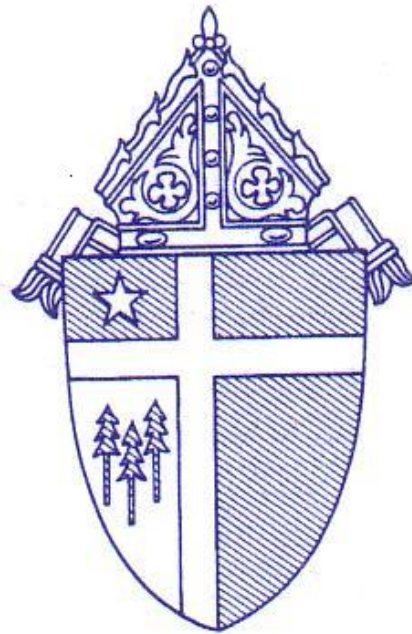


HANDBOOK OF POLICIES FOR CATHOLIC SCHOOLS

REVISED JULY 2014



DIOCESE OF TYLER

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Ratified by the Most Reverend Joseph E. Strickland
July 17, 2013

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**Catholic Schools
Diocese of Tyler**

Mission Statement

Catholic Schools of the Diocese of Tyler endeavor to fulfill the educational mission of the Catholic Church, the Texas Catholic Conference and the Diocese of Tyler by making the person Jesus known, by building community, by training for service and all within the scope of the Eucharistic reality. These schools assist the ongoing formation of the whole Christian person. They foster a unique environment that enables the four pillars of the human person (intellectual, spiritual, apostolic and human) to be nurtured.

**April 2010
Revised August 2013**

ACCREDITATION

The accreditation domains and areas of focus are listed in the current *Texas Catholic Conference Education Department Guide to Quality and Effectiveness, An Accreditation Manual for Catholic Schools of Texas*. These accreditation documents shall be followed in their entirety.

The Texas State Board of Education has authorized the Commission of Education to recognize the Texas Catholic Conference Accreditation Commission as an accrediting agency with standards comparable to 19TAC Chapter 97. Student credits earned in non-public schools, accredited by a recognized association, shall be transferable to Texas public schools and teacher service in these schools shall be creditable for salary increment purposes in Texas public schools.

All schools in the Diocese shall participate in the accreditation process and maintain, or attain, compliance with accreditation domains and areas of focus.

WEBSITE LINKS

Diocese of Tyler – www.dioceseoftyler.org

Pastoral Manual – PDF

Ethics and Integrity Policy

<http://www.dioceseoftyler.org/pages/departments/ethics-and-integrity>

Social Networking Policy

<http://www.dioceseoftyler.org/documents/SocialNetworkingGuidelinesinEnglish-Spanish05-20-10.pdf>

Faith Formation webpage

<http://www.dioceseoftyler.org/pages/departments/faith-formation-office>

Texas Catholic Conference Education Department (TCCED)

<http://www.tx catholic.org/education>

Guide to Quality and Effectiveness Accreditation Manual – PDF

Health Manual - PDF

Texas Catholic Conference Accreditation Commission (TCCAC)

<http://www.tx catholic.org/texas-catholic-conference-accreditation-commission>

National Catholic Educational Association (NCEA)

<http://www.ncea.org/>

Southern Association of Colleges and Schools (SACS)

<http://sacs.org/>

United States Catholic Conference of Bishops (USCCB)
<http://www.nccbuscc.org/>

Abortion

<http://www.usccb.org/issues-and-action/human-life-and-dignity/abortion/>

Code of Canon Law - Canon 217; Canon 793-806
<http://www.vatican.va/archive/ENG1104/INDEX.HTM>

Declaration on Christian Education, Vatican Council II

Universal Right to an Education

Role of Parents

http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_decl_19651028_gravissimum-educationis_en.html

Americans with Disability Act

<http://www.ada.gov/>

Title VI of the Civil Rights Act of 1964

<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

Title VII of the Civil Rights Act of 1964

http://www.justice.gov/crt/about/emp/documents/Title_VII_Statute.pdf

Title IX of the Education Amendment of 1972

<http://www.justice.gov/crt/about/cor/coord/titleix.php>

Texas Department of Family and Protective Services

Texas Child Abuse Reporting

http://www.dfps.state.tx.us/child_protection/

Texas Department of State Health Services

HIV/AIDS

<http://www.dshs.state.tx.us/hivst/policy/laws.shtm>

Texas Penal Code – Chapter 46.11. Weapon-Free School Zone

<http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.46.htm>

100 COMMUNITY RELATIONS

101 CATHOLIC SCHOOLS IN THE DIOCESE OF TYLER

The Bishop shall recognize a school within the boundaries of the Diocese of Tyler that will be known as a Catholic school. Catholic schools shall follow the policies and procedures as set forth in the *Handbook of Policies for Catholic Schools* that is approved by the Bishop.

102 MISSION STATEMENT

Each school shall have a mission statement and the school advisory council or the regional school board will approve the school's mission statement which must comply with the mission statement of the Diocese of Tyler.

103 DIOCESAN SCHOOL ADVISORY COUNCIL

The Diocesan School Advisory Council is established by the Bishop to assist him and the Superintendent of Schools in governance of the Catholic schools of the Diocese, subject to the provisions of Canon Law.

104 MEMBERSHIP OF THE DIOCESAN SCHOOL ADVISORY COUNCIL

The Diocesan School Advisory Council membership shall consist of ten voting members and two ex-officio members as follows:

West Central	Three (3) members
East Central	Two (2) members
Southeast	One (1) member
At-Large	Three (3) members
Priest	Appointed from the Presbyteral Council Education Committee
Ex-officio members	Bishop/Superintendent or respective representative

105 DIOCESAN SCHOOL ADVISORY COUNCIL MEETINGS

Meetings of the Diocesan School Advisory Council shall be held as stated in the respective constitution and/or bylaws.

106 SCHOOL OPENINGS, EXPANSIONS, SUSPENSIONS, MERGERS, OR CLOSURES

Early in the planning process, the school advisory council shall submit all plans of school openings, expansions, suspensions, mergers, or closures to the Diocesan School Advisory Council. The Diocesan School Advisory Council shall review these plans and submit recommendations to the Bishop of the Diocese of Tyler.

107 TITLE VI, TITLE VII, AND TITLE IX: NON-DISCRIMINATION

The Diocese of Tyler is committed to the Christian principles of mutual respect for persons created by God. To express this commitment, and in compliance with Title VI of the Civil Rights Act of 1964; the 1976 Title VII statutes and Title IX of the 1972 Federal Civil Rights statutes, neither the Diocese of Tyler nor any of its entities shall discriminate against any person in its employment practices, its admissions policies or its educational policies on the basis of sex, race, color, age, national or ethnic origin, or disabling condition.

This information shall be published in the school handbooks.

108 SCHOOL ADVISORY COUNCIL

Every school shall have a school advisory council that functions according to a written constitution and by-laws approved by the Bishop.

The school advisory council, whose authority is derived from the Pastor/Delegated Administrator, or the Board of Administrators, as the Bishop's appointed representative of the school, and the Diocesan School Advisory Council, is called into being by the parish or school community, and given the mission to provide quality Catholic education for all those children whose parents desire to take advantage of such an opportunity.

The school advisory council provides advice and direction to the pastor/delegated administrator and the principal in aspects of the school, including planning, policy formulation, finances, and public relations. All policies and significant actions of the school advisory council shall be approved by the chief administrator, or the Board of Administrators, and must be in accord with Diocesan school policies.

The principal and the pastor/delegated administrator, in consultation with the school advisory council, shall be responsible for the formal school program. In the development of policies, they must ensure that these follow the intent and spirit of the policies developed by the Diocesan School Advisory Council in compliance with the TCCED.

109 POLICY EVALUATION

The superintendent shall guide the Diocesan Policy Committee in re-evaluating selected sections of the Diocese of Tyler Handbook of Policies every three years.

The principal shall guide the school advisory council in re-evaluating selected sections of their policy handbook every three years.

110 SUPERINTENDENT’S PARTICIPATION IN THE SCHOOL ADVISORY COUNCIL

The superintendent shall be an ex-officio member of each school advisory council in the Diocese of Tyler and shall have the right to attend any Executive Session.

111 VISITORS TO THE SCHOOL

Every school shall adopt a written policy concerning visitors to the school. The policy shall be published in the school handbooks.

112 THE DIOCESAN ETHICS AND INTEGRITY POLICY

The Diocese of Tyler Ethics and Integrity for Church Personnel Policy shall be available on all school campuses.

