaves of absence, paid or unpaid, including FMLA leave, are not counted toward the 1,250 hours.

- d) Pursuant to USERRA, employees returning from military service shall be credited with hours that would have been performed but for the military service.
- e) Time worked as a direct temporary hire employee counts toward the 1,250 hour requirement.

.2 Length of Leave

Eligible employees are entitled to 12 work weeks of leave in a 12-month period for the following reasons:

- a) the birth or placement for adoption or for foster care of a child;
- b) the serious health condition of an additional covered adult, child, or parent;
- c) the employee's own serious health condition. A "serious health condition" is defined by the FMLA as an "illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital or hospice or residential medical care facility or continuing treatment by a health care provider."
- d) Any qualifying exigency arising out of the fact that an employee's additional covered adult, son/daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation or is deployed to a foreign country as part of the Regular Armed Forces.
- e) Twenty-six (26) work weeks of leave in a 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's additional covered adult, son, daughter, parent, or next of kin (see [4214.2d](#)).

The Diocese has adopted the rolling backward calculation method as of 11/1/2012 as the "12-month period."

.3 Types of FMLA Leave

Increments of Leave available under FMLA are:

- Single Block of Leave,
- Intermittent Leave taken in separate blocks of time for a single illness or injury (while on Intermittent leave, employee needs to call UNUM on all subsequent absences), and
- Reduced leave schedule which results in regular alternation/reduction of scheduled work hours during the certified period when medically necessary due to a serious health condition of the employee or covered family member (child, parent or additional covered adult) or the serious injury or illness of a covered service member.

By its very nature, qualifying exigency leave also may be taken on an intermittent basis.

Employees who are employed by the same employer/entity, and who request FMLA leave for the birth, adoption, or foster care placement of a child with the employee, are eligible for a combined twelve (12) weeks between the two employees. Both employees continue to be eligible for twelve (12) weeks of FMLA leave each, but they may only take a combined twelve (12) weeks of FMLA leave between them for this type of event.

.4 Pay and Benefits During FMLA Leave

An employee's health and welfare insurance benefits, if any, must be continued by the employer while an employee is on FMLA leave. While on FMLA leave, employee is responsible for insurance premiums for any voluntary coverage as well as insurance premium for dependent additional covered adult and children previously covered. While on unpaid FMLA leave, the scheduled voluntary coverage and dependent coverage premiums will go into arrears in the Exponent HR system. Upon returning to work, employer will review the balance of premium deductions in arrears with employee and the employee will pay back the entire amount in arrears

on their first paycheck after returning from leave. If employee is on paid leave (PTO), all benefit premiums will be deducted from employee's paycheck as usual.

While FMLA leave is unpaid, an eligible employee taking FMLA leave **MUST** use available paid time off (PTO) first prior to going unpaid. If an employee uses earned available PTO, such PTO taken, are concurrent with FMLA leave. This time will still be counted toward the twelve (12) week FMLA maximum.

If an employee is eligible for Short Term Disability and FMLA leave, both STD and FMLA leave run concurrently. If an employee uses available PTO during the 14-day elimination period when applying for STD, and is approved for FMLA also, then the PTO applied toward the 14-day elimination period, and the FMLA leave will also run concurrently.

An employee on unpaid, job protected FMLA leave does not earn PTO. However, an employee, who takes PTO while on FMLA, does earn PTO. Unpaid FMLA leave time does not count toward earning PTO but such time does count toward vesting in the 403(b) Retirement Savings Plan. The 403(b) Employer mandatory contribution is not continued while employee is on unpaid FMLA. However, if PTO is taken while on FMLA, then the 403(b) contribution and matching (if applicable) will continue for that period of time.

An employee on FMLA leave, is paid for Holiday/Holy days that fall within the FMLA leave, provided the employee was entitled to receive pay for Holidays/Holy Days, as if he/she was never on FMLA leave.

In any event, this policy shall not be interpreted in any manner inconsistent with or expand the rights of any employee beyond the requirements of the FMLA.

.5 Return to work after FMLA leave

Employees who return from (FMLA) family medical leave must be reinstated to the same or similar position. In the case of a leave for the birth or placement of a child, an employee must give the employer at least 30 days' notice of the necessity for the leave.

An employee should notify their Business Manager/Chief Administrator of their intent to return to work at least two (2) weeks prior to the anticipated date of return, as well as any medically necessary changes in their ability to perform their job duties. If the leave involves the employee's own serious health condition, the School will require a "fitness for duty" certification from the employee's health care provider verifying the ability of the employee to return to work, with or without restrictions. If the employee returns to work on or before expiration of available FMLA leave, the employee will normally be returned to his or her former position or an equivalent position. If an employee has been medically released to return to work and fails to report to work or fails to call in with a satisfactory explanation, the Diocese will treat this as a voluntary resignation.

In the case where an employee is unable to return to work due to a serious illness/injury and the twelve (12) weeks of job protected leave has expired, and the Short-Term Disability benefits have expired, the employer is no longer obligated to hold the position open for the employee. At this time, the employee will have the option of continuing medical and dental coverage for themselves and any dependents previously covered, before the leave, through the Diocesan Continuation of Benefits program at employee's own expense for up to 18 months.

If you have questions regarding the FMLA policy, please contact Human Resources at the Pastoral Center.

SHORT-TERM DISABILITY

Short-term disability provides income protection if you become disabled and cannot work due to a non-occupational illness or other injury lasting more than 14 consecutive days. If the employee has PTO available, they **MUST** apply their earned PTO toward the 14-calendar day elimination period. If a Holiday falls during the 14-day elimination period, the employee should be paid for the Holiday and not be required to take PTO. If the employee does not have any PTO available, then the 14-calendar day elimination period will be without pay. Only full-time employees enrolled in the group medical insurance are eligible for this benefit. Benefits from STD insurance will equal 60% of weekly earnings not to exceed \$1,000 per week. The remaining 40% will not be paid by the entity, but can be paid if employee has earned PTO or if a Holiday/Holy Day occurs while on STD. STD benefits are paid for up to 11 weeks after a 14-calendar-day elimination period (14 calendar days after the onset of the non-occupational injury or other illness).

While on Short Term Disability, an employee may receive 40% of pay from the entity during a Holiday or Holy Day, or if the employee has earned unused PTO. The additional 60% comes from Short Term Disability. In no case should an employee receive more than 100% of their pay. During periods of bereavement leave, the employee, if on Short Term Disability will receive 60% of pay from Short Term Disability and the remaining 40% from bereavement pay.

In the case of maternity, STD will pay only 60% for four weeks for normal delivery and for six weeks for cesarean section births after the 14-day calendar elimination period. The other 40% will be paid by the entity.

If the employee is not actively at work due to short term disability they are responsible for insurance premiums for dependents' medical and dental premiums and any voluntary coverage that may have been elected. While on STD, the scheduled voluntary coverage and dependent coverage premiums will go into arrears in the Exponent HR system. Upon returning to work, employer will review the balance of premium deductions in arrears with employee and the employee will pay back the entire amount in arrears on their first paycheck after returning from leave. The employee may elect not to continue their voluntary coverages such as Vision, VLI, LTD and FSA while on STD, but will have to wait until the next open enrollment period to re-instate voluntary coverage and may be subject to completion of an Evidence of Insurability (EOI) to obtain the coverage desired for applicable benefits.

PTO will continue to be earned while the employee is on Short Term Disability provided they are receiving pay through a Holiday/Holy Day, or through earned PTO.

If the employee becomes disabled, it is the employee's responsibility to call UNUM to submit a claim. Employee will need to call UNUM directly at 1-866-779-1054. Telephonic notice as authorized by us should be provided within 30 days after the date your disability begins. However, you must provide UNUM proof of your claim no later than 90 days after your elimination period. If it is not possible to give proof within 90 days, it must be given no later than 1 year after the time proof is otherwise required (except in the absence of legal capacity.)

For more information on Short Term Disability, see brochure "When and how to file a Short-Term Disability Claim" found on the diocesan website, human resources page and in the Exponent HR system.

SOCIAL SECURITY, MEDICARE

Lay employees of school entities are covered by Federal Social Security and Medicare programs. Schools contribute amounts as required by these programs.

4217 UNEMPLOYMENT COMPENSATION

Catholic schools are exempt from mandatory participation in the Unemployment Compensation Program. Therefore, there is no unemployment benefit accrued as an employee of a school within the Diocese of Dallas.

4218 C.O.B.R.A.

Because of its position as a religious institution, the Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (C.O.B.R.A.) benefits extensions do not apply to employees of schools and parishes of the Diocese of Dallas.

For alternatives to C.O.B.R.A., see Policy [4224](#).

4219 PERSONAL LEAVE WITHOUT PAY

A non-job-related personal leave of absence, other than a leave under FMLA, for a period of up to 90 days may be granted to a regular full-time employee. Personal leave of absence without pay may be authorized for justifiable reasons, by the appropriate administrator, upon written request by the employee. If such leave is authorized but is in excess of 90 days, the leave may result in a loss of position for the employee. Employee must use up all earned PTO during the leave. A determination of this type will set a precedent for all future requests for Personal Leave of Absence.

The educational needs of the students being affected by the absence of the employee, the financial burden which may be placed on the school, and the demands of the school calendar will be considered before leave is granted.

During the Personal Leave of Absence:

- No PTO will be earned during the personal leave
- Employee granted personal leave of absence will no longer receive 403(b) plan employer contributions or employer match while on leave
- If an employee is not actively at work due to a personal leave of absence (other than a leave under FMLA), for a period of 30 days, the employee must continue to pay insurance premiums for their medical and dental coverage as well as any voluntary coverage that the employee elected for the first 30 days of leave.
- Employee granted personal leave of absence (other than a leave under FMLA), for a period longer than 30 days, must go on continuation of benefits for remainder of leave in excess of 30 days. Cost of coverage will be paid by employee.
- If employee chooses not to continue coverage while on personal leave of absence, upon return to active work status, benefits as a new hire, will be offered

There is no requirement to hold employee's job, or promise they have a job, if not on FMLA. When employee returns, he/she may re-apply for a position at the entity if one is available.

If an employee does not return at the end of an authorized leave period, the employee will be considered as having voluntarily resigned.

WORKER'S COMPENSATION

The diocese complies with the Worker's Compensation Act of Texas. Employees must immediately report all work-related illnesses and injuries to the Chief Administrator who will then report it to the Human Resources office at the Pastoral Center. An Employer's First Report of Injury or Illness must be completed by the Administrator and submitted to the Human Resources office at the Pastoral Center.

- **Family Medical Leave (FMLA)**

Employees who are unable to work as a result of a job-related injury or illness will be subject to the Family Medical Leave Policy. Therefore, such employees must call UNUM directly at 1-866-779-1054. UNUM will walk employee through the telephonic claim intake process for Leave of Absence in accordance with Family Medical Leave Act.

Leaves of absence for medical reasons, including on the job injuries and illness will be limited to a maximum of 12 weeks. Employees who are unable to return to work within this time frame will be terminated. However, such termination will not affect his/her ability to receive Worker's Compensation benefits.

- **Use of Earned PTO**

If an employee is taken off work by his/her treating physician due to an injury, occupational illness or disease, he/she **MUST** use earned PTO for the initial 7-day waiting period. If employee has no available earned PTO, then the 7-day waiting period will be without pay. Employee must also use earned PTO for the remaining 30% of income not provided through worker's compensation. Income benefits paid by worker's compensation insurance, begins on the 8th day of disability.

- **Health Insurance**

Under no circumstances should employees submit a claim under the Diocese Health Insurance Program for a work-related injury or illness.

- **Short-Term/Long-Term Disability Insurance**

Employees submitting workers' compensation claims are not eligible to submit a claim for Short-Term Disability through the UNUM Insurance.

For additional information on workers' compensation plan, the Worker's Compensation Information Packet can be found on the Diocesan website Human Resources page under New Hire Employment section and in the Exponent HR system.

Employees who are unable to work as a result of a job-related injury or illness will be subject to the Family Medical Leave Policy. Therefore, such employees must call UNUM directly at 1-866-779-1054. UNUM will walk employee through the telephonic claim intake process for Leave of Absence in accordance with Family Medical Leave Act.

Leaves of absence for medical reason, including on the job injuries and illness will be limited to a maximum of 12 weeks. Employees who are unable to return to work within this timeframe may be terminated, subject to any reasonable accommodation duties imposed by the ADA or other applicable laws. However, such termination will not affect his/her ability to receive Worker's Compensation benefits.

Worker's Compensation applies to all employees regardless of hours worked.

ABSENCE CONTROL POLICY

Schools are not staffed such that long-term absences can be accommodated without materially affecting the school's ability to educate children. Unless otherwise provided for by an applicable

leave policy or subject to applicable federal or state law, employment may terminate automatically if an employee who has been on a non-military leave of absence and/or is not covered by the ADA, does not return to work after being absent for ninety (90) consecutive days. Reasonable extensions of this time period will be considered for any employee with a disability or as required by law.

4222 GROUP MEDICAL, DENTAL AND LIFE INSURANCE

Group medical, dental, short-term disability and life insurance is provided for eligible employees working at least 30 hours per week. The school pays 100% of the premiums for lay employees covered under the Diocese of Dallas Self-Funded Group Plan if the employee is in the DHMO. If the employee is in the Dental PPO, then there is a nominal premium for this benefit. Dependent/spouse coverage is available at employee's expense. The Catholic Diocese of Dallas reserves the right to amend, reduce or otherwise change employee provided benefits at any time.

Employees enrolled in the diocesan medical insurance program are covered by a group term life insurance policy. The premiums for this policy are paid entirely by the employing school through the health insurance premium. The benefit is a minimum of 1X salary or \$20,000 to a maximum of \$50,000 in term life insurance with an equivalent amount of coverage for accidental death and dismemberment insurance coverage.

Employees are eligible for this insurance on the first day of work. For further details of this policy please see the Plan Document available in the Exponent HR System. Newly hired employees have 30 days from their first day of work to enroll in the group medical and dental program. If they do not enroll during the 30 days from their first day of work, they must wait until the next open enrollment period to enroll in benefits unless they have a qualifying life event. Any employee electing not to participate in the plan must show proof of medical insurance on another plan and must sign a waiver declining participation in the diocesan group medical/dental plan.

Newborns must be enrolled in the group medical and dental program within 30 days following their birth. If not enrolled during the 30 days following their birth the employee must wait to enroll them at the next open enrollment period unless they have a qualifying event. Please note all newborns to individuals covered under the medical and dental plan are automatically covered the first 30 days after birth by the Group Insurance Plan. After the first 30 days the employee must enroll the newborn as stated above.

4223 GROUP EMPLOYEE PAID SUPPLEMENTAL BENEFITS

The Catholic Diocese of Dallas offers employees that are eligible for the medical and dental insurance program additional supplemental benefits at the employee's expense; these benefits include a vision plan, voluntary long-term disability, voluntary supplemental life insurance, as well as medical and dependent care flexible spending accounts. Employees enrolled for the medical and dental insurance program are also eligible for these insurances on the first day of work. If employees do not enroll during the 30 days from their first day of work, they must wait until the next open enrollment period to enroll in benefits unless they have a qualifying life event. More information may be found on these benefits in the Exponent HR system.

4224 CONTINUATION OF GROUP INSURANCE

Group medical, dental, and prescription insurance may be continued at the former employee's own expense at the published rates. All other benefits including the employer paid Short Term Disability, basic life insurance, vision, voluntary life, Long Term Disability and flexible spending accounts are not continued after termination. Payment must be received by the 10th of the month for that month's insurance. If payment is not received by the designated time, then insurance will be permanently cancelled. Continued insurance coverage may be carried for a maximum of eighteen (18) months

from the resignation/termination or retirement date. The Continuation of Benefits form may be found in the Exponent HR system.

For assistance with securing continuation of coverage, please consult the Business Manager at your school.

4225 RETIREMENT SAVINGS PLAN 403(B)(7)

The Diocese of Dallas offers a 403(b)-retirement savings plan for lay employees of Catholic Schools. All employing entities contribute three percent of an eligible lay employee's annual salary to the 403(b). The employing entities must elect to contribute an additional percentage (1%-4%) as a match of all eligible employees' contributions.

Per the plan document, found on the diocesan website, human resources page and in the Exponent HR system, a participant will be eligible to receive the mandatory 3% employer contribution and any applicable matching contributions beginning on the first day of the month coinciding with or following the date on which he/she satisfy the eligibility requirements which is one year of employment with 1,000 hours of service. Unless the employee's one-year anniversary is the first day of the month he/she will be eligible as of the first of the following month. *Example: Hire date is 6/10/19, anniversary date is 6/10/20, the employer 3% and match (provided employee contributes) will begin effective 7/1/20. If hire date is 6/1/19, anniversary date is 6/1/20, the 3% and the match (provided employee contributes) will begin on 6/1/20.*

Once an employee meets the 12-month and 1,000-hour rule, they will continue to be eligible for the employer contribution and the employer matching contribution regardless of the number of hours they work going forward.

Severance pay (termination pay) is pay received due to separation of service and is not eligible to be salary deferred into the retirement plan. Severance pay is not eligible for the mandatory employer contribution. Additional information on the 403(b) Retirement Plan can be found in the Summary Plan Description or Plan Document available on the Diocesan website under Human Resources and in the Exponent HR system.

If an employee left the employment of the Diocese and returns within 3 years of their termination, and had met the 12-month and 1,000-hour rule prior to leaving, they would then be immediately eligible for the employer contribution and any applicable matching contribution.

If an employee is separated from employment as a result of a staff reduction with the entity and the employee participated in the 403(b) programs through the entity, contributions to the 403(b) plans will cease after the two weeks' notice period.

If an employee works at two or more entities, meets the 12-month, 1000-hour rule at one of the locations, then the following applies:

- 1) Employee must complete and submit to Mutual of America (MOA), a 403(b)-enrollment form from each of the employing entities. MOA will establish one account for employee.
- 2) All employing entities are required to contribute the mandatory 3%, to employee's account, on the determined eligible date per the 12-month, 1000-hour rule.
- 3) Only one entity is permitted to Match employee's contribution (per pre-designated percentage). Employee will select which entity will make the matching contribution.

4226 EXPENSE REIMBURSEMENTS

Employees will be reimbursed for reasonable business expenses or expenses incurred on behalf of the school, as long as they have been pre-approved by the appropriate administrator. (See [Accounting Standards Handbook](#))

Pre-approved job related and documented mileage (excluding commutes from/to employee's residence) will be reimbursed at a rate established and published by the IRS. Once expenses are incurred, employees must submit a completed expense report within 30 days of the purchase, accompanied by receipts for all expenses to the appropriate administrator.

4300 STATUS AND RECORDS

4301 EMPLOYEE RECORDS AND FILE ACCESS

State and federal law require employers to keep current and accurate employee records. Employee files (payroll and/or HR file) are established for each employee at the time of hire and maintained in a locked file and in the Exponent HR system. Only the chief administrator, superintendent of Catholic schools or other individual designated by the chief administrator will have access to the employee file.

Employee files are the property of the school and will be kept confidential as required by law. Under no circumstances is an employee permitted to remove anything from his/her file. Employees are welcome to review the information in his/her own file within a reasonable time following a written request to the appropriate administrator. The Administrator or the designee will remain while the employee reviews the file.

The information in the personnel file may be furnished to third parties only with the written permission of the employee, or as otherwise required by law.

