

HANDBOOK
OF
POLICIES AND PROCEDURES
FOR
CATHOLIC SCHOOLS
IN THE
ARCHDIOCESE OF KANSAS CITY IN KANSAS

This document, Handbook of Policies and Procedures for Catholic Schools in the Archdiocese of Kansas City in Kansas is the Handbook referenced in the following three agreements:

- Parish Services Agreement for those parishes with schools
- High School Services Agreement
- Consolidated Elementary School Services Agreement

This Handbook is posted on the website (www.archkckcs.org). Updates will be made electronically annually as needed, and the electronic version takes precedence over any print copy.

Effective August 1, 2021



ARCHDIOCESE OF KANSAS CITY KANSAS SCHOOLS

	<u>Policy Number</u>	<u>Page</u>
Table of Contents		i-x
<u>Introduction</u>		
Catholic Schools		1
Archbishop Joseph Naumann		2
Mission Statement		3
<u>1000 SERIES – RELIGIOUS & CIVIL CONTEXT FOR CATHOLIC SCHOOLS</u>		4-9
Relevant Canon Law	1000	5-7
Relevant Civil Law	1010	8
Equal Opportunity	1020	8
Responsibility for Compliance	1030	8
Elementary Schools	1030.1	8
Secondary Schools	1030.2	8-9
All Schools	1030.3	9
<u>2000 SERIES – ARCHDIOCESAN OFFICE OF CATHOLIC SCHOOLS</u>		10-12
Role of Archdiocesan Office of Catholic Schools	2000	11
The Staff of Archdiocesan Office of Catholic Schools	2010	11
The Superintendent of Schools	2010.1	11
Associate Superintendent(s)	2010.2	11
Associate Superintendent for Student Services	2010.3	11
The Archdiocesan Commission on Schools	2020	11
School Fees	2030	11-12
<u>3000 SERIES - ADMINISTRATION OF LOCAL SCHOOLS</u>		13-24
Principal of Subsidiary	3000	14
Qualifications and Expectations for School Leaders	3010	14
Employment of School Presidents and Principals	3030	14
Elementary School Procedure	3030.1	14-15

	<u>Policy Number</u>	<u>Page</u>
Secondary School Procedure	3030.2	15
Certification of Health	3040	15
Contracts	3100	16
Elementary Schools	3100.1	16
Secondary Schools	3100.2	16
Evaluations	3110	16
Elementary Schools	3110.1	16-17
Procedures for Principal Evaluation in Single Parish	3110.1.1	17
Procedures for Principal Evaluation in Consolidated	3110.1.2	17-18
Secondary Schools	3110.2	18
Resignations	3120	18
Elementary Schools	3120.1	18
Secondary Schools	3120.2	18
Suspension/Cancellation for Default Under Contract –Presidents	3125	18-19
Presidents’ Suspension/Cancellation Review Procedures	3125.1	19-20
Suspension/Cancellation for Default Under Contract	3130	20
Suspension/Cancellation Review Procedures	3130.1	20-21
Assistant/Vice Principals’ Suspension/Cancellation Review	3130.2	21
Procedures		
 GENERAL POLICIES – LOCAL ADMINISTRATION		22-24
Principals’ Job Description	3200	22
Elementary Schools	3200.1	22
Secondary Schools	3200.2	22
Associate and Assistant Principal – Elementary Schools	3210	22
Teacher Contact when Principal is out of Building	3215	23
Principals’ Role in Hiring of Faculty/Staff	3220	23
Elementary Schools	3220.1	23
Secondary Schools	3220.2	23
Archdiocesan School Office Role in Hiring of Faculty	3230	23
Standards of Grooming and Dress	3240	23-24
 <u>4000 SERIES - THE CATHOLIC SCHOOL TEACHER</u>		25-37
Qualifications and Expectations For Teachers	4000	26
Equal Opportunity	4010	26
 HIRING		27
Teacher Hiring Protocol and Background Checks	4100	27
For Teachers Currently Employed in Archdiocese		
For All Teacher Candidates	4110	27
 PROFESSIONAL STANDARDS		28
Certification of Health	4200	28
Faith Development	4210	28

	<u>Policy Number</u>	<u>Page</u>
Teaching License	4220	28
CONTRACTS - TEACHERS		29-34
Contract – Minimum Hours	4300	29
Contracts – Yearly Issue – Teachers	4310	29
Evaluation of Teacher Performance	4320	29-30
Teacher Performance Evaluation and Goal Setting	4320.1	31
Suspension/Cancellation for Default Under Contract	4330	32
Procedures Upon Default – Elementary Schools	4330.1	32
Hearing Procedures – Elementary Schools	4330.1.1	32-33
Appeal Procedures	4330.1.1.1	33
Procedures Upon Default – Secondary Schools	4330.2	33
Hearing Procedures – Elementary Schools	4330.2.1	33-34
Appeal Procedures	4330.2.1.1	34
Contract Modification and Cancellation – Teachers	4340	34
GENERAL POLICIES - TEACHERS		35-37
Curriculum and Instruction	4400	35
Standards for Communication	4405	35
Communication with Students	4405.1	35
Communication with Parents/Legal Guardians	4405.2	35
Behavior with Students	4405.3	35-36
Standards of Grooming and Dress	4410	36
Teacher Files – Active and Archive	4420	36
Teacher Records and Confidentiality	4430	36
Teacher References	4440	36-37
Teachers – Mandated Reporters	4450	37
<u>5000 SERIES – ALL SCHOOL EMPLOYEES JOB DESCRIPTIONS</u>		
<u>COMPENSATION, BENEFITS, LEAVES</u>		38-49
PRINCIPALS/PRESIDENTS		39-40
Salaries for Presidents	5000	39
Salaries for Principals	5010	39
Elementary Schools	5010.1	39
Secondary Schools	5010.2	39
Role of Superintendent of Schools	5010.3	39
Benefits for Presidents/Principals – All Schools	5020	39
Vacation for School Presidents/Principals	5025	39
Salaries and Benefits for Religious Personnel – All Schools	5030	39-40
LAY TEACHERS		41-42
Salaries	5100	41
Parameters for teacher compensation guidelines	5100.1	41
Role of Superintendent of Schools	5100.2	41
Benefits	5110	41

	<u>Policy Number</u>	<u>Page</u>
Tuition Remission – School Administrators and Teachers	5120	41
Job Descriptions for School Staff Other Than Teachers	5200	42
ALL EMPLOYEES		43-44
Employee Files	5300	43
Health Certification	5310	43
Hepatitis B Vaccine	5310.1	43-44
Background Checks/Child Protection	5320	44
LEAVES		45-49
Health Leave	5400	45
Annual Allowance – Teachers and School Leaders	5400.1	45
Family and Medical Leave	5410	45-46
Birth, Adoption or Foster Placement of a Child	5410.1	46
Qualifying Exigency Related to Military Service	5410.2	46
Serious Health Condition of Employee or Family	5410.3	46
Employee Notice Requirement	5410.4	46
Health Insurance	5410.5	46-47
Return to Work	5410.6	47
Fitness for Duty Certification	5410.7	47
Compliance with Family and Medical Leave Act	5410.8	47
Paid Leave Substitution	5410.9	47
Employee Notice of Intent Not to Return to Work	5410.10	47
Special Rules for Instructional Employees	5410.11	47-48
Notice	5410.12	48
Funeral/Bereavement Leave	5420	48
Jury Duty Leave	5430	48
Leave of Absence without Pay	5440	49
Pay Adjustments for Extended Leave/Resignations	5450	49
All Employees Mandated Reporters	5460	49
All Employees Weapons	5470	49
All Employees – Leave Due to Misconduct Investigation	5480	49
<u>6000 SERIES – PARENTS</u>		50-52
Community	6000	51
Parents	6010	51-52
Role of School/Business Advisory Councils	6010.1	52
Role of Parent – Teacher and/or Parent Association	6010.2	52
Role of Boards of Trustees	6010.3	52
Parents Who Are Registered Sex Offenders	6020	52
<u>7000 SERIES - THE CHILD...THE YOUNG ADULT IN THE CATHOLIC SCHOOL</u>		53-86

	<u>Policy Number</u>	<u>Page</u>
ADMISSIONS		54-58
Guiding Principles	7000	54
Placement Status	7010	54
Students Who Are Not of the Catholic Faith	7020	54
Documentation Required	7030	54-55
Failure to Provide Proof of Identity	7030.1	55
Conducting the Investigation	7030.2	55
Age Requirements	7040	55
Early Entrance Protocol	7040.1	55-56
Child/Parent Requesting to Skip a Grade in Elementary School	7040.2	56
Health Assessment	7050	56
Immunization	7060	56
Exemptions from Immunizations	7060.1	56-58
CONDUCT	7100	59-69
School Discipline	7105	59
In-School Suspension/Short-term Suspension	7110	59
Procedure	7110.1	59-60
Long-term Suspension/Expulsion	7120	60
Procedure	7120.1	60
Grounds for Long-term Suspension/Expulsion	7120.2	60-61
Notice	7120.3	61
Procedural Rights	7120.4	61
Procedure for Student Hearings	7120.5	61
Report of Formal Hearing	7120.6	61
Appeal Procedure	7120.7	61-62
School Safety and Security	7130	62
Anti-Bullying	7130.1	62-63
Elements of Anti-Bullying Policies	7130.1.1	63
Definitions	7130.1.2	63
Notification of Information about Certain Students to School Employees	7130.2	63-64
Reports to Law Enforcement Concerning Criminal Conduct of Students	7130.3	64-65
Virtus Safe Touch	7130.4	65
Emergency Safety Interventions	7131	65
Physical Restraint	7131.1	65-66
Seclusion	7131.2	66
Documentation	7131.3	66
Parent Notification	7131.3.1	66-67
Communication	7131.4	67
Training	7131.5	67
Dispute Resolution	7131.6	67
Reporting	7131.7	67-68
Weapon Possession	7140	68

	<u>Policy Number</u>	<u>Page</u>
Expulsion for Weapon Possession	7140.1	68
Reports of Weapon Possession	7140.2	68
Definition of Weapon	7140.3	68-69
Possession/Use Weapon-like Objects	7140.4	69
HEALTH		70-77
Health	7200	70
Medication - Dispensing	7200.1	70
Prescriptions	7200.2	70
Non-Prescriptions	7200.3	70-71
Asthma and Anaphylaxis Medications	7200.4	71
Student Requirements for Self-Administering Asthma and Anaphylaxis Medication	7200.5	71
School Procedures for Implementing Self-Administration of Asthma and Anaphylaxis Medication	7200.6	71-72
Procedures for Revoking Authorization for Self-Administration of Asthma and Anaphylaxis Medication	7200.7	72
Parental Consent and Release Form	7200.8	72
School Procedures for Administering Anaphylaxis Medication	7200.9	72-73
Students with Food Allergies	7205	73-74
Acquired Immune Deficiency Syndrome (HIV/AIDS)	7210	74
Admission and Attendance	7210.1	74
Evaluating Students Who Are Infected with HIV/AIDS	7210.2	74
Advisory Team	7210.3	74-75
Right of Privacy/Confidentiality	7210.4	75
Infectious and Contagious Diseases	7220	75-76
Duty to Report	7220.1	76
Exclusion from School	7220.2	76-77
Other Procedures	7220.3	77
Response to Health Emergencies	7225	77
Transfer of Health Records	7230	77
GENERAL STUDENT POLICIES		78-82
Attendance	7300	78
Designated Reporting Officer	7300.1	78
Local Attendance Policies	7300.2	78
Attendance Records	7300.3	78
Attire	7320	78-79
Attorney Communication/Court Subpoenas, Orders and Other Legal Documents	7330	79
Child Abuse	7340	79
Student on Student Sexual Conduct	7340.1	79-80

	<u>Policy Number</u>	<u>Page</u>
Child Custody	7350	81
Contested Child Custody Matters	7350.1	81
Graduation	7400	81
Social Events after Graduation	7400.1	81-82
RECORDS		83-86
Cumulative Records	7500	83
Mailing Lists and Release of Student Directory Info.	7510	83-84
Request for Records	7510.1	84
Retention of Students	7520	84
Student Sexuality	7525	85
Students Who Become Parents	7530	86
<u>8000 SERIES – CURRICULUM, INSTRUCTION, AND ASSESSMENT</u>		
<u> IN THE CATHOLIC SCHOOL</u>		87-99
CURRICULUM		88-92
Curriculum Development	8000	88-89
Catholic Educational Standards	8010	89
Religion Classes	8020	89
Required Subjects in the State of Kansas	8030	89
Elementary Schools	8030.1	89-90
Secondary Schools	8030.2	90
Field Trips	8040	90
Permission Forms	8040.1	90-91
Transportation for Field Trips	8040.3	91
Ten to Fifteen Passenger Van Use	8040.3.1	91
Co-curricular and Extracurricular Activities	8050	91-92
Participation Forms and Transportation for	8050.1	92
Co-curricular and Extra-curricular Activities		
Supervision for Co-curricular and	8050.2	92
Extra-curricular Activities		
INSTRUCTION		93-96
Academic Expectations	8100	93
Federal Title Programs	8110	93
Instructional Hours	8120	93
Procedures for Counting Instruction Hours	8120.1	93
Procedures for Counting School Day Hours	8120.2	93
Instruction for Students with Special Needs	8130	93-94
Individual Education Plans (IEP's)	8130.1	94
Catholic School Student Support Plans in	8130.2	94-95
Compliance with Section 504 for Private Schools		
Dispute Resolution	8130.2.1	95
Tiered System of Supports	8130.3	95
Student Improvement Team	8130.4	95

	<u>Policy Number</u>	<u>Page</u>
Students with Special Needs Confidentiality	8130.5	95
Students with Special Needs Ongoing Placement	8130.6	95
Transition Planning	8130.7	95-96
School Term	8200	96
Student Teachers	8210	96
Substitute Teachers	8220	96
ASSESSMENT		97-99
Assessment	8300	97
Kindergarten Readiness	8315	97
Kansas Assessments	8320	97
Accommodations for State Assessments	8320.1	97-98
NCEA ACRE Assessment Program	8340	98-99
Additional Testing	8350	99
Public Release of Assessment Results	8360	99
Report Cards	8370	99
Guidelines for Reporting to Parents/Guardians	8380	99
 <u>9000 SERIES - GENERAL SCHOOL POLICIES</u>		100-116
Accreditation – Cognia™ and State of Kansas	9000	101
The American Flag	9010	101
Archdiocesan Guidelines for School Fundraising	9020	101
Asbestos/Risk Management	9030	102
Procedures	9030.1	102
Risk Management	9030.2	102
Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents	9035	102
Blood Borne Pathogens Exposure Control	9040	103
Procedure	9040.1	103
Catholic Symbols	9050	103
Child Protection – Virtus Training for Adults and Volunteers	9060	103
Pre-Registration	9060.1	103
Child Protection – Virtus Training for Students	9070	103
School Documentation of Student Lessons	9070.1	104
Copyright	9080	104
Counseling – Qualifications and Expectations	9090	104
Crisis Response Team Implementation and School Safety	9100	104
Procedures for Implementing the Crisis Response Team of Catholic Community Services	9100.1	104-105
School Safety Procedures	9100.2	105
Additional Safety Suggestions	9100.3	105-106
Emergency Procedures – Natural Disasters	9100.4	106
Drills – Fire and Tornado	9100.4.1	106
Diplomas (Certificates) – Elementary Schools	9110	106

	<u>Policy Number</u>	<u>Page</u>
Financial Controls	9120	106
Audit	9120.1	106
Tuition Collection/Financial Aid Analysis	9120.2	106
Media Communication	9200	106
Nondiscrimination Policy	9210	107
Parent/Teacher Conferences	9220	107
Parishes Without Schools or Without Capacity – Elementary	9230	107
Procedures	9230.1	108
Parties/Dances	9240	108
Photographs	9250	108
Prayer	9260	108-109
Professional Development and Formation	9270	109
Pupil-Staff Ratio	9280	109
Reports	9290	109
Archdiocesan Office of Catholic Schools	9290.1	109-110
State of Kansas	9290.2	110
Other Annual Reports	9290.3	110-111
Research Conducted in Catholic Schools	9300	111
School Handbooks	9310	111
Faculty and Staff Handbooks	9310.1	111-112
Parent and Student Handbooks	9310.2	112-113
School Logo, Name Use	9315	113
School Status Changes – Elementary Schools	9320	114
Student Supervision	9330	114
Technological Resources	9340	114
Parameters for Acceptable Use of Technological	9340.1	114-115
Resources in Catholic Schools in the Archdiocese		
Parameters for Acceptable Use of Non-Technological	9340.2	115-116
Resources		
Traffic Safety	9350	116
Websites and Social Media	9370	116
<u>INDEX</u>		117-121
<u>APPENDIX</u>		122-183
Archdiocesan School Office Forms		123
<u>FORMS</u>	<u>Form</u>	124-183
Teacher Contact when Principal is out of the Building	C103	124
Incident Report	C109	125
Field Trip Permission Slip	C115b	126
Repeating Events Permission Slip	C115b(1)	127
Field Trip Liability Waiver for Adults	C115d	128

	<u>Form</u>	<u>Page</u>
School Safety Field Trip (Driver Information Sheet)	C115e	129
Co-Curricular and Extra-Curricular Participation and Transportation Release	C115f	130
Hepatitis B Vaccine Waiver	C117	131
Parent Consent and Release for Self-Administration of Asthma and Anaphylaxis Medications	C118	132
Technological Resources Use Policy	C119	133
Student Support Plan for Minor Adjustments	C122	134-135
Transition Plan	C123	136-139
Parents Who Are Registered Sex Offenders	C128	140
Photography Release	C129	141
Child Photography Release	C130	142
Non-Teaching Positions Job Description	C131	143-144
Notice for Directory Information	C132	145
Emergency Safety Intervention Documentation	C133	146-147
Student Support Plan Notice of Meeting	C134	148
Student Support Plan	C136	149-152
Student Support Plan Teacher Acknowledgement	C138	153
Student Support Plan Annual Review Worksheet	C139	154-155
Student Improvement Plan	C140	156-162
Sample Letter For Parents Choosing to Immunize Under Protest	C141	163
Church's Teaching on Special Issues of Concern		164-176
Reference Policy Cover Letter Sample	C142	177
School Letter to All Parents	C144	178
The Substitute Letter	C145	179
Food Allergy Assessment	C146	180-182
Is it Beautiful		183
Teaching All God's Children Intervention Circle		184

(Forms are also available on the Archdiocese of KCK Catholic Schools
Internet Web site www.archkckcs.org. Go to Administration/Forms)

CATHOLIC SCHOOLS

“Catholic Schools are at the heart of the Church.” (Congregation for Catholic Education, “The Catholic School on the Threshold of the 3rd Millennium, 1997)

The Catholic school has had a clear identity, not only as a presence of the Church in society, but also as a genuine and proper instrument of the Church. The Catholic school finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture, and life are brought into harmony. (Religious Dimension of Education in a Catholic School, 1988).

According to the General Directory for Catechesis (US 1998 edition, #259, p. 234), “The Catholic school is a most important *locus* for human and Christian formation. The declaration of the Second Vatican Council *Gravissimum Educationis* ‘makes a decisive change in the history of Catholic schools: the move from school as institution to school as community.’ Catholic schools ‘are no less zealous than other schools in the promotion of culture and in the human formation of young people. It is however, the special function of the Catholic school to:

- Develop in the school community an atmosphere animated by a spirit of liberty and charity;
- Enable young people, while developing their own personality, to grow at the same time in that new life which has been given them in baptism;
- Orient the whole of human culture to the message of salvation’.”

Similarly, in the National Directory for Catechesis (USCCB, 2005, p. 262), the United States Bishops state: “Catholic schools are vital to the Church’s mission of evangelization and catechesis. They exist in order to educate the whole person: mind, body, and soul. They present the totality of the Catholic faith. Whether Catholic schools are part of a parish structure or are regional, diocesan, or private, growth in the Catholic faith for the children and young people who attend them is essential to their identity and purpose.

A parochial school is an integral part of the total parish catechetical plan. It is an evangelizing community within the larger evangelizing community that is the parish. A parochial school depends on the parish of which it is a part to provide the ecclesial vision for its particular participation in the Church’s mission. As one of the components of the total catechetical effort of the parish, the parochial school should be in harmony with and complement the other catechetical programs offered by the parish. Similarly regional, diocesan, and private Catholic schools that are not affiliated with a specific parish should work in close collaboration with neighboring parishes.

The Catholic school should strive to integrate the Catholic faith into every aspect of its life. It seeks to relate all human culture to the news of salvation, so that the life of faith will illuminate the knowledge that students gradually gain of the world, of life, and of mankind. In Catholic schools, children and young people can ‘experience learning and living fully integrated in the light of faith.’”

In The Holy See’s Teaching on Catholic Schools (Archbishop J. Michael Miller, CSB; Secretary, Congregation for Catholic Education; Sophia Institute Press, 2006, p. 17 & 61) Archbishop Miller identifies “Five Essential Marks of Catholic Schools.” He writes: “Papal interventions and Roman documents repeatedly emphasize that certain characteristics must be present for a school to be considered authentically Catholic. Like the marks of the Church proclaimed in the Creed – one, holy, catholic, and apostolic – so, too, does the Holy See identify the principal features of a school as *Catholic*: a Catholic school should be inspired by a supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic worldview throughout its curriculum, and sustained by gospel witness.”

Archbishop Miller concludes, “The Holy See, through papal interventions and the documents of the Congregation for Catholic Education, recognizes the priceless treasure of Catholic schools as an indispensable instrument of evangelization.” “Within the context of the New Evangelization, Catholic Schools are needed now more than ever.” (Submitted by Archbishop Lucas, December 14, 2015, to the Vatican Congregation for Catholic Education.)

My Dear Co-Workers in Catholic Education,

The mission of Jesus on earth was “to teach.” His own words, “I am the WAY, the TRUTH, and the LIFE” indicate this. Through the power of the Holy Spirit, He continues that work through the administrators and teachers in our Catholic Schools today. Administrators and teachers share both this “mission” and “ministry” of the Catholic Church with the “total school community”...pastors, parents, and parishioners.

Catholic Schools in the Archdiocese of Kansas City in Kansas are parish and inter-parish Catholic schools, elementary and secondary, which operate in accordance with the principles and teachings of the Roman Catholic Church and established policies and procedures of the Archdiocese. This *Handbook of Policies and Procedures for Catholic Schools of the Archdiocese of Kansas City in Kansas* is the result of consultations among the Archdiocesan Superintendent of Schools, Pastors, principals and administrators of the schools and legal counsel. The provisions of this Handbook become effective with the 2021 fall semester.

The policies and procedures are normative for all Catholic Schools in the Archdiocese of Kansas City in Kansas and are designed to assist the schools in fulfilling their teaching mission and ministry and to comply with church and civil laws. This Handbook is also intended to provide guidance to pastors and administrators in developing policies and making decisions at the local level.

We can be tremendously proud of Catholic Education in our Archdiocesan Church. We are equally confident of the future of all Catholic Education, since it is an essential part of the “Mission” and “Ministry” of Jesus, the Divine Teacher.

Your special ministry—your vocation—is the Catholic School. You are “called” and “sent” by Jesus, through the Church, as were the apostles. You are, as the apostles, privileged to teach and to lead. You bear witness to the TRUTH; you bring LIFE, as Jesus did.

May you find great joy and peace in being a “co-worker” with Jesus and the Church in your vocation of providing Catholic education for our youth and young people.

Sincerely yours in Jesus, the Lord of Life,

A handwritten signature in blue ink, reading "Joseph F. Naumann". The signature is fluid and cursive, with a large initial 'J' and a long, sweeping underline.

Archbishop Joseph F. Naumann
Archdiocese of Kansas City in Kansas



The Archdiocese of Kansas City in Kansas

Catholic Schools

MISSION STATEMENT

*To grow as disciples
of Jesus – To make disciples for
Jesus, who is the reason
for our Schools,
the unseen but ever present
Teacher in our classes,
the Model of our faculty,
the inspiration of Our Students.*

1000 SERIES

RELIGIOUS AND CIVIL CONTEXT FOR CATHOLIC SCHOOLS
IN THE ARCHDIOCESE OF KANSAS CITY IN KANSAS

Seek first the kingdom of God and his righteousness, and all these things will be given you besides.

Matthew 6:33

Catholic Schools in the Archdiocese of Kansas City in Kansas are subject to the Code of Canon Law of the Catholic Church.

(*Code of Canon Law Annotated, Second edition revised and updated of the 6th Spanish language edition, prepared under the responsibility of the Instituto Martín de Azpilcueta; edited by E. Caparros, M. Thériault, J. Thorn, Montreal: Wilson & Lafleur, 2004).

Book III. The Teaching Office of the Church**Title I. The Ministry of the Divine Word**

- Can.747, #1 — It is the obligation and inherent right of the Church, independent of any human authority, to preach the Gospel to all peoples, using for this purpose even its own means of social communication; for it is to the Church that Christ the Lord entrusted the deposit of faith, so that by the assistance of the Holy Spirit, it might conscientiously guard revealed truth, more intimately penetrate it, and faithfully proclaim and expound it.
- #2 — The Church has the right always and everywhere to proclaim moral principles, even in respect of the social order, and to make judgments about any human matter in so far as this is required by fundamental human rights or the salvation of souls.
- Can.756, #1 — As regards the universal Church the duty of proclaiming the gospel has been especially entrusted to the Roman Pontiff and to the college of bishops.
- #2 — As regards the particular church entrusted to them, the individual bishops exercise this responsibility since within it they are the moderators of the entire ministry of the word; sometimes, several bishops simultaneously fulfill this office jointly for various churches at one in accord with the norm of law.
- Can.757, #1 — It is proper for presbyters who are co-workers with the bishops to proclaim the gospel of God; pastors and others entrusted with the care of souls are especially bound to this office as regards the people entrusted to them; deacons also are to serve the people of God in the ministry of the word in communion with the bishop and his presbyterate.
- Can.758, — By reason of their consecration to God, members of institutes of consecrated life bear particular witness to the Gospel, and so are fittingly called upon by the Bishop to help in proclaiming the Gospel.
- Can.759, — The lay members of Christ's faithful, by reason of their baptism and confirmation, are witnesses to the good news of the Gospel, by their words and by the example of their Christian life. They can also be called upon to operate with Bishops and priests in the exercise of the ministry of the word
- Can.760, — The mystery of Christ is to be faithfully and fully presented in the ministry of the word, which must be founded upon sacred Scripture, Tradition, liturgy and the magisterium and life of the Church.
- Can.761, — While the pride of place must always be given to preaching and catechetical instruction, all the available means of proclaiming Christian doctrine are to be used: the exposition of doctrine in schools, in institutes of higher learning, at conference and meetings of all kinds; public declarations by lawful authority on

the occasion of certain events, through the printed word and other means of social communication.

- Can.774, #1 — The care for catechesis, under the direction of lawful ecclesiastical authority, extends to all members of the Church, to each according to his or her role.
- #2 — Before all others, parents are bound to form their children, by word and example, in faith and in Christian living. The same obligation binds sponsors and those who take the place of parents.
- Can.777, — In a special way, the parish priest is to ensure, in accordance with the norms laid down by the diocesan Bishop, that:
- 1 – an adequate catechesis is given for the celebration of the sacraments;
 - 2 – children are properly prepared for first confession and first holy communion, and for the sacrament of confirmation, by means of catechetical formation over an appropriate period of time;
 - 3 – children, after they have made their first holy communion, are given a richer and deeper catechetical formation;
 - 4 – as far as their condition allows, catechetical formation is given to the mentally and physically handicapped;
 - 5 – the faith of young people and of adults is strengthened, enlightened and developed by various catechetical methods and initiatives.
- Can.780, — Local Ordinaries are to ensure that catechists are duly trained to carry out their office properly, namely, that continuing formation is available to them, that they have an appropriate knowledge of the teachings of the Church, and that they learn both the theory and the practice of the principles of pedagogy.

Book III. The Teaching Office of the Church

Title III. Catholic Education

- Can.794, #1 — The duty and right of educating belongs in a unique way to the Church which has been divinely entrusted with the mission to assist men and women so that they can arrive at the fullness of the Christian life.
- #2 — Pastors of souls have the duty to arrange all things so that all the faithful may enjoy a Catholic education.
- Can.795, — Education must pay regard to the formation of the whole person, so that all may attain their eternal destiny and at the same time promote the common good of society. Children and young persons are therefore to be cared for in such a way that their physical, moral and intellectual talents may develop in a harmonious manner, so that they may attain a greater sense of responsibility and a right use of freedom, and be formed to take an active part in social life.
- Can.796, #1 — Among the educational means the Christian faithful should greatly value schools, which are of principle assistance to parents in fulfilling their educational task.
- #2 — It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.
- Can.800, #1 — The Church has the right to establish and to direct schools for any field of study or of any kind and grade.
- #2 — Christ's faithful are to promote Catholic schools, doing everything possible to help

in establishing and maintaining them.