113 SCHOOL PRESENTATIONS

Every school shall adopt a written policy regulating all school related presentations. All presentations shall be age appropriate and be in alignment with the Diocese of Tyler Code of Ethics and Integrity Policy. The policy shall be published in the employee handbook.

114 ADVERTISING AND PROMOTION OF THE SCHOOL

Every school shall adopt a written policy concerning the release of any information regarding students and/or parents for the purpose of commercial or promotional solicitations. The policy shall be published in the school handbooks.

115 USE OF SCHOOL FACILITIES

Every school shall adopt a written policy concerning the use of the school facility. The policy shall be published in the school handbooks.

116 PUBLIC ACTIVITIES

Every school shall adopt policies regarding public activities that involve staff, students and/or school facilities. The policy shall be published in the school handbooks.

117 COMMUNITY SERVICE PROGRAMS

Every school shall adopt a community service program for its students. The policy shall be published in the school handbooks.

118 RELATIONSHIPS WITH GOVERNMENT AGENCIES

Every school shall develop procedures that comply with standard relationships between governmental agencies and schools (i.e., Police, Fire, Health, Welfare Departments; State Government; Federal Government)

119 NATIONAL ASSOCIATIONS

Every school of the Diocese of Tyler shall have an institutional membership in the National Catholic Educational Association (NCEA).

Individual teachers and administrators are encouraged to belong to those professional organizations which will assist them in their work.

120 RELATIONSHIP WITH THE TEXAS CATHOLIC CONFERENCE ACCREDITATION COMMISSION

All Catholic schools in the Diocese of Tyler shall be accredited by the Texas Catholic Conference Accreditation Commission (TCCAC). The TCCAC is an accrediting agency, established by the Bishops of Texas, which has been formally recognized by the Texas Educational Agency (TEA).

All educational business with any federal agency or with the TEA must be in consultation with the Diocesan Catholic Schools Office.

121 EDUCATION SERVICE CENTERS

Each school of the Diocese of Tyler shall utilize the services of its respective Regional Education Service Center, whenever feasible.

122 RELATIONSHIP WITH OUTSIDE ACCREDITING AGENCIES

All secondary schools in the Diocese may be accredited by an outside accrediting agency (i.e., TCCAC and SACS).

123 RELATIONSHIP WITH PUBLIC SCHOOLS

Each school of the Diocese shall assume responsibility for developing good professional relationships with the administrators and staff of the local independent school district.

124 FEDERAL GOVERNMENT/PROGRAMS

Schools of the Diocese of Tyler shall observe all federal laws appropriate to non-public elementary and secondary schools.

Schools are encouraged to participate in any federally-funded educational opportunities or programs which will enhance student teaching/student learning.

125 SCHOOL-RELATED ORGANIZATIONS AND PROGRAMS

All parent, faculty and student organizations, programs and clubs operating within a school must be approved by the principal and must operate within the policies and procedures of the school.

126 MEDIA AND COMMUNICATIONS

The Bishop is the primary spokesperson for the Diocese of Tyler. The superintendent is the primary spokesperson for the Catholic Schools in the Diocese of Tyler. The principal is the primary spokesperson for the school.

Schools shall communicate in accordance with the tenets of the Gospel and the Diocese of Tyler Social Networking Policy.

The principal shall appoint a campus media spokesperson before the first day of school.

200 ADMINISTRATION

201 THE DIOCESAN BISHOP

As chief representative of the Church’s teaching authority, the Diocesan Bishop is the juridical head of the schools in the Diocese of Tyler. His is the ultimate responsibility for articulating the faith and educational policies. He delegates ordinary oversight of the Catholic Schools to the Superintendent of Schools.

202 THE SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is responsible to the Diocesan Bishop. It is the duty of the Superintendent of Schools to coordinate Diocesan school programs and to represent the Diocesan schools in dealing with state and regional educational offices. The Superintendent of Schools acts as the executive officer of the Diocesan School Advisory Council.

The Bishop appoints the Superintendent of Catholic Schools of the Diocese of Tyler. Subject to the Bishop and the directives of the Diocesan School Advisory Council, the superintendent shall be the director of the Catholic Schools Office. (Revised 7/2014)

203 THE PASTOR

The pastor is the chief administrative officer of the parish educational program. The pastor serves as spiritual leader of the school community. The pastor has final approval over actions taken by the school advisory council.

204 THE PRINCIPAL

The principal is the educational, spiritual, and managerial leader of the school, in accordance with the policies of the TCCED and the Diocese of Tyler. The principal is directly responsible to the pastor/delegated administrator and will work collaboratively with the pastor/delegated administrator and the school advisory council for the fulfillment of the mission of the school.

205 INTERVIEW AND SELECTION OF PRINCIPALS

The responsibility for selecting and interviewing a principal belongs to the pastor/delegated administrator with the assistance of the school’s search committee.

The pastor/delegated administrator of the school shall make the selection of the principal. Before making this selection, the pastor/delegated administrator may seek the advice of the search committee. (Revised 7/2014)

206 PRINCIPAL EVALUATION

Every principal shall be evaluated annually by the pastor/delegated administrator.
(Revised 7/2014)

207 THE PRINCIPAL'S ANNUAL GOALS

Principals shall work with the pastor/delegated administrator in establishing annual goals.
(Revised 7/2014)

208 ADMINISTRATIVE LEEWAY IN ABSENCE OF POLICY

When there is no Diocesan or local policy/procedure governing a situation, the Superintendent of Schools shall be responsible for making whatever decision is reasonable under the circumstances.

209 LEGAL ACTIONS

All legal actions affecting the schools in the Diocese of Tyler will be referred to the Superintendent of Schools.

No school in the Diocese of Tyler shall undertake any legal action without the approval of the Superintendent of Schools and the Diocesan Chief Financial Officer.

The Diocesan attorney shall review all contracts and legal actions affecting the schools in the Diocese of Tyler.

210 FLAG REGULATIONS

Every Catholic school in the Diocese shall display a large flag of the United States of America on a staff erected outside the school building, either on the grounds or attached to the school building.

211 EMERGENCY DAYS

In an extreme emergency, the principal or designee may decide to close the school after consultation with the superintendent.

212 DISPENSING MEDICATION IN SCHOOL

Schools shall follow procedures for dispensing medication in school as outlined in the TCCED School Health Manual.

213 ACCIDENT REPORT

All accidents shall be recorded on the local school's official Accident/Incident Report Form.

300 BUSINESS

301 FINANCIAL POLICY STATEMENT

All Catholic schools in the Diocese shall operate according to the acceptable accounting procedures of the Diocese of Tyler. Schools shall evidence a wise use of financial resources and keep an accurate, clear accounting of such resources.

302 THE PASTOR

The pastor has the ultimate fiscal responsibility for the parish school.

303 BUDGET SEPARATION

In order to have an accurate understanding of the complete cost of operating the educational institution, the school budget, its operating account and its financial records shall be separate from those of the parish church.

304 BUDGET PLANNING

The principal shall work with the pastor/delegated administrator and the finance committee of the school advisory council to plan the annual operating budget. When prepared, the budget shall then be submitted to the school advisory council for recommendation to the appropriate finance council.

The pastor/delegated administrator, after receiving a recommendation from the appropriate finance council, is the final authority in all school budget issues.

305 BUDGET ADOPTION

The pastor/delegated administrator and the school advisory council shall formally adopt the preliminary balanced budget before June 1, following the budget planning guidelines.

306 PREPARATION OF BUDGET DOCUMENT

The principal of each school in the Diocese of Tyler will be responsible for submitting a preliminary balanced budget for the upcoming school year to the Superintendent of Schools no later than June 30. (Revised 7/2014)

307 FINAL BUDGET

In September, after final enrollment is determined, adjustments to the budget shall be made. All adjustments shall be presented to the school advisory council, the appropriate councils, and the pastor/delegated administrator for formal adoption and approval. Copies of the adjusted budget are to be sent to the pastor/delegated administrator, appropriate councils, and the Superintendent of Schools by September 30.

308 BUDGET MONITORING

The principal shall provide to the school advisory council and the pastor/delegated administrator a copy of the monthly financial statement.

309 CHART OF ACCOUNTS

Catholic schools in the Diocese of Tyler shall use the chart of accounts approved by the Diocesan Finance Office.

310 FINANCIAL PROCESS

Schools shall be in accordance with all policies and procedures of the Diocese of Tyler pertaining to finances.