4302 EMPLOYEE FILE

Personnel files for employees should contain the following items and be kept in a locked file cabinet in the administrative office or in an approved, secure electronic format (the Exponent HR system):

- a. Benefit enrollment forms (kept in a separate medical section of the employee file)
- b. Bloodborne pathogen training acknowledgment form (see [Texas Catholic Conference of Bishops Education Department Health Manual](#)),
- c. Bus Driver Certificate (if applicable)
- d. Catholic Schools Office application
- e. Criminal background clearance and documentation of required safe environment training (kept in a separate section of the employee file)
- f. Disciplinary memoranda, Deficiency Removal Plan (when applicable)
- g. Growth plan (when applicable) (these must be kept in a separate section of the employee file)
- h. Employee Action Notices (EANs) concerning pay or status changes
- i. Employee emergency information (retain in a separate accessible file),
- j. Employment contract (if applicable) (Kept for current year +1 year)
- k. Extracurricular responsibilities (if applicable)
- l. First Aid, CPR, AED and EPI Pen Training Certificate (if applicable)
- m. Food Handler Certificate (if applicable)
- n. HB- 3 Affidavit
- o. Hiring requisition (may not be necessary for smaller schools)
- p. I-9 (may be retained in a separate section of the employee file)
- q. In-service record
- r. Job description

- s. Letter of resignation, termination information, exit interview
- t. Official college transcripts
- u. Official Teacher Service Record (Recorded on personnel database after July 1, 2009).
- v. Payroll authorization forms, direct deposit forms (prior to Exp HR)
- w. Performance evaluations (Completion of evaluation + six years)
- x. Professional growth to strengthen competence records
- y. References/employment verifications
- z. Religion certification (when applicable, teachers of religion)
- aa. Resume
- bb. Sign off forms for all handbooks
- cc. Signed Confidentiality, Social Media, IT Policies
- dd. Signed offer letter
- ee. Specialized Instructor Certificate (if applicable)
- ff. State teaching certificates
- gg. T.B. test (if required) (medical records kept in a separate section of employee file)
- hh. Texas new hire reporting employer compliance
- ii. W-4 (prior to ExpHR)

4303

CLASSIFICATION OF EMPLOYEES

- **Exempt employee**

An exempt employee is any salaried employee who is engaged in a bona fide executive, administrative, professional, or skilled computer capacity. Such an employee is exempt from both minimum wage and overtime provisions of the Fair Labor Standards Act. The exempt status of an employee is determined by analyzing the employee's pay rate and entire set of responsibilities against exemption tests set by the Department of Labor's Wage & Hour Division. Effective 1/1/2020, the U.S. Department of Labor raised the minimum salary threshold for Exempt employees to \$684 per week or \$35,568 per year.

- **Non-exempt employee**

A non-exempt employee is any salaried or hourly employee, who, by virtue of his/her assigned job responsibilities and/or weekly pay rate, must be compensated in accordance with the provisions of the Fair Labor Standards Act with respect to minimum wage and overtime payment. The non-exempt status of an employee is determined by analyzing the employee's weekly pay rate and the entire set of responsibilities against exemption tests set by the Department of Labor's Wage & Hour Division. Positions normally classified as non-exempt may include bookkeeper, cook, cafeteria worker, day care worker, housekeeper, maintenance worker, office helper, receptionist, school bus driver, secretary, and similar positions.

- **Full-time employee**

An employee not classified as temporary, who is scheduled to work at least 30 hours per week on a regular, continuing basis is considered a full-time employee.

- **Part-time employee**

An employee not classified as temporary, who is scheduled to work less than 30 hours per week on a regular, continuing basis is considered a part-time employee

- **Temporary worker**

A person employed directly or through an agency to accomplish a specific job, to work for a specific period of time, or otherwise to work on an as-needed basis is considered a temporary worker. Temporary workers are not eligible for any employee benefits.

- **Independent contractor**

A person engaged in a distinct occupation or business, which retains the right to control the manner and means by which a task or job is accomplished is considered an independent contractor.

4400 PERFORMANCE AND PROFESSIONAL DEVELOPMENT

4401 REQUIREMENTS OF PROFESSIONAL PERSONNEL

The Texas Catholic Conference of Bishops Education Department specifies standards of qualification for Administrators, teachers, and other educational positions in the Catholic schools of Texas.

All candidates for teaching positions whether clergy, religious, or lay, shall have at minimum a bachelor's degree from a regionally accredited institution, with a concentration of study in the area for which they are being hired and a minimum of 12 credit hours of professional education. State teacher certification is preferred.

Candidates shall be carefully prepared so that both in secular and religious knowledge they are equipped with suitable qualifications and pedagogical skills. Candidates shall provide documentation of such preparation as part of the application process.

When after an extensive search a qualified candidate cannot be found, the Chief Administrator will consult with the superintendent of Catholic schools to secure a "Deficiency Removal Plan" for the position.

4402 TEACHERS OF RELIGION

Each school is a ministry of the diocese or the parish church with which school is affiliated and each teacher is considered part of the ministry of the faith of the Catholic Church and is required to perform religious duties through and throughout his/her daily activities at the school. Every teacher's essential functions at the school include teaching the faith and beliefs of the Catholic Church to students and carrying out the Catholic Church's mission of ensuring the formation of faith and intellectual development illumined by Gospel messages students through the school, all as determined in the sole discretion of the then-sitting Bishop of Dallas. Every teacher serves as a teacher of the Catholic faith and should integrate such teachings in the course curriculum throughout the lessons of the school day, may lead the class in prayer when appropriate, and will regularly attend Church services at the school with his or her students. Additionally, all teachers of religion and/or school campus ministers must be practicing Roman Catholics.

Teachers of religion in elementary schools must obtain a certificate of completion in a faith formation program approved by the Catholic Schools Office. Completion of the program must be within three years of employment as a teacher of religion.

High school teachers of religion are encouraged to pursue a master's degree in religious studies, theology, or its equivalent from a regionally accredited Catholic college or university. In the absence of such, the high school religion teacher must comply with diocesan standards and the minimum standards of the Texas Catholic Conference of Bishops Education Department for teachers of religion.

In lieu of a certificate to teach religion, a teacher may be approved if he/she has an academic minor (minimum of 18 college credits) in religious studies, theology or its equivalent from a regionally accredited Catholic college or university.

- 4403 SPECIALIZED INSTRUCTOR**
Schools must comply with the minimum standards of the Texas Catholic Conference of Bishops Education Department.
- 4404 PERSONS EDUCATED IN ANOTHER COUNTRY**
Evaluation of credentials of persons educated in another country will be conducted by a service that is affiliated with one of the following national organizations: National Association of Credential Evaluations Services (NACES), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Council of the Evaluation of Foreign Education Credentials (NCEFC).

Before any offer of employment is made, the Superintendent of Catholic schools must review and approve the results of the evaluation of the individual's transcripts along with complete credentials.
- 4405 PROFESSIONAL SERVICE RECORD**
Years of service for all professional personnel must be verified by an official service record, signed by the Chief Administrator or his/her designee. One full year of service will be granted for service of 100 to 180 teaching days within the academic year. One half year of credit will be granted for service of 90 to 99 teaching days within an academic year. The Chief Administrator will designate an individual to update these records on the specified personnel database at the close of each academic year.
- 4406 NEW PRINCIPAL ORIENTATION**
The orientation process for new principals in the Diocese of Dallas will be conducted through a series of special meetings scheduled throughout the school year for new and nearly new principals with the superintendent of Catholic schools and the associate superintendents of Catholic schools.

The content of such meetings will include topics of school administration as well as current issues of education and how these relate to the everyday operations of the school.

All principals new to the profession and/or new to the Catholic schools of the Diocese of Dallas must attend and participate in this program.
- 4407 PROFESSIONAL IN-SERVICE DAYS**
All schools will have at least ten full teacher in-service days. Professional in-service scheduled by the Catholic Schools Office may be included as part of the ten required days.

The annual Ministries Conference is scheduled as one of the ten required in-service days for schools. All professional staff members are required to attend the first day of this conference.

At least four hours of any regular in-service day must be devoted to issues of professional growth.

In-service days are regular workdays for all personnel. Absence from these days will be treated as any other absence.

In-service days are intended to provide professional growth opportunity for the professional staff. Therefore, if absent, the employee will be required to make up the work on his/her own time and provide documentation to the chief administrator.
- 4408 ANNUAL PROFESSIONAL ADVANCEMENT**
All professional staff members are responsible for continuous educational growth as specified by the Texas Catholic Conference of Bishops Education Department.

Annually professional staff members are required to obtain a minimum of 8 clock hours of professional growth to strengthen competence in the area for which they are employed. This requirement is in addition to the regular ten full days of in-service.

This requirement must be satisfied between June 1 and May 31 of each school year.

4409 PERFORMANCE APPRAISAL OF THE CHIEF ADMINISTRATOR

The chief administrator will be appraised annually according to procedures and using the forms specified by the Catholic Schools Office.

Formal appraisal of the principal and president will be completed before a contract is offered by May 1 each year, absent extenuating circumstances.

The pastor and principal of the parochial elementary school as well as president and principal of the diocesan governed school will follow the procedures specified in the approved principal appraisal process. The Superintendent of Catholic Schools will meet with the appropriate parties to review the results of the appraisal.

The superintendent of Catholic schools will conduct the appraisal of diocesan school Chief Administrator in consultation with the Board. The Superintendent of Catholic Schools will meet with the Chief Administrator to review the results of the appraisal.

4410 PERFORMANCE APPRAISAL OF PROFESSIONAL PERSONNEL

All teachers and other professional personnel will be appraised and provided a written summation of that evaluation at least once a year.

The principal and/or his/her qualified designee will make at least one formal classroom observation of each teacher before completing the formal appraisal. The results of the observation(s) will be shared in writing with the teacher within one week of the observation. All observations should include strengths as well as areas in need of growth.

The principal and/or his/her qualified designee will make at least one formal classroom observation each semester for all teachers new to the school. The results of the observation(s) will be shared in writing with the teacher with one week of the observation.

All appraisals shall be completed by May 1 of the school year. A copy of the appraisal, signed by the administrator and the teacher, shall be provided to the teacher and a copy is retained in the teacher's file at the school. This appraisal does not follow the teacher.

4411 APPRAISAL FOR NON-CONTRACT EMPLOYEES

All non-contractual employees will be appraised at least once during the school year using the instrument specified by the Catholic Schools Office. The purpose of such appraisal is to allow the employee, in consultation with the principal and/or president, to set goals for the future, evaluate the success with which previously set goals have been met, commend the employee for work well done, and help improve performance when necessary.

All appraisals shall be completed by May 1 of the school year. A copy of the appraisal, signed by the administrator and the employee, is given to the employee and a copy is retained in the employee's file at the school. This appraisal does not follow the employee.

4500 STANDARDS OF CONDUCT AND BEHAVIOR

CODE OF CONDUCT

It is the responsibility of every school to act in an honest and forthright manner in all workplace concerns; treat all people, including but not limited to co-workers, supervisors, volunteers, parishioners, students, and visitors with respect and conduct oneself in an ethical manner consistent with the teachings and principles of the Catholic Church.

If an individual's behavior interferes with the orderly and efficient operation of the school or reflects negatively on the school or the Diocese of Dallas or the Catholic Church, corrective disciplinary actions will be implemented up to and including termination.

The following standards, although not exhaustive, will be observed.

- a) Employees will, at all times, engage in moral and ethical conduct consistent with the teachings and principles of the Catholic Church.
- b) Employees will not engage in outside employment that results in a conflict of interest with duties that pertain to his/her church/school related responsibilities.
- c) Employees will not use school property other than for approved purposes.
- d) Employees will not disclose confidential information without proper authorization.
- e) Employees will not accept, without approval from his/her supervisor, any gift from any individual or entity engaged in business dealings or seeking to engage in business dealings with the school.
- f) Employees shall notify the chief administrative officer within three calendar days of any arrest, indictment, conviction, no contest of guilty plea, or other adjudication of the employee.

"Approval" or "authorization" must be memorialized in writing.

Violations of these guidelines are subject to disciplinary action up to and including termination.

.1 CORRECTIVE ACTIONS

The employing entity may use these disciplinary guidelines at its discretion and nothing in these guidelines modifies or affects the Employment-at-Will Policy. Corrective Action guidelines and corrective actions forms are found in ExponentHR> Management>Communications>Links & Resources and should be used for documenting conversations/discussions of unacceptable performance/behavior and poor work performance with employee.)

Where appropriate, the employing entity may endeavor to counsel employees to correct any disciplinary or performance problems.

The following corrective action may be taken when addressing unacceptable employee conduct or work performance. The nature and severity of the offense will be considered in determining which if any step of disciplinary action is to be taken:

a. Verbal Warning

The chief administrator or immediate supervisor may discuss unacceptable performance/behavior or work performance with the employee at any time. The discussion will indicate the nature of the problem/ work performance and what is expected. These oral directives are a useful starting point in correcting minor problems and one-time incidents, in addition to more serious behavior or poor work performance. However, they should not be relied upon to the exclusion of written documentation. All verbal warnings must be documented and placed in the supervisor's file.

b. Written Warning

When a behavior problem or poor work performance continues despite a verbal warning, immediate supervisor or higher-level entity official may prepare a written warning, which will then be discussed with the employee. A written warning accompanied by a Performance Improvement Plan may be introduced at this time. The Performance Improvement Plan explaining the nature of the problem or work performance, the expected improvement, the consequence for failure to improve and the probationary period in which the employee will be monitored is presented to the employee and must be signed by the employee and immediate supervisor. The employee may submit a written response to be placed in his/her file. Written warnings are to be put in the supervisor's file.

c. Termination of Employment

A termination of employment is taken very seriously and will only be instigated if the employee fails to resolve the problems that have been addressed in the previous steps. See the Employee Termination Procedure and Termination Forms found in the ExponentHR system.

Termination will be necessary if the employee violates principles that are contrary to the faith and morals of the Catholic Church or is in violation of civil law. Any termination that occurs within a school will be done in collaboration with and approval of the chief administrator, the Superintendent of Catholic Schools and the Diocese HR Department. Certain acts including but not limited to physical assault, theft, embezzlement, violent crimes etc. will result in immediate termination. See policy 4605 regarding immediate termination without notice.

d. Suspension

Suspension will be necessary if the employee violates school policy, in extreme circumstances, laws/principles that are contrary to faith and morals of the Catholic Church. Any violation of civil law will result in suspension. The employee will not be in the workplace during this period of suspension. Reasons for suspension will be documented regarding what is to take place during this suspended period of time. Copies will be put in the employees file as well as given to the employee.

4502

CONFLICT OF INTEREST

A conflict of interest is a circumstance in which the personal interests of an individual, administrator, director, or committee member may potentially or actually be opposed to, or be perceived to be opposed to, the interests of the school, or when a decision made by the individual on behalf of the school could personally benefit or enrich that individual.

Examples of conflicts of interest are listed below.

- a) Conducts business with a family member or business partner of a supervisor, administrator, or employee.
- b) Discloses or uses information relating to the business of the school for personal profit or advantage.
- c) Has direct responsibility for the hiring or supervision of a family member.
- d) Directly hires or contracts work to a person or company that may result in direct or indirect financial gain to the individual.
- e) Trades or bargains contract work in exchange for concurrent or future personal benefit.
- f) Uses the assets of the school or the Diocese or Diocesan entity to conduct personal business, including during business hours, and using computers, copiers and postage for personal business.

Employees will refrain from activities that create a potential conflict of interest. If a potential conflict of interest does arise, this conflict must be reported to the employee's direct supervisor, and unless the supervisor clears the conflict in writing, the employee will be recused from direct or indirect decision making, influence, or investigation in connection with any matter involving or affecting the conflict.

If the conflict of interest involves the chief administrator, said conflict shall be immediately reported to the Superintendent, who may, in his discretion, decide the matter or convene an appropriate review panel to review the situation and recommend an appropriate resolution. Members of such a review panel may include, but are not limited to, members of the local school board if one exists, or a representative appointed by the Sole Member.

4503 OUTSIDE EMPLOYMENT

Employees should not have outside employment that could be considered immoral, a conflict of interest, or contrary to the Church's teachings, or interfere with providing their best performance.

Any employee participating in outside employment must notify the chief administrator, in writing, so a determination can be made that a conflict does not exist. The notification must include the employer's name and address, the title of the second position held, and the nature of the business. It shall be grounds for immediate termination if any employee fails to give the notice and/or refuses to relinquish second employment deemed to be a violation of this policy.

4504 CONFIDENTIALITY

All confidential and/or proprietary information whether prepared by the employee or otherwise coming into his/her possession shall be the exclusive property of the school. All such confidential information shall be returned to the school upon termination of employment or at such other time specified by the school.

The retention and use of duplicates in any form of such files or records by the employee is prohibited unless authorized by the employing entity.

Confidential information includes, but is not limited to, the following:

- Correspondence and contributions
- Personnel and payroll records
- Relationships between the school and benefactors
- Privacy rights of the student, including grades and performance
- Health information
- Matters concerning pastoral counseling
- Matters of dispute between the administration and employee
- Any matter upon which an individual consults an employee of the school on a confidential basis
- School strategies and plans
- Records and information related to matters of a legal nature.
- School financial information

4505 APPEARANCE AND MANNER OF DRESS

Schools and school personnel are a witness by word and example to the children in their charge.

All persons employed by a school represent the Church and therefore should dress in a manner appropriate to their work. Given the variety of positions within the school, there may be specific requirements concerning proper dress attire that are associated with duties in a particular department.

Chief administrators shall establish, and implement policies regarding personal appearance and dress that best suit the job duties among the various functions performed by school personnel. These policies may regulate appropriate clothing, jewelry, hair length, facial hair, personal appearance, hygiene, and the use of perfumes or scented lotions.

Ordinarily, employees attending diocesan meetings or conferences should be in business dress attire, unless otherwise specified.

4506 EXTERNAL COMMUNICATIONS

The objective of the external communication policy is to communicate in a pastoral manner the position of the school. In using the news media to communicate, every attempt will be made to show compassion, concern, and willingness to extend the love of Christ to all parties involved, consistent also with the privacy concerns of individuals.

Communication in Normal Situations

- a) Schools contacted by the media shall notify the director of communications for the diocese and the Superintendent of Catholic Schools. School officials shall work with the diocesan director of communications and Superintendent of Catholic Schools to identify the appropriate media spokesperson. In most circumstances, the director of communications shall be the most appropriate spokesperson.
- b) The director of communications may designate staff members to be interviewed by media.
- c) Employees must seek assistance from the director of communications in preparing public statements.
- d) When employees make statements in public expressing their opinions, they have the responsibility to clear that their opinions are personal.
- e) The Office of Communications is responsible for providing training for designated employees to respond effectively to the media.

All matters of the school that require news releases or public statements must be reviewed and coordinated with the director of communications and the Superintendent of Catholic Schools.

Communication in Crises:

- a) In matters involving the schools of the diocese, the Superintendent of Catholic Schools, will be the first point of contact at the diocesan level when the director of communications is not available, unless another individual is designated.
- b) No statement may be made on behalf of the school unless it has been approved by the director of communications with the assistance of the Superintendent of Catholic Schools.

4507 SAFE ENVIRONMENT

All school personnel, including volunteers, will comply with the tenets of the [*Charter for the Protection of Children and Young People*](#) issued by the United States Conference of Catholic Bishops as well as the procedures and/or regulations of the school, of the Diocese of Dallas, and the State of Texas for providing a safe environment for children and minors.

All school employees and school volunteers as identified by the [Safe Environment Policy](#) of the Diocese of Dallas must be cleared through the Safe Environment Office at the time they are hired.

All school personnel must also successfully complete the required ongoing training as a condition of continued employment.

No employment will be finalized or considered valid until the background investigation is completed. See diocesan website, <https://www.cathdal.org>.

4508 SAFETY ON THE JOB

It is the responsibility of all employees, at all levels, to practice work habits that support and promote safe and healthful work conditions. Employees who intentionally break safety or health rules will be subject to corrective or disciplinary action up to and including immediate termination.

No employee should ever perform a task or work with equipment that he/she reasonably believes to be unsafe.

It is an employee's duty to report unsafe conditions and/or practices to the chief administrator or their designee.

4509 EDUCATION FOR EXPOSURE TO BLOODBORNE PATHOGENS

The chief administrators shall ensure annually that all employees are trained to take all necessary actions to protect from infectious disease, and in particular, HIV, and Hepatitis B Virus, life threatening bloodborne pathogens.

The Texas Catholic Conference of Bishops Education Department Health Manual shall provide the necessary information regarding training and vaccination each school year.

