

The Catholic Diocese of *Victoria in Texas*



Office of Catholic Schools

Handbook of Policies and Procedures

Reviewed and Promulgated on May 12, 2019

The Most Reverend Brendan J. Cahill, S.T.D., Bishop of The Diocese of Victoria in Texas

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Office of Catholic Schools

Handbook of Policies and Procedures

Section 1000 – Community Relations

Reviewed and Promulgated on May 12, 2019

The Most Reverend Brendan J. Cahill, S.T.D., Bishop of The Diocese of Victoria in Texas

Section 1000 – Community Relations

1010 - Catholic Schools in the Diocese of Victoria

The bishop will recognize a school within the boundaries of the Diocese of Victoria (DOV) that will be known as a Catholic school. Catholic schools will follow the policies and procedures as set forth in the ***Handbook of Policies and Procedures*** that is approved by the bishop.

1020 - Opening Closing or Expanding Schools

The establishment, closing, and expansion of all Catholic schools in the DOV will be subject to review by the Diocesan School Advisory Council (DSAC) and approval of the bishop. Schools will undertake any such action in consultation with the Superintendent of Schools and follow procedures delineated by the Office of Catholic Schools (OCS).

1110 - Diocesan School Advisory Council

The DSAC is established by the bishop to assist him and the Superintendent of Schools in governance of the Catholic schools of the diocese subject to the provisions of canon law and the standards and procedures of the Texas Catholic Conference of Bishops Education Department (TCCB-ED).

The DSAC reviews, formulates, and recommends policies pertaining to Catholic schools in the diocese for the bishop's consideration and approval. The council will adhere to TCCB-ED policies, unless exceptions are made by the diocesan bishop.

Decisions of the DSAC—when approved by the diocesan bishop—will be binding on the Superintendent of Schools, pastors, principals, school employees, and local school advisory councils of the diocese.

Records of the DSAC will be kept in the OCS.

1120 - Local School Advisory Council (LSAC)

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

The Local School Advisory Council (LSAC) and the Diocesan School Advisory Council (DSAC) are created by the local parish or school community and given its mission to provide quality Catholic education for all children whose parents desire it.

The LSAC provides advice and direction to the pastor and principal in aspects of planning, policy formulation, finances, and public relations. All policies and significant actions of the LSAC require approval by the pastor, and must be in accord with diocesan policy and the TCCB-ED.

PROCEDURE:

1. The LSAC writes its constitution and by-laws, using the model constitution specified by the OCS. The by-laws will reflect the specific manner of implementation of its role in its unique setting.
2. Once the LSAC accepts the constitution and by-laws, they must be sent to the OCS for presentation to the bishop for approval. All subsequent amendments and/or modifications to the constitution and/or by-laws require approval by the bishop.
3. Minutes of the LSAC meetings, with appropriate signatures, are sent to the OCS.

1130 - Relations among Diocesan and Local School Councils

The principal—in consultation with the pastor and the LSAC—will be responsible for the formal school program. In the development of policies, he or she must ensure that these follow the intent and spirit of the policies developed by the DSAC in compliance with the TCCB-ED.

1210 - Public Relations

As a highly visible part of the Catholic community, the school is dedicated to proclaiming the Word of God and is called to witness that message by example, through action and service.

In each individual school, the principal is responsible for communicating public relations activities and will approve all announcements.

The Superintendent of Schools will make any announcements of policy affecting Catholic education in general.

PROCEDURE:

The following means for attaining good public relations are suggested:

1. Catholic schools will provide high standards of academic excellence. This reputation invites public interest.
2. Schools will strive to participate in community activities, including educational conferences, panel discussions, workshops, ecumenical programs and cultural activities.
3. The public will be invited to Open House programs.

4. Schools will provide news releases by means of newspaper, radio, television, parish bulletins, and publications to parents, etc.
5. Schools will encourage open and courteous communication with parents with the provision for:
 - Frequent conferences, at hours convenient to all concerned, to discuss students' welfare.
 - A fair hearing on the part of the principal and teacher regarding concerns.
6. Schools will have active LSAC, parent clubs, and associations.
7. Schools will plan effective celebrations of Catholic Schools Week.

1211 - Communications

On the diocesan level, the Director of Communications coordinates communications when an event occurs at a local school that could affect the diocese. It is imperative that the school principal notifies the Superintendent of Catholic Schools and the Director of Communications immediately if such an event should occur.

1220 - Visits to the School

Schools will have a closed campus policy for the protection of students. All visitors will report to the school office to notify office personnel of the purpose of their visit and to receive approval to remain on campus.

Schools are encouraged to hold Open House programs, so that the public may visit the classrooms.

Apart from a formal open house program, visitors will be allowed to observe classes with the expressed consent of the principal and prior notification to the teachers involved. Safe Environment (SE) policy states, "Parents may observe programs and activities in which their children are involved at any time, in the role of parent rather than volunteer (e.g., join their child for lunch/classroom (once or twice per year), attend Mass and school/athletic performances, etc.). Parents who desire to have continuous (more than twice), ongoing **contact or participation** with their child's school or parish function(s), program(s)/events or activities, and those who wish to volunteer, are required to complete the SE process."

Classroom visits should serve a valuable purpose and not unduly disturb the class.

PROCEDURE:

1. Parents are encouraged to consult with teachers frequently concerning the progress of their child. This should be done after school or at other appointed times so as not to interrupt class instruction.

2. Students should be encouraged to bring their parents to the school to see displays of class projects, performances, or other academic work. On such occasions, parents should be made to feel welcome by the school staff.
3. Catholic Schools Week provides an excellent opportunity for holding Open House in all Catholic schools. Members from the community, public officials, parishioners, alumni, and benefactors may be invited to participate.

For reasons of safety, all visitors to the school are required to check-in upon arrival at the school office, receive a “visitor badge” and check-out upon departure from the school campus.

1230 - Volunteers on School Campuses

Schools are encouraged to recruit qualified volunteer helpers to assist the school and to provide the necessary training to make them effective in carrying out their responsibilities.

Volunteers may be sought for such areas as playground and cafeteria assistance, library services, and auxiliary classroom assistance.

PROCEDURE:

Volunteers are to comply with the following:

1. Complete the volunteer application;
2. Complete a criminal background check;
3. Provide proof of a current TB test (if required by the county);
4. Comply with other health requirements as needed; and
5. Complete Safe Environment requirements

1240 - Solicitations & Promotions

Schools are often requested to distribute solicitations and promotional literature for magazine distributors and the like. Due to the danger of misinterpretation by parents, schools should not distribute such literature, except with the approval of the principal.

Names and addresses of students or graduates will not be released; however, the names of graduates may be given to the local press at the time of graduation.

1250 - Use of School Facilities

Use of the school facilities is encouraged for programs which provide a significant religious, educational, or civic contribution to the public, provided that such programs do not interfere with regular school activities or create expenses or liabilities which jeopardize the school's operation.

The pastor and principal of each parish will determine the conditions under which their school facilities may be used.

Adequate insurance or bonding will be supplied, in accord with diocesan regulations. Questions should be directed to the Office of Business and Finance.

1260 - Home & School Association and Organizations in Support of the School

The term “Home and School Association,” (HSA) as used in this policy manual, will mean any and all parent groups associated with the school. This includes parent-teacher associations, booster clubs, and any other type of organization intended to support or be beneficial to a school, any party or program (including sports). These organizations are a part of the school and are not legal entities separate and apart from the school. Therefore, they are subject to all diocesan policies and regulations.

The DSAC highly recommends that each school in the diocese form parent clubs and associations to provide parents with the opportunity of acquainting themselves with all facets of Christian education and to develop faith communities that include parents, staff, and students. These organizations are subject to approval by the pastor and the LSAC. **All funds of these organizations belong to the school and will be administered by the school for the various organizations.**

1310 - Texas Catholic Conference of Bishops Education Department (TCCB-ED)

All Catholic schools in Texas are accredited through the TCCB-ED following the accreditation process specified by the Texas Catholic Conference of Bishops Accreditation Commission (TCCB-AC). This commission establishes accreditation standards for Catholic schools in Texas. The TCCB-AC, the official accrediting entity for Catholic schools in Texas, is recognized by the Texas Education Agency (TEA).

1320 - National Organizations

Every school of the DOV will have an institutional membership in the National Catholic Educational Association (NCEA).

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

1330 - Relations with Public School

Each school will assume responsibility for building professional relationships with the administrators and staffs of the local independent school districts. Cooperation in activities such as student contests, teacher in-services, participation in federally-funded educational programs, and cultural programs will promote a good working relationship.

1340 - Federal Government Programs

Catholic schools of the Diocese of Victoria are encouraged to participate in federally-funded educational opportunities or programs that adhere to Catholic teachings and will enhance student learning.

PROCEDURE:

The school's participation in federally-funded education programs is coordinated by the principal.

Materials placed in the schools through federal education programs are the property of the local public-school district.

- The principal maintains an inventory of the materials in the school office.
- These materials may not be used, in any way, in the religion program of the school.
- All federally-funded equipment must be labeled showing the title of the program for which it was purchased.

Administrators are to observe the legal requirements for use of the materials and equipment. These may be used only for the purpose and programs for which they were obtained. Any other use is an infringement of federal law.

National School Lunch Programs

Schools that participate in the Free and Reduced Lunch Programs must keep funds collected and/or expended for these programs in an account separate from the school's operational funds.

1350 - Title VI, Title VII, and Title IX: Non-Discrimination

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

The policy of the schools of the DOV is not to discriminate in educational programs, activities, or services extend to employment in, and admission to, such programs, activities, and services.

Religious educational institutions are exempt from Civil Rights legislation in the employment and enrollment of individuals of a particular religious persuasion. Preference in employment and admissions may be given to Catholic staff and students in the Catholic schools of the diocese.

PROCEDURE:

Care is to be exercised by all involved in hiring staff and admitting students to the school that the guidelines established in the [Procedures of Policies 2130 – Recruitment and Selection of the Principal](#), [4110 – Verification of Employment Eligibility/I-9 Form](#), and [5100s](#) are adhered to.

The schools will comply with the review of its procedures in relation to non-discrimination, as required by law and annually complete Form 639-A attesting to non-discrimination in employment practices. A copy of this form is sent to the Superintendent of Schools and is retained in the school files. The Superintendent of Schools, in turn, files the necessary documentation with the appropriate governmental agency.

Any advertising by the school for admissions or recruitment purposes, e.g., newspaper, brochures, handbooks, etc., must contain a statement (which may appear in small print) of compliance with non-discrimination legislation in its educational programs, admissions policies, and employment practices. Any one of the following statements will be used:

School Handbook:

School admits student of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

Other:

School does not discriminate in admissions or employment practices on the basis of sex, race, color, age, national or ethnic origin, or disabling condition.

OR

School is in compliance with the Civil Rights Act of 1964 and other federal statutes for non-discrimination in its employment and admissions practices.

1360 - Compliance with Federal State and Local Civic Regulations

Schools of the DOV will observe all federal, state, and local civic regulations relative to the operation of nonpublic or private schools.

PROCEDURE:

All schools of the DOV will be in compliance with all federal, state and local civic regulations including, but not limited to, the areas of asbestos, immunizations, health screening, communicable diseases, hazardous materials, and transportation. All schools of the Diocese are considered tobacco-free. According to federal guidelines, no smoking is allowed within ten feet of the school buildings.

1370 - Relations with Department of Human Services

Schools will cooperate fully with local health and welfare departments, social workers, and similar agencies that serve the best interest of students. The interviewing of students by representatives of these agencies will be permitted during the school day only when interviews during non-school hours cannot be scheduled.

Schools of the DOV will comply with all state statutes relating to the Department of Human Services, e.g., immunizations, vision and hearing screening.

Local health and sanitation ordinances will also be strictly observed.

1380 - Relations with Police Department

Schools will cooperate fully with local and state police departments. At the same time, they are to safeguard the rights of both students and parents. Parents or guardians are to be immediately notified, if law enforcement officials wish to question their child.

Unless the student is placed under arrest, or taken into custody, law enforcement officers are not to remove students from the school. The student's right to be free from search, arrest, or custody must be balanced by the school's responsibility to maintain order and discipline and to protect the health and welfare of the school community.

Schools will regularly seek the cooperation of the local police department in instructing students in crime prevention, drug/substance abuse, traffic safety, and related topics.

PROCEDURE:

Questioning by police officers: School officials should immediately notify the parent(s)/guardian(s) of any student the police seek to question. Minor children (under 17 years of age) should not be questioned unless a parent or legal guardian is present.

Police investigation regarding the behavior of students outside of school hours and away from school grounds should ordinarily be conducted outside of school.

If a police officer wishes to place a student under arrest or take a child into custody, the officer must first fully identify himself or herself by name, badge number, and agency to the school authorities. The school officials should secure a copy of the arrest/search warrant or the order taking the child into custody. The school officials should also ask where the student will be detained so that the school officials can advise the parents/guardians.

Police assistance: Assistance of the local police department is to be sought in planning and evaluating school safety patrols and traffic arrangements for the area surrounding the school. Representatives of the police department will be invited to speak to the students, when appropriate, on matters such as crime prevention, traffic safety, association with strangers, drug/substance abuse, etc.

Schools may hire licensed security or police officers for occasions such as athletic events, large parties, and public performances in which crowd control and traffic direction require their assistance.

1390 - Relations with Fire Department

Each school will maintain close contact with the local fire department and work out details for building inspections, disaster drills, and fire prevention programs. Clearly defined disaster drill plans and schedules will be developed and posted.

PROCEDURE:

The observance of Fire Prevention Week should be conducted in cooperation with the local Fire Department.

For regulations on fire drills. (See [*Procedure of Policy 5215.1.*](#))

Disaster drills must be conducted regularly and escape routes clearly posted within the school. (See [*Procedure of Policy 5215.*](#))

Fire extinguishers and other firefighting equipment must be inspected regularly to ensure proper working condition. Maintenance must be performed at regular intervals—at least annually—or when the need becomes obvious during an inspection. Only qualified and trained personnel may test or recharge extinguishers in accordance with the manufacturers' specifications and state statutes.