311 INVENTORY

Each school shall have on file an accurate and up-to-date inventory of the school's physical resources. (Revised 7/2014)

312 CONTRACTS

The Bishop of the Diocese is the only individual who can legally sign contracts for any parish, school or other agency of the Diocese. The exceptions to this rule are contained in Numbers 1 and 2 below. All schools of the Diocese shall observe the following policies:

- 1. The local administrator (pastor or principal, etc.) is authorized to sign the approved Diocesan contract with personnel employed in their organization.**
- 2. Local administrators are authorized to sign contracts for services and materials on annual budgets.**
- 3. Contracts for services or materials amounting to more than \$5,000.00 (which are not budgeted items) must be submitted to the Diocesan Finance Office to be signed by the Bishop or his designee.**
- 4. All contracts submitted to the Bishop for his signature shall be forwarded to the Diocesan Finance Office.**

313 FINANCIAL/CONTRACTUAL TRANSACTIONS

Each school shall establish controls to collect, maintain, and disburse funds in a way that minimizes the risk of misuse. The principal of the school, except in case of an emergency, shall be one of the signatories on the checks and financial transactions of the school.

314 NON-BUDGETED EXPENDITURES

Any expenditure that is not budgeted will require specific approval by the school advisory council, in consultation with the pastor/delegated administrator and appropriate council. Non-budgeted expenditures more than \$5,000.00 shall not be made by any school in the Diocese of Tyler without approval of the pastor/delegated administrator, appropriate finance council, school advisory council and the Diocesan Finance Office.

315 TUITION, FEES, AND TUITION ASSISTANCE

Every school shall adopt a written policy concerning the procedure for determining tuition and fees. The tuition and fee amounts shall be published in the school handbook.

316 SALARY SCHEDULE

Each Catholic school in the Diocese of Tyler should strive for a salary schedule which is at least eighty-five percent (85%) of their local school district for the preceding academic school year.

317 SUBSTITUTE SALARIES

The school shall establish a pay scale for substitute teachers.

318 LOANS

Schools that need to borrow monies must request written approval from the Diocesan Chief Financial Officer.

319 TAX-EXEMPTION STATUS

Every school in the Diocese of Tyler shall operate within the guidelines of the federal tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.

320 SCHOOL MAINTENANCE

The principals within the Diocese of Tyler are responsible for the maintenance of their respective school facilities, and they shall implement and update annually a facility maintenance plan.

321 INVESTMENTS, ENDOWMENTS, TRUSTS AND LOANS

No steps are to be taken toward establishment of an endowment or a trust without the explicit approval of the Bishop. Once established, all terms of the trust shall be rigorously observed.

Each school shall establish programs designed to provide long term financial support to help fulfill the mission of the Catholic school.

All investments and loans, as well as endowments and trusts of the school shall be subject to the policies and procedures of the Diocese of Tyler, and shall be subject to the approval of the pastor/delegated administrator, in consultation with the Catholic Schools Office and the Diocesan Finance Office.

322 INVESTMENTS OF DEFERRED FUNDS

Investments of Deferred Funds shall follow the Diocese of Tyler's Investment Guidelines.

323 FUND-RAISING ACTIVITIES

Fund-raising activities are to be coordinated by the school administration. Funds raised, as a rule, belong to the school and are held in trust by the school. An accounting must be given for all monies collected and disbursed.

All fund-raising shall comply with the policies of the Diocese of Tyler, and federal, state, and local laws regarding nonprofit tax-exempt organizations.

Fund drives for capital development programs shall require the approval of both the pastor/delegated administrator and the principal, in consultation with the Catholic Schools Office. Request for approval shall be submitted in writing to the principal, the pastor/delegated administrator, and the superintendent, and must be approved by the Bishop.

324 SOLICITATION OF FUNDS FOR SCHOOLS

Parochial school buildings and the land on which they have been erected are the property of the Diocese of Tyler. Solicitation of funding for any projects, excluding maintenance, which are designed to add to or significantly change the existing land or property must have prior approval of the pastor and the Bishop.

325 FAMILY SERVICE

Each local Catholic school in the Diocese of Tyler shall develop and implement a program that requires school families to perform service to the school during the school year. The service shall be required, monitored, and have a monetary value associated with non-performance.

326 BUILDING IMPROVEMENT AND EXPANSION

All plans for new school buildings and all major renovations of existing school structures over \$5,000 shall be subject to the written permission of the Bishop. Building or renovations of less than \$5,000 shall be done in consultation with the Diocesan Business Office according to the policies and procedures of the Diocese of Tyler, Section 600 of the Diocesan Policy Manual.

327 CRISIS MANAGEMENT PLAN

Every school must develop a crisis management plan for the school to maintain their accreditation status. This plan is sent to TCCED in the school's annual report by the superintendent. (Revised 7/2014)

400 PERSONNEL

401 PERSONNEL

All staff members shall have a knowledge of and commitment to the doctrine of Catholic faith and to Christian living. All staff shall adhere to the Ethics and Integrity policy of the Diocese of Tyler.

402 FAIR EMPLOYMENT

Employment of all school personnel is determined by the principal. Personnel shall be hired without regard to gender, race, color, age, and national or ethnic origin.

School personnel are subject to the principal in all school matters and are obliged to observe all school policies and implementations, as well as those of the Diocese of Tyler and the TCCED.

403 HIRING

The principal shall establish a written hiring process.

404 HIRING OF NON-UNITED STATES CITIZENS

The school will verify the person is suitable for employment and then notify the Diocese of Tyler representative, who will work with the school in seeking the proper documentation for the hiring of a non-United States citizen.

At the end of employment, the school, under the direction of the Diocese of Tyler representative, will notify The Department of Homeland Security.

405 TEACHER PROFESSIONAL QUALIFICATIONS

Principals shall observe the regulations contained in the TCCED *Guide to Quality and Effectiveness: An Accreditation Manual for Catholic Schools in Texas* when employing a teacher, a specialized instructor, a library manager and a library/media specialist. Responsibilities for each position shall be defined in a written job description.

406 SELECTION OF PERSONNEL

The principal shall emphasize the mission of the Catholic school in the selection of all employees.

407 TEACHER APPLICATION

The principal shall ensure all employees have completed the appropriate application and submitted the necessary documentation needed before being hired. (Revised 7/2014)

408 TEACHER APPOINTMENT

The principal shall appoint the teacher to his/her teaching and other duties.

409 YEARS OF SERVICE

Catholic schools in the Diocese of Tyler shall follow the Texas Education Agency (TEA) Standard of Service.

410 TEACHER PLANNING AND PREPARATION TIME

Every principal shall establish a schedule which provides adequate planning and preparation time for all teachers, following the guidelines of the TCCED.

411 HEALTH REQUIREMENTS

The principal is responsible for seeing that all personnel employed in the school meet health requirements, as specified by the Catholic Schools Office, TCCED, as well as state and local health bulletins and manuals.

412 HANDBOOKS: RESPONSIBILITIES, DUTIES, CODE OF ETHICS

All schools shall provide handbooks of policies, procedures, and responsibilities to employees, students, and parents.

413 STANDARDS OF CONDUCT AND DRESS

Employees shall behave in a professional manner. Employees shall exercise good judgment in their choice of clothes and conduct themselves in ways that best represent their employer.

414 FACULTY AND FAITH FORMATION

Schools shall provide all teachers with mandatory programs for faith formation.

415 SPIRITUAL AND PROFESSIONAL GROWTH

All teachers and administrators shall avail themselves of opportunities for professional growth. Principals are responsible for initiating, planning, organizing, and implementing in-service workshops to foster both the spiritual and the professional growth of the faculty.

Educators delegated to represent their colleagues at education conferences and institutes are expected to report and to share their learning experiences with their colleagues.

416 TEACHER DEVELOPMENT/IN-SERVICES

**A record of the teacher's in-service activities shall be kept in his/her personnel file.
(Revised 7/2014)**

417 NEW TEACHER ORIENTATION

Schools shall provide new teacher orientation in a method that is convenient to the school.

The term "new teacher" refers to:

- 1. A teacher new to the profession.**
- 2. An experienced teacher new to the Diocese of Tyler Catholic Schools.**
- 3. A teacher with experience in the Diocese of Tyler Catholic Schools, who has taught one semester or less in the past three years in these schools.**

418 NEW PRINCIPAL ORIENTATION

An appropriate orientation shall take place as early as possible for a new principal in the Diocese of Tyler Catholic schools.

