

Faculty Handbook



St. Patrick School

2019-2020

Revised and Reformatted 10/21/2019

Table of Contents

If viewing this document Google Docs, click on the section you would like to read.

1000 SERIES - COMMUNITY AND EXTERNAL OPERATIONS	7
LSP Mission Statement	7
LSP Educational Philosophy	7
LSP Liturgy and Service	7
LSP Adoration	8
LSP Liturgical Year/Activities	8
LSP Catholic Schools Week	8
LSP Sunshine Fund	8
LSP Parish	8
DSR 1901 - Procedure for Reconciling Differences: Administrative Recourse	9
Definition	9
Purpose	9
Basic Principles	9
Procedure	9
Informal Attempts at Resolution	9
Formal Grievance Procedures	10
LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL	10
LEVEL TWO: PASTOR	10
LEVEL THREE: CATHOLIC SCHOOL OFFICE	10
LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE	11
DSP 1902 - Procedure for Reconciling Differences: Penalty Status During Administrative Recourse	11
2000 SERIES - ADMINISTRATION	12
LSP ADMINISTRATION: Lunch/Milk/Absence/Tardy	12
LSP ADMINISTRATION: Tardies	12

LSP ADMINISTRATION: Emergency/Safety Plans	12
DSP 2220 - Administrative Assistance: Teacher-in-Charge	12
DSP 2310 - Administrative Issues: Catholic Sacramental's	13
3000 SERIES - BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS	14
DSR 3140 - Financial Issues: Tax Exemption	14
DSP 3910 - Auxiliary Series Rights, Responsibilities: Copyright Law	14
DSR 3910 - BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law	14
EXCLUSIVE RIGHTS OF A COPYRIGHT OWNER	14
PERMISSIONS	14
THE "FAIR USE" DOCTRINE	15
GUIDELINES FOR "FAIR USE"	15
SINGLE COPYING FOR TEACHERS	16
MULTIPLE COPIES FOR CLASSROOM USE	17
REPRODUCTION OF PRINTED SHEET MUSIC	18
IN-CLASSROOM PERFORMANCES AND DISPLAYS	19
COMPUTER SOFTWARE	19
VIDEO RECORDINGS	20
COPYRIGHTED MATERIAL ON THE INTERNET	21
INTERLIBRARY LOANS	22
4000 SERIES - PERSONNEL	24
LSP Reporting for/Leaving from Work	24
LSP Daily Responsibilities	24
LSP Dress Code	24
LSP Early Dismissal	24
LSP Teacher's Meetings	24
LSP Communication	24

DSP 4104 - Selection, Functions, and Retention of Personnel: Equal Employment Opportunity	25
DSP 4112 - Selection, Functions, and Retention of Personnel: Religious Education Certification	26
DSR 4112 - Selection, Functions, and Retention of Personnel: Religious Education Certification	26
DSP 4120 - Selection, Functions, and Retention of Personnel: Health Requirement	26
DSP 4125 - Selection, Functions, and Retention of Personnel: Renewal/Non-Renewal	27
DSR 4125 - Selection, Functions, and Retention of Personnel: Renewal/Non-Renewal	27
DSP 4127 - Selection, Functions, and Retention of Personnel: Reduction in Force	27
DSR 4129 - Selection, Functions, and Retention of Personnel: Re-employment after Military Service	28
DSR 4130 - Selection, Functions, and Retention of Personnel: Contract Modifications	28
DSP 4133 - Selection, Functions, and Retention of Personnel: Defaults	28
DSP 4225 - Substitutes: Preparation for Substitutes	29
DSP 4301 - Supervision and Record Keeping: Supervision of Students	29
DSP 4310 - Supervision and Record Keeping: Accident Reporting	30
DSP 4320 - Supervision and Record Keeping: Supervision and Evaluation of Teacher	30
DSR 4410 - Files and Records: Personnel Records	30
DSP 4515 - Compensation and Benefits: Jury Duty	31
DSP 4520 - Compensation and Benefits: Health Insurance: Teachers	31
DSP 4530 Compensation and Benefits: Annual Allowance: Teachers	32
DSP 4532 - Compensation and Benefits: Accumulation of Leave: Teachers	32
DSP 4534 - Compensation and Benefits: Prolonged Absenteeism: Teachers	32
DSP 4536 - Compensation and Benefits: Family and Medical Leave	33
1. Eligible Employees	33
2. Length of Leave	34
3. Substitution of Paid Leave	34
4. Certification	34

5. Intermittent or Reduced Leave	35
6. Special Provisions for Instructional Employees	36
Intermittent or Reduced Schedule Leave	36
Leave More Than Five Weeks Prior to End of Term	36
Leave Less Than Five Weeks Prior to End of Term	36
Leave Less Than Three Weeks Prior to End of Term	37
Minimum Disruption of School's Operations	37
7. Insurance Premiums	37
8. Job Restoration	37
9. Employee Notification	38
10. Contact Information	38
11. Employer Responsibilities	38
12. Unlawful Acts by Employers	38
13. Enforcement	39
DSP 4537 - Compensation and Benefits: Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver	39
DSP 4540 - Compensation and Benefits: Retirement Benefits: Teachers	39
DSP 4545 - Compensation and Benefits: Workmen's Compensation	40
DSP 4550 - Compensation and Benefits: Life Insurance: Teachers	40
DSP 4560 - Compensation and Benefits: Other Benefits: Teachers	40
DSP 4570 - Compensation and Benefits: Liability Insurance	40
DSR 4601 - Professional Issues: New Teacher Formation	41
DSP 4605 - Professional Issues: Mentor	41
DSP 4610 - Professional Issues: Personal Appearance	41
LSP Professional Issues: Dress Code for Faculty and Staff	41
DSP 4620 - Professional Issues: Outside Professional Service	42
DSP 4650 - Professional Issues: Digital, Online, and Social Media Communication Policy	42
DSP 4801 - Harassment and Abuse: Anti-Harassment	42

DSR 4821 - Harassment and Abuse: Training for Protecting God's Children	44
DSR 4831 - Harassment and Abuse: Code of Pastoral Conduct	44
DSP 4901 - Procedure for Reconciling Differences: Grievance	44
5000 SERIES - STUDENTS	46
DSP 5260 - Records: Confidentiality	46
DSP 5305 - Discipline: Catholic Faith and Moral Standard	46
DSR 5310 - Discipline: Prohibition of Corporal Punishment	47
DSP 5315 - Discipline: Weapons and Dangerous Instruments	47
LSP Discipline: Reporting Weapons and Dangerous Instruments	47
DSP 5370 - Discipline: Release of Individual Students from School	47
DSP 5380 - Discipline: Search and Seizure	48
Search of school lockers and desks	48
Searches of student-owned automobiles	48
Searches of students	49
DSR 5380 - Discipline: Search and Seizure	49
DSP 5405 - Progress and Reporting: Parent/Teacher/Student Conferences	49
LSP Progress and Reporting: Parent/Teacher/Student Conferences	49
DSP 5410 - Progress and Reporting: Promotion and Retention	50
DSP 5520 - Health and Safety: Drug/Medication Administration	50
DSR 5585 - Health and Safety: Referral Limitations	51
DSR 5810 - Abuse and Harassment: Child Abuse and Neglect	51
DSP 5820 - Abuse and Harassment: Harassment/Bullying	53
DSP 5825 - Abuse and Harassment: Sexual Abuse of Minors	54
PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY	54
INTRODUCTION	54
I. PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS	55

A. REVIEW BOARD	55
B. REVIEW ADMINISTRATOR	56
C. REVIEW TEAMS	56
D. ASSISTANCE COORDINATORS	57
II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS	58
A. BRINGING AN ALLEGATION	58
B. RECEIVING AN ALLEGATION	58
C. REVIEW OF AN ALLEGATION	59
D. REVIEW OUTCOME	62
E. CARE FOR THE PERSON AFFECTED BY ABUSE	62
F. CARE FOR THE CLERIC	62
G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES AND OTHER STATES	63
H. COMMUNICATION	63
ADDENDUM	63
6000 SERIES - INSTRUCTION	65
DSP 6208 - Curriculum: Education in Human Sexuality and Teaching Touching Safely	65
DSP 6235 - Curriculum: Non-Catholic Student Participation	65
DSP 6301 - Instructional Arrangements: Educational Outings, Field Trips, 8th Grade Trips and Senior Trips	65
DSR 6301 - Instructional Arrangements: Educational Outings, Field Trips, 8 th Grade and Senior Trips	66
DSP 6305 - Instructional Arrangements: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities	66
DSP 6410 Instructional Services and Resources: Speakers, Outside Programs, AV Materials (including Movies and Videos), and Literature	67
DSP 6425 - Instructional Services and Resources: Student Internet, E-mail and Other Technology Use	68
DSP 6480 - Instructional Services and Resources: Research and Observation	69

1000 SERIES - COMMUNITY AND EXTERNAL OPERATIONS

LSP Mission Statement

St. Patrick's Catholic School provides a quality education and develops the whole child in a Catholic environment.

This mission statement will be reviewed and recited by each class once per month.

LSP Educational Philosophy

As a Catholic School, St. Patrick aims to integrate religious values with a quality elementary education in a community of faith environment. This environment is designated to create and foster student desire for learning, caring and sharing of their Christian commitment with family, parish, and community.

A Catholic education encompasses the spiritual, intellectual, social, and academic needs of individual students to prepare them for full and meaningful participation in the world around them.