4510 SEARCHES OF PROPERTY AND PERSON

Safety is paramount. Employees and volunteers shall have no expectation of privacy in the use of school property and equipment. The school retains the right to conduct searches of school premises, property, and equipment, including school communication and information systems in the interests of safety of persons and protection of property. The school retains the right to conduct reasonable searches of persons to guard against theft, violence, possession or distribution of inappropriate information or material, possession or use of drugs and alcohol, or an exigent circumstance. Searches shall be conducted reasonably to protect the personal dignity and privacy rights of individuals. Searches shall be conducted by two persons to protect the rights of the person searched. To the extent a search is requested and the employee is present, the employee may refuse the search; however, such refusal can result in discharge from employment for refusal to cooperate.

4511 ANTI-HARASSMENT

All employees have the right to work in an environment free of discrimination, which includes freedom from harassment and intimidation, whether that harassment and/or intimidation is based on sex (See Policy [4512](#)), gender, age, race, national origin, religion, marital status, disability or membership in other protected groups. Harassment in any form is prohibited and such conduct may result in disciplinary action up to and including termination. Harassment includes, but is not limited to conduct that is verbal, physical, sexual, emotional, and/or retaliatory in nature, as well as any behavior or action which interferes with an employee's ability to perform his or her job duties or which results in an intimidating or humiliating work environment.

Actions, words, jokes or comments based on an individual's sex, pregnancy, race, ethnic background, age, religion, real or perceived disability, or any other legally protected characteristic, if such conduct

would be offensive to a reasonable person and creates an offensive work environment, will not be tolerated, even if such conduct does not rise to the level of legally actionable conduct.

Employees who have complaints or observe inappropriate behavior shall report such conduct/harassment, in writing, to one of the following: principal, president, or pastor, who shall inform the Superintendent of Catholic Schools and the Chief Human Resources Officer. The matter will be investigated and appropriate action taken in as confidential a manner as possible. All employees are expected to cooperate with the investigation and treat the matter in confidence. Failure to do so may lead to disciplinary action including termination.

Providing false information or discussing the matter with anyone besides the investigator will be cause for discipline.

No employee who brings a good faith report of harassment to the attention of the appropriate person will suffer retaliation or other adverse employment action as a consequence. Any employee who is found to have retaliated against an employee who reported a violation of this policy, in good faith, will be subject to discipline up to and including termination from employment. It is important for employees to report incidents of harassment, because without this assistance, violations could go undetected and uncorrected.

4512 SEXUAL HARASSMENT

The school prohibits sexual harassment. Sexual harassment includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal or nonverbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary or unwanted touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, sexual innuendoes, obscene gestures, suggestive sounds, and physical assault.

No school employee shall be subjected to explicit or implicit threats or insinuation that refusal to submit to sexual advances will adversely affect employment, work status, performance evaluation, wages, advancement, assigned duties, work hours, or any other facet or condition of employment or career development. No school employee shall promise, imply or grant any preferential treatment in connection with another's engaging in sexual conduct or submitting to misconduct described in the preceding sentence.

A school employee, volunteer, or contractor who has suffered sexual harassment should prepare a brief written statement explaining the alleged harassing conduct as soon as possible after it occurs. This written statement must be forwarded immediately to the Chancellor of the diocese, directly or through the school's chief administrator. The school and/or diocese will investigate the complaint with the assistance of consultants, counsel, experts, diocesan and parochial personnel and/or any other person deemed appropriate. The diocese and/or school will take prompt action as warranted by the results of the investigation and the diocese and/or school shall have discretion to appropriately respond as the facts may reveal. To the extent that remedial action is appropriate, the complainant, the alleged harasser, the pastor, the chief administrator, and other church personnel may be involved as appropriate in working out a remedial plan of action, up to and including the termination of the accused's employment or other relationship with the school and/or diocese. If the accused is not terminated, steps for implementing the remedial action will be put in writing and signed by appropriate individuals.

There will be no retaliation for reporting harassing conduct. The complainant may, and the alleged harasser and the person to whom the complaints are reported must, keep all information regarding

the complaint and investigation confidential, except to the extent reasonably necessary to conduct the investigation and act on the result thereof and as otherwise required by law.

Further information is contained in the Diocese Sexual Misconduct Policy, located at <https://www.cathdal.org/SexualMisconductPolicy.pdf>.

4513 SEXUAL MISCONDUCT WITH MINORS

Sexual misconduct with minors by an employee or volunteer of a Catholic school in the Diocese of Dallas violates human dignity, accepted professional standards of conduct, the moral teaching of the Catholic Church, diocesan policy, and civil law. Sexual misconduct with minors will result in immediate termination.

(See <https://www.cathdal.org/SexualMisconductPolicy.pdf>).

4514 DRUGS AND ALCOHOL

The school promotes and enforces an alcohol and drug-free environment. Being under the influence or in possession of illegal substances, alcohol, or other intoxicants while on the job is strictly prohibited. Violation of this policy may result in disciplinary action to include immediate suspension and/or termination.

Alcohol may not be consumed on the work premises.

The local school administration reserves the right to remove an employee from the school due to adverse behavior suspected to be caused by drug and/or alcohol. The local administration reserves the right to require the employee to present a fitness-for-duty certification from a physician prior to being allowed to return to the workplace.

If there is reasonable suspicion that a school employee has engaged in the illegal sale or possession of drugs or alcohol, the employer shall observe the following procedures.

- a) Consult the Superintendent of Catholic Schools.
- b) Document the situation.
- c) Suspend the employee if appropriate to do so.
- d) Call the police if appropriate to do so, after consultation with the Superintendent of Catholic Schools.

The school recognizes that alcohol and/or drug dependency is an illness requiring appropriate intervention treatment. Employees with such dependency are therefore encouraged to seek treatment before a problem interferes with the performance of their job.

When a school employee comes forward, a pastoral approach, including employee assistance, may be considered.

4515 VIOLENCE IN THE WORKPLACE

Employees, volunteers, and students have the responsibility to report any incidents of violent behavior or suspicious activities they may notice to their immediate supervisor who will immediately inform the chief administrator who will in turn report as appropriate to the Superintendent of Catholic Schools. Volunteers must also sign the Non-Employee Confidentiality Agreement form found in ExponentHR >Management>Communications> Links & Resources.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Individuals making such threats, seriously or in jest, in writing, verbally or online, may be subject to immediate and permanent physical removal from the premises. This includes any situations that involve other employees or vendors, volunteers, visitors, and students.

Any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated on or off diocesan premises.

4516 WEAPONS

The school prohibits anyone including but not limited to employees, volunteers, vendors, students from possessing or carrying weapons of any kind on school property, in school vehicles, or personal vehicles at any school function on or off campus, or while on school business. This includes but is not limited to:

- Any form of weapon or explosive,
- All firearms,
- All illegal knives or knives with blades that are more than six inches in length.

If an employee is unsure whether an item is covered by this policy, he/she should contact the chief administrator. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Licensed peace officers are not prohibited by this policy from carrying a properly-secured firearm on school property, provided that doing so does not disturb orderly school administration or present a potential threat to the safety of any person.

Persons observing a concealed weapon, the use of a weapon, or the threat of a weapon shall immediately notify the chief administrator who shall notify the police and the Superintendent of Catholic Schools.

4517 COMPUTER SYSTEMS AND INTERNET USE

See [Appendix 2: Roman Catholic Diocese of Dallas Computer Systems and Internet Use Policy](#).

4518 SOCIAL MEDIA

See [Appendix 3: Roman Catholic Diocese of Dallas Social Media Policy](#).

4519 ATTENDANCE AND PUNCTUALITY

Absenteeism and tardiness adversely affect the efficiency and effectiveness of the educational program as well as the school's operation. Therefore, excessive absence or tardiness may result in disciplinary action up to and including termination. Absences or tardies may be tracked in the notes section of the Exponent HR system.

Employees should personally report absence from work, or significant late arrival to work, to the chief administrator prior to the beginning of the workday or within 1 hour of their scheduled start time. Notice must be given as to the reason for an absence or tardiness.

There are occasions when an employee must be absent from work due to illness, injury or other uncontrollable situations. In those cases, the employee will notify the chief administrator or his/her designee as soon as possible.

Unexcused absenteeism or tardiness that impacts school operations shall be grounds for termination for cause.

4520 WHISTLEBLOWER PROTECTION

Individuals who raise issues of illegal, dishonest, or unethical behavior will not be the target of subsequent recrimination.

A whistleblower is defined by this policy as an employee of a Catholic school who reports an activity that he/she reasonably believes to be illegal or dishonest or reports unethical behavior to one or more

of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

“Dishonest” or “unethical” is defined as violating some objective and publicly identifiable standard of conduct, not merely the reporter’s subjective opinion. Examples of illegal or dishonest activities include, but are not limited to violations of employer policies in the [*Handbook of Policies and Procedures for Elementary and Secondary Schools*](#), and/or policies contained in the employee handbook of the specific Catholic School as well as general policies of the Diocese of Dallas.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee is to contact the chief administrator and/or the Superintendent of Catholic Schools, as appropriate. The employee will be required to articulate the whistleblower concern in writing so that an appropriate investigation may be conducted.

A school will not retaliate against a whistleblower. Any whistleblower who believes he/she is being retaliated against must contact the Superintendent of Catholic Schools immediately. The right of the whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

4521 OPEN DOOR POLICY

An open line of communication should always be present between the employee and his/her immediate supervisor, principal and pastor/president of the school. Informal discussions when an issue first develops can enable many problems to be resolved without delay. Information concerning an employee problem, concern or suggestion will be received in appropriate confidence.

Employees of Catholic schools, with regard to all school matters, will communicate within a prescribed sequence:

- Employee
- Immediate supervisor, if person is not the chief administrator of the school
- Principal
- Pastor/president of the school
- Superintendent of Catholic schools

If the employee’s issue relates to a person in the chain of command, the employee may bring concerns to the next senior member of the chain of command.

Appropriate written documentation should be kept at all levels.

Concerns submitted to the Superintendent of Catholic Schools should be presented in writing, be accompanied by documentation from previous levels, and relate to discipline, suspension, expulsion, termination, or claims of illegal discrimination, harassment, or retaliation. In such cases, the decision of the Superintendent of Catholic Schools will be final.

4522 ADMINISTRATIVE LEAVE OF ABSENCE

From time to time the chief administrator may decide to place on employee on administrative leave, when it is determined that this is in the best interest of the school.

Administrative leave can only be initiated by the chief administrator in order to conduct an investigation. The term of administrative leave will always be temporary, pending the outcome of

specific steps or actions. Administrative leave should not be for an indefinite period of time. The chief administrator shall inform the superintendent of any employee placed on administrative leave.

Employees placed on administrative leave will continue to receive their normal pay and benefits for the duration of the leave period. Employees may not participate in or be present at any school-related activities while on administrative leave.

4600 TERMINATION AND SEPARATION

4601 TERMINATION OF CONTRACTED EMPLOYEE FOR CAUSE

Subject to the consultation requirements noted below, a contracted employee may be terminated during the term of an existing contract for cause, as cause is defined in the contract or for any reason of misconduct embodied in school policy, diocesan policy, statute or ordinance, or the common law, or pursuant to exigent circumstances, including budgetary reasons. The pastor/president of a school is authorized to terminate the principal after consultation with the Chief Human Resources Officer. The Superintendent of Catholic Schools is authorized to terminate the president of a diocesan governed school. The chief administrator is authorized to terminate contracted employees in the school.

The pastor/president will consult with the Superintendent of Catholic Schools before termination of the principal during the term of an existing contract.

The Superintendent of Catholic Schools will consult with the Chief Human Resources Officer and the Bishop before termination of the president or a chief administrator of a diocesan governed school during the term of an existing contract.

The principal will consult with the pastor or president, and the Superintendent of Catholic Schools before termination of a teacher or other professional personnel during the term of an existing contract.

4602 TERMINATION OF CONTRACT BY MUTUAL AGREEMENT

A contract may be terminated in accordance with contract terms, by mutual written agreement by the contracting parties.

The chief administrator will forward a copy of the written mutual agreement document to the Catholic Schools Office within three days of termination.

4603 TERMINATION OF NON-CONTRACT EMPLOYEES

Non-contracted personnel are “at will” employees. Employment at-will means the Catholic school and its employees recognize that their employment relationship can be terminated, with or without cause, at any time, either at the school’s initiative or the employee’s option.

4604 VOLUNTARY TERMINATION

An employee, who resigns, retires, or who otherwise voluntarily terminates employment from the school will provide a written resignation to the appropriate person – principal, president, or pastor. When a president resigns, retires, or otherwise voluntarily terminates employment from the school, he/she will provide a written resignation to the Superintendent of Catholic Schools. The resignation will include the reason for leaving and the last day to be worked.

It is reasonably expected that all employees will give the school a minimum notice of at least two (2) calendar weeks.

Unless otherwise approved in advance, employees must actually work the last day of employment and, therefore, cannot remain on the payroll simply to use his/her PTO leave.

The chief administrator will forward a copy of the written resignation to the Catholic Schools Office within three days of the resignation.

4605

IMMEDIATE TERMINATION WITHOUT NOTICE

The following is a list of offenses which may subject an at-will employee to immediate termination without notice, and contains specific examples of cause (as more broadly defined in an applicable employment contract) for employees subject to a written employment contract:

- Inappropriate disclosure of confidential information,
- Insubordination,
- Poor attendance,
- Theft or dishonesty,
- Corporal punishment of a student,
- Any form of sexual and/or physical abuse of other individual,
- Possession, transfer, sale, use and/or distribution of a controlled substance on or off premises,
- Unauthorized possession, use or sale of weapons, firearms, or explosives on or off premises,
- Consumption of any amount of alcoholic beverage while on duty,
- Over-consumption of alcoholic beverages while off duty,
- Illegal transfer, appropriation, or expenditure of school property or funds,
- Any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position,
- Criminal charges or conviction for any felony or any other crime involving moral turpitude, or which crime reflects discredit on the school, diocese and/or the Catholic Church,
- Poor performance,
- Any type of physical or verbal abuse or disrespect of students, parents, co-workers, or other members of the public,
- Any action that reflects discredit, disrespects or disregard on the school, the diocese and/or the Catholic Church,
- Neglect of duties.

These examples are not all inclusive, and there may be other circumstances in which employees may be terminated. Discharge decisions will be based on an assessment of relevant factors.

4606

REDUCTION IN FORCE

Each school shall determine its staffing needs for the coming school year in the spring of the current school year by May 1, if possible. This shall not preclude subsequent reductions in staff if circumstances warrant.

Reduction in force for all employees should refer to the [diocesan procedures for Termination](#) (Section 600). Prior to notifying the employee of the termination, the school should contact the Catholic Schools Office and Chief Human Resources Officer of the diocese.

In the event of a reduction in teaching staff in a school, the following factors shall be used in determining which staff must be terminated in a staff reduction: needs of the school, academic qualifications, degree status, seniority, and professional evaluation.

If a teacher is released in good standing from a school due to a reduction in force, the Catholic Schools Office will facilitate the application of said teacher to other Catholic schools that may have openings which the teacher is qualified to fill, and shall encourage the other schools to give such teacher serious consideration for any opening.

4607 SEPARATION FROM THE CATHOLIC SCHOOL

An individual's employment is terminated upon resignation, retirement, discharge, reduction in force, or death. In the event of resignation, a written letter of resignation will be submitted to the chief administrator, or when the chief administrator resigns, to the pastor or the Superintendent of Catholic Schools.

All property of the school including but not limited to grade books, class lesson plans, keys, teacher manuals as well as other materials purchased by the school for the employee's use will be returned to the chief administrator before the final paycheck is issued.

The chief administrator will complete a separation form indicating the employee's last day of work, the reason for termination, and will notify the appropriate person in order that the final paycheck can be calculated. Termination forms may be found in [ExponentHR>Management>Communications>Links & Resources> Termination Process](#).

4608 TERMINATION OF GROUP INSURANCE

All Group Insurance benefits, to include Medical, Dental, Vision, Voluntary Life Insurance, Long Term Disability, Flexible Spending Accounts, employer paid Short Term Disability and Basic Life Insurance, for separated employees will be discontinued effective the day of separation. Unless other arrangements have been agreed upon, the hiring entity is responsible for the entire month premium on behalf of the employee for the last month employee worked. (No half month credits are given to entities)

If an employee is terminated, resigns or retires, see Policy 4224 Continuation of Group Insurance Benefits for more details.

SERIES 5000: STUDENTS

5100 ELEMENTARY AND SECONDARY STUDENTS

5101 RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students have the right to pursue a sound Catholic education; they have the responsibility to study and apply themselves, to attend classes daily, to be punctual, and to obey school and diocesan regulations.

Students have a right to an environment conducive to learning; each student has the responsibility to discipline himself or herself and not to interfere with the total learning environment of other students. When a student fails to discipline himself or herself, or to follow school policies, procedures, rules, or instructions, it becomes the responsibility of the student and his or her family to cooperate with the school's reasonable attempts at discipline, up to and including separation of the student from the school.

Students have a right to expect that school will be a safe and healthful place to obtain an education; in order to help assure the safety of themselves and of others, students shall conduct themselves in accordance with rules established to promote safety and health.

Students may, subject to the ultimate and sole discretion of the school's chief administrator, participate in student organizations based upon their academic credentials, individual talents, and applicable school and diocese policies; they should participate, if able to do so, in such school activities which are designed to enhance their religious, academic, social and physical development.

5110 REGISTRATION AND ADMISSION

Only those students who are fully registered and attend a Catholic school within the diocese are eligible for participation in school-sponsored programs including, but not limited to, academic, extra-curricular, and other programs sponsored by the school or the Catholic Schools Office. As an exception to this rule, open-enrollment summer camps and extracurricular activities operated by third parties on school grounds pursuant to an approved third-party facility use agreement may offer admission to non-students to the extent allowed by the terms of the facility use agreement.

5111 DIOCESAN POLICIES AND GUIDELINES

The Superintendent of Catholic Schools has established general policies and guidelines to be incorporated in local admissions policies.

.1 Nondiscrimination Policy

The Catholic schools of the Diocese of Dallas admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

The schools shall annually publish the nondiscriminatory policy.

.2 Age of Admission: Pre-K

A student entering pre-kindergarten (3 and 4 year olds) must be 3 or 4 years old, respectively, by September 1. Children who do not meet the age requirements for 5 year olds may be placed in transitional kindergarten. Transitional kindergarten is a pre-kindergarten program. There are no exceptions to this policy.

.3 Age of Admission: Kindergarten

A student entering kindergarten must be at least 5 years of age by September 1. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics.

.4 Age of admission: First Grade

A student entering 1st grade must be 6 years old by September 1.

.5 Age of admission: After 1st Grade

Age of admission after 1st grade will be based on successful completion and achievement in an accredited school.

.6 Conditions of Admission

A student is admitted to a school with the understanding that he/she will be retained in the school until he/she finishes the course, subject to school policies and procedures, unless the student is withdrawn or dismissed.

No student shall be admitted to any Catholic school unless there is a reasonable hope that the student will complete that school's program. In doubtful cases students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

In order for a student to be re-enrolled or enrolled in any Catholic school in the Diocese of Dallas, the student must be in financial good standing, that is, all tuition, fees, and any other outstanding financial obligations must be satisfied.

Financial conditions for admission must be in accord with the policies on tuition and fees in Series [3000](#) of this Handbook.

.7 Policy on Class Size

Elementary school classes shall be limited based on grade level, with the following maximum class sizes:

<u>Grade Level</u>	<u>Maximum Teacher to Student Ratios</u>
a) 3K – 4K	1 Teacher: 18 Students or 1 Teacher & 1 Teacher Aide: 19-25 Students
b) 5K	1 Teacher: 22 Students or 1 Teacher & 1 Teacher Aide: 23-25 Students
c) 1-4	1 Teacher 26 Students
d) 5-12	1 Teacher 30 Students

Some subject areas, however, by their very nature, may require the participation of more students. In those classes (i.e. band, chorus, drama, physical education, yearbook, etc.) care must be taken to provide supervision and instructional methods to allow for effective learning.

.8 Admission Priorities

Since the schools of the Diocese of Dallas are established by the diocese or one of its parishes as religious schools, preference in admission shall be given to practicing Catholics. Preference may be given to siblings of students already enrolled in the school or to the children of past graduates.