The term "new principal" refers to:

- 1. A principal new to the profession.**
- 2. An experienced principal new to the Diocese of Tyler Catholic Schools.**
- 3. A principal with administrative experience in the Diocese of Tyler Catholic Schools, who has been in that position a semester or less during the last three years.**

419 PROFESSIONAL ADVANCEMENT

All professional staff shall be responsible for continuous educational growth as required by TCCED.

Diocesan Standard: Principals, teachers and all other staff members are required to participate in Diocesan and local programs for staff development.

Local Standard: Principals shall develop an appropriate staff development program for the staff.

Principals should attend at least one regional or national conference per year which will enhance personal professional skills. The school budget should reflect funding for this purpose.

420 PRINCIPAL MEETINGS

All principals shall attend and participate in regularly-scheduled Diocesan Principals' Meetings and In-Services, as called by the superintendent.

421 FACULTY MEETINGS

Each school shall have at least one faculty meeting monthly.

422 CONFIDENTIALITY OF INFORMATION

Teachers' personal information, including addresses and telephone numbers, shall be kept confidential by the school.

423 PERSONNEL RECORDS

A personnel file for each school employee (including the school principal) shall be maintained by the principal in the school office.

It shall be the responsibility of every staff member to provide the principal with all the records required by the school, by the Texas Catholic Conference, and by other agencies. (Revised 7/2014)

424 TEACHER EVALUATION

All professional staff shall be evaluated yearly. New teachers shall be evaluated twice yearly, in the fall and in the spring. The procedure for assessment is the responsibility of the local principal.

425 EMPLOYEES UNDER CONTRACT

All teacher and principals shall be placed under a diocesan-approved contract. The earliest beginning date of a contract shall be July 1 and the earliest ending date shall be June 30. All contracts are for a maximum of one school year term. Contracts are valid only if signed by the appropriate parties.

All Catholic Schools in the Diocese of Tyler will pay full-time employees on a 12-month basis. The policy shall be published in the school employee handbook.

426 CONTRACT RECONSIDERATION

The school shall have a contract consideration form and procedures for teachers and principal.

427 CONTRACT OFFERING DATE

A principal shall be offered renewal of their contract, or receive a written notice of non-renewal, no later than February 1. To notify after February 1 is the assumption of renewal of the principal's contract.

A teacher shall be offered renewal of their contract, or receive a written notice of non-renewal, no later than May 1. To notify after May 1 is the assumption of renewal of the teacher's contract.

428 CONTRACT SIGNING DATE

A returning principal's contract must be signed and returned to the school pastor by March 1. Failure of the principal to return the signed contract by March 1 will result in the principal's position being considered vacant and subject to being filled by another person.

A returning teacher's contract must be signed and returned to the principal by May 15, unless the date is changed by mutual consent. Failure of the teacher to return the signed contract by May 15, or an earlier predetermined date, will result in that teacher's position being considered vacant and subject to be filled by another person. (Revised 7/2014)

429 BACKGROUND CHECKS

All personnel in the schools in the Diocese of Tyler shall complete the appropriate Diocesan Ethics and Integrity training. This includes principals, clergy, teachers (full-time, part-time and substitutes) secretaries, custodians, cafeteria workers, bus drivers, aides, etc. All employees are on probation and are employees *at will* until the successful completion of the background check.

Any employee who receives a Non-Clearance on the background check will be terminated immediately.

430 MEDICAL REQUIREMENT

The principal, or their designee, may require a physical examination and/or drug test of any employee when the employee's condition interferes with the performance of regular duties. (Revised 7/2014)

431 CORPORAL PUNISHMENT

Corporal punishment (for example, but not limited to: spanking, shaking, slapping, punching, hair pulling) is not permitted.

432 SCHOOL PERSONNEL SUSPENSION

At the discretion of the principal, and in collaboration with the superintendent and the pastor/delegated administrator, any employee of a Catholic school under the supervision of the principal may be subjected to disciplinary suspension without pay for significant failure to abide by the rules and regulations of the employing school. (Revised 7/2014)

433 IMMEDIATE SUSPENSION

Any employee may be suspended with reasonable cause, with or without pay, pending an administrative investigation.

434 EXCLUSION FROM WORK

An employee may be excluded from work if the principal, in consultation with the superintendent and the pastor/delegated administrator, determines that the employee poses a threat to her/his own health by remaining on the job. (Revised 7/2014)

435 FINAL WARNING

Any employee may be placed on final warning status for offenses including, but not limited to, conduct not in accord with the tenets and doctrines of the Roman Catholic Church, criminal behavior, moral turpitude, incompetence, insubordination, sexual harassment or abuse. All terminations shall be made in consultation with the superintendent and the pastor/delegated administrator. (Revised 7/2014)

436 TERMINATION OF CONTRACTED EMPLOYEE FOR CAUSE

Employees can be terminated during a term of a contract only after the principal, in consultation with the superintendent, the pastor/delegated administrator, and the Diocesan Chief Financial Officer have followed due process as outlined in the school's employee handbook, which follows the guidelines of the Diocese of Tyler.

The principal of the school can be terminated during the term of a contract by the pastor/delegated administrator, in consultation with the superintendent and the Diocesan Chief Financial Officer following due process as outlined in the school's employee handbook, which follows the guidelines of the Diocese of Tyler. (Revised 7/2014)

437 TERMINATION OF NON-CONTRACT EMPLOYEES

A school employee can be immediately terminated from employment for reasons including, but not limited to, conduct not in accord with the tenets and doctrines of the Roman Catholic Church, criminal behavior, moral turpitude, incompetence, insubordination, sexual harassment or abuse. All terminations shall be made in consultation with the superintendent, the pastor/delegated administrator and the Diocesan Chief Financial Officer.

438 IMMEDIATE TERMINATION WITHOUT NOTICE - URGENCY

Employment may be terminated without notice for offenses including, but not limited to:

- 1. Any form of sexual abuse, physical abuse, or inappropriate behavior**
- 2. Possession, transfer, sale, use, or distribution of a controlled substance or illegal drug**
- 3. Consumption of any amount of alcoholic beverage while on duty**
- 4. Abuse of alcoholic beverages that affects ability to perform duties, as determined by school or Diocesan leadership**
- 5. Illegal transfer, appropriation, or expenditure of school property or funds**
- 6. An 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**
- 7. Commission of a crime occurring in whole or in part on school property or at a school-sponsored event**

8. Conviction at the trial-court level of any felony or any other crime, including moral turpitude
9. Physical or mental incapacity preventing performance of the job description, after any accommodation required by law
10. Any act or conduct while at school, in or out of the classroom, which is either indecent, obscene, cruel, or abusive
11. Any type of physical or verbal abuse of students, parents, or co-workers
12. A situation where retention is detrimental to the best interest of the students and/or parents, as determined by the school's principal.

This list is not intended to be exhaustive. No employee will be terminated without the principal consulting with the superintendent. However, the employee can be suspended, without pay, pending such conversation. An appeal will not be allowed for termination relating to any of these instances.

439 CONTRACT TERMINATION BY MUTUAL AGREEMENT

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

440 LEAVE DURING A CRIMINAL INVESTIGATION

If any employee of the school is formally charged with criminal activity, that employee may, at the discretion of the principal, in consultation with the pastor/delegated administrator, the superintendent, and the Diocesan Chief Financial Officer, be placed on leave until an investigation has been conducted to ascertain her/his guilt or innocence. If the principal is formally charged, the pastor/delegated administrator, in consultation with the superintendent and the Diocesan Chief Financial Officer, will have sole discretion.

441 REDUCTION IN FORCE

After the principal consults with the superintendent, the pastor/delegated administrator, and the Diocesan Chief Financial Officer, the number of staff members may be reduced for any of the following reasons:

1. Decreased enrollment
2. Loss of revenues
3. Closing of the school
4. Restructuring of school programs, subject areas, or grade levels
5. Subject areas or grade areas being eliminated
6. Department restructuring or reorganization
7. Termination or revision of state and/or federal grants

442 CONTROLLED SUBSTANCE

The Diocese of Tyler and the Catholic schools under its jurisdiction prohibit the use, possession, consumption, sale, or dispensing of illegal drugs and narcotics and will not tolerate the employment of persons who use illegal drugs or abuse either alcohol or legal drugs.

443 HARASSMENT

Refer to the Pastoral Manual of the Diocese of Tyler, Section Q, Part VI, C 1-9 and the Diocese of Tyler Ethics and Integrity for Church Personnel Policy.