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Section 2000: Administration

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Section 2000 – Administration

2100 - Bishop, Superintendent, Pastor, Principal

The Diocesan Bishop

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

The Superintendent of Schools

The Superintendent of Catholic Schools is the chief administrative officer of the Catholic schools in the Diocese. The Superintendent of Schools reports to the Chancellor. It is the duty of the Superintendent of Schools to coordinate all school programs and to represent the diocesan school system in dealing with state and regional educational offices. The Superintendent of Schools acts as the executive officer of the Diocesan School Advisory Council (DSAC).

The Pastor

The Pastor is the ex-officio chief administrative officer of the parish school. The pastor serves as spiritual leader of the parish and school community. The pastor—in consultation with the Local School Advisory Council (LSAC)—has final approval over actions taken by the LSAC.

The General Superior or President of a private school or the ex-officio of their school has final actions.

The Principal

The principal—as administrator of the school—is responsible for the implementation of council policy, diocesan policy, and governmental requirements. As the educational leader of the school, the principal has full administrative responsibility for carrying out the instructional program. The principal also acts as the executive officer of the LSAC.

2110 - Superintendent of Schools

The bishop appoints the Superintendent of Schools of the DOV. Subject to the bishop and the mandates of the DSAC, the superintendent will be the director of the Office of Catholic Schools (OCS), and, as such, is entrusted with responsibility for the general administrative supervision of the Catholic schools of the diocese.

2120 - Principal

Each school is under the supervisory and administrative direction of the principal and such assistants as may be determined by the needs of the school and in accordance with the policies of the Texas Catholic Conference of Bishops Education Department (TCCB-ED).

The principal is the educational, spiritual, and managerial leader in accordance with the policies of the TCCB-ED and the Superintendent of Schools. The principal is directly responsible to the pastor and will work collaboratively with the Pastor and the (LSAC) for the fulfillment of the mission of the school.

CATHOLIC SCHOOL PRINCIPAL JOB DESCRIPTION AND CORE COMPETENCIES

(See [*APPENDIX 2*](#))

2130 - Recruitment and Selection of the Principal

A search committee will be formed to aid in the selection of a principal. It will consist of the pastor, the Superintendent of Schools, and other members designated by the pastor. The search committee submits its recommendations to the pastor and LSAC.

The final decision to hire a principal will be the responsibility of the pastor in consultation with the LSAC and with the approval of the Superintendent of Schools. This decision must be in accord with standards of the TCCB-ED and diocesan policies.

Religious and other private Catholic schools in the diocese will have written procedures governing the selection and hiring of the principal. The final decision to hire a principal will be the responsibility of the legitimate hiring authority of the school and with the approval of the Superintendent of Schools.

PROCEDURE:

1. Applications for the position of principal in the DOV will be completed on a form provided by the OCS. Complete applications will be sent to the OCS. The superintendent will verify all official transcripts and documents of each applicant. The superintendent—as an ex-officio member of the local search committee—will interview applicants for this position.
2. An application from a member of a religious congregation will be accompanied by an endorsement from the major superior or duly appointed representative of the congregation, as well as letters of recommendation from a present or former principal and/or superintendent.

3. Letters of recommendation from present or former principals and/or superintendents will accompany an application from a lay candidate.

Once the applications have been processed according to the procedures specified by the OCS, formal interviews may be scheduled with the selection committee.

2140 - Principal's Contract

Only after the applicant or nominee has been interviewed by the Superintendent of Schools for the purpose of determining qualifications in accordance with TCCB-ED, and background check, will the pastor enter into a contract with the prospective principal. The Superintendent of Schools will consult with the pastor concerning the individual's qualifications. If the person is not qualified, the Superintendent of Schools will state the reason for lack of qualifications.

The pastor will provide all required contractual information to the Superintendent of Schools who will prepare the appropriate contract. The Superintendent of Schools, pastor, and principal will sign the contract.

2150 - Principal's Evaluation

All principals will be evaluated annually during the second semester of the school year according to the procedures established by the OCS.

PROCEDURE:

The Superintendent of Schools will conduct an annual assessment of the principal according each of the following procedures:

1. In December, the Superintendent of Schools will send the assessment instrument with appropriate directions to the persons designated to facilitate the procedure.
2. All assessments should be completed and returned to the Superintendent of Schools by January 20th or at least prior to the notification of intent to issue a new contract.
3. The responses to the assessment instrument will be collated at the Office of Catholic Schools.
4. The pastor and Superintendent of Schools meet with the principal to review performance and assessment.
5. A completed copy of the assessment is given to the pastor and the principal.

2160 - Principal's Annual Goals

The purpose of the goal-setting process is to provide direction to the principal's performance and give focus to the growth and development of the school.

PROCEDURE:

The principal is to formulate a minimum of three goals each school year. Goals should be correlated with the school's long-range strategic plan and should take into consideration recommendations from the pastor, LSAC, and school community.

Goals are formulated at the beginning of each school year and are submitted to the pastor and the Superintendent of Schools. Goals may also be shared with faculty and school community when appropriate.

The principal reviews progress on the goals during April of the school year, completes a Goal Review Form, and submits it to the Superintendent of Schools prior to the annual evaluation meeting.

2200 - Administrative Leeway in Absence of Policy

When there is no diocesan or local policy or procedure governing a situation, the Superintendent of Schools will be responsible for making a feasible decision under the circumstances.

2220 - Legal Actions

All legal action affecting the schools of the Diocese of Victoria will be referred to the Superintendent of Schools. Under Texas law, the Diocese of Victoria is a sole corporation with the bishop as its sole trustee. Parishes, parochial schools, and other agencies—even if they be separate entities—must work with the bishop in all legal matters.

No parochial school of the DOV shall undertake any legal action except with the written authorization of the bishop.

Religious and private Catholic schools in the diocese will have written procedures for undertaking any legal action.

The Catholic Diocese of *Victoria in Texas*



Office of Catholic Schools **Handbook of Policies and Procedures**

Section 3000: Business

Reviewed and Promulgated on May 12, 2019

The Most Reverend Brendan J. Cahill, S.T.D., Bishop of The Diocese of Victoria in Texas

Section 3000 - Business

3100 - Financial Operation of Schools

All Catholic schools of the diocese will be operated according to the accounting procedures established by the OCS and meet the educational goals of the DOV. Schools will evidence a wise use of financial resources and an accurate, clear accounting of such resources.

In order for an accurate understanding of the complete cost of operating the educational institution, the school budget/operating account will be separate from that of the church parish. The pastor has ultimate fiscal responsibility for the school account.

3110 - Budget Planning

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

The principal will work with the school staff, pastor, and the finance committee of the Local School Advisory Council to plan the annual operating budget. When prepared, the budget will be submitted to the Local School Advisory Council (LSAC) for approval.

The pastor, after receiving a recommendation from the Parish Finance Council, approves the subsidy to the parish school.

The principal of each Catholic school in the diocese will be responsible for submitting a complete budget for the coming school year to the Superintendent of Schools on or before June 1.

3112 - Budget Adoption

The LSAC will adopt a budget and submit it for approval by the pastor. **The approved budget will be submitted to the OCS on or before June 1.**

3113 - Budget Adjustment

In September, after final enrollment is determined, adjustments to the budget are made. All adjustments are presented to the LSAC and the pastor for formal adoption and approval. **Copies of the revised budget are sent to the Superintendent of Schools on or before October 1.**

3114 - System of Accounts

The Catholic schools of the DOV will use the chart of accounts specified by the OCS.

3115 - Monthly Financial Reports

Schools will send a copy of the monthly financial report to the Office of Catholic Schools.

The principal will provide to the LSAC a copy of the monthly financial statement. Any expenditure that is not budgeted will require specific approval by the LSAC and the pastor.

The copy is due no later than the last day of the following month.

3116 - End-of-Year Financial Report

Schools will send a copy of the financial report to the OCS. The copy covering the final month of the fiscal year (July) is a composite of the year and serves as the annual financial report for the school.

The end-of-year annual financial report is due on September 1, thirty (30) days after the official end of the fiscal year.

3210 - Signature on Financial Transactions

The pastor and the principal of the school will be signatories on all school bank accounts. Religious and other private Catholic schools in the DOV will have written procedures for signatories for all school bank accounts.

3211 - Signing Contracts

The bishop of the diocese must approve **in writing** any contracts for any parish, school, or other agency of the diocese. All other contracts not related to this rule are contained in numbers 1 and 2 below. All parochial schools of the diocese will observe the following policies:

1. The Superintendent of Schools and the pastor are authorized to sign contracts with personnel employed as principals.
2. The pastor and principal are authorized to sign contracts with teachers.
3. All other contracts not related to numbers 1 and 2 above will be submitted to the bishop for signature.
4. All other contracts in excess of \$20,000.00 will be submitted to the Office of Business and Finance of the DOV for review, (e.g., deposit and loan fund).

3300 - Deferred Funds

Monies collected during the current school session, which are applicable to the subsequent fiscal year, will be applied to the subsequent fiscal year's budget. These include registration fees, tuition,

etc., collected in the spring but which, in fact, are being collected for the subsequent *fiscal year's budget*.

In the interim, these funds are accounted for as “unearned revenue” and are reported in the school’s liability accounts. These monies should be placed in an interest-bearing account to be withdrawn after August 1. It is not advisable for a school to borrow from these funds to cover expenses for the current budget year. *If this becomes necessary, the Superintendent of Schools shall be notified.*

3400 - Fundraising Activities

The choice of fundraising activities, both within and outside the school, is to be made carefully by the principal and the Home and School Association (HSA) or the LSAC. Fundraising activities that involve students are done only with the consent of the parents who accept responsibility for their children’s activities.

Any direct solicitation of funds from students in school is to be kept to a minimum and used only to educate students to the value of giving to worthwhile causes.

Fundraising (see [APPENDIX 4](#))

3410 - Solicitation of Funds for Schools

Parochial school buildings, and the land on which they have been erected, are the property of the DOV, held in trust for the use and benefit of the local parish and/or school. Solicitation of funding for any projects, other than ordinary maintenance, which are designed to add to or significantly change the existing land or property, must have prior approval of the pastor and the bishop.

Fundraising projects ordinarily conducted by parent organizations are intended to enhance the school’s facilities and programs. These projects require the approval of the pastor and the LSAC. Funds raised belong to the school and are held in trust by the school. All monies collected will be deposited in the school’s account.

Solicitation of funds to be held in trust for the future of the school requires the approval of the bishop. No steps will be taken toward establishment of an endowment or a trust without the explicit approval of the bishop. Once established, all terms of the trust will be rigorously observed.

All fundraising will comply with all federal, state, and local laws regarding non-profit, tax-exempt organizations.

Parishes and/or schools are allowed to hold only two (2) raffles per calendar year. See attached exhibit for rules regarding raffles, festivals, and scrip in [APPENDIX 4](#).

3500 - Assessments, Fees, and Tuition

All assessments, fees, and tuition charges will be adopted and approved by the appropriate authority.

All diocesan assessments to schools will be formally adopted by the Diocesan School Advisory Council (DSAC) and approved by the bishop.

All local school fees and tuition charges will be formally adopted by the LSAC and approved by the pastor.

3700 - Vehicles for Use When Transporting Students

The diocese and all Catholic schools are committed to the health, well-being, and overall safety of their employees and students. All vehicles purchased by the school and/or parish must be titled in the name of the DOV and parish/school. Other vehicles designated to be used for transportation of school employees and/or students will be properly insured and comply with federal, state safety requirements, DOV transportation policies, and SE (Safe Environment) requirements.

PROCEDURE:

1. When transporting persons, prior to departure, the driver must ensure copies of medical releases and permission forms are provided for each passenger.
2. It is the responsibility of the driver to ensure that passengers adhere to the current State of Texas safety belt laws and regulations. Furthermore, if traveling out of state, all passengers are required to wear safety belts regardless of any exceptions in any other state.
3. Drivers must carry automobile liability insurance on the vehicle they are driving at the following limits: \$100,000 per individual/\$300,000 per accident/ \$50,000 property damage, unless using a vehicle owned by diocese/parish/school. A copy of the insurance declaration page must be provided annually.
4. Part A – Adult/Child Driver Information Form (*See [APPENDIX 3](#)*) must be kept on file for all drivers/vehicles when transporting adults and/or minors in their personal vehicles. This form must be updated and renewed (signed and dated) annually, or if/when a change with vehicle ownership or insurance occurs. Catholic Mutual Group or other persons designated by the DOV will make inspection of these files on a periodic basis.

Reminders when Transporting Minors and/or Vulnerable Adults (per DOV definition):

5. Drivers must have completed the appropriate Safe Environment requirements of the DOV and be approved to drive.
6. Two (2) adult chaperones, who are in compliance with the requirements of the Safe Environment policy of the DOV, must be present at all times in vehicles that are transporting minors.
7. In all vehicles transporting minors, all passengers, 18 years of age or older *and* out of high school, must comply with the Safe Environment policies of the DOV.
8. Minors who have a medical condition that is likely to require additional support/medication, must travel in the same vehicle with a parent or staff member who is trained in administering support/medication.
9. Sexual Misconduct - Any individual who has been convicted of sexual misconduct will be automatically prohibited from transporting minors in any vehicle for parish/school-sponsored events. These individuals are also prohibited from being a passenger in a vehicle transporting minors for parish/school-related events.

The Catholic Diocese of *Victoria in Texas*



Office of Catholic Schools Policies and Procedures

Section 4000: Personnel

Reviewed and Promulgated on May 12, 2019

The Most Reverend Brendan J. Cahill, S.T.D., Bishop of The Diocese of Victoria in Texas

Section 4000 - Personnel

4000 - General Personnel

These policies are not intended to be and are not a contract between the DOV and any person employed and/or applying for a position in the Catholic schools of the diocese and are not intended to be relied on by such persons.

4101 - School Personnel

Because the distinctive and unique purpose of the Catholic school is to create a Christian education community (one enlivened by a faith that is shared among employees, students, and parents), personnel employed in the Catholic schools of the diocese should preferably be practicing Catholics who have a knowledge of, and commitment to, the Catholic faith and to Christian living. In hiring non-Catholics, care will be taken that they also have a general knowledge of the Catholic faith and a commitment to Christian living.