.9 Admission Policies

Each school will have a written policy in the parent/student handbook regarding application and acceptance procedures of children into the school community that are in accord with diocesan policy. This policy should include screening processes and indicate personnel involved in determining acceptance of the applicant. Schools reserve the right to screen all students. The final decision for admission is the responsibility of the chief administrator or designee.

Preference will be given considering the following order:

- a) Applicants who have siblings already enrolled in the school;
- b) Catholics active in the parish (registered in the parish, participates in liturgical worship and the life of the parish, makes regular contributions to the support of the parish);
- c) Catholics active in parishes that do not have a Catholic elementary school;
- d) Non-Catholic applicants on a space available basis.

5112 LOCAL POLICIES AND PROCEDURES

Ordinarily, registration for Catholic schools is conducted January 1 through March 31 of each year. Each Catholic school retains the right to set local registration procedures and admission policies in addition to those in this series, provided they are not in direct conflict with other policies and regulations in this Handbook.

The pastor or president has final responsibility to approve the general admission policy that shall be established by the local governing board in accordance with diocesan policies. The designated administrator is responsible for registration and admission in accord with procedures approved by the pastor and/or president and local governing board. Each school shall hold a well-publicized formal registration period for new and returning students.

5113 STUDENT PLACEMENT

A student transferring from another school or district may be admitted conditionally as the records indicate until placement can be verified. The chief administrator or designated academic administrator has the final decision regarding student placement.

Transferring students and their parents must have reasons for enrolling consistent with the school's Catholic nature. A deliberate choice for Catholic religious instruction and values must be part of that choice. All students are required to participate fully in religion/theology classes and religious services.

5114 SPECIAL REQUIREMENTS

Schools shall comply with special requirements relating to admission in accordance with state and federal law.

.1 Immunizations (See Policy [5155](#))

.2 Health Assessment Requirements

All student health assessments and immunization records must be received in the school office before the first day of school. A student may not begin school until the records are received.

.3 Approvals for Non-Immigrant Foreign Students

Schools will comply with Immigration and Naturalization Service requirements regarding non-immigrant F-1 students. Such students entering the United States to study must hold passports with an appropriate U.S. Student Visa. Students will obtain an I-20 form from the Catholic Schools Office. The Superintendent of Catholic Schools or other authorized school official will complete the school portion of the form and return it to the student. A copy of the I-20 will be kept in a student folder in the Catholic Schools Office.

5115 RECORDS REQUIRED FOR ADMISSION

For admission of all students, parents are required to present the following information.

- Official copy of the child's birth certificate from the Bureau of Vital Statistics
- Evidence of compliance with immunization requirements

- The mandated health assessment form
- A baptismal certificate, if applicable
- Legal custody agreement if parents are separated or divorced

In addition, for admission of older students, parents shall present appropriate notification from the school previously attended and a copy of their official transcript.

.1 Permanent Student Record

A permanent student record is to be maintained by the school for every student who is admitted to and attends the institution. In addition to the data concerning academic progress and attendance, the records shall include the following:

- a) Legal name of student,
- b) Place and date of birth,
- c) Social security number (optional),
- d) Natural gender of student,
- e) Name and address of parent (guardian) of minor student,
- f) Religious preference,
- g) School entrance date,
- h) Date and place of Baptism, First Eucharist and Confirmation (if applicable),
- i) Standardized test results,
- j) Verification of required immunizations.

A standard form devised and approved by the Catholic Schools Office shall be used for the records of elementary school students.

.2 Confidential Student Record Files

Schools are required to compile and maintain certain student records for stipulated periods of time in accordance with the diocesan record retention policy. These records are to be stored in a separate file from the cumulative records. Such records are:

- a) Guidance and counseling (5 years),
- b) Special education student records and/or diagnostic testing (5 years),
- c) Disciplinary records, if any (5 years).

In general, the confidential student record files are not transferred with the cumulative record. The local chief administrator, in consultation with the Superintendent's office, reserves the right to share these records, including discipline records, if it is in the best interest of the local community or others to do so. Examples of such circumstances may include, but are not limited to, situations in which a student is believed to pose a threat of danger to themselves or others, a student withdraws to avoid discipline, or a student withdraws to avoid an investigation into alleged student conduct.

.3 Parental Access to Student Records

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. (See #4 in Appendix 1 titled: "Reimbursement for School Costs and Attorney's Fees" for additional information regarding school involvement in family custody disputes.)

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

5120 ATTENDANCE AND ABSENCE

5121 ABSENCE FROM SCHOOL

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their eighteenth birthday unless subject to a stated exemption. Each school will be in session according to the number of days required by Texas Catholic Conference of Bishops Education Department Standards.

The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student.

Parents are responsible for notifying the school of any absences.

Each school shall establish the local procedures and policies necessary to monitor school attendance and to assure the health and safety of the students. A school may require parents of absent students to call the school on the morning of the student's absence.

.1 Medical Absences

Verification of medical and dental appointments is required from the medical or dental office. Appropriate notations must be made in the attendance register.

.2 Excused Absences

In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family. In such cases of short-term absence, the school staff should assist the student to make up the schoolwork missed according to the school's local policy.

.3 Absence for Other Reasons

When parents wish to take their child out of school for several days for personal reasons, the chief administrator or designee should discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's schoolwork. The chief administrator or designee is advised to keep on file a record of the recommendation made to the parents at the time the request was submitted. The final decision, however, is the responsibility of the parents.

The school is not under obligation to provide tutoring, make-up work, or special testing schedules for this period of absence. The chief administrator/designee has final and absolute discretion to determine the conditions and terms governing such absences.

.4 Student Attendance

Each student will attend classes for a minimum of 90% of the attendance days of a given school year in order to be promoted to the following grade level. A student who does not attend 90% of the attendance days of a given school year may be required to repeat the grade, or may not receive credit. The chief administrator or designated administrator will make the final decision.

5122 TARDINESS

A student is tardy if he/she arrives after the time scheduled by the school for the beginning of the morning or afternoon session. If he/she arrives after 10am, he/she is marked absent half a day. A record of all tardiness shall be maintained. In each case, a written excuse from the parent shall be required at the beginning of the next school day. Local procedures should be developed to monitor and regulate incidents of student tardiness.

5123 TRUANCY

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the chief administrator or designated administrator should investigate the situation and apply appropriate remedies.

Any student who is absent from school without a valid excuse on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period is a truant.

A student considered a truant may be subject to disciplinary action in accord with applicable provisions of this Handbook.

5124 RELEASE FROM SCHOOL

A dated written request or an authorization signed by the parent or guardian is required for a student to leave the school before the time of dismissal.

Students may be released to persons other than parents only under conditions specified in this Handbook (See Policies [5124.2](#) and [5161](#)).

.1 Early Dismissals

The chief administrator or designated administrator may grant early dismissal to a student provided a dated request is made in writing by the parents. These requests will usually be made

for medical and dental appointments, but petitions for other important and appropriate reasons may also be honored.

.2 Emergency Dismissals

Emergency dismissals may be made at any time by the chief administrator or designated administrator when a serious condition such as sickness, accident, emergency home conditions, etc., warrant it.

If conditions justify early dismissal, the student shall leave the school under conditions requested by the parents or specified on the emergency notification card. A student dismissed for illness shall be accompanied by a responsible adult. (See Policy [5154.3](#))

No elementary or middle school students may be released during the day to anyone other than the parent or guardian, or another adult who has been authorized by the parent or guardian in writing. High school students may return home during the school day, if the parent is contacted by the school office and verbally gives permission.

5125 EXCLUSION FROM SCHOOL

Students suffering from communicable diseases are to be excluded from school for at least the minimal period required by Texas Department of State Health Services School Exclusion Regulations. Any special requirements for re-admission mandated by the Texas Department of State Health Services must be followed. Schools may require exclusions above and beyond these protocols in the event of health issues within the community.

5126 REPORTS AND RECORDS

Each school shall keep an accurate record of applicants, admissions, and attendance and comply with all pertinent regulations of the Catholic Schools Office of the Diocese of Dallas

.1 Record of Attendance

The chief administrator or designee and teachers shall assume responsibility for recording the regular attendance of all students. Accurate up-to-date records for each elementary grade must be maintained in a daily attendance register that is to be filed with permanent records at the end of the school year, or no later than June 30 of the preceding school year. Secondary schools shall maintain these records according to standard local procedures. (See Policy [5121](#))

.2 Verification of Absence

Written excuses dated and signed by a parent or doctor, which verifies a student's absence, shall be retained on file until June 30 of the current school year.

.3 Emergency Information

A complete and current emergency information record for each student must be on file and readily available. School regulations shall require parents to keep the requested information current. When a student does not live with both biological or adoptive parents in the same household, the school should discuss with the student's parent, guardian, or managing conservator the identity of those persons listed as emergency contacts for the student. Unless a court orders otherwise, both of a child's living biological or adoptive parents must be listed as emergency contacts for the student. Other emergency contacts may also be listed with the written permission of the child's biological or adoptive parents.

5127 MARRIED/PREGNANT STUDENTS

In the instance of student pregnancy, the best interest of the student, parents, and school will be considered at the local level. Procedures will be developed by each school to ensure the continuing academic progress of the student.

5130 ACADEMIC PROGRESS

5131 EVALUATION AND GRADING

The school is responsible for evaluation of each student's progress based upon curriculum standards adopted by the Diocese of Dallas. A variety of techniques and means should be utilized for placement as well as for demonstration of mastery or level of achievement.

Teacher evaluation of each student's progress must be summarized in the standard grading and reporting system approved by the Catholic Schools Office.

.1 Elementary Grading Scale

The following grades and conduct codes shall be used by all elementary schools.

GRADES:

E (Excellent)	A 94-100
G (Good)	B 85-93
S (Satisfactory)	C 76-84
N (Need Improvement)	D 70-75
U (Unsatisfactory)	F 69 - Below

LEVELS:

- 1=Advanced/Above Grade Level/Honors
- 2=On Grade Level
- 3=Modified or Below Grade Level

.2 Secondary Grading Scale

Diocesan high schools shall publish their grading scale in the parent/student handbook.

5132 REPORT TO PARENTS

Schools have the obligation to report student progress to the parents of each child through a regular and established procedure at the end of each academic grading period. More frequent reporting is the option of the individual school, however, progress reports shall be sent to parents midway through the grading period.

.1 Report Cards

All schools must use a report card form approved by the Catholic Schools Office.

A final grade, representing an average of previous report card periods in all required subjects and categories must be recorded annually on the permanent record of all elementary/middle school students according to Catholic Schools Office directives.

.2 Parent-Teacher Conferences

Parent-teacher conferences shall be held at least once a year. Ordinarily, these would occur at the end of the first grading period.

5133 CUMULATIVE RECORDS

The chief administrator or designee of the school is responsible for the collection, maintenance and dissemination of student records and for the education of the staff about student record policies.

Administrators shall take particular care to preserve both the integrity and privacy of the required school records. Local procedures must adhere to the following requirements.

.1 Retention of Records

A duplicate copy of each report card and conference form should be retained on file at least until the student's grades are recorded on the cumulative card for the current school year.

In accordance with the records management standards of the Texas Catholic Conference of Bishops, a student's cumulative record for grades 9-12 should be permanently retained for every student who has been enrolled in the school. Cumulative records, also known as the permanent student record, shall include:

- a) Legal name of student,
- b) Place and date of birth,
- c) Social security number (optional),
- d) Gender of student,
- e) Name and address of parent (guardian) of minor student,
- f) Religious preference,
- g) School entrance date,
- h) Date and place of Baptism, First Eucharist and Confirmation (if applicable),
- i) Standardized test results,
- j) Verification of required immunizations.

For students in grades pre-K through 8th grade, their cumulative record should be retained 5 years from the date of withdrawal or graduation. Disposal of these documents should include permanent deletion (electronic records) and shredding (paper records).

Attendance records should be retained for 5 years. After 5 years, the documents should be shredded/deleted.

.2 Storage of Records

Student permanent records must be stored in a locked room or cabinet, and access to the records must be limited by the chief administrator or designee to school employees on a need-to-know basis. If a school elects to store current or former student records electronically, such records should be stored securely and access should be limited to school employees on a need-to-know basis.

If a parish school closes, the records will be kept in the parish rectory unless alternative provisions are approved in writing by the Superintendent of Catholic Schools. If a private school closes, the superintendent must be notified concerning the disposition of records. In the case of the consolidation of two or more schools, all records will be transferred to the remaining school after consultation with the Catholic Schools Office.

5134

ADVANCEMENT

Each school will maintain adequate data and will utilize appropriate evaluation instruments when making decisions regarding the progress of each student. Any decision not to promote a student to the next grade level or to take adverse action with respect to a student for academic reasons must be based on consideration of objective academic criteria together with consultation with appropriate staff and parents. The final responsibility for a student's promotion or retention rests with the chief administrator or designee.

The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record.

.1 Promotion

Social promotions and skipping grade levels are prohibited in Catholic schools in Texas.

.2 Non-Promotion at the Elementary/Middle School Level

Each child should be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year.

Written documentation of compliance with the following procedures is to be retained in the confidential file. If the following requirements are not met due to extenuating circumstances or because, at the discretion of the local team, non-promotion appears to be in the best interest of all involved, the local administration may appeal to the Catholic Schools Office for a waiver of this requirement.

- a) There is consultation between the academic support team and chief administrator or designated academic administrator as early as possible in the first semester.
- b) A conference is held with the parents no later than the beginning of second semester to advise them of the possibility of retention and to discuss possible remedial actions.
- c) Follow-up conferences with the parents are held to evaluate the academic progress of the child.
- d) Evaluations and reports to parents must indicate failure to achieve minimum objectives required at the particular grade level.
- e) A final decision will be made only when all academic work for the year is considered. Exceptions to this time frame may be made by the principal or chief administrator, in consultation with the Superintendent.
- f) A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in the elementary school.

.3 Record Keeping

The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record.

5140 ACTIVITIES AND SPECIAL REGULATIONS

5141 DRESS

Each school shall establish standards for student dress that will promote cleanliness, health, safety and the development of Catholic Christian values. Long practice has demonstrated the advisability of uniforms. In schools where uniforms are required, every effort should be made for reasonable requirements and costs. Comparable dress codes must be established for both boys and girls.

5142 ORGANIZATIONS

The Catholic school strives to develop the whole child. The school is encouraged to provide opportunity for membership in a variety of organizations including, student government, religions, service, scholastic, as well as other extracurricular organizations

Any method of initiation, pastime or amusement with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace anyone (e.g., hazing), is prohibited. (See Policy [5177.3](#))

- 5143 SOCIAL EVENTS**
Social events will be adequately supervised, adjusted to the level of maturity of the students, limited to avoid conflicts with family or religious obligations of students, and maintained at a reasonable expense. A school must ensure adequate supervision at all school-sponsored events and should, when practical, advise parents whether an event involving a large number of students is sponsored by the school. No school is responsible for supervising, controlling access to, or monitoring behavior at any event that is not school-sponsored. Parents should also be fully informed as to the time and place of events, the rules governing them, and the limits of the school's supervision.
- At least one member of the faculty or staff must be present during the full time of a school-sponsored social event. In appropriate circumstances, a Safe Environment-cleared parish employee may fulfill this requirement. Additional supervision necessary for the number of student participants must be provided by other staff and adults, who are Safe Environment cleared, experienced in dealing with students, and who will take an active part in supervision. A sufficient number of security officers should be retained if deemed necessary.
- .1 Graduation Events**
Graduation expenses and fees will be determined annually.
- .2 Parties/Dances**
A policy concerning elementary/middle school parties or dances will be determined by the chief administrator.
- .3 Prom**
The student code of conduct applies for all secondary schools.
- 5144 RELIGIOUS AND APOSTOLIC ACTIVITIES**
Every Catholic school shall provide students with opportunities for growth in their faith life through a variety of religious and liturgical experiences. Students may also profit from opportunities for individual Christian service based on their age and maturity.
- 5150 HEALTH**
- 5151 GENERAL**
School administrators shall be familiar with the civil laws, Texas Catholic Conference of Bishops Education Department Standards, diocesan policies and procedures designed to promote the health and well-being of children attending school. It is the responsibility of each chief administrator to ensure compliance with all laws and directives concerning student health.
- Administrators should familiarize themselves with the public and private health resources and services of the civic communities in which their schools are located. Whenever possible and advisable these should be utilized to improve school services and referral information. (See Texas Catholic Conference of Bishops Education Department [School Health Manual](#))
- Administrators and teachers shall cooperate fully with the county and state health department in those matters required by state law.
- 5152 SCHOOL ENVIRONMENT**
School personnel have responsibility for safeguarding the health of students by providing a safe environment. This requires the attention of school administrators and staff to standards for school safety and proper facilities maintenance. Smoking is strictly prohibited on all school campuses.

5153 SCHOOL HEALTH SERVICES

Principals and school health service personnel will refer to the [School Health Manual](#) published annually by the Texas Catholic Conference of Bishops Education Department for general guidelines related to school health services.

5154 EMERGENCY CARE AND FIRST AID

Every school shall have a written plan for emergencies. Provisions shall be made to implement the procedures, to fully inform parents, and to inform and prepare all staff members.

In cases of accident or sudden sickness, the chief administrator or designee is responsible for giving appropriate immediate care, notifying parents/guardians, sending students home, and guiding parents to sources of treatment, when necessary or requested.

School staff should render first aid when it is safe and practical to do so, but should only provide a level of care for which they have received competent training. When in doubt, in case of emergency, school staff should call 911, comply with instructions given by emergency personnel when doing so would not place any person in danger, and should take reasonable steps to safely prevent the situation from becoming worse when possible.

.1 Personnel

At least one full-time staff member shall be qualified to administer first aid.

.2 Facilities and Supplies

Facilities and supplies required in every school include:

- a) First aid kit for field trips,
- b) A first aid kit for school emergencies,
- c) Rubber gloves for all teachers and supervisors,
- d) Written instruction for emergencies posted in all classrooms,
- e) Natural disaster emergency supplies (See Diocesan [Emergency Management Plan](#)),
- f) The Crisis Management Procedures, red tri-fold document, will be readily accessible in all rooms and offices.

.3 Emergency Information

The chief administrator or designee shall have a readily accessible file containing emergency care information for each student.

5155 IMMUNIZATION REQUIREMENTS

Every student enrolled in a Catholic school in the Diocese of Dallas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the [Texas Department of State Health](#) (commonly known as the “Minimum State Vaccine Requirements for Texas School Entrance/ Attendance”). Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. A student who fails to present the required evidence shall not be accepted for enrollment.

.1 Exceptions

There are no exceptions to the foregoing requirement unless the Principal of the school, in conjunction with the Superintendent, asks the family to present a written statement signed by the student’s physician (M.D. or D.O.) who is authorized to practice in the State of Texas, stating that:

- a) The physician has examined the student;
- b) The physician has determined that the student has either:

- an allergy to the vaccination(s) identified in the statement and will suffer the severe allergic reaction(s) described in the statement;
 - An immunodeficiency described in the statement and will suffer a serious health risk(s), which is also described in the statement, if the student receives the vaccination(s) specifically identified in the statement; or
 - a neurological disorder described in the statement and will suffer a serious health risk(s), which is also described, if the student receives the vaccination(s) specifically identified in the statement; and,
 - the student will pose no serious health risk to the rest of the school community if admitted to the school without receiving the identified vaccination(s).
- c) Exceptions under this policy apply only to the vaccine(s) specifically identified in the physician's statement as causing a severe allergic reaction or a serious health risk to the student.
 - d) The physician's statement under this policy shall be in a form that is acceptable to the Superintendent of Catholic Schools of the Diocese of Dallas. Such forms are available from the Superintendent at the specific request of a school's principal.
 - e) Renewal physician statements must be obtained and provided to the school once every three years, or when a student transitions between schools, whichever occurs first.

.2 Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

.3 Conscientious Objections

Pontifical Academy for Life Statement regarding the use of vaccines:

The Pontifical Academy for Life rejects the claim that Catholics have a moral duty to refuse the rubella vaccine on the grounds of conscience and Catholic teaching. It encourages Catholic parents to vaccinate their children against rubella and other serious diseases despite the unfortunate origin of the cell lines used in the manufacture of vaccines.