- Can.803, #1 — A Catholic school is understood to be one which is under the control of the competent ecclesiastical authority or of a public ecclesiastical juridical person, or one which in a written document is acknowledged as Catholic by the ecclesiastical authority.
- #2 — Formation and education in a Catholic school must be based on the principles of Catholic doctrine; and the teachers must be outstanding in true doctrine and uprightness of life.
- #3 — No school, even if it is in fact Catholic, may bear the title ‘Catholic school’ except by the consent of the competent ecclesiastical authority.
- Can.804, #1 — The formation and education in the Catholic religion provided in any school, and through various means of social communication, is subject to the authority of the Church. It is for the Bishops’ Conference to issue general norms concerning this field of activity and for the diocesan Bishop to regulate and watch over it.
- #2 — The local Ordinary is to be careful that those who are appointed as teachers of religion in schools, even non-Catholic ones, are outstanding in true doctrine, in the witness of their Christian life, and in their teaching ability.
- Can.805, — In his own diocese, the local Ordinary has the right to appoint or to approve teachers of religion and, if religious or moral considerations require it, the right to remove them or to demand that they be removed.
- Can.806, #1 — The diocesan Bishop has the right to watch over and inspect the Catholic schools situated in his territory, even those established or directed by members of religious institutes. He has also the right to issue directives concerning the general regulation of Catholic schools; these directives apply also to schools conducted by members of a religious institute, although they retain their autonomy in the internal management of their schools.
- #2 — Those who are in charge of Catholic schools are to ensure, under the supervision of the local Ordinary, that the formation given in them is, in its academic standards, at least as outstanding as that in other schools in the region.

RELEVANT CIVIL LAWS

#1010

Catholic Schools in the Archdiocese of Kansas City in Kansas observe all applicable civil laws, statutes and regulations, state and federal, including the directives of the Kansas State Commissioner of Education. Questions about legal requirements shall be directed to the Superintendent.

Equal Opportunity

#1020

Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards (particularly that are described in the Catechism of the Catholic Church, various documents from the Vatican and United States Conference of Catholic Bishops, as well as in the document, "Church Teaching on Special Issues of Concern." (See Appendix) related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, chastity, as well as teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender* (unless in conflict with Catholic moral teachings), disability or national origin. (*See Appendix "Church Teaching on Special Issues of Concern")

Responsibility for Compliance

#1030

Elementary Schools

#1030.1

In Catholic elementary schools sponsored by a single parish, the Pastors and Principals share the serious responsibility to see to it that schools comply with all legal requirements. In Catholic elementary schools sponsored by more than one parish and governed by a board, the boards and principals share this responsibility.

The Pastor and/or the Principal shall immediately inform the Superintendent of all matters that could affect the school legally. The Superintendent may ask the principal to commit in writing an account of the matter. (See Appendix form #C109).

The Superintendent, in consultation with the Pastor (or Board chair in the case of consolidated elementary schools), shall consult with the Archdiocesan attorney as necessary to review legal issues relating to Catholic elementary schools in the Archdiocese of Kansas City in Kansas.

Secondary Schools

#1030.2

The Presidents/Principals and The Board of Trustees share the serious responsibility to see to it that secondary schools in the Archdiocese of Kansas City in Kansas comply with all legal requirements.

The President/Principal shall immediately inform the Superintendent of all matters that could affect the school legally. The Superintendent may ask the principal to commit in writing an

account of the matter. (See Appendix form #C109).

All Schools

#1030.3

- The Superintendent will inform the Archbishop, as needed, and, if requested, provide him with a written copy of the matter as prepared by the school leaders.

2000 SERIES

ARCHDIOCESAN OFFICE OF CATHOLIC SCHOOLS

I know your works, your love, faith, service, and endurance, and that your last works are greater than the first.

Revelations 2:19

Role of Archdiocesan Office of Catholic Schools

#2000

The staff of the Archdiocesan Office of Catholic Schools shall assist pastors, school leaders, and teachers in fulfilling the teaching mission of the elementary and secondary schools in the Archdiocese. This is accomplished through assistance, coordination, and guidance in the areas of:

- Accreditation
- Assessment
- Catholicity
- Curriculum and Instruction
- ESL
- Faith Leadership
- Finances/Budgeting
- Legal Consulting
- Principal Retreats, Seminars, and Support (Leadership & Mission)
- Professional Development
- Risk Management (Asbestos Inspection as required by law)
- School Capacity Building/Development/Strategic Planning
- School Supplies (report card templates, attendance records, teacher contracts, etc.)
- Students with Special Needs
- Teacher/Principal Recruiting

The Staff of the Archdiocesan Office of Catholic Schools

#2010

The Superintendent of Schools

#2010.1

The Superintendent of Schools for the Archdiocese shall be appointed by the Archbishop.

Associate Superintendent(s)

#2010.2

The Associate Superintendent(s) for the Archdiocesan Office of Catholic Schools shall be appointed by the Superintendent of Schools with the approval of the Archbishop.

Associate Superintendent for Student Services

#2010.3

Perfect Wings is the program designed to support schools in serving children with special needs. The Associate Superintendent for Student Services shall be appointed by the Superintendent with the approval of the Archbishop.

The Archdiocesan Commission on Schools

#2020

The Archdiocesan Commission on Schools assists the Superintendent and the schools of the Archdiocese in the consideration of general policy matters relating to the schools.

The Archdiocesan Commission on Schools shall be comprised of members of the various boards of Catholic Schools in the Archdiocese, school leaders, pastors, and staff of the Office of Catholic Schools. The Superintendent invites the members to serve on a rotation of one and two year terms.

School Fees

#2030

To help offset the cost of the programs and services provided by the Archdiocesan Office of

Catholic Schools, schools are assessed a \$27.00/per student fee, payable by October 16, 2021.

The staff of the Archdiocesan Office of Catholic Schools sends invoices to the schools so that schools can pay from invoices. Student fees include preschool if preschool is operated by the school.

In addition, in order to provide clinical supervision to Catholic elementary school counselors, a fee of \$500 for a school counselor working .5 or less FTE or a fee of \$1,000 for a school counselor working .5 or more FTE is assessed annually.

Contacts:

Archdiocesan Office of Catholic Schools
12615 Parallel Parkway
Kansas City, KS 66109
Ph. (913) 721-1570
Fax. (913) 721-5598

Vince Cascone, Ed.D.
Superintendent of Schools
(913) 721-1570, Ext. 176
Or 647-0321 (direct line)
vcascone@archkckcs.org

Allison Carney
Associate Superintendent for Curriculum, Instruction, Assessment, Accreditation, Professional Development
(913) 721-1570, Ext. 138
Or 647-0332 (direct line)
acarney@archkckcs.org

To be determined
Associate Superintendent for Student Services
(913) 721-1570, Ext. 141
Or 647-0319 (direct line)
[To be determined](#)

Amy Lanham
Office and Research/Data Manager
(913) 721-1570, Ext. 140
Or 647-0355 (direct line)
alanham@archkckcs.org

Sharon Madrigal
Office Assistant
(913) 721-1570, Ext. 139
Or 647-0354 (direct line)
smadrigal@archkckcs.org

3000 SERIES

ADMINISTRATION OF LOCAL SCHOOLS

Father, Lord of heaven and earth, to You I offer praise; for what You have hidden from the wise and the learned You have revealed to the merest children.

Matthew 11:25

Principle of Subsidiary

#3000

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools).

Qualifications and Expectations for School Leaders

#3010

Because the Presidents, Principals and other school administrators exercise such a vital role in the formational-educational mission of the Church, they must be Catholic persons whose loyalty to Christ, to the Church and all Catholic people are of utmost importance. Their philosophies of education and commitment to ongoing personal faith formation will strongly reflect this Catholic conviction, and they shall possess spiritual, academic, administrative and human relationship capabilities.

Presidents, Principals, and other school administrators will model Catholic Christian behaviors and attitudes; display dedication to Church teaching and participate in ongoing spiritual and professional formation. In addition, they will communicate effectively with pastors, faculty, students, parents/guardians, boards (in the case of consolidated elementary schools and secondary schools) and parish communities; provide leadership in faith formation, curriculum and staff development; supervise the instruction provided to students; maintain an atmosphere conducive to learning; and cultivate an environment in which all members of the school community can grow in their faith.

In addition, Catholic school leaders will model active participation in the faith-life of their parishes as indicated in policy #1020.

Also, as a component of faculty faith formation, principals shall annually provide for faculty a review of Catholic Church teachings that are described in the Catechism of the Catholic Church and various documents from the Vatican and United States Conference of Catholic Bishops. This review shall include but not be limited to, Church teachings related to the dignity of life from conception to natural death, sanctity of marriage, and the beauty of chastity. Specific Church teachings related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, transgender issues, marriage, and chastity, as well as Church teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods shall be included in this review. (See Appendix “Church’s Teachings on Matters of Special Concern”)

Employment of School Presidents and Principals

#3030

All persons, religious and lay, seeking a position as a principal in a Catholic school in the Archdiocese shall make an application through the Archdiocesan Office of Catholic Schools. (For the position of President in secondary schools, see policy #3030.2).

Procedure – Elementary Schools

#3030.1

When an elementary school in the Archdiocese of Kansas City in Kansas, is in need of a school principal, the Pastor/Board chair informs the Superintendent of the need for a new principal.

The Superintendent assists pastors/boards in the search process for a new principal. The Superintendent receives applications and conducts initial interviews. The Superintendent discusses with the Pastor/Board Chair (in the case of consolidated elementary schools) the qualified applicants and an appropriate process for interviewing applicants. The Pastor/Board Chair make the final determination regarding the selection of applicants and the process for interviewing these applicants at the local level.

The Pastor/Board Chair appoints the principal and a written employment agreement is signed by the Pastor/Board chair and Principal.

Procedure – Secondary Schools

#3030.2

In secondary schools in the Archdiocese of Kansas City in Kansas, Presidents are hired by the Boards of Trustees of the Schools with the approval of the Members of the high school corporation. A President's contractual agreement is to be signed by the Chairperson of the Board and the President of the high school.

Principals in secondary schools in the Archdiocese of Kansas City in Kansas, are hired by the President of the school after consultation with the Boards of Trustees.

One copy of the contract of President and Principal are to be kept in their files at the Archdiocesan Office of Catholic Schools.

Certification of Health

#3040

Employment as a principal in a Catholic School in the Archdiocese of Kansas City in Kansas is conditional upon submission of an acceptable certification of health. After accepting employment as a principal in a Catholic School in the Archdiocese of Kansas City in Kansas, a person shall submit, on a form prescribed by the Kansas Secretary of Health and Environment, certification by a licensed physician, or by a registered physician's assistant or a qualified advanced registered nurse practitioner working at the direction of a licensed physician, that the physical condition of the principal is such as to permit full performance of all duties for which a principal is employed with or without reasonable accommodation. If at any time, there is reasonable cause to believe that any principal is suffering from an illness detrimental to the well-being of the school and/or health of the students, the Pastor (Board, in the case of consolidated elementary schools) or President (in the case of secondary schools) may require the principal to obtain a new certification of health.

Any required statement of physical condition shall fully state any limiting condition or handicap which may impair the performance of services or which may endanger the health or safety or welfare of any student.

Contract

#3100

Elementary Schools

#3100.1

Principals –

- Blank contract forms are sent from the Superintendent's Office to the Pastors/Board Chairs.
- The Pastor/Board Chair completes and signs the contract and offers it to the Principal for acceptance and signature.
- One copy of the contract, signed by the Principal and Pastor/Board Chair is retained by each Principal, Pastor/Board Chair and the Superintendent. **This should be completed in a timely fashion, no later than March 15th.**
- Contracts are for one year only.

Secondary Schools

#3100.2

Presidents –

- Contract agreements for the President of a high school in the Archdiocese are provided by the Office of Catholic Schools.
- Contracts are signed by the Chairs of the Boards and the Presidents.
- One copy of the signed contract is retained by the President, Board Chair and Superintendent. **This should be completed in a timely fashion, no later than March 15th.**
- Contracts are for one year only.

Principals –

- Contract forms are sent from the Superintendent's office to the President.
- The President signs the contract and offers it to the Principal for acceptance and signature.
- One copy, signed by the Principal and President, is retained by each Principal, Pastor/Board Chair and the Superintendent. **This should be completed in a timely fashion, no later than March 15th.**
- Contracts are for one year only.

Evaluation

#3110

All Schools –

Kansas law requires that principals during the first and second years of service shall be evaluated at least one time per semester not later than the date established by Kansas law (the 60th school day of the semester), except that any principal who is not employed for the entire semester shall not be required to be evaluated.

Principals in the third and fourth year of service and thereafter shall be evaluated at least one time each school year by the date established by Kansas law for the third and fourth year of service (February 15).

A copy of these evaluations shall be retained in a personnel file for each principal maintained in the Superintendent's office for not less than three years from the date of each evaluation.

Elementary Schools

#3110.1

Principals of single parish Catholic elementary schools in the Archdiocese shall be evaluated in writing by the Pastor of the parish.

In the Catholic elementary schools of the Archdiocese of Kansas City in Kansas that are consolidated, the Board of Trustees shall evaluate the Principal.

The pastor/Board evaluates the principal using a form provided by the Archdiocesan Office of Catholic Schools. To assist the Pastor/Board with this task, the Archdiocesan Office of Catholic Schools, if so requested, may arrange for the school community to be surveyed. The pastor/Board may or may not choose to use the results of these surveys as part of the evaluation.

Procedures for Principal Evaluation in Single Parish Elementary Schools

#3110.1.1

- The Superintendent of Schools sends the Pastor a copy of the Principal Performance Review form to complete.
- The Pastor or Principal may request the Archdiocesan Office of Catholic Schools to conduct a community survey of various members of the school community to obtain feedback to use in setting school goals.
 - If the School Office receives such a request, the Office and Research/Data Manager will work with the Principal to coordinate the logistics of that process.
 - Surveys are conducted via the Survey Monkey account of the School Office, and the results are compiled by the Office and Research/Data Manager, who sends a copy of the final report to the Pastor and Principal.
- The Pastor completes the Principal Performance Review form and discusses it with the Principal.
- Both the Pastor and Principal sign the completed form.
- The Pastor sends a copy of the signed form to the Superintendent.
- The Superintendent sends the Pastor a contract for the Pastor and Principal to sign.
- The Pastor sends a copy of the signed contract to the Superintendent.

Procedures for Principal Evaluation in Consolidated Elementary Schools

#3110.1.2

- The Superintendent of Schools sends the Chair of the Board of Trustees a copy of the Principal Performance Evaluation form.
- The Board Chair or Principal may request the Archdiocesan Office of Catholic Schools to conduct a community survey of various members of the school community to obtain feedback to use in setting school goals.
 - If the School Office receives such a request, the Office and Research/Data Manager will work with the Principal to coordinate the logistics of that process.
 - Surveys are conducted via the Survey Monkey account of the School Office, and the results are compiled by the Office and Research/Data Manager, who sends a copy of the final report to the Board Chair and Principal. The Board Chair shares the survey results with the Board.
- The Board Chair can then do one of two things: 1. Ask each Board member to complete an independent evaluation of the Principal, or 2. Hold an executive session of the Board (without the principal in attendance) to discuss and complete the form as a group.
- If the Board members complete the form independently, each Board member should return the form to the Board Chair. The Board Chair can then compile the results onto one form, or the Board Chair can request that the Office and Research/Data Manager in the Archdiocesan Office of Catholic Schools compile the data and provide a report.

- When the data is compiled, the Board Chair should be sure that the entire Board affirms the final evaluation.
- When the Board affirms the evaluation, the Board Chair and at least one other Board member should meet with the Principal to review the evaluation and set goals for the upcoming contract year.
- The Principal signs the evaluation, and the Board Chair sends a copy to the Superintendent.
- The Superintendent then sends the Board Chair a copy of the contract for the Board Chair and Principal to sign.
- The Board Chair then sends a copy of the signed contract to the Superintendent.

Secondary Schools

#3110.2

Presidents - The Board of Trustees of a high school is responsible for evaluating the president by whatever means they determine appropriate. At a minimum, the Board shall complete the evaluation form provided by the Archdiocesan Office of Catholic Schools. The Office is available, upon request to assist further with the process.

Principals – The president of a high school evaluates the principal. The Archdiocesan Office of Catholic Schools provides the evaluation form. Presidents may use a locally developed form in addition, if they choose to do so.

Resignation – Presidents and Principals

#3120

Elementary Schools

#3120.1

- The Principal gives his/her resignation (in writing) to the Pastor/Board Chair (in the case of consolidated elementary schools).
- The Pastor/Board Chair informs the Superintendent of the need for a replacement.
- The Superintendent assists the search process for a school principal.

(See Employment of New Principals #3030 for Procedures).

Secondary Schools

#3120.2

- The President gives his resignation (in writing) to the Board Chair who informs the Superintendent. The Superintendent in consultation with the Board Chair initiates the search for a replacement.
- The Principal gives his/her resignation (in writing) to the President.
- The President initiates the search process for a new principal. All applicants must apply through the Archdiocesan Office of Catholic Schools online application process.

Suspension/Cancellation For Default Under Contract– Presidents-Secondary Schools

#3125

A President shall be deemed to be in default under contract in the event of any breach of an important duty including specifically any of the following:

- a. Failure to perform the prescribed duties of the Contract.
- b. Failure or refusal to complete the Term of Employment or to perform the prescribed services hereunder for all or any part of the school year.
- c. Failure to follow the requirements of Policies and Procedures for Catholic schools in the Archdiocese of Kansas City in Kansas after reasonable warnings given by the Board of

Trustees.

- d. Involvement in the commission of any serious crime, public scandal, or conduct substantially impairing the President's professional effectiveness or the President's portrayal of an example for pupil emulation, or promulgating teachings inconsistent with established Catholic teachings or adopting a way of life inconsistent with Catholic moral standards.
- e. Failure to follow the requirements of the Archdiocesan Code of Ethical Standards, Sexual Harassment Policy, and the Child Protection Policy – Policies and Procedures Pertaining to Sexual Abuse of a Child.

Upon defaults regarding a. through d. above, the School's governing authority (e.g., Board Chair) suspends the president for not to exceed seven days and shall implement the procedures in policy #3125.1.

Upon defaults regarding e. above, the procedures in the specified policies shall be followed.

Presidents' Suspension/Cancellation Review Procedures

#3125.1

- In the case of the suspension of a President of a secondary school, the Board Chair will consult with the Superintendent and then the Superintendent will arrange for a hearing panel to hear the suspension review of that President.
- The Superintendent schedules the hearing with not less than three days' advance written notice to the President. The notice shall state the time and place of the hearing and give a brief statement of the reasons for the suspension/proposed termination. The notice must also include a statement that failure to appear at the scheduled hearing may result in automatic cancellation of the contract.
- The hearing panel will be composed of another President in a Catholic school in the Archdiocese, the Superintendent or his/her designee, and a member of the Archdiocesan Commission on Schools.
 - The hearing panel, the Board Chair, and the President will convene at the time and location specified in the notification of suspension review given to the President. The suspension review will be a closed hearing. No attorneys for the school or the president are present.
 - The Board Chair will outline the cause of the suspension.
 - The President will state his/her case.
 - There will be no cross-examination by either party.
 - Questions may be asked by anyone on the hearing panel for clarification.
 - The Board Chair and the President will be asked to leave when testimony is completed.
 - The hearing panel will then discuss the testimony and recommend to either terminate the President's contract for cause or rescind the suspension, with or without impairing conditions.
 - The recommendation of the hearing panel will be put in writing, signed by all members of the hearing panel, and delivered to the Board Chair within 24 hours of the scheduled hearing.
 - The Board Chair will convey the decision to the Board of Trustees who make a recommendation to the Members regarding whether the suspension should be lifted, continued or if the President's contract should be terminated. The Members make the decision regarding the status of the President and notify the Board Chair. The Board Chair will convey the final decision to the President within 3 working days following its resolution.
 - Failure of a President to attend this hearing may be cause for automatic termination of his/her contract.

- If the contract is terminated for cause, the President shall be liable for the cost of a replacement to the extent the cost exceeds the President's rate of compensation.
- The school will continue to pay the President during the suspension and review procedures.

Suspension/Cancellation For Default Under Contract– Principals-Elementary and Secondary Schools

#3130

A Principal shall be deemed to be in default under contract in the event of any breach of an important duty including specifically any of the following:

- a. Failure to be or to remain qualified under the laws of Kansas, to perform the prescribed duties of this Contract; or, failure to have a currently valid leadership license pursuant to Kansas Statutes.
- b. Failure or refusal to complete the Term of Employment or to perform the prescribed services hereunder for all or any part of the school year.
- c. Failure to follow the requirements of the Contract or Handbook after reasonable warnings given by the Pastor/Board Chair, in the case of elementary; President in the case of secondary.
- d. Involvement in the commission of any serious crime, public scandal, or conduct substantially impairing the Principal's professional effectiveness or the Principal's portrayal of an example for pupil emulation, or promulgating teachings inconsistent with established Catholic teachings or adopting a way of life inconsistent with Catholic moral standards.
- e. Failure to abide by the requirements of the Archdiocesan Code of Ethical Standards, Sexual Harassment Policy, and the Child Protection Policy – Policies and Procedures Pertaining to Sexual Abuse of a Child.

Upon defaults regarding a. through d. above, the School's governing authority (e.g., Pastor or Board Chair, in the case of consolidated elementary schools; president in the case of secondary schools) suspends the principal for not to exceed seven days and shall implement the procedures in policy #3130.1.

Upon defaults regarding e. above, the procedures in the specified policies shall be followed.

Principals' Suspension/Cancellation Review Procedures

#3130.1

- In the case of the suspension of a Principal, the Pastor/Board Chair (in the case of consolidated elementary schools)/President (in the case of secondary schools) will consult with the Superintendent and then the Superintendent will arrange for a hearing panel to hear the suspension review of that Principal.
- The Superintendent schedules the hearing with not less than three days' advance written notice to the Principal. The notice shall state the time and place of the hearing and give a brief statement of the reasons for the suspension/proposed termination. The notice must also include a statement that failure to appear at the scheduled hearing may result in automatic cancellation of the contract.
- The hearing panel will be composed of another Principal in a Catholic school in the Archdiocese, the Superintendent or his/her designee, and a member of the Archdiocesan Commission on Schools.
 - The hearing panel, the Pastor/Board Chair (in the case of consolidated elementary schools)/ President (in the case of consolidated secondary schools), and the Principal will convene at the time and location specified in the notification of suspension review given to the Principal. The suspension review will be a closed hearing. No attorneys for the school or the principal are present.

- The Pastor/Board Chair (in the case of consolidated elementary schools)/ President (in the case of consolidated secondary schools) will outline the cause of the suspension.
- The Principal will state his/her case.
- There will be no cross-examination by either party.
- Questions may be asked by anyone on the hearing panel for clarification.
- The Pastor/Board Chair (in the case of consolidated elementary schools)/ President (in the case of consolidated secondary schools) and the Principal will be asked to leave when testimony is completed.
- The hearing panel will then discuss the testimony and recommend to either terminate the Principal's contract for cause or rescind the suspension, with or without impairing conditions.
- The recommendation of the hearing panel will be put in writing, signed by all members of the hearing panel, and delivered to the Pastor/Board Chair (in the case of consolidated elementary schools)/ President (in the case of consolidated secondary schools) within 24 hours of the scheduled hearing.
- **Single parish elementary schools:** The Pastor will convey his decision to the Principal within 4 working days following the hearing whether the Principal's suspension should be lifted, continued, or if the principal's contract should be terminated.
- **Consolidated elementary schools:** The Board Chair will convey the recommendation of the hearing of whether the Principal's suspension should be lifted, continued, or if the principal's contract should be terminated to the Board of Trustees who shall inform the Members for a final decision. (Note: the bylaws provide the Members retain the power to appoint and remove the Principal. See 4.6.2 and, 5.7). The Board Chair will convey the final decision of the Members to the Principal within 4 working days following the hearing.
- **Secondary schools:** The President will consider the recommendation of the hearing team and determine whether the Principal's suspension should be lifted, continued, or if the principal's contract should be terminated. The President will inform the Principal of the decision within 4 working days following the hearing.
- Failure of a Principal to attend this hearing may be cause for automatic termination of his/her contract.
- If the contract is terminated for cause, the Principal shall be liable for the cost of a replacement to the extent the cost exceeds the Principal's rate of compensation.
- The school will continue to pay the Principal during the suspension and review procedures.

Assistant/Vice Principals' Suspension/Cancellation Review Procedures

#3130.2

- See policy #4330 – 4330.2.1.1

(Note: For an assistant/vice principal hearing, the hearing panel may also have another assistant/vice principal.)

GENERAL POLICIES – LOCAL ADMINISTRATION

Principals' Job Description

#3200

Elementary Schools

#3200.1

1. Ensures the school is joyfully Catholic. Promotes the spiritual development of the school. Develops, understands, communicates, and protects the mission of the school. Develops a culture of self-giving within the members of the school community.
2. Prudently manages the school by identifying personnel needs, supervising and making decisions regarding staffing, employment and contract renewal for all employees. Hires staff who are faithful practicing Catholics and are exceptional educators and formators.
3. Provides leadership in curriculum instruction, assessment, inclusion and ensuring a culture of diligent achievement.
4. Provides leadership for forward thinking through strategic and development planning.
5. Provides leadership for and implements enrollment growth and retention planning that results in budget success.
6. Prepares the budget and manages the school within prudent budget guidelines.
7. Represents the school, in consultation with his/her supervisor, as spokesperson to the media, parishes, alumni, and parent groups. Maintains effective communication with supervisor and parents.
8. Develops collegial relationships, particularly with other Catholic school leaders, and contributes positively to the broader educational community (e.g., other parish education programs for children and adults, Archdiocesan Office of Catholic Schools committees, public schools, State Department of Education, Cognia™).
9. Develops local procedures and policies; implements Archdiocesan policies and governmental requirements; and maintains school accreditation. Communicates with the Archdiocesan Office of Catholic Schools regarding issues that arise in the school. Ensures all staff and others, as appropriate, are in compliance with the Child Protection Policies of the Archdiocese of Kansas City in Kansas.
10. Oversees the physical plant and equipment of the school, as appropriate.
11. Other duties as assigned.

Secondary Schools

#3200.2

Job descriptions for principals at the secondary level shall be developed by the president of the school in accordance with local needs.

Associate and Assistant Principal – Elementary Schools

#3210

Whenever it is deemed necessary and advisable, (i.e. when a school's enrollment is of sufficient size – approximately 400 students is considered sufficient enrollment for a part-time assistant principal; approximately 450 students would be sufficient for a full-time assistant) an assistant principal may be appointed by the Principal, with approval of the principal's supervisor.

Responsibilities, role descriptions and salary of the associate/assistant principal are determined locally. However, typically an associate principal would be full-time and have greater responsibilities than an assistant principal. Part-time positions likely would always be assistant principals. Notification of this appointment shall be in writing and sent to the Archdiocesan Office of Catholic Schools.

Teacher Contact when Principal is out of the Building**#3215**

When the principal is out of the building for any reason, there shall be a teacher designated to perform the duties of the Principal as described in this handbook. (See Appendix form #C103) In schools where there is an assistant principal, the assistant principal is usually the designee. For an extended absence due to illness, disability and/or personal reasons the principal's supervisor may or may not appoint the same teacher as the designee, depending upon the circumstances.

Written notification of this designee, along with the signature of the Principal, designated person and the principal's supervisor shall be filed annually in the Superintendent's Office. (See Appendix form #C103).

Principals' Role in Hiring of Faculty/Staff**#3220****Elementary Schools****#3220.1**

The employment of teachers and staff in an elementary school is an administrative responsibility of the Principal. Thus, any individuals working with students or staff must be hired and supervised by the principal. The only exceptions to this would be the staff hired by the various unified school districts or professionals provided by a family's private medical insurance to serve in Catholic schools in the Archdiocese. In addition, volunteers are also to be identified and supervised by the principal. The Principal, with the approval of the Pastor (or Board chair, in the case of consolidated schools), offers contracts to new teachers, and offers or does not offer new contracts for any succeeding school year for any current teacher.