Our school encourages self-directed action in motivation, discipline, and thought and strives to prepare students in basic academics while challenging them to fulfill their individual potential.

LSP Liturgy and Service

Participation in the liturgy is an important aspect of Catholic education. "All School" liturgies will be held each Wednesday and Friday. A rotation of this responsibility is determined at the beginning of school. A list of each planned liturgy is provided to classroom teachers with individual dates. Teachers are responsible for aiding students in planning these liturgies. The music for the liturgy is discussed with the children and then communicated to the musicians for the particular Mass.

If the teacher wishes to practice with the students prior to the scheduled Mass, they must coordinate this rehearsal time with the parish office to ensure the church is available.

Each class is to complete at least two service projects through the academic year. The project must be approved by the principal and communicated to faculty, staff, students, and parents at least one month prior to the activity.

It is strongly suggested that field trips are not planned during scheduled liturgy celebrations. If this is necessary, please contact the school principal for approval.

LSP Adoration

St. Patrick School participates in the parish's "First Friday Adoration."

Each grade is to spend an appropriate amount of time visiting the Blessed Sacrament.

As a school, monthly prayer needs will be discussed with students to aid them in their visit. In addition, from time to time, our priest asks our students to pray for specific people or upcoming events.

LSP Liturgical Year/Activities

As a Catholic school we celebrate the liturgical year or cycle in the church. To build our school community and instruct our students in the faith, teachers will plan activities that enhance the following seasons in the church: Advent, Christmas, Lent, and Easter. At the beginning of the academic year, teachers are asked to sign up for one of the four seasons and plan an "all school" activity around the particular season.

LSP Catholic Schools Week

Catholic Schools Week is a celebration of Catholic schools. It normally occurs the last weekend each January. The theme is determined by the National Catholic Educational Association. We participate in this celebrating with events each day of the week. CSW will begin with a parish Mass. The liturgy for this Mass will be planned by the school. All teachers are expected to attend this opening Mass. A committee will be appointed each year to plan the weekly activities and communicate those activities to the school and parish community.

LSP Sunshine Fund

Each year every faculty and staff member is asked to contribute toward the "Sunshine Fund" The fund is used to send flowers to faculty and staff members who are hospitalized, purchase Mass cards for school community members who have died, or fund other various activities as voted on by the staff. Every year a delegate is elected to handle the funds and purchase the various items needed.

LSP Parish

The school uses the parish hall daily for lunch, physical education, and various student activities. From time to time the parish will need the hall for funeral dinners, blood drives, and other parish activities. We accommodate those dates and will find alternative locations for the daily activities normally scheduled in the hall. If a teacher or student group wishes to use the hall during the evening hours, the sponsor must reserve the hall prior to the activity. Some examples include, but are not limited to STUCO, basketball, volleyball, HASA, or other student organizations.

DSR 1901 - Procedure for Reconciling Differences: Administrative Recourse

Revised June 1, 2015

Revised August 12, 2008

Definition

A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

Procedure

Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal

chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply:

1. if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and
2. if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOL OFFICE

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and

conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the Catholic School Office and the grievant of his ruling. The decision of the bishop will be final and binding.

DSP 1902 - Procedure for Reconciling Differences: Penalty Status During Administrative Recourse

Revised June 1, 2015

Revised May 7, 2004

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

2000 SERIES - ADMINISTRATION

LSP ADMINISTRATION: Lunch/Milk/Absence/Tardy

All reporting of lunch/milk count and absence/tardy daily records must be sent to the school office by 9:15 a.m.

LSP ADMINISTRATION: Tardies

After morning prayer, the doors to the parish hall will be locked. Students who arrive after morning prayer will be considered tardy and must be signed in by their parents at the school office. Tardies will be determined and recorded as students arrive at the school office.

LSP ADMINISTRATION: Emergency/Safety Plans

Each classroom is equipped with a copy of the school emergency plan, a first aid kit, and flashlight.

During the summer months, the Crisis Coordinator will inspect the first aid kits and flashlights replacing any outdated items and placing fresh batteries into the flashlights. The kits will be returned to the classroom prior to the first day of school.

As part of the beginning workshops, school faculty and staff will review the emergency procedures. The procedures will then be reviewed with each homeroom class during the first hour of the new academic year.

Emergency drills (tornado, fire, lock down etc.) will be conducted according to the guidelines in the current Parent/Student handbook.

DSP 2220 - Administrative Assistance: Teacher-in-Charge

Revised June 1, 2015

Revised May 7, 2004

All schools are to have a teacher-in-charge approved by the pastor, who is to function within the assigned job description in the absence of the school administrator/principal or acting school administrator/principal. (See Appendix #2220.)

The teacher-in-charge is to make required emergency and immediate decisions in the administration and operation of the school when the school administrator/principal or acting school administrator/principal can't be reached. Such situations include, but are not limited to, the following:

1. Crisis situations;
2. Emergencies such as accidents, severe and sudden health problems, major weather changes;

3. Approval of any student or faculty arrivals or departures - either previously approved by the school administrator/principal or of an emergency nature;
4. Deliveries of materials;
5. Communication regarding urgent matters, (e.g., with a police officer checking on a missing student);
6. Locking of the office files, checking lights, and other tasks related to building supervision;
7. Serious discipline issues.

If at all possible, the teacher-in-charge should consult with the pastor or personnel at the Catholic School Office for emergency and/or critical decisions. If it is not possible, immediate follow up notification is given to the pastor and the Catholic School Office.

DSP 2310 - Administrative Issues: Catholic Sacramental's

Revised August 12, 2008

The physical atmosphere of a Catholic school and each classroom is to make clearly evident the Catholic nature of the educational center. A crucifix, a Bible, religious articles, including a statue or picture of Mary, religious reading materials, a prayer center, and religious orientated bulletin boards are all an important part of this Catholic atmosphere.

3000 SERIES - BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS

DSR 3140 - Financial Issues: Tax Exemption

May 7, 2004

The tax-exempt status of the local parish and school institution and/or diocese is never to be used for personal use or gain.

DSP 3910 - Auxiliary Series Rights, Responsibilities: Copyright Law

May 7, 2004

On January 1, 1978, the General Revision of the Copyright Law (P.L. 94-553), enacted in October of 1976, became effective. All Catholic schools in the Diocese of Jefferson City have a moral and legal commitment to abide by the copyright law.

DSR 3910 - BUSINESS, NON-INSTRUCTIONAL, AND GOVERNMENT OPERATIONS: Copyright Law

May 7, 2004

The following guidelines are offered to assist schools in complying with the copyright laws of the United States.

EXCLUSIVE RIGHTS OF A COPYRIGHT OWNER

The copyright laws of the United States grant the author of a copyrighted work certain exclusive rights in the work. These exclusive rights include the rights to:

1. reproduce the copyrighted work in copies or phonorecords;
2. prepare derivative works based upon the copyright work;
3. distribute copies or phonorecords of the copyrighted work to the public;
4. publicly perform literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
5. publicly display literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic and sculptural works, including individual images from a motion picture or other audiovisual work; and
6. publicly perform sound recordings by means of a digital audio transmission.

PERMISSIONS

The exclusive rights set forth above are given to an author automatically when the author creates a copyrighted work. In the United States, the author does not need to register the work with the Copyright Office or place a notice of copyright on the work to receive the exclusive rights. The author of a copyrighted work may authorize other persons to exercise the exclusive rights by granting a license or by transferring ownership of the copyright in the work. The safest way to exercise one of the exclusive rights given under the copyright laws is to get permission in writing from the copyright owner. You always should consult with your supervisor prior to requesting any such permissions.

THE "FAIR USE" DOCTRINE

The exclusive rights of a copyright owner are subject to certain limitations and exceptions. For instance, under the "first sale doctrine," the purchaser of a copyrighted work generally is permitted to use the work or resell the work without the permission of the copyright owner. Another limitation that may be familiar to you is the doctrine of "fair use." The doctrine of fair use allows certain uses of copyrighted works for purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Whether a particular use is fair depends on a balancing of four factors:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The balancing test for fair use is fact-specific and requires a case-by-case analysis. You never should assume that you have a right to reproduce or perform a work simply because it is for school purposes. Many uses of copyrighted works for teaching, scholarship, and research do NOT constitute fair uses, and may constitute an infringement of the exclusive rights of the copyright owner.

GUIDELINES FOR "FAIR USE"

Since the doctrine of fair use is difficult to apply, guidelines have been developed over the years to assist schools and libraries in staying on the legal side of "fair use." While these guidelines are not the law, the guidelines are based on certain provisions set forth in the copyright law, and their development has been acknowledged by the United States Congress and by the Copyright Office. Many attorneys and legal scholars believe that copyright owners and courts are more likely to allow a particular use of a copyrighted work if that use complies with the generally accepted guidelines.

Accordingly, the following guidelines are offered to assist you in complying with the copyright laws of the United States. These guidelines have been developed based on the generally accepted guidelines and other policy considerations. You always should consult a supervisor if you are unsure whether your use of a copyrighted work is permitted under the guidelines, or if you desire to use a work in a manner that exceeds the scope of these guidelines. These guidelines may require updating from time to time to reflect changes in the copyright laws of the United States.

SINGLE COPYING FOR TEACHERS

Oftentimes, a teacher may desire to make a single copy of an article, poem, short work of prose, chapter from a book, or a visual aid for use in teaching or preparing to teach a class. The following guidelines shall apply to any such copying by teachers. If you are unsure whether your copying of a work falls within these guidelines, you always should consult with a supervisor.