School personnel are subject to the principal in all school matters and are obliged to observe all school policies and procedures as well as those contained in the *Handbook of Policies and Procedures for Catholic Schools* and the policies of the Diocese of Victoria.

4102 - Employment of School Personnel

Employment of all school personnel is determined by the principal. Personnel will be hired without regard to sex, race, color, age, national or ethnic origin, or disabling condition. Employment is defined as hiring or termination, or whether a new contract is offered. In parish schools, the principal will consult the pastor before hiring.

4103 - Employee Handbook

Each school will develop and annually revise an employee handbook which incorporates the school's educational mission statement, philosophy, goals, objectives, policies, and procedures. Each employee will be given a copy of this handbook, along with a copy of the school's Parent/Student Handbook. Current copies of these handbooks will be on file, or available in electronic format, in the OCS.

Each school will ensure that the beginning of its employee handbook clearly communicates that the handbook is not a contract and that the handbook in no way changes the at-will employment status of employees.

Each school will ensure that each employee signs an acknowledgement form confirming the receipt of the employee handbook. The acknowledgement form will be kept in the employee's personnel file.

4104 - Equal Employment Opportunities

The diocese is committed to providing equal employment opportunities to all employees and applicants. Accordingly, it is the policy of the diocese not to discriminate against any employee or applicant for employment because of race, color, citizenship status, national origin, gender, sexual orientation, age, religion, physical or mental disability, veteran status, or any other factor protected by law. Due to the unique philosophy and nature of the educational programs, appropriateness of personal religious beliefs is considered a bona fide condition of employment. Ordinarily, other things being considered equal, Roman Catholic candidates are preferred.

PROCEDURE:

Each school will develop a written Equal Employment Opportunity (EEO) policy which conforms to the goals and objectives of the diocese. The policy will include a reporting procedure for employees to report claims of alleged discrimination and harassment and should be included in the employee handbook.

4105 - Employment Relationship

Unless an employee has a contract that specifically and expressly curtails the employer's right to terminate the employee, the employment relationship is "at will," which means that either party may terminate the employment relationship for any reason, or for no reason at all.

While the "at-will" employment relationship is in conformity with Texas state law, the school considers its employees as one of its most valuable resources, and employment decisions will not be made lightly.

The school or the employee may terminate the relationship at any time, FOR ANY REASON, WITH OR WITHOUT cause or notice. Due to the requirements of our insurance policy, all terminations must be approved by HR. *Only the principal and pastor have the authority to enter into any agreement or contract with the employee for employment for any specified period or to make any promises or commitments contrary to the foregoing.*

4106 - Status and Classification of Employees

All employees are classified as exempt or non-exempt as defined in the Fair Labor Standards Act (FLSA). This classification is the basis for determining eligibility for overtime pay. The following guideline applies:

Exempt: Position of a managerial, administrative, or professional nature as prescribed by federal and state labor statutes and which is exempt from mandatory overtime payments. "Employees must meet the salary and duties test (https://www.dol.gov/whd/overtime/fs17a_overview.pdf) to be classified as exempt."

Non-Exempt: Position of a clerical, technical, or service nature as defined by statute, which is covered by provisions of overtime pay.

Employee status for the purpose of benefit eligibility is as follows:

Full-time personnel: Any employee who regularly works 30 or more hours per week.

Part-time personnel: Any employee who regularly works less than 30 hours per week.

4107 - Professional Personnel

Professional personnel, for the purpose of this policy, include, but are not limited to, school presidents, principals, assistant principals, teachers, guidance counselors, registered nurses, and librarians.

4108 - Non-Contractual “At-Will” Employees

At-will employees include all individuals not designated as professional personnel in Policy 4107. These include, but are not limited to: support staff, part-time support personnel, secretaries, instructional assistants and aides, clinic managers, bookkeepers, technology managers, and maintenance personnel.

4109 - Employment Application

Applications for a position of employment in a Catholic school will be completed on a form provided by the OCS.

All applications for employment will be retained for a twelve-month period. A potential employee is to notify the school and/or the Office of Catholic Schools if the individual wishes to extend the active file status.

4110 - Verification of Employment Eligibility/ I-9 Form

The principal will verify employment eligibility within three working days of actual employment for all persons hired after November 6, 1986. This is done by examination of documents, establishment of identity and employment authorization, and the completion of the current I-9 form in use by the United States Citizenship and Immigration Services.

4111 - Background Investigation

The Diocese of Victoria retains the right to conduct background investigations on current employees, prospective employees, or volunteers for all positions in order to obtain criminal records, credit reports, and or other applicable information.

No employee/volunteer may begin work until a clearance is issued. The finding of an arrest and/or conviction record will not automatically eliminate an individual from consideration for employment. All relevant circumstances, such as how long ago the arrest or conviction occurred and the crime involved, will be considered in relation to specific job responsibilities and requirements. Additionally, arrest records alone may not be considered in determining an individual's eligibility for employment.

4112 - Personnel Safe Environment Requirements

All school personnel, whether compensated by the school, or by the public sector, or a volunteer, will comply with the tenets of the *Charter for the Protection of Children and Young People* issued by the United States Conference of Catholic Bishops, as well as the procedures and/or regulations of the Diocese of Victoria, and the State of Texas for providing a safe environment for minors.

The schools of the Diocese of Victoria in Texas follow the policies outlined in the Code of Pastoral Conduct and Policy Regarding Sexual Abuse of Minors.

Additionally, the schools of the Diocese of Victoria in Texas adhere to the Misconduct policy from the Office of Human Resources for the Diocese of Victoria in Texas (see [APPENDIX 3](#)).

4113 - Employee Health Requirements

All employees in the Catholic schools in the DOV will comply with the requirements and guidelines from the Texas Department of Health.

Any employee who is HIV positive is not required to inform the employer of his/her condition. If the employee chooses to inform the employer, the employer must hold the information in strict confidence.

4114 - Ordained Persons and Religious and Seminarians

Any priest or deacon hired in a Catholic school will have written approval by the bishop and be fingerprinted. The superintendent will be informed of any such request.

4115 - Tenure

There is no tenure in Catholic schools of the Diocese of Victoria.

4116 - Employee Personnel Files

Personnel files for employees will contain the following items and be kept in the principal's office:

1. Employment application form (see [APPENDIX 8](#) for *SAMPLE*; please refer to OCS website for most updated employment application documents)
2. Contract/Agreement
3. T.B. Test (when required)
4. Signed evaluations/assessments, growth plan (when applicable) for the past six years
5. Job description
6. Extracurricular responsibilities
7. Employee attendance record
8. Blood borne pathogen training acknowledgement form
(taken from TCCB-ED Health Manual)
9. Texas new hire reporting employer compliance (currently, IOI pay handles this)
10. I-9 forms are kept in a separate file (if hired after 1986).

For additional details, contact DOV *Director of HR*)

11. Employee emergency information (retain in a separate accessible file)
12. Background investigation clearance and documentation of safe environment training is maintained online with eApps
13. Employee Handbook Acknowledgment Form
14. All medical forms are to be kept in a separate file

In addition to the above, personnel files for professional personnel will contain the following documents:

1. Official college transcripts
2. Religion Certification (if applicable)
3. Continuing education/Professional Growth to Strengthen Competence Records
4. Deficiency Removal Plan (when applicable)
5. Technology proficiency documentation
6. Specialized Instructor's Certificate (when applicable)
7. Teacher Service Record.

4117 - Contracts

All professional personnel, as defined in [Policy 4107](#), in the schools of the diocese will be under official contract. The appropriate contract will be provided by the OCS.

Teacher contracts are for a maximum of one school year, August 1st through July 31st. Administrator contracts are also for a maximum of one school year, July 1st through June 30th. A new contract, if applicable, will be executed by all parties for each subsequent year.

Teacher contracts are valid only if signed by the principal, pastor, and teacher. Principal contracts are valid only if signed by the superintendent, pastor, and principal. *

All other employment is “at will.”

Only the contract form issued by the OCS will be considered as a valid contract.

*Private religious or independent schools may have their own guidelines for contracts.

4118 - Teacher Contracts

The pastor will notify the principal, in writing, of whether a new contract will be offered, on or before February 15th of a given school year. The principal will notify teachers, in writing, on or before May 1st whether a new teacher contract will be offered for the succeeding school year.

When a contract is offered to an individual, the pastor and/or principal will specify the date by which the offer expires. If the principal/teacher does not accept the offer by the specified date, the position is determined vacant and subject to be filled by another person.

Principal contracts will be signed on or before May 1st, unless the date is changed by mutual consent. Teacher contracts will be signed on or before June 1st, unless the date is changed by mutual consent.

4119 - Termination of Contracted Employee for Cause

A contracted employee may be terminated during the contract term for cause, as defined in the contract following the written approval. Following the written approval from the Superintendent of Schools and Director of Human Resources, the pastor of a parochial school, or the legal authority of a private school, is authorized to terminate the chief administrator/principal of the school. Following the written approval from the Superintendent of Schools and Director of Human Resources, the principal is authorized to terminate contracted employees in the school. Prior to informing an employee of termination during the contract term, the pastor/principal will consult with the Superintendent of Schools communicating the reasons for such action.

When an employee is terminated during the life of a contract, the individual may appeal this decision according to the *UNIFORM APPEALS PROCESS* (See [APPENDIX 7](#) for sample form).

4120 - Termination of Contract by Mutual Agreement

A contract may be terminated in accordance with contract terms, by mutual written agreement by the contracting parties. Notification is given to the OCS by Form CSR-E Change of Status.

4121 - Contract Verification

In order to substantiate qualifications, the following documentation must be on file at the local school and in the OCS:

1. Standard diocesan application including names and address(es) of school(s) and district(s) of previous employment;
2. Transcripts: undergraduate and graduate (if applicable); the official transcript will be on file at the school of employment with a copy in the OCS;
3. Teaching certificate (if applicable): copy reflecting most current certified area; and
4. Fingerprinting clearance.

4122 - Contract Interference

No principal will offer employment to a teacher who is already contracted to another school. A teacher is committed to a school for the contract term once the contract is signed.

4123 - Employee Performance Evaluations

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

1. The principal or assistant principal, before completing the formal evaluation, will make at least one formal classroom observation of each teacher. The results of the observation(s) will be shared in writing with the teacher. This communication will happen no later than the formal evaluation meeting. All observations should include strengths as well as areas of growth.
2. First-year teachers at a school will have a formal evaluation done in each semester of the first year.
3. The formal evaluation of each teacher will be completed by May 1st of the contract year or by a mutual consent date written in the contract term.
4. The evaluation form specified by the OCS, will be used in evaluation.
5. A copy of the appraisal, signed by the Principal and the teacher, is given to the teacher, and one is retained in the teacher's personnel folder at the school.

4124 - Employee Performance Evaluation Procedures for Non-Contractual "At-Will" Employees

All non-contractual employees will be appraised at least once during the school year.

1. Observations will be made as deemed appropriate by the principal.
2. A written Employee Performance Evaluation will be offered to each employee by May 1st of the school year.
3. Generally, the appraisal form specified by the OCS will be used.

4125 - Termination of Non-Contractual Employees

As stated above, non-contracted personnel are “at-will” employees. A non-contracted employee is free to leave employment or to be terminated from employment with or without cause at any time. Before a non-contracted employee is terminated involuntarily, the action must be reviewed and approved by the pastor, superintendent, and DOV Director of Human Resources.

4126 - Immediate Termination Without Notice

In addition to causes defined in the employment contract, an employee may be terminated without notice for offenses, with written approval ([see Policy 4119](#)), including, but not limited to, those listed below:

- Corporal punishment of a student
- Any form of abuse of another individual (See [Misconduct Reporting](#) on DOV website)
- Possession, transfer, sale, use and/or distribution of a controlled substance or illegal drug
- Possession of a weapon on his or her person or in one’s possession on school property
- Consumption of any amount of alcoholic beverage while on duty
- Excessive abuse of alcoholic beverages that affects ability to perform duties as determined by the head of the school and/or the Superintendent of Schools
- Illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Commission of a crime occurring, in whole or in part, on school property or at a school-sponsored event
- Conviction at the trial-court level of any felony or any other crime involving moral turpitude
- Physical or mental incapacity preventing performance of the job description, after any accommodation required by law
- Any type of abuse of students, parents, or co-workers
- Any action that reflects discredit on the school and/or the Roman Catholic Church

Nothing in this section or any other portion of this policy changes the “at-will” status of the employee. All non-contracted employees may terminate their employment for any reason and may be terminated with or without cause for any reason at the sole discretion of management.

4127 - Separation from the School

An individual’s employment is terminated upon resignation, retirement, discharge, reduction in force, or death. In the event of resignation, a written letter of resignation will be submitted to the

principal, or when the principal resigns, to the pastor. All property of the school including, but not limited to, grade books, class lesson plans, keys, teacher manuals, as well as other materials purchased by the school for the employee's use, will be returned to the PRINCIPAL, AND/OR PASTOR, AS APPROPRIATE, *before the final paycheck is issued.*

No payment will be made for unused PTO, and this PTO may not be taken during the notice period.

4128 - Exit Interview

All employees terminating employment, for whatever reason, are encouraged to meet with the principal in an exit interview before their departure. A part of the exit interview is to recover all school property, to address the disposition of student records, to discuss continued employee benefits, where applicable, and settlement of any outstanding financial obligations.

4129 -Employee Appeals Process

In keeping with the principles inherent in the faith community that characterize relationships of administration, faculties, and staff of the Catholic schools, and with the further aim of insuring a just resolution of problems which occasionally arise during the operation and administration of those schools, a uniform procedure for handling grievances will be observed.

It is the intent of this policy to resolve employment disputes at the lowest possible administrative level and in a cooperative Christian atmosphere. The procedure is not intended to be adversarial in nature.

“Grievance,” as applied herein, is defined as an employee’s formal claim of misapplication or misinterpretation of terms of the employee’s contract or alleged violation of established personnel policies at the local or diocesan level.