Secondary Schools**#3220.2**

The Principal shall select faculty and staff with approval of the President; the President offers the contracts.

Archdiocesan Office of Catholic Schools Role in hiring of Faculty**#3230**

The Archdiocesan Office of Catholic Schools provides support for the faculty hiring process in several ways, including:

- Serving as a clearinghouse and central file location for candidate applications and other credentials.
- Tracking positions and candidates available and communicating this information to both prospective teachers and principals.
- Participating in the Teacher Interview Days hosted by various local colleges and universities.
- Developing relationships with the staffs of the university and college departments of education in order to place more prospective teachers in our schools.
- Posting teacher applicants and substitute teacher applicants on the Archdiocesan Office of Catholic Schools' website.
- Assisting in placing student teachers in our schools to promote interest in teaching in Catholic schools.

Standards of Grooming and Dress**#3240**

School leaders in the Archdiocese always shall maintain high standards of dress and grooming so as to reflect Christian virtue, maintain professional dignity and command the respect of teachers, students,

peers and patrons and to establish a standard worthy of emulation by both teachers and students.

4000 SERIES

THE CATHOLIC SCHOOL TEACHER

Whoever makes himself lowly, becoming like this child, is of greatest importance in that heavenly reign. Whoever welcomes one such child for my sake welcomes me.

Matthew 18:4-5

Qualifications and Expectations For Teachers

#4000

Teachers have a special calling to personal holiness and apostolic mission. They reveal the message of Christ not only by word but also by every action of their lives.

It is important, therefore, that teachers understand that first and foremost they are catechists, regardless of their teaching assignment.

To fulfill this religious ministry, the Catholic school teacher must be a person of faith; he/she must be one who believes in God and strives to live a life of virtue in and out of school, following the example of Jesus Christ and the teachings of the Church*. A Catholic school teacher cannot personally be a part of a group or organization that advocates for activities that are contrary to the moral teaching of the Catholic Church*. Except under extreme and unusual circumstances, all teachers should be practicing Roman Catholics. As such they should be active in their parishes with respect to time, talent and treasure.

All teachers in Catholic schools must be able to accept and convey both the religious and educational goals of the Catholic school and to give service in accord with the Sacred Scriptures and teachings of the Church*. They must model Christian behaviors and attitudes; display professional attitudes and a dedication to Church teaching; participate in ongoing spiritual and professional formation; use instructional strategies that are most effective in promoting learning; communicate effectively with students, parents/guardians, teachers and administrators; present content using a variety of methods that are sensitive to the individual needs of our students as well as the Archdiocesan curriculum outcomes; and maintain a classroom conducive to learning. Thus, except in extreme and unusual circumstances, teachers should be licensed by the State of Kansas. Above all, teachers in Catholic schools must understand that their primary role is to, along with parents, bring children to know and develop a personal relationship with Jesus Christ and a love for His Church.

(*Catholic Church teachings are described in the Catechism of the Catholic Church and various documents from the Vatican and United States Conference of Catholic Bishops. Also see Appendix, “Church’s Teachings on Topics of Special Concern”.)

Equal Opportunity

#4010

See policy # 1020.

HIRING

Teacher Hiring Protocol and Background Checks for Teachers Currently Employed in the Archdiocese of Kansas City in Kansas #4100

- If a teacher who is currently teaching in a Catholic school in the Archdiocese in Kansas City in Kansas seeks employment in another school in the Archdiocese, the principal of that school shall direct the teachers to make a formal application via the Archdiocesan Office of Catholic Schools online teacher application to the new school and inform his or her current principal of the application.
- Once an application from such a teacher is received, the new principal shall call the current principal to make sure the principal is aware of the application and to check references.
- Principals shall not initiate or participate in conversations with teachers who are under contract at other Catholic Schools in the Archdiocese of Kansas City in Kansas without first talking with the current principal, as noted above.

For all Teacher Candidates #4110

- Principals must check references as well as former employers (especially any former Archdiocesan principals) and be sure to follow all other requirements under the Archdiocesan Code of Ethical Standards, Sexual Harassment Policy, and the Child Protection Policy/Policies and Procedures Concerning Sexual Misconduct when hiring staff. (See policy #5320, Background Checks/Child Protection)

For information on criminal background checks, contact Sandy Vielhauer at svielhauer@archkck.org or Amy Lanham at alanham@archkckcs.org.

PROFESSIONAL STANDARDS

Certification of Health

#4200

Catholic schools in the Archdiocese of Kansas City in Kansas shall comply with State of Kansas health requirements for teachers.

Before commencement of any services subsequent to employment, any teacher employed in the Catholic schools in the Archdiocese of Kansas City in Kansas shall submit certification by a licensed physician verifying that the physical condition of the teacher is such as to permit full performance of all duties for which the teacher is employed. If at any time there is reasonable cause to believe that any teacher is suffering from an illness detrimental to the well-being of the school and/or health of the students, the teacher may be required to obtain a new Certification of Health. State law requires teachers to have evidence of a TB test on file.

Any required Statement of Physical Condition shall fully state any limiting condition or handicap which may impair the performance of services or which may endanger the health of any student or employee.

Faith Development

#4210

Teachers will participate in ongoing faith formation activities each semester, as made available to their schools by the Holy Family School of Faith. The purpose of these activities is, first and foremost, to assist teachers in increasing their knowledge of the Catholic faith and enhancing their own relationships with Jesus Christ so that they can be witnesses for Christ to their students, as well as others in their school communities.

As a component of this faith formation, teachers shall participate in the school-provided review of Catholic Church teachings that are described in the Catechism of the Catholic Church and various documents from the Vatican and United States Conference of Catholic Bishops, including but not limited to, Church teachings related to the dignity of life from conception to natural death, sanctity of marriage, and the beauty of chastity. Specific Church teachings related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, and chastity, as well as Church teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods shall be included in this review. (See Appendix, “Church’s Teachings on Topics of Special Concern”.)

Teaching License

#4220

Teachers in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall be licensed by the State of Kansas. Exceptions must have approval of the Superintendent or Associate Superintendent. The responsibility for acquiring and maintaining proper licensure from the State Department of Education rests with the teacher. A copy of this license shall be kept on file in the local school office. License information is available at www.ksde.org (click Teachers).

CONTRACTS - TEACHERS

Contract – Minimum Hours

#4300

All full-time teachers shall be contracted at a minimum beginning in August and ending at the close of the academic year. In Catholic schools in the Archdiocese of Kansas City in Kansas, instructional time is calculated based upon hours rather than days (as allowed by State law). At the local level, additional hours may be contracted by the President/Principal in order to fulfill the mission of the school. Because teachers have numerous built-in vacation times (e.g. summer, Christmas, spring; and/or Easter), teachers are expected to be present during contract times. Therefore, family trips, etc. are to be scheduled during times when school is not in session in order to provide instructional continuity for students. (See policy #5400 for Health Leave provisions.)

Contracts – Yearly Issue

#4310

- Contract forms are available online to the schools from the Archdiocesan Office of Catholic Schools.
- In elementary schools, **the Pastor/Board chair (in the case of consolidated schools) and the Principal must sign contracts before the contracts are offered to the teachers.**
- In secondary schools, the president must sign contracts before the contracts are offered to the teachers.
- Teachers who are being renewed must be given contracts between April 15th and May 1st. Teachers must sign contracts and return to Principals within one week of receiving the contract. If no definitive written contract is completed and signed by the all parties designated on the contract, it shall be presumed that the parties will not contract for the next school year and both parties may pursue other options to fill the teaching position on the part of the school or seeking employment elsewhere on the part of the teacher. However, nothing in policy #4310 should be interpreted to preclude the parties from reaching an agreement for continued employment of the teacher after May 1st.
- Any requests for extensions shall be made in writing by teachers, and the responses to such requests shall also be made in writing.
- Copies of the contracts shall be distributed as designated on the contract.
- In the event that a teacher breaks the contract prior to the beginning of or during the academic year, the teacher is liable for any additional cost incurred by the school for hiring a replacement.
- Contracts are for one year only.

Evaluation of Teacher Performance

#4320

Evaluation of performance for teachers in Catholic Schools in the Archdiocese of Kansas City in Kansas shall be in compliance with the laws of Kansas. The evaluation process is determined by the Archdiocesan Office of Catholic Schools and intended to convey the degree to which teachers meet employment expectations and to communicate the status of future employment. **Each teacher is responsible for delivery of acceptable professional service, and failure of a supervisor or a principal to comply with the technical details of the evaluation procedure does not relieve the teacher of responsibilities for full, complete and competent performance of duties.**

- Teachers employed by Catholic schools in the Archdiocese of Kansas City in Kansas for the first and second year of service shall be evaluated at least one time per semester by his/her immediate supervisor by not later than the date established by Kansas law on teacher evaluation (the 60th school day of the semester), except that any teacher who is not employed for the entire semester shall not be required to be evaluated.

- Teachers employed by Catholic schools in the Archdiocese of Kansas City in Kansas for the third and fourth year of service and thereafter shall be evaluated at least one time each school year by the date February 15th, established by Kansas law on teacher evaluation, for third and fourth year teachers. Teachers should receive a copy of the evaluation by April 15th no later than May 1st.
- Copies of these evaluations shall be maintained in the teachers' personnel files at the schools where employed; Copies of evaluations also shall be provided to the Archdiocesan Office of Catholic Schools.

Teacher Performance Evaluation and Goal Setting Procedures

#4320.1

General dates for '21-'22 (Note: if the due date falls on a weekend the due date will extend to Monday after the due date)

August	Local orientation re: evaluation process. Archdiocesan New teacher orientation re: Professional Development Committee plan and evaluation process.
Sept.	New teachers set Professional Development Goals (kept at school).
Sept./Oct.	First formal evaluation of 1 st and 2 nd year teachers. Begin evaluation process for all staff.
Nov./Jan.	Evaluation process continues.
Feb./March	Evaluation of all staff continues, 2 nd formal evaluation of 1 st and 2 nd year teachers.
March	Teachers reflection responses to current year's goals are due. Principals complete evaluation forms. Formal evaluation conferences are held when necessary and appropriate. Teachers have 2 weeks to respond in writing to the formal evaluation.
April 15th	Principals shall begin to offer contracts to renewing teachers.
May 1st	Deadline for Principals to offer contracts to renewing teachers, as appropriate. The offered contracts must be signed as described in policy #4310. Teachers must be notified of non-renewal by this date. Teachers have one week from the time they receive contracts to return contracts signed or unsigned with letters of resignation. Any requests for extensions shall be made in writing by teachers, and the responses to such requests shall also be made in writing.
May 8th	Teachers begin formulating goals for the next year.
May 15th	Teachers submit professional development goals for next year. Principals provide feedback as appropriate.
May 29th	Teachers submit revised goals. These are kept at the local schools.

Contract Suspension/Cancellation For Default Under Contract - Teachers

#4330

A teacher shall be deemed to be in default under contract in the event of any serious breach of an important duty hereunder including specifically any of the following:

- a. Failure to be or to remain qualified under the laws of Kansas, to perform the prescribed duties of this Contract; or, failure to have a currently valid Teacher's Certificate pursuant to Article 13, Chapter 72 of Kansas Statutes Annotated.
- b. Failure or refusal to complete the Term of Employment or to perform the prescribed services hereunder for all or any part of the school year.
- c. Failure to follow the requirements of Policies and Procedures for Catholic schools in the Archdiocese of Kansas City in Kansas after reasonable warnings given by the school administration.
- d. Involvement in the commission of any serious crime, public scandal, or conduct substantially impairing the Teacher's professional effectiveness or the Teacher's portrayal of an example for pupil emulation, or promulgating teachings inconsistent with established Catholic teachings or adopting a way of life inconsistent with Catholic moral standards.
- e. Failure to follow the requirements of the Archdiocesan Code of Ethical Standards, Sexual Harassment Policy, and the Child Protection Policy – Policies and Procedures Pertaining to Sexual Abuse of a Child.

Procedures Upon Default-Elementary Schools

#4330.1

Upon defaults regarding a. through d. in policy #4330, the school Principal and the Pastor/Board chair (in the case of consolidated schools) shall consult concerning the default of contract. The Pastor/Board chair and the Principal may in their sole discretion and without advance notice, suspend the teacher for a period not to exceed seven school days without a hearing. The Principal shall document the reasons for the suspension and present the document to the teacher at the time of suspension. The principal and teacher will sign the documented reasons for the suspension. If a principal determines that a longer suspension is warranted, a hearing panel shall be convened. Written notice of the hearing shall inform the teacher of the time and place of the hearing and include a statement of the reasons for the suspension and/or proposed termination. The notice shall also state that failure to appear at the scheduled hearing may result in automatic cancellation of the contract. The hearing will proceed regardless of the teacher's attendance. The Superintendent shall be consulted prior to any teacher suspension/hearing.

Upon defaults regarding e. in policy #4330, the procedures in the specified policies shall be followed.

Hearing Procedures – Elementary Schools

#4330.1.1

- In the case of a long term suspension of a teacher, the Principal will appoint a hearing panel to hear the suspension review of that teacher. This hearing panel shall notify the Principal of its recommendation to either terminate the teacher's contract or rescind the suspension.
- The hearing panel will be composed of a Principal and teacher in a Catholic school in the Archdiocese and a member of the Archdiocesan Commission on Schools.
 - The hearing panel, teacher, and the Principal will convene at the time and location specified in the notification of suspension review given to the teacher.
 - The suspension review will be a closed hearing. Those allowed to attend the hearing will be the hearing panel, the teacher and the Principal. The hearing will convene at the time and location specified in the notification of suspension review given to the teacher.
 - The Principal will read the reasons for the suspension.

- The teacher will state his/her case.
- There will be no cross-examination by either party.
- Questions may be asked by anyone on the hearing panel for clarification.
- The Principal and the teacher will be asked to leave when their testimony is completed.
- The Hearing Panel will then discuss the testimony and recommend to either terminate the teacher's contract or rescind the suspension, with or without imposing any conditions.
- The recommendation will be put in writing, signed by all members of the hearing panel, and delivered to the Principal within 24 hours following the scheduled hearing.
- The Principal will consider the recommendation of the hearing panel, make the final decision (in consultation with Pastor, in the case of single parish elementary schools or Board Chair, in case of consolidated schools) and convey it in writing to the teacher within 3 working days following its resolution.
- Failure of a teacher to attend this hearing may be cause for automatic termination of his/her contract.
- The school will continue to pay the teacher during the suspension and review procedures.
- A summary of the proceedings shall be provided to the Superintendent by the Principal.

Appeal Procedures - Elementary Schools

#4330.1.1.1

A teacher who has been the subject of a hearing process may appeal the decision of the principal to the Pastor (in the case of a single parish elementary school) or Board Chair (in the case of a consolidated elementary school). This appeal shall be made in writing within five calendar days after the decision has been conveyed, stating the reason(s) for the appeal. The Pastor/Board Chair may meet with the teacher and/or principal before determining if the decision of the principal will be upheld. (The Board Chair may also consult with the full board.) The Pastor/Board Chair may consult with the Superintendent of Schools on the matter. The decision of the Pastor/Board Chair shall be communicated to the teacher in writing, within five days of receipt of the request. The decision of the Pastor/Board Chair is to be considered final.

Procedures Upon Default-Secondary Schools

#4330.2

Upon defaults regarding a. through d. in policy #4330, the school President, Principal and the Chairperson of the Board of Trustees shall consult concerning the default of contract. The President, Principals and Board Chair may in their sole discretion and without advance notice, suspend the teacher for not to exceed seven days pending a hearing before a hearing panel as set forth in Procedure #4330.2. The Principal shall document the reasons for the suspension and present the document to the teacher at the time of suspension. The teacher and Principal will sign the documented reasons for suspension. Written notice of the hearing shall be given to the teacher at least three days in advance of the hearing. The notice shall inform the teacher of the time and place of the hearing and include a statement of the reasons for the suspension and/or proposed termination. The notice shall also state that failure to appear at the scheduled hearing may result in automatic cancellation of the contract. The hearing will proceed regardless of the teacher's attendance.

Under defaults regarding e. in policy #4330, the procedures in the specified policies shall be followed.

Hearing Procedures – Secondary Schools

#4330.2.1

- In the case of a long term suspension of a teacher, the Principal will appoint a three-member hearing panel to hear the suspension review of that teacher. This hearing panel shall notify the President of its recommendation to either terminate the teacher's contract or rescind the suspension.
- The hearing panel will be composed of a Principal and teacher in a Catholic school in the Archdiocese and a member of the Archdiocesan Commission on Schools.

- The hearing panel, teacher, and the Principal will convene at the time and location specified in the notification of suspension review given to the teacher.
- The suspension review will be a closed hearing. Those allowed to attend the hearing will be the hearing panel, the teacher and the Principal. The hearing will convene at the time and location specified in the notification of suspension review given to the teacher.
- The Principal will read the reasons for the suspension.
- The teacher will state his/her case.
- There will be no cross-examination by either party.
- Questions may be asked by anyone on the hearing panel for clarification.
- The Principal and the teacher will be asked to leave when their testimony is completed.
- The Hearing Panel will then discuss the testimony and recommend to either terminate the teacher's contract or rescind the suspension, with or without imposing any conditions.
- The recommendation will be put in writing, signed by all members of the hearing panel, and delivered to the Principal within 24 hours following the scheduled hearing.
- The President will consider the recommendation of the hearing panel, make the final decision and convey it in writing to the teacher within 3 working days following its resolution.
- Failure of a teacher to attend this hearing may cause for automatic termination of his/her contract.
- The school will continue to pay the teacher during the suspension and review procedures.
- A summary of the proceedings shall be provided to the Superintendent by the Principal.

Appeal Procedures Secondary Schools

#4330.2.1.1

A teacher who has been the subject of a hearing process may appeal the decision of the principal to the President. This appeal shall be made in writing within five calendar days after the decision of the hearing team has been conveyed, stating the reason(s) for the appeal. If the teacher wishes to appeal the decision of the President, he/she may do so in writing, within five days of receiving the President's decision, to the Chair of the Board. The appeal to the Board Chair is a procedural appeal, only. That is, the Board Chair reviews the process of the hearing to determine if the appropriate procedures were followed. If the proper procedures were not followed, a new hearing will be conducted with different panel members (other than principals.) The Board Chair may also meet with the teacher and/or President before determining if the correct process was used. (The Board Chair may consult with the President, full Board, and/or Superintendent of Schools on the matter.) The decision of the Board Chair is to be considered final.

Contract Modification and Cancellation - Teachers

#4340

Teacher contracts are contingent upon sufficient school enrollment and the ability of the school's financial conditions. If the enrollment or the school's financial condition does not justify the contracted salary levels, the President/Principal, in consultation with the Board Chair/Pastor, may modify or cancel the teacher contract upon not less than thirty (30) days' notice. If modified terms are offered, refusal of teacher to accept such terms will not be deemed a default on the part of the teacher as defined in policy #4330. If cancellation is necessary under this provision, the annual compensation will be prorated to the date of cancellation.

GENERAL POLICIES - TEACHERS

Curriculum and Instruction

#4400

Teachers shall follow the Archdiocesan curriculum, planning instruction to ensure that students meet the expected outcomes. Lesson plans should be written, and in all subjects should reflect the Catholic faith. Care should be taken to attend to individual student needs. Written documentation of student progress and attendance should be kept.

Standards for Communication

#4405

Teachers are expected to conduct themselves in and out of the classroom in a manner consistent with the Church's teachings, as well as the Archdiocesan Code of Ethical Standards and Child Protection Policies. Thus, any and all forms of communication, including electronic (e.g. social networking media, text messages, e-mail), used by the teacher must reflect these standards. The school reserves the right to review any communication by a teacher on a school-sponsored platform and/or device and may take action if deemed necessary. This also applies to platform/devices other than what is school sponsored if it is brought to the school's attention.

In addition, except in cases of emergency, teachers should not engage in communication during teaching and/or supervisory time (e.g. recess, before and after school duty) in order to ensure that students are properly supervised at all times.

Communication with Students

#4405.1

No teacher shall initiate or respond to communication with a student unless the student is enrolled in the school and the communication is related to school matters and the communication is conducted through a school device or school-sponsored platform. Teachers may send and/or respond to student letters, provided that the letter/response is sent to the student in care of the parent/legal guardian and such correspondence is approved by principal. Communication conducted via a personal device may be appropriate in certain instances (e.g. a coach texting a last minute practice or game change) as long as such communication is restricted to school matters and available for review by the school principal.

Furthermore, with regard to electronic social media (including virtual gaming) teachers shall not "befriend" or otherwise engage with students unless those individuals are family members. Teachers may create professional social media accounts through the school's technology system in order to communicate with students for school purposes. Such professional accounts are acceptable provided that principals are included in and/or have access to the communication. All professional accounts are subject to monitoring by school officials.

See policy #8100 for use of technology for instructional purposes.

Communication with Parents/Legal Guardians

#4405.2

With regard to communication of student progress to parents and/or legal guardians, teachers are strongly encouraged to utilize in-person and/or videoconferences and phone calls in order to better facilitate effective communication. Care should be taken when utilizing email and/or text messaging in order to avoid misunderstanding and confusion.

Behavior with Students

#4405.3

As teachers are called to "reveal the message of Christ not only by word but also by every action

of their lives” and “...model Christian behaviors and attitudes; [and] display professional[ism]...” (policy #4000), they must ensure that their interactions with students in and out of the classroom are consistent with the Code of Ethical Standards and Child Protection Policies of the Archdiocese of Kansas City in Kansas specifically, teachers must ensure that any physical interactions with students is safe and appropriate. Examples of safe and appropriate contact would be: handshakes/”high five’s”/”knuckle-bumps”, holding hands while walking young children (pre-primary), holding hands while praying in a group, implementation of Emergency Safety Interventions by trained staff (ESI). Note: Any contact that a student may report as making him/her uncomfortable must be discontinued immediately even if it is one of these examples.

Except in cases of emergency, teachers are not to be alone with individual students. If a teacher must meet with an individual student, the meeting should take place in a classroom, conference room, or office with the door open. An exception to open doors may be made only if a teacher and student are in a clear line of sight through a wall or door window. At no time should doors or windows be covered (unless there is an emergency and the school’s emergency protocols require that). If a principal determines that a staff member is in violation of this policy, the principal shall review Safe Environment Policies, as well as, consult with the Archdiocesan Safe Environment Coordinator and/or the Superintendent of Schools in order to appropriately address the issue.

Standards of Grooming and Dress

#4410

Teachers of schools of the Archdiocese of Kansas City in Kansas always shall maintain high standards of dress and grooming so as to reflect Christian virtue, maintain professional dignity and command the respect of students, peers and patrons and to establish a standard worthy of emulation by students. Excessive and/or inappropriate piercings and body markings are not acceptable for Catholic school teachers. Standards of dress and grooming shall be established and appropriately modified (by the Principal of the school) to conform to the demands of the specific assignment and/or activity. Local administrations have the right to determine what is and what is not in keeping with this policy.

Teacher Files – Active and Archive

#4420

Each school shall maintain an active file on every teacher currently employed. In addition, schools shall provide to the Archdiocesan Office of Catholic Schools copies of all current teacher contracts and performance reviews. For the purposes of verifying employment for formerly employed teachers (i.e. for those employed up to 20 years previous to the current year), schools should keep an archive record of employment that includes the teacher’s name, dates of service, performance reviews, and contracts.

Teacher Records and Confidentiality

#4430

Personnel records are confidential. Information contained in these records may not be disclosed without the consent of the person concerned, unless otherwise required or permitted by law.

Teacher References

#4440

No information concerning a current or former teacher should be disclosed to a prospective employer or other inquiring entity except as provided in this policy unless required or permitted by law or Archdiocesan policy or with the express written consent of the teacher.

In response to a written inquiry from a prospective employer or other entity regarding a teacher or former teacher, a school may disclose the following information if specifically requested: 1) dates of the teacher’s employment; 2) the teacher’s current or last pay level; 3) the teacher’s job description and duties; and 4) the teacher’s wage history; 5) positive statements that accurately reflect job performance. If

requested, a job description given pursuant to this policy should be brief, e.g., third grade teacher with 23 students, elementary reading specialist, high school physics teacher (5 periods of juniors and seniors taught) and assistant girls' basketball coach, etc. This is the only information that may be given in response to a written request, including form requests, for information from a prospective employer. No information may be disclosed in response to oral requests for information. Note: Exceptions to this restriction shall be made if there were concerns regarding unlawful or potentially unlawful conduct with students.

A copy of the request of the prospective employer and the school's response shall be maintained in the teacher's file. The school should notify current teachers and make a reasonable attempt to notify former teachers of any such requests for information.

If requested in writing by a current or former teacher, a school **may provide a letter of reference** to the teacher's prospective employer/other entity. Such a requested letter may contain positive accurate statements regarding a teacher's performance. The teacher should receive a copy of any letter sent to a prospective employer. Principals should consult with the Superintendent of Schools if there are questions regarding references/reference procedures.

No other information about a teacher shall be disclosed to prospective employers/others unless required or permitted by law or Archdiocesan policy. For example, a school should never respond to a question asking whether or not a teacher is eligible for rehire.

Note: Principals are encouraged to also write a cover letter explaining the policy to the inquiring party. (See Reference Policy Cover Letter Sample, Form #C142)

Teachers – Mandated Reporters

#4450

Any teacher or other school employee who has reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, is considered a mandated reporter by the State of Kansas. Such reports must be made by the teacher or employee to the Department for Children and Families (DCF). When DCF is not open for business, the appropriate law enforcement agency shall be notified. While the teacher/employee also should inform the principal of suspected abuse, communication to the principal does not relieve the teacher/employee of the duty to report to DCF/law enforcement.

Teachers - Weapons

See policy #5470

5000 SERIES

ALL SCHOOL EMPLOYEES
SALARIES, BENEFITS, JOB DESCRIPTIONS, LEAVES

As the Father has sent me, so I send you.

John 20:21

PRINCIPALS/PRESIDENTS

Salaries for Presidents

#5000

Salaries for high school presidents are determined locally by each Board of Directors and are approved by the Members of the Corporation.

Salaries for Principals

#5010

Elementary Schools

#5010.1

Individual Pastors/Boards of Trustees (in consolidated schools) should provide just and equitable compensation for principals in their schools. Factors to be considered should include, but not be limited to, educational background and Catholic school experience of the principal, the size of the school and faculty, and any unique demands of the position. The Archdiocesan Office of Catholic Schools maintains a compensation guideline to assist with compensation determination.

Secondary Schools

#5010.2

Presidents, with the approval of Boards of Trustees, should provide just and equitable compensation for principals in their schools. Factors to be considered should include, but not be limited to, educational background and Catholic school experience of the principal, the size of the school and faculty, and any unique demands of the position.

Role of Superintendent of Schools

#5010.3

The Superintendent of Schools may be consulted for assistance in determining salaries.

Benefits for Presidents/Principals - All Schools

#5020

Presidents/Principals are eligible for the benefits administered by the Archdiocesan Human Resources Office. Materials describing the benefits available shall be distributed to principals by the employing entity upon employment and, as necessary, thereafter. Questions should be referred to the Human Resources Office. At the time of retirement specific guidance should be sought from the Archdiocesan Human Resources Office regarding continuation of benefits and retirement benefits.

Vacation for School Presidents/Principals

#5025

Because school presidents and principals work under twelve (12) month contracts, vacation time is generally taken with the approval of the presidents'/principals' supervisors. Typically, school leaders take a minimum of two (2) weeks of vacation in July. Also, because presidents/principals generally work extended hours during the school year, they may also take an occasional day off during the year, with their supervisors' prior approval. In addition, summer hours for the school office, and therefore, the presidents/principals, are typically reduced (e.g. four (4) days a week, with shortened hours each day). However, these are local decisions.

Religious Personnel – All Schools

#5030

Salaries and Benefits

Members of religious communities serving in schools receive salaries and benefits commensurate with co-workers in the Archdiocese of Kansas City in Kansas in the same or similar positions with the same

education, expertise and competence. The employing entity, in consultation with the applicant, will arrive at the proper interpretation of these facts. The protocol for remitting salary and benefits should be arranged in consultation with the superiors of the respective orders. Any questions about compensating religious personnel in schools should be directed to the Superintendent of Schools. (Note: any member of the religious order not already teaching in the diocese should be presented and recommended by his or her Religious Superior to the Archbishop for his approval).