444 SEXUAL MISCONDUCT

Any allegation of sexual misconduct on the part of an employee of the Diocese of Tyler, a parish, or a school in the Diocese, or on the part of any volunteer worker of the same, which sexual misconduct allegedly occurred while the above person(s) were employed and/or engaged in church work, shall be immediately reported to the Promoter of Justice, or, in his absence, the Bishop of the Diocese of Tyler. Policy and procedures set forward in the Ethics and Integrity for Church Personnel policy established by the Diocese of Tyler shall apply in any such matter.

445 COMPENSATION AND RELATED BENEFITS

All religious community personnel who are full-time employees of a school, in whatever capacity, shall be compensated for their services at an annual rate agreed upon by the religious congregations and the school.

All faculty members, religious and lay personnel shall be paid a fair and just salary according to the published salary schedule approved by the school advisory council.

All full-time employees are entitled to the Diocese of Tyler benefits. (Revised 7/2014)

446 SICK LEAVE

Any school employee who works full-time (30 1/2 hours or more per week) shall be eligible for sick-leave days.

447 ABSENCE, DUE TO EMERGENCY OR FOR PERSONAL REASONS

All schools must have clear procedures for extended absences in line with the Church's values.

448 FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

All schools shall follow the guidelines of the Family and Medical Leave Act (FMLA) with leave being per school year.

449 DISABILITY

The schools shall follow the implementation guidelines for temporary disability in compliance with the Americans with Disabilities Act (ADA).

450 LEAVE WITHOUT PAY

All schools must provide employees an option for leave without pay for up to 30 days for justifiable reasons approved by the principal. Every attempt will be made to return the employee to his/her former position upon return.

451 JURY DUTY

Jury duty shall be an authorized absence with pay. The employee shall be required to report back to work without delay following release.

452 DIOCESAN RETIREMENT PROGRAM

Full-time lay members of the school staff shall be offered the opportunity to participate in the Diocesan Retirement Program. Should an employee not wish to participate in the Diocesan Retirement Program, he/she may abstain, but must sign a paper indicating that this benefit was freely declined.

453 LIABILITY INSURANCE

The Diocese of Tyler shall provide liability insurance to all salaried school employees and school authorized persons in a school-related activity.

454 HEALTH INSURANCE

All full-time employees of Catholic schools of the Diocese of Tyler shall be eligible for participation in the Diocesan group health insurance program. The school shall pay a portion of the premium for an employee. Should an employee desire coverage for his/her dependents, the cost of that additional coverage shall be deducted from the employee's paycheck.

455 UNEMPLOYMENT COMPENSATION

No employee of a Catholic school in the Diocese of Tyler shall be eligible to receive unemployment compensation.

456 VOLUNTEERS

Volunteers assisting in any capacity at the school that may involve student contact shall be in full compliance of the requirements of the Diocesan Ethics and Integrity Policy.

457 SCHOOL STAFF

Every school shall have competent support staff for the proper function of the school.

458 SCHOOL BUS DRIVERS AND SCHOOL BUSES

All school bus drivers shall meet the Texas Department of Public Safety (DPS) physical and licensing requirements and shall submit to the Diocesan Chief Financial Officer the necessary identification information for insurance purposes.

All school buses owned and operated by the schools shall pass an annual DPS safety check and shall be adequately insured.

459 SEARCH AND SEIZURE

In order to maintain a safe environment for students, every Catholic school in the Diocese of Tyler shall have a policy concerning search and seizure of all vehicles and personal property while on campus grounds. This policy shall be published in the school handbooks.

460 GRIEVANCES

All schools shall follow the Handbook of Policies for Catholic Schools Grievance Procedures. (See *Procedure at the end of this section.*)

**EMPLOYEE - CATHOLIC SCHOOLS GRIEVANCE PROCESS
DIOCESE OF TYLER**

PURPOSE

A “grievance” is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

NONDISCRIMINATION

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

LOCAL RECONCILIATION

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority.

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

LEVEL ONE - SUPERINTENDENT

If a satisfactory solution was not been reached during Local Reconciliation, the following procedure is to be used:

1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant’s last meeting with the principal.

2. **The Superintendent will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.**
3. **If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.**
4. **Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.**
5. **The principal will be instructed to give the Superintendent all documentation relating to the matter.**
6. **The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.**
7. **The Superintendent will review all the information presented and notify both parties of the decision with ten (10) business days of the appeal hearing.**

LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD

If a satisfactory decision was not been reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and one will be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

1. **The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.**
2. **The notice of appeal is sent in writing to the Superintendent.**
3. **The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.**
4. **The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.**
5. **The principal will be notified at least ten (10) days before the scheduled hearing.**
6. **Both parties will be heard on the same day, but at separate times.**
7. **The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.**
8. **At the hearing, each party will have a maximum of one (1) hour to present their position to the board.**
9. **The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.**
10. **The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.**
11. **The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.**
12. **The Diocesan Schools Appeals Board will deliberate in private.**
13. **The decision will be the result of a simple majority vote.**

- 14. The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the principal within five (5) business days from the date the hearing was held.**

Approved by the Diocesan School Advisory Council on May 23, 2005

Date Ratified: June 21, 2005

**By: The Most Reverend Alvaro Corrada, S.J.
Bishop, Diocese of Tyler**

Revised Date Ratified: July 17, 2013

**By: The Most Reverend Joseph E. Strickland
Bishop, Diocese of Tyler**

500 STUDENTS

501 CATHOLIC SCHOOL STUDENTS

A Catholic school exists primarily for the Catholic child. In schools where room and facilities permit, students of other faiths or traditions may be admitted, according to stated priorities issued by the local school advisory councils.

502 NON-DISCRIMINATION POLICY

The schools of the Diocese of Tyler shall not discriminate on the basis of race, sex, or national origin in the application and/or acceptance of students for admission and in administrating educational policies.

503 ADMISSION OF STUDENTS

Every school shall have a written policy and procedure(s) regarding student admissions. Admission of a student is at the discretion of the principal or the principal's designee(s), following TCCED guidelines and Diocesan policies.

504 IMMUNIZATIONS

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization scheduled adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.*

****See Dignitas Personae from the Congregation for the Doctrine of the Faith.***

505 ADMISSION OF FOREIGN EXCHANGE STUDENTS

The school will verify the potential student for admission and then notify the Catholic Schools Office. The Catholic Schools Office or the designated school person will issue the I-20 document for the student's admission into the country, if needed.

The school must notify the Catholic Schools Office or the designated school person on the first day the student attends classes and, at least one month before the student ends enrollment in the school.

**The Catholic Schools Office or the designated school person will notify The Department of Homeland Security when the student arrives and when the students is leaving the school.
(Revised 7/2014)**

506 CONFIDENTIALITY OF INFORMATION

Students' personal information, including addresses and telephone numbers, shall be kept confidential.

507 HEALTH AND SAFETY

Health and Safety instructions and services will be provided for all students, in compliance with the state and local Health Department and TCCED.

508 TUITION ASSISTANCE PROGRAM

In order to insure that students from families with limited financial resources have access to a Catholic school education, all schools are encouraged to provide scholarship assistance.

509 RELIGION ACTIVITIES AND PROGRAMS

All students enrolled in the schools in the Diocese of Tyler are enrolled in the Religious Education Program of the school and are required to attend all liturgical services. Schools will provide religious activities to foster positive religious attitudes and practices.

510 ATTENDANCE

Parents are responsible for the regular school attendance of students. Excessive absences and/or repeated tardiness will be discussed with parents.

The principal shall be responsible for seeing that an attendance record is maintained for each student, according to the form and procedure required by state law. In addition, a record of each student's attendance shall be entered each year on his/her Cumulative Record and on his/her report card, as required.

511 TARDY

The principal of each school shall publish in its student/parent handbook a clear policy defining tardiness and the consequences of being tardy.

512 STUDENT RELEASE

Students will be released only to custodial parents, legal guardians, or those authorized by the parent/legal guardian. The custodial parent/legal guardian must provide the authorization for such release.

513 DRESS

Every school shall establish a standard of student dress which will promote dignity and respect. This dress code shall be published in the student handbook.

514 SAFETY OF STUDENTS

Every school shall publish policies and procedures that ensure the safety and security of all students.

515 STUDENT RECORDS

Student records, which include cumulative records and health records, are to be maintained in each student's permanent file until student graduation or student transfer. Student permanent records shall then be maintained by the school, following all guidelines of TCCED, the Diocese of Tyler, and the Family Educational Rights and Privacy Act of 1974.