Therefore, immunizations are not in conflict with the Catholic faith. Diocesan schools that do not accept state tax funds are not required to accept for enrollment a child who has received an exemption from the immunizations required by Texas state law.

.1 Drugs

Faculty or staff shall refer all suspected or known cases of alcohol/drug distribution, use or abuse involving a student to the chief administrator. The school shall respond to such report in a manner that considers the interests of the student, orderly school administration, and compliance with applicable law.

.2 Medications

The parent of any student on a continuing medication regimen to be taken during school hours shall inform the school nurse or designated school official. If necessary, with parental consent, the school nurse or designated school official may communicate with the prescribing physician/nurse practitioner regarding the prescribed use, potential side effects and emergency procedures as indicated.

The school nurse or designated school official shall only administer medication(s) prescribed or directed for use by the specified student. Prescription medications must be in pharmacy-labeled prescription bottle or packaging, including student's name, dosage and directions for use. Non-prescription over-the-counter (OTC) medications must be in original packaging including directions for use and clearly labeled for the specified student.

A consent form to administer all prescription (physician/nurse practitioner-signed) and OTC (parent-signed) medications must be obtained, in accordance with TCCB-ED policy.

The following procedures will be implemented when receiving and dispensing medications:

- a) All student medications with appropriate forms must be given to and verified by the school nurse or designated school official, and recorded in student's health record. Medications will be stored in a secure, locked location; with no more than a 1-month supply retained at school.
- b) Medications should be administered per label/package directions; or as otherwise directed in writing by the prescribing physician/nurse practitioner.
- c) Medications will be administered by the school nurse or designated school official and recorded in the student medication log. Students are not allowed to administer their own medications.
- d) At their discretion, the school nurse or designated school personnel may assist with reminding the student beginning a new medication regimen, until the student becomes familiar with the routine. However, parents should be informed that the school nurse or designated school personnel are not required to remind the students to take prescribed or as-needed medications.

School personnel will not administer injections, with the exception of Epinephrine Auto-Injector devices, administered per diocesan policy 5156.3 and 5156.4.

.3 Injections

School personnel will not administer injections, with the exception of an Epi Pen or equivalent. If an injection appears to be necessary, the school will contact parents first, and then other people listed on the emergency list. When no one is available, the student will be taken to the nearest emergency hospital at the expense of the parents.

.4 Epi Pens

Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. The Diocese of Dallas Catholic Schools Office requires all diocesan schools to stock epinephrine auto-injector devices on campus. The items below are in accordance with the guidelines from Senate Bill 579 and TCCB ED Health Manual.

a) Standing physician order

Each school must have a physician's standing order for the administration of an epinephrine auto injector to a person in anaphylaxis.

b) Training

Any person that is expected to provide emergency care to an anaphylaxis emergency must be trained to recognize and treat the symptoms of anaphylaxis.

Each school must have at least two trained responders available during all hours the campus is open.

Additionally, staff education, in compliance with Texas Senate Bill 579, will be conducted annually in regards to the care of students with severe, life-threatening allergies. Each staff member will receive an overview of epinephrine administration.

Training must include information on:

1. Recognizing signs and symptoms of anaphylaxis;
2. Administering an epinephrine auto injector;
3. Implementing emergency procedures
4. Proper handling and disposal of used or expired epinephrine auto injectors.

c) Maintenance

Each school will obtain and store epinephrine on campus in the school nurse's office, clinic, or a specified location accessible to trained school personnel, designated by school principal.

Non-patient specific epinephrine pens will be stored in an unlocked, easily accessible display or wallmount container, of the schools choosing.

d) Administration

It should be standard practice that the school nurse/school health personnel will be the individual delivering epinephrine when the need arises. If the school nurse/school health personnel are not available to administer epinephrine, a trained staff member should deliver it.

e) Response

In the event that any person (student/staff member, etc.) has the need of epinephrine for life saving measures, it will be standard practice at each campus that an ambulance will be called immediately. The parent, legal guardian, or emergency contact must be promptly notified by the school if an auto-injector is utilized.

f) Notification After Administration of Epinephrine

The school will follow the directives per Texas Education Code Section 38.209(a) , if a school personnel member or volunteer administers an epinephrine auto injector, they shall no later than the 10th business day after the date of the administration:

1. Report to the Texas Department of State Health Services (DSHS) that an epinephrine autoinjector was used and print a copy of the [report](#) submitted electronically.
2. Notify Superintendent of Catholic Schools and email a copy of the DSHS form.
3. Notify TCCB ED Director, via email with a copy of the DSHS report.
4. Notify the physician who prescribed the epinephrine auto injectors.

5. Notify Texas Education Agency (TEA), as of July 19, 2019, the DSHS is sharing the online reporting form with TEA.

g) Disposal of epinephrine auto injectors

- For **unused** unassigned epinephrine autoinjectors, note the expiration dates and once expired, dispose of per manufacturer's policy. Notify Catholic Schools Office two months prior to expiration to begin reorder process.
- **Used** unassigned epinephrine auto injectors should be given to the EMS personnel to be transported to the hospital with the person who was administered epinephrine.

h) Maintaining records

Schools must maintain records of trainings and place in each personnel file, and a master record of who is trained on their campus. These records will be retained according to the minimum retention periods posted by the Texas State Library and Archives Commission.

5160 WELFARE AND SAFETY

5161 SUPERVISION OF STUDENTS

The chief administrator or designee is responsible for providing adequate supervision of students during the entire time they are on school buses and school premises or engaged in school-sponsored activities. All school staff share this responsibility with the administration. Effective supervision of students during the recess and lunch period is required so that discipline may be maintained and student conduct regulated. Students are never to be left unsupervised in a classroom.

Students are never to be sent on errands outside the school campus. They may leave the school grounds or be released from school only at the written request of the parent.

A parent or legally responsible adult must consent to transportation of a student to or from school-sponsored events using a form approved by the Catholic Schools Office.

.1 Custody of Minors

Organizations, agencies, or persons may assume custody of a student on school premises during school hours or immediately before or after school only on the explicit authorization of the parent. The sole exception to this rule is a peace officer who may remove a student from school premises without prior consent of the parents or school authorities when it is necessary to arrest the juvenile or to require immediate emergency assistance from the student in an investigation. The chief administrator or designee must verify the identity and the official capacity of the peace officer, the authority under which he/she acts and the reason for the arrest or assistance. Notice of the action must be immediately conveyed to the parents. (See Policy [1312](#))

.2 Parent Custody

A child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. If no court order governing custody (or "conservatorship") of the child is in place, a student's biological and adoptive parents may enroll the child in school, sign school forms for the child, interact with teachers and school personnel, and pick the child up from school.

Schools should request final, signed copies of any orders governing custody of a student as part of the admissions process. If a student is the subject of a custody order, the school should remind the enrolling parent that it is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any amended custody orders. A school should not deny a parent access to his or her child on the basis of a draft of a custody order that is not signed by a

judge. Orders titled “Temporary Orders” are acceptable if they are signed by a judge and have not been superseded by a final order.

Custody orders may provide that the student live primarily with one parent or the other, may provide parents with the same or different rights to make educational decisions for the student, and in certain cases, may provide that a parent may not interact with school personnel or come to the school. Generally, custody orders do not impose requirements on a child’s school and schools are not expected to act as family law experts.

However, schools should endeavor to comply with the terms of custody orders affecting students whenever possible. For instance, if a custody order provides specific instructions regarding which parent may pick a child up from school, the school should only release the child to that parent unless the other parent provides the school specific written permission to do otherwise. When in doubt as to whether a school is required to do or not do something because of a custody order, the school should contact the Catholic Schools Office. It will be helpful to provide a complete, signed copy of the custody order when doing so.

If a school is provided with a court order that specifically restricts a parent’s right to be present at the school or to come within a certain distance of the school (sometimes titled a “Protective Order”), the school should contact the Catholic Schools Office for advice. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the parent should not be allowed access and, if the parent does not leave peacefully, the school should call the police, then the Catholic Schools Office.

Any questions or contact from a parent’s attorney and any request to appear and testify in a custody case should be referred to the Catholic Schools Office. School personnel are not responsible for interacting with parents’ attorneys or answering parents’ legal questions. Parents have primary responsibility for resolving custody disputes directly or through attorneys without involving the school or school personnel. School handbooks may include language approved by diocesan counsel requiring parents to reimburse the school for the cost of being brought into a custody dispute by requests for testimony or otherwise.

.3 Custody and Family Law Issues

Schools must incorporate the specified language found in Appendix 1 titled “**Parental Cooperation and Behavior**” and “**Reimbursement for School Costs and Attorney’s Fees**” into their local school handbooks.

5162

STUDENT RIGHTS AND RESPONSIBILITIES REGARDING SAFE ENVIRONMENT

The Diocese of Dallas believes that all students have a right to a safe and healthy school environment free of all forms of intimidation or harassment. As a matter of both diocesan school policy and religious obligation, bullying, harassment, and/or other threatening behavior by a student will not be accepted or tolerated in a Catholic school. Students engaging in such behavior, seriously or in jest or online, may be liable to disciplinary action up to and including suspension and/or expulsion.

The principal and/or other designated administrator will investigate all complaints of bullying, harassment or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in this policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and investigated in a timely manner.

.1 Bullying

Bullying occurs when a student or group of students engages in written, verbal expression, or physical conduct that:

- a) Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- b) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

.2 Harassment

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

.3 Reports of Bullying, Harassment, or other Threatening Behavior

Reports of bullying, harassment, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the administrator's ability to investigate and address the prohibited conduct.

.4 Sexual Harassment

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- a) Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- b) Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- c) Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimating interference with normal study or movement.
- d) Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

.5 Lockers

Lockers are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker has exclusive use but not proprietary rights versus the school. Schools shall publish a locker policy which states the right of inspection and reserves the right to search any locker on suspicion of a threat to the health, welfare and safety of the school.

School officials have the right to protect the health, welfare and safety of students against alcohol and drugs, weapons, and other contraband materials. It is necessary that a search be reasonable and related to the school official's duties.

All schools shall adopt the following practices.

- a) Every individual engaged in the school program has the obligation to pay attention to the behavior between and among students and to take corrective action or report the matter to an employee charged with taking corrective action..
- b) Do not shrug allegations off as "just teasing".

- c) Enforce the school's discipline evenly and consistently.
- d) Review with school employees all school discipline policies and procedures, including the diocesan policies for safe environment and sexual abuse and make sure that every individual knows and understands their legal obligation of when to report and to whom to report, and the legal consequences of not reporting.
- e) Make sure that an individual's behavior does not violate any safe environment policy or rise to the level of sexual abuse, harassment, or sexual harassment.
- f) Review requirements of respect for the individual, student discipline policies and procedures, the above definitions of bullying with students and indicate to the students that all allegations of disrespect to other students will be taken very seriously and that offenders will be subject to disciplinary action up to and including suspension and expulsion.

5163 STUDENT INSURANCE

.1 Student Accident Insurance

Included in the tuition cost, all students are enrolled in the student accident insurance program with the insurance carrier chosen by the Diocese of Dallas. This program reimburses limited medical costs due to accidental bodily injury to a student while engaging in the activities outlined in the policy. Information concerning claims, premiums and supplementary coverage is published annually by the Office of Risk Management.

.2 Insurance Premiums

These premiums are collected from each school and billed by Office of Risk Management.

.3 Student Accident Reports

Regardless of any medical claims filed, administrators should complete and forward Report of Accident forms to the diocesan Office of Risk Management concerning accidents of a serious nature occurring during the school day, on school premises, or under direct school supervision. Injuries involving hospitalization shall be reported immediately; other reports will be made within three days of the injury. Responsibility for reporting lies with the chief administrator/designee of the school where the student is enrolled.

5164 SCHOOL SAFETY

.1 Crisis Management Committee

It is required that each school establish a crisis management committee from the faculty and staff to provide for in-service training of staff personnel regarding safety, emergency, crisis related matters. Elementary/middle schools may select additional members from the parish community.

.2 Building Supervision

Access to the school building shall be arranged so that no stranger may enter the building without passing an office or similar control point. A policy stating that all visitors must report to the school office should be conspicuously posted. Authorized visitors should be required to carry, and show upon request, an identifiable pass issued by the school office. Doors in remote parts of the school will be locked to prevent access from the outside during school hours, but should be easily opened from the inside in case of an emergency.

.3 Playground Supervision

Playground areas will be properly supervised and sufficiently enclosed to prevent students from leaving the playground area.

.4 Traffic Safety

Parents of elementary school students must obtain written approval from the principal or designee prior to their child being allowed to walk or bicycle to and/or from school.

When students come to school by bus, a plan for entering and leaving buses should be established to ensure safety and avoid disruption of traffic. Drills for evacuating buses in an emergency will be held. Secondary schools that have a number of students driving to school should carefully control traffic in and around school parking areas.

A plan including provisions and places for dropping off and picking up students should be provided to all families upon registration. The plan shall be monitored regularly.

.5 Fire Safety

Each school shall have a dependable and operative fire warning system installed and maintained in accordance with applicable state and local regulations. The chief administrator or designee shall be responsible for testing the system monthly. All school personnel must be clearly instructed on the alarm system and how to activate it.

Schools must place fire extinguishers in kitchen areas, science labs, and other areas in which open flames or flammable chemicals are used or stored. Training for the use of fire extinguishers should be done annually or at the discretion of the local site, whichever is sooner. Schools must comply with state guidelines for schools in terms of the type, UL, and pressure ratings of all extinguishers. Fire extinguishers must be inspected annually.

.6 Eye Protective Devices

Industrial quality eye protective devices must be worn in courses when an individual is engaged in or observing an activity or using substances involving a potential risk of eye injury. Hazardous substances would include chemicals which are flammable, toxic, corrosive to living tissue, irritating, or strongly sensitizing.

.7 School Buses

If the school has a school bus, it must comply with all Texas DPS requirements. The local chief administrator is responsible for ensuring compliance and is expected to respond to changes in laws and regulations.

5165 EMERGENCY DRILLS AND PROCEDURES

It is the responsibility of the chief administrator of each school to develop written emergency procedure plans which shall be reviewed at least annually and revised as needed. Staff and students must be instructed accordingly at the beginning of every school year.

Emergency drills (fire, tornado, lockdown drills) shall be in conformity with diocesan regulations and civil code requirements. (See Diocesan [*Emergency Management Plan*](#))

.1 Fire Drills

One or more fire drills must be conducted on a monthly basis. A record shall be kept in the administrative office of the date and hour of each fire drill. Post evacuation routes in all classrooms and other occupied spaces.

Schools shall cooperate with local fire officials who visit the schools to conduct drills.

.2 Tornado Drills

Tornado drills shall be conducted once in the fall semester, and once in the spring semester. Post evacuation routes in all classrooms.

.3 Threat of Violence

Any and all student threats to inflict serious harm to self or others must be taken seriously. (See Diocesan [Crisis Management Procedures](#))

If any school employee or volunteer becomes aware of a student threat to inflict serious harm to self or others, the following procedure is to be implemented.

- a) Whoever hears or becomes aware of any threat made by a student should immediately report it to the chief administrator or designee who shall then call the superintendent.
- b) The school will immediately notify the police when the threat is judged potentially valid.
- c) The student who has made the threat should be kept in the school office under supervision until the police arrive.
- d) The parent/guardian of any student who has made the threat should be notified immediately.
- e) Any adult or parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
- f) The student who has made the threat should be suspended and not be considered for re-admission to school until a final decision is made regarding his/her continuance in school.

.4 Bomb Threat

When a bomb threat is received, the primary concern of the chief administrator must be the safety of students and employees in the building. (See [Diocesan Crisis Management Procedures](#))

Immediately upon receiving a bomb threat, the following procedure is to be implemented.

- a) The police are called.
- b) During the bomb threat, the decision to hold a fire drill or to take other action shall be made by the chief administrator in consultation with the fire and police officials.
- c) Notify the Superintendent of Catholic Schools (214-379-2831) and the Director of Risk Management (214-379-2814).
- d) If the building is to be evacuated, fire drill procedures are followed, and the students remain at the designated areas until the building is declared safe.
- e) Wait for the police to arrive before a search is conducted. If a suspicious package, box or device is located and suspected of being the bomb, do not touch or move it. It will be the responsibility of the police to remove or deactivate it. After its removal, students and staff may return to class.
- f) If, after an extensive search, no suspected bomb is found, the decision of whether or not to permit students and staff to re-enter the building must be made. This is the chief administrator's decision, tempered by the advice of the police authorities.

5170 DISCIPLINE

5171 CATHOLIC SCHOOL DISCIPLINE

The terms punishment and discipline are not synonymous, nor are they correctly used interchangeably. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process which at its best helps students figure out how to cope with difficulties. With punishment the teacher assumes responsibility for the students and imposes a make-up-for-it consequence. Discipline places the burden of responsibility on the student where it belongs and provides a supportive process for helping the student make whatever changes are necessary to resolve the situation. In this sense, discipline sets consistent, firm and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and

group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children.

One of the most important responsibilities of the Catholic school is the task of integrating faith and life in order to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

The professional staff has the responsibility of implementing consistent patterns of disciplinary procedure. A teacher must have the ability to:

- a) Carry out work effectively,
- b) Use stimulating teaching resources,
- c) Generate enthusiasm for learning,
- d) Enforce rules that are fair,
- e) Motivate students to respect academic achievement,
- f) Encourage good citizenship
- g) Manifest a sincere interest in the welfare of each student are all factors that help to create an atmosphere that is conducive to good citizenship and optimum learning.

5172 SCHOOL DISCIPLINE POLICY

Each school must develop its own Code of Conduct and policies and procedures concerning disciplinary action consistent with diocesan policies and procedures. In addition, the code of conduct and policies must be consistent with the overall philosophy and goals of the school.

The Code of Conduct and disciplinary policies and procedures for suspension, probation and expulsion must be included in the school's parent/student handbook, and faculty handbook.

5173 DISCIPLINARY PROCEDURES

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action in order to promote the individual student's positive development and self-discipline. However, the primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

5174 CORPORAL PUNISHMENT

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

5175 PROBATION

At the sole discretion of the chief administrator, a student may be placed on probation for conduct that, in the chief administrator's judgment, merits probation. Such conduct may take place on campus or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to probation before more severe disciplinary action is taken, up to and including separation from the school. When a student is placed on probation and when the chief administrator deems it appropriate, the following procedure will be implemented by the chief administrator or designee:

- a) A formal probation must be approved by the chief administrator or designee.
- b) A conference with parents, student, and school administrator shall be held.

- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action becomes necessary at a later time. Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

5176

SUSPENSION

At the sole discretion of the chief administrator, a student may be placed on suspension for conduct that, in the chief administrator's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

.1 Procedures for Suspension

Except when the school's chief administrator determines that immediate suspension is necessary, the steps listed below should be followed and, when practical, to minimize the opportunity for misunderstanding, the school should document each step below in written communication to the student's parents. Use of the procedure below, however, is within the sole discretion of the chief administrator, and no student has any right to the use of any or all of the procedure below in a particular case.

- a) The student may be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story before the suspension is imposed. If, however, suspension is imposed before such notice takes place, the student should be given the opportunity to present his/her viewpoint on the situation to the chief administrator in writing.
- b) Parents should generally be advised of a suspension by telephone and by a written notice from the chief administrator or designee.
- c) A written form of suspension should be signed by the parents and student. On this form the exact length of the suspension period should be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.
- d) When a student is suspended, the school's chief administrator should document the grounds for suspension, a summary of the facts leading to the suspension, any conferences with the student and/or his/her parents, and the means by which final notice of suspension was provided to the student and his/her parents.

.2 Guidelines

The length of any suspension is left to the discretion of the chief administrator or designee in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents. (See Policies [5177.3](#) and [5177.4](#))

EXPULSION FOR DISCIPLINARY REASONS

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in section [5177.5](#).

.1 Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

.2 General Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;

- c) Assault, battery, or any threat of force or violence – whether intended in jest or not – directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy; (See Policy [5123](#))
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

.3 Grounds for Expulsion Related to Alcohol and Drug Abuse

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- b) Notwithstanding section [5177.3\(a\)](#) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

.4 Procedure for Appeal and Review of Expulsion

Parish school expulsions may only be appealed to the Pastor, whose decision on the matter shall be final and unappealable. The Pastor may define the appeals process as he wishes, and he does not have an affirmative responsibility to meet with the family or student in said process. Diocesan school and private school expulsions are governed by the school's respective policies and procedures. In general, the chief administrator's decision shall be final and binding without right of further appeal.