LAY TEACHERS

Salaries

#5100

Pastors and school leaders are urged to adopt compensation guidelines for teachers. These compensation guidelines should set just and equitable salaries and benefits. The Archdiocesan Office of Catholic Schools may provide a compensation framework for local regions to follow.

Parameters for teacher compensation guidelines

#5100.1

Teacher compensation guidelines shall include but not be limited to the following:

- Education qualifications, teaching experience and professional growth.
- Adequate beginning and maximum salaries to attract and hold capable persons in the profession.
- Regional considerations when Catholic schools are in close proximity to one another.

Role of Superintendent of Schools

#5100.2

The Superintendent of Schools may be consulted for assistance in determining salaries.

Benefits

#5110

Benefits administered by the Archdiocesan Human Resources Office are available for eligible school teachers. Materials describing the benefits shall be distributed to employees upon employment and, as necessary, thereafter. Questions should be referred to the Human Resources Office.

Tuition Remission – School Administrators and Teachers

#5120

Full-time Presidents, Principals, and teachers* whose children attend grades K-12 in Catholic schools in the Archdiocese of Kansas City in Kansas are eligible for tuition remission for their children. Presidents, principals, and teachers whose children attend the school at which they are employed will receive total remission of tuition. Those same employees whose children attend a school other than the one in which they work receive 50% tuition remission. The employing school pays this expense to the school where the children are enrolled. In the event where spouses are employed by two different schools and the children attend a third, the employers shall agree upon how to split this cost. (*“teachers” for the purpose of this policy includes all full-time teachers teaching in grades K-12. Full-time preschool teachers are also included if the teacher is licensed and the preschool is part of the elementary school not a parish program.)

Note: This policy applies to Catholic elementary and secondary schools sponsored by parishes in the Archdiocese of Kansas City in Kansas. The decision to grant tuition remission benefits for children attending private** Catholic schools is the purview of the employing school and not required by this policy. In addition, this policy applies only to tuition (not fees) in schools that charge tuition. Nor does it apply to fees charged in schools supported by parishes in which a stewardship/tithing program is practiced; nor does it excuse a teacher from stewardship/tithing to his/her parish. Finally, this policy assumes that the children will attend their parish elementary or regional high schools unless the children attend the school at which their parents teach. This policy does not apply to preschool tuition. If a teacher chooses to send his/her child to a school other than those specified here, the employing school is under no obligation to pay tuition costs greater than what is charged by the parish elementary or regional high school. (**private Catholic schools are those schools not supported by parishes in the Archdiocese of Kansas City in Kansas).

JOB DESCRIPTIONS FOR SCHOOL STAFF OTHER THAN TEACHERS**#5200**

School staff other than licensed teachers do not receive contracts. However, non-teaching positions shall have job descriptions (See Appendix Form #C131) and employees shall have access to the appropriate descriptions for their positions.

ALL EMPLOYEES

Employee Files

#5300

Files that pertain to employees, such as job evaluations, contracts, pay rate, job descriptions, vacation days, attendance etc. should be kept in the personnel file. However, medical information, including claims for hospitalization or medical treatment, disability claims and workers' compensations information is kept in a separate confidential file folder in a separate file drawer. The supervisor of the employee, shall not have access to the medical file and shall not under any circumstance make employment decisions, such as promotion, etc. based on the contents of the medical file.

Health Certification

#5310

Before commencement of any services subsequent to employment, any employee employed in the Catholic schools in the Archdiocese of Kansas City in Kansas shall submit certification by a licensed physician verifying that the physical condition of the employee is such as to permit full performance of all duties for which the employee is employed. If at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the well-being of the school and/or the health of the students, the employee may be required to obtain a new Certification of Health. State law requires employees to have evidence of a TB test on file.

Any required Statement of Physical Condition shall fully state any limiting condition or handicap which may impair the performance of services or which may endanger the health of any student or employee.

Hepatitis B Vaccine

#5310.1

All employees whose jobs are listed below (high risk*) will be offered the Hepatitis B vaccine at no cost to the employee. Vaccines will be administered by a health provider designated by the local employer. The cost will be borne by the local employer.

*** High Risk:**

- Nurses
- Coaches
- Assistant Coaches
- Teachers of Students with Identified Health Risks
- Physical Education Teachers
- Special Education Paraprofessionals
- Designated Office Staff (e.g. Elementary Secretaries)
- Bus Drivers
- Custodians

The vaccine will be offered after the employees have received the training required in Policy #9040 and within ten (10) days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials (OPIMs).

An exception is if the employee has previously had the vaccine or wishes to submit to antibody testing to show that the employee has sufficient immunity.

Any other employee will be offered the Hepatitis B vaccine within twenty-four (24) hours of a possible exposure incident at no cost to the employee.

Waiver: Employees who decline the Hepatitis B vaccine will sign a waiver. The records of vaccinations and waivers will be maintained in the local school office. (See Appendix Form #C117).

Background Checks/Child Protection

#5320

1. Applicants for school positions (specifically president, principal, assistant/vice principal, teacher, substitute, school counselor and student teacher positions) need to apply through the school office on-line application.
2. Applicants placed in the applicant data base on the School Office website are eligible for interviewing or hiring.
3. When the Superintendent's Office staff has been notified of an applicant's conditional offer of employment (specifically president, principal, assistant/vice principal, teacher, school counselor, student teacher positions). The Superintendent's Office staff shall verify the applicant's Virtus account.
4. Applicants who are not Virtus trained will be directed to:
 - 1) create a Virtus account,
 - 2) electronically review the Safe Environment Program policies (which include an authorization to run background checks), and
 - 3) register for a Virtus training session.When these steps are completed a background check will be initiated.
5. Applicants who are Virtus trained will be directed to wait for a follow up email in the coming days regarding the next steps to complete the application process. If it is determined the applicant's previous background check is out of date of the current fiscal year (July 1st – June 30th), a new background check will be initiated by the Superintendent's Office staff. The Superintendent's Office staff will verify the applicant's Virtus account and initiate an electronic review of the Safe Environment Program policies (which include an authorization to run background checks).
6. The Superintendent's Office staff shall view the results of the background checks and notify the hiring school upon completion. The signed documents and background checks will be viewable on-line in the Zaplex system.
7. When substitute applicants' background checks are completed, if results are satisfactory and the applicant is Virtus trained, the substitute teacher's application shall be added to the applicant data base on the School Office website.
8. **Employment is contingent upon satisfactory background check and completion of Virtus training. Virtus training must be completed prior to the first contracted day. Ensuring completion of Virtus training is the responsibility of the new employee and the hiring school.**
9. The hiring school shall verify the Safe Environment Program Policies and Virtus training completion on all employees.

Note: Continuing employees must electronically sign/review the Safe Environment Program Policies and have a background check conducted every three years. The employing school is responsible for electronically initiating the background checks and maintaining the records.

LEAVES

Health Leave

#5400

Health leave for employees in the schools within the Archdiocese of Kansas City in Kansas shall mean days of absence from duty because of personal sickness or injury, family member sickness or injury or for any qualified reason under the Family Medical Leave Act and for which no deduction is made in regular monthly or annual compensation of the employee.

Family Medical Leave and/or Disability Leave (if the employee is enrolled in this benefit) also concurrently apply in these circumstances. Seek guidance from the Archdiocesan Human Resources Office when coordinating programs that affect a medical related leave.

Annual Allowance – Teachers and School Leaders

#5400.1

All full time teachers or school leaders in schools within the Archdiocese of Kansas City in Kansas shall be granted seven (7) days health leave at the beginning of the contract year. Unused health leave shall be allowed to accumulate to a maximum of thirty (30) days. If a teacher or school leader begins the school year with thirty (30) accumulated days, the seven (7) days are added to the thirty (30) days for that year. At the end of that year, only thirty (30) days may be carried to the next contract year.

- Extensive absences that interfere with job performance should be addressed as part of the evaluation process. However, the Superintendent should be consulted prior to any conversation with the employee.
- Health leave is to be used for the circumstances described in policy #5400. Other paid time off, maximum of two days per calendar year, may be granted to full-time employees to attend to personal needs. Personal days are not eligible for cash reimbursements.
- A part time teacher or principal shall be granted health leave based on the full-time equivalency of the position. For example, if a part time teacher is .5 FTE, multiply 7 health day leaves by .5 which equals 3.5 health leave days. Multiply 3.5 days by the number of hours a full time teacher is required to spend on site (usually 8 hours). $3.5 \times 8 = 28$ hours. Thus, in this example, a .5 FTE teacher or principal would be entitled to 28 hours of health leave per year.
- Unused health leave is transferable if a teacher transfers from one school to another within the Archdiocese of Kansas City in Kansas.
- Unused health leave is not under any circumstance subject to a cash payout in lieu of its intended use.
- In the event that an employee has used all available health leave, that employee's pay will be docked in half-day increments.

Family and Medical Leave

#5410

Under the Federal Family and Medical Leave Act, employees may be eligible to take up to 12 weeks of unpaid, job-protected leave in a twelve-month period. Such leave may be taken to care for a child after birth, adoption, or foster care placement; to care for a spouse, child or parent who has a serious health condition; for a serious health condition that makes the employee unable to perform his/her job; or in the case of any "qualifying exigency" arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty. FML has been amended to allow eligible employees to take up to 26 weeks of job protected leave in a "single 12 month period" to care for a covered service member with a serious injury or illness. Upon completion of Federal FMLA leave, the employee will be returned to the same or an equivalent position.

The employee is eligible if he/she has worked for the Archdiocese of Kansas City in Kansas for at least one year and has worked 1250 hours over the previous twelve months. The Archdiocesan twelve-

month period is from date of hire. Applications for family and medical leave of absence must be submitted to the Archdiocesan Human Resources Office thirty-days in advance when FMLA leave is foreseeable. A medical certification is required to support a request for leave. A fitness for duty report to return to work is also required. An employee who fails to return from Family or Medical Leave in a timely manner will be considered as having abandoned the job as of the date of scheduled return from the Family and Medical Leave.

This policy is intended to comply with the provisions of the Family and Medical Leave Act of 1993. Nothing in this policy should be interpreted to create any additional rights to leave and/or benefits other than mandated by federal law.

Birth, Adoption or Foster Placement of a Child **#5410.1**

- Family and Medical Leave requested because of the birth, adoption or foster placement of a child will only be allowed during the first 12 months immediately following the birth, adoption or placement.
- Where spouses are employed by a school, the aggregate number of workweeks of leave to which both may be entitled is limited to 12 workweeks between them during any 12-month period.
- Leave under this provision will not be granted on an intermittent basis or reduced-hour basis except as approved by the Superintendent or designee according to his/her discretion.

Qualifying Exigency Related to Military Service **#5410.2**

- See Family and Medical Leave #5410.

Serious Health Condition of Employee or Family **#5410.3**

- A “serious” health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in the hospital, hospice, or residential care facility or which requires continuing treatment by a health care provider.
- Where spouses are employed by a school, the aggregate number of workweeks of leave to care for a parent is limited to 12 workweeks between them during any 12-month period.
- Leave taken under this provision may be taken intermittently or in a reduced leave schedule when medically necessary. The employee requesting an intermittent or reduced leave schedule may be transferred to an alternative position with equal pay during any period of intermittent leave.
- The employee will provide a written and prompt medical certification from the treating physician or from an independent health care provider on a form provided by the school to verify the medical necessity of leave under this provision. If an employee fails to provide medical certification, the leave may be denied until a certification is received.

Employee Notice Requirement **#5410.4**

- An employee who intends or anticipates leave under this policy must notify the school, in writing, not less than 30 days before the date the leave is to begin. In emergency or unanticipated circumstances, the employee must notify the school, in writing, of his/her intent to seek leave as soon as practicable. If an employee fails to provide a timely written notice (30 days) in circumstances where the leave is foreseeable, the leave can be delayed for 30 days.

Health Insurance **#5410.5**

- An employee taking Family and Medical Leave will continue under the group health plan at the same level as if the employee continued working. An employee taking such leave is responsible for

payment of the employee's contribution to the group health plan for the period of the FML. An employee may continue the health and dental benefits for a total of 6 months, including the FML time. This continuation of leave for benefits beyond FML leave period is paid at 100% by the employee.

Return to Work

#5410.6

- An employee returning from Family or Medical Leave shall be reinstated to his/her former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. A reinstated employee will not accrue employment benefits (other than group health coverage) during any period of leave under this policy.

Fitness for Duty Certification

#5410.7

- All employees returning from a leave under this policy because of their own serious health condition shall be required to provide a fitness for duty certification from their physician indicating that they are able to resume work. Failure to provide a fitness for duty certification can result in the denial of reinstatement until the fitness for duty certification is forthcoming.

Compliance with Family and Medical Leave Act

#5410.8

- This policy is intended to comport with the provisions of the Family and Medical Leave Act of 1993 and its subsequent updates. Nothing in this policy should be construed to create any additional rights to leave and/or benefits beyond that mandated by federal law.

Paid Leave Substitution

#5410.9

- Employees requesting leave because of the birth or adoption of a child shall be required to substitute for the leave allowed under this policy any accrued paid vacation leave, and health leave that the employee has accrued under other policies of the Archdiocese of Kansas City in Kansas. Concurrently, employees must also be offered Family Medical Leave.
- Any employee requesting leave in order to care for a seriously ill spouse, parent or child, or because of the employee's own serious health condition, shall be required to substitute, for the leave allowed under this policy, any accrued paid vacation leave and health leave, and applicable disability leave that the employee has accrued under the policies of the Archdiocese of Kansas City in Kansas. Concurrently, the employee must be offered Family Medical Leave.

Employee Notice of Intent Not to Return to Work

#5410.10

- If an employee unequivocally advises that he/she will not return to work, the employment relationship will be severed.

Special Rules for Instructional Employees

#5410.11

- Special rules affect the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of a semester by instructional employees. "Instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches.
- It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job, actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers or maintenance workers.

— Intermittent or Reduced Schedule Leave

If an instructional employee who becomes entitled to intermittent or reduced-schedule leave under this policy would be absent for more than twenty percent (20%) of the total working days in the period in question, the employee can be required to elect either leave for a particular duration in lieu of intermittent or reduced-schedule leave, or to temporarily transfer to an available alternative position that can better accommodate the recurring leave. The employee must be qualified for the position, and the employee must be provided with equivalent pay and benefits.

— End of School Semester Leave

If leave occurs more than five (5) weeks before the end of the school semester but would end during the last three weeks of the school semester, the employee can be required to stay on leave for the balance of the school semester. If the leave begins fewer than five (5) weeks before the end of the school semester and the leave would end in the last two weeks of the school semester, the employee can be required to stay on leave for the duration of the school semester. If the leave occurs less than three (3) weeks before the end of the school semester and lasts more than five (5) days, the employee can be required to stay on leave for the duration of the school semester.

Notice

#5410.12

- A notice explaining the Family and Medical Leave Act's provisions and providing information concerning procedures for filing complaints of violations of the Act shall be posted. When an employee requests Family and Medical Leave, the employee shall receive written guidance concerning the employee's rights and obligations under the Act and explaining the consequences of non compliance. This may be obtained from the Archdiocesan Human Resources Office.

Funeral\Bereavement Leave

#5420

In cases of death in the immediate family, an employee eligible for benefits is granted up to three working days off with pay as bereavement leave. Immediate family is defined as spouse, child, parent, brother, sister, in-laws, grandparent, grandchild, and a relative residing in the employee's home.

For the death of other relatives the employee is granted one day off with pay.

Other time off as necessary may be taken as vacation time, or unpaid time, as arranged with supervisor. If the death occurs during a vacation, adjustments may be made to provide for the bereavement leave.

Funeral leave will not apply if work is not missed, e.g., an out-of-state funeral which the employee does not attend or a funeral occurring on non-work days.

Jury Duty Leave

#5430

Jury Duty is the obligation of all citizens. Time spent for jury duty shall not be deducted from a school employee's salary nor shall it be deducted from health leave, provided that the employee presents documentation of jury service. Schools also shall not encumber any jury duty expense remuneration paid by a court to an employee.

Leave of Absence without Pay**#5440**

A leave of absence, without pay, may be granted to a school employee if the employee has good reason for such a request. The employer is the sole judge of what constitutes “good reason”; however, an example of "good reason" would be graduate study/continuing education. No assurance of re-employment will be given to such employees. Managing employee benefits during this period must be discussed with the Archdiocesan Human Resources Office. In elementary schools, requests for such leaves should be made to the Principal and approved by the Pastor or Board Chair in the case of consolidated schools. In secondary schools, such requests should be made to the President and approved by the board of trustees. **Principals and Presidents shall consult with the Archdiocesan Human Resources Office prior to granting leaves.**

Pay Adjustments for Extended Leaves/Resignations**#5450**

Extended leaves may be necessary due to a personal health condition or a family member’s eligible condition or situation. There may also be other circumstances that, with the approval of the school administrator, may be considered for extended leave. In addition, there may be times when a teacher resigns during the contract period which could necessitate a pay adjustment.

If a teacher is facing a health condition and is eligible for disability benefits, please refer to the Guide to Group Benefits from the Archdiocese of Kansas City in Kansas. In cases where the teacher resigns, contact the Superintendent of Schools for guidance regarding any potential compensation adjustments.

All Employees Mandated Reporters**#5460**

Any teacher or other school employee who has reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, is considered a mandated reporter by the State of Kansas. Such reports must be made by the teacher or employee to the Department for Children and Families (DCF). When DCF is not open for business, the appropriate law enforcement agency shall be notified. While the teacher/employee also should inform the principal of suspected abuse, communication to the principal does not relieve the teacher/employee of the duty to report to DCF/law enforcement. Prior to and once a report is made, it shall not be discussed with any of the parties involved, with the exception of DCF/law enforcement, as required by statute.

All Employees - Weapons**#5470**

Employees are not permitted to have weapons in school or at school sponsored activities. Any employee who is legally authorized to possess/carry a weapon must leave that weapon in a locked and secure place in his/her private vehicle.

All Employees – Leave Due to Misconduct Investigation**#5480**

Employees accused of misconduct will be placed on leave with pay pending outcome of an investigation by authorities.

6000 SERIES

PARENTS

Teach them to carry out everything I have commanded you. And know that I am with you always, until the end of the age!

Matthew 28:20

The Church acknowledges that a child's parents are the *primary and principal educators* (Declaration on Christian Education, Vatican). However, the Church, in a special way, can assist parents in their sacred duty of education by providing excellent academic formation and "by announcing the way of salvation, communicating the life of Christ and helping believers *arrive at the fullness of that life*" (Ibid). A Catholic school is the best resource that the Church has to offer parents in helping them expand and cultivate the minds, hearts and spirits of their children.

Parents and schools must work together so that the formative encounters that children experience at home and in the midst of family life are compatible with the formative encounters they experience at school. A Catholic education bears the greatest fruit when there is a consistent religious and philosophical ethos both at home and in school. A home environment that does not uphold the same moral and religious vision as that presented at school risks causing conflict and confusion for the child. Catholic schools must present to students a vision of the human person, marriage and family life, human sexuality, as well as expectations of moral and religious conduct that are consistent with the teaching of Christ and his Church. It is, therefore, incumbent upon parents to demonstrate unity with the Church on these essential teachings.

The Church recognizes that there may be, from time to time, family situations (neglect of religious duties, adultery, same-sex unions, abusive behavior, etc.) that are incongruent with Church teaching on these matters. It is incumbent upon parents to strive to rectify such situations. In some cases, parents may be unwilling or virtually unable (in the case of same-sex civil "marriages") to align their family lifestyles with Church teachings. This fact does not alter the expectations the Church has of parents who wish to enroll their children in Catholic schools in the Archdiocese. If parents do not respect the beliefs of the Church, or choose to live in a manner that openly rejects those beliefs, then partnering with those parents becomes very difficult, if not impossible. Thus, Catholic schools have the right, in such situations, to determine if enrollment is in the child's best interest.*

**In cases where a child is already enrolled or is seeking enrollment, but has a parental situation or home environment that is in conflict with Church teaching as described in the above policy, each case should be evaluated individually and with the child's best interest in mind. School leaders and/or pastors must consult with the Superintendent of Catholic Schools, who may, in turn, consult with the Archbishop for guidance regarding the enrollment of students whose parents or home situations do not meet the expectations outlined in this policy.*

Parents**#6010**

Parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.

- ensure home environments that do not create conflict between home and school experiences as described in policy #6000.

Principals and teachers shall assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition, schools shall communicate in writing to parents a code of acceptable parent conduct. In particular, this policy needs to be highlighted so that there is clarity with parents about the policy. Schools reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

Role of School/Business Advisory Councils – Single Parish Elementary Schools #6010.1

Catholic schools in the Archdiocese in Kansas City in Kansas are encouraged to form Business Advisory Teams rather than traditional School Advisory Councils. These Business Advisory Teams are comprised of local experts in finance, facilities, marketing, and operational systems. The Pastor and Principal are responsible for the spiritual and academic facets of the school. The Superintendent of Schools can assist in the development of Business Advisory Teams.

For those schools still operating with a typical School Advisory Council the following should be noted. School Advisory Councils exist at the discretion of the Pastor and Principal and are designed to be of a strictly consultative nature. The Council is designed to serve as a sounding board to the Principal. When called upon, the Council gives feedback to the Principal and Pastor regarding policy and standards for the school. Administrators are responsible for developing methods and programs to implement policy. Matters involving curriculum, personnel, and individual student concerns of a confidential nature are solely the purview of administrators and pastors and are not appropriate topics for school council consideration. School council members are appointed by the pastor in consultation with the principal.

Role of Parent-Teacher and/or Parent Organizations – All Elementary and Secondary Schools #6010.2

Parent-Teacher Organizations are designed to assist schools with community building and stewardship efforts. To this end, these organizations usually plan social activities for school families and coordinate volunteer efforts for both in-and-out-of-school service programs. In addition, the organizations may be called upon to assist with fund-raising events and activities. However, fundraising should not be the primary function or responsibility of the organization and fund-raising efforts should be consistent with those noted in Archdiocesan Guidelines for School Fund-raising. (See policy #9020)

Role of Boards of Trustees – Separately Incorporated Elementary and Secondary Schools #6010.3

The role of Boards and trustees for separately incorporated elementary and secondary schools is outlined in the corporate documents for those organizations and shall be followed as specified there.

Parents Who Are Registered Sex Offenders #6020

Parents who are registered sex offenders must notify school principals of their status and abide by the required restrictions.

If a principal becomes aware that a parent is a registered sex offender from a source other than the parent, the principal must meet with the parent in question to explain and document required restrictions with the parent. (See Appendix Form #C128).

7000 SERIES

**THE CHILD...THE YOUNG ADULT IN THE
CATHOLIC SCHOOL**

Let the children come to me. Do not hinder them. The Kingdom of heaven belongs to such as these.

Matthew 19:14

ADMISSIONS

Guiding Principles

#7000

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity (See the document, "Church Teaching on Special Issues of Concern" in the appendix for a greater explanation of the dignity of the human person.) and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas.

Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

Admissions, as well as continuing enrollment, policies must reflect the beliefs and principles outlined here and in the "Church Teaching on Special Issues of Concern" document.

Placement Status

#7010

Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been home schooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Every child in Kansas is to be given a Home Language Survey. The survey consists of a questions on the schools enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. The Title III Coordinator for the public school district in which the Catholic school is located should be contacted for detailed instructions on how to proceed with the English language proficiency assessment. For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator.

Students Who Are Not of the Catholic Faith

#7020

Students who are not of the Catholic faith are welcome in Catholic schools in the Archdiocese of Kansas City in Kansas. However, since the Catholic school curriculum and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements.

Documentation Required

#7030

The Principal of any school shall require the presentation of a valid birth certificate or a certified copy thereof to establish both proof of age for admission to school and proof of identity for all students entering kindergarten or grade 1. For students entering in grades 2 through 12, the Principal shall require a certified transcript or other pupil records of data to establish proof of identity. Both a birth certificate and

baptismal certificate shall be presented at the time of enrollment. Upon presentation of the certified proof of identity, the school shall make a photocopy to be retained as part of the student school record. Social Security numbers are not required. In addition, a copy of adoption and/or custody verification should be presented, if the latter is needed.

Failure to Provide Proof of Identity

#7030.1

If proof of identity is not provided to the school within 30 days of enrollment, the school shall notify the local police department requesting a prompt investigation concerning the identity of the child. The person claiming custody of a child will not be notified of the investigation by either the school or the police department.

Conducting the Investigation

#7030.2

During the investigation of a child's identity, the school will provide law enforcement agencies with access on school premises to any child whose identity is being questioned. School personnel will be present during the investigation unless law enforcement and school personnel mutually agree that their joint presence is not in the best interest of the child. Any such investigation shall be kept confidential by school personnel. When an investigation shows the student to be a child who has been reported missing, the school will make a notation in the student's record, but will keep such record separate from other school records. If a request is made for such records, the school will notify the law enforcement agency of the request.

Age Requirements

#7040

Except in unique and unusual circumstances, Catholic schools in the Archdiocese of Kansas City in Kansas shall follow the age requirements for entrance into school that are established by the State of Kansas.

For elementary schools, any child who attains the age of five (5) years on or before August 31 shall be eligible to enter kindergarten. Any child who attains the age of six (6) years on or before August 31 of any school year shall be eligible to enter grade one. Any child who shall have completed kindergarten in an accredited school district shall be eligible to enter first grade regardless of age. Exceptions to these age requirements can only be made after principal consults with the Superintendent of Schools.

For secondary schools, students may be admitted if the student can meet graduation requirements within four (4) years but no later than prior to the end of the school year during which the student reaches the age of twenty-one (21). Principals may consult with the Superintendent of Schools if there are questions regarding high school enrollment age.

Early Entrance Protocol

#7040.1

The following procedures should be used when kindergarten placement is appropriate for a four year old child:

- Age ready 5 yr. olds have priority enrollment over developmentally-ready 4 yr. olds.
- For 4 yr. olds, the normal parish/school enrollment priorities (e.g. parishioner, Catholic but non-parishioner, non-Catholic) must be considered first. Then the three types of data described below are used to determine the suitability of placement:
 1. In-house screening by the kindergarten teacher/s, using both informal and formal instruments that are commonly recognized by early educators as valid and reliable tools (e.g. "Ages and Stages"); In-house screening results may prompt the school staff to ask the

parents to provide the following evaluation described in 2. Below.

2. Evaluation by an independent, licensed child development professional (LCSW, School Counselor, Ph. D. Child Psychologist, Ph. D. Child Psychiatrist, KSDE Certified School Psychologist are acceptable for this evaluation.) Parents are responsible for the expense of this evaluation and also must provide their consent to the child development professional to release information to the school.
 3. Other information that the parents determine is important to consider.
- Principal consults with the Superintendent of Schools.
 - Final decision remains the school's and is based on both the individual child, as well as the make-up of the kindergarten class as a whole. Any 4 yr. old admissions will be considered provisional and will be reviewed, in consultation with the parents, frequently during the first semester.

Child/Parent Requesting to Skip a Grade in Elementary School

#7040.2

The following procedures should be used when child/parent request to skip a grade in an elementary school:

1. In-house screening by the teachers, using both informal and formal instruments that are commonly recognized by educators as valid and reliable tools (e.g. MAPS, Fastbridge, Scantron); In-house screening results may prompt the school staff to ask the parents to provide the following evaluation described in 2 below.
 2. Evaluation by an independent, licensed child development professional (LCSW, School Counselor, Ph. D. Child Psychologist, Ph. D. Child Psychiatrist, KSDE Certified School Psychologist are acceptable for this evaluation.) Parents are responsible for the expense of this evaluation and also must provide their consent to the child development professional to release information to the school.
 3. Consultation with Gifted Program/IEP Coordinator.
 4. Other information that the parents determine is important to consider.
- Principal consults with the Superintendent of Schools.
 - Final decision remains the school's.

Health Assessment

#7050

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.

Immunization

#7060

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Exemptions from Immunizations

#7060.1

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

Religious – Parents within the Archdiocese of Kansas City in Kansas may claim religious exemptions to immunization provided that they indicate they have read and understand the statement below.

Archdiocese of Kansas City in Kansas Statement regarding Immunization

This statement is meant to clarify in lay terms the position of the greater Church and specifically, this Archdiocese with regard to the immunization of children who are enrolled in Catholic schools within the Archdiocese.

In recent years, there has been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories: 1. Medical concerns, and 2. Moral concerns. Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course. Moral concerns are focused on the fact that certain vaccines are still derived from tissues from aborted babies.