A teacher may:

MAKE a single copy for use in scholarly research, teaching, or preparing to teach a class, of any of the following:

- a chapter from a book
- an article from a periodical or newspaper
- a short story, short essay, or short poem, whether or not from a collective work
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

The right to make a single copy for use in teaching and research is subject to the following limitations:

A teacher may **NOT**:

- make a copy at the direction of a supervisor or some other higher authority (instead, the inspiration to make the copy must come from the teacher)
- make a copy of a particular work more than 1 time during each school term
- make a copy of a work to take the place of an anthology, compilation or collective work or substitute for the purchase of books, reprints or periodicals
- make a copy of "consumable" materials such as workbooks, exercises, standardized tests and test booklets and answer sheets

MULTIPLE COPIES FOR CLASSROOM USE

Sometimes, a teacher may desire to make multiple copies of a copyrighted work for classroom use. The following guidelines shall apply to any such copying for classroom use. You always should consult with a supervisor if you are unsure whether your copying of a work falls within these guidelines.

A teacher may:

MAKE multiple copies for classroom use only, and not to exceed 1 copy per student in the class, of the following:

- a complete poem, if less than 250 words and if printed on not more than 2 pages
- an excerpt from a longer poem of less than 250 words;
- a complete article, story or essay of less than 2,500 words, except for special works of prose that combine language with illustrations and are less than 2,500 words in their entirety (e.g. many children's books)
- an excerpt from any other work of prose of not more than 1,000 words or 10% of the work, whichever is less (plus an allowance to complete any unfinished line of a poem or paragraph of other prose), but in any event a minimum of 500 words
- one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue

The right to make multiple copies for classroom use is subject to the following limitations:

A teacher may **NOT**:

- make multiple copies unless each copy includes a notice of copyright (which may be a copy of the notice of copyright contained on the original work)
- make multiple copies at the direction of a supervisor or some other higher authority (instead, the inspiration to make the copy must come from the teacher)
- make multiple copies of a particular work more than 1 time during each school term
- make multiple copies of more than 1 short poem, article, story, or essay from the same author, more than 2 excerpts from the same author, or more than 3 copies or excerpts from the same collective work or periodical volume (other than news periodicals, newspapers, and current news sections of other periodicals), during each school term
- make multiple copies of works under these guidelines more than 9 times for each course during each school term (other than multiple copies of

news periodicals, newspapers, and current news sections of other periodicals)

- make multiple copies of a work if there would be time to request permission from the copyright owner
- make multiple copies to take the place of an anthology, compilation or collective work or substitute for the purchase of books, reprints or periodicals
- make multiple copies of “consumable” materials such as workbooks, exercises, standardized tests and test booklets and answer sheets;
- charge a student for any copies beyond the actual cost of the photocopying, and only at the direction of a supervisor

REPRODUCTION OF PRINTED SHEET MUSIC

Occasionally, a teacher may desire to make copies of printed sheet music. Whenever possible, a teacher should try to obtain permission from the copyright owner prior to making any such copies. The following guidelines shall apply to any copying of printed sheet music. You always should consult with a supervisor if you are unsure whether your copying of printed sheet music falls within these guidelines.

A teacher may:

- MAKE emergency copies to replace purchased copies which are not available for an imminent performance, provided that replacement copies are purchased in due course
- MAKE single or multiple copies of excerpts for academic purposes other than performance not to exceed 10% of the work and 1 copy per student, and provided that the excerpts do not comprise a performable unit such as a section, movement or aria
- EDIT or simplify purchased copies of printed sheet music, provided that the fundamental character of the work is not distorted, and no lyrics are altered or added to the work

The right to make copies of printed sheet music is subject to the following limitations:

A teacher may **NOT**:

- make copies of printed sheet music without the inclusion on each copy of the copyright notice which appears on the sheet music
- make copies of printed sheet music to take the place of an anthology, compilation or collective work or substitute for the purchase of printed sheet music
- make copies of "consumable" materials such as workbooks, exercises, standardized tests and test booklets and answer sheets

IN-CLASSROOM PERFORMANCES AND DISPLAYS

Oftentimes, a teacher may desire to perform or display a copyrighted work in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction. The following guidelines shall apply to any such performance or display. You always should consult with a supervisor if you are unsure whether your performance or display of a copyrighted work falls within these guidelines.

A teacher may:

- **PERFORM** and **DISPLAY** a copyrighted work, or have students perform and display a copyrighted work, in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction

The right to perform and display a copyrighted work is subject to the following limitations:

A teacher may **NOT**

- perform or display a copyrighted work for the purposes of a school concert, school play, or other non-teaching activity, or for any activity involving direct or indirect commercial gain, without permission from the copyright owner, and prior consultation with a supervisor or other higher authority
- perform or display still images from a motion picture or other audiovisual work if the teacher knows that the work is an illegal or illegally-obtained copy

COMPUTER SOFTWARE

The copying of computer software is generally illegal, unless permission to make copies is included in the purchase or license agreement. You do not have a right to copy computer software simply by virtue of purchasing a copy of the software. The following guidelines shall apply to any copying of computer software, including computer software that is pre-installed on a computer, purchased from a store, or downloaded from the Internet or local intranet. You always should consult with a supervisor if you are unsure whether your copying of a computer program falls within these guidelines.

A teacher may:

- **MAKE** one copy of a lawfully-owned computer program for archival purposes only (that is, to serve as a back-up copy in case the original copy is lost or destroyed)
- **MAKE** a copy as an essential step in the utilization of the program in conjunction with a machine (this is a technical aspect of the copyright

laws that allows a computer to operate with computer software, and will rarely if ever apply to your situation)

The right to copy computer software is subject to the following limitations:

A teacher may **NOT**:

- make a copy of any computer software or other computer program for classroom use or any other purpose other than making an archival copy
- use any computer software in violation of the software license accompanying the software or any usage or other guidelines provided by a supervisor or other higher authority

VIDEO RECORDINGS

Occasionally, a teacher may desire to use a video recording of a broadcast television program, movie or other audiovisual work for classroom use. The following guidelines shall apply to any such use of video recordings. You always should consult with a supervisor if you are unsure whether your use of a video recording falls within these guidelines.

A teacher may:

- USE a legally acquired video recording (for example, through purchase or rental) in classrooms or similar places of instruction as part of face-to-face teaching, provided that the video recording is directly related to the instructional program
- MAKE 1 copy of a broadcast television program for educational purposes only, and subject to the following restrictions:
 - The inspiration to make the recording must come from the teacher, and not a supervisor or other higher authority;
 - The video recording may be used by the teacher in the classroom only once during the first 10 school days after making the recording, and once more if necessary for review or instructional reinforcement;
 - After the first 10 school days, the video recording may be used only to determine whether to include the video recording in the teaching curriculum in the future; and
 - The video recording must be erased or destroyed within 45 days after making the recording
 - The video recording must include the copyright notice on the broadcast program as recorded

The right to use a video recording for classroom use is subject to the following limitations:

A teacher may **NOT**:

- make any copies of movies or audiovisual works other than broadcast television programming without permission from the copyright owner and prior consultation with a supervisor
- build a library or videotape collection through contributions or purchases of illegally copied or illegally purchased tapes (for instance, a teacher may not accept the donation of an illegally copied tape of a movie from a parent)

COPYRIGHTED MATERIAL ON THE INTERNET

The Internet is a vast resource that makes available a wide spectrum of copyrighted and uncopyrighted materials. If you are unsure, you always should assume that any material available to you on a Web site through the Internet is copyrighted. You do not have a right to copy images, text or other copyrighted materials from a Web site simply because the materials have been made publicly available on the Internet. The following guidelines shall apply to any copying of copyrighted materials from the Internet. You always should consult with a supervisor if you are unsure whether your copying of materials from the Internet falls within these guidelines.

A teacher may:

- **MAKE** only 1 printed copy of a news story, article or other content from a Web page in order to read the material on paper instead of the computer screen, and provided that:
 - Making the printed copy does not violate the terms of use of the Web site;
 - The printed copy is no more than 10 pages in length; and
 - The printed copy is not further copied or redistributed by the teacher
- **MAKE** one or multiple copies of a copyrighted work available from a Web site pursuant to the guidelines for "Single Copying for Teachers" and "Multiple Copies for Classroom Use," and provided that:
 - Making the printed copy does not violate the terms of use of the Web site; and
 - A printed copy of the work is not otherwise readily available

The right to copy materials from the Internet is subject to the following limitations:

A teacher may **NOT**:

- make any copies of material contained on the Internet if making the copies would not be allowed under the guidelines for "Single Copying for

Teachers' and "Multiple Copies for Classroom Use" if the work were in book or other printed form; and

- use the Internet in violation of any of the terms of use provided by the school or by the school's Internet Service Provider, electronic mail service provider, or other service or software providers
- use any Web site in violation of the terms of use of the Web site operator

INTERLIBRARY LOANS

The library is an important resource for the schools. The following guidelines shall apply to any copying or distribution of copyrighted materials by a library for interlibrary loan purposes. You always should consult with a supervisor if you are unsure whether your copying or distribution of materials falls within these guidelines.