516 GRADING/REPORT CARDS

The local school shall formulate policies which define grading procedures, the length of class periods, and the form/records to be used. These policies shall follow, but not limited to, the parameters established by the TCCED, the Diocese of Tyler, and the Family Education Rights and Privacy Act of 1974.

517 CREDIT, PARTIAL GRADING PERIOD

The principal shall formulate a policy for awarding credit to pupils who are not enrolled for a complete grading period. These policies shall follow, but not limited to, the parameters established by the TCCED, the Diocese of Tyler, and the Family Education Rights and Privacy Act of 1974.

518 PROMOTION/GRADUATION

Elementary Grades

Promotion of a student in elementary school will be primarily on the basis of ability to do the next grade's work, and only secondarily on the basis of chronological age, maturity and social development.

Completion of the final year of elementary school is actually a promotion to the next grade and is to be governed by the same criteria as established for the other grades.

Promotion from the final year at the elementary school may be marked by a modest exercise

within a liturgical setting that gives recognition to the unique value of the phase of Christian education just completed. However, schools will avoid elaborate ceremonies that would overestimate the educational accomplishment, social events that would be inappropriate for the level of maturity of the students, or other arrangements that would entail undue expense for parents.

Secondary Schools

Promotion of a student at the secondary level is based on completion of all requirements of the individual grade level in compliance with TCCED standards.

Completion of secondary school shall be determined on the basis of a number of credits and a basic set of courses established by the school. All Catholic secondary schools must meet these requirements, as outlined by the TCCED.

Graduation from secondary school shall be marked by appropriate exercises, including a liturgical celebration, arranged by the school. Refer also to Policy 613, Graduation.

519 REPORTING TO PARENTS/GUARDIANS

Schools shall report to parents frequently concerning the progress of their children.

Parent-teacher conferences shall be supplemented by a report of each student's progress. The report should include information on the student's academic achievement, behavior, and attendance.

520 CONDUCT/DISCIPLINE

The principal, with the assistance of the faculty, shall adopt a Code of Conduct, as well as disciplinary procedures, based on Catholic values regarding the dignity of the person.

521 PROMULGATION OF THE CODE OF CONDUCT

Each school shall have its Code of Conduct and Discipline Procedures published in the parent/student handbook. Each parent/guardian and student shall be required to sign a statement that he/she has received the handbook and agrees to abide by the rules and regulations of the school.

522 SUSPENSION

Students may be temporarily suspended for disciplinary infractions and required to conduct their school work outside the normal classroom.

523 EXPULSION

A student shall be expelled from a school for a serious violation. All expulsions must follow a judicious procedure set forth by the school. The principal or his/her designee shall be the only persons authorized to expel a student.

524 WITHDRAWAL

A parent or guardian may withdraw their child voluntarily from the school at any time.

525 SUSPENSION DURING A CRIMINAL INVESTIGATION

Students cited for, or suspected of, criminal activity are subject to administrative review and possible dismissal after consultation with the superintendent and the pastor/delegated administrator.

526 SCHOOL SEARCH AND SEIZURE

The school reserves the right to conduct searches of students, their belongings, and/or their lockers, as well as vehicles on school property, in order to maintain safe premises and student discipline. The policy should be published in the school handbook.

527 CRIMINAL CONDUCT

Conduct that violates criminal law within the supervisory responsibility of the school shall not be tolerated and shall be reported to a law enforcement agency by the principal.

528 STUDENT RELEASE TO POLICE

The school, *in loco parentis*, has the responsibility to protect the rights of its students while they are in school, or involved in school-supervised activities. When police authority arrives on campus, the school will cooperate fully. With police permission, parents/guardians will be notified.

529 STUDENTS WHO ARE BECOMING MOTHERS AND FATHERS

Students, who are becoming parents, shall be dealt with in a sensitive and Christ-like manner working in cooperation with the principal and the pastor.

530 SEXUAL PROMISCUITY

All schools in the Diocese of Tyler shall address sexual activity in their Code of Conduct.

531 ABORTION

All schools will follow the guidelines of the Diocese of Tyler and the Roman Catholic Church concerning abortion.

532 CHILD ABUSE

All cases of identified or suspected child abuse must be reported to the Child Protective Services (CPS) following the CPS Guidelines, the TCCED Guidelines, and the policies and procedures of the Diocese of Tyler Ethics and Integrity for Church Personnel Policy and the Diocese of Tyler Pastoral Manual.

The Principal (or designee) will inform the Catholic Schools Office in writing of each CPS report made, stating the name of the person from CPS and the case number assigned.

533 HARASSMENT

Every school shall have written policies regarding all forms of harassment, following the guidelines of TCCED and the Diocese of Tyler Ethics and Integrity for Church Personnel Policy and the Diocese of Tyler Pastoral Manual.

534 SCHOOLS AS WEAPONS-FREE ZONES

Schools shall follow the regulations stated in Texas State Law, regarding schools as Weapon-Free Zones.

535 POSSESSION OF ILLEGAL SUBSTANCES OR OBJECTS

Students may not possess illegal substances or objects. Violations of this policy shall subject students to disciplinary actions, as well as referral to law enforcement agencies, and notification of parents.

536 ALCOHOLIC BEVERAGES

Any person under the age of 21 attending a school-sponsored event is prohibited from consuming alcohol.

537 DRUG ABUSE

Every school shall have written policies concerning drug and alcohol abuse.

538 CORPORAL PUNISHMENT

Corporal punishment is not permitted in the schools of the Diocese of Tyler.

539 POSTED EMERGENCY PROCEDURES

All schools in the Diocese of Tyler shall have a comprehensive crisis manual and procedures must be posted throughout the campus.

540 COMMUNICABLE DISEASES

Schools in the Diocese of Tyler shall have written policies regarding communicable diseases.

541 HIV/AIDS

Persons with Human Immunodeficiency Virus (HIV) infection or Acquired Immune Deficiency Syndrome (AIDS) are protected from discrimination by Texas Law and by the Americans with Disabilities Act.

542 STUDENT EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a privilege and not a right. Students must meet requirements in order to participate in these activities.

543 MEDICATION IN SCHOOL

Students shall follow the guidelines developed by the school for consumption of prescription and over the counter medication.

544 GRIEVANCES

Parents/Guardians' grievances shall follow the Handbook of Policies for Catholic Schools Grievance Procedures. (*See Procedure at the end of this section.*)

**STUDENT/PARENT - CATHOLIC SCHOOLS GRIEVANCE PROCESS
DIOCESE OF TYLER**

PURPOSE

A “grievance” is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

NONDISCRIMINATION

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

LOCAL RECONCILIATION

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority.

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

LEVEL ONE - SUPERINTENDENT

If a satisfactory solution was not been reached during Local Reconciliation, the following procedure is to be used:

1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant’s last meeting with the principal.

2. **The Superintendent will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.**
3. **If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.**
4. **Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.**
5. **The principal will be instructed to give the Superintendent all documentation relating to the matter.**
6. **The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.**
7. **The Superintendent will review all the information presented and notify both parties of the decision with ten (10) business days of the appeal hearing.**

LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD

If a satisfactory decision was not been reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and one will be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

1. **The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.**
2. **The notice of appeal is sent in writing to the Superintendent.**
3. **The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.**
4. **The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.**
5. **The principal will be notified at least ten (10) days before the scheduled hearing.**
6. **Both parties will be heard on the same day, but at separate times.**
7. **The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.**
8. **At the hearing, each party will have a maximum of one (1) hour to present their position to the board.**
9. **The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.**
10. **The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.**
11. **The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.**
12. **The Diocesan Schools Appeals Board will deliberate in private.**
13. **The decision will be the result of a simple majority vote.**

- 14. The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the principal within five (5) business days from the date the hearing was held.**

Approved by the Diocesan School Advisory Council on May 23, 2005

Original Date Ratified: June 21, 2005

**By: The Most Reverend Alvaro Corrada, S.J.
Bishop, Diocese of Tyler**

Revised Date Ratified: July 17, 2013

**By: The Most Reverend Joseph E. Strickland
Bishop, Diocese of Tyler**

600 INSTRUCTION

601 OBJECTIVES OF THE INSTRUCTIONAL PROGRAM

For all schools, the instructional program shall be in accord with the Mission Statement of the Catholic Schools in the Diocese of Tyler and the TCCED guidelines.

602 CURRICULUM AND CURRICULUM GUIDES

Local curriculum development is the responsibility of the principal, in consultation with the faculty.

603 TECHNOLOGY EDUCATION PLAN

Each school shall develop a technology plan for both personnel and students, unique to their school environment, following TCCED Guidelines.