PROCEDURE:

1. Informal - Resolution/Conciliation

The employee will meet with the Principal to discuss the dispute and attempt conciliation, if at all possible. Without exception, informal attempts will be made to resolve the issue before the formal procedure is initiated.

When the principal is the grievant, he/she will meet with the pastor to discuss the dispute and attempt conciliation observing the procedure stated above.

2. Formal - Appeal Process

If a satisfactory resolution is not reached at the informal resolution/conciliation level, the employee will initiate the formal process. All proceedings are kept appropriately confidential. A formal grievance will not be accepted, if it is filed or appealed out of the required sequence of levels. A grievance may be withdrawn at any level. The withdrawal is to be signed and dated by the grievant. Once withdrawn, a grievance cannot be reopened. The principal will inform the Superintendent of Schools immediately whenever a formal grievance procedure has been initiated or withdrawn.

Level One - Pastor

The employee will present the written grievance (on a form to be provided), to the principal within five (5) working days after discussion of the complaint with the principal. The written grievance will set forth the nature of the grievance, all relevant details, the informal attempts that may have been made to resolve it, and the remedy sought. The grievance will be signed by the employee and carry the effective date on which it is presented to the principal (in case of the grievant principal, to the pastor).

Within a reasonable time, but no later than ten (10) working days after receipt of the written grievance, the pastor will meet with the employee and principal to hear the grievance and receive any other information that either party deems relevant. Following such meeting, the pastor will issue a written decision. If the grievant is dissatisfied with the decision, or, if no decision is received within five (5) working days after the meeting, either party to the grievance may appeal to the next level.

When the principal is the grievant, he or she will present the written grievance to the pastor.

Level Two - Diocesan Superintendent of Schools

The employee may appeal to the Superintendent of Schools, in writing (on a form to be provided), within five (5) working days of receipt of the Level One decision or the expiration of the time for issuance of such decision. Within a reasonable time, but no later than ten (10) working days after receipt of the written appeal, the Superintendent of Schools will consider all materials presented at Level One, as well as any other information the superintendent deems relevant. The Superintendent of Schools will issue a written decision. If either party to the dispute is dissatisfied with the decision, or if no decision is received within fifteen (15) working days of receipt of the Level One decision or the expiration of the time for issuance of such decision, the dissatisfied party may appeal to the next level.

Level Three - Diocesan Schools Grievance Committee

Appeals from Level Two will be made, in writing (on a form provided), to the Diocesan Schools Grievance Committee, which will consist of three individuals appointed by the bishop or his designee. Appeals to the Diocesan Schools Grievance Committee will be made and postmarked within five (5) working days of the grievant receipt of the Level Two decision or the expiration of the time for issuance of such decision.

The Diocesan Schools Grievance Committee will meet, when requested, to consider and decide employee grievances; but in no event will a grievance be heard any later than fifteen (15) working days from the date of receipt of the written appeal by the Diocesan Schools Grievance Committee. The Committee will consider all material presented at Level One and Level Two, as the case may be, as well as any other information the Committee deems relevant. The Committee will issue a written decision, consistent with the written policies, regulations and procedures of the Diocese/Church/School, within ten (10) working days of the meeting, which will become final and binding on all parties unless review by the bishop is requested, in writing, within five (5) working days of receipt of the decision.

Level Four - Diocesan Bishop

Review by the bishop will be on the basis of written submission only. The bishop may affirm the decision of the Diocesan Schools Grievance Committee or take any other action he deems appropriate, which will be final, for all purposes. The bishop will act within thirty (30) working days of his receipt of the request for review, providing written notice to both parties. If the bishop takes no action within said thirty (30) working days, then the decision of the Diocesan Schools Grievance Committee becomes final. (See [appendix](#) for forms.)

EMPLOYEE GRIEVANCE FORM (See [APPENDIX 7](#))

4200 - Education and Professional Requirements

4201 - Education Requirements

All teachers, library staff, counselors, Before/After School Program personnel, and paraprofessionals in Catholic schools will meet the educational personnel requirements as determined by the Texas Catholic Conference of Bishops Education Department (TCCB-ED). Personnel who do not meet the requirements may not be offered employment until a Deficiency Removal Plan, as specified by the TCCB-ED, is approved by the superintendent.

All teachers of religion will complete the religion certification requirements specified by TCCB-ED. Those not meeting these requirements must have a Deficiency Removal Plan on file approved by the Superintendent of Schools.

4202 - Persons Educated in Another Country

Evaluation of credentials of persons educated in another country will be conducted by a service that is affiliated with one of the following national organizations: National Association of Credential Evaluations Services (NACES), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Council on the Evaluation of Foreign Educational Credentials (NCEFEC).

Before finalizing the individual, The Superintendent of Schools must review and approve the results of the evaluation along with complete credentials.

4203 - Diocesan Teacher Orientation

New teachers are required to attend the fall and spring orientation sessions provided by the OCS.

4204 - Local School Teacher Orientation

Principals will conduct an orientation for new and beginning teachers and assign a mentor teacher. The orientation will include a review of regulations, personnel procedures, and local school policies and procedures.

4205 - Substitute Teachers

When the regular teacher is absent, the school will provide a substitute teacher. Substitute teachers will comply with all requirements for background investigation, and Safe Environment (SE) training before being permitted to work in a Catholic school.

4206 - Professional Service Record

Years of service for all professional personnel will be verified by an official service record, signed by the appropriate school authority. One full year of service will be granted for service of 100 to 180 teaching days within the academic year. One half year of credit will be granted for service of 90 to 99 teaching days within an academic year.

4300 - Leave and Absences

4301 - Personal Time Off (PTO)

Ten days PTO with pay per school year will be provided for all full-time employees (30 hours per week or more). Unused PTO days will accrue from one year to another under the following conditions: that such accumulated leave may not exceed thirty (30) days (including leave for the current school year) and that leave may not be carried over from one school to another.

PTO for personnel hired after the school year has begun will be prorated for the remainder of the school year. Part-time employees (those working 20-29 hours per week) will be provided 10 days PTO, but the day will be equivalent to the employee's average work hours per day.

The employer may require the employee to furnish a physician's statement for absences due to illness.

There is no financial remuneration for unused accumulated PTO.

When the leave days are depleted, a day's salary is deducted for each additional day's absence. A day's salary for a teacher will be computed at 1/187 of the total annual salary. A day's salary for a principal will be computed at 1/220 of the total annual salary.

4302 - Absence Due to Emergency or for Personal Reasons

The ten sick days for the current school year may be used for absence due to emergency or for personal reasons as follows:

1. The employee will notify the principal immediately when it is necessary to take care of an emergency situation.
2. The employee will make a written request for a personal day to the principal two (2) work days in advance. The request may be approved by the principal provided it does not adversely impact the regular work program.

4303 - Absence for Death in Immediate Family

In the event of death of a member of the immediate family (father, mother, husband, wife, children, brother, sister, grandparents, grandchildren or any other individual living in the same household) or in-laws (father, mother, sister, brother), three bereavement days of leave with pay will be allowed.

4304- Family and Medical Leave Act (FMLA)

FAMILY LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA) OF 1993:

The FMLA entitles eligible full-time employees who have been with the Diocese of Victoria for at least 12 months and have worked at least 1,250 hours in the most recent rolling 12-month period, to take up to twelve (12) work weeks of unpaid, job protected-leave for specified family and medical reasons.

The following are the rules regarding the 1,250-hour requirement and calculation:

- Employee must have worked at least 1,250 hours during the twelve (12) consecutive months prior to the leave beginning date.
- Only actual hours worked will count, such as regular and overtime hours count toward the 1,250 hours.
- Leaves of absence, paid or unpaid, including FMLA leave, are not counted toward the 1,250 hours.

Eligible employees are entitled to twelve (12) work weeks of leave in a rolling twelve (12) month period for the following reasons:

- The birth or placement for adoption or for foster care of a child
- The serious health condition of a spouse, child, or parent
 - A serious health condition is defined by the FMLA as an “illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital or hospice or residential medical care facility or continuing treatment by a health care provider.”
- The employee’s own serious health condition.
 - A serious health condition is defined by the FMLA as an “illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital

or hospice or residential medical care facility or continuing treatment by a health care provider.”

PAY AND BENEFITS DURING FMLA LEAVE

The employee is eligible for continuation of group insurance under the same terms and conditions as if the employee had not taken leave. During the family medical leave, the Diocese of Victoria will continue to pay the health insurance premium for an employee for up to three (3) months. After three (3) months, the employee must pay their own health insurance premium.

While FMLA leave is unpaid, an eligible employee taking FMLA leave must use the hours available in their short-term disability account and/or any other paid leave available to the employee. The employee's short-term disability hours and PTO hours will be concurrent with the FMLA leave. The time will be counted towards the twelve (12) week FMLA maximum.

During the family medical leave, the employee will not be eligible to accrue PTO hours.

RETURN TO WORK AFTER FMLA LEAVE

Employees who return from FMLA must be reinstated to the same or similar position. In the case of a leave for the birth or placement of a child, an employee must give the employer at least a 30-day notice of the necessity for the leave, if medically possible.

An employee must notify the Director of Human Resources of their intent to return to work at least two weeks prior to the anticipated date of return, as well as any medically necessary changes in their ability to perform their job duties. If the leave involves the employee's own serious health condition, the Diocese of Victoria will require a “fitness for duty” certification from the employee's health care provider verifying the ability of the employee to return to work, with or without restrictions.

If the employee returns to work on or before expiration of available FMLA leave, the employee will be reinstated to the same or similar position. If an employee has been medically released to return to work and fails to report to work or fails to call in with a satisfactory explanation, the Diocese of Victoria will treat this as a voluntary resignation.

In the case where an employee is unable to return to work due to a serious illness or injury and the twelve (12) weeks of job protected leave has expired, the employee will have the option of continuing medical and dental coverage for themselves and any dependents previously covered before the leave through Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) at the employee's own expense for up to 18 months.

If an employee has questions regarding the FMLA policy, please contact the Director of Human Resources. The Diocese of Victoria is committed to complying with the FMLA and whenever necessary, shall interpret and apply this policy in a manner consistent with the Family and Medical Leave Act of 1993 (FMLA).

4308 - Leave Without Pay

Leave without pay is authorized by the Principal, in consultation with the Pastor/authorized agent for justifiable reasons, upon written request by the employee. If such leave is authorized but is in excess of thirty (30) days, the leave may result in a loss of position for the employee. An attempt will be made, in such an instance, to return the employee to his or her former position; and other benefits, which existed at the time of leave, will be restored.

4309 - (Intentionally left blank)

4310 - Jury Duty

Time required for jury duty is given in addition to normal leave time. A signed document showing days on jury duty must be provided to the principal. An employee is expected to work on days when the jury is not in session. No deductions will be made from the employee's salary.

4311 - Military Leave

Military leave without pay is available to any affected employees as prescribed by law. This will not affect an employee's seniority.

4400 - Salaries and Benefits

4401 - Salary and School Salary Schedules

Every Catholic school will have salary schedules for teachers, principals and other exempt or non-exempt personnel. The salary schedules will be formulated by the Local School Advisory Council and approved by the pastor. Recommended minimum salary scales are schedules for professional personnel will be submitted annually by May 1st to the Office of Catholic Schools.

Schools are encouraged to establish policies for annual increments and additional financial remuneration for years of experience and educational preparation, state teacher certification and religion certification. They are also encouraged to establish specific stipend increments for additional extra-curricular assignments and administrative responsibilities.

4402 - Stipend for Religious

A minimum stipend for Religious is recommended by the DSAC and approved by the bishop. There will be consultation with the religious congregation in order to ensure that remuneration is adequate for the needs of the religious congregation and the general superior is authorized to negotiate with the school in order to provide for these needs.

4403 - Health and Life Insurance

HEALTH, DENTAL, VISION, PRESCRIPTION, LIFE, & ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE COVERAGES

The Diocese of Victoria offers medical, dental, vision, prescription, life, accidental death and dismemberment insurance coverage to full-time employees and their qualified dependents.

The Diocese of Victoria pays the monthly premium for the employees covered under the basic medical plan. If the employee chooses to enroll in the enhanced medical plan, they will have a payroll deduction for the additional monthly premium.

If an employee does not participate in the Diocese of Victoria health insurance plan, proof of credible medical insurance coverage is required that meets the minimum requirements of the Affordable Care Act (ACA). Additional compensation will not be provided to the employee if they choose to opt out of the Diocese of Victoria insurance plan.

The employee must be enrolled in the medical plan to elect dental coverage and will be subject to a payroll deduction for the monthly premium.

The employee may also elect vision coverage and requires a payroll deduction for the monthly premium.

The employee may also elect coverage for their qualified dependents and requires a payroll deduction for the monthly premium.

The employee will have thirty (30) days to elect coverage from their initial hire date. The coverage effective date will be the 1st of the month following the employee's hire date if hired on the 2nd through the last day of the month. The coverage effective date will be the 1st day of employment if the employee is hired on the 1st of the month.

Employees will have access to make coverage changes during the annual open enrollment period as determined by the Diocese of Victoria or a life qualifying event as defined the guidelines of the Internal Revenue Service (IRS).

The Diocese of Victoria benefit plan year is July 1st – June 30th.

4404 - Lay Pension Plan

DIOCESE OF VICTORIA PENSION PLAN

The Diocese of Victoria contributes to the Pension Plan for lay employees' subject to plan eligibility. The Diocese of Victoria plan is a defined contributed plan that currently makes a 5% contribution to the plan based on the participants W-2 earnings. The eligible employees are not allowed to make contributions to the plan.

The summary of the plan is outlined below as it was defined on July 1, 2012. Please refer to the plan documents of the pension plan by contacting the Pension Administrator in the business office

for a full explanation of benefits. The plan may be changed at any time at the sole discretion of the independent pension plan board.

Eligibility requirements for the employees to participate in the pension plan are:

- Complete six full months of continuous employment as of December 31st as of the first (1st) year of employment; and
- The employee's compensation must be equal to or greater than the federal minimum wage in effect on January 1st of each year multiplied 1,000 hours.

Eligibility to receive a distribution from the pension plan. The employees account must be credited with at least three years of vesting services upon their termination date.