A library may:

- MAKE up to 6 copies per year of a periodical published within the last 5 years for interlibrary loan purposes only
- MAKE up to 6 copies per year of small excerpts from longer works for interlibrary loan purposes only
- MAKE only 1 copy of a literary work or phonorecord, and distribute the copy for interlibrary loan purposes only, and only if:
 - The library receives no direct or indirect commercial advantage;
 - The collections of the library are open to the public or at least person doing research in the field that are not affiliated with the library; and
 - The copy of the work includes a notice of copyright that appears on the original work or phonorecord, or includes a legend stating that the work may be protected by copyright if no such notice is provided on the original work or phonorecord
- MAKE up to 3 copies of a published literary work only to replace damaged, deteriorating, lost, stolen or obsolete copies of the work, and only if:
 - The library has determined after a reasonable investigation that an unused replacement copy cannot be obtained at a fair price; and
 - Any replacement copy obtained in digital format is not made available in that format outside of the premises of the library
- MAKE up to 3 copies of an unpublished literary work for the purpose of preservation and security only, and only if
 - The work is currently in the collection of the library; and
 - Any replacement copy obtained in digital format is not made available in that format outside of the premises of the library

The right of a school library to copy and distribute copyrighted materials is subject to the following limitations:

A library may **NOT**:

- make or distribute copies of any copyrighted works for any purpose not set forth in these guidelines without written permission from the copyright owner and prior consultation with a supervisor or other higher authority

4000 SERIES - PERSONNEL

LSP Reporting for/Leaving from Work

All faculty and staff with the exception of the janitor are to report to school and be ready to work no later than 7:45 a.m. All teachers are able to leave school property after 3:45 p.m.

LSP Daily Responsibilities

Teachers are expected to assist in the various functions of the school. Teachers may be assigned recess duty , lunch duty, or after school duty. The times and days of the week will be determined at the beginning of each school year and followed throughout the academic year. All teachers will be expected to lead the students in morning prayer on a rotating schedule.

LSP Dress Code

All teachers are to enforce the school's dress code. The dress code can be found in the parent/Student handbook . Each morning as students enter the classroom, it is the classroom teacher's responsibility to inspect students to ensure the dress code is followed. Minor infractions are to be corrected immediately.

Students who continue to abuse the dress code will be sent to the principal for immediate action.

LSP Early Dismissal

Early dismissal days are scheduled prior to the beginning of the school.

LSP Teacher's Meetings

Monthly faculty meetings will be scheduled by the principal. All teachers are expected to attend these meetings unless arrangements to be absent are made with the principal beforehand.

LSP Communication

Teachers are expected to communicate on a regular basis with parents. Communication will take place via the following schedule at St. Patrick:

1. Kindergarten – 8th Grade
 - a. Any parent may request a conference from an individual teacher or group of teachers
 - b. The principal must be notified when such a request is solicited
2. Kindergarten –5th grade
 - a. Teachers will maintain weekly contact with parents via a folder which contains the graded work, an update on upcoming events, and future tests. The day of the week the folder is sent home will be determined each year by the classroom teacher

- b. Teachers may also maintain contact through e-mail or newsletters
 - c. Teachers will send home a mid-quarter progress report
 - d. Teachers will send home a quarterly grade card
 - e. All 3rd-5th grade teachers will maintain the online grading program that parents may access to view their child's progress
3. 6th-8th Grade
- a. Teachers will send a mid-quarter progress report.
 - b. Teachers may communicate with parents through e-mail or class newsletters.
 - c. Teachers will provide a quarterly grade card for all students.
 - d. Teachers will maintain the online grading system for parent access.
4. Teachers of Enrichment Classes (P.E., Art, Music, Library and Computer)
- a. Enrichment teachers must provide the K-2 classroom teacher with a letter grade each quarter.
 - b. Enrichment teachers will maintain the electronic grade book for grades 3-8.
 - c. The dates the grade are due to the classroom teacher will be determined at the beginning of each academic year.

DSP 4104 - Selection, Functions, and Retention of Personnel: Equal Employment Opportunity

Revised May 7, 2009

The educational institutions of the Catholic Diocese of Jefferson City fully support and practice the principle of equal employment opportunity. This means it is the policy to recruit, hire, train, promote, demote, terminate and pay employees without regard to race, color, national origin, age, sex, handicap or disability, veteran or family status, or any other status or condition protected by applicable state or federal laws.

The educational institutions of the Catholic Diocese of Jefferson City are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all employees with disabilities who request an accommodation, where their disability affects the performance of job functions. The educational institutions of the Catholic Diocese of Jefferson City may require an employee to provide a certification of the nature and extent of a disability from the employee's health care provider as part of the process used to find a reasonable accommodation. The educational institutions of the Catholic Diocese of Jefferson City further may have its own health care provider examine the employee's disability and evaluate its nature and extent.

This policy is neither exhaustive nor exclusive.

DSP 4112 - Selection, Functions, and Retention of Personnel: Religious Education Certification

Revised June 1, 2015

Revised May 7, 2004

All teachers must work toward and attain the appropriate level of religious education certification according to the norms established by the Diocese of Jefferson City. Only practicing members of the Catholic faith may teach formal classes of religion.

Those teachers of other faiths, because they are responsible for faith community within the school for integrating Catholic values into the total curriculum, must have or acquire a basic understanding of Catholic belief, practice, and worship and religious education certification as specified by the Diocese of Jefferson City.

In addition to teachers attaining the required levels of certification, the school administrator/principal will also provide opportunities for continued spiritual growth.

All teachers in the diocesan schools earn the Initiate level within the first year from date of hire and the Apprentice level of certification within seven years. (See Appendix #2109.)

DSR 4112 - Selection, Functions, and Retention of Personnel: Religious Education Certification

May 7, 2004

If a teacher does not attain the required certification within the specified time, the teacher will not be offered a contract for the following year.

DSP 4120 - Selection, Functions, and Retention of Personnel: Health Requirement

Revised June 1, 2015

May 7, 2004

After an employee receives an initial offer of employment, but before the employee begins working, each school shall require some form of assurance that the employee is free from any disease that could threaten the health of the students or hinder the staff member from effectively performing required duties. The assurance must be signed by a physician and must be dated within the first ninety (90) days of initial employment. This report is to be placed in the employee's confidential medical file. The employee can't be required to pay for this. All staff members must have current records (every three to five years) of a medical exam. (A sample form is in Appendix #4120.)

DSP 4125 - Selection, Functions, and Retention of Personnel: Renewal/Non-Renewal

Revised May 7, 2009

There is no tenure, implied or otherwise, in the Diocese of Jefferson City. Each contract is for one year, and there is no obligation to renew a contract. Renewal is solely by means of a new contract executed by both parties for one year. The repeated issuance of an annual contract does not imply the granting of tenure.

DSR 4125 - Selection, Functions, and Retention of Personnel: Renewal/Non-Renewal

Revised May 7, 2009

The teacher is to be notified in writing no later than March 15 of the current contract year of the renewal or non-renewal of the contract, unless exceptional circumstances exist which justify notification after that date. The superintendent of Catholic schools will have sole discretion to determine whether exceptional circumstances exist. The new contract is to be signed by the teacher no later than April 15. In the event a teacher fails to return a signed contract by April 15, the offer becomes null and void, and the parish and Diocese of Jefferson City no longer have an obligation to offer another contract.

DSP 4127 - Selection, Functions, and Retention of Personnel: Reduction in Force

Revised May 7, 2009

If a decrease in school enrollment or programs necessitates a reduction in teaching staff, multiple factors are to be included in deciding which teachers are to receive contracts. These include, but are not limited to: length of employment; expertise; experience; recent evaluations; quality of teaching performance; specific qualifications needed; and the discretion of the school administrator/principal.

Should a closing of a school occur after contracts have been issued/signed, the contracts will be considered void, and the school will make efforts to procure employment in a neighboring Catholic school.

If the student population declines or financial constraints are present, the parish, after consultation with the Catholic School Office, can make teacher contracts null and void.

DSR 4129 - Selection, Functions, and Retention of Personnel: Re-employment after Military Service

May 7, 2004

schools within the Diocese of Jefferson City will provide military leave and re-employment following military leave to employees in accordance with all applicable federal and state laws.

DSR 4130 - Selection, Functions, and Retention of Personnel: Contract Modifications

Revised May 7, 2009

Only modifications approved by the pastor, after consultation with the Catholic School Office, are valid.

The uniform contract modification form, provided by the Diocese of Jefferson City Catholic School Office, must be used in all cases. (See Appendix #2132.)

DSP 4133 - Selection, Functions, and Retention of Personnel: Defaults

Revised August 7, 2012

Revised August 10, 2010

A teacher shall be deemed to be in default under the contract in the event of any breach of duty hereunder, including, but not limited to the following:

1. Failure to perform or neglect of duties;
2. Unprofessional conduct;
3. Falsification of employment application or other documents; or other misrepresentation;
4. Knowing violation of a reasonable rule of the school;
5. Unsatisfactory attendance;
6. Reporting to work impaired by alcohol or illegal drugs, the consumption of alcohol or illegal drugs, or the sale of alcohol or illegal drugs on employer's premises during school hours and/or at school sponsored activities for students;
7. Conduct endangering the safety of students or others;
8. Cohabitation without being legally married;
9. Dishonesty, including falsifying records of any kind;
10. Insubordination (failure to comply with a direct order of a supervisor);
11. Unauthorized possession of the property of a co-worker's, the school's, the diocese's, etc.
12. Refusal to cooperate in an investigation by the school or diocese, including refusal to take a drug or alcohol test when requested to do so;
13. Job abandonment, (i.e., leaving the school's or diocese's premises while on duty);
14. Misuse of the school's or diocese's equipment and/or property;

15. Use of the school's or diocese's name or letterhead for personal reasons;
16. Breach of confidentiality;
17. Any conduct, in or out of school, tending to reflect discredit or scandal on the teacher or the school or tending seriously to impair the teacher's continued effectiveness as a teacher, any personal conduct or lifestyle at variance with the policies of the Diocese of Jefferson City or the moral or religious teachings of the Roman Catholic Church;
18. Any violation of contract.