.5 Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

5180

TERMINATION OF ENROLLMENT

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook.

If a school decides to terminate enrollment in light of parent behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action.

The local chief administrator, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools.

Parents should be made aware that termination as a result of financial issues, legal issues, moral turpitude, or other serious reason can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.

5181

TRANSFER OF STUDENTS

Transfers between schools are generally more successful and less disruptive when they occur between semesters. Mid-semester transfers are generally discouraged, except when circumstances make a mid-semester transfer necessary or advisable.

5182

TERMINATION FOR ACADEMIC REASONS

.1 Academic Exit Policy for Elementary and Middle School

Termination for academic reasons should generally occur only after the following procedure has been implemented. Appropriate documentation of the process should be maintained in the student's confidential file. When a chief administrator, in his or her discretion, determines that the following process is not appropriate for a particular situation, he or she should still document the alternative process and the justification for following that process. Written documentation of compliance with the following procedures is to be retained in the confidential file.

- a) There is consultation between the academic support team and principal as early as possible in the first semester.
- b) Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives.
- c) Follow-up conferences are held with the parents to evaluate progress of the student
- d) The final decision is made by the principal.

.2 Academic Probation/Exit Policy for High School Students

The chief administrator of a diocesan governed school may, in his or her sole discretion, determine that a student must participate in a period of academic probation or withdraw from the school for academic reasons.

5183 EXIT POLICY ON GROUND OF STUDENT BEHAVIOR

(See Policy [5177](#))

5184 EXIT POLICY ON GROUNDS OF NON-PAYMENT OF FEES/TUITION

(See Policy [3322](#))

5185 EXIT POLICY ON GROUNDS OF PARENTAL BEHAVIOR

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the chief administrator's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the chief administrator should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct. Such a decision is reviewable on appeal only pursuant to the procedure set forth in Section [5177](#), and the sole question to be decided by the review panel shall be whether the chief administrator complied with the procedure set forth herein in imposing suspension or expulsion.

SERIES 6000: INSTRUCTIONAL PROGRAM

6100 INSTRUCTIONAL PROGRAM

6110 GOALS AND PROGRAMS

6111 GOALS - GENERAL

The philosophy and educational principles that underlie the education offered by the schools of the Diocese of Dallas should reflect a balance and priority among the diverse goals of the Catholic school: religious, moral, intellectual, social, cultural, personal, and physical.

6112 PROGRAMS AND OBJECTIVES - LOCAL

It is the responsibility of the chief administrator of each school to lead the staff to develop and publish a school philosophy and objectives adapted to the individual school population and in light of the needs of the community served.

To implement the school philosophy and objectives, the chief administrator shall lead the staff in the development and coordination of the local educational program within the guidelines established and published by the Catholic Schools Office. The program will provide students with the opportunity to develop a global perspective. It will emphasize in an on-going and interdisciplinary manner, those values, concepts and skills that will prepare students to participate as mature Christians in a world of diversity, technology, and interdependency.

Teacher applicants shall be informed concerning the school philosophy as well as the program. Through discussion the chief administrator shall ascertain that an applicant is prepared to serve within this mode of Catholic education.

Parents shall be made cognizant of the philosophy and program of the school as they apply for the admission of a child. They should understand that enrollment constitutes agreement that the child be taught according to the philosophy and program of the school.

6113 ACCREDITATION

Every seven years, all elementary and secondary schools undergo the self-evaluation process for accreditation from Texas Catholic Conference of Bishops Education Department (TCCBED). Schools also have the option of accreditation through other agencies such as Southern Association of Colleges and Schools (SACS).

6120 FAITH FORMATION AND RELIGIOUS INSTRUCTION

6121 GENERAL PROVISIONS

The educational mission of the Church and the reasonable expectations of the schools' client parents require that the Catholic school be distinguished by an atmosphere and a formal program which relate religious belief and practice, constructively and integrally, with the normal development and education of children. The religious character of the school shall be clearly reflected in the statement of school philosophy and mission, and goals. (See Policies [6111](#) and [6112](#)) These statements shall reflect the principles contained in the following Catholic church documents *"To Teach as Jesus Did"*, *"The Religious Dimension of Education in a Catholic School"*, *"The General Directory for Catechesis"*, *"The National Directory for Catechesis"*, *"The Catechism of the Catholic Church"* as well as *"The National Standards and Benchmarks for Effective Catholic Elementary and Secondary"*.

.1 Catholic Identity

The Catholic identity of a school is characterized by these four essential and observable elements:

- a) An educational community of students, faculty, staff and parents inspired by the Christian message and life;
- b) A continuing dedication to growth in human knowledge in light of Catholic faith;
- c) Fidelity to the Christian Message, the Tradition and the Magisterium of the Church;
- d) A commitment to the service of the People of God and the human family.

.2 Expressions of Catholic Identity

The Catholic Identity of a school may be expressed in many ways some of which are listed below:

- a) Respect for the dignity of each person;
- b) Personal witness to Gospel values by word and example of all in the school community
- c) Religious symbols and daily prayer;
- d) The celebration of the Eucharist and other liturgies;
- e) Student retreats;
- f) Parent collaboration.

6122

INSTRUCTIONAL PROGRAM

Religion is the most important subject in the Catholic school curriculum. Therefore, the primary professional responsibility of the school staff is to implement the provisions that follow.

.1 General Policy

Regular religious instruction shall be an integral part of the educational program for all students at all grade levels and given priority in the day. All schools will abide by the time requirements listed in the current [*Texas Catholic Conference of Bishops Education Department Accreditation Manual: A Guide to Quality and Effectiveness*](#).

.2 Textbooks

a) Religion Textbooks

Religion materials must be approved by the Catechism Committee of the United States Conference of Catholic Bishops whose list can be found online at:

<https://www.usccb.org/resources/Current%20Conformity%20List.pdf>

b) Textbooks and Instructional Resources

Individual schools are responsible for selecting high-quality (research-validated, comprehensive, and standards-aligned) textbooks and instructional resources.

Note: Often, instructional resources, such as vendor programs, textbooks, and online products, are mistakenly referred to and/or utilized as a curriculum. While these resources may support implementing a high-quality curriculum, they do not comprise the full scope of supports found in a true standards-aligned curriculum.

.3 Curriculum Development

All schools will follow the Diocese of Dallas Curriculum Standards approved by the Catholic Schools Office of the Diocese of Dallas.

.4 Time Allotment

All schools will abide by the time requirements listed in the current [*Texas Catholic Conference of Bishops Education Department Manual: A Guide to Quality and Effectiveness*](#).

.5 Grading and Reporting

Student progress in acquiring an intellectual grasp of the religion course material is to be tested, evaluated, graded, and reported according to the same procedures established by the school for other subjects in the curriculum. Reporting procedures in elementary schools must be in accordance with the diocesan guidelines.

.6 Assessment of Religious Education

Evaluating the status of faith formation and religious instruction requires educators to be attuned to the mission, goals, and strategies inherent in the delivery of sound catechesis. The National Catholic Educational Association developed the Assessment of Catechesis-Religious Education (ACRE) to assist with this evaluation of program effectiveness. Schools shall assess their efforts on a systematic basis.

6123 CATHOLIC SCHOOL TEACHERS

The chief administrator shall lead the staff in developing and implementing the faith formation opportunities according to the directives of the Catholic Schools Office, and shall maintain appropriate liaison and cooperation with other parish religious education programs.

It is the teacher's responsibility to implement the formal religious instruction program. (See Policies [6121.1](#) and [6122](#))

.1 Teachers

Each school is a ministry of the diocese or the parish church with which School is affiliated and each teacher is considered part of the ministry of the faith of the Catholic Church and is required to perform religious duties through and throughout his/her daily activities at the school. Every teacher's essential functions at the school include teaching the faith and beliefs of the Catholic Church to students and carrying out the Catholic Church's mission of ensuring the formation of faith and intellectual development illumined by Gospel message to students through the school. Every teacher serves as a teacher of the Catholic faith and should integrate such teachings in the course curriculum throughout the lessons of the school day, may lead the class in prayer when appropriate, and will regularly attend Church services at the school with his or her students.

In addition, all teachers in the school,

- a) Continue to be fully informed on the rationale and provisions of the program (through attendance at faculty meetings, orientation sessions, etc.).
- b) Support the program by word and action, especially in interpreting it to parents.
- c) Demonstrate sensitivity and competence where religious values and issues cross over to other subjects.
- d) Cooperate actively in correlating religion/theology and other subjects in appropriate ways.
- e) Express awareness of the liturgical seasons of the year.
- f) Participate, as teachers of the parish school, at parish celebrations and functions where the mutual interests of school and parish are affected.
- g) Take advantage of in-service and adult religious education opportunities offered by the parish, the diocese, or other competent agencies.

.2 Parish Clergy

As the spiritual leader of the parish community, the pastor works in close collaboration with the school chief administrator to ensure on-going faith formation of teachers and catechists.

6130 GENERAL EDUCATIONAL CURRICULUM

6131 DIOCESAN CURRICULUM GUIDELINES

It is the responsibility of the chief administrator of each school to see that the goals and objectives of the school are effectively implemented by the staff through the organization of the curriculum, the learning climate, and the learning experiences that provide for the development of each student.

The curriculum shall be in accordance with Texas Catholic Conference of Bishops Education Department, the Catholic Schools Office and with the specific guidelines for each subject area. Any significant departure from the directives and guidelines requires explicit written permission from the Superintendent of Catholic Schools.

6132 HIGH SCHOOL GRADUATION REQUIREMENTS (See Policy [5134](#))

In addition to a detailed list of course offerings, a complete list of graduation requirements shall be established and published by each Catholic diocesan high school, and made available to all students and their parents. Catholic high schools shall observe the Texas requirements for graduation as well as those listed by the Texas Catholic Conference of Bishops Education Department.

No student shall receive a diploma of graduation from any secondary school unless the required course of study has been completed and the standards of competency prescribed by the school and the Diocese of Dallas have been met.

Written procedures concerning qualification for graduation shall be established. These shall be distributed to all students and parents. Regulations shall be indicated concerning advance warning and written notice if it becomes certain that, for whatever reason, a student will not qualify to graduate with the class.

6140 EXTRA CLASS ACTIVITIES

6141 ASSEMBLIES, PUBLIC PROGRAMS, AND PERFORMANCES

A school should provide quality opportunities for assemblies, public programs, and public performances by school groups in educationally sound activities that benefit the students, the school and the community. Care will be taken to monitor the frequency of such programs. (See Policies [1221](#), [6143](#), and [6231](#))

6142 PUBLICATIONS

With the approval of the chief administrator, each secondary school may establish a school newspaper/magazine for the students of the school and their parents. Such publications should conform to the standards of good journalism. It is strongly recommended that the local administration adopt rules and regulations in the form of a written publication's code which shall include guidelines concerning content, prior review, restrictions on time, place and manner of distribution, and advertisements.

Student participation in production and distribution shall be under the direction of a faculty member, chief administrator or designee.

An elementary school may also publish a modified version of a school newspaper according to the standards and guidelines established by the school's chief administrator.

6143 EXTRACURRICULAR ACTIVITIES

Where feasible, a variety of extracurricular activities suitable to the age and needs of the students shall be offered.

All school-sponsored activities must have the approval of the chief administrator/designee who is responsible for the general planning of the school program and the assignment of staff as sponsors.

Service activities in the school, parish, and community shall be encouraged. Nevertheless, care should be exercised to prevent excessive demands that would interfere with students' academic progress.

6144 EXTENDED CARE PROGRAMS

Recognizing increasing demand among the families we serve, the Catholic Schools Office encourages schools to carefully assess the feasibility of establishing an extended care program for the care, enrichment, and supervision of Catholic school students in a setting reflective of the values of the Catholic Church, home, and school. This effort is recommended especially in situations where there is demonstrated need.

Appropriate preliminary studies should be undertaken and decisions made only after proper consultation between pastor and chief administrator. (See Policy [3552](#)). Additionally, the chief administrator should consult the Catholic Schools Office and Office of Risk Management for information regarding successful extended care program models within the diocese.

.1 Philosophy

The philosophy for an extended care program shall be the philosophy of the school to which it belongs.

.2 Administration

- a) Schools may operate extended care programs internally, using school employees and in compliance with applicable law and school and diocesan policies. Schools may also elect to engage an outside organization to host an extended care program on school premises pursuant to an appropriate written agreement approved by the Office of Risk Management and diocesan legal counsel. The Catholic Schools Office, Office of Risk Management, and diocesan legal counsel can provide further information regarding available options, legal requirements, and previously-negotiated contract documents for extended care programs. No school may engage another entity to operate an extended care program on school grounds except through a written agreement approved by the Office of Risk Management and diocesan legal counsel. A school must also contact the superintendent of Catholic schools before approaching an outside organization about operation of an extended care program.
- b) Any school-operated extended care program shall be operated pursuant to applicable school and diocesan policies and shall ultimately be subject to the operational, educational, and administrative leadership of the chief administrator and the Pastor (where applicable). Employment of personnel in connected with a school-operated extended care program is subject to all applicable school and diocese personnel and human resources policies and procedures.
- c) School-operated extended care programs are also subject to all applicable school policies and regulations as well as the applicable policies and procedures of the diocese and Catholic Schools Office.

.3 Extended Care Program Finances

Income and expenses associated with school-operated extended care and after- or before-school programs must be recorded and handled in compliance with applicable policies included in the Diocese [Accounting Standards Handbook](#). Income and expenses associated with such programs operated by third parties must be recorded and handled in accordance with the applicable contract.

6200 INSTRUCTIONAL OPERATIONS

6210 SCHEDULES, CALENDAR, PROGRAMMING

6211 SCHOOL CALENDAR

The Diocese of Dallas shall provide schools with a master diocesan schedule for the school year, which shall be incorporated into all school calendars. School calendars shall be submitted to the superintendent of Catholic schools for approval prior to publication.

.1 Diocesan Calendar

Annually, the Catholic Schools Office shall issue a diocesan calendar.

.2 School Calendar

A copy of the proposed individual school calendar, form CSO SPRING-205, shall be submitted to the Catholic Schools Office by February 1 for approval by the superintendent of Catholic schools. After approval by the superintendent of Catholic schools the chief administrator will make the calendar available to parents and students by the beginning of the school year.

The modification of calendars during the school year is not authorized except with the explicit approval of the superintendent of Catholic schools.

6212 REGULAR INSTRUCTIONAL SCHOOL DAY

The chief administrator shall establish school schedules complying with the minimum time requirements specified by the Texas Catholic Conference of Bishops Education Department.

The regular student school day must include the required number of minutes of actual classroom instruction enumerated on the Time Allotment Chart. The time allotment may be extended according to local need.

The opening and dismissal times for the regular school day are determined by each chief administrator after taking into consideration mandatory time requirement for instruction, opening and closing exercises, appropriate recess and lunch periods, and other local factors.

.1 Lunch Periods

The time allotment for the lunch period should be adequate for both students and teachers. The scheduled school lunch period should not be less thirty minutes. Students shall be supervised during these periods. (See Policy [5161](#))

.2 Early Dismissal Days

Early dismissal days shall be authorized by the superintendent of Catholic schools. Schools may dismiss early only after they have completed 240 minutes/4 hours of the school day. This minimum time allotment does not include recess or the lunch period. Early dismissal days shall not exceed two days per semester without prior approval from the Superintendent.

.3 Use of Class Time

Instructional time shall be devoted to instructional purposes. Routine collection of information, money, etc., should be accomplished with the minimum loss of time and normally outside class periods.

6213 INSTRUCTIONAL DAY FOR TEACHERS

Elementary school teachers shall report for duty not later than 30 minutes before the beginning of each school day. They shall be available for a minimum of 30 minutes after regular dismissal for assistance or conference with students, parents and school officials.

The chief administrator of diocesan governed schools will determine their work day schedule for employees.

Teachers who must leave the school grounds at any time during the scheduled day shall obtain the approval of the chief administrator/designee in advance and sign out.

6214 STAFF DEVELOPMENT DAYS

The official school calendar shall designate a minimum of ten days for teacher staff development in addition to the regular 180 days of instruction for students.

6215 BELL-TO-BELL TIME ALLOTMENTS

The regulations and minimum time allotments specified by Texas Catholic Conference of Bishops Education Department will be followed. However, with the approval of the Catholic Schools Office, adjustments may be made as long as the total number of instructional minutes is retained. All requests and permissions for adjustments shall be in writing. Scheduled time exceeding the total weekly minimum may be allotted according to the discretion of the chief administrator/designee.

The daily schedule shall be in a prominent place in each classroom. A copy of all class schedules shall be on file in the chief administrator's office.

6216 EMERGENCY SCHEDULES AND PROCEDURES

It is the responsibility of the chief administrator to supervise the implementation and annual updating of the School Emergency Management Plan. The plan shall include the following elements.

- a) Post the appropriate signs and procedures for fire, tornado, and lock down drills in classrooms and assembly areas.
- b) Display according to state fire marshal laws and local ordinance, any other required safety signs (e.g., exits, hazardous materials, room capacity, etc.).
- c) Instruct staff and students in all campus emergency procedures.

6217 INCLEMENT WEATHER

(See Policy [4125](#))

6220 INSTRUCTIONAL ARRANGEMENTS

6221 CLASS SIZE

Elementary school classes shall be limited to the requirements established in Texas Catholic Conference of Bishops Education Department. All exceptions must be approved by the superintendent of Catholic schools. (See Policy [5111.7](#))

Class size will vary in accordance with the instructional program and methodology being followed in a school.

6222 STUDENT GROUPING PRACTICES

Schools may group students within a class or among several grade levels for a given subject (non-graded), when such grouping will place the individual placed student in the most appropriate learning situation.

Student grouping for course offerings or school activities shall not be determined on the basis of race, nationality or gender.

The following considerations shall govern the formation of instructional groups.

- a) Groups should be based on objective data regarding the student's ability and maturity, such as standardized tests, classroom observation by several teachers, etc.

- b) Groups should be the result of cooperative assessment and planning by the chief administrator, teachers and other members of the faculty and staff.
- c) Students should be regularly reassessed.

6223 STUDENT ACCESS TO COURSES

Students may be grouped by ability in physical education classes and activities as long as ability is assessed by objective standards developed and applied without regard to gender. Students may be separated by gender within physical education classes during participation in contact sports.

Portions of classes in elementary and secondary schools that deal exclusively with human sexuality and gender specific issues may be conducted separately for males and females.

6224 SCHOOL LIBRARY/ MEDIA CENTER

An appropriate selection of print and non-print materials in a central library/media center is a vital part of a school's instructional facilities. If a school does not have room for a central facility, provision should be made for classroom libraries or centers. (See [Texas Catholic Conference of Bishops Education Department Standards](#))

6225 FIELD TRIPS

Field trips of educational or cultural value shall be authorized in advance by the chief administrator/designee. A field trip must be planned and carried out as an extension of, or supplement to, the counseling or instructional program. The educational value of the trip must justify the time, distance and expense involved.

The chief administrator/designee shall establish and supervise local procedures for school field trips in accordance with diocesan regulations.

.1 Criteria for Approval

The trip must have direct relevance to instructional or counseling program.

- a) Instructor must provide preparation and follow-up activities in classroom.
- b) All expenses must be reasonable and within approved expense limits.
- c) Safe and proper transportation must be provided.
- d) School will provide adequate adult supervision.
- e) Parents and all affected staff members must be provided advance notification.
- f) The length of time for the field trip must be specified.

The field trip shall be approved by the school's administration prior to publicity or collection of money or parent permission slips.

.2 Permission Slips

No student shall participate in a field trip unless a signed [parent permission slip](#) has been returned to school. A separate permission slip must be obtained for every field trip. *For single-day trips, use the [attached Field Trip Information and Release Form](#). This form can be edited to include relevant trip-specific information. For overnight trips, contact the Office of Risk Management for an appropriate form.*

Requests for parental permission shall be accompanied by full details about the field trip.