The plan uses a graduated vesting schedule, and the employee is entitled to receive:

- 20% after three (3) years of vesting service
- 40% after four (4) years of vesting service
- 60% after five (5) years of vesting service
- 80% after six (6) years of vesting service
- 100% after seven (7) years of vesting service

If the employee terminates at or after his/her 65th birthday, the employee is entitled to his/her total account value. The employee must terminate employment to receive his/her benefits.

The distributions from the pension plan may be made as follows, if the employee has ten (10) years of service and are at least 55 years old:

- If the account value is less than \$5,000, the employee may take a lump sum distribution
- If the account value is more than \$5,000, the employee may take distributions over a minimum of five (5) years, but not longer than the employee's life expectancy; and
- If the employee is retired and over age 70 ½, the employee must take the minimum distribution as required under the IRS regulation in effect at the time of distribution.

For further details of the Pension Plan, please refer to the Lay Employee's Pension Plan Summary Description that is sent out annually with the employee's benefit statement. The employee may also contact the Pension Plan Administrator in the business office.

The terms disclosed are a summary of the pension plan. If there is a discrepancy between the summary and the Pension Plan Document, the Pension Plan Document will be followed. This summary of details does not alter the Pension Plan Document.

4405 - Social Security

The federal Social Security program, known officially as the Federal Insurance Contributions Act (FICA), covers all employees. Its provisions provide for payment of retirement and total disability

benefits, according to a formula, to eligible individuals. The cost of this coverage, by law, is divided equally between employer and employee.

4406 - Worker's Compensation Insurance

All employees of the school are covered by worker's compensation insurance, which provides coverage in accordance with Texas worker's compensation laws.

4407 - Unemployment Compensation

Institutions of the Roman Catholic Church are exempted from mandatory participation in the Unemployment Compensation program. The Catholic schools and parishes of the Diocese of Victoria have elected not to participate. Therefore, *there is no unemployment benefit accrued as an employee of a Catholic school in the diocese.*

4408 - Liability Insurance

All salaried school employees are covered by liability insurance while in the execution of their office. Questions concerning liability coverage are addressed to the diocesan business office.

4500 - Support Personnel

4501 - Auxiliary Personnel

It will be the responsibility of the principal to recruit and employ custodial and other auxiliary staff, in consultation with and approval from the pastor.

Each Catholic school must have at least one full-time secretary and a bookkeeper who reports to and assists the principal. Duties will be outlined in the written job descriptions for school secretary and bookkeeper. In the case of some parish schools, one person may serve as bookkeeper for both the parish and school.

All policies related to background investigations and Safe Environment training apply to auxiliary personnel and support staff.

4502 - School Bus Drivers

Refer to [The Diocese of Victoria Transportation Policy](#)

The Catholic Diocese of *Victoria in Texas*



Office of Catholic Schools **Policy and Procedures**

Section 5000: Students

Reviewed and Promulgated on May 12, 2019

The Most Reverend Brendan J. Cahill, S.T.D., Bishop of The Diocese of Victoria in Texas

Section 5000 – Students

5110 - Admission of Students

Each school will establish its own criteria for the admission of students and make it available to the public in written form. The criteria should be consistent with:

Texas Catholic Conference of Bishops Education Department (TCCB-ED)
Diocesan Policies and Procedures

The school's policy of non-discrimination on the basis of sex, race, national, or ethnic origin will be included in any written advertising used by the school for information and recruitment purposes. (See [Policy 1350 – Title VI, Title VII, and Title IX: Non-Discrimination](#))

PROCEDURE:

When establishing admission policies, schools will give preference to Catholic students. Students of other religious beliefs may be admitted as enrollment capacity permits.

Age Requirements

A child will have attained the age of three years on or before September 1st of the calendar year in which he or she enters PK3.

A child will have attained the age of four years on or before September 1st on the calendar year in which he or she enters PK4.

A child will have attained the age of five years on or before September 1st on the calendar year in which he or she enters kindergarten. This includes children who have been enrolled in pre-kindergarten.

A child will have attained the age of six years on or before September 1st of the year in which he or she enters first grade. The child's state birth certificate will be required for verification of age before enrollment. An exception may be made by the principal if the child (1) has been enrolled in the first grade in an accredited school in another state prior to transferring to a school in Texas or (2) has attended a full school term in a kindergarten program of another state that admits children who are under five years of age into the kindergarten program. (However, exception must be communicated, in writing, to the superintendent, prior to acceptance).

Admission of students in grades **other than** 3K, 4K, 5K and first grade will not (generally) be based on chronological age, but on the readiness of the student to do the work required. The ability of a new student at a specific grade level (**other than** 3K, 4K, 5K and first grade) transferring from a non-accredited school or a home school will be determined by the standardized test administered to the student at the parents' expense (and the school administration).

Required Documents

The following certificates and records will be presented at the time of registration:

1. State birth certificate (from Bureau of Vital Statistics)
2. Baptismal certificate (Catholics only)
3. Current immunization records (**Exclusions:** Texas law provides for exclusions from these minimum mandatory requirements for medical or religious reasons.)
NOTE: Effective August 2009, medical exclusions are the only exemption accepted in the Diocese of Victoria. (See [APPENDIX 6](#))
4. Official transcript of previous grades
5. If applicable, in the case of students whose parents are separated/divorced, a copy of the official custody agreement must be furnished to the school
6. NOTES: Effective SY2015-2016, see changes to PK3 and PK4 in the TCCB-ED Guide to Quality and Effectiveness Manual.

5111 - Admission of Non-Immigrant Students

Schools will comply with Immigration and Naturalization Service requirements regarding non-immigrant F-1 students. Such students entering the United States to study must hold passports with a U.S. Student Visa.

PROCEDURE:

Students will obtain an I-20 form from the Office of Catholic Schools of the Diocese of Victoria. The Superintendent of Schools, or other authorized school official, will complete the school portion of the form and return it to the student. A copy of the I-20 will be kept in a student folder in the Office of Catholic Schools.

5112 - Attendance, Excuses, and Release of Students

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

The principal will use discretion in determining excused or unexcused absences.

Schools will take care to release students only to an authorized individual.

PROCEDURE:

Students will be released only to parents, guardian(s), or someone explicitly authorized by parent or legal guardian. School personnel will take care to comply with court orders regarding child

custody and parent access. A third party who is authorized by parents must be personally identified by them or be known to the principal or staff member.

Students will be released from school during the day only with written notice by a parent or guardian. Release notes must be verified as authentic. All parents, guardians or authorized third party must present themselves to the office for the student to be released.

Parents are encouraged to make medical and dental appointments after school hours, if possible.

5113 - Attendance Records

The principal will be responsible for maintaining the attendance record for each student according to the form and procedure required by State law.

PROCEDURE:

A record of each student's attendance will be entered yearly on the cumulative record and the report card as required.

The attendance record is a legal document. Attendance records are to be retained on file for five years.

5113.1 - Suspension for Parish schools

Suspension, the temporary prohibition of a student's attendance, for three school days or less, will be within the jurisdiction of the principal.

PROCEDURE:

Parent(s) or guardian(s) must be officially notified in advance. The pastor will be informed of the suspension and the reasons for it. The Principal is responsible for deciding whether the suspension is *in school* or *out of school*.

5113.2 - Expulsion

Expulsion, the permanent termination of a student's enrollment, is a serious consequence and requires the concurrence of the pastor and the principal. Notification of the decision must be filed with the Superintendent of Schools. Parent(s) or guardian(s) can appeal through the grievance process. (See [APPENDIX 5](#).)

5113.3 - Promulgation

This policy will be included in the Parent/Student Handbook that will be provided to parents at the time of enrollment in the school.

5113.3 - Documentation

School staff must carefully document the incident(s) of student misbehavior leading to a suspension or expulsion decision as well as the remedial action(s) taken when the incident(s) occurred.

PROCEDURE:

Causes

A student may be suspended and/or expelled for reasons including, but not limited to, the following:

- Habitual misconduct that is disruptive of the teaching/learning process;
- Refusal to obey reasonable directives, orders, rules or regulations of the school, or any teacher/administrative officer of the school, which are promulgated for the well-being of the student body, the staff, or the institution;
- Violation of any penal law or ordinance applicable to the respective jurisdictions of all parties concerned; and
- Engaging in any activity or conduct which is a serious violation of the Roman Catholic ethic, or which attempts to promote teachings contrary to those of the Roman Catholic Church.

5114 - Suspension and Expulsion

Procedure for Suspension

Only the principal or his/her authorized representative may suspend a student.

The principal must notify the student and the student's parent(s) or guardian(s) of the reason for the suspension, the duration of the suspension, and requirements for reinstatement.

Procedure for Expulsion

Only the principal is authorized to expel a student. The principal will follow the following procedures:

1. Confer with the student, the teacher(s), the parent(s)/guardian(s) and the pastor regarding the problem with a view to resolution or reconciliation.

2. Advise parents, in writing, of the decision, the effective date of expulsion and their rights under these policies.
3. Parents must be notified of their right to appeal the action according to procedures specified by [Policy 5500: Complaint Procedure for Students and Parents](#).
4. Inform the Superintendent of Schools and submit to the Superintendent of Schools a copy of the official letter of expulsion to parents.

5115 - Withdrawal

Withdrawal is the voluntary termination of a student's enrollment by the parent(s) or guardian(s).

PROCEDURE:

When a student withdraws, the school "Notice of Withdrawal Form" is completed, and a notation of the fact is made, as required, on the Attendance Record and the student's Cumulative Record.

- The parent(s)/guardian(s) will complete the "Notice of Withdrawal Form" at least two school days prior to withdrawal of the student.
- The parent(s)/guardian(s) will satisfy all financial responsibilities to the school.
- On the day of withdrawal, the principal will give the student's report card and a copy of the health record to the parent(s)/guardian(s).
- A copy of the permanent record and any pertinent additional information will be sent directly to the school at the written request of the receiving school (See Policy 5118).

Note: According to the final regulations of the "Family Education Rights and Privacy Act" (Buckley Amendment dated June 17, 1976); it is no longer necessary to obtain written consent to release records. It states that school officials, including teachers within the educational institution and officials of other schools or school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release.

5116 - Promotion and Retention of Students

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A learner who has not achieved satisfactorily in a grade or subject should repeat the subject or grade. To permit a learner to take a course for which he or she does not have the proper preparation is an injustice to him or her, to the other learners, and to the teacher. There may be cases in which ability, effort, interest, and other factors must be weighed. In such cases, the principal's decision shall be final.

Parents shall be informed of possible non-promotion at the beginning of the second semester or as soon as this becomes evident. If the learner is promoted conditionally, the parents shall make provisions for the learner to remove the condition through summer work. The principal shall approve these provisions.

PROCEDURE:

Regulations for Promotion

1. A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.

- Students in PK-K must have made satisfactory progress as determined by the local school administration.
- Students in first grade must have completed the primer level in reading and have at least a final average of “N” in religion, mathematics, and reading in order to be promoted to second grade.
- Students in grades 2-3 shall earn a final average of “70” in each major subject in order to be promoted to the next grade. The major subjects for these grades are religion, reading, English and mathematics.
- Students in grades 4-8 shall earn a final average of “70” in each major subject in order to be promoted to the next grade. The major subjects in grades 4-8 are religion, reading, English, mathematics, social studies, and science.
- Because language skills (English and reading in grades 2-8, reading in first grade) and number skills (mathematics in grades 1-8) are the basis for all other learning, a student who fails two of these subjects shall not be promoted to the next grade.
- Students in grades 9-12 shall earn a final average of “70” in each major subject in order to be promoted to the next grade. The major subjects in grades 9-12 are religion, reading, English, mathematics, history, and science

2. Students who fail two major subjects, provided that both subjects are not in the area of language skills or number skills as indicated above, shall be promoted on the (probationary) condition (at the discretion of the principal), that they receive remedial instruction, (e.g., during the summer) and receive a passing grade.

3. The principal must approve all remedial instruction and/or attendance at summer school programs.

5117 - Reporting to Parents/Guardian(s)

Schools will report to parent(s)/guardian(s) regularly concerning the progress of their children.

Parent-teacher conferences will be supplemented by a written report of each student’s progress as required. The written report will include information on the student’s academic achievement, conduct, and attendance.

PROCEDURE:

Written Reports

1. Report cards are issued every nine weeks using the format specified by the Office of Catholic Schools.
2. The school will keep on file a duplicate report card until the final grades are transferred to the Cumulative Record Card, so that there is a record if the report card is lost or misplaced during the school term. Generally, these duplicate report cards will be kept in the principal's office or accessed electronically.
3. All required information on the report card must be supplied each marking period. Grades in the subject areas will be based on academic achievement and not on the student's behavior or other factors.

Conferences

Teachers should consult parents regularly about a child's progress in school. These conferences may be formal or informal. Discretion is used when deciding whether to include the child in such a conference.

The school will arrange for formal parent/teacher/student conferences for every student at least once, but preferably twice a year.

5118 - Student Records

A cumulative record will be maintained permanently for each student according to TCCB-ED Regulations. Cumulative records include the following information: personal and family data, attendance records, academic records, and achievement test scores.

Cumulative records are permanently retained by the school when a student transfers, withdraws, or is promoted.

A health record will also be maintained for each student. Health records will be available to the school nurse and to the professional staff. The student's health record is sent to the receiving school upon transfer or promotion.

All material in the cumulative record is confidential and accessible only to members of the professional staff, to the legal guardian(s), to the parent(s) and to the student after his/her 18th birthday. Parents/guardians are to be advised that they have the right to this information (Family Educational Rights and Privacy Act, 1974). Only the principal will grant access to student records.

As to non-custodial parents, the school will delete all reference, in the records, to place of residence of the custodian of the child before releasing the record (Amendment to Texas Family Code,

Section 14.04, 1983). A divorce decree or court order must be on file defining the rights of the custodial parent.

Careful provision will be made to protect records from vandalism or other damage.

In the event a school closes or merges, all student records will be carefully preserved as directed by the Office of Catholic Schools.

When a student transfers or is promoted, a copy of the cumulative record is sent directly to the receiving school upon written request. Copies of cumulative records are hand-carried in a secured envelope only when leaving the country.