604 ACCREDITATION

All Catholic schools in the Diocese of Tyler must meet the accreditation standards set by TCCED.

605 INSTRUCTIONAL PRACTICE

The methods of instruction used in each school shall be adapted to the needs and developmental stages of the students. Teacher lesson plans will be reviewed regularly by the principal or his/her designee.

606 SCHOOL DAY

The number of instructional days and instructional hours are specified by TCCED policy.

607 PLANNING AND PREPARATION

Each full-time teacher actively engaged in the instruction of students shall have a scheduled planning and preparation period during the school day.

608 SUPERVISION OF STUDENTS

Students shall be supervised at all times by a qualified adult. This includes, but is not limited to, all class periods, lunch, recess, and all school sponsored activities.

609 CLASS SIZE

Class size shall be in compliance with the TCCED policies and regulations.

610 SCHOOL CALENDAR

Every school in the Diocese of Tyler shall prepare its own school year calendar in accordance with TCCED policies.

611 EASTER HOLIDAY

Catholic schools in the Diocese of Tyler shall ensure completion of all student and faculty activities by 4:30 p.m. on Holy Thursday and on Holy Saturday.

612 SUMMER SCHOOL

Any school in the Diocese of Tyler may hold summer school for remediation or enrichment. The principal determines criteria for admission, completion, and academic requirements.

613 MASTERY OF ESSENTIAL ELEMENTS

Every school shall formulate policies which ensure student mastery of the essential elements as one of the criteria used to determine promotion, retention, or remediation in each grade course.

614 GRADUATION

Graduates from Catholic schools of the Diocese of Tyler shall meet all requirements of TCCED and the school in order to participate in graduation activities.

615 HOMEWORK

All schools in the Diocese of Tyler shall have homework guidelines.

616 GUIDANCE AND COUNSELING

Each school shall meet the TCCED guidelines on guidance and counseling. Schools are encouraged to provide these programs under the direction of a certified guidance counselor.

617 INSTRUCTIONAL ACCOMODATIONS

All schools shall offer programs and instructions within their capabilities and resources that are flexible and appropriate in order to accommodate the individual learning style of the student populations they serve.

618 INSTRUCTION IN RELIGION

All schools in the Diocese of Tyler shall have an instructional program in Religion that complies with Vatican II teachings and reflects the religious spirit of the Diocese.

619 CATECHETICAL CONTENT

The school shall have a set religion curriculum which meets the guidelines set by the TCCED and the Diocese of Tyler Faith Formation Office.

620 RELIGION TEXTBOOKS

All religion textbooks used in Diocesan Catholic Schools shall be from the approved National Conference of Catholic Bishops (NCCB) list.

621 HUMAN SEXUALITY INSTRUCTION

Every school in the Diocese of Tyler shall stress the spiritual sanctity of life and base their instruction concerning human sexuality on the teachings of the Roman Catholic Church as recommended by the United States Catholic Conference of Bishops (USCCB).

622 SERVICE PROGRAMS

Each school is encouraged to develop a service program for its students.

623 VOCATIONS

Each school shall develop programs to foster vocations to the religious life.

624 EVALUATION OF INSTRUCTIONAL PROGRAM

The principal shall formulate a procedure for evaluating the effectiveness of the instructional program, based on each school's specific goals and objectives.

625 DIOCESAN TESTING PROGRAM

Each school shall implement the standardized testing program set by the Diocese of Tyler.

626 DISASTER MANAGEMENT PLAN

Every school shall adopt a plan to be used in the event of a crisis; the plan might include, but is not limited to, a natural disaster, a serious accident, or a death.

627 CEREMONIES AND OBSERVANCES

Schools are urged to give suitable recognition to religious and civic observances which are generally regarded by the community as significant.

Schools shall prominently display the flag of the United States outside the building when school is in session and as weather permits. The pledge to the flag shall be repeated daily. Proper respect and etiquette for the flag shall be taught and reinforced at appropriate grade levels.

628 FIELD TRIPS/EDUCATIONAL OUTINGS

Field Trips/Educational Outings shall be related to the curriculum and must be approved by the principal.

629 PRAYER

Prayers of praise, contrition, thanksgiving, and petitions to Almighty God should be incorporated through-out the day.

630 DISPLAY OF RELIGIOUS SYMBOLS

A crucifix shall be displayed prominently in each classroom. Schools are encouraged to have a picture or other image of the Blessed Virgin Mary, the saints, and religious symbols also displayed.

631 INSTRUCTIONAL RESOURCES

Instructional resources available in the community shall be utilized to enhance the learning process. Instruction must adhere to the doctrines of the Roman Catholic Church.

632 LIBRARY/MEDIA CENTER

Every school must maintain a well-organized library/media center for use by the students and staff.

633 SCIENCE LABORATORY

Every secondary school, or elementary school which includes grades 7-8, shall have a science laboratory, or facilities in which necessary science experiments can be conducted.

634 RECONSIDERATION OF LIBRARY MATERIALS/REQUIRED READING LISTS

Each school shall develop a process and procedure for the selection of books in the library and classroom with an avenue for parent comment.

635 TEXTBOOKS

Each school shall keep a current textbooks list on file. (Revised 7/2014)

636 COPYRIGHT

All employees, volunteers, and students shall abide by copyright laws.

APPENDIX

Universal Right To An Education

“All humankind of every race, condition and age, since they enjoy the dignity of a human being, have an inalienable right to an education that is in keeping with the ultimate goal, their ability, their sex and the culture and tradition of their country, and also in harmony with their fraternal association with other peoples in the fostering of the true unity and peace on earth. For a true education aims at the formation of the human person in the pursuit of their ultimate end and of the good of the societies of which they are a member, and in whose obligations, as an adult, they will share.”

Declaration on Christian Education
VATICAN COUNCIL II

ROLE OF PARENTS

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest years’ children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor.

While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

Declaration on Christian Education
VATICAN COUNCIL II

CODE OF CANON LAW

Canon 217:

The Christian faithful since they are called by baptism to lead a life in conformity with the teaching of the Gospel, have the right to a Christian education by which they will be properly instructed so as to develop the maturity of a human person and at the same time come to know and live the mystery of salvation.

TITLE III CATHOLIC EDUCATION

Canon 793:

- §1. Parents and those who take their place are bound by the obligation and possess the right of educating their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances.
- §2. Parents also have the right to that assistance, to be furnished by civil society, which they need to secure the Catholic education for their children.

Canon 794:

- §1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted with the mission of assisting persons so that they are able to reach the fullness of the Christian life.
- §2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education.

Canon 795:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

CHAPTER I: SCHOOLS

Canon 796:

- §1. Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.
- §2. Parents must cooperate closely with the teachers of the school to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.

Canon 797:

Parents must possess a true freedom in choosing schools; therefore, the Christian faithful must be concerned that civil society recognizes this freedom for parents and even supports it with subsidies; distributive justice is to be observed.

Canon 798:

Parents are to entrust their children to those schools which provide a Catholic education. If they are unable to do this, they are obliged to take care that suitable Catholic education is provided for their children outside the schools.

Canon 799:

The Christian faithful are to strive so that in civil society the laws which regulate the formation of youth provide also for their religious and moral education in the schools themselves, according to the conscience of the parents.

Canon 800:

§1. The Church has the right to establish and direct schools of any discipline, type, and level.

§2. The Christian faithful are to foster Catholic schools, assisting in their establishment and maintenance according to their means.

Canon 801:

Religious institutes, whose proper mission is education, retaining their mission faithfully, are also to devote themselves to Catholic education through their schools established with the consent of the diocesan bishop.

Canon 802:

§1. If schools which offer an education imbued with a Christian spirit are not available, it is for the diocesan bishop is to take care that they are established.

§2. When it is expedient, the diocesan bishop is to make provision for the establishment of professional schools, technical schools, and other schools required by special needs.

Canon 803:

§1. A Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document.

§2. The instruction and education in a Catholic school must be grounded in the principals of Catholic doctrine; teachers are to be outstanding in their correct doctrine and integrity of life.

§3. Even if it is fact Catholic, no school is to bear the name Catholic school without the consent of competent ecclesiastical authority.

Canon 804:

§1. The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of bishops to issue general norms about this field of action and for the diocesan bishop to regulate and watch over it.

§2. The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of Christian life and teaching skill.

Canon 805:

For his own diocese, the local ordinary has the right to appoint or approve teachers of religion and even remove them or demand that they be removed if a reason of religion or morals requires it.