If during any field trip students shall be given the opportunity to engage in an activity that is more than ordinarily strenuous or hazardous (e.g., back packing, swimming), specific permission must be obtained for each participating student. Activity clearance or prohibition must be indicated clearly on the general field trip permission slip signed by parents of each student.

.3 Supervision

All adults, school personnel as well as other adult chaperones must have completed the diocesan Safe Environment Program.

Students on field trips must be adequately and effectively supervised. A member of the faculty must be present on every regular field trip. A number of adult chaperones are deemed by the local school administration to be adequate and to be appropriate for the age group and type of field trip, shall assist the teacher(s) with supervision.

Small groups of children may be supervised by an adult aide or school volunteer to nearby community or public resources (e.g., public library) as part of an extended lesson. All adults must be safe environment cleared.

When students travel on a bus, there must be at least one adult supervisor, excluding the driver, on each bus.

.4 Student Safety

Teachers should carry first aid kits when taking students on field trips.

- a) Careful provision should be made for the students' safety.
- b) When students travel on foot, they should be instructed and supervised regarding the crossing of streets, use of trails, bicycle paths, etc.
- c) The preferred method of transporting students is by school bus or by a properly certified common carrier. Common carriers must be contracted using a written contract form approved by the Office of Risk Management and/or diocesan legal counsel. Entities that operate buses are solely responsible for understanding and compliance with all applicable state and/or federal regulations, laws and ordinances at all time. All buses must be operated in accordance with all applicable state and / or local traffic laws, ordinances, and all state and federal safety regulations at all times.
- d) The field trip plan shall include arrangements for entering and leaving the vehicles to insure student safety and to avoid disruption of traffic.
- e) Private vehicles may be used if a school bus or other certified common carrier is not feasible. In such cases, the transportation guidelines promulgated by the Office of Risk Management of the diocese shall be followed.
- f) If during any field trip students shall be given the opportunity to engage in an activity that presents special hazards (e.g., swimming), appropriately certified or trained adults must be available for supervision.

.5 Student Roster and Emergency Information

The chief administrator shall establish school procedures for verification of attendance and clearance of students prior to departure on a field trip. A roster of participating students shall be given to the designated school official. (See Policy [6226.2](#))

The supervising teacher shall carry a roster of participants including names, addresses, and emergency telephone numbers of all students. Prohibition of, or clearance for, special activities shall be indicated on this list.

.6 Private Vehicles

The use of private vehicles is strongly discouraged. If the use of private vehicles becomes necessary, the guidelines promulgated by the Office of Risk Management of the diocese shall be followed. (See Diocesan Vehicle Safety Policy at https://www.cathdal.org/Vehicle_Safety_Policy.pdf)

.7 Overnight Field Trips

Additional requirements apply for overnight field trips.

- a) The chief administrator must contact the Director of the Office of Risk Management to determine that the proposed school-sponsored trip is covered by the student accident insurance policy.
- b) The chief administrator shall give special consideration with regard to supervision of overnight lodging. If the group of students includes both boys and girls, both men and women over 21 years of age shall be included as supervisors. (See Policy [6225.3](#))

6226

HOMEWORK

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned for the following purposes.

- a) Reinforcement concepts and skills that have been presented in class.
- b) Development the student's creativity and discipline through enrichment projects or research.
- c) Provide opportunity for the student to work independently and to accept responsibility for completing a task.

The school's homework policy shall be published in the school's parent/student handbook.

.1 Time Allotments

The amount of time which different students in the same grade spend doing homework will vary. The following table provides guidelines for the amount of time the typical elementary student may spend daily in homework.

Grades 1-2: 30 minutes
Grades 3-4: 30-45 minutes
Grades 5- 6: 45-60 minutes
Grades 7- 8: 60-90 minutes

.2 Homework Schedules

Wherever elementary/middle school students have several teachers, a cooperative faculty plan for assignments should be prepared and approved by the chief administrator.

6227

LESSON PLANS

All teachers shall develop teaching/learning plans to guide their daily activities.

.1 Regular Full-Time Teachers

Lesson plans shall be submitted regularly to the chief administrator/ designee according to local procedures and regulations.

.2 Substitute Teachers

The chief administrator shall develop procedures to ensure that substitute teachers have access to lesson plans, keys, registers, class schedules and school policy books.

6230

CEREMONIES AND OBSERVANCES

6231

OBSERVANCE OF HOLIDAYS AND FEASTS

Appropriate school programs or classroom activities commemorating significant cultural, civic, and religious observances are encouraged. These activities should have artistic, inspirational and educational value.

6232 PATRIOTIC SYMBOLS AND EXERCISES

Proper care and display of the national and state flags shall be observed and taught in all schools of the diocese. The historical meaning or significance of national holidays should be presented to students and suitable recognition should be given to their observance.

Traditional patriotic anthems and songs should be taught to all students.

6300 INSTRUCTIONAL MATERIALS AND RESOURCES

6310 INSTRUCTIONAL MATERIALS

6311 TEXTBOOKS

All faculty members are required to follow the curriculum guidelines as stated in the Diocesan Curriculum Standards and Texas Catholic Conference of Bishops Education Department Standards. These include specific regulations concerning textbooks.

The same basal textbook series must be used sequentially in grades K-5 or K-6. The upper grades may use a different series to accommodate their specific needs.

Materials supporting the goals of the sequential course may be used to supplement the basal series.

.1 Evaluation and Adoption of Textbooks

Generally, the evaluation and adoption of basic and supplementary textbooks in all subject areas except religion will be conducted concomitantly with the State programs of evaluation and adoption of textbooks.

The textbook series should be selected in accordance with a school policy developed by the chief administrator/designee in close consultation with the faculty/department heads.

Textbook series should be adopted after careful evaluation according to specific criteria and an in depth study of the specific curriculum area.

.2 Teacher Manuals

The chief administrators/designees shall provide teachers' manuals for every basal textbook series and every available supplementary set used as part of the instructional program.

Every teacher assigned classes or courses shall be provided a teachers' manual for the basal textbook used in the assigned class.

.3 Supplementary Textbooks and Materials

Other materials and textbooks may be used as supplementary resources only in accordance with the general curriculum policy of the school and the diocese.

6312 LIBRARY MATERIALS

Local criteria should be established for the selection of books as acquisitions to a school and/or classroom library. The materials selected shall be compatible with the overall educational goals of the school. (See Policy [6224](#))

The development of a faculty library shall be the special concern of the chief administrator/designee.

6313 MULTIMEDIA MATERIALS

Established criteria shall govern the selection of multimedia materials as acquisitions to a school resource center or classroom learning center. The primary objective shall be to provide instructional resources to support the curricular and instructional program of the school.

The following criteria will be used in the selection of multimedia resources in order to ensure the quality of materials and content.

- a) Materials must be compatible with the overall educational goals of the school.
- b) Materials must meet high standards of quality in format, content, and production.
- c) Materials shall be appropriate for the subject and for the age, ability level, learning style, and social and emotional development of the students for whom they are selected.

6314 COPYRIGHT LAWS

The duplication of materials covered by an exclusive copyright, including computer software and DVDs/videos, is subject to the limitations set out in the Copyright Revision Act, Section 117, of the United States Copyright Code. The Copyright Revision Act and subsequent law also set out guidelines on the fair use of copyrighted materials. All faculty and staff members shall be knowledgeable concerning the law's provisions and guidelines.

6320 SUPPLIES AND OTHER MATERIALS

6321 EQUIPMENT AND SUPPLIES

Each school shall determine its requirements for supplies and equipment in accordance with the instructional program and methodology designed to serve the students in the school.

6322 ANIMALS IN THE CLASSROOM

Ordinarily the use of animals in the classroom, as pets or for study purposes is not allowed. On rare occasions when animals are brought to school, for example for the blessing of the animals on the feast of St. Francis, prior permission must be obtained from the chief administrator/designee. In such cases the presence or care of the animal is prohibited if it presents a safety hazard for students or the animal.

6330 RESOURCES

6331 COMMUNITY RESOURCES

The chief administrator and other school administrators shall acquaint themselves with the range and quality of services offered by the social and cultural agencies, public and private, which are found in the community. Reference is made especially to child guidance clinics, and agencies or centers offering special educational services.

Parents and school authorities are advised to seek information on the policies and services of any health or education agency considered for student referrals.

The classroom teacher must know the ability of each student and assure the mastery of basic skills and subject content in accordance with the student's level of ability. If a student demonstrates significant difficulty in acquiring the basic learning skills despite full use of local resources by the teacher, the teacher shall consult the chief administrator/designee concerning the advisability and local procedures for referral to outside agencies. (See Policy [5127](#))

6332 EDUCATIONAL SERVICES - COMMERCIAL

The basic instructional program is the responsibility of the school faculty. No additional charge is allowed for packaged programs which are conducted or taught by the employees of a commercial firm or by staff members acting as agents of such a company (e.g., reading programs).

Extra programs not directly related to or included in the required school subjects are left to the discretion of the local administrator. Any school contract for commercially provided educational services can be executed only in accordance with diocesan policy, and must be reviewed by diocesan legal counsel.

6333 GOVERNMENT PROGRAMS

Schools may choose, in consultation with the Catholic Schools Office, to participate in programs which are funded by local, state, or federal governments. However, such programs often impose requirements that do not otherwise apply to diocesan schools and the applications for participation in such programs may be treated as statements made under penalty of perjury.

Consequently, no school may enroll in any such program without the express permission of the Superintendent or designee, who may require review by diocesan legal counsel of any agreement between the school and the relevant government agency. If participation is approved by the Superintendent, the school should consult Coordinator of Acquisitions for Federal Programs for further instructions, and should use diocesan legal counsel as a resource if necessary.

6400 INSTRUCTIONAL SERVICES

6410 STUDENT SERVICES

6411 GENERAL

The school shall be responsive to student needs and shall offer student services within the limits of the budget and personnel resources to assist students in meeting the objectives of the educational program. These should include but not be limited to guidance and counseling, testing, health, and attendance services.

6412 TESTING - ELEMENTARY

The annual standardized testing program prescribed by the Catholic Schools Office fulfills the minimum requirements of a school assessment program. Each chief administrator shall develop through faculty consultation additional assessment opportunities appropriate for the curriculum and student population of the school.

6413 TESTING - SECONDARY

Each secondary school shall develop a testing program appropriate for the curriculum and the student population of the school. It shall include diagnostic or placement tests, and shall test qualifying students for scholarships and admissions.

6414 GUIDANCE

Guidance shall be an integral part of the curriculum of Catholic schools in the diocese. The program shall be formal and explicit in all schools. All teachers shall be concerned with student guidance.

Elementary schools are not required to have a certified guidance counselor. However, every elementary school is required to have a specified guidance program.

Secondary schools are required to have a certified guidance counselor to provide academic and career guidance.

All counseling services provided to students at a diocesan school must comply with the applicable portion of the diocese Policies on Counseling/Therapy Services at a Parish, Parochial School, or Diocesan Governed School (located at https://www.cathdal.org/Counseling_Services_Policy.pdf). When students are provided with on-campus counseling services by a counselor or therapist who is not an employee of the school, the school should request that the student's parents and counselor or therapist have signed the appropriate form release and contract kept on file in the Office of Risk Management. As an exception to the foregoing requirement, a counselor who is employed by another Diocesan school or a private Catholic school within the Diocese and who has been cleared and is in good standing with the Diocese [Safe Environment program](#) may temporarily provide counseling services at a Diocesan school in response to a critical incident or crisis affecting that school or its students, faculty, and/or staff. All remaining Diocesan policies and all applicable professional standards remain in full force and effect for crisis counseling services provided under this policy.

The persons working in the area of guidance shall be responsible to the chief administrator/designee. Institutions may not discriminate against any person on the basis of gender in the counseling or guidance of students or applicants.

Schools may not use different materials for students on the basis of gender or use materials which permit or require differential treatment of students on this basis unless these materials cover the same occupations and interest areas and their use is shown to be essential to eliminate gender bias.

However, every elementary school is required to have a specified guidance program that is in accordance with TCCBED guidelines.

6420 STAFF SERVICES

6421 GENERAL

Catholic schools exemplify quality education by focusing on the needs of students through the ongoing professional development of their teachers. Although the individual teacher bears the primary obligation for continuing professional development, the chief administrator shall provide in-service opportunities for staff members. Each school should have an annual written staff development plan. Plans and school budget should include provisions for attendance at local professional development opportunities and meetings that would enhance professional practices of teachers and staff members to obtain the skills, knowledge, and attitudes needed to help the students meet the objectives of the educational program.

The chief administrator/designee shall provide to all teachers the opportunity for religion in-service.

SERIES 7000: DALLAS PAROCHIAL LEAGUE

7100 ELIGIBILITY

7110 SCHOOL ELIGIBILITY

All Catholic Schools (Diocesan and private) of the Diocese of Dallas are eligible for membership in the Dallas Parochial League. To participate in the DPL the member school must have paid the annual assessment (dues).

7111 STUDENT ELIGIBILITY

Students must be in the 5th, 6th, 7th, or 8th grade at a member school. Students must be in good standing in both academics and conduct as determined by the principal of their school of attendance. Students must be in good standing with regard to past sportsmanship as defined by section 7400 of the policy.

In any given school year, students who turn 13 prior to September 1 may not play on a Junior Varsity level team (5th and/or 6th grade). In any given school year, students who turn 15 prior to September 1 may not play in the DPL.

Students must play on a team at the school they attend provided one is offered at their age and gender level. Students may play on a team at another member school if none is offered in their age/gender level at their school of attendance. Team and school placement will be determined by the league and school AD.

Students are permitted to “play up” in regard to grade level, but they may not “play down”.

7112 TEAM ELIGIBILITY

Teams will be deemed eligible provided that all players are meeting the eligibility criteria as stated in the Student eligibility section above. Teams are required to have accurate, completed team rosters on file with the league office prior to the start of the regular season. Failure to meet this standard could place the team in danger of forfeiting based on the discretion of the DPL Athletic Director.

7113 COACH ELIGIBILITY

Schools select coaches to represent their teams. It is the school’s responsibility to ensure that the coach has completed all necessary Safe Environment training required by the school. By listing the coach on any required DPL form and allowing the coach to act as its agent, the school is acknowledging and representing that the coach is considered eligible at the school level.

Coaches must also meet the certification standard as set forth by the DPL. The standard currently required is successful completion of Notre Dame’s Play like a Champion (PLC): Coaching as Ministry Coaches’ certification. For more information on this certification, please see the appropriate Coaches’ Training section of the DPL Handbook.

Should a coach violate school rules, it will be considered a school matter and the school will determine the consequences for the coach. These rules should be addressed in the individual school’s handbook. Should a coach violate league rules, it will be considered a league matter and the DPL athletic director will determine the consequences using the DPL Disciplinary Guidelines (Section 7400) (found in this Handbook) as its’ primary guide. A given sport’s disciplinary rules (if applicable) will also be used in helping determine appropriate consequences.

Violations may render coaches as subject to losing their privilege to coach, and will also require re-certification in the PLC program, or other applicable training program based on the discretion of the DPL in consultation with the school.

7114 SPECTATOR ELIGIBILITY (FANS)

Refer to Spectators' Code of Conduct (Section 7300). This will be used as a primary basis, along with the DPL Disciplinary Guidelines (Section 7400) when determining consequences for spectators that fail to meet minimum acceptable standards for behavior at school and league event.

Attendance at youth sporting events is a privilege, not a right. This privilege can be revoked if a spectators' past or present behavior gives the facility supervisor, the school, officials, or the DPL sufficient cause for concern in regard to safety or ability to continue a given contest without unnecessary interference or interruption from the spectator in question. Failure to adhere to consequences imposed by any of the aforementioned parties may result in the spectators' future attendance being jeopardized and the team forfeiting the contest(s) involved.

7115 OFFICIALS' ELIGIBILITY

The Dallas Parochial League will assign and oversee the officials that moderate league games. All officials will be required to have background checks performed based on Diocesan guidelines. DPL strives to provide competent officials for all sports. The DPL will also rely on both positive and negative feedback from athletic directors and coaches to help it make the best decisions possible when assigning officials. Special attention should be given to punctuality, appearance, attitude, professionalism, and hustle (positioning).

7200 STRUCTURAL PHILOSOPHY

The following will help understand the procedures and philosophies employed by the DPL and its member schools in the assignment of players with regard to teams and playing time. It should also help in understanding the procedures and philosophies employed by the DPL and its' member schools in the assignment of teams with regard to scheduling, divisional placement (skill), and facility site selection.

7210 TEAM PLACEMENT

All students that desire to participate in any sport will be given the opportunity provided they are deemed eligible and physically capable. Member school personnel will determine team assignment for its players within guidelines for each sport as set forth by the DPL. Member schools are free to exercise fair evaluation tools that are best suited for their situation and community.

Students that indicate a desire to play a given sport are fully expected to honor that commitment regardless of their eventual team assignment. Each member school has discretion of possible consequences for those that do not fulfill their initial commitment.

7211 PLAYING TIME

Each sport's guidelines will have rules and recommendations for playing time. These rules and guidelines may vary from sport to sport depending on the nature of the activity.

The general philosophy employed for playing time standards will be consistent with that found in Notre Dame's PLC training workbooks. For the 5th, 6th and VD3 basketball, 10 minute per game minimum is required. In 5th, 6th and VD3 volleyball, continuous rotation is required in order to give all players quality time on the court. For the varsity level teams and the other sports (without specific playing time requirements) quality/fair playing time is mandated.

This principle should be applied over the course of a season given that situations vary from game to game. As a Catholic, Christian league, every effort should be made to see that playing time is given adequately and fairly.

7220 TEAMS & LEAGUES

7221 GRADE BASED LEAGUES

Our leagues (both participation based and skill based) are all grade based. They are not age based. There are, however, age limits which can be found in the Eligibility section of the Handbook.

Some sports will also offer skill-based leagues (Division 1, Division 2 and Division 3) which will allow teams placed in those divisions to compete with like teams. Teams placed in Division 1 would be competing at the highest skill level offered by the league (2-3 players that could play at the next level). Teams placed in Division 2 would be skilled but not at the level of those teams in D1 (1-2 players that could compete at the next level). And teams placed in Division 3 would be strictly recreational teams with no players skilled enough to compete at the next level.

7222 LEAGUE FORMATION

Each sport may have a variety of leagues based on gender, grade, skill, etc. The DPL Athletic Director will determine which leagues are to be offered each year based on registration information from the schools. Due to the nature of the league (schools do not register teams until a few weeks prior to each sport's season), participation levels may warrant adjustments to the league offerings so as to allow for more fair competition throughout the season. In these cases, the DPL Athletic Director will adjust as deemed appropriate. For a league to be formed, a minimum of 5 teams must be registered for that season.

7223 PARTICIPATION BASED LEAGUES

In 5th and 6th grade general leagues (i.e. not split into skill-based divisions), schools must split their teams as evenly as possible in regard to skill. Should a school's division of teams not reflect a reasonable equality; the DPL will investigate the circumstances and possibly require adjustments.

Coaches are to be assigned after teams are formed at schools with multiple teams within a given participation based general league. The quality of a coach can greatly impact the perceived equality of splits. Athletic directors need to take this into account when dividing teams and assigning coaches. Athletic directors may or may not allow coaches to take part in the team assignment process. It is strictly the athletic director's decision given that it is their responsibility to uphold league policies in this and all other areas.

7224 SKILL BASED LEAGUES

In sports with larger numbers of teams participating, skill-based divisions will be employed to help produce the best atmosphere for kids to play and compete with others of comparable skill level. In all skill-based leagues, each school's athletic director has the preliminary responsibility of selecting the division that they feel best suits their team's ability level.

Every school is allowed and entitled to field the best team possible for a given grade in a skill-based league, however; all other teams must be properly placed as well. This could result in more than one team in a given division from a given school. However, once past the best team, all subsequent teams that will be placed in the same division must be split evenly.

Once teams have been registered by their schools and schedules created for those teams, schools will be obligated to pay the full team entry fee regardless of whether they finish the season or not.