Anecdotal information is not placed on permanent records.

Only the principal may grant access to student records. Test data will be made available to parents in terms that are readily understandable.

The following procedure is observed when a parent/guardian or a student challenges information contained in school records:

1. The parents/guardian(s) will inform the principal, in writing, that information is erroneous or defamatory, stating the reason why, and requesting removal from the record.
2. The principal will have fifteen working days to respond.
3. If, in that time, the offensive or erroneous data is not removed, the parent or guardian confers with the principal. Should this fail, the parents or guardians may inform the Superintendent of Schools, in writing, who will hold a hearing on the matter within fifteen working days. The decision of the Superintendent of Schools is communicated to both, the principal and the parent(s)/guardian(s), in writing, within ten working days of the hearing.

All student records must carry the legal name of the student as shown on the birth certificate. The student's file must contain a copy of a court order showing a name change.

In the event a school closes or merges, the principal will contact the Office of Catholic Schools for specific direction as to the preservation and storage of student records.

5118.1 - Recordkeeping for Assisting in the Location of Missing Children under 11 years of age

Admission Records from all previous schools, verification of presented records, and certified birth certificate are required.

On enrollment of a child under 11 years of age in a school for the first time at the school, the school will:

1. **Request** from the person enrolling the child the **name of each previous school** attended by the child;
2. **Request** from each school, identified at enrollment, **the school records** for the child and, if the person enrolling the child provides copies of previous school records, **request verification** from the school of the child's name, address, birth date, and grades and dates attended; and
3. Notify the person enrolling the student that not later than the 30th day after enrollment, or the 90th day if the child was not born in the United States, the person must provide a **certified copy of the child's birth certificate** or other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate.

If a person enrolls a child under 11 years of age in school and does not provide the valid prior school information or documentation required, the school will notify the appropriate law enforcement agency before the 31st day after the person fails to comply with this section.

5118.2 - Duty of schools to flag missing children's records

A school that receives notice from the appropriate law enforcement agency that a child that had been enrolled at the school is missing will flag the child's records that are maintained by the school.

1. On receipt of notification by a law enforcement agency or the clearinghouse regarding a missing child under 11 years of age, the school will maintain the child's records in its possession so that on receipt of a request regarding the child, the school will be able to notify law enforcement or the clearinghouse that a request for a flagged record has been made.
2. When a request concerning a flagged record is made in person, the school may not advise the requesting party that the request concerns a missing child and will:
 - Require the person requesting the flagged record to complete a form stating the person's name, address, telephone number, and relationship to the child for whom a request is made and the name, address, and birth date of the child;
 - Obtain a copy of the requesting party's driver's license or other photographic identification, if possible;
 - If the request is for a birth certificate, inform the requesting party that a copy of a certificate will be sent by mail; and
 - Immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and include a physical description of the requesting party, the identity and address of the requesting party, and a copy of the requesting party's driver's license or other photographic identification;
 - After providing the required notification, the school will mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.
3. When a request concerning a flagged record is made in writing, the school may not advise the party that the request concerns a missing child and will immediately notify the appropriate law enforcement agency that a request has been made concerning a

flagged record and provide to the agency a copy of the written request. After providing the notification, the school will mail a copy of the requested record to the requesting party on or after the 21st day following the date of the request.

5118.3 - Removal of flag from children's records

On notification by the law enforcement agency or the clearinghouse that a missing child has been recovered, the school that maintained flagged records will remove the flag from the records.

5119 - Promotion/Graduation

Elementary Grades

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

Promotion from fifth, sixth, or eighth grade, depending on the campus, (last year of elementary school) may be marked by a modest exercise that gives recognition to the unique value of the phase of Christian education just completed. However, schools will avoid elaborate ceremonies that would overestimate the educational accomplishment, social events that would be inappropriate for the level of maturity of the students, or other arrangements that would entail undue expense for parents.

Secondary Schools

Completion of secondary school will be determined on the basis of a minimum number of credits and a basic set of courses established by the school. All Catholic secondary schools must meet minimum requirements as outlined by the TCCB-ED.

Graduation from secondary school will be marked by appropriate exercises arranged by the school.

5120 - Conduct

The code of conduct and the administration of disciplinary procedures will be based on Catholic values and the dignity of the human person. The aim of the code of conduct is to develop sound character, responsibility, and citizenship. Even though it is an imposed code, it should provide for the exercise of self-control.

Each school will develop standards of conduct that will create an atmosphere conducive to learning, maintain conditions essential to the orderly operation of the school, and prepare students for effective participation in adult life. These standards will be provided to faculty, students, and parents/guardians.

The principal is responsible for the general conduct of the school. All teachers and other employees will cooperate in maintaining the established standards of conduct in their particular area of responsibility.

5121 - Discipline

Each school will have a discipline plan in place. Emphasis will be placed on the individual growth of the student.

Corporal punishment (including, but not limited to: spanking, shaking, slapping, pinching, hair pulling) will not be permitted in the schools of the Diocese of Victoria.

5122 - Dress Code

Each school will establish a student dress code. This dress code will be published in the parent/student handbook.

5200 - Health/Safety

Health and safety instructions and services will be provided for all students in compliance with the State Health Department and TCCB-ED.

5201 - Health Records

All schools of the Diocese of Victoria will maintain health data on students. A health record is sent with the student when withdrawing and transferring to another school.

Health records will contain:

- Name, address, and telephone of parent/guardian
- Name and phone number of the family physician
- Record of diseases and immunizations
- Results of vision, hearing and scoliosis screening (dates). If referrals were indicated or attention was received, these actions should be recorded with dates and results.
- Record of special health problems such as epilepsy, diabetes, etc.
- Emergency phone number

5202 - Texas Catholic Conference of Bishops Education Department Health Manual

Schools follow guidelines on health and medical procedures as outlined in the TCCB-ED Health Manual.

5203 - Immunizations

The principal is responsible for maintaining appropriate immunization records as part of the health record. Students must have immunizations against diphtheria, tetanus, typhoid, rubella, pertussis, polio and mumps according to State law. The most recent schedule of immunization according to the State of Texas will be followed. Medical Exemptions are the only exemption accepted in the Diocese of Victoria (*see* [APPENDIX 6](#)).

5204 - Vision, Hearing and Scoliosis Screening

The Texas Department of Health requires that students be screened annually for vision, hearing, and scoliosis (and other screenings as they become necessary) annually. Schools will follow the screening schedule of the TCCB-ED.

5205 - Dispensing Medication in School

Schools will follow procedures for dispensing medication in school as outlined in the TCCB-ED School Health Manual, taking care to observe policies regarding which medications may be dispensed, what permission/waiver is required, what medical procedure information is required, etc.

In order for an authorized staff member to dispense any prescription medication, the prescription must be properly identified with the prescription label from a pharmacy and will include:

- Name of the child
- Name of medication
- Directions concerning dosage
- Route of administration (i.e. oral, topical, right eye, etc.)
- Time medication is to be given
- Length of time medication is to be given (duration)

Procedures outlined in the TCCB-ED Health Manual will be followed carefully.

The parent will be notified, (in writing) if the principal will not accept the responsibility to administer medication to a student.

5206 - Hazards

1. Buildings and grounds will be kept clear of items that might cause fires, accidents, etc.

2. Cleaning materials and other chemical substances will be kept in a secure place in clearly marked containers. The MSDS (Materials Safety Data Sheets) for chemicals will be kept on file in the school office.
3. All schools must comply with federal AHERA (Asbestos Hazard Emergency Response Act) regulations pertaining to asbestos. Each school must have on file and comply with the School Asbestos Management Plan, which verifies that the school has been inspected for evidence of asbestos, as well as all documentation pertaining to removal and/or modification of asbestos containing materials found in the school.
4. Lighting in classrooms, corridors, and stairs will be adequate.
5. Bi-annual gas line checks will be conducted, and a record kept in the administrative office.

5207 - Fire/Tornado Safety/ (Disaster Safety Drills)

Students will be clearly instructed in procedures in case of fire or tornado. Fire drills will be conducted monthly, and disaster drills will be conducted regularly. Escape routes will be clearly posted. Each school will comply with the local fire codes.

The principal is responsible for planning and executing emergency procedures in the event of fire, tornadoes, inclement weather, civil defense, etc., to ensure the safety of all students and staff.

5208 - First Aid

The principal is responsible for acquainting parents with school policy in case of a major accident or illness:

- The school is responsible for first aid only, i.e., that immediate care be given to a student whose sickness or injury occurs on the school premises during school hours.
- If parents/guardians are unable to come for a student, persons named on emergency sheet will be contacted.
- If the student needs medical care and the parents/guardians cannot be contacted, the principal will follow procedures on the emergency card.
- No student may be sent home because of illness or injury unless the parent/guardian or other designated caregiver is informed and provides transportation.

5208.1 - Instruction

The school will provide instruction in all aspects of health care and safety as required by the State of Texas and the TCCB-ED.

5208.2 - Policy of Blood Borne Pathogens

TCCB-ED requires that there be two full-time employees of the school who are certified in first aid and two who are certified in CPR. It is recommended that there be qualified staff members for each school who will be designated by the principal to administer first aid for minor injuries and illness in a designated place. These persons will be provided with minimum first aid supplies. First aid is rendered according to the Red Cross First Aid Book, which will be available in the designated place. All staff members will adhere to the procedures outlined in the Blood Borne Pathogen Exposure Control Plan.

5209 - Sexting

Sexting is a harmful and dangerous practice that typically occurs when students use cell phones to send others sexually explicit messages or images electronically, primarily between cell phones.

Illegal or immoral conduct using cell phones or other electronic equipment.

- Any behavior (on-campus or off-campus) which is illicit, immoral, or illegal and/or which reflects adversely on the school, subjects the student to disciplinary action, which could result in immediate suspension and/or expulsion. This behavior includes, but is not limited to, sexting, harassment of any kind, or intimidation.

5210 - School Safety/Bullying

The Catholic schools of the Diocese of Victoria provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. The principal will investigate all complaints of verbal and/or written threats. Students making such threats, seriously or in jest, or online, may be liable to suspension and/or expulsion.

5211 - Harassment

Harassment of any type is not tolerated. The principal will investigate all complaints of harassment. Students involved in harassing behavior may be liable to suspension and/or expulsion.

5212 - Internet Harassment or Bullying

Engagement in online blogs including, but not limited to, MySpace.com®, Friendster®, Xanga®, Facebook®, Twitter®, etc., may result in disciplinary actions including suspension and/or expulsion, if the content of the student's blog includes defamatory comments regarding a Catholic school, school personnel, other students, the parish, or the diocese.

5213 - Morality

5213.1 - Pregnancy

A primary purpose of Catholic Education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the new mother and the new father, parents and the school community, the following guidelines will be adhered to:

1. When the pregnancy is known to school personnel, by whatever means, the principal and pastor must meet with the new mother, her parents and/or guardians.
2. The new mother must be required by the school to receive appropriate professional counseling consistent with Catholic teaching.
3. If the new father is identified, and if he is a student in another diocesan school, the principal of that school must meet with him and his parents and/or guardians, and he must be required to be involved in a counseling program similar to that provided the new mother.
4. The school will assist the new mother in completing her education either by allowing her to continue attendance or by referring her to an appropriate alternative program.
5. If the student desires to return to the school after the birth of the child, and the school administration approves the return, the school will facilitate continuance only with appropriate documentation from a health care provider.
6. The condition of pregnancy itself should not exclude the student from participating in the public graduation ceremony. However, the principal, in consultation with the superintendent, the parents and/or guardians, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

PROCEDURE:

- All such students, be they a new mother or new father, must be treated with fairness, compassion, discretion and prudence while arriving at decisions that are in the best interest of the student body, the new student-parent(s), and of the new human life that has been conceived.

- Decisions regarding the status of students who become pregnant, and students who are new fathers, will be made in the context of the individual case. In the matter of continuation, the principal will determine whether enrollment will be continued or terminated. Personal, family or school reasons may prompt school officials and/or parents to consider withdrawing the student(s). If withdrawal is proposed, school officials are encouraged to assist parents in finding an alternative school or program.
- If the student is to remain in the local school, parents will enroll the student in a local school-approved counseling program, either in the local school or with an outside agency that will address the student's psychological, emotional and physical needs. Parents of the student are encouraged to do likewise. Evidence of a student's compliance with this requirement must be presented to local school officials.
- Furthermore, in order to continue attending school, the student will present the principal with a statement from the attending physician indicating any limitations on the student's activities. They will also give the predicted delivery date.
- If and when it is decided that the student will not attend the local school, the local school may suggest ways to assist the student academically, so that, if at all possible, the student will not be penalized with the loss of academic credit.
- The *new mother* and/or *new father* may be excluded by the local school from participation in certain public functions.

NOTE:

All policies apply equally to the new mother and new father, where applicable.

5213.2 - Abortion

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

Furthermore, if it becomes known to any member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of her unborn child. As in the case of pregnancy, school authorities are urged to exercise sensitivity and confidentiality in all dealings on this issue and at all levels of those dealings. The school authorities are called to give witness to the Lord's compassion and to assist the student(s).

5213.3 - Marriage and Co-Habitation

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or for sanctions against the student. Local Diocesan and school policies will determine the requirements, which are to be considered.

Co-habitation and a marriage not recognized by the Catholic Church are causes for expulsion.

NOTE: Allegations of sexual misconduct should be taken seriously and reported to the Texas Department of Family and Protective Services at 800-252-5400 or online at www.txabusehotline.com if the situation involves a minor. As mandated reporters, school personnel are required to file a report. Failure to do so is a Class B criminal offense and could result in punitive damages, monetary fines, as well as termination of employment.

5214 - School Safety/Field Trips and Other School-Sponsored Off-Campus Activities

All field trips sponsored by Catholic schools in the diocese must have an educational purpose and serve to enhance learning. *The school reserves the right* to permit or deny a student the privilege of participation in a field trip. Parent(s)/guardian(s) shall be notified, in advance, of such outings.