The Church’s position on medical concerns

After a thorough review of information from respected scientists and medical professionals, it seems clear that there are differing opinions regarding the harmful effects and efficacy of vaccines. However, it does appear that the prevailing opinion is that immunization, in general, is highly beneficial and has resulted in the reduction of disease and death among the population. Some have expressed concern that the prevailing opinion is based on faulty research sponsored by entities that have a vested interest in a particular outcome. However, the greater Church has expressed no issue to date with respect to the medical aspect of immunization, as the Church defers to experts in the medical and scientific fields on this topic. The Church staunchly supports sound medical research to improve treatment of disease as long as that research and any ultimate treatments are in keeping with the Church’s moral teachings. The Church does recognize the right of individuals to form prudential judgments with regard to healthcare decisions affecting themselves and their children. Yet in making such decisions, individuals must take into account the common good, including the public health benefits of immunization. This theme of awareness of how decisions affect the larger community is a theme of Pope Francis’ recent encyclical, *Laudato Si*. In summary, while some Catholics cite medical concerns for not immunizing their children, these are personal opinions and not the official position of the Church.

The Church’s position on moral concerns

The Church has grave concerns regarding the origins of certain vaccines. In particular, the Rubella and Chicken Pox vaccines are extremely problematic due to the fact that they were developed using material from aborted babies. However, Vatican and United States theologians have concluded that “Catholics may licitly accept vaccination for themselves and their children using a vaccine based on tissue from abortion or may refuse the vaccine ‘if it can be done without causing children, and indirectly the population as a whole, to undergo significant risks to their health.’” (*Conscience Exemption for Vaccines based on Fetal Tissue from Abortions*, Secretariat of Pro-Life Activities, Released April 2007, Updated April 2015). They reached this conclusion based on 2 considerations: 1. Because some of these vaccines contain material from a strain that was developed in the past and no new aborted material is used; and 2. The potential danger to current unborn babies and young children from a population of unvaccinated persons may counterbalance the concern regarding the origin of the vaccines, particularly when considering that the individual who receives the tainted vaccination is not complicit in the abortion from which the vaccine was derived.

However, the Church strongly urges those individuals who do accept such vaccines to do so “under protest,” by actively voicing objection (see sample letter, Form #C141) to the manufacturers of such vaccines and also actively lobbying for the production of morally-derived products.

Religious exemption based on an individual’s well-formed conscience

As stated previously, the Church teaches that, presuming a properly formed conscience, “...man is obliged to follow faithfully what he knows to be just and right.” (**Catechism of the Catholic Church**, para. 1778). Thus, the Archdiocese of Kansas City in KS grants the religious exemption to parents who choose not to vaccinate on the basis of honoring the conscience right of parents since there is no official stance on the part of the Church regarding immunization in and of itself (other than the obligation to vaccinate under protest if immunization with a vaccine using a cell-line derived from aborted fetal tissue is accepted). This exemption is in keeping with the recommendation of the Secretariat of Pro-Life Activities of the United States Conference of Catholic Bishops that states “...diocesan institutions show a willingness to grant the exemption along the lines recommended by the Academy [Vatican Pontifical Academy for Life]. In particular, in an area where public schools are granting a conscience exemption, based on the view of public health authorities that doing so does not pose a serious risk to the populations, Catholic institutions should be willing to do so as well.” (**Conscience Exemption for Vaccines based on Fetal Tissue from Abortions**).

While the state of Kansas has eliminated the conscience exemption for families, it does still honor medical and religious exemptions for children attending public schools, with the caveat that certain circumstances may dictate that non-immunized children may be prohibited, either temporarily or for an extended period, from attending school. Catholic schools in the Archdiocese will grant exemptions with this caveat, as well.

CONDUCT

#7100

Students are expected at all times to conduct themselves in keeping with the expectations of a Catholic school. Schools reserve the right to address student behavior that does not comply with expectations, regardless of whether that behavior occurs in or out of school.

School Discipline

#7105

“Human virtues are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life” (Catechism of the Catholic Church 1805). Extreme caution should be exercised in disciplining children. Schools should implement a school-wide Virtuous Behavior Formation Program to routinely teach and recognize students demonstrating virtuous behavior. Every attempt should be made to discover the cause of the student discipline problem. When disciplinary action is required it should be designed to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Extreme and unusual forms of punishment are not permitted. In addition, practices such as withholding recess, and/or having students “walk the line” or walk laps during recess, etc. are unacceptable and not considered best practice (unless those would be considered a natural consequence to poor behavior of a student that occurred during recess). Corporal punishment is not allowed under any circumstances.

To avoid misunderstandings, schools should develop a school wide Virtuous Behavior Formation Program. The VBF program should be published in the faculty and parent/student handbooks. Parents and students who are new to the school should be made aware of the code of conduct prior to the registration of the students. All students should be reminded of the VBF program and retaught expectations routinely. Extreme behaviors such as cheating, stealing, or hurting other students may result in immediate consequences.

Schools may reserve the right to inspect student property or individuals if student behavior indicates a need for such inspection. School leaders determine the need for inspection. Local policies and procedures for such inspections shall be published in local handbooks.

In-School Suspension/Short-term Suspension

#7110

In-school suspension/short-term suspension is a temporary withholding, up to five (5) school days, of the privilege of attending class and/or any school sponsored activities.

An in-school suspension is conducted in a supervised area of the school, in which case the student is admitted to school but is not allowed to attend class or to participate in school sponsored activities.

Short-term suspension is served out of school and the student is not allowed to attend class or participate in school sponsored activities.

Schools should develop local policies regarding how school assignments are handled during an in-school suspension or short-term suspension.

Procedure

#7110.1

An in-school suspension or a short-term suspension may be imposed on a student only after giving the student and/or parents oral or written notice of the infractions affording the student an opportunity to explain his/her behavior to the Principal/designee. However, if the presence of the student endangers other persons or property or substantially disturbs, impedes or interferes with the operation of the school, the

Principal/designee may suspend the student forthwith without being heard for a term not to exceed five (5) school days.

Long-term Suspension/Expulsion

#7120

Long-term suspension that is not an expulsion is an out of school suspension imposed on a student for more than five (5) school days. While on long-term suspension, including any intervening weekends and holidays, a student shall not attend or participate in school sponsored or supervised activities.

Expulsion is the removal of a student from school for the remainder of the school year, for one calendar year or permanently.

Procedure

#7120.1

- Long-term suspension/expulsion shall be imposed on a student only after the student has been afforded an opportunity for a formal hearing. In all cases that might result in a long-term suspension or expulsion, a student shall immediately be suspended for a term not to exceed five (5) school days.
- A written notice of any intent to impose a long-term suspension/expulsion and the infractions upon which the intent is based, shall be delivered in person, by mail or e-mail to the parents/guardian of a student 17 years of age and younger. Certified mail, return receipt requested, is helpful to be sure that a letter is delivered.
- For a student 18 years of age and older, a written notice of an intent to impose a long-term suspension or expulsion and the charges upon which the intent is based, shall be delivered in person or by mail to the student and to his/her parents/guardian.
- The notice also shall contain the date, time and place that the formal hearing will be conducted. The hearing shall be conducted not later than the last day of the five (5) school days suspension, except for “good cause,” as determined in the sole judgment of the Hearing Team. A “good cause” for delaying the hearing generally exists only in cases of serious illness or deficiencies in the notice that would compromise the conduct of the hearing. Absent good cause, the hearing will be conducted as set forth in the notice, regardless of whether the student, his/her parents/guardian are present.
- Regardless of the age of the student, the written notice required by this policy shall be delivered or mailed no later than one school day after the student has been suspended.
- In elementary schools, the formal hearing specified in this policy shall be conducted by a Hearing Team composed of at least two other preferably regional Catholic school principals. In secondary schools, the Hearing Team shall be composed of the President’s designee and at least two other Catholic school certified personnel.
- If the student and his/her parents fail to attend the hearing, the student’s opportunity for hearing shall be considered waived.
- Parents may withdraw a student before or after a hearing has taken place. However, if a student is withdrawn after the hearing, the results of the hearing may be included in the student’s file.

Grounds for Long-Term Suspension/Expulsion

#7120.2

A student may be suspended or expelled for:

- willful violation of any published regulation for student conduct adopted or approved by the school;
- conduct which substantially disrupts, impedes or interferes with the operation of the school;
- conduct which substantially impinges upon or invades the rights of others;
- disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the

operation of the school or substantial or material impingement upon or invasion of the rights of others.

Notice

#7120.3

Whenever any written notice is required to be given to the parents/guardians of a student, it shall be sufficient if the same is mailed to the residence of such parents/guardians at the address on file in the school records of such student. In lieu of mailing such written notice, the same may be personally delivered or e-mailed.

Procedural Rights

#7120.4

In any formal long-term suspension/expulsion hearing specified in these policies, the following rights shall be afforded.

- the right of the student to have of his/her parents/guardian present;
- the right of the parents/guardians of the student to be present at the hearing;
- the right of the student and his/her parents/guardians to hear the evidence supporting the reason for the hearing;
- the right of the student to speak on in his/her own behalf and give reasons for his/her conduct;
- the right of the parent/guardian to question the violations and to present information on the student's behalf;
- the right of the student to a fair and orderly hearing.

Procedures for Student Hearings

#7120.5

- The Principal and/or designee (Dean of Students, Vice Principal) presents the student violations.
- The student and/or parent/guardians state the student's case.
- The Hearing Team may ask questions of either party.
- There will be no cross examination by either party.
- The Principal and/or designee (Dean of Students, Vice Principal) and student and parent/guardian will be dismissed.
- The Hearing Team discusses the testimony and makes a written recommendation to the Principal and Pastor (in the case of elementary parish schools. In the case of consolidated elementary schools the principal shall keep the Board chair informed.) or to the principal and president (in the case of secondary schools). (See "Report of Formal Hearing" #7120.6 below)

Report of Formal Hearing

#7120.6

Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five {5} days) or expulsion, the Hearing Team shall make a written recommendation to the Principal. The Principal (and Pastor, in the case of elementary parish schools) considers the recommendation, makes the final decision and conveys it in writing to the parent/guardian within 24 hours of the hearing. The final decision of the Principal shall include a statement that the student has a right to appeal the decision and the time frame and procedure for doing so. This statement should make it clear that the appeal is to determine if the correct procedures have been followed and that the appeal process will not overturn the decision of the local panel. A copy of the report shall be sent by the head of the school to the Archdiocesan Superintendent of Schools.

Appeal Procedure

#7120.7

Any parent or guardian of an **elementary** student who has been given a long-term suspension/expulsion may make a written request for a formal review of the **procedures** regarding such

action. The appeal is made to the Appeal Panel of the Archdiocesan Commission on Schools. The appeal must be made within five (5) calendar days after the decision of the Hearing Team.

In **secondary** schools, any parent or guardian may make a written request for a formal review of the procedures of the hearing. The appeal shall first be made to the school's President. The appeal must be made within five (5) calendar days after the decision of the Hearing Team. The President may choose to deny the appeal or return the matter to the school's Hearing Team for further review because a procedure was not followed. The decision, including the reasons for it, will be mailed or personally delivered to the parent/guardian and student, if 18 or older, within five school days of receipt of the appeal request. Any parent or guardian of a **secondary** student who has been given a long-term suspension/expulsion may make a further appeal to the appeal panel of the Archdiocesan Commission on Schools by making a written request for a formal review of the **procedures** regarding such action. The President shall then file a complete report to the Appeal Panel for procedural review. No appeal involving a secondary school student shall be heard by the Appeal Panel unless it was first presented to the school President for review.

Appeals concerning elementary students must be made within five (5) school days after the final decision of the school's principal. Appeals of decisions concerning secondary students must be made within five (5) school days after the final decision of the school's President. The appeal requests should be sent to:

Appeal Panel of the Archdiocesan Commission on Schools
c/o Superintendent's Office
12615 Parallel Parkway
Kansas City, Kansas 66109

The student shall remain in suspension/expulsion during any such appeal, but shall continue to receive school assignments pending a decision on appeal.

Any such written appeal shall be reviewed by the Appeal Panel not later than ten (10) calendar days after such notice of appeal is filed. This body will review the **procedures** of the Hearing Team/School leaders to determine if the student was afforded fair and reasonable process. This body will not review the substance of the decision. In reaching a decision, the Appeal Panel shall determine whether the policies and procedures for long-term suspension/expulsion of the Archdiocese of Kansas City in Kansas were followed.

The Appeal Panel shall provide written notice of its findings to the Superintendent within 24 hours of the review. The Superintendent will convey in writing the findings of the Appeal Panel to the school, parents/guardians. These findings will either (1) deny the appeal, or (2) return the matter to the school for further review because a procedure that may have adversely influenced a decision against the student was not followed.

School Safety And Security

#7130

The Catholic schools in the Archdiocese of Kansas City in Kansas are committed to providing a safe and secure environment to promote and enhance the education of students.

Anti-Bullying

#7130.1

All persons have inherent human dignity and thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student will not be tolerated.* Catholic schools in the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies grounded in the Gospel

message of Jesus Christ.

*Adapted from Diocese of Little Rock Addenda to the Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas

Elements of Anti-Bullying Policies

#7130.1.1

Each school shall:

- 1) adopt and implement a plan to address cyberbullying, and
- 2) adopt policies prohibiting bullying on school property, in school vehicles, or at school-sponsored activities, and
- 3) adopt and implement a research based anti-bullying program that is infused with the Catholic faith to address bullying, which must include provisions for training and education of staff and students.
- 4) adopt and implement a plan that is based upon and includes references to the Gospel teachings of Jesus Christ.

Definitions

#7130.1.2

- (1) “Bullying” means: Any intentional gesture or any intentional written, verbal, *electronic* or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - Excluding or isolating a student within the school community;
 - Harming a student or staff member, whether physically or mentally;
 - Damaging a student’s or staff member’s property:
 - Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or
- (2) “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- (3) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Notification of Information About Certain Students to School Employees

#7130.2

- School administrative, professional and paraprofessional employees who have information that a

student

- has been expelled from school for conduct that endangered the safety of others;
 - has been expelled from school for conduct that constitutes a felony, or, if a juvenile, conduct that would constitute a felony if committed by an adult;
 - has been expelled from school for weapon possession;
 - has been adjudged a juvenile offender for an offense that if committed by an adult would constitute a felony in the state where committed, except for a felony theft offense involving no direct threat to human life; or,
 - has been convicted as an adult of a felony, except felony theft involving no direct threat to human life, shall report such information (a) to the office of the school Principal, for a student in an elementary school or (b) to the office of the President or Principal for a student in a secondary school. The Office of the Superintendent of Schools shall be notified of all such reports as soon as practicable.
- Upon receipt of such report, President or Principal shall consult with appropriate legal/law enforcement authorities in order to determine the appropriate method of investigating the matter, and if an investigation establishes that the student is a student described in a category above, all school employees who are directly involved or likely to be directly involved in teaching or providing school related services to the student shall be notified. Pastors (elementary schools) and Board chairs (consolidated elementary schools and secondary schools) also should be informed.
 - Reports of information and notification to school employees are not required if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days before the school employee's report to the President or Principal.

Reports to Law Enforcement Concerning Criminal Conduct of Students

#7130.3

- Professional, administrative, and/or other employees of a school who know, or have reason to believe that an act has been committed at school, on school property, or at a school supervised activity that involved conduct constituting a felony or misdemeanor or which involved the possession, use or disposal of explosives, firearms or other weapons shall immediately report the act to the President or Principal of the school.
- If possible, the report shall be made in writing on a form provided by the President or Principal. Some examples of reportable incidents are: possession of weapons; possession, use or attempts to sell illegal drugs or alcohol; destruction of property; theft; fighting; serious threats of bodily harm made to intimidate or create fear, etc.
- Upon receipt of such report involving an elementary student, the President/Principals shall report the incident to the Office of the Superintendent of Schools.
- Upon receipt of such report involving a secondary student, the President or Principal shall make or direct that a report be made to the appropriate law enforcement agency.
- The Office of the Superintendent and the parents of the student involved shall be notified of all reports to law enforcement agencies.
- Nothing in this policy prohibits a) investigating the act in question in accordance with other applicable policies; b) consulting or working with School Resource Officers (SROs) or DARE officers before deciding whether a report to a law enforcement agency is required.
- Presidents and principals shall cooperate with local law enforcement agencies to comply with the School Safety and Security Act and to promote and achieve a safe and secure educational environment.

Note: IF THERE IS IMMEDIATE DANGER TO LIFE OR THE POTENTIAL FOR IMMEDIATE DANGER TO LIFE, SCHOOL OFFICIALS IN THE LOCAL CATHOLIC SCHOOL SHALL NOTIFY THE LOCAL POLICE OR LAW ENFORCEMENT AGENCY

IMMEDIATELY AND THEN FOLLOW THE ABOVE PROCEDURES AS APPLICABLE.

Virtus Safe Touch

#7130.4

In response to the USCCB mandate to provide safe environment programs, the Archdiocese of Kansas City in Kansas expects the Virtus program (quoted below) to be used in all Archdiocesan schools and parishes.

The document *Charter for the Protection of Children and Young People* was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned.

Msgr. William P. Fay

General Secretary, USCCB

ARTICLE 12. Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

Emergency Safety Interventions

#7131

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith filled environment for all our students is a primary concern. Through the implementation best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students the classroom. Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances. Emergency Safety Interventions must not be used for discipline, punishment, or the convenience of a school employee.

On extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Physical Restraint

#7131.1

Physical restraint means bodily force is used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. The term physical restraint does not include the use of a physical escort. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is **PROHIBITED** in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be

trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Mandt System. The Archdiocese of Kansas City in Kansas has a certified trainer in the Mandt System who is available to train school employees as requested by the principal.

Seclusion

#7131.2

Seclusion, when used with a student, means **ALL** of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless a school employee can see and hear the student at all times.

Documentation

#7131.3

Written documentation (printed) of the incident is required.

Written documentation must include:

- (A) The events leading up to the incident;
- (B) student behaviors necessitating the emergency safety intervention
- (C) steps taken to transition the student back into the educational setting
- (D) the date and time the incident occurred, the type of emergency safety intervention used, the duration of the emergency safety intervention and the school personnel who used or supervised the emergency safety intervention
- (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident
- (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions
- (G) School email and phone contact for the parent to schedule the emergency safety intervention meeting K.S.A. 2016 Supp. 72-89d04 (a)(1)

See appendix Emergency Safety Intervention Form #C133

Parent Notification

#7131.3.1

Parents must be notified the **same day** that the ESI incident occurs for every incident. Each use of Emergency Safety Interventions must be documented on Form #C133. After the first incidence, a copy of the completed ESI form and a copy of the Archdiocesan Emergency Safety Interventions policy must be provided to the parents, in printed form, no later than the school day following the ESI incident. The Archdiocesan Emergency Safety Intervention policy must include the standards for using Emergency Safety Interventions, information on how to file a complaint through the local dispute resolution process, and the contact information for Families Together (www.familiestogetherinc.org / 888-815-6364) and the Disability Rights Center of Kansas (www.drckansas.org / 877-776-1541). Once Form #C133 is complete, the original should be placed in the student's permanent record file and a copy should be provided to the parent(s)/guardian(s) and the principal.

After an emergency safety intervention incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. If a parent requests a meeting to discuss an emergency safety intervention incident, the meeting must be called within 10 school days. The time for calling this meeting shall be extended beyond the 10

school day limit if the parent is unable to attend within that time period. The parent shall determine whether the student shall be invited to participate in the meeting. For students who have an individualized education program (IEP) and are placed in a private school by a parent, a meeting called by the parent must include the parent and the private school, who shall consider whether the parent should request an IEP team meeting. If the parent requests an IEP team meeting, the private school must help facilitate such meeting. The focus of any meeting convened shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

Communication

#7131.4

The policies for Emergency Safety Interventions (ESI)) must be accessible to parents on each school's website. In addition, the policies for ESI must be included in one or all of the following: the school's code of conduct, school safety plan, or the student handbook.

Training

#7131.5

A continuum of professional development options are available to schools to meet their individual needs regarding behavior interventions.

Level 1- School Wide Positive Behavior Support

Level 2- Primary Considerations, Secondary Strategies, and De-Escalation Methods for
Responding to Behavior Concerns

Level 3- Function-Based Behavior Support Planning

Level 4- Emergency Safety Interventions (Safe Crisis Management)

To schedule training contact, the Associate Superintendent for Student Services.

Dispute Resolution

#7131.6

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions the parent should contact the Principal, Pastor or School President to attempt to resolve the problem informally.

If the problem is not resolved to the parent's satisfaction, the parent has the right to file a formal complaint, within 30 days of the ESI incident, with the Principal, Pastor or School President. Upon receipt of a formal complaint, the Principal or President will appoint a school administrator to complete an investigation of the parent's complaint, maintaining confidentiality. The investigator will prepare a report with findings and recommendation for resolution. The Principal, Pastor, or School President will mail the written findings of fact and the proposed resolution to the parent and KSDE within 30 days of receiving the complaint.

In the event the parents are dissatisfied with the findings and proposed resolution, the parents may forward the information to KSDE and proceed with the state administrative review process.

Reporting

#7131.7

Incidents of the use of Emergency Safety Interventions will be reported to KSDE semi-annually through the Kansas Integrated Accountability System (KIAS), a secure web-based application. Reports to KSDE will include the following:

- KIDS Student ID number
- If the student had an IEP at the time of the incident

- If the student had a 504 plan at the time of the incident
- If the student had a BIP at the time of the incident
- Date of incident
- Type of incident (seclusion or physical restraint)
- Duration of incident

Weapon Possession

#7140

A Student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity.

Expulsion for Weapon Possession

#7140.1

If it is determined in accordance with the Policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The President of a secondary school and the Principal of an elementary school have sole discretion to modify such expulsion.

Reports of Weapon Possession

#7140.2

A student determined to be in possession of a weapon (see 7140.3) at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, if under 18 years of age, shall also be referred to the Department for Children and Families (DCF).

Definition of Weapon

#7140.3

Weapon means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in (1);
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sandclub, metal knuckles or throwing star;
- any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or
- any other object that may be defined by law from time to time as a weapon.

The Definition of a Weapon Does not Include:

- an antique firearm;
- any device which is neither designed nor redesigned for use as a weapon, except as noted below;
- any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device;
- surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4784 (2), 4685, or 4686 of title 10 of the United States Code;
- class C common fireworks. Although excluded from the definition of a weapon as set out in this policy, students shall not possess fireworks of any type at school, upon school property or at a school supervised or sponsored activity.

Possession/use Weapon-like Objects**#7140.4**

- Students shall not knowingly possess any object that might reasonably be considered a weapon or is being used as a weapon at school, on school property or at a school supervised or sponsored activity.
- Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies.

HEALTH

#7200

Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child.

Principals (with the advice and consent of the Pastor, in single parish elementary schools; Board chair in consolidated elementary schools; Presidents in secondary schools) will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability.

If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional (LCSW, School Counselor, Ph.D. Child Psychologist, Ph.D. Child Psychiatrist, KSDE Certified School Psychologist) in order to determine how to best address the situation, including how to communicate the situation. Schools may consult with the Superintendent of Schools for assistance.

Medication - Dispensing

#7200.1

All medication, prescription and non-prescription, is to be brought to the school office immediately upon arrival at school. The school office or school nurse, as applicable, shall keep medications in a locked cabinet and keep a log of all dispensing activity. This log should contain:

- Dose or amount of medication administered;
- Date and time of administration or omission/error of administration, including the reason for omission/error (parents/guardians and physicians should be immediately notified of omissions/errors);
- Full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing the full signature;
- Any reactions the student has (in the event of adverse reactions, the parents/guardians, physicians, and/or 911 should be called and the student remain under observation).

Kansas law describes different procedures of self-medication for students being treated for anaphylaxis or asthma. It is the policy of the Archdiocese of Kansas City in Kansas to comply with Kansas law in these matters. See **Policy #7200.4**.

SCHOOLS MAY RESERVE THE RIGHT TO REFUSE TO ADMINISTER PRESCRIPTION AND OVER-THE-COUNTER MEDICATION.

THE CONDITIONS SET FORTH IN POLICIES #7200.3 AND #7200.4 MUST BE MET IN ORDER FOR SCHOOLS TO DISPENSE MEDICATION TO A STUDENT.

Prescriptions

#7200.2

- If the medication has been prescribed, it must be in a pharmacy container which clearly states the child's name, dosage, prescription number and physician's name;
- Prescriptions requiring special handling (e.g. refrigeration) must be stored according to the directions accompanying the medication;
- All medication must be accompanied by written permission from parents allowing the school to dispense the medication.

Non-Prescriptions

#7200.3

- Unless otherwise stipulated by local policy, annual written permission from the doctor must be on file

- in the school office if a child is to receive any over-the-counter medications;
- Annual written permission from parents allowing the school to dispense over-the-counter medications must be on file in the school office.
- The medication must be in its original container with the label clearly identifiable.

Asthma and Anaphylaxis Medications

#7200.4

Students enrolled in kindergarten or grades 1 through 12, who meet each of the requirements described below, may self-administer medication for the treatment of anaphylaxis or asthma prescribed by or required by written order of a health care provider. A health care provider is defined as:

- a physician licensed to practice medicine and surgery;
- an advanced registered nurse practitioner certified pursuant to K.S.A. 65-1131 and any amendments, who is authorized to prescribe drugs as provided in K.S.A. 65-1130 and any amendments; or
- licensed physician's assistant who is authorized to prescribe drugs pursuant to a written protocol with a responsible physician under K.S.A. 65-28a08 and any amendments.

Student Requirements for Self-Administering Asthma and Anaphylaxis Medications

#7200.5

Before a student will be permitted to self-administer medication for the treatment of anaphylaxis or asthma, each of the following requirements must be met.

- The parent or guardian must submit a written request asking that the student be permitted to self-administer medication under this policy.
- The student's health care provider must prepare a written statement providing the name and purpose of the medication, the prescribed dosage, the time the medication is to be regularly administered, any special circumstances under which the medication is to be administered and the length of time for which the medication is prescribed.
- The student must demonstrate to the health care provider or such provider's designee and the school nurse or such nurse's designee the skill level necessary to use the medication and any device that is necessary to administer such medication as prescribed. If there is no school nurse, the school shall designate a person for this purpose. The health care provider or its designee must provide the school with written notice that a student possesses the skill level necessary to administer the medication.
- The student's health care provider must prepare a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use of the student during school hours. A copy of this treatment plan must be given to the school.
- The parent or guardian of a student must complete and submit any written documentation required by the school pursuant to this policy.
- The parent or guardian shall sign the statement set forth below authorizing self-medication and acknowledging that and the school is not liable for any damage, injury or death resulting directly or indirectly from the self-administration of the medication.
- If a parent wishes to leave back-up medication for treatment of asthma or anaphylaxis, the procedures set out in **Policy #7200.2** must be followed.

School Procedures for Implementing Self-Administration of Asthma and Anaphylaxis Medications Policy

#7200.6

Once the school has granted permission for a student to self-administer medications under this policy, the school must take the following actions.

- All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-medicate has been granted.

- Any back-up medication provided by the student's parent or guardian must be kept in a location at the school to which the student has immediate access in the event of an asthma or anaphylaxis emergency. The location of the medication shall be given to the student and parent or guardian.
- The school shall maintain the student's written treatment plan for managing asthma or anaphylaxis and all written documentation from the student's parent/guardian required by the school as described above in a location easily accessible in the event of an asthma or anaphylaxis emergency.
- The school must permit the student to possess and use the student's medication at any place where the student is under the jurisdiction or supervision of school employees.
- The school shall require annual renewal of parental authorization for the self-administration of the medication.
- The school shall provide written notification to the parent or guardian of a student who wishes to self-administer medication pursuant to this policy, that the school and its officers, employees and agents are not liable for any damage, injury or death resulting directly or indirectly from the self-administration of medication.

Procedures for Revoking Authorization for Self-Administration of Asthma and Anaphylaxis 7200.7 Medication

Students shall not be permitted to continue self-administering medication as authorized by this policy under the following circumstances:

- if the student or parent/guardian fails to satisfy any of the student or parent/guardian requirements in this policy,
- if the student uses the medication for any purpose other than self-administering medication under this policy,
- if the student's possession and/or use of the medication materially disrupts the educational experience of other students,
- if the student has an adverse reaction to the medication.