On any such default, the school administrator/principal and the pastor may, with the consultation of the Catholic School Office, at their discretion and without notice, suspend or terminate the employment of the teacher.

DSP 4225 - Substitutes: Preparation for Substitutes

May 7, 2004

Each teacher prepares, in accordance with school procedures, a packet of materials for use by a substitute. This includes some lesson plans appropriate for any time of year, seating charts, list of specific student needs and/or medical conditions, directions for classroom management and important school procedures.

DSP 4301 - Supervision and Record Keeping: Supervision of Students

Revised August 8, 2011

May 7, 2004

The supervision of students is a priority of the school. Supervision is both a mental and physical act and is to occur when the teacher is in or out of the classroom. The teacher will ordinarily be present in the classroom or other supervisory position at all assigned times, implementing all applicable school rules. Normally, students are never to be left unsupervised.

As stated, supervision is a mental as well as a physical state. That is, it is not sufficient to be physically present to supervise. One must be actively, mentally supervising. Therefore, any actions or words that distract an employee or volunteer from supervising are inappropriate and unacceptable. This applies to all supervisory situations including, but not limited to, teaching, mentoring study, playground and recess duty, coaching, and before and after school duty.

Teachers or volunteers, for example, on playground duty must be conscientiously and consistently supervising and not limiting himself or herself to any one area or group of children.

Of special note is the subject of cell phones while on duty and supervising. Therefore, employees and volunteers may use cell phones only during non-supervisory times, except in cases of emergency, should the school allow cell phones in teachers' or volunteers' possession at all. This

includes, but is not limited to phone calling, texting, and/or internet browsing. Teachers and volunteers are advised to turn cell phones off while teaching and/or supervising students.

DSP 4310 - Supervision and Record Keeping: Accident Reporting

May 7, 2004

Local procedures shall be established for accidents and include provisions such as the following:

1. Ordinarily, no school personnel should move a seriously injured person.
2. The supervisor should remain with the injured person and send a student, if another adult is not available, with the message to call an ambulance and/or to procure other needed help.
3. The school administrator/principal is to document the events with involved persons writing and signing statements, and retain this documentation in the school's accident log.

DSP 4320 - Supervision and Record Keeping: Supervision and Evaluation of Teacher

Revised August 12, 2008

All faculty members are supervised and evaluated in accordance with diocesan policy.

The school administrator/principal, in compliance with Missouri certification requirements, provides professional assistance to teachers. To keep informed about the instruction within the school, the school administrator/principal supervises full- and part-time teachers. The performance-based supervision includes formal visits (with pre- and post- conferences) as well as informal classroom visits with some brief form of follow up. Records of these visits are shared with each teacher and then kept in the respective teacher's file. These visits focus on formative evaluation and the professional growth of the teacher.

In addition to regular supervision throughout the year, the school administrator/principal is responsible for a Summative Evaluation. This is an annual summary of the professional performance of each teacher, which is completed by June 15 each year. A copy of this evaluation, signed by school administrator/principal and teacher, is retained in the teacher's file, the original copy is sent to the Catholic School Office, and a copy is given to the teacher. (A copy of the Summative Report is in Appendix #4320.)

DSR 4410 - Files and Records: Personnel Records

Revised August 10, 2010

Employee personnel files are kept on each employee. These files are the property of the Diocese of Jefferson City and the Catholic school and parish at which the employee is employed. Employees are not entitled to review the personnel files or obtain copies of documentation within the personnel files. However, upon request, teachers may be given a copy of any

correspondence and/or document that carries the employee's signature and copies of any licenses or certificates that have been placed in the file. Upon leaving a school, the original copies of licenses and certificates may be given, provided a copy is retained by the school.

Requests to review any other records or documents must be reviewed by the Catholic School Office. Such requests can be denied.

DSP 4515 - Compensation and Benefits: Jury Duty

May 7, 2004

An employee will suffer no loss of salary as a result of jury duty. The person is paid his/her regular salary for each day of jury duty.

DSP 4520 - Compensation and Benefits: Health Insurance: Teachers

Revised June 1, 2015

Revised May 7, 2009

Diocesan group health insurance is available for full-time teachers. (See Appendix #2520 for summary.) All persons teaching full-time (at least twenty hours per week) for the academic year shall be eligible for health insurance coverage as specified in the diocesan plan for the term of the teacher contract, normally a twelve month period. To specify:

1. For a teacher new to the Diocese of Jefferson City schools: Health insurance coverage begins on the first of the month after thirty days employment. (See Employee Health Care Plan.) Normally this is September 1 since contract service dates are dated as of August 1. Information regarding the Employee Health Care Plan is provided to each teacher upon initial employment.
2. For teachers receiving a new contract for the succeeding year: There is no break in health insurance coverage during the summer or for teachers serving under two successive contracts for the same school or when moving from one diocesan school to another. In an instance where a teacher transfers from one school to another, the first school pays insurance premiums thru August 31, the second school assumes payment for September coverage and thereafter.
3. For teachers terminating employment: For teachers leaving the employment of a parish of the diocese mid-year, insurance benefits continue until the last day of the month immediately following the end of employment. For teachers completing an annual contract, this day is August 31.

As customary, benefits are not included for teachers who teach less than 20 hours per week.

Schools are in compliance with federal regulations regarding insurance coverage upon retirement/termination.

No person has the responsibility, right, or authority to remove a teacher from health insurance except the pastor and only after making all appropriate communications with resource personnel at the diocesan level.

DSP 4530 Compensation and Benefits: Annual Allowance: Teachers

May 7, 2004

The school shall allow full-time teachers up to ten (10) days of leave with pay each year, if needed. These days may be used for personal illness or for any critical illness, death or funeral of a member of the teacher's family. One of the ten days may be used for personal leave during a school year. At the discretion of the administrator/principal, more than one of the ten days may be used for personal leave. After all sick leave has been used, a full day's pay shall be deducted from the teacher's salary for each day missed. A proportionate amount of leave shall be offered for part time teachers (e.g., a half time teacher is allowed up to five days or ten half days; one of the half days may be used for personal leave; the remaining days are limited to cases of personal illness or critical illness/death in the family).

If the contract is terminated before completion of term, or if the teacher is hired after the first day of school, the teacher may take one (1) day of sick leave per seventeen (17) current year contract days worked, up to a maximum of ten (10) days.

The school pays for any needed substitute to replace a teacher using allowed leave days.

DSP 4532 - Compensation and Benefits: Accumulation of Leave: Teachers

Revised June 1, 2015

May 7, 2004

A total of thirty (30) days leave may be accumulated within the same school in addition to the current year's allowance. With the ten (10) allowed days annually, the maximum for a year is forty (40) days. If desired, a school may give a bonus for unused leave.

The school may adopt a policy permitting teachers to release some of their sick days to a colleague. If so, the general conditions and requirements are to be clearly stated and must be reviewed in advance by the Catholic School Office, who will consult with the local pastor.

DSP 4534 - Compensation and Benefits: Prolonged Absenteeism: Teachers

Revised May 7, 2009

If a teacher exceeds the annual or accumulated leave or the personal leave allowance and is granted additional leave, with approval of the school administrator/principal, the salary for each

day of absence will be withheld in accordance with the individual teacher's daily wage scale. In cases where the Family Medical Leave Act has been granted, leave is without pay. However, an alternate procedure may be used; e.g., the teacher's salary may be adjusted only to the extent needed to compensate for the cost of the substitute.

Chronic absenteeism shall be a factor considered in determining whether a new contract will be presented. In cases of chronic or excessive absenteeism for other reasons, the pastor and school administrator/principal, after consultation with the Catholic School Office, may terminate the teacher. A school administrator/principal, at any time, may require a doctor's verification for an absence.

DSP 4536 - Compensation and Benefits: Family and Medical Leave

Revised June 1, 2015

The Diocese of Jefferson City recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the Family and Medical Leave Act of 1993 ("FMLA").

1. Eligible Employees

Employees eligible for family and medical leave are those who: (1) are one of 50 employees within a 75-mile radius; (2) have been employed for at least twelve (12) months or 52 weeks, not necessarily consecutively; and (3) have worked at least 1,250 hours during the previous twelve-month period immediately before the date the leave will begin.

An eligible employee may take unpaid leave for the following reasons:

1. the birth of the employee's child;
2. the placement of a child with the employee for adoption or foster care;
3. the care of a child, spouse, or parent ("family member") who has a serious health condition; or
4. the serious health condition of the employee.
5. a qualifying exigency arising from the active military duty or impending call to active military duty of an employee's spouse, child or parent.
6. the care of an injured or ill service member or veteran who is a spouse, child, parent or next of kin with a serious injury or illness incurred in the line of active military duty.

[Note: Eligibility for leave of a veteran's family member applies if the veteran was an active member of the Armed Forces within five years of requiring care.

Additionally, eligibility for leave also includes care for members of the Armed Forces who have an existing or pre-existing serious injury or illness incurred in the line of duty that is aggravated by active duty.]