The following regulations apply to all field trips, as well as any and all other trips for various school sponsored activities:

5114.1 - Permission Forms

Only students having signed permission forms will be allowed to participate. The permission form will state the curriculum objective of the outing. The school may accept a signed permission slip that has been FAXED from the parent/guardian. The school may not accept a permission slip that has been transmitted via electronic mail. Signed permission slips must accompany supervising personnel on field trips to provide information, in case of an emergency. A copy of the signed permission slip will be retained at the school.

5214.2 - Chaperones and Drivers

All drivers must be at least 25 years of age and have a valid Texas driver's license. All volunteers, including volunteer drivers, who accompany students on a field trip must comply with the Diocese of Victoria's Safe Environment regulations; specifically, individuals must have completed the *eApps* online application, the criminal background check, be approved by the Diocese of Victoria, and have completed the *Orientation to the Diocese of Victoria's Code of Pastoral Conduct* as well as be within the timeline for completing the required *Keeping Children and Vulnerable Adults Safe*.

5214.3 - Use of Private Vehicles

Whenever possible, bus transportation should be provided. When private vehicles must be used, the Volunteer/Driver Information Checklist and Volunteer Driver Information forms must be completed. Every private vehicle used must have a minimum insurance coverage of \$100,000 per person/\$300,000/\$50,000 property per occurrence.

5214.4 - Use of School Buses

All drivers must be at least 25 years of age. When school buses owned by a diocesan institution are used, the driver must have a current Texas CDL license with the PS endorsement and have current bus driver certification from the regional Education Service Center as required by the State of Texas. These individuals must meet the requirements for Chaperones and Drivers as stated above (See [Transportation Policy for the Diocese of Victoria](#) for further details).

When the school uses buses owned by the independent school district, the driver must meet the above requirements for the State of Texas; however, the school must provide the appropriate number of supervisory personnel that meet the requirements for Chaperones. In this case, the bus driver need not meet this requirement.

5214.5 - Ratio of Adult to Student for Supervision

For all trips other than interscholastic athletics, and for all that participate in TAPPS, supervision of two adults per twenty students is required. For trips with students in the early childhood program (3K, 4K, 5K) supervision of two adults per ten students is required (See Safe Environment Code of Pastoral Conduct handbook for specific details).

5214.6 - Safe Environment Compliancy

For any vehicle used to transport students there must be at least two (2) Safe Environment-compliant adults in the vehicle.

5215 - Disaster Procedures

5215.1 - Fire

Each school will maintain close contact with the local Fire Department and work out details for fire drills and for prevention. (See Policy 1390)

Every occupant of the school building should be familiar with the method of sounding the fire alarm. The fire alarm system should be checked regularly, and some alternate system of alerting the occupants should be established in case of alarm failure.

The principal will determine the fastest possible means of reporting a fire (telephone, firebox, etc.) and designate a responsible person to do this.

Schools must conduct a fire drill at least once a month. The first of these must be conducted within the first two days of the school term. Accurate records must be kept regarding the dates drills were conducted and the time required to completely vacate the building. **All occupants** will use a regular exit route, but an alternate route must also be specified for use in the event the regular route is blocked by debris, smoke or fire.

Drills should be conducted when students are in various areas of the school, such as gymnasium, auditorium, cafeteria, etc. Occasionally a regular exit should be blocked during a drill so that students will have practice in using the alternate route. Drills should always be conducted without advance notice to students or staff.

The principal is responsible for carrying out the requirements of the Fire Department relative to fire prevention measures and equipment.

PROCEDURE:

During the fire drills, students should follow these regulations:

1. Rise in **silence** when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in **silence**.
4. Stand in a column of two's facing the building.
5. Return to the building when signal is given.
6. Teachers carry roll book in order to account for all students in the class.

5215.2 - Tornado

Schools should conduct periodic tornado drills.

Principals should confer with Civil Defense Authorities for further requirements pertaining to tornados.

PROCEDURE:

1. Rise in **silence** when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Kneel, face wall, and put hands over head.
4. Return to classroom when signal is given.

5215.3 - Unwanted Visitors

Unwanted visitors will be asked to leave the school by the principal or authorized personnel. If the visitor refuses to leave, the principal or authorized person shall activate emergency service (911). If the unwanted visitor is a parent/guardian, the parent must be requested to leave the school property. If parent/guardian refuses to leave, the principal or authorized person will activate emergency service (911).

5215.4 - Crisis Management

Each school will develop and implement a crisis management plan (including but not limited to the following areas: power failure, hostages, shootings, intruders, suicide, and discipline). All faculty and staff must be informed and oriented to the plan. The plan must include an emergency code and instructions to teachers on classroom procedures to include such things as locking doors, pulling shades, and seating students on the floor or below window height until an all-clear notification is received.

Principals should confer with local law enforcement or civil defense agencies, if applicable, for further requirements pertaining to crisis management.

5215.5 - Other Emergencies

The principal is responsible for planning and executing procedures for other emergencies, such as hurricanes, flooding, etc., in cooperation with local civil defense authorities.

5216 - Wellness Policy for Catholic Schools – Has been moved ([See Policy 6451](#))

5310 - Student Accident Insurance

Schools will make available a commercial accident insurance to all students through the policy arranged by the Office of Catholic Schools.

5410 - Religious Activities

Schools will provide religious activities designed to foster positive religious attitudes and practices.

5500 - Complaint Procedure for Students and Parents

5500.1 - Purpose

The purpose of this process is to provide students and parents/guardians of students enrolled in any parish school within the Diocese of Victoria with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere.

5500.2 - Scope

A parent/guardian may complain on behalf of the student about any dispute relating to the application or interpretation of any school-related policies. No person will be discriminated against because of filing or participating in this complaint process, and no reprisals of any kind will be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and represent it replaces all previous processes and statements regarding the institution and processing of complaints at both the local and diocesan levels.

5500.3 - Informal: Resolution/Conciliation

Prior to using the steps set forth below, a student or his/her parent or guardian will meet with the person with whom he/she is having a dispute. If the matter is not then settled to the complainant's satisfaction, the complainant will present the complaint in accordance with the procedures outlined herein. Without exception, informal attempts must be made to resolve this issue before the formal process is initiated.

If the complaint is against the principal, this informal resolution/conciliation must be followed before initiating the formal process.

5500.4 - Formal Complaint Process

If a satisfactory resolution is not reached at the informal resolution/conciliation level, the parent/guardian will initiate the formal complaint process. All proceedings are kept appropriately confidential. A formal complaint will not be accepted if it is filed or appealed out of the required sequence of levels. A complaint may be withdrawn at any level. The withdrawal is to be signed and dated by the complaint. Once withdrawn, a complaint cannot be reopened. The principal will inform the Superintendent of Schools immediately whenever a formal complaint has been initiated or withdrawn.

5500.41 - Level One: School Principal

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant will state his or her complaint in writing (on a form provided by the OCS), setting forth the nature of the complaint, all relevant details, the informal attempts that may have been made to resolve it, and the remedy sought. The following procedures will then be utilized:

- a. The written complaint will be submitted to the principal within five (5) working days following the informal resolution/conciliation.
- b. The principal will meet with the complainant within five (5) working days following receipt of the written complaint and any other information that the principal deems relevant.
- c. Following the meeting, the principal will issue a written decision within five (5) working days. The principal's decision will identify the person to whom an appeal, if one is made, must be delivered.
- d. If the complainant is dissatisfied with the decision or, if no decision is received within five (5) working days after the meeting with the principal, the complainant may appeal to the next level.

5500.42 - Level Two: Local School Advisory Council

Each local school advisory council will establish a standing Complaint Committee for the purpose of hearing complaints according to this process. If a satisfactory resolution is not reached at Level One, the complainant may appeal, in writing, to the Level Two Committee of the local school advisory council. The following procedures will then be utilized:

- a. The written appeal (on a form provided by the OCS) will be submitted to the Level Two Committee within five (5) working days following the complainant's receipt of the Level One decision or the expiration of the time for issuance of such decision.
- b. The record for the Level Two Committee consideration will consist of all materials submitted at Level One plus a written statement setting forth with specificity the reasons(s) for dissatisfaction with the decision at Level One.
- c. The Level Two Committee will then schedule a conference with the complainant within fifteen (15) working days from the date the written appeal is received. The Committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Committee will hear the appeal and review the materials presented at Level One, as well as any other information the Committee deems relevant.

- d. The Level Two Committee will make a recommendation consistent with the written policies, regulations and procedures of the Diocese/Church/School, for decision to the pastor within five (5) working days after the scheduled conference has been held and a copy of the recommendation will be forwarded to the complainant. The pastor may accept, reject or modify the Level Two Committee's recommendation and his decision must be communicated, in writing, to the complainant within five (5) working days. If the pastor does not issue a written decision, that will be deemed as an acceptance of the Committee recommendation.
- e. If either party to the complaint is dissatisfied with the decision or, if no decision is received within five (5) working days after the meeting with the Committee, the complainant may appeal to the next level, provided that the appeal concerns an expulsion, or a discipline issue involving the removal of a student from classes.

Level Two decisions regarding any matter other than expulsion, or a discipline issue involving the removal of a student from classes, are final and will not be considered at Level Three.

5500.43 - Level Three: Diocesan Schools Catholic Schools Office

If a satisfactory resolution of a complaint concerning expulsion or a discipline issue involving the removal of a student from classes is not reached at Level Two, the complainant may appeal to Level Three, the Diocesan Office of Catholic Schools.

The following procedure will then be utilized:

- a. The written appeal (on a form provided by the OCS) will be submitted to the Diocesan Office of Catholic Schools (OCS) within five (5) working days following the complainant's receipt of the Level Two decision or the expiration of the time for issuance of such decision.
- b. The record for the Level Three Consideration will consist of all materials submitted at Levels One and Two plus a written statement setting forth with specificity the reason(s) for dissatisfaction at Levels One and Two.
- c. The OCS **will meet with the complainant within** ten (10) working days from the date the written appeal is received. The OCS will make a reasonable effort to schedule a **conference at a time agreeable to all parties**. At this conference, the OCS will hear the appeal and review the materials presented at Levels One and Two as well as any other information it deems relevant.
- d. The OCS will may affirm the decision of the LSAC or take other action(s) deemed appropriate, which will be final, for all purposes.

PROCEDURE:

The statement below will be inserted in the school's Parent/Student Handbook. It replaces all other references to the Appeals Process.

APPEALS PROCESS

Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian by meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school related policy, only then may the parent or guardian institute a formal complaint. A formal complaint must be in writing and must be received in five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Diocese's current ***Complaint Procedure for Students and Parents*** for further details (*see [APPENDIX 5](#)*). Also, please note that current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal complaint within the Catholic schools of the Diocese of Victoria.

The Catholic Diocese of *Victoria in Texas*



Office of Catholic Schools **Policy and Procedures**

Section 6000: Curriculum & Instruction

Reviewed and Promulgated on May 12, 2019

The Most Reverend Brendan J. Cahill, S.T.D., Bishop of The Diocese of Victoria in Texas

Section 6000 – Curriculum & Instruction

6110 - School Calendar

Each school is required to prepare its own school calendar for approval by the Superintendent of Schools. As much as possible, schools will attempt to synchronize their calendars with the local Independent School Districts to minimize transportation and other problems for parent(s)/guardian(s).

Once approved, a copy of the calendar will be filed in the office of the Superintendent of Schools on or before May 1st. The Superintendent of Schools must authorize any deviations from that official calendar.

6110.1 - School Calendar Requirements

Principals will submit the school calendar to the Superintendent of Schools on the form specified by the Office of Catholic Schools by May 1st. The calendar requires approval by signature of the pastor, if applicable.

All schools must complete the minimum number of teaching and in-service days required by the Texas Catholic Conference of Bishops Education Department.

The school calendar will also include inclement weather days (also known as bad weather days). Principals may use the services of the public media to announce school closings. When possible, school closings in weather related incidents in the Catholic schools should correspond with closings in the local public-school districts.

If inclement weather days are not needed, they may be taken as school holidays or as in-service days for the staff.

Schools **may not** take additional days or dismiss classes early without the expressed authorization of the Superintendent of Schools. Authorization will be given as stipulated on the school calendar and for extraordinary circumstances.

6111 - School Day

The customary length of the school day in Texas Catholic Conference accredited schools is seven hours.

The number of instructional days and hours of instruction is specified by Texas Catholic Conference of Bishops Education Department policy.

Each full-time teacher actively engaged in the instruction of students shall have at least 45 minutes within the scheduled school day for planning and preparation.

Students shall be supervised at all times. This includes, but is not limited to, all class periods, lunch, recess, and activity periods.

6111.1 - Early Dismissal

Catholic schools of the Diocese of Victoria are permitted a maximum of 10 early release days per school term. These days will be designated on the official school calendar, which is approved by the Local School Advisory Council and submitted to the Office of Catholic Schools by May 1, before the school term begins.

A school day is considered an early release day when arrival and/or dismissal of students is scheduled so as to shorten the day to less than the regular 7 hours but more than the minimum requirement for a full day of 4 hours of instruction.

6112 - Ceremonies and Observances

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

Schools will prominently display the flags of the United States of America and Texas flag, when school is in session. The salute to the flag will be conducted daily.

6310 - Objectives of the Instructional Program

Each Local School Advisory Council will approve the philosophy of education and mission statement for its Catholic school. A copy of the school's philosophy and mission statement will be incorporated into both parent/student and faculty handbooks.

The instructional program will be in accord with:

1. Goals for Catholic School Education in Texas;
2. The school's own long-range plan in accordance with the Texas Catholic Conference of Bishops Accreditation Commission Guidelines; and
3. The school's own philosophy of education.

6320 - Curriculum

All schools will provide courses as described in Texas Catholic Conference of Bishops Accreditation Commission requirements and will offer electives in accord with students' needs and the availability of qualified staff.

A time schedule for each subject area is specified in the Texas Catholic Conference of Bishops Education Department's *Guide to Quality and Effectiveness*.