Before permission to self-administer medication is withdrawn, the school shall notify the parent/guardian in writing of the intent to revoke the authorization and of the time and place a meeting will be held to discuss the proposed revocation. Such meeting shall be conducted with the parent/guardian and child within five (5) days of the date of the notice. If the school finds that extenuating circumstances exist, the meeting may be conducted at a later time, but no later than 10 days after the date of the notice. The decision of the school concerning the proposed revocation of authority to self-medicate is final. If the parent/guardian fails to attend the scheduled meeting, the authority to self-medicate will be withdrawn and the school will notify the parents of such decision both orally and in writing.

Parental Consent and Release Form

#7200.8

Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118 (See Appendix).

School Procedures for Administering Anaphylaxis Medication to the General School Population

#7200.9

Schools may maintain an epinephrine kit for use in emergency situations. Certain conditions must be met in order for the school to maintain and administer epinephrine including the following:

- The school has written authorization from a physician to maintain a stock supply of epinephrine;

- The school consults with a pharmacist licensed by the state board of pharmacy who shall supervise the maintenance of the epinephrine kit and provide procedures for its proper use;
- The school uses the kit only in emergency situations in school or school sponsored activities when it is apparent that the signs and symptoms of an anaphylactic reaction are occurring.

Students with Food Allergies and Other Dietary Restrictions

#7205

Any student diagnosed with a serious allergy must have an Action Plan, provided by the student's physician, to assist school personnel in recognizing and providing appropriate reaction prevention and intervention strategies for the student.

Prior to beginning every school year, the school administrator will review with the student's parents/guardians the Food Allergy Assessment form (submitted by the parents/guardians; Appendix Form C146) and the Action Plan (provided by the physician) and will update student health information and school plan as needed.

School administrators and classroom teacher will be responsible for communicating student allergy information to substitute teachers. The Substitute Teacher Letter (Appendix, Form C145) may be used to communicate classroom allergy information.

All school parents/guardians should be notified of allergens that may be serious to students in the school. Confidentiality of the students must be protected by listing serious allergens rather than student names. A School Letter to All Parents is included in the appendix (Form #C144) as an example of how to communicate serious allergen information to school parents/guardians.

Snacks or treats sent for sharing, such as birthday and classroom party snacks must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy-free. Home baked food items are not allowed.

Schools will monitor for allergens; however, an allergy free environment cannot be guaranteed. Staff, students, and parents/guardians have a responsibility to help ensure the safety of students with serious allergies.

Teacher Responsibilities

- Know the Student Action Plans and classroom protocols
- Know the location of all emergency information and medications
- Be trained on how to administer epinephrine
- Inform substitute teacher of the Student Action Plans
- Establish a plan for student(s) to inform you if they are having a reaction
- Help educate the classroom about allergies
- Be prepared for special events, parties, field trips (e.g., contact parent prior to the events)
- Instruct students not to share food and/or eating and drinking utensils
- Read contents of instructional materials, such as science kits, to identify potential allergens

School Leader Responsibilities

- Ensure the school has an Action Plan for each student with a serious allergy prior to the students coming to school
- Review the eating arrangement for the student, e.g., allergen safe table, table wipe down, etc.
- Ensure training for school staff and students (awareness of allergens, allergic symptoms,

- Action Plans, mock drill)
- Ensure training for school staff in the location and administration of emergency medications

Parent/Guardian Responsibilities

- Provide Epi-pen/epinephrine and/or other prescribed medications with the school's Medication Authorization Form
- Inform school of any changes or allergic/anaphylactic episodes
- Provide a list of safe snacks to the teacher
- Provide the teacher with snacks to keep on hand for your student to have for class celebrations, parties, etc.

Schools with student identified with serious allergens will participate in annual Allergy and Anaphylaxis Training. This training will include: Defining anaphylaxis, identifying signs and symptoms of an allergic reaction and anaphylaxis, and a review of the location and administration of emergency medications. This training may be provided by a school nurse, local physician, or student's county health department staff. If a student has an allergic reaction at school, the Action Plan provided by the student's physician will be followed.

Acquired Immune Deficiency Syndrome (HIV/AIDS)

#7210

The Archdiocese of Kansas City in Kansas has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response," as adapted for use within the Archdiocese. This document in part states:

"Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate education and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others."

Admission and Attendance:

#7210.1

HIV/AIDS is not spread by casual, every day contact. Therefore, except in special circumstances, students who are infected with HIV/AIDS will be admitted to Catholic elementary and secondary schools in the Archdiocese of Kansas City in Kansas. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation shall be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, legal issues, community health and well being, and individual privacy and needs.

Evaluating Students Who are Infected with HIV/AIDS

#7210.2

If a principal in a Catholic school in the Archdiocese of Kansas City in Kansas is notified that a student is infected with HIV/AIDS, the Principal shall notify the **Pastor/Board chair (in the case of consolidated single parish elementary schools) or President in the case of secondary schools**, the Superintendent of schools, and those members of the staff who, in the Principal's discretion, have substantial contact with the student. **The Superintendent shall notify any other Archdiocesan officials whom the Superintendent determines have a need-to-know.**

Advisory Team

#7210.3

Educational management of a student infected with HIV/AIDS shall be determined on a case-by-

case basis by an advisory team. Membership of this team shall be the student's physician, the student's parent(s) or guardian, and appropriate school and medical personnel. The advisory team shall consider:

- the behavior, development and physical condition of the student;
- whether the student infected with HIV/AIDS has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting;
- the expected type of interaction with others in the school setting; and
- the impact on both the infected student and others in the school setting.

The Principal shall monitor the circumstances of the case to see if the situation has changed sufficiently to warrant a re-examination of the recommendations. Recommendations made by the advisory team shall be reviewed by the team at intervals determined by the team to be appropriate.

Right of Privacy/Confidentiality

#7210.4

The privacy of any student who is infected with HIV/AIDS will be respected. Utmost confidentiality shall be maintained at all times. Without the specific written consent of the parent(s) or guardian or the student, if 18 or older, the people who shall know the identity of a student who is infected with HIV/AIDS shall be limited to those persons specified in this policy as involved in the decision making process or staff who are in a position of a need-to-know. The persons so informed shall be obligated to maintain confidentiality by not further disclosing such information.

Records regarding an HIV/AIDS infected student's physical condition shall be maintained separate from the student's cumulative record.

Infectious And Contagious Diseases

#7220

For purposes of this policy, infectious and contagious diseases shall be those diseases so designated by the Kansas Secretary of Health and Environment through rules and regulations. KAR 28-1-2 designates the following diseases as infectious or contagious:

- Amebiasis
- Anthrax (school nurse or principal should report by telephone immediately to the secretary of the local health department)
- Arboviral disease, including West Nile virus, western equine encephalitis (WEE), and St. Louis encephalitis (SLE)
- Botulism (school nurse or principal should report by telephone immediately to the secretary of the local health department)
- Brucellosis
- Campylobacter infections
- Chancroid (report by telephone immediately to the secretary)
- Chlamydia trachomatis genital infection
- Cholera (report by telephone immediately to the secretary)
- Cryptosporidiosis
- Cyclospora infection
- Diphtheria
- Ehrlichiosis
- Escherichia coli enteric infection from E. coli 0157:H7 and other shiga toxin-producing E. coli, also known as STEC
- Giardiasis
- Gonorrhea
- Haemophilus influenzae, invasive disease

- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis, viral
- Hantavirus pulmonary syndrome
- Influenza, if the disease results in the death of any child under 18 years of age
- Legionellosis
- Leprosy or Hansen's disease
- Listeriosis
- Lyme disease
- Malaria
- Measles or rubeola (report by telephone immediately to the secretary)
- Meningitis, bacterial (indicate causative agent, if known, and report by telephone immediately to the secretary)
- Meningococcemia (report by telephone immediately to the secretary)
- Mumps (report by telephone immediately to the secretary)
- Pertussis (whooping cough) (report by telephone immediately to the secretary)
- Plague or Yersinia pestis (report by telephone immediately to the secretary)
- Poliomyelitis (report by telephone immediately to the secretary)
- Psittacosis (report by telephone immediately to the secretary)
- Rabies, animal and human (report by telephone immediately to the secretary)
- Rocky Mountain Spotted Fever
- Rubella, including congenital rubella syndrome (report by telephone immediately to the secretary)
- Salmonellosis, including typhoid fever
- Severe acute respiratory syndrome (SARS) (report by telephone immediately to the secretary)
- Shigellosis
- Streptococcal invasive, drug-resistant disease from group A Streptococcus or Streptococcus pneumoniae
- Syphilis, including congenital syphilis
- Tetanus
- Toxic-shock syndrome, streptococcal and staphylococcal
- Any transmissible spongiform encephalopathy (TSE) or prion disease (indicate causative agent, if known)
- Trichinosis
- Tuberculosis (report by telephone immediately to the secretary)
- Tularemia
- Varicella or chickenpox deaths
- Yellow Fever, and
- Any exotic or newly recognized disease, and any disease unusual in incidence or behavior, known or suspected to be infectious or contagious and constituting a risk to the public health.

Duty to Report

#7220.1

Whenever any teacher or school administrator knows or has information indicating that anyone involved in a school is suffering from or has died from a reportable infectious or contagious disease, such knowledge or information shall be reported immediately to the local health authority (County Board of Health), together with the name and address of the person who has or is suspected of having or had the infectious or contagious disease. K.S.A. 65-118(a). If so designated, report any such infections or contagious disease by telephone to the Secretary of Health and Environment.

The above-described information required to be reported to the local health authority shall be strictly confidential and not disclosed or made public except as specified in K.S.A. 65-118(c).

Exclusion from School

#7220.2

No person afflicted with an infectious or contagious disease dangerous to the public health shall be admitted or retained in any of the Catholic schools in the Archdiocese of Kansas City in Kansas or child care facilities. It shall be the duty of the parent(s) or guardian and the Principal or other person in charge to exclude from any school or child care facility any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease. If the attending person licensed to practice medicine and surgery or a local health officer finds, upon examination, that the person affected with the disease suspected of being infectious or contagious, is not suffering from an infectious or contagious disease, he or she may submit a certificate to this effect and such person shall be re-admitted to school or to the child care facility.

Other Procedures

#7220.3

This policy shall not limit any other actions which may be taken or which are required to be taken under Archdiocesan policy or applicable law, rule, or regulations relative to infectious or contagious diseases or any other health or safety risk.

Response to Health Emergencies

#7225

Each school should have its own school policy for handling all health emergencies within the school. Such emergency policies should contain:

- Local emergency response system telephone numbers (including ambulance, poison control number, local emergency care providers, etc.);
- Persons to be notified (parents/guardians, primary physician);
- Names of persons in the school trained to provide first aid and cardio-pulmonary resuscitation;
- Scheduled programs for staff to be trained in first aid and CPR;
- Necessary supplies and equipment;
- Reporting requirements.

Transfer of Health Records

#7230

When a student transfers to another school, the medical health record card is to be included with the cumulative educational records transferred.

GENERAL STUDENT POLICIES

Attendance

#7300

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows:

Age	Report To
Seven (7) but under Thirteen (13)	Secretary of Social and Rehabilitation Service (or Designee)
Thirteen (13) but under Sixteen (16)	County/District Attorney (or Designee)

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The principal determines the criteria for valid excuses. The principal may consult with the Superintendent of Catholic Schools if there is a question.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Principal, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/District Attorney, as specified above.

Designated Reporting Officer

#7300.1

The Principal shall be the primary designated school official for each Catholic School in the Archdiocese of Kansas City in Kansas for the purpose of reporting cases of non-attendance to the Secretary of Social and Rehabilitation Services or to the County/District Attorney.

Local Attendance Policies

#7300.2

Each Catholic School in the Archdiocese of Kansas City in Kansas shall adopt an attendance policy that stresses punctuality and consistent school attendance. The policy will be published in the local school handbook. The Principal (elementary schools) or President (secondary schools) has final decision as to whether or not a child who has had excessive absences shall be readmitted the following year.

Attendance Records

#7300.3

Attendance records are to be recorded daily and accurately by each teacher and are to be kept permanently on file.

Attire

#7320

Each Catholic School in the Archdiocese of Kansas City in Kansas shall adopt a student dress code that stresses cleanliness, neatness and reflects Christian virtue. Extremes in attire (e.g. excessive body piercings/tattoos/haircut-style/color) are not acceptable in Catholic schools in the Archdiocese of Kansas

City in Kansas. Such policy shall be placed in the local school handbook and reflect that.

Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents

#7330

If a school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal/president shall not respond to any such communication but shall immediately contact the Archdiocesan attorney (or Superintendent of Schools if the attorney is not immediately available).

Any communication between employees of Catholic schools for the Archdiocese of Kansas City in Kansas and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others.

Child Abuse

#7340

Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the Department for Children and Families (DCF), or appropriate law enforcement agency, if the DCF office is not open for business. Such report may be made orally or, on request of DCF, in writing.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the Archdiocesan Policies and Procedures concerning sexual misconduct shall be followed.

Student on Student Sexual Conduct

#7340.1

Student on student sexual behavior at school will require a prompt response from the administrator. Some sexual behavior could be characterized as developmentally “normal” depending on the age and circumstances of the behavior. Regardless of the circumstances, the school administrator must address the situation immediately, notify the parents of the students involved, and report and refer to the proper authorities, when necessary.

The following are examples behaviors which may be considered “normal” sexual behaviors for children depending on the age and circumstances: Showing private parts to peers in a reciprocal manner, comparing body parts with friends, touching own genitals, using “dirty” words for bathroom functions, expressing interest in others’ bodies, and imitating the flirtatious behavior of adults. Behaviors beyond those mentioned above, such as acts involving force, coercion, demands to see others body parts, playing sexual games, inappropriate texts or on-line behavior related to sexual acts will result in an immediate report to the Department of Children and Families (DCF) and law enforcement (in the event the student(s) are 10 years of age or older).

All school personnel are mandated by law to report child sexual abuse. This includes all professional school personnel (e.g. teacher, administrators, nurses, counselors, and child care providers). Any report of student on student *sexual* conduct must immediately be reported to the State of Kansas Department of Children and Families (DCF). For students 10 years of age and older, local law enforcement also must be contacted.

Because of the potential negative effects on a student, as well as the ability to obtain accurate information, school officials should use the following guidelines in the event a student discloses abuse:

- **Listen carefully to the child.** Do not express your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking. ***Only ask limited questions to allow for the collection of the basic facts related to the incident.***
- **Let the student know they've done the right thing by telling a trusted adult and reassure the student this is not their fault.**

Below are examples that may be said that would support and encourage a victim:

“I’m sorry this happened to you.”
 “You are very brave to share this with me, thank you.”
 “Thank you for telling me.”
 “It’s understandable you’re feeling that way.”

- **Tell the student his/her report is taken seriously.** A child could keep abuse secret in fear they won't be believed. They have come forward because they want help and trust the person whom he/she has told will listen to and support them.
- **Talk to the students involved to gather the basic facts related to the situation.** Only professionals (e.g. DCF, law enforcement, licensed clinical counselor) should conduct a detailed interview with the student(s) regarding the specifics of the incident reported. School administrators, teachers, counselors and nurses are not trained to investigate these types of situations. It is important to allow the experts to conduct the investigation.

School personnel could ask the following questions: “Who was involved?”, “Where did this happen?”, “Did anyone else see this happen?”

DO NOT ask specific questions, such as: “What did the other student say to you?”, “Are you scared of the other student?”, “Did you say something to make the other student feel like this behavior was okay?”, “Did you tell the other student to stop?”, “Why do you think this happened?”

- **Explain what will happen next.** Let the student know that experts will be involved to help them with the situation. If age appropriate, explain to the child the need to report the abuse to local law enforcement and the Kansas Department of for Children and Families who will be able to help.
- **Don't delay reporting the abuse, a report should immediately be made to the Kansas Department for Children and Families, and if the students are 10 years old or older, to local law enforcement.** Write down the complaint number from the police department and the intake ID number from Kansas Department for Children and Families.
- **If there are any questions related to the situation and report, the Office of Catholic Schools in the Archdiocese of Kansas City in Kansas is available to assist as needed.**
- **Based on the information available, the principal will have the discretion to determine if any student or students need to be removed from the school building until the investigation is complete and DCF has shared their FINDINGS regarding the situation.** School administrators will work with families to provide school work for students, if they are to remain at home, until the situation is resolved.
- Parents/guardians may be required to have their student evaluated by a licensed professional and provide written documentation to the school stating the student is safe for himself/herself and others to return to school.
- **If appropriate, the school will develop a reentry plan for students prior to returning to the school building.**

Child Custody

#7350

In cases in which a student's parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change).

Catholic schools in the Archdiocese of Kansas City in Kansas shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, school shall communicate with both parents regarding matters involving the child.

In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

Contested Child Custody Matters

#7350.1

From time to time, principals and teachers in Catholic Schools in the Archdiocese of Kansas City in Kansas receive requests to provide court testimony in connection with child custody disputes.

The following procedure shall be followed for such inquiries.

- Teachers and staff are to direct any inquiries from attorneys for information about students or their parents to the principal's office. **Teachers shall not discuss these with attorneys.**
- **If a principal** receives an inquiry from an attorney about students or parents, the **principal shall decline to discuss these topics with the attorney**, as such matters are confidential by law and/or Archdiocesan policy. **The Superintendent's office shall be notified** of the inquiry and provide the name and phone number of the attorney seeking information.
- If a principal or teacher receives a subpoena to testify in connection with child custody dispute or any other type of case involving one of the school's students or the parents of the school's students, the Superintendent's office shall be contacted immediately.
- In the event a principal or teacher is required by subpoena to give testimony in connection with child custody disputes or any other court proceeding, the Superintendent's office will contact the Archdiocesan attorney who provides the necessary legal support for the principal or teacher.
- Under no circumstances should a teacher or principal provide an opinion regarding the suitability of one parent or another unless advised to do so by the Archdiocesan attorney.

Graduation

#7400

Students are eligible to receive a certificate and/or a diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies (see 8000 series, Curriculum and Instruction) and after all tuition and fee obligations to the school have been met.

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education.

Social Events After Graduation

#7400.1

Schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they

are the responsibility of the parents.

RECORDS

Cumulative Records

#7500

Schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

- documents including certification of name and date of birth; current legal guardian/s/custody orders;
- standardized test data;
- medical reports;
- report cards
- information regarding sacraments received;
- if implemented, documentation of Emergency Safety Interventions for the student.

All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the student's parents and/or guardian. Elementary schools should keep student records for 8 years past students' 8th grade completion. (Elementary schools that do not offer 8th grade should keep records for the same number of years as if the school did offer 8th grade.) High schools should keep student records indefinitely.

Mailing Lists and Release of Student Directory Information

#7510

(See Policy #7510.1 for release of student information other than directory information).

Names and addresses of pupils and their parents generally shall not be released to any unauthorized person or agency. Such information may be released only when its release is specifically authorized by the principal or his/her designee.

Local policies should be developed within the parameters of this policy that address disclosure of student information for other purposes, bearing in mind the privacy and safety interests of the students.

A school may disclose designated "directory information" about students without the consent of a parent or student 18 years of age or older in accordance with this policy. The main purpose of disclosing directory information is to allow a school to include information in school publications such as student directories, playbills, yearbooks, newspapers or newsletters, honor roll recognition programs, sports programs and the like. Additionally, schools may need to provide such information to yearbook publishers, class ring manufacturers or similar entities.

Directory information should not be released to individuals/businesses/or other entities who may use it for solicitation purposes. Likewise, directory information should not be used by parents/others for purposes unrelated to school matters.

Each year, the school must designate what it considers "directory information" within the definition offered below. Some or all of the categories of information may be designated. On an annual basis the school must notify parents and students 18 years of age or older of its policy concerning directory information. The school's annual notification concerning directory information should be made through written notice likely to reach parents and students 18 years of age and older. Such notice may be given in registration or enrollment materials, through school newsletters, by special letter, school handbooks, etc.

Parents and students 18 years of age and older must be given the opportunity to notify the school in writing that they do not wish directory information to be disclosed without their prior written consent. In the absence of such notification, the school may assume consent. (See Appendix Form #C132 for sample

Notice for Directory Information)

A school may wish to limit the types of information designated in the notice as “directory information.” However, care should be taken to be expansive enough to cover all situations in which the school wishes to disclose directory information. The notice should also identify the person, probably by title, e.g., principal, dean of students, etc., to whom objections to disclosures should be given.

The parents and students 18 years of age and older must be given a reasonable time to provide written notice that they do not wish disclosure of directory information. Depending upon how the notice is given, a place for the objection could be included on the form collecting directory information about the students and the notice time would be the time for return of the form to the school.

Request For Records

#7510.1

Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution, only after all tuition and fee requirements of the sending institution have been met. In addition, records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. An exception to this could be in cases where bankruptcy has been filed. Upon compliance with an institutional request, the parent must be notified in writing that the records have been transferred. Records may be released to parents but should be stamped that the documents were “Released directly to parents.”

All permanent records of students shall be kept in the inactive file of each school. Student records reflecting courses taken, grades and credits received, sacraments received, standardized test results, and attendance data will be retained permanently.

Retention of Students for Academic/Social/Emotional Reasons

#7520

No child should be retained unless there is sufficient data and evidence that he/she will profit academically and suffer no emotional strain from being retained. Retention should only be considered in exceptional circumstances where there is strong evidence that it is in the best interest of the student.

The decision for retention must involve the Student Intervention Team and the team may ask for input from the Associate Superintendent for Student Services. This consultation and evaluation process should take place within an acceptable time line to allow all parties sufficient time to consider the decision. When considering if a student might be retained, the principal and teacher must consult with the parent(s) with the final decision being made by the parent.

Research demonstrates the potential for negative effects consistently outweighs the potential for positive outcomes with respect to student retention. Accordingly, educational practices have shifted to the almost exclusive use of promotion with intervention for students who are at academic risk.

See John Hattie’s research on retention: Hattie, J. (2009). *Visible Learning: A Synthesis of Over 800 Meta-Analyses Relating to Achievement*. New York: Routledge.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (*Catechism of the Catholic Church* ("CCC"), 2360-2363). By its very nature, sexuality is ordered to conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (*Ibid.*). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

As Pope Francis notes, the sacred dignity of each individual person must always be respected, but that does not mean the Church must accept the confused notion of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents. If a student's expression or gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the matter shall be treated as any other serious discipline issue, and the student may be afforded a hearing to determine appropriate consequences.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals, which do not define an individual by sex but rather as a human person who is a child of God.

Diplomas, transcripts, school records, and any other official documents of the school ("official school documents") shall be issued in conformity with the student's biological sex as based upon physical differences at birth and at the time of the student's enrollment. Official school documents are also historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: "Original Name, n.ka. New Legal Name".

*Adapted from Diocese of Little Rock Addenda to the Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas

Students Who Become Parents

#7530

Even with the care and guidance of the Catholic family and school community, it may happen that a student becomes pregnant. At such a time, the school has a dual responsibility toward both the good of the student and the common good of the school.

First, the common good requires that the Catholic school continues to teach the value of chastity and to oppose anything that would encourage pre-marital sexual activity. The school also promotes a respect for all life, especially that of the unborn, and stands strongly against abortion. In formulating local policy in these areas, administrators should be aware of the level of moral reasoning of the student body so as to make the policy an effective teaching tool.

In considering the good of the student involved, the leadership and directives of the Catholic Church shall be followed that urge educational and faith communities to provide an environment where a pregnant teenager can find support, compassion, and forgiveness. Efforts will be made to keep the student in the current school setting. Furthermore, school communities should offer hope and a spirit of reconciliation to students who, unfortunately, have already experienced an abortion.

The Catholic school recognizes that the pregnant student or student father's actions cannot be undone, and seeks to offer support to carry the pregnancy to term. There shall be no attempt to discipline the student(s) for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors, and God. Care should be taken that there is no discrimination in the manner in which young men and young women are considered in this issue.

There is no encouragement for students involved with a pregnancy to marry. Nevertheless, they are expected to assume responsibilities concomitant with the act of bringing a new human life into the world. This implies a change in their priorities. The pregnant girl should be caring for herself as a mother-to-be. The father should respond in a stance of support for the mother and child. Students involved with a pregnancy shall be permitted to participate in extra-curricular activities unless an activity poses risks to the health of the pregnant mother or unborn child. A pregnant student may be asked to provide a medical authorization to participate in any activity that the School, in its sole discretion, believes could pose a risk to the student or her child. Likewise, once the baby is born, the student parents first priority should be the well-being of the new child. Thus, participation in extra curricular activities by new parents shall be locally determined on a case-by-case basis.

Children of students shall not be permitted to attend school or school activities that are limited to school students. For example, a student would not be permitted to sit with his/her child in the Pep Club section at a sporting event. However, the child could go to the event with its grandparents or with its parents, but they could not sit in the student section.

Each case of student pregnancy presents the possibility of unique circumstances that require specific interpretation. The President, Principal, Chaplain, and /or Pastor are responsible for making such interpretation and/or decision. Information regarding student pregnancy and/or parenthood will be communicated to the Superintendent's office in a timely manner.

8000 SERIES

CURRICULUM, INSTRUCTION, AND ASSESSMENT
IN THE CATHOLIC SCHOOL

Go, therefore, and make disciples of all the nations...teaching them to observe all that I have commanded you.

Matthew 28:19-20

CURRICULUM

Curriculum Development

#8000

Curriculum refers to the specific learning outcomes students are expected to master. “Curriculum” does not refer to standards, nor does it refer to instructional materials or resources. The curriculum development and instructional planning for the Catholic schools in the Archdiocese shall be designed by the teachers and administrators under the guidance of the Archdiocesan Office of Catholic Schools.

The curriculum is compatible with KSDE Standards, but is based on the teachings of the Catholic Church. The curriculum strives to expose students to truth, beauty, and goodness so that their souls may be formed in virtue.

“A...distinctive characteristic of Catholic schools is that the ‘spirit of Catholicism’ should permeate the entire curriculum...To be integrated a complete, Catholic schooling must be constantly inspired and guided by the gospel...Catholicism is a ‘comprehensive way of life’ that should animate every aspect of...curriculum...” (The Holy See’s Teaching on Catholic Schools; Archbishop J. Michael Miller, CSB; Secretary, Congregation for Catholic Education; Sophia Institute Press, 2006).

Curriculum is available in each of the following subject areas:

- Religion
- Theology of the Body (Ruah Woods Press)
- English Language Arts/Literacy: (Reading, Writing, Listening, Speaking, Language)
- Technology
- Mathematics
- Foreign Language - Spanish
- Science
- P.E.
- Social Studies
- Electives (Local decisions)
- Fine Arts

The subject area curricula can be found on the Archdiocesan Office of Catholic Schools website: www.archkckcs.org.

The curriculum expresses the subject area content in terms of student learning outcomes for each grade level or grade level bands. The curriculum does not specify specific instructional resources (e.g. textbooks) schools must use but rather leaves that for schools to determine locally based on local needs. Catholicity is to be foundational in all subject areas. This is to be accomplished by incorporating both the Catholic intellectual tradition (i.e. students are challenged to understand how concepts are integrated across academic disciplines as well as how art and music are integral to Catholic culture), as well as Catholic instructional resources.

Although single textbooks are most often used as the major instructional resource in school classrooms, this curriculum is written to be independent of any single source. Thus, principals are encouraged to stress to teachers the importance of utilizing a variety of resources to help students master the various curricular outcomes. Instructional resources in all subject areas should include Catholicity. Any non-print material should be appropriate for a Catholic school general audience. Any video or movie materials used, even if just “clips”, and which is rated higher than “G” must be approved by the principal in advance of being used. The principal may require parental consent of the video or movie materials used.

Furthermore, with regard to book fairs and other supplements for student use, schools are strongly

encouraged to use materials that promote values and ideas consistent with the church's teachings on the dignity of family, marriage and lifestyle choices. Companies that would be acceptable would include; Catholic Book Fair and Eureka Book Fair.

When choosing instructional materials and resources for student learning schools should refer to the document "Is it Beautiful" in the Appendix.

Catholic Educational Standards

#8010

All subjects taught in the Catholic Schools of the Archdiocese of Kansas City in Kansas shall be in conformity with Catholic Church teachings, standards, and values. In addition, in keeping with Catholic intellectual tradition, emphasis is placed on the belief that an understanding of ancient and modern western civilization provides insights for understanding the foundation of democracy and Christianity and is necessary for preserving both.

Religion Classes

#8020

All Catholic Schools in the Archdiocese of Kansas City in Kansas shall teach Religion as part of their regularly scheduled curriculum.