2. Length of Leave

An eligible employee may be entitled to up to twelve (12) weeks of unpaid leave within a rolling twelve-month period without loss of benefits. If the leave is taken to provide care giving to a covered service member or veteran who incurred serious illness or injury in the line of active military duty, the employee may take twenty-six (26) weeks of leave in a fixed twelve (12) month period. For all types of leave except leave to care for a covered service member or veteran who has incurred a serious injury or illness in the line of active military duty the amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the twelve-month period immediately preceding the requested leave. In the case of a married couple who both work for the diocese or a parish or school are taking leave for the birth of a child or the placement of a child for adoption or foster care, the combined leave for both spouses will equal twelve (12) weeks. For leaves to care for a family member who has been injured in the line of active military duty, the 26 weeks of leave to which an employee is entitled begins with the first date such leave is taken. An employee who chooses not to return to work following expiration of the authorized leave will be considered to have voluntarily resigned. All leave taken under this policy and leave for any other reason which would qualify under FMLA, e.g., workers' compensation leave, will be counted against the employee's leave entitlement under FMLA.

3. Substitution of Paid Leave

Whatever the reason for FMLA, an employee is required to exhaust all accrued vacation, sick leave, personal holidays, paid holidays or workers' compensation leave before continuing such leave on an unpaid basis. The FMLA leave entitlement runs concurrently with any paid leave for which the employee may be eligible.

4. Certification

If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the parish or school administrator/principal the appropriate written medical certification of the serious health condition from a health care provider. A serious health condition is defined as a condition which requires inpatient care in a hospital, hospice or residential medical facility, including a period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed health care provider. Two (2) visits to a healthcare provider must occur within thirty (30) days of the onset of the period of incapacity, and the first of those two (2) visits must occur within seven (7) days of the first day on incapacity. If periodic visit to a healthcare provider are required, that is defined as two (2) visits per year. A health care

provider is defined as a: doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, (limited to treatment consisting of manual manipulation of spine to correct a subluxation as demonstrated by x-ray to exist), nurse practitioner, nurse midwife (all of whom must be licensed to practice in the state.) Also qualifying as health care providers are official Christian Science practitioners as well as any other health care provider that is recognized by the employer or accepted by the group health plan.

Failure to provide such certification upon request may result in a denial or delay of leave. The parish/diocese reserves the right to require that the employee receive a second opinion from another health care provider (at the expense of the parish/diocese) certifying the serious health condition of the employee or the employee's family member. If these two opinions differ, the parish/diocese and you will mutually select a third health care provider whose opinion will be considered final. The parish/diocese will pay for the third opinion. The parish/diocese reserves the right to require that an employee provide a periodic re-certification of the medical condition for which leave is taken. Certification forms may be requested from the administrator of the parish or diocese or school principal. The parish or diocese utilizes the forms required by the Department of Labor Wage and Hour Division for each of the specific potential causes of FMLA.

Before being returned to work, an employee who is on leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in delay or denial of job restoration.

During the employee's leave, the diocese, parish or school may periodically inquire as to the employee's intent to return to work and/or may require the employee to contact his or her supervisor periodically.

5. Intermittent or Reduced Leave

FMLA leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. The diocese, parish or school may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave. We ask that you give your supervisor as much notice as possible if your intermittent leave is not taken on a regular schedule, so that you will disrupt our service to our operations as little as possible and so that we may schedule a replacement for you with as little inconvenience to your co-workers as possible.

Employees requiring intermittent FMLA have an obligation to make a reasonable effort to schedule medical treatment so that as little disruption as possible of operations will occur.

6. Special Provisions for Instructional Employees

Special rules apply to leaves taken by employees employed principally in an instructional capacity.

Intermittent or Reduced Schedule Leave

In any case in which an instructional employee requests leave that is foreseeable based on planned medical treatment-in order to care for a spouse, son, daughter or parent who has a serious health condition; or because a serious health condition makes the employee unable to perform his/her job functions; or for Military Family or Caregiver Leave-if the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the school may require that the employee elect either --

1. to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
2. to transfer temporarily to an available alternative position with equivalent pay and benefits offered by the school for which the employee is qualified and which better accommodates recurring periods of leave than the employee's regular position.

Leave More Than Five Weeks Prior to End of Term

If the employee begins FMLA leave of any type under this policy more than 5 weeks prior to the end of the academic term, the school may require the employee to continue taking leave until the end of the term if --

1. the leave is of at least 3 weeks duration; and
2. the return to employment would occur during the 3-week period before the end of such term.

Leave Less Than Five Weeks Prior to End of Term

If the employee begins leave due to: the birth of the employee's child; or placement of a child with the employee for adoption or foster care; or in order to care for the employee's spouse, child or parent with a serious health condition; or for Military Family or Caregiver Leave, during the period that begins 5 weeks prior to the end of the academic term, the school may require the

1. the leave is longer than 2 weeks; and

2. the return to employment would occur during the 2-week period before the end of such term.

Leave Less Than Three Weeks Prior to End of Term

If the employee begins leave due to: the birth of the employee's child; or placement of a child with the employee for adoption or foster care; or in order to care for the employee's spouse, child or parent with a serious health condition; or for Military Family or Caregiver Leave, during the period 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the school may require the employee to continue to take leave until the end of such term.

Minimum Disruption of School's Operations

Employees are required to plan FMLA leaves involving planned medical treatments, including intermittent and reduced schedule leaves, so that they will cause the least disruption to the school's operations. Giving the school sufficient notice and being flexible in scheduling will help assure that minimal disruption occurs.

7. Insurance Premiums

During the employee's family or medical leave of absence, the diocese, parish or school will continue to provide health and dental insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion of the insurance premium. Payment will be deducted from employees' paid time off payments if such paid time off is available. If the leave is unpaid, payments may be made prior to the leave and must be submitted directly to the diocese, parish or school as applicable. Failure to pay premiums in a timely manner may result in lapse of coverage. If the leave of absence extends beyond 12 weeks or if it becomes known that the employee is not returning to work, the employee may be eligible for COBRA continuation and will be responsible for paying for the insurance at COBRA premium rates.

Payments for all other benefits must be paid in full by the employee during the period of leave. If the employee chooses not to make such payments, the employee will nevertheless be restored to the plan with no break in service upon return from leave.

An employee who voluntarily chooses not return to employment after completing FMLA may be required to repay any insurance premiums paid by the diocese, parish or school during the employee's leave.

8. Job Restoration

Upon return from family and medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no break in service and no loss in benefits which accrued prior to the leave of absence. An employee who does not

return to work at the end of an authorized leave will be considered to have voluntarily resigned.

Certain “key employees” may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. The Diocese of Jefferson City will notify such employees of their “key employee” status and the conditions under which job restoration may be denied, if applicable.

9. Employee Notification

An employee who expects or anticipates taking family or medical leave is required to notify the diocese, parish or school by completing and submitting a Notice of Request for a Family and Medical Leave of Absence Form which provides the date of commencement and the expected duration of the leave at least 30 days in advance of the leave, or, if the need for the leave is unforeseeable, as soon as practical. In cases where the need for leave is foreseeable, an employee’s failure to provide 30 days’ notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form to the administrator/principal of the parish, diocese or school at which he/she works.

10. Contact Information

If you anticipate the possibility of taking family or medical leave, or if you have any questions about the application of this policy to your particular situation, contact the administrator/principal of the parish, diocese or school at which you work.

11. Employer Responsibilities

Covered employers must inform employees requesting FMLA leave whether or not they are eligible. If the employee is eligible for FMLA leave, the notice must specify any additional information required from the employee, as well as the employee’s rights and responsibilities. If the employee is not eligible for FMLA leave, the employer must provide the reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

12. Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

13. Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave.

FMLA Section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

DSP 4537 - Compensation and Benefits: Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver

Revised August 10, 2010

For a full-time and regular part-time employee, a leave is granted to an individual for up to eight weeks, whereby one's position is guaranteed for that length of time. In the event that an extended period of time is needed, a written report must be given by one's physician, and each case will be evaluated on an individual basis.

Negotiations for such leave are made with the immediate supervisor and the Catholic School Office. First, any sick leave that has been accumulated must be used for this purpose. Compensation for full-time employees for leave shall be computed as follows:

1. Employees who have been regularly engaged for a period of one (1) year shall receive pay the equivalent of one (1) forty (40) hour workweek.
2. Employees who have been regularly engaged for a period of two (2) years shall receive pay the equivalent of two (2) forty (40) hour workweeks.
3. Employees who have been regularly engaged for a period of three (3) years shall receive pay the equivalent of three (3) forty (40) hour workweeks.
4. Employees who have been regularly engaged for a period of four (4) or more years shall receive pay the equivalent of four (4) forty (40) hour workweeks.

DSP 4540 - Compensation and Benefits: Retirement Benefits: Teachers

Revised June 1, 2015

Revised August 10, 2010

Diocesan retirement benefits apply, as appropriate, to eligible lay and religious employees. In general, lay persons are eligible for retirement benefits beginning the first of the month following the first day of service, provided the employee works at least half time (minimum 20 hours per week), as defined by the plan document. Benefits vest over a six (6) year schedule (see Appendix #4540 for details.) Benefits for religious are paid directly to the religious community.

No person has the responsibility, right, or authority to remove an employee from retirement benefits except the pastor and only after making all appropriate communications with resource personnel at the diocesan level.

DSP 4545 - Compensation and Benefits: Workmen's Compensation

Revised June 1, 2015

May 7, 2004

Full coverage and protection are provided for all employees in accordance with the Workmen's Compensation Law. In case of accident or sudden illness on the job, employees must notify their immediate supervisor without delay. A report must be completed by the supervisor within seven work days, be signed by the pastor, and submitted to Winter-Dent and Company, PO Box 1046, Jefferson City, MO 65102-1046.