Canon 806:

- §1. The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.**
- §2. Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.**

Diocesan Mission Statement

We, the Church of Tyler, recognize ourselves to be a pilgrim people, a community of believers in Jesus Christ, who have been called through baptism to continue the life and mission of Jesus on earth. Though one family of God, we are of diverse ethnic, cultural, and economic backgrounds. Our unity is rooted in common faith in Jesus the Lord who guides us through His Vicar on earth, the Bishop of Rome. Led by our bishop, we see ourselves as ministers of the mysteries of God who are called to witness to what we are in Jesus – a redeemed, holy people – and to proclaim the good news entrusted to us by Him.

We are a people who are called to celebrate our experience of Jesus and through this celebration to reach out to others and invite them to share in this same joy. As a faith community, we are called to live a way of life which is directly different from the way of the world. The roots of this way of life are found in the Gospel values as interpreted by the authentic teaching of the Church. Gifted by the Spirit in so many ways, we seek to introduce the message and presence of Jesus into a world that frequently refuses His love and ignores His word.

Although we are identifiable as the Catholic community, we seek to participate with all people in the search for an authentically human life and a more just society. With those who also believe in Jesus and are rightly called Christian, we share in the work of building the kingdom inaugurated by the Savior. With those who believe in God, but not in Jesus as the Lord, we labor in the world as stewards of God's creation. With those who claim no faith in a divine being, we struggle for a more peaceful society and a more human existence. We view the present challenge as too critical to work in isolation in confronting the debilitating elements of society and we seek to be partners with all who strive to enhance the quality of life around us.

As a Catholic community in this area of Texas, we gratefully acknowledge our rich religious heritage and the courageous witness of our fellow believers. We feel compelled to accept the challenge of our mission today and commit ourselves to a response that is caring, inviting, and enabling. We must be caring because that is how the Father treats us. We must be inviting because that is how Jesus brings us into His life. We must be enabling because that is how the Spirit works in us.

As we reflect on our present challenges and commitments in the diocese, we express these beliefs:

that our parish communities must be strong and vibrant, because it is here that the crucified and risen Jesus is experienced daily and proclaimed to the world;

that we must renew our efforts to evangelize those of our faith, to call them to conversion, as well as to reach out to those who are unchurched and alienated;

that the family is the basic unit of the Church and society, and that we must foster the enrichment of family life;

that we must minister to all people, particularly to the unborn, to the youth, to the young adults, to the elderly, to the poor, and to those with special needs;

that we must develop leadership at all levels to diocesan life and enable those presently working in the apostolate to do so effectively;

that the whole community of the baptized is called to minister, and that the variety of ministries in the Church be promoted;

that the liturgy is the source and summit of the Christian life, and that liturgy, properly celebrated, evokes effective daily witness to the presence of the Lord in our lives;

that we must promote a learning environment within our parishes, educational institutions, and programs which will enable people to internalize the Gospel at all levels of growth and development;

that we must work tirelessly for peace and justice in our own Church and in society as a whole, because to do so is constitutive of preaching the Gospel;

that we must support ministry among the Spanish-speaking communities and encourage the full participation in diocesan life of all cultural, ethnic, and economic groups;

that the Spirit operates within the total community, and that we must be sensitive to the prompting of the Spirit in all segments of the diocesan family.

As a people with vision, we commit ourselves to assess the needs of our diocese and to study the trends of our society. We pledge ourselves to work with our bishop in identifying the priority needs of our diocese and in developing a pastoral plan to respond to those needs. We commend the accomplishment in the past; we support the good work that is presently being done; and we invite all diocesan agencies and groups to work cooperatively in addressing the needs of our people today.

We seek the blessing of the Father as we embark on this journey together and we invite others to envision with us a future that is ours to create with the Lord's help. We believe that we already possess the talents and gifts necessary to make this vision a reality, because Jesus has touched each of us with His love and has spoken gently to our hearts. His presence is constantly with us as we continue to grow as a diocesan family and become a servant community to our expanding world. We are confident that it is the Spirit who moves us to renew our efforts as a faithful people to meet the challenges of our age. We pray that we will be equal to the task and that our words of today will become our actions of tomorrow.

April 1997

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT

THE MISSION OF CATHOLIC SCHOOLS IN THE STATE OF TEXAS

The ministry of Catholic education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic school is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic school is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic school, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be freed to appreciate and understand the living organism called Earth and the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic school must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that consultation unites while competition divides. The truly successful Catholic school student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT

GOALS FOR CATHOLIC EDUCATION IN TEXAS

- I. The Catholic school promotes a community of believers, learners and active doers in the spirit of Jesus Christ as experienced in the Catholic Church and lived out as active citizens in today's society. The school fosters:**
- A. A clear understanding of its purpose and goals by staff, parent/guardians and students;**
 - B. A Catholic identity through which the religious atmosphere permeates the total instructional program;**
 - C. The Gospel values as modeled in the school procedures and in the actions of staff and students;**
 - D. A faith community expressed through religious experiences that include formal classes for teaching Catholic doctrine according to Vatican II and the religious spirit of the (arch)diocese, programs for personal spiritual formation, opportunities for worship, expression of beliefs through service to others, appropriate sacramental catechesis, the sponsoring of adult programs, and active participation of students in their parish community;**
 - E. Active interaction between school and parish families in various functions when school is part of a parish;**
 - F. Active participation of laity on governing bodies and in school organizations;**
 - G. The formation of behavioral patterns consonant with Christian social standards;**
 - H. A sensitivity and responsiveness to the demands of social and economic justice;**
 - I. Knowledge and skills that lead to the development of Christian attitudes towards life, human sexuality and the family;**
 - J. The formation of students; to set goals and find ways to attain them, to see persons as equals and worthwhile individuals, to be self-disciplined and determined, to be responsible, responsive, compassionate and empathetic to the feelings and needs of others, to recognize and build on personal strengths and to respect the individual differences present in others.**
- II. The Catholic School provides instructional leadership and maintains an effective and efficient program of studies. The administration and staff have the responsibility to:**
- A. Be visible and accessible to the school and civic community to insure interaction and involvement in the education process;**
 - B. Communicate on a regular basis regarding school activities and general accomplishments;**
 - C. Provide systematic reporting to the parents/guardians regarding student progress;**
 - D. Communicate expectations for student academic performance to parents/guardians and students;**
 - E. Organize the school and business community to advise and support the school;**
 - F. Provide a safe and orderly environment with a clear discipline code;**
 - G. Inform its constituency of school policies and regulations with specific attention given to rights and responsibilities of staff, students, and parents/guardians; grievance procedures; discipline code; school policies; grading system; and compliance with local, state, federal laws and regulations;**
 - H. Provide a realistic and functional guidance program through all grades;**
 - I. Provide school facilities which project a positive and future-oriented image and environment for teaching and learning;**
 - J. Provide programs of instruction to meet students' diverse learning needs;**
 - K. Develop excellence in education through compliance with the policies and standards of the Texas Catholic Conference Education Department.**

- III. The purpose, design and implementation of the curriculum represents the school’s mission which is understood, as well as shared by teachers, students and parents/guardians. All students should:**
- A. Develop a knowledge and understanding of the Catholic faith and a personal relationship with God as evidenced by attitude and practice;**
 - B. Develop a proficiency in the fundamentals of language arts, mathematics and technology in the lower grades, followed by studies in advanced mathematics, technology, science, social studies, fine arts, English and foreign language;**
 - C. Develop higher level thinking skills of research, analysis, evaluation and problem solving;**
 - D. Develop a proficiency in the use of basic communication skills and technology, as well as the ability to recognize propaganda in their lives;**
 - E. Develop problem solving skills by which to integrate information and to form a framework within which to sort out the diverse values present today;**
 - F. Acquire knowledge and appreciation of the culture of the ethnic groups that make up our American heritage;**
 - G. Develop an understanding and appreciation of cultural diversity together with interrelational skills needed within the local, national and global community;**
 - H. Acquire an understanding of the importance of physical and mental health in one’s life by developing healthy attitudes regarding human sexuality, nutrition, and chemical substances, as well as the development of health maintenance skills;**
 - I. Acquire knowledge of the democratic process and develop an understanding of the privileges of citizenship and learn to assume its responsibilities;**
 - J. Develop an understanding of human geography and of planetary cultures as they exist today;**
 - K. Be knowledgeable in government practices, political principals and current activities suitable to the grade level;**
 - L. Be aware of the principles of consumer economics, private enterprise, and other economic systems.**

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