"It is necessary that religious instruction in schools appear as a scholastic discipline with the same systematic demands and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness and the same depth with which other disciplines present their knowledge. It should not be an accessory alongside of these disciplines, but rather it should engage in a necessary interdisciplinary dialogue. This dialogue should take place above all at the level at which every discipline forms the personality of students. In this way the presentation of the Christian message influences the way in which the origins of the world, the sense of history, the basis of ethical values, the function of religion in culture, the destiny of man and his relationship with nature, are understood. Through interdisciplinary dialogue religious instruction in schools underpins, activates, develops and completes the educational activity of the school." (General Directory for Catechesis, Congregation for the Clergy, 1998, p. 65 & p.66).

Required Subjects

#8030

Elementary Schools

#8030.1

Every accredited elementary school shall teach reading, writing, arithmetic, geography, spelling, English grammar and composition, U.S. history, Kansas history, civil government and the duties of citizenship, health and hygiene, and any other subjects that may be required by the State Board of Education. (K.S.A. 72-1101).

In addition, each school shall maintain an organized physical education program. (Article 6, Section 2(a) of the KS Constitution).

Each school shall provide a comprehensive education program in human sexuality that is consistent with Catholic Church teachings standards and values, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS). (KS Accreditation Regulation 91-31-20). (See Policy #8010). The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. N.B. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality but shall respect the right and responsibility of parents to be their children's first teachers

regarding the biological aspects of sexuality.

Secondary Schools

#8030.2

The State of Kansas graduation requirements are defined by the Kansas State Department of Education regulation 91-31-35. A minimum of 21 units of credit shall be required for graduation.

- Four units of English language arts
- Three units of history and government
- Three units of science
- Three units of mathematics
- One unit of physical education
- One unit of fine arts
- Six units of elective courses

Field Trips

#8040

Field trips are school-sponsored events that should be extensions of the instructional/formation process. The Archdiocese of Kansas City in Kansas recognizes the importance and value of trips for educational and formation purposes and appreciates that visits to places of cultural, educational, or religious significance can further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals to approve of field trips. The following parameters should be taken into consideration when any field trips are being planned. They are as follows:

- The field trip shall have stated educational/formation outcomes;
- The students shall be prepared for the observations they will make on the trip;
- The students shall participate in a follow-up assignment which will help them assimilate the knowledge/insights they have gained from the trip;
- Adequate supervision by qualified adults, including the same number of employees of the school as would be utilized during typical instruction at the school.
- Instructions are given to volunteers that describe their responsibilities, and volunteers have completed Virtus training and current with bulletins.
- Proper insurance for students, personnel, and equipment as indicated on Form C115e.
- Inclusion of a proper first aid kit and fire extinguisher.
- Permission in a written form from each student's parent or legal guardian.
- If a fee is charged for the field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student(s) should not be excluded because of a lack of funds.

Finally, whenever possible, the teacher should make an advance visit to the site of the field trip so that any and all unforeseen circumstance, situation, and/or events could be properly planned for, so that any difficulties would be minimized.

Permission Forms

#8040.1

- In order to participate in school-sponsored field trips, students must be in a good academic and disciplinary standing. A Request for Participation Form signed by parent and teachers must be on file in the office for each school-sponsored field trip. (See Appendix Form #C115b).
- If the student does not have the form provided by the school, the parent may sign a note authorizing participation. This note must include waivers by all adults and all parents/guardians of students taking any field trip of all claims against the Archdiocese and/or

the school for injury, accident, illness or death occurring during, or by reason of the field trip.

Note: Verbal permission cannot be accepted but fax transmission or a signed form that is scanned and electronically submitted is acceptable. The permission forms must be kept for five years after a student turns the age of eighteen.

Transportation for Field Trips

#8040.3

The use of buses for transportation of students for field trips is strongly recommended. Contracted transportation must provide proof of insurance. Use of passenger vans must follow Archdiocesan policy (See Policy #8040.3.1). If private vehicles must be used, only those personally owned vehicles, whose owners carrying liability insurance for a minimum of \$100,000/\$300,000, shall be used. Confirmation of this insurance should be on file in the Principal's office. Drivers must be 21 years of age or older and have a valid driver's license (See Appendix Form #C115e).

Ten to Fifteen Passenger Van Use

#8040.3.1

Effective July 1, 2003, the Catholic Umbrella Pool II has adopted the following policies governing the use of 10 to 15 passenger vans (whether owned, leased, or borrowed).

- **The use of 10 to 15 passenger vans to transport children or adults is totally prohibited beginning July 1, 2004.** Beginning July 1, 2004, 10 to 15 passenger vans may be used for cargo hauling only **if** all but the two front seats are removed.
- Nine passenger vans, or smaller, may continue to be used to transport children or adults. A nine-passenger van is defined as a van **designed** to transport nine passengers plus the driver for a total of ten people.

Co-curricular and Extracurricular Activities

#8050

Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends.

Certain school sponsored activities should not be scheduled on Sundays. Sundays have always been accorded a special place in the life of the Church. In addition to worshipping God through the Sunday Eucharist and providing space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life. As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school (in the case of single parish elementary schools) or the Pastors on the board (in the case of high schools and consolidated elementary schools) in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question. [This policy is taken from the policy statement Appendix P in the Archdiocesan Handbook for Priests.]

In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and dignity of all students, male and female. In the context of Catholic high school athletics, schools will abide by the applicable civil laws.

Catholic Church teachings regarding the rights and dignity of men and women includes

acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. God created men and women to be equal yet different, so that through their complementarity they would reflect His image (cf. Gen. 1:26-28). In writing about the “ecology of man,” Pope Francis states that “valuing one’s own body in its femininity or masculinity is necessary...It is not a healthy attitude which would seek to ‘cancel out sexual difference because it no longer knows how to confront it.” (Laudato Si)

Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-sex participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed sex competition is wrestling. Catholic Schools in the Archdiocese do not permit mixed-sex wrestling, nor do they host tournaments where this would occur, even if the participating students are from other schools.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case- by- case basis what other athletics/activities besides wrestling also should be so restricted.

Co-curricular and extracurricular activities also are opportunities for students to apply in a tangible and age-appropriate way the moral and social justice teachings of the Church. Students should be encouraged to give of their time and talents to serve others in constructive ways. Care must be taken, however, to teach students that truly applying moral and social justice teaching may involve going beyond what may be the current popular responses (e.g. sit-in’s, walk-out’s, etc.) to societal issues. Catholic school students should be guided to engage issues in deeper and meaningful ways. Prayer always is part of an appropriate and constructive response to societal needs.

In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values and Catholic Church teachings. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum.

Participation Forms and Transportation for Co-curricular and Extra-curricular Activities #8050.1

All schools must have a Transportation Policy for co-curricular and extra-curricular programs that is communicated in writing to parents. Parents will acknowledge in writing that they have read this statement. For school sponsored activities held in a location other than the school grounds, the school will attempt to provide transportation for players, participants, coaches, and sponsors. The school will communicate in writing to parents when transportation is not provided.

In those situations where transportation is not provided, a participation and transportation release must be on file. (See Appendix Form #C115f).

Supervision for Co-curricular and Extra-curricular Activities #8050.2

Students will be supervised at all times by certified staff. The Principal shall determine the appropriate number of adults for adequate supervision as well as the responsibilities of the certified staff. Volunteers shall be instructed as to the expectations regarding their duties and responsibilities as well as the responsibilities of the certified staff. Applicable policies, if any, contained in the Archdiocesan Policies and Procedures Concerning Sexual Misconduct will be followed.

INSTRUCTION

Academic Expectations

#8100

Schools will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities if used appropriately. Each school shall establish its expectations, policies, and procedures with regard to technology and learning.

Federal Title Programs

#8110

Schools in the Archdiocese of Kansas City in Kansas that meet eligibility requirements may participate in certain Federal Title programs. School leaders may consult with the Associate Superintendent of Student Services for more information.

Instructional Hours

#8120

All Catholic schools in the Archdiocese of Kansas City in Kansas will comply with Kansas State Law requirements for accredited schools regarding number of hours of instruction, and the Archdiocesan instructional hour requirement, which exceeds that required by the State.

The annual Instructional Hour Requirement set by the Archdiocesan Office of Catholic Schools is 1186. Most other decisions regarding calendars are made locally and generally determined by the needs of the community. Schools are encouraged to maximize instructional time when determining their calendars.

Procedures for Counting Instructional Hours

#8120.1

- 2 hours of Staff development/in-service hours count as 1 instructional hour.
- 1 hour of Parent/teacher conferences counts as 1 instructional hour.
- Organized recess not exceeding 15 minutes in length (one mid-morning and one mid-afternoon for elementary schools only) can be considered as instructional time.
- Lunch time is not counted.

Procedures for Counting School Day Hours

#8120.2

- The time students are required to be in the classroom to begin educational activities through the time instructional activities are concluded may be counted toward the total number of instructional hours.

Instructional days are no longer counted; instructional hours are counted. This allows flexibility at the local level to meet the needs of the students and community.

Instruction for Students with Special Needs

#8130

The Catholic Schools in the Archdiocese of Kansas City in Kansas are committed to the goal of meeting the needs of students with disabilities. Students with special needs can be supported on a variety of levels: home, instructional interventions, minor adjustments in classroom and school setting, and potentially in partnership with the local public school district where the student resides if the student meets the criteria for an Individualized Education Program (IEP) through the public school district. The Teaching All God's Children Intervention Circle (see appendix) is a chart that represents the support of students with special needs provided by the Archdiocese of Kansas City in Kansas. See below for specific service provided by Perfect Wings to assist schools in serving student with special needs.

While Catholic schools strive to support students with special needs, Catholic schools may not be able to provide a ***comprehensive*** special education program that mirrors what is offered in public schools for students with disabilities. In the event the learning center or resource center at the Catholic school becomes the primary educational setting for the student with special needs, the student's placement in Catholic school must be reevaluated. The goal for providing all supports for students with special needs is for the student to become as independent as possible. Any individual working with students and/or staff must do so in accordance with policy #3220.1 and #3220.2.

Perfect Wings offers the following services to support schools in serving students with special needs:

- Professional Development
- On-site consultation and transition planning
- Perfect Wings newsletter
- Link to community and state resources
- Mission focus

Individual Education Plans (IEP's)

#8130.1

Catholic Schools may provide learning support services to students with special needs. However, if a student meets the criteria, a student may be provided an IEP from the public school district where the student resides. The public school district is responsible for the creation and implementation of the IEP. The Catholic Schools in the Archdiocese of Kansas City in Kansas will make every reasonable effort to support the student's IEP in the Catholic School setting. However, special education services (e.g. *specialized instruction, *occupational therapy, *speech therapy, *physical therapy) are provided by the public school district responsible for implementing the IEP. Concerns regarding the creation or implementation of the IEP must be directed to the public school district.

Under certain circumstances, in consultation with the Superintendent's Office, schools may employ a properly credentialed specialist (e.g. specialized instruction, occupational therapy, speech therapy, physical therapy) to support teachers and students in the practice and generalization of skills into the school and classroom setting.

Catholic School Student Support Plans in compliance with Section 504 for Private Schools

#8130.2

Section 504 is a Civil Rights Statute prohibiting discrimination on the basis of disability. According to 104.39(a) of Section 504 "A recipient that provides private elementary or secondary education may not, on the basis of handicap, exclude a qualified handicapped person if the person can, ***with minor adjustments***, be provided an appropriate education...". Catholic Schools will provide Student Support Plans in compliance with Section 504 for Private Schools to qualifying students.

The following are required elements of serving students with Student Support Plans in ***compliance*** with Section 504 for private schools:

- Parent must receive a notice of a Student Support Plan meeting
- Copies of the Student Support Plan must be provided to all staff working with the student
- Student Support Plans must be reviewed and updated annually
- Dispute Resolution Process must be established

Any Student Support Plans in compliance with Section 504 for Private Schools must be reviewed by the Associate Superintendent for Student Services/Perfect Wings Coordinator prior to the plan being signed and implemented in the schools.

Dispute Resolution

#8130.2.1

In the event a parent is concerned about the creation or implementation of the Student Support Plan in compliance with Section 504 for private schools, the parent should contact the Principal, Pastor (elementary schools) or School President (secondary schools) to attempt to resolve the problem informally.

If the problem is not resolved to the parent's satisfaction, the parent(s) has the right to file a formal complaint, with the Principal, Pastor or School President. Upon receipt of a formal complaint, the Principal or President will appoint a Catholic school administrator from another school in the Archdiocese of Kansas City in Kansas to complete an investigation of the parent's complaint, maintaining confidentiality. The investigator will prepare a report with findings and recommendation for resolution. The Principal, Pastor, or School President will mail the written findings of fact and the proposed resolution to the parent(s) within 30 days of receiving the complaint.

Tiered System of Supports

#8130.3

Kansas Education Accreditation (KESA) model requires all accredited schools to implement a rigorous tiered system of supports in Reading, Math and Social Emotional growth. Support can be provided on site through the Archdiocesan Office of Catholic Schools or through Kansas State Department of Education (KSDE) Technical Assistance System Network (TASN).

Student Improvement Team

#8130.4

All schools in the Archdiocese of Kansas City in Kansas shall have an appropriately-trained **Student Improvement Team** in place. Principals should attend training with their staffs on the **Student Improvement Team** process. The Associate Superintendent for Student Services/Perfect Wings Coordinator in the Archdiocesan Office of Catholic Schools should be contacted for training or consultation on the SIT process.

Students With Special Needs Confidentiality

#8130.5

The confidentiality of students with disabilities is protected by law. Schools must have a signed release to share student information with outside agencies, therapists, tutors, etc. IEPs are the property of the public school district and may only be shared by the public school district to other agencies/entities.

Students With Special Needs Ongoing Placement

#8130.6

Continual monitoring of student success through the SIT process is critical to determining the effectiveness of the placement of a child with special needs in a Catholic school. The Associate Superintendent for Student Services/Perfect Wings Coordinator should be consulted prior to any decision made by the school to recommend a change in student placement.

Transition Planning

#8130.7

Transition planning is encouraged for all students. A sample transition plan form is included (see appendix) and is also available on the website www.archkckcs.org under the Administrators tab. (See

School Term

#8200

All schools shall comply with requirements for pupil attendance set by the State of Kansas. The Archdiocesan Superintendent shall provide assurance to the State Department of Education that each school has complied with such requirements. Non-compliance may subject the school to loss of accreditation.

Student Teachers

#8210

Principals shall endeavor to cooperate with colleges and universities in Student Teacher Programs by providing classroom opportunities, as appropriate and meets local needs, for teachers in training. The Associate Superintendent coordinates student teacher placement, student teachers may not be in the building until requirements related to the Child Protection policies of the Archdiocese of Kansas City in Kansas have been completed.

Student Teachers shall be Virtus trained. See policy #7130.

Substitute Teachers

#8220

Except in cases of emergency, only Substitute Teachers listed on the Archdiocesan Office of Catholic Schools website under the Administrator Tab and who are licensed by the State of Kansas should be employed. The staff of the Office of Catholic schools coordinates the substitute teacher application process and provides to principals a list of applicants who have completed the requirements, including requirements related to the Child Protection policies of the Archdiocese of Kansas City in Kansas.

Substitute Teachers shall be Virtus trained. See policy #7130.

ASSESSMENT

#8300

Standardized achievement and cognitive ability tests assist teachers and administrators by providing academic and group cognitive ability information about students. Teachers and administrators shall be aware of the limits of the tools and the information received.

Since Catholic schools in the Archdiocese are to maintain State of Kansas and Cognia™ accreditation, schools shall comply with the testing requirements of those entities unless granted exception by those entities and approved by the Superintendent.

Kindergarten Readiness - "Ages and Stages" (Brooks Publishing)

#8315

Administered August 1st - September 20th

Kansas Assessments

#8320

All Kansas students at the designated grades including special education students and English Language Learners (ELL) are tested. Special Ed students are excluded from traditional testing only when the student's IEP specifically states it and an alternative assessment is to be given. ELL's must participate in the State Assessments unless they are recent arrivals. Recent arrivals are defined as ELL students who have attended any U.S. school for less than 1 calendar year from the date the assessment window opens.

The Kansas assessments are based on the Kansas Curriculum Standards in five subject areas.

MATHEMATICS — Administered annually: Grades 3-8 and 10--usually administered between February and April.

ELA (ENGLISH LANGUAGE ARTS) — Administered annually: Grades 3-8, 10 -- usually administered between February and April.

SCIENCE (Grades 5, 8 and 11), and HGSS (HISTORY, GOVERNMENT and SOCIAL STUDIES (Grades 6, 8 and 11) – Administered annually.

The Local Performance Option for each assessment is also available through the University of Kansas Center for Testing and Evaluation.

Accommodations for State Assessments

#8320.1

Accommodations are ***NOT*** limited to students with disabilities. Students' with 504 plans, English language learners, students who receive Title I services, students with IEPs and occasionally students in the general education setting may need accommodations for the State Assessments. The following are guidelines developed by KSDE for Accommodations for State Assessments.

From Kansas Guidelines for Determining State Assessment Accommodations for Students with Disabilities:

- An accommodation must not change what is being measured.
i.e. An accommodation would be allowing a student to read the test aloud to him/herself rather than reading silently.
- Any student may receive an accommodation when it is appropriate for that student; ***however***, that student must regularly receive the accommodation during routine class assessment activities.

- i.e. a student may not leave the regular education classroom and test individually in the learning center **unless** this student **always** goes to the learning center for testing.*
- Accommodations are given on an individual basis.
i.e. when you have a student that has the accommodation of having the directions read orally, you cannot read the instructions to the entire class. The directions can only be read orally to the identified student.
 - If **any** student receives an accommodation(s), that accommodation(s) **must** be documented as required by KSDE.

For additional information on accommodations go to www.kansped.org/ksde/assmts/9assmts.pdf. Specific accommodation questions may be directed to the Associate Superintendent for Student Services/Perfect Wings Coordinator of the Archdiocesan Office of Catholic Schools or the State Assessment Coordinator, Dr. Cheryl Randall at 785-296-3996.

NCEA ACRE Assessment program
(Assessment of Catechesis Religious Education)

#8340

Schools in the Archdiocese of Kansas City in Kansas have the opportunity to administer the ACRE (Assessment of Catechesis Religious Education) to students in grades 5,8, and high school. The Religion subject area committee recommends that schools administer this test as a pre and post assessment tool. The purpose for using the ACRE is not to compare schools but rather to provide an individual school with the opportunity to evaluate the effectiveness of its religious instruction.

The ACRE is recommended to be used:

- | | |
|-------------------------|---|
| - Test 1 (Grade 5) | End of 5 th |
| - Test 2 (Grade 8) | End of 8 th / Beginning of 9 th |
| - Test 3 (Grades 11-12) | Junior or senior year |

Principals order materials directly from CAL (Computerized Assessments & Learning). See the ordering and billing information below.

Costs and Further Information on the Assessment of Catechesis and Religious Education

Costs

The Archdiocesan Office of Catholic Schools will reimburse the school for \$1.75 of the answer sheet or scoring cost.

Testing Window

Consult the Archdiocesan Office of Catholic Schools calendar for current testing window dates.

Ordering Information

Computerized Assessments and Learning (CAL) prefer online orders. Schools will be invoiced for the booklets and for the answer sheet/scoring costs. The school will request reimbursement from the Archdiocesan Office of Catholic Schools for \$1.75 of the answer sheet/scoring cost.

- To order, contact Computerized Assessments and Learning (CA&L) call toll free (866) 406-3850 or order online at <http://ncea.caltesting.org/>.

Reporting of Scores

Student scores are normed with other Catholic schools across the country. (SOR classes are now normed separately). Scores for 8th graders will be forwarded to the Catholic high school(s) of their choice.

Additional Testing

#8350

Principals, at the local school's expense, may choose to administer additional tests.

Public Release of Assessment Results

#8360

It is the policy of the Office of Catholic Schools of the Archdiocese of Kansas City in Kansas not to release or publicly discuss any test results for individual schools. The purpose of assessments, especially the Kansas Assessments, is to help individual schools determine areas for improvement rather than to compare schools.

Parents/Guardians may contact individual schools for such information. The decision regarding whether to release information is made by individual schools. Schools are not to release assessment information that compares individual Catholic schools.

Report Cards

#8370

Report cards for each student in the Catholic Elementary Schools in the Archdiocese of Kansas City in Kansas shall be readily available to parents. These reports shall provide the parents with valuable and pertinent information about student development and performance. Beginning no sooner than 3rd grade, letter grades and/or percentages may be used to indicate student achievement. (If letter grades are used, the following percentage equivalency applies and is printed on the report card: 94-100 = A; 87-93 = B; 75-86 = C; 68-74 = D; 67-below = F). Every effort should be made to provide parents with as much information as is reasonable and useful regarding how the grade was determined.

Guidelines for Reporting to Parents/Guardians

#8380

All K-12 report cards, as well as the individual student results from various assessments, should be seen as a means of communication reflecting a child's progress. Both strengths and areas of improvement should be shared with the child's parents/guardians. Grades should reflect the degree to which a student has mastered expected outcomes and should not reflect punishment for behavioral issues unless those behavioral issues directly relate to the achievement outcomes. Behavioral issues should be addressed in a separate area of the report card.

9000 SERIES

GENERAL SCHOOL POLICIES

The Lord said...Write an account of this...So that it will be remembered.

Exodus 17:14

Accreditation – Cognia™ and State of Kansas

#9000

The schools in the Archdiocese of Kansas City in Kansas are expected to be accredited by the State of Kansas as well as Cognia™. Cognia™ offers many training workshops and webinars each year. Principals and teachers are strongly encouraged to attend training sessions each year, as time and resources permit.

Cognia™ is a global school accreditation organization utilizing rigorous research-based standards to examine the performance of the entire school. At the conclusion of a 5-year cycle, an Engagement Review Team evaluates the school based on the three domains of leadership capacity, resource capacity, and learning capacity. The review team shares positive feedback on great practices occurring at the school, and provides information on areas of improvement.

Cognia™ Contact in the Archdiocesan Office of Catholic Schools:

Allison Carney, Associate Superintendent
Kansas Cognia™ Advisory Council Team Member
Phone: 913-721-1570, ext. 138 or 913-647-0332 (direct line)
Email: acarney@archkckcs.org

Cognia™ Contact

Shannon Vogler, Director of Client Services
Phone: 888-413-3669, ext. 5801
Email: shannon.vogler@cognia.org

The Archdiocesan office of Catholic Schools provides support to schools throughout the process. In addition to Cognia™ accreditation, Catholic schools are expected to maintain accreditation through the State Department of Education.

The American Flag

#9010

When a school in the Archdiocese of Kansas City in Kansas is in session, the American flag shall be on display outside the building, weather permitting. The flag shall be raised before the morning session begins and taken down at the close of the day. Students and staff in Catholic schools are expected to display traditional forms of respect (e.g. stand, if able; hand over heart, if able; men remove headwear) any time the Pledge of Allegiance to the flag is recited and/or the National Anthem is sung during the school day or during a school-sponsored activity.

Archdiocesan Guidelines for School Fund-raising

#9020

Fund-raising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Activities that require students to solicit from strangers are not appropriate. Approval of President (Secondary schools), the Principal and/or Pastor/Board chair (in the case of single parish elementary and consolidated elementary schools) must be obtained before fundraising activities are conducted and before any monies generated from fund-raising efforts are dispersed.

Funds should be maintained in an approved school account, under the control of the school President or Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the President (in the case of secondary schools), Principal/Pastor/Board chair (in the case of parish elementary or consolidated schools) should be deposited into the school's general fund. An independent review of finances with regard to fund-raising shall be conducted annually by an independent reviewer with the appropriate expertise.

Asbestos/Risk Management

#9030

The Archdiocesan Office of Catholic Schools contracts for the services of a consultant in the area of risk management. The consultant routinely inspects schools for asbestos safety and other risks and files the required reports with the proper agencies. The consultant directly contacts principals to schedule his visits.

A Management Plan for the containment of asbestos in the Catholic elementary and secondary schools in the Archdiocese is to be maintained by the President (secondary schools) and/or Principal (elementary schools) or their designees. The Archdiocesan Office of Catholic Schools provides the consultant to assist schools with this requirement.

The consultant also verifies that new building custodians have received asbestos awareness training. Each school is to keep the CD-R/video that the Archdiocesan Office of Catholic Schools provides to fulfill the EPA regulations for a 2-hour Asbestos Awareness Training.

Procedures

#9030.1

- Dated copies of annual notification of the availability of the Management Plan to parents, teachers and employee organizations. (Copies of same in School Plan and in the Superintendent's Office)
- Indication of Warning Labels posted where required (adjacent to routine maintenance areas).
- Surveillance reports made (October & April). (Copies of same in School Plan and at the Superintendent's office).
- Records of all the response actions taken place in the school. (Copies of same in School Plan and at the Superintendent's office).
- Re-inspection of known asbestos every three years. The Superintendent's office will contract the certified inspector for all schools.

Contact

Chris Frey, CIEC
APEX Environmental Consultants, Inc
Office: (913) 338-2739
Cell: (913) 481-7373
Email: cfrey@4apex.com

Risk Management

#9030.2

For information regarding school risk/liability insurance matters, contact Catholic Mutual representatives, Paula Aguilar or Ryan Hoffman, at 402-551-8765.

Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents

#9035

If a school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal/president shall not respond to any such communication but shall immediately, contact the Superintendent of Schools or if the Superintendent Is not immediately available, the Archdiocesan attorney should be contacted.

Any communication between employees of Catholic schools for the Archdiocese of Kansas City in Kansas and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others.

Blood Borne Pathogens Exposure Control

#9040

All school personnel shall receive instruction in the proper handling, treatment and disposal of bodily fluids or waste based upon Blood Borne Pathogens Exposure Control as recognized by medical professionals. These procedures shall be followed for all students, regardless of HIV/AIDS infection.

Procedure

#9040.1

Every Catholic School in the Archdiocese of Kansas City in Kansas shall follow the guidelines established by the United States Center for Disease Control for prevention of the spread of Blood Borne Pathogens (including HIV).

These are:

- Careful and frequent hand washing by staff and children. Soiled clothing from all children should be placed in a sealed plastic bag to be sent home and washed with detergent, bleach, hot water, as that will kill HIV;
- Use of disposable gloves is appropriate for the cleaning of a bleeding injury; blood contact should be followed by immediate washing with soap and water;
- Washing of areas where blood, urine, feces, etc. have spilled should be done with one cup of household bleach diluted in one-half gallon hot water;
- When changing wet or soiled clothing, staff should pay particular attention to hand washing; if soiled clothing contains blood, staff should wear disposable gloves;
- Disposable diapers and disposable gloves should be placed in a plastic bag to be disposed of in a covered container;
- Housekeeping personnel need to be instructed to provide for careful disposal of bloodied material.

Catholic Symbols

#9050

The crucifix, as well as other Catholic and religious symbols (statues, pictures, etc.), shall be displayed in all classrooms and other areas of the schools in the Archdiocese of Kansas City in Kansas.

Child Protection – Virtus Training for Adults and Volunteers

#9060

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

Pre-registration

#9060.1

It is necessary to pre-register for a training session at www.virtusonline.org.

Contact

Parish Virtus Coordinator or
Sandy Vielhauer 913-647-0367 email: svielhauer@archkck.org

Child Protection – Virtus Training for Students

#9070

Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

School Documentation of Student Lessons

#9070.1

School principals document the administration of student safe touch lessons each year by December 31st. The website for this documentation is www.virtus.org under Educators/Record training.

Copyright

#9080

Laws and licensing agreements

Schools will comply with applicable federal and state laws regarding the duplication of copyrighted materials. Schools are expected to abide by software and hardware licensing agreements.

Counseling – Qualifications and Expectations

#9090

1. Qualifications and expectations for counselors are similar as for teachers (see policies #4000, #4010, #4100, #4110, #4210, #4405, #4405.1, #4405.2, #4405.3, #4410, #4420, #4430, #4440, #4450).
2. When the school contracts for a counselor, the counselor shall be properly certified according to Kansas Licensure Laws.
3. In addition, a counselor must possess the personal qualities that enable him/her to work cooperatively with teachers, parents, principals, students and colleagues.

Crisis Response Team Implementation and School Safety

#9100

In the event that there is a crisis situation in the school, the Associate Superintendent for Student Services may be contacted to arrange for crisis intervention services. This service may be activated by any school in the Archdiocese of Kansas City in Kansas in which a crisis response team is needed. This service does not take the place of the School Crisis Plan developed in each school.