When an accident/incident occurs, at the first safe moment possible, contact the diocesan finance office to ensure all forms are completed and can be submitted in a timely manner.

DSP 4550 - Compensation and Benefits: Life Insurance: Teachers

Revised August 18, 2004

Life insurance is an added benefit for employees who are covered by the diocesan group health insurance plan. Life insurance benefits are summarized in Appendix # 2520.

DSP 4560 - Compensation and Benefits: Other Benefits: Teachers

Revised May 7, 2009

The local school board may establish a policy which determines whether other benefits will be offered to the faculty, e.g., an allowance for further study or school lunches. If so, the general conditions and requirements are to be clearly stated on the contract.

DSP 4570 - Compensation and Benefits: Liability Insurance

May 7, 2004

The school and its employees are to take all necessary precautions and safety measures to limit any liability the school or personnel may have. However, the Diocese of Jefferson City carries liability insurance in the event that there is an incident for which the school and/or parish could have some liability.

When an entity outside the parish uses school facilities, that entity is to have its own insurance so that the school/parish will not have the responsibility for those using its premises.

DSR 4601 - Professional Issues: New Teacher Formation

Revised June 1, 2015

Revised May 7, 2009

School administrators/principals are responsible for the formation of their newly hired teachers. The school administrator/principal may request assistance from the Catholic School Office.

DSP 4605 - Professional Issues: Mentor

May 7, 2004

New teachers are to have an experienced teacher, assigned by the school administrator/principal, as a mentor for two years.

DSP 4610 - Professional Issues: Personal Appearance

Revised June 1, 2015

May 7, 2004

The appearance, dress, and grooming of individual staff members at school are to be appropriate to the Catholic teaching profession and set a positive example of good taste. Teachers are to be aware that extremes in dress or appearance may have a negative effect on their role in the classroom and upon the image of the school in the community. Dress which calls undue attention is not acceptable. Dress down days and costume days for the students should not be encouraged to extend to the staff members.

The staff's appearance, dress and grooming must be professional and appropriate to the education profession. Jeans, sweats, shorts, and other similar items of leisure clothing are not considered appropriate dress for the normal performance of duties and diocesan meetings.

LSP Professional Issues: Dress Code for Faculty and Staff

Teachers are to dress appropriately for a Catholic School. At no time are teachers to wear a sleeveless top or dress to school or any school activity/function. All skirts and dresses must be of a modest length. Clothing must fit appropriately and not expose the stomach or back. While students are not permitted to wear sandals, faculty and staff may wear sandals that are appropriate. Wearing "flip flops" are not permitted at school activities,

Jeans may be worn by faculty and staff when the activity at school, such as a field trip, deems this clothing appropriate. Permission must be sought from the principal or pastor prior to the activity.

DSP 4620 - Professional Issues: Outside Professional Service

May 7, 2004

If a teacher would be contracted to give professional service to a different school, school system, or agency during school time, the teacher may:

1. Use his/her one personal leave day and retain the stipend for the service;
2. With the approval of the school administrator/principal, the teacher may forego his/her salary for such a day, ask the school to pay a substitute, and keep the stipend for the service;
3. Reach consensus with the school administrator/principal and pastor about another plan that does not penalize the school or the students.

The number of such days will be limited for the sake of instructional continuity.

DSP 4650 - Professional Issues: Digital, Online, and Social Media Communication Policy

Revised: August 31, 2018

Revised: May 24, 2016

Revised: May 7, 2009

All digital, online, and social media communications with youth shall uphold the principle of transparency. All individuals communicating with youth will do so in a prudent and professional manner and will ensure compliance with the principles and procedures outlined in the Digital, Online and Social Media Communication with Youth document found in Appendix # 4650.

DSP 4801 - Harassment and Abuse: Anti-Harassment

May 7, 2004

The Catholic schools of the Diocese of Jefferson City acknowledge their continuing commitment to a work environment that is free from unlawful discrimination and any type of harassment, including sexual harassment. Each Catholic school prohibits any harassment of its employees by anyone, including any manager, director, supervisor, co-worker, vendor, student or visitor.

Harassment involves unwelcome conduct—whether verbal, physical or visual—which targets a person’s protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap or other categories protected by law. Each Catholic School forbids harassment, because it is not in keeping with the Gospel message of Jesus Christ

and the standards of the Catholic schools of the Diocese of Jefferson City and it is unlawful and disrupts a proper working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature in any one or more of the following circumstances:

1. An individual's either stated or implied conditions of employment require her or his submission to such conduct;
2. The reason for an employment decision involves an individual's submission to or rejection of such conduct;
3. Such conduct has either the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another’s body.

The policy of the Catholic schools of the Diocese of Jefferson City also prohibits other forms of harassment that create an intimidating, hostile or offensive work environment based on an individual’s other protected status such as race, religion, age, national origin, citizenship, ancestry, color, veteran status, handicap or disability. Each Catholic school prohibits any offensive comments, innuendo, jokes, or other activities, which target any one, or more of an individual’s protected statuses. This includes the display or distribution of offensive pictures and literature.

All Catholic school employees have the responsibility to make this anti-harassment policy effective upon experiencing or noticing any harassment of any type, the person must discuss it with his/her immediate supervisor (the school administrator/principal or the pastor), and then the Catholic School Office and/or chancellor is to be immediately contacted. If the alleged harassment involves the pastor or associate, then the Catholic School Office and/or chancellor is to be contacted first. Further investigation will be directed by the chancellor, Catholic School Office, or vicar for priests.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The school will furnish the employee filing the complaint with a response as promptly as possible at the conclusion of the investigation.

If, after investigation the school determines that a supervisory or other employee has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including termination, will be taken against the offending individual.

The Catholic schools of the Diocese of Jefferson City are committed to providing a harassment-free workplace and to this end prohibit any retaliatory action against employees who file a complaint under this policy or who assist in the investigation of a complaint under this policy.

If after investigation, the school determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.

The employee may appeal the decision by using the Procedure for Reconciling Differences.

DSR 4821 - Harassment and Abuse: Training for Protecting God's Children

Revised August 8, 2011

May 7, 2004

All personnel, including regular volunteers and coaches, must complete in a satisfactory manner the Diocese of Jefferson City Training for Protecting God's Children within ninety days of employment.

Equivalent training from another diocese approved by the chancellor or review administrator is acceptable.

Employees are required to read 12 bulletin updates per year. Regular volunteers are requested to read 6 bulletin updates per year.

Resources can be found at www.diojeffcity.org and click on Safe Environment.

DSR 4831 - Harassment and Abuse: Code of Pastoral Conduct

May 7, 2004

All personnel must receive a copy of, read, and sign a verification form for the Code of Pastoral Conduct

DSP 4901 - Procedure for Reconciling Differences: Grievance

Revised June 1, 2015

May 7, 2004

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of

the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.

5000 SERIES - STUDENTS

DSP 5260 - Records: Confidentiality

Revised June 1, 2015

Revised August 10, 2010

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

DSP 5305 - Discipline: Catholic Faith and Moral Standard

Revised June 1, 2015

Revised November 30, 2011

Revised May 7, 2009

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

DSR 5310 - Discipline: Prohibition of Corporal Punishment

Revised August 10, 2010

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

DSP 5315 - Discipline: Weapons and Dangerous Instruments

May 7, 2004

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

LSP Discipline: Reporting Weapons and Dangerous Instruments

All students, faculty, staff, volunteers and parents are to immediately report to the principal or in his/her absence or teacher in charge, if they suspect an individual or individuals to possess a weapon or dangerous instrument. The principal or designated individual will activate the school's emergency procedure for reporting such an occurrence.

DSP 5370 - Discipline: Release of Individual Students from School

Revised June 1, 2015

May 7, 2004

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

DSP 5380 - Discipline: Search and Seizure

May 7, 2004

The choices presented by searching students and seizing property are difficult and expose school employees to potential legal liability. Catholic schools in Missouri, being private institutions, are not governed by the warrant and search and seizure requirements of the Fourth Amendment of the United States Constitution. Therefore, these guidelines should be carefully followed.

In carrying out the responsibility to maintain a safe and healthy environment, the school administrator/principal is sometimes faced with a decision that requires balancing the school's interest in conduct which constitutes a "search and seizure" under the law against a student's interest in freedom from intrusion into his/her privacy. The following guidelines are offered to assist the school administrator/principal in arriving at a decision.

When making a determination that reasonable grounds exist for a search, the following factors are to be considered and weighed in each instance:

1. The child's age, history and school record;
2. The prevalence and seriousness in the school of the problem to which the search is directed;
3. The urgency of requiring the search without delay;
4. The probative value and reliability of the information used as justification for the search;
5. The teacher's (or administrator's) prior experience with this particular student.

When carrying out the search, the following factors are to be considered and weighed in each instance:

1. Search of school lockers and desks

- a. Application of the right of privacy protections to items in lockers and desks depends upon the degree of ownership or control vested in the student vis-à-vis the school and whether the student has a reasonable expectation of freedom from intrusion for the things placed there.
- b. School policies should include a statement regarding the authorized uses of student lockers and desks and a statement to the effect that school officials retain the right to periodically inspect student locker and desks.
- c. Searches should be carried out with the student and a witness present.
- d. Random searches are permissible.

2. Searches of student-owned automobiles

- a. Indiscriminate blanket searches are not permissible.