Skill-based leagues are designed to allow the best opportunity for students to play at a comparable level with their peers, however; the system is a subjective one which can be subject to errors through misplacement. Given that, the DPL employs a mechanism for balancing and correcting errors should they occur. Annually, the athletic directors from the DPL member schools have voted this system to be more kid-friendly than an enrollment-based system which would automatically assign divisions irregardless of ability of a given class. The result would be a much greater degree of mismatches, which is very unfavorable for all. (See DPL Re-Alignment Procedures for a better understanding of the team adjustment process.)

7230 GAMES

7231 SCHEDULING

Scheduling will be designed to offer as many games as possible for each team with older teams sometimes getting more games than younger teams. Entry fees will be commensurate with volume of scheduling. The scheduling of games is also affected by a school's geography and facilities. For example, a school that does not have a gym will play its home games at nearby member school gyms.

All games, regardless of sport, are expected to start at the scheduled start time (game time is forfeit time). However, if a team is not able to field the legal minimum number of players at start time, but knows that it will be able to do so shortly thereafter, it is to inform the facility director, scorekeepers, officials, and opponents of this fact immediately. A decision will then be made to determine if the start of the game can be delayed so that it does not affect the game, referee and scorekeeper schedule for the remainder of the day.

In the event of a real game, the facility director (or scorekeepers in their absence) may reduce the game time so as to accommodate the gym's schedule. It is not fair to place all other games behind schedule due to no fault of their own.

- .1 Officials** - Officials are required to officiate any game that is to be considered a legal game. Officials are not permitted to officiate a practice or scrimmage game.

7232 RE-SCHEDULING GAMES

Only athletic directors and principals may request re-scheduling. League games may be requested for re-scheduling for the following reasons: School and/or Church functions not originally submitted to the league office or facility problems that prevented a game from being completed or started. All re-scheduling requests must be submitted in writing no later than 72 hours prior to the start time of the originally schedule game.

Requests for re-schedules due to conflicts with outside leagues and social events are not allowed.

7233 LEAGUE REVIEW OF POLICIES, PROCEDURES AND RE-ALIGNMENT

The Dallas Parochial League reviews policies and procedures annually with its' school athletic directors.

The DPL utilizes a divisional placement vs. an enrollment based system for its teams. This policy has prevailed due to the desire to allow less talented teams at big schools an opportunity to play similar competition, and more talented teams at small schools the same opportunity.

Subjectivity is more user friendly, but also potentially subject to more dispute. The athletic directors have provided for a system that allows the school to make the choice on the front end, and then the league office to make corrections as deemed necessary. This system ultimately gives more kids the ability to play similar competition, however; it places a large burden on the school athletic director to make proper placements. The school athletic directors recognize that they are naturally biased toward their own schools, and consequently; rely on the league office to make unbiased corrections based on professional judgment.

7234 LEAGUE STRUCTURE

The DPL Office will determine league structure in each sport after all registration data has been received for that sport. Leagues & Divisions will be divided in the best interest of the entire league, not an individual school or team. These decisions will be based primarily on participation levels.

For regular season play, the league office will conduct an in-season evaluation to determine possible misplacements and subsequent moves. All mid-season moves must be such that teams from different divisions may switch places with each other, and thus; each inherit the other's remaining schedule. Single team moves will not be made in-season as the resulting schedule adjustments are too numerous.

For post season play, should a team be moved up after the season to another divisional tournament, the procedure will be as follows. A team moving up will become the lowest seed in that tournament. This will add one team to the bracket as no teams will be displaced in the process.

7300 DPL SPORTSMANSHIP CODE

7301 SPORTSMANSHIP CODE FOR COACHES, PARENTS, STUDENTS, SPECTATORS AND PLAYERS

.1 COACHES

This code is to be considered supplemental to each school's expectation for conduct of its volunteers and agents.

- Interscholastic competition exists for students to foster sportsmanship, leadership and teamwork; coaches should set the example of good sportsmanship.
- Coaches must complete all requirements for coaching as set forth by its' school and the DPL.
- Coaches are to comply with all school and league rules and directives.
- Every child is equally important. Coaches must make every effort to insure that players receive a fair amount of playing time.
- Coaches should always conduct themselves as an example of Christian behavior, both at the field/court and away from it.
- Coaches should be supportive and encouraging in everything they do and say; they should never assault or harass others verbally or in writing.
- Coaches should address concerns to officials in a calm manner during dead ball situations.
- Coaches should address their players in a manner consistent with how a reasonable person would expect their own children to be addressed. A coach is never to address a player from another team unless in a sincere congratulatory or helpful tone.

- Coaches should address the fans, officials and scorekeepers in a respectful manner consistent with the PLC philosophy.
- Remember to do all for the glory of God.
- Conduct which falls outside that listed at practice is subject to disciplinary measures from the school.
- Conduct which falls outside that listed at a game is subject to disciplinary measures from the DPL.

.2 Parents, Students and Spectators

This code is to be considered supplemental to each school's expectation for conduct of its community.

- Interscholastic competition exists for students to foster sportsmanship, leadership and teamwork; fans should set the example of good sportsmanship.
- Every child is equally important.
- Fans should always conduct themselves as an example of Christian behavior.
- Fans should support and encourage in everything they do and say; they should never verbally assault or harass others.
- The only people who talk to officials during a competition are the coaches or administrators, not fans or parents.
- The only people who talk to coaches during a competition are the other coaches, officials or student participants, never parents or fans.
- The only people who talk to players during a competition are the coaches, officials or student participants, never parents or fans.
- Understand and follow the distinctions: the coach's role is to coach, the officials' role is to officiate, the player's role is to respectfully participate; the fan's role is to support.
- Remember that coaches and officials are human.
- Remember to do all for the glory of God.
- Conduct which falls outside that listed at practice is subject to disciplinary measures from the school.
- Conduct which falls outside that listed at a game is subject to disciplinary measures from the DPL.

.3 Players

This code is to be considered supplemental to each school's expectation for conduct of its students.

- Interscholastic competition exists for students to foster sportsmanship, leadership and teamwork; students should set the example of good sportsmanship as set forth by their parents, guardians, and coaches.
- Students should stay physically fit so as to do be able to do their best in all situations.
- Student should make every effort to attend all practices and give 100%.

- Students should maintain their eligibility by successfully completing all of their required coursework (See Section 711 for specifics). Students must remember their priorities: (1) God, (2) family, (3) academics and (4) extra-curricular activities.
- Students are to comply with all school and league rules and directives as given by their coaches and teachers.
- Every player is equally important to a team. Players should positively encourage all teammates to do their best.
- Players should always conduct themselves as an example of Christian behavior, both at the field/court and away from it.
- Players should address concerns to their coaches in a calm manner during games.
- Players should respect officials and opponents at all times, for without them, there would be no game.
- Remember to do all for the glory of God.
- Conduct which falls outside that listed at practice is subject to disciplinary measures from the school.
- Conduct which falls outside that listed at a game is subject to disciplinary measures from the DPL in consultation with the school.

7400 DISCIPLINARY GUIDELINES

All behavior related technical fouls, ejections, and unsportsmanlike penalties are to be reported to the league office immediately by the host school and the officials. The official DPL incident report form is the preferred method of reporting. Situations differ in type and circumstance, therefore; the following will be used as guidelines. These are just guidelines and may be adjusted if deemed appropriate by the DPL Athletic Director after thorough review.

LEVEL ONE (TEMPER/SPORTSMANSHIP)

HEAD COACHES:

First Technical or Unsportsmanlike penalty (UP)	Suspended from next game
Ejection	Suspended from next two games
2 nd Technical (different game) or UP	Suspended from the next two games
2 nd Ejection	Suspended for the season, possibly longer
3 rd Technical (if gathered one at a time)	Suspended indefinitely pending review

ASSISTANT COACHES:

First Technical or Unsportsmanlike penalty (UP)	Suspended for next two games
2 nd Technical (different game) or UP	Suspended indefinitely pending review
Ejection	Suspended for minimum of two games
2 nd Ejection	Suspended for season
3 rd Technical (if gathered one at a time)	Suspended for season

Players:

First Technical or Unsportsmanlike penalty (UP)	Suspended for the next game
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2 nd Technical (different game) or UP	Suspended for the next one game
Ejection	Suspended for the next game, possibly longer
2 nd Ejection	Suspended for season
3 rd Technical (if gathered one at a time)	Suspended for the next two games

Spectators:

First Technical or Unsportsmanlike penalty (UP)	Suspended for next two games
2 nd Technical (different game) or UP	Suspended indefinitely pending review
Ejection	Suspended for minimum of two games
2 nd Ejection	Suspended for season
3 rd Technical (if gathered one at a time)	Suspended for season

LEVEL TWO (ETHICS)

Violating League Rules-first offense	Suspended for next full semester
Violating Suspension	Suspended for next full school year
Violating League Rules-second offense	Suspended for life
Violating 2 nd Suspension	Suspended for life

LEVEL THREE (PHYSICAL HARM)

Physically harming or threatening another person	Suspended indefinitely pending review
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7401 GRIEVANCE PROCESS

Please use the following protocol when addressing issues that you feel need attention or resolution at either the school or league level.

.1 Spectators/Parents

Spectators are primarily made up of parents, siblings, other family members, and friends. Should a spectator witness a problem or have issue with something that takes place at a practice or game, he/she should take the concern directly to the head coach in an attempt to calmly discuss the issue. Should there be no satisfactory resolution to the problem; the spectator should address the issue directly to the school athletic director. Should there be no satisfactory resolution to the problem, the spectator should address the principal (if a school issue) or the DPL athletic director (if a league issue).

.2 COACHES

Coaches should use the same chain as listed above. (1) If the concern is a spectator, the coach should calmly address the concern with the spectator or spectator's parents if applicable. The coaches are the designated agents of the school and have every right to insist on the proper conduct and support of their spectatorship. (2) If the concern is a player or game-related matter, the coach should address the concern to the facility supervisor. The coach should then go back to coaching and allow the game to proceed as deemed appropriate. The facility supervisor will either handle internally or forward to the principal or league athletic director as seen fit.

.3 SCHOOL ATHLETIC DIRECTORS

Athletic directors at member schools are encouraged to handle matters internally when possible. When assistance is requested, the school athletic director should seek guidance or rulings from the principal (if a school matter) or DPL athletic director (if a league matter).

.4 SCHOOL PRINCIPALS/DPL ATHLETIC DIRECTOR

A school principal has the final say on any school matter and the DPL Athletic Director has the final say on any league matter. Only a school principal may file a grievance on behalf of the school.

7500 VIDEO RECORDING POLICY

The league follows the Diocesan policy regarding video recording/pictures as stated in appendix 2 of the Diocesan Handbook (Protection of Children).

The Dallas Parochial League **prohibits** video recording in the following circumstances:

- In regard to games, the person that is video recording is strictly a third party with the intent to use the tape for scouting purposes.
- Recordings that were legally produced & then shared with another team for scouting purposes.

The DPL does not prohibit scouting. Schools may send representatives to watch other games and take notes if they wish.

Appendix 1

The following policies must be included in local handbooks in the appropriate sections. There shall be no substitutions or deviations in verbiage.

THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM

OVERVIEW

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

1. CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school’s primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child’s biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student’s family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student’s family does so, the school may assume that both of a child’s biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents’ attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys’ fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator’s sole discretion, provide one copy of a student’s central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is

necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

2. REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

a) Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

b) Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

3. PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

4. REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

5. AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents/Guardians listed below, are the ___ parent(s) / ___ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment,

treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

6. ENROLLMENT

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

7. PARENT CONSENT AND RELEASE FORM

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

STUDENT NAME ("STUDENT"):	
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<u>Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.		
Parent(s) initials:	Yes:	No:

<u>Transportation to/from Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.		
Parent(s) initials:	Yes:	No:

<u>Extra-curricular Activities:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.		
Parent(s) initials:	Yes:	No:

Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.		
Parent(s) initials:	Yes:	No:

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.		
Parent(s) initials:	Yes:	No:
Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:

8. RELEASE AND INDEMNIFICATION

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

9. PASS-THROUGH COPPA PARENT WAIVER (ENGLISH)

a) English:

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize _____ Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Student Name: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

OPT IN _____ OR OPT OUT _____

Date: _____

b) Spanish:

Estimados Padres de Familia,

Nuestra escuela utiliza ciertas herramientas y aplicaciones a través del internet que estimulan el aprendizaje de su hijo. Para que su hijo menor de 13 años utilice estas herramientas y aplicaciones, la ley federal requiere que usted dé su consentimiento. Una lista de las aplicaciones y servicios a través del internet que utiliza nuestra escuela, o que puede decidir utilizar, ha sido incluida con este formulario de consentimiento de los padres de familia. Para poder utilizar estos programas y servicios, su hijo debe proporcionar cierta información de identificación personal. Generalmente, esta información se limita a su nombre y apellido, un nombre de usuario y dirección de correo electrónico.

Los reglamentos de privacidad de los programas pueden encontrarse en los sitios web de los diseñadores de estas aplicaciones. Si usted tiene preguntas acerca de un reglamento en particular o desea información adicional acerca de estos reglamentos de privacidad, le pedimos que revise el sitio web correspondiente o se ponga en contacto con el maestro de su hijo. Bajo la Ley Federal de Protección de la Privacidad Infantil en Internet, los operadores de estas aplicaciones y servicios educativos deben notificarle a usted, como padre de su hijo, y obtener su consentimiento antes de recopilar información personal limitada de niños menores de 13 años.

La ley permite que las escuelas den su consentimiento a la recopilación de información personal en nombre de todos sus estudiantes. Esta forma, al ser llenada y conservada en nuestros archivos, autorizará a nuestra escuela a dar el consentimiento para que su hijo proporcione información de identificación personal, la cual consta de nombre y apellido, un nombre de usuario y una dirección de correo electrónico, a los operadores de las aplicaciones identificadas en la lista adjunta.

Si usted da su consentimiento para que su hijo proporcione información de identificación personal para utilizar las aplicaciones y servicios a través del internet, marque la casilla AUTORIZO en la parte de abajo. Al marcar la casilla AUTORIZO, usted autoriza expresamente que la Escuela Católica _____ proporcione nombre, apellido, nombre de usuario y dirección de correo electrónico de su hijo a los operadores de una o más de las aplicaciones identificadas en la lista adjunta. Asimismo, usted acuerda liberar e indemnizar a nuestra escuela de y contra cualquier reclamación que surja al proporcionar dicha información a los operadores de las aplicaciones y servicios que se encuentran en la lista adjunta.

Si usted no desea que nuestra escuela proporcione dicha información, seleccione la casilla NO AUTORIZO en la parte de abajo. Tenga en cuenta que la casilla NO AUTORIZO evitará que su hijo participe en ciertas actividades educativas, incluyendo el uso de las aplicaciones incluidas en la lista adjunta. Si bien nuestra escuela generalmente hará los intentos razonables para proporcionar tareas alternativas para su hijo, nos reservamos el derecho de determinar si el impedimento constante de que un estudiante participe en el plan de estudios asignado perjudique el progreso académico del estudiante en la escuela y requiera que tanto usted como nosotros exploremos otras opciones.

Nombre del Estudiante: _____

Nombre del Padre/Tutor (IMPRESO): _____

Firma del Padre/Tutor: _____

AUTORIZO _____ O NO AUTORIZO _____ Fecha: _____

9. ACKNOWLEDGEMENT AND AGREEMENT

For hard copy handbooks: By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print):	
School Name (print):	
Parent Name (print):	
Parent Signature:	
School year:	
Date:	

For online acknowledgement:

By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.

Appendix 2

[CLICK HERE](#) FOR FIELD TRIP INFORMATION AND RELEASE FORM
or proceed to next page

FIELD TRIP INFORMATION AND RELEASE FORM

Youth Permission and Travel Form

School/Parish name ("School/Parish")

Date of Birth

Gender M or F

Youth's Name ("Student")

City State Zip

Home Address

Home Phone

Mobile Phone

Parent E-mail Address

Current Grade in School

PERMISSION TO TRAVEL

A brief description of the activity follows:

Description of event ("Event"):

Date of event: Destination of event:

Estimated time of departure and return:

Mode of transportation to and from event:

CONSENT TO PARTICIPATE AND LIABILITY RELEASE

In consideration for allowing Student to participate in this activity, I / We, the parent(s)/guardian(s)/conservator(s) of Student grant permission for Student to travel to and participate in the Event described above. **I/we assume all risks and hazards incidental to Student's participation in the Event, including transportation to and from the Event. In consideration for allowing Student to participate in the event listed above, and on behalf of myself/ourselves, Student, and Student's parents, legal guardians, siblings, heirs, assigns, and personal representatives, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School/Parish, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to Student's participation in the field trip, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES (to the maximum extent allowed by law).** In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this release, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all reasonable court costs, attorneys' fees, and expenses incurred by the prevailing party.

AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We do hereby authorize School/Parish, its youth ministry leaders, employees, contractors, and volunteers as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location. It is understood that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment, or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective throughout the specific Event dates listed above. **In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

Name of Parent or Guardian

Phone Number

Address

Mobile or Add'l Phone Number

Name of Additional Emergency Contact

Phone Number

Signature of Parent/Guardian

Date Signed

This signed document shall be retained in the student's file.

Appendix 3

ROMAN CATHOLIC DIOCESE OF DALLAS
COMPUTER SYSTEMS AND INTERNET USE POLICY
[CLICK HERE FOR CURRENT COMPUTER INTERNET POLICY](#)

Diocese of Dallas
Computer Systems, Internet Usage and Security Policy
Acknowledgement Form

I have read the Diocese of Dallas Computer Systems, Internet Usage and Security Policy, as it applies to the paid or volunteer position I hold in the Diocese of Dallas:

I fully understand the terms of this policy and agree to abide it. *I realize that the Diocese may record for management use any action I take on a Diocesan or parish network, device or computer. I acknowledge that any document, program, database, graphic or other digital production that I may create on said equipment is the property of the Diocese of Dallas.* I acknowledge that any violation of this policy will incur disciplinary action up to and including dismissal or possible criminal prosecution.

I agree to comply with these and all other related Diocesan policies:

Signature	Date
Printed Name	Department

This document will be placed in the employee's or volunteer's personnel file in Human Resources.

Appendix 4

Diocese of Dallas Social Media Policy

Last

First

Middle Initial

Job Title:

Pastoral Center/Parish/School

VERIFICATION AND ACCEPTANCE

I verify that I have read, understand, and agree to abide by this policy. As with other Diocese policies, violations of this policy may be considered in performance evaluations and may result in disciplinary action up to and including termination and/or permanent suspension from service within the Diocese of Dallas.

The Diocese of Dallas reserves the right to suspend, modify, or withdraw this policy at any time at its sole discretion and without notice. I further agree that the Diocese of Dallas, its entities, and their respective agents, employees, and representatives shall not be liable and are hereby released from any claim I have or may have relating to any of my online activities.

Employee/Volunteer Signature

Date

PLEASE PRINT Employee/Volunteer

ACKNOWLEDGEMENT FORM

**HANDBOOK OF POLICIES AND PROCEDURES FOR
ELEMENTARY AND SECONDARY SCHOOLS**

By my signature on this document, I acknowledge that I have read this Handbook. I understand what is expected of me and I agree to support and be bound by the policies and procedures stated in this Handbook at all times during my employment, including the diocesan policies on Computer Systems and Internet Use (Appendix 1) and Social Media (Appendix 2). I understand that if I fail to so cooperate and/or abide by these policies, I may be subject to disciplinary action up to and including termination. I understand that this Handbook summarizes many of the current policies, procedures, and benefits, and that it does not create a contract of employment.

I acknowledge that if there is a question of interpretation of a policy and/or procedure, the Superintendent of Catholic Schools' interpretation shall be final. I understand that the Diocese of Dallas and/or the Catholic Schools Office reserves the right to modify, amend, or terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time. I acknowledge revisions to the Handbook may occur, except to the policy of "Employment-at-Will".

I understand that this Handbook can be found at the following URL:

https://drive.google.com/drive/folders/1Air8F5hAmAS4_zz-ytXLc1iMHRX61dra?usp=sharing

EMPLOYEE NAME (printed)

EMPLOYEE SIGNATURE

DATE