Occasionally schools may face significant challenges from intruders. While schools prepare to address such events, there are random events that are not predictable as to time and nature. Consequently, schools will implement training on strategies designed and recommended by professionals (particularly local police departments in whose jurisdiction a school is located) to minimize any attacks on schools with weapons. Schools should provide information to parents about possible responses of teachers and staff that have been recommended by professional security experts. However, circumstances may dictate other responses or may prevent some of responses previously communicated to be enacted.

Procedures For Implementing The Crisis Response Team Of Catholic Community Services

#9100.1

1. In elementary schools, the School Principal will contact the **Pastor/Board Chair (in case of consolidated schools)** and then the **Superintendent of Schools, Dr. Vince Cascone**:
Cell: N/A
Office: 913-721-1570 (ext. 176) or Direct Line (913-647-0321).
In secondary schools, the School President will contact the Board Chair and then the Superintendent.
2. The School Principal/President will contact the Associate Superintendent for Student Services to discuss the nature of the crisis and to help determine the appropriate intervention needed.

To be determined:

Cell: N/A

Office: 913-721-1570 (ext. 141) or

3. The School Principal will contact the School Counselor/Consultant employed by the school.
4. If the Crisis Response Team is needed at the school, Associate Superintendent for Student Services will come to the school. When necessary, Associate Superintendent for Student Services will contact other School Counselors/Consultants to be available at the school.

School Safety Procedures – Elementary and Secondary Schools

#9100.2

1. Any school employee can report suspicious activities to the school principal using a Standard Incident Form, school discipline form, or orally.
2. The Principal/President will conduct an informal investigation to substantiate the incident.
3. If the Principal/President determines that the incident merits further attention, he or she consults with the Superintendent to determine if law enforcement assistance is necessary. The Pastor/Board Chair should be kept informed.
4. The Principal/President then should contact the local law enforcement official (DARE Officer, SRO, or police community liaison) to determine if the incident should be reported as a crime.
5. If the law enforcement agency is notified, a school administrator or SRO will contact the student's parent or guardian as well. If a student is interviewed by a police officer, a parent, guardian or student representative will be present whenever possible. If a student is under 14, he/she must have the opportunity to call a parent, guardian or representative. If parents are not available, the interview may continue at the discretion of the officer.
6. Once the law enforcement officer makes a report, the Juvenile Division of the District Attorney's office determines any further action.
7. Filing a police report does not replace school discipline. All school rules, due process for the student, and school consequences are administered by school officials according to policy.

NOTE: *Failure to report criminal activity in a school environment is a class B Misdemeanor.*

Additional Safety Suggestions

#9100.3

- | | |
|-----------------------|--|
| Preventative Options: | Tape incoming calls
Caller ID/last # redial/call tracker
School nametags on backpacks, sports bags, computer bags
Video surveillance
Security monitoring |
| Communication Tools: | Cell phones
Two-way radios
Pagers |
| Advance Planning: | Safe sites – Parent rendezvous sites
Parent communication
“Climate awareness”
School Crisis Plans |

Consultation with local police departments

Emergency Procedures – Natural Disasters

#9100.4

In both elementary and secondary schools, the Principal shall see that the planning and execution of emergency procedures in the event of fire, tornadoes, inclement weather, civil defense, etc. to insure safety measures which include:

- a warning system;
- a place of safety to which students will be directed;
- practice drills at irregular intervals;
- adequate instruction of personnel.

Guidelines for emergency procedures may be obtained from Catholic Mutual and local and state civil defense offices and local fire departments. Emergency procedures should be practiced regularly.

Drills – Fire and Tornado

#9100.4.1

The Principal of the school shall see to it that fire drills are held according to instructions and regulations of the State Fire Marshall and local fire department. A written record of these drills shall be maintained.

Diplomas (Certificates) - Elementary Schools

#9110

The official certificate to be used in the elementary schools in the Archdiocese of Kansas City in Kansas shall be obtained from the Archdiocesan Office of Catholic Schools.

Financial Controls

#9120

The financial controls to be used in all of Catholic schools of the Archdiocese of Kansas City in Kansas are described in the Archdiocesan Manual for Parishes and Schools (see especially Appendix D of that manual).

Audit

#9120.1

An outside audit or review (by someone not employed by the parish) should be conducted annually.

Tuition Collection/Financial Aid Analysis

#9120.2

The use of a 3rd party tuition collection company should be used by schools to manage tuition receipts (these companies are not to be confused with bad debt collection agencies, the use of which is discouraged.). In addition, schools shall use a 3rd party Financial Aid Analysis provider to determine family need for tuition assistance.

Media Communication

#9200

- The school leaders shall consult with the Superintendent's office before communicating with the media, especially concerning sensitive matters involving students, faculty and staff or other sensitive issues.
- The school leaders shall instruct teachers and staff that school leaders are the spokespersons for communication with the media concerning sensitive issues.

Nondiscrimination Policy

#9210

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Catholic Schools in the Archdiocese and members of the Catholic faith.*

The school Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.*

The Archdiocese shall file “Form 5578: Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax” with the Internal Revenue Service on behalf of Catholic elementary and secondary schools in the Archdiocese of Kansas City in Kansas.

Each school’s Parent/Student Handbook must contain a statement substantially equivalent to the following:

“_____ (name of school) admits students of any race, color and national or ethnic origin and gender*. Preference in admissions is given to members of the _____ (name of parish that operates school) or _____ region (for high schools) and members of the Catholic faith.”

The following statement must be included in promotional activities and recruiting efforts, including all brochures, catalogues and other materials pertaining to student admissions, scholarship and loan programs, educational, athletic and other school programs and in all written advertising directed to prospective students:

“_____ (name of school) admits students of any race, color, national or ethnic origin and gender*.”

*See Appendix “Church Teaching on Special Issues of Concern”

Parent/Teacher Conferences

#9220

Each school shall plan to have parent/teacher conferences built into the calendar at least once during the school year. These conferences should provide parents and teachers with the opportunity to discuss and explore various aspects of the student growth and development.

In addition to evaluating and reporting to parents a student's progress in the cognitive domain, it is the responsibility of the school to develop a planned, sequential method of assessing and reporting to parents a student's spiritual, affective, social and physical growth.

Parishes Without Schools or Without Capacity - Elementary

#9230

Every effort should be made to accommodate families who desire a Catholic school education for their children. If a parish does not have an elementary school or has a school that cannot accept additional enrollment for a requested grade due to lack of capacity, parishioners denied enrollment for lack of a school or lack of capacity at the requested grade level will be afforded the option of enrolling at another parish elementary school. Schools shall develop procedures for alerting families to openings at other schools. Families should not be penalized because of circumstances beyond their control for desiring a Catholic school education for their children.

Procedures

#9230.1

The sending parish and its sending families are responsible for the per pupil cost of the receiving school unless other arrangements are agreed upon by the receiving parish.

The sending parish determines, in consultation with the receiving school, the portion of per-pupil cost to collect from its families and how to disburse the funds to the receiving school. This determination must be made within the following parameters:

- Families of a sending parish that has no school should not be required to pay more than the tuition cost at the receiving school. If the sending parish operates a Catholic school, families of the sending parish should pay no more than what they would pay if there were room in their own parish school.
- The sending parish pays the balance of the per pupil cost of the receiving school after the family contribution, unless other arrangements are mutually agreed upon by both sending and receiving pastors.
- The pastors of the sending parish and receiving school must sign a document that sets forth the agreement for accepting the students from the sending parish and the payment terms of the per pupil cost of the receiving school before enrollment is finalized.
- Support and compassion for families, especially those with a large number of children, must be shown in decisions concerning parent costs and financial aid.

Procedures for implementing this policy (e.g., registration of families and collection of fees) should be jointly developed by the pastors and principals or their designees of the sending and receiving parishes/schools.

Parties/Dances

#9240

Catholic Schools in the Archdiocese of Kansas City in Kansas shall assume full moral and legal responsibilities for student parties that they sponsor. This responsibility includes parties that are held on the school premises or other locations. Care should be taken to ensure that social activities are age and developmentally appropriate and are in keeping with the Church's views on the purpose of dating, (which is ultimately to prepare individuals for Catholic marriage. For example, while date dances/mixers may be acceptable at the high school level, these events are not appropriate activities for 8th grade or younger students. In addition, date dances at the high school level are provided as Catholic dating opportunities for students, and their participation is to reflect this.

In the cases where parents are sponsoring events or parties that are not considered school-sponsored events, the schools must not be involved with the organizing, promotion, or any other aspects of the events.

Photographs

#9250

In order to use/reproduce photographs of school community members, schools must obtain the permission of the photographed subject (See Appendix Forms #C129 & C130).

Prayer

#9260

Prayer shall be an integral part of each school day in all elementary and secondary schools of the

Archdiocese. It will be the responsibility of the Principal to design and implement a plan for frequent and regular prayer activities for students and faculty/staff.

Professional Development and Formation

#9270

The Professional Development and Formation Council (comprised of teachers and administrators in the Archdiocese) provides support for staff formation and development, teacher licensure, and curriculum resources. In addition, the PDFC assists with Archdiocesan in-service and professional development planning. Each school is asked to name a local building representative. This representative assists teachers with activities and record keeping related to professional development and teacher relicensure.

Contact:

Allison Carney
Associate Superintendent
(913) 721-1570 Ext. 138
Or 647-0332 (direct line)
acarney@archkckcs.org

Pupil-Staff Ratio

#9280

The pupil-staff ratio in Catholic schools in the Archdiocese of Kansas City in Kansas should be sufficient to meet the needs of students and also reflect fiscal prudence. In general, barring unusual circumstances, there should be approximately 25 students in a classroom with one teacher.

Reports

#9290

Archdiocesan Office of Catholic Schools

#9290.1

School principals (or designees) complete a 2-part School Report each September.

- Part 1: Entering the Data in the School Report Form
 1. The school report can be found on **Forms Download** of the **Administrator Tab** on www.archkckcs.org. To view the **Administrator tab**, log in using the password provided by the School Office.
 2. Access the Archdiocesan Office of Catholic Schools Annual School Report on the Forms Download menu of the Administrator tab.
 3. Begin the report by clicking the “Archdiocesan Office of Catholic Schools Annual Report” link on the Forms Download menu.
 4. Begin entering the data, the **Save and Continue button** may be used to save and continue entering data at a later time. Clicking the **Save and Continue button** will allow for an email address to be entered where a unique link will be sent that a user can use access and to continue the report at a later time. After all the data has been entered, review the form, upload the Comprehensive Staff Roster (Part 2 below) and click submit.
- Part 2: Completing the Comprehensive Staff Roster
 1. Download the excel spreadsheet on **Forms Download** of the **Administrator Tab** and save the spreadsheet to your computer. Note: The spreadsheet from the previous year may be updated and used.
 2. Begin entering the data on the excel spreadsheet; once finished, the spreadsheet will need to be uploaded at the end of your school report form after entering all the school report data from Part 1 above.

Both Reports are critical for further reporting to NCEA, state, federal government and other organizations.

Contact

Amy Lanham
Office and Research/Data Manager
(913) 721-1570 (Ext. 140)
or 647-0355 (direct line)
alanham@archkckcs.org

State of Kansas

#9290.2

Schools in the Archdiocese of Kansas City in Kansas are required to complete annual reports for KSDE. These include, but are not limited too:

1. Principal building report PBR
Educator Data Collection System EDCS
Licensed Personnel Report LPR
Multiple KIDS reports
2. Directory Updates – important to add/change names of staff members who are to receive email communication directly from KSDE.
3. Early Reading Assessment
4. KIDS Collection – includes multiple inputs
5. Licensed Personnel Report/EDCS
6. Principal's Building Report

These reports are at <https://online.ksde.org/ksde> and are accessible at the building levels. Each school has its own unique username and password. KSDE provides a technical support line to provide assistance with these reports.

Other Annual Reports

#9290.3

Virtus Safe Touch Lessons – Go to Virtus online site to record student lessons. These are mandatory lessons each school year. www.virtusonline.org/index.cfm and click Educators, and Record Training.

Wellness Policy – yearly report for all schools with Federal Hot Lunch programs. Go to www.kn-eat.org for School Nutrition Program and wellness plan builder.

Contact

KSDE
(785) 296-3201
www.ksde.org

Allison Carney
Associate Superintendent
(913) 721-1570, Ext. 138
or 647-0332 (direct line)
acarney@archkckcs.org

Research Conducted in Catholic Schools

#9300

Any individual wishing to use students or staff of Catholic schools in the Archdiocese of Kansas City in Kansas for research purposes must obtain approval from the Superintendent of Schools. Approval will be granted based on the merit potential results may have for Catholic schools in the Archdiocese.

School Handbooks

#9310

All schools in the Archdiocese of Kansas City in Kansas shall provide a handbook of local policies and procedures to faculty and staff and parents and students. These policies/procedures should be consistent with those in this Handbook. A copy of the local handbook should be available to the Archdiocesan Office of Catholic Schools.

Faculty and Staff Handbooks

#9310.1

Faculty and Staff handbooks shall include policies related to the following sections of this Handbook

Introduction

- Mission Statement

Series 1000 – Religious and Civil Context for Catholic Schools

- Equal Opportunity #1020

Series 3000 – Administration of Local Schools

- Principal of Subsidiary #3000
- Principals' Role in Hiring of Faculty/Staff #3220
- Archdiocesan School Office Role in Hiring of Faculty #3230
- Standards of Grooming and Dress #3240

Series 4000 – The Catholic School Teacher

- Entire series

Series 5000 – All School Employees Job Descriptions Compensation, Benefits, Leaves

- Salaries #5100 - #5100.2
- Benefits #5110
- Tuition Remission #5120
- Job Descriptions for School Staff Other Than Teachers #5200
- Employee Files #5300
- Hepatitis B Vaccine #5310.1
- Leaves #5400 - #5450.1

Series 9000 – General School Policies

- The American Flag #9010
- Blood Borne Pathogens Exposure Control #9040

- Child Protection – Virtus Training for Adult and Volunteers #9060
- Child Protection – Virtus Training for Students #9070
- Crisis Response Team Implementation #9100 - #9100.4.1
- Nondiscrimination Policy #9210
- Prayer #9260
- Professional Formation and Development #9270
- Student Supervision #9330
- Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese #9340.1
- Parameters for Acceptable Use of Non-Technological Resources #9340.2

Appendix

- Technological Resources Use Policy #C119

Parent and Student Handbooks

#9310.2

Parent and student handbooks shall include policies related to the following sections of this Handbook:

Introduction

- Mission Statement

Series 1000 – Religious and Civil Context for Catholic Schools

- Equal Opportunity #1020

Series 3000 – Administration of Local Schools

- Principal of Subsidiary #3000

Series 6000 - Parents

- Parent Expectations #6010
- Role of Boards of Trustees #6010.3

Series 7000 – The Child...The Young Adult in the Catholic School

- Guiding Principles #7000
- Placement Status #7010
- Health Assessment #7050
- School Discipline #7105
- Anti-Bullying #7130.1
- Virtus Safe Touch #7130.4
- Weapon Possession #7140
- Health #7200
- Non-Prescriptions #7200.3
- Parent Consent and Release Form #7200.8
- Students with Food Allergies #7205
- Graduation #7400
- General Student Policies #7300 - #7540

Series 8000 – Curriculum, Instruction, and Assessment in the Catholic School

- Required Subjects in the State of Kansas #8030
- Co-curricular & Extracurricular Activities #8050
- Academic Expectations #8100

Series 9000 – General School Policies

- Accreditation – AdvanEd and State of Kansas #9000
- Archdiocesan Guidelines for School Fundraising #9020
- Child Protection – Virtus Training for Adult and Volunteers #9060
- Child Protection – Virtus Training for Students #9070
- Nondiscrimination Policy #9210
- Parent/Teacher Conferences #9220
- Photographs - #9250
- Prayer #9260
- Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese #9340.1
- Parameters for Acceptable Use of Non-Technological Resources #9340.2
- Traffic Safety #9350

Appendix

- Technological Resources Use Policy #C119
- Photography Release #C129
- Child Photography Release #C130

Additionally, local handbooks shall contain policies and/or procedures related to the following topics:

- Admission Policies
- Academic Policies (The following statement shall be included on school applications/enrollment forms, as well as in the parent/student handbook: “Catholic School” is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.”)
- Communication
- Confidentiality
- Counseling
- Crisis Plans
- Custody Issues
- Discipline Code
- Extra-Curriculars
- Field Trips
- Medication
- Parent Expectations
- Parent Service Requirements
- Retreats and Service Programs
- Technology and the Internet
- Use of School Grounds
- Use of Student Pictures/Information
- Principal’s Right to Amend
- Parent(s)’ Signed Agreement

School Logo, Name Use

#9315

No one may use the school name, logo, motto, initials, mascots, etc., on any media (electronic print, or broadcast) or clothing/equipment/accessories without express written permission of the principal or pastor (in the case of elementary schools), or president (in the case of secondary schools).

School Status Changes - Elementary Schools

#9320

The Pastor/his designee shall notify the Superintendent at least one academic year in advance of any contemplated major change in school status; e.g., consolidations, closing, opening.

The Superintendent shall assist the local community as needed in determining any appropriate plan/process for assessing the need for and implementing the change. The Archbishop must approve any school status changes.

Student Supervision

#9330

Students will be supervised at all times by staff. When possible, staff should carry school issued cell phones to ensure timely communication in the event of an emergency. "Walkie-Talkies" or two-way radios are not a substitute for cell phones. While supervising students, staff may only use cell phones for emergency calls. The use of parent volunteers to assist staff on an ongoing basis is discouraged. Volunteers may be used for special situations (e.g. field trips). Volunteers shall be instructed as to the expectations regarding their duties and responsibilities as well as the responsibilities of the certified staff. Applicable policies contained in the Archdiocese Sexual Misconduct Policy will be followed. All parent volunteers must be Virtus trained and approved by the Principal. The Principal shall determine the appropriate number of adults for adequate supervision.

Technological Resources

#9340

The use of technological resources, including but not limited to, eReaders, cell phones, mp3 players, computers, mobile devices, wifi, WAN/LAN, intranet, cameras, is encouraged to support and enhance educational goals and objectives. Using technological resources is a privilege, not a right.

Each school must provide written protocol for the terms and conditions for use of technological resources. This protocol shall include stipulations for using personal devices/programs/applications that students and faculty/staff may bring to school or school sponsored events/activities. Parents, students, faculty and staff must acknowledge in writing that they have received the protocol. In addition, in order to assure child safety and protection, schools shall maintain filtering software on all school-issued devices used by and/or accessible to students.

Anyone who uses technological resources will participate in a discussion with the appropriate instructor/administrator pertaining to the proper use. The administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access. In addition, all students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The school will develop a curriculum in compliance with the Children's Internet Protection Act, as well as Catholic teachings.

Schools, even those that have access to other assistance, are welcome to contact Amy Lanham, Office and Research/Data Manager for the Archdiocesan Office of Catholic Schools, for technical support.

(See appendices for samples and guidelines) (Copies are also on Website under Forms)

(C119-Technological Resources Use Policy)

Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese

#9340.1

The following are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

Schools technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resource.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.
12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.

Parameters for acceptable use of non-school technological resources

#9340.2

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This

applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to nonschool technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

Traffic Safety

#9350

Before the opening of the school year, the Principal should arrange with local police officials for the protection of children who cross traffic intersections on their way to and from school. In addition, the Principal should develop an on-site traffic plan that is communicated in writing to parents.

Websites and Social Media

#9370

Each school site (or individual school personnel site) shall reflect the teaching of the Catholic Church. (See #9280.1)

INDEX

	<u>Page</u>
Acquired Immune Deficiency Syndrome (HIV/AIDS)	74-75, 89
Admission and Attendance	74
Advisory Team	74-75
Evaluating Students Who Are Infected with HIV/AIDS	74
Right of Privacy/Confidentiality	75
Accreditation – Cognia™/State of Kansas	89, 96-98, 101, 113
Age Requirements - Students	55
Early Entrance Protocol	55-56
Skipping a Grade Protocol	56
American Flag, The	101, 111
Archdiocesan Commission on Schools, The	11, 19, 20, 32, 34, 62
Archdiocesan School Office Personnel, The	12
Archdiocesan School Office Role, The	11
Archdiocesan School Office Role in hiring of faculty, The	23, 111
Asbestos Management/Procedure	11, 101-102, 123
Assistant/Associate Principal	22-23
Associate Superintendent for Student Services	11
Associate Superintendent of Schools	11
Attendance - Students	35, 51, 78
Attendance Records - Students	78, 84
Attendance – Local Policies	78
Attire - Students	78-79
Attorney Communication	79, 102
Blood Borne Pathogens Exposure Control Procedures	103, 111
Book Fairs	88
Canon Law	5-7, 167
Catholic Educational Standards	89
Catholic Symbols	103
Certification of Health – All Employees	43
Certification of Health – School Leaders	15
Certification of Health - Teachers	28
Child Abuse	79
Child Custody	81
Contested Child Custody Matters	81
Child Protection – Virtus Training – Adults, Volunteers, & Students	103-104, 111, 113
Background Checks	44
Church Teaching on Special Issues of Concern	8, 54, 107, 164-176
Civil Law	2, 8, 91
Class Size (pupil-staff ratio)	109
Co-curricular and Extra-curricular Activities	91-92, 112, 130
Participation Forms	92, 130
Supervision	92
Communication Standards – Teachers	35
Community	51
Conduct-Student	59
Contract – Minimum Hours	29
Contracts – School Leaders	16
Elementary Schools	16
Secondary Schools	16

	<u>Page</u>
Contracts - Teachers	29
Contract Suspension/Cancellation – School Leaders	18-21
Hearing Procedures – School Leaders	19-21
Contract Suspension/Cancellation/Modification - Teachers	32, 34
Hearing and Appeal Procedures – Teachers	32-34
Copyright	104
Counseling	104, 113
Crisis Response Team Implementation	104-106, 112
Cumulative Records - Students	83
Curriculum	88-89, 112
Curriculum Development	88-89
Curriculum/Instruction – Teachers	35
Diplomas (Certificates) - Elementary Schools	85, 106
Documentation Required - Students	54-55
Failure to Provide Proof of Identity	55
Conducting the Investigation	55
Emergency Procedures	106
Fire and Tornado Drills	106
Emergency Safety Interventions	36,65-68,83,123,146-147
Employee Files	43, 111
Employment of School Leaders	14
Procedure - Elementary Schools	14-15
Procedure - Secondary Schools	15
Equal Opportunity	8, 26, 111-112
Evaluation – School Leaders	16
Elementary Schools	16-17
Secondary Schools	18
Evaluation of Teacher Performance	29-30
Evaluation of Teacher Performance and Goal Setting	31
Faith Development – Teachers	28
Federal Title Programs	93
Field Trips	90
Permission Forms	90-91, 113
Transportation for Field Trips	91, 129-130
Financial Controls	106
Food Allergies & Other Dietary Restrictions	73-74, 112
Food Allergy Assessment Plan	180-182
The Substitute Letter	179
School Letter to All Parents	178
Fundraising, School	52, 101, 113
Funeral/Bereavement Leave	48
Graduation Requirements	55, 81, 85, 90, 112
Graduation Social Events	81-82
Guiding Principles – Students	54, 112
Health Assessment - Students	56, 112
Health - Students	56, 70
Medication, Dispensing	70
Prescriptions/Non-Prescriptions	70-71
Asthma and Anaphylaxis Medications	71
Self-Administration of Asthma & Anaphylaxis Medication	71-72

	<u>Page</u>
Parent Consent and Release (Asthma Medications)	72, 132
Transfer of Health Records	77
Health Emergency Response	77
Hepatitis B Vaccine – Teachers	43-44, 111, 128, 131
Immunization - Students	56, 163
Infectious and Contagious Diseases	75-76
Duty to Report	76
Exclusion from School	76-77
Other Procedures	77
Instruction	93-96
Academic Expectations	93
Instructional Hours	93
Instruction – Special Needs Students	93-94
Confidentiality	95
Tiered System of Supports	95
Student Support Plans in compliance with section 504 for private schools	94-95, 149-152
Dispute Resolution	95
Student Support Plan for Minor Adjustments	134-135
Student Improvement Plan	156-162
Transition Planning	95-96, 136-139
Leaves - Employee	45-49
Health Leave	45, 111
Family and Medical Leave	45-46
Birth, Adoption or Foster Placement of a Child	46
Qualifying Exigency Related to Military Service	46
Serious Health Condition of Employee or Family	46
Employee Notice Requirement	46
Health Insurance	46-47
Return to Work	47
Fitness for Duty Certification	47
Compliance with Family and Medical Leave Act	47
Paid Leave Substitution	47
Employee Notice of Intent Not to Return to Work	47
Special Rules for Instructional Employees	47-48
Notice	48
Jury Duty Leave	48
Leave of Absence without pay	49
Pay Adjustments for Extended Leave/Resignation	49
Leave due to Misconduct Investigation	49
Leaders, The Catholic school	14-24
Qualifications/Expectations	14
Legal Compliance	8-9
Licensure – Teacher	28
Mailing Lists and Release of Student Directory Information	83-84
Mandated Reporters – Teachers	37
Mandated Reporters – All Employees	49
Media Communication	106
Movies, G-rated	88-89
Non-discrimination Policy	107, 112-113
Parents	51-52

	<u>Page</u>
Parent/Teacher Conferences	93, 107, 113
Parent/Teacher Organization, Role of	52
Parishes Without Schools/Capacity	108
Parties/Dances	108
Passenger Vans	91
Photographs	108, 113, 141-142, 145
Placement Status – Students	54, 112
Prayer	108-109, 112-113
Principal of Subsidiary	14, 111-112
Principals’ Job Description	22
Principals’ Role in Hiring of Faculty/Staff	23, 111
Professional Development and Formation	109
Registered Sex Offenders, Parent Who Are	52-53, 123, 140
Religion Classes	89
Reports	109
Archdiocesan School Office	109-110
Other Annual Reports	110-111
State of Kansas	110
Report Cards	99
Request for Records - Students	84
Required Subjects in the State of Kansas	89-90, 112
Research Conducted in Catholic Schools	111
Resignation of School Leaders	18
Elementary Schools	18
Secondary Schools	18
Retention	84
Risk Management	102
Salaries and Benefits – Presidents/Principals	39
Salaries and Benefits - Lay Teachers	41
Salaries and Benefits - Religious Personnel	39-40
School/Business Advisory Council Role	52
School Safety and Security	62
Anti-Bullying	62-63
Notification to School Employees	63-64
Reports to Law Enforcement	64-65
Virtus Safe Touch	65, 110
School Handbooks	111
Faculty and Staff Handbooks	111-112
Parent and Student Handbooks	112-113
School Logo, Name Use	113
School Status Change – Elementary Schools	114
School Term	96
Staff Other Than Teachers	42, 111, 123, 143-144
Standards of Grooming and Dress – School Leaders	23-24, 111
Standards of Grooming and Dress - Teachers	36
Student Assessment	97-99
ACRE	98-99
Additional Testing	99
Kindergarten Readiness “Ages and Stages”	97

	<u>Page</u>
State of Kansas	97
Student Assessment Reporting to Parents/Guardians	99
Student Assessment Results Release	99
Student Fee	11-12
Student Hearings, Procedure for	61
Student on Student Sexual Contact	79-80
Student Sexuality	85
Student Teachers	96
Students Who Are Not of Catholic Faith	54
Students Who Become Parents	86
Substitute Teachers	96
Superintendent of Schools, The	11
Supervision of Students	112,114
Suspension/Expulsion - Student	59-60
Teacher Behavior with Students	35-36
Teacher Contact when Principal is out of the Building	23, 123-124
Teacher Files – Active and Archive	36
Teacher Hiring Protocol – All Candidates	27
Teacher Hiring Protocol –Teachers Currently Employed in Archdiocese	27
Teacher Qualifications/Expectations	26
Teacher Records and Confidentiality	36
Teacher References	36-37
Technology Resources	112-116, 133
Acceptable Use of Technological Resources in Archdiocesan Schools	113-115
Acceptable Use of Non-Technological Resources	112-113, 115
Traffic Safety	116
Tuition Collection/Financial Aid Analysis	106
Tuition Remission – School Leaders/Teachers	41, 111
Vacation for School Presidents/Principals	39
Virtus Safe Touch Lessons	65, 112
Weapons Possession	49, 64, 68, 112
Expulsion for Weapons Possession	68
Reports of Weapon Possession	68
Definition of "Weapon"	68-69
Possession/Use of Weapon-like Object	69
All Employees	49
Websites and Social Media	63, 114, 116