- b. Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a "reasonable suspicion" of the presence of contraband in a vehicle in the school parking lot would be well-advised to contact the police.
- c. Searches should be carried out with the student-owner and a witness present.

3. Searches of students

- a. Indiscriminate blanket searches are clearly and unequivocally not permitted.
- b. A demand to produce the contents of pockets can be construed as a non-consensual search;
- c. Searches of students by school official are best avoided except in the most extreme circumstances, but can be conducted if immediate safety or the welfare of a student(s) is in danger. There should also be a witness present.
- d. Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a "reasonable suspicion" of the presence of contraband in a vehicle in the school parking lot would be well-advised to contact the police.

DSR 5380 - Discipline: Search and Seizure

Revised May 7, 2009

Strip searches of pupils by any official, employee or agent of a school that is part of the Diocese of Jefferson City are strictly prohibited. "Strip search" is defined as "a search in which a person's genitals, pubic area, buttock or anus, or a female person's breast, is uncovered and is either exposed to view or is touched by a person conducting the search."

DSP 5405 - Progress and Reporting: Parent/Teacher/Student Conferences

May 7, 2004

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

LSP Progress and Reporting: Parent/Teacher/Student Conferences

Parent-teacher conferences will be held at the end of the 1st quarter for all students. A schedule of these conferences will be determined by each teacher in collaboration with the parents and a copy will be given to the school secretary and principal.

Additional parent-teacher conferences for individual students may be scheduled on an as needed basis at any time throughout the year . The principal will make himself available to attend individual conferences if requested by the teacher or parent.

DSP 5410 - Progress and Reporting: Promotion and Retention

May 7, 2004

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

DSP 5520 - Health and Safety: Drug/Medication Administration

Revised June 1, 2015

May 7, 2004

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

DSR 5585 - Health and Safety: Referral Limitations

May 7, 2004

Students in a Catholic school are not to be referred by either school or other private or public employees giving service to the schools to agencies for advice contrary to Church teaching and/or practice. The school administrator is to make this regulation clear to any private or public employee giving service to the schools.

DSR 5810 - Abuse and Harassment: Child Abuse and Neglect

Revised September 2, 2014

The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.

This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators, counselors, child care workers in a day institution, or child care institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are health care professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments all school administrators/principals, the Diocese of Jefferson City Catholic Schools are to educate their school staff members in recognizing the signs of child abuse and/or child neglect.

Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury or that the abuse of the child may occur shall use the following procedure to report:

1. The employee is to report the suspicion immediately to the school administrator/principal and together they shall immediately report to the Missouri Division of Children's Services ("Missouri Children's Division"). This phone number is to be readily available in the school office.
2. The school administrator/principal shall then inform the Catholic School Office or chancellor of the diocese after the report has been made to the Missouri Children's Division. Within five days of the date the report is made to the Missouri Children's Division, a written summary report is to be sent to the Catholic School Office or chancellor of the diocese stating the names, circumstances and reasons for reporting, consultation received, and when and by whom the matter was reported.
3. It is up to the Missouri Children's Division or police department to follow up on the report.
4. Employees cannot be directed by a person with higher authority to refrain from reporting a case if the employee has reasonable cause to suspect that a child has been or reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
5. Any such reports are considered strictly confidential.

Normally, once notified, the Missouri Children's Division will observe the following procedure in investigating reports as clarified November 26, 2003 in a letter to school personnel from the Missouri Children's Division:

House Bill 613 will effect agency notification to a parent when abuse/neglect occurs in a school or child care setting. When the abuse/neglect of a child happens in a school or child care setting and the parents of the child are not the alleged abusers, a parent/guardian of the child must be notified prior to the child being interviewed by the Children's Division (CD). If the parent/guardian cannot be located, the CD investigator will use his/her best judgment regarding interviewing the child without parental notification. If the alleged abuser is a school or child care facility employee, the child cannot be interviewed at his/her school or child care facility.

The representative of the Missouri Children's Division is to see that the above paragraph is implemented. Normally Catholic school personnel are not part of the child abuse investigation interview unless requested by the Missouri Children's Division.

Failure to follow the above reporting procedure is considered a serious violation of diocesan policy and regulation.

DSP 5820 - Abuse and Harassment: Harassment/Bullying

Revised June 1, 2015

Revised May 7, 2009

All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review

administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

DSP 5825 - Abuse and Harassment: Sexual Abuse of Minors

Revised June 1, 2015

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community. It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

I. PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements:

1. a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;
2. a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;
3. Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;
4. Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel.

The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan person not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.

2. Duties of the Review Board include:

- Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
- Reviewing diocesan policies for addressing sexual abuse of minors;
- Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and

- Maintaining an ongoing review of unresolved cases.
3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:
- Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
 - Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and
 - Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.

2. Duties of the Review Administrator include:

- Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
- Appointing an Assistance Coordinator for the person bringing the allegation;
- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- Receiving information about other possible victims/survivors; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.

2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.

3. Duties of the Review Team include:

- Investigating and gathering facts regarding allegations referred to it by the Review Administrator, reporting its findings to the Bishop, and providing him any appropriate counsel;
- Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
- Meeting as needed for specific cases;
- Taking all appropriate steps to protect the reputation of the accused during the review process;
- Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.

2. Duties of the Assistance Coordinator include:

- Listening to the individual and his or her allegations, treating the individual with respect;
- Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;
- Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
- Assisting with referrals to therapists and/or support groups;
- Assisting the individual with information about how to follow-up on the options chosen by the individual; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

3. The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or

she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Mr. Mike Berendzen
Review Administrator
Diocese of Jefferson City
Alphonse J. Schwartz Memorial Catholic Center
2207 W. Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)

B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)
2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the

supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.

3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.
4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone.

The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:

- a. When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.
- b. When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a

temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.

2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.
3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.
4.
 - a. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:
 - i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
 - ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
 - iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his votum, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
 - iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The

- Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.
- v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.
 - b. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:
 - i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
 - ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
 - iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.
 - iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.
 - c. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.
5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the

Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.
2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:
 - a. Every step will be taken to restore the good name of the accused.
 - b. If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.
2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.
3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

F. CARE FOR THE CLERIC

When a priest is placed on indefinite administrative leave from his assignment because of a substantiated accusation of sexual abuse of a minor, the Bishop or his designee will assist him in finding housing, arrange for his financial support and encourage him to receive pastoral and

psychological support during the time immediately following the accusation. A permanent deacon in this circumstance will be assisted by, the Vicar for the Permanent Diaconate in obtaining appropriate pastoral and psychological support.

G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES AND OTHER STATES

1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors. In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese. The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.
2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.

H. COMMUNICATION

Inquiries from members of the media about this policy and its implementation should be addressed to the Director of Communications of the Diocese. If statements or information are to be released concerning an allegation of sexual abuse of a minor by a member of the clergy or other church personnel, that information shall be made available by the Office of Communications in collaboration with the Bishop, or his designee, and the diocesan attorney.

ADDENDUM

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability

[moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.

(2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.

(3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.

(4) The term "decree" as used in this document refers to a statement of the disposition of the matter.

(5) See Chapters 210.110-210.192 Revised Statutes of Missouri.

6000 SERIES - INSTRUCTION

DSP 6208 - Curriculum: Education in Human Sexuality and Teaching Touching Safely

Revised June 1, 2015

Revised August 8, 2011

Revised August 10, 2010

All religious education programs in the diocese, including school programs, incorporate some form of education in human sexuality. A local group studies the diocesan guidelines, decides the approach that is best for the students, then implements a suitable program according to the guidelines.

In addition to a program on human sexuality, each school is to provide instruction in grades 1, 4, 6 and 10 on Teaching Touching Safety, and using the program required by the diocese or approved by the review administrator. All parents are to have the option of choosing that their children not attend the program. Schools are required to distribute to all parents of children in their schools a copy of the parent guide “Protecting God’s Children Teaching Touching Safety” developed by VIRTUS. An annual report is to be given to the Safe Environment Coordinator for the Diocese of Jefferson City indicating that the instruction has been completed. Resources can be found at www.diojeffcity.org and click on Safe Environment.

DSP 6235 - Curriculum: Non-Catholic Student Participation

Revised May 7 , 2004

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

DSP 6301 - Instructional Arrangements: Educational Outings, Field Trips, 8th Grade Trips and Senior Trips

Revised June 1, 2015

Revised August 12, 2008

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8th grade and/or a senior trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

DSR 6301 - Instructional Arrangements: Educational Outings, Field Trips, 8th Grade and Senior Trips

Revised June 1, 2015

Revised August 12, 2008

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

DSP 6305 - Instructional Arrangements: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

Revised June 1, 2015

May 7, 2004

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the

cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the Protecting God's Children program and read and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

DSP 6410 Instructional Services and Resources: Speakers, Outside Programs, AV Materials (including Movies and Videos), and Literature

May 7, 2004

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCCB movie-rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Catholic School Office should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

DSP 6425 - Instructional Services and Resources: Student Internet, E-mail and Other Technology Use

Revised June 1, 2015

Revised August 10, 2010

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *Facebook*, *YouTube*, *Snapchat*, *Twitter*, *Instagram*, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

DSP 6480 - Instructional Services and Resources: Research and Observation

May 7, 2004

Written permission from the parents/guardians and the superintendent of Catholic schools as well as approval of the school administrator/principal is required before any faculty member may provide student data to or allow observation of students by anyone conducting research, or for videotaping students for purposes of improving instruction.