Texas Catholic Conference of Bishops Education Department encourages school faculties to plan innovative programs. These planned integrated programs may contain a time schedule different from the customary requirement. These special programs will be based on goals and objectives that improve the education of students. The principal of a school planning special programs may request a letter of endorsement from the Superintendent of Schools by submitting an outline of the program along with the goals and objectives. After a specified time, the principal, in consultation with the faculty, will evaluate the quality of the program. The results of this evaluation will be shared, in writing, with the Superintendent of Schools.

6330 - Curriculum Guides (Curriculum Monitoring Documents)

The curriculum consists of all learning experiences of the child that come under the supervision of the school. These experiences must be planned and organized to meet the school's educational goals and to help each student to become a self-supporting and contributing member of society and the Catholic Church.

In addition to Catholic religious education, the schools of the Diocese of Victoria will include, in their curricula, the Texas Catholic Conference of Bishops Accreditation Guidelines and the requirements of the State of Texas.

Instruction in all schools shall be in accord with the Curriculum Guides approved by the Office of Catholic Schools.

The Catholic Schools of the Diocese of Victoria will use the curriculum guides (monitoring documents) based on those approved for use in the Diocese of Victoria.

6331 - Substitution of Private or Commercially-Sponsored Programs for Required Physical Education

High schools in the Diocese of Victoria may allow a student to substitute certain physical activities for the one required credit of physical education, including the one-half credit of Foundations of Personal Fitness. The substitutions must be based on the physical activity involved, i.e., drill team, marching band, and cheerleading during the fall semester; athletics; and Dance I-IV.

High schools may also award up to one credit for physical education for appropriate private or commercially-sponsored physical activity programs conducted on or off campus. The school must apply to the Diocesan Superintendent of Schools for approval of such programs, which may be substituted for graduation credit in physical education. Such approval may be granted under the following conditions:

- Olympic-level participation and/or competition include a minimum of 15 hours per week of highly intense, professional, supervised training.
- The training facility, instructors, and the activities involved in the program must be certified by the Diocesan Superintendent to be of exceptional quality.
- Students qualifying and participating at this level may be dismissed from school one hour per day, providing the missed class is physical education.
- Students dismissed may not miss any class other than physical education.

Private or commercially-sponsored physical activities include those certified by the Diocesan Superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

A student may not earn more than one credit in physical education toward graduation requirements.

PROCEDURE:

Olympic competition/participation or private or commercially-sponsored physical activity programs, in which students participate in intensive training above and beyond that of regular physical education classes, may be substituted for physical education credit.

The school may apply to the Diocesan Superintendent for the *Outside Physical Education Credit Application* which addresses Olympic competition/participation or private or commercially-sponsored physical activity programs to be substituted for physical education credit for students.

Program approval is for a three-year period beginning with the effective date on the approved application. Schools that wish to continue activity programs past the three-year approval period should apply 60 days in advance. Schools that change programs from the description approved should submit new applications.

Approval shall be requested for programs that provide the following activities: dance, gymnastics, swimming, diving, and figure skating.

To qualify for substitution, the program must meet these criteria:

1. Each program shall require the student to participate a minimum of 80 clock hours for each one-half unit of credit awarded.
2. Olympic competition/participation or private or commercially-sponsored physical activity programs shall submit a letter of application for credit substitution to the school principal. The application shall have attached a description of the program for which approval is requested. The description shall identify, by semester, the number of days and hours students will participate, qualifications of instructors, AND SHOULD DESCRIBE STUDENT WORKOUT SCHEDULES.

3. The principal shall submit required applications and necessary documentation to the Diocesan Superintendent of Schools no later than June 30th in order to receive approval for the new school term.

After programs have been approved, parents, who have not already done so, will request the substitution in writing to the principal.

6332 - Education in Human Sexuality

Each school will develop a program of education in Catholic Christian human sexuality and family living appropriate to the age and maturity of the students. This program shall be described in the parent/student handbook; examples include Family Life (Benziger), Faith, Family & Friends (NCEA), Theology of the Body.

This instruction will be based on, and in accordance with, the United States Conference of Catholic Bishops (USCCB) Guidelines entitled *Human Sexuality; A Catholic Perspective for Education and Life-Long Learning*, the General Directory for Catechesis, and the Catechism of the Catholic Church.

Parents are to be made aware that their children are receiving this instruction and will be invited to participate in the educational process.

PROCEDURE:

Education in human sexuality may be integrated into the religion curriculum of the school as provided by the Religion Curriculum Guide of the Diocese of Victoria. Such education may also qualify for Article 12 of the USCCB Chapter for the Protection of Children and Young People.

6333 - Interscholastic Sports

Participation in interscholastic sports contests is optional for each school. Participation is by decision of the Local School Advisory Council in consultation with the Principal/Head of School.

The principal is responsible for all aspects of the program at the local level. Each of the following items of concern must be considered:

- Student Accident Insurance: All students who participate in a sports program must be insured for medical/hospital treatment under the plan specified by the Office of Catholic Schools.
- Liability Insurance: The principal will ensure that all facilities in which sports activities take place have adequate liability coverage.

- **Vehicle Liability Insurance:** The principal is responsible for ensuring that all vehicles used for the transportation of students to and from sports activities have adequate vehicle liability insurance.
- **Physical Examination:** Any student who participates in interscholastic sports must provide the school with evidence that he/she has had a complete, satisfactory physical examination.
- **Academic Achievement:** Students must maintain passing grades in all required subjects to participate in the sports program.
- **Competition:** It should be stressed that the main purpose of the contests is not “to win at all costs.” Acquiring skills, the importance of teamwork, and good sportsmanship are the primary goals of participation.

PROCEDURE:

Elementary and middle school interscholastic sports are governed by the policies and regulations of the Diocese of Victoria Athletic League (DVAL).

Secondary interscholastic sports are governed by the policies and regulations of the Texas Association of Private and Parochial Schools (TAPPS).

6410 - Class Size

Class size shall be in compliance with Texas Catholic Conference of Bishops Education Department policies and regulations. In all cases, class size is appropriate for effective teaching and learning.

In order to use school funds in a fiscally-responsible manner, the Local School Advisory Council for each school is encouraged to establish the number of students for each grade and procedures for establishing a second classroom for a particular grade.

6420 - Educational Off-Campus Outings

Educational off-campus outings are to be related to the curriculum and serve to enhance learning. Parent(s)/guardian(s) will be notified, in advance, of all such off-campus outings. Only students having signed permission forms and medical forms, specified by the Office of Catholic Schools, will be allowed to participate. The permission form and medical form shall state the curriculum objective of the off-site outing.

The principal must give approval and supervise arrangements for all educational off-campus outings ([see Policy 5214](#)).

PROCEDURE:

The school reserves the right to permit or deny a student the privilege of participation in an educational off-campus outing.

Signed permission slips and medical forms must accompany supervising personnel on field trips to provide information, in cases of emergency. A copy of the signed permission slip and medical form will be retained at the school.

The school may accept a verified signed permission slip and medical form that has been faxed or emailed from the parent/guardian.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. All diocesan transportation policies must be followed at all times (see [Diocesan Transportation Policy](#)).

For trips other than interscholastic athletics, supervision of at least two adults per twenty students is required. For trips with students in the early childhood program (3K, 4K, 5K) supervision of at least two adults per 3-5 students is recommended. All chaperones will follow Diocesan Safe Environment guidelines.

6430 - Homework

The regular assignment of homework serves as a reinforcement of skills that the students learn in class. It is an integral element of the teaching/learning process. Homework should be assigned considering students' need for rest, relaxation, and family activities.

6440 - Testing Program

All parochial schools will utilize the standardized testing program selected by the Office of Catholic Schools and will administer the test during the time frame stated on the official

Diocesan school calendar. The results of the tests are to be shared with the appropriate school personnel, parent(s)/guardian(s), and are to be recorded on the student's cumulative record card. The confidentiality of student records and assessment will be maintained at all times.

The results of standardized tests are used by school personnel to evaluate student progress, assist in the assessment of needs of the individual student, and give direction to curriculum development and enhancement.

Individual schools may use supplementary tests as needed. Diagnostic tests to identify particular learning needs may be administered to individual students.

The NCEA Assessment of Catholic Religious Education (ACRE) will be administered annually to students in grades 5, 8, and 12.

6450 - Instructional Resources

Instructional resources available in the community should be incorporated into the curriculum as much as possible to enhance the teaching-learning process.

Each school shall maintain a well-organized library and/or media center for use of the students and staff. This center is to be in accord with the Texas Catholic Conference of Bishops Education Department accreditation policies and regulations.

6451 - Wellness Policy for Catholic Schools

PREAMBLE:

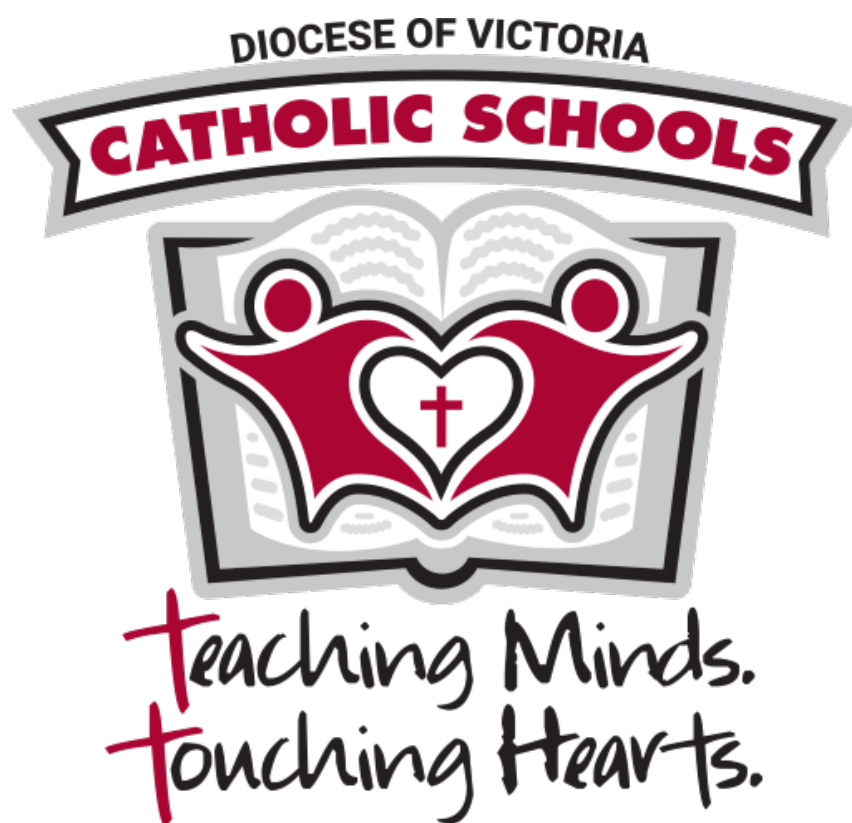
Catholic tradition teaches us that our bodies are the temples of the Holy Spirit and need to be respected and nurtured as such. As educators we must do all in our power to advance this tradition of respect and care for our bodies both for ourselves and our students.

Our Catholic schools are committed to equip the students under our care with the awareness, knowledge, skills and attitudes necessary to make life long healthy choices. Our schools will strive to create environments that promote healthy eating choices and more focused physical activity. Our cafeterias, classrooms, and all school-related activities will provide clear and consistent messages that encourage respect and care for our bodies as God's gifts to us.

See [APPENDIX 1](#) for procedure and additional details.

APPENDIX ONE

Office of Catholic Schools Handbook of Policies and Procedures





Appendix 1
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS
Wellness Policy

The Catholic Schools of the Diocese of Victoria are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and ability to learn by supporting health eating and physical activity, the school will:

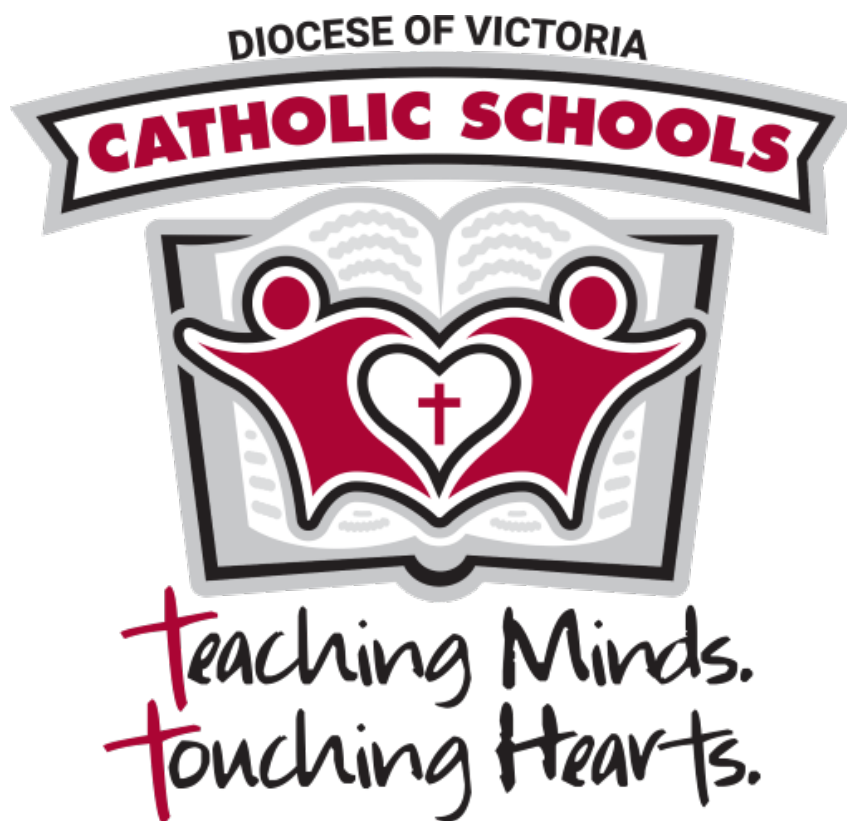
- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school. (*See [Texas Child Nutrition Policies and Programs](#).*)
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Appoint a Wellness Committee to annually evaluate compliance with the wellness policy and local school goals.

Diocesan Wellness Committee

The Diocesan School Advisory Council will establish a Wellness Committee to serve as a resource to the Council to develop, implement, review, and as necessary, revise the wellness policy and implementation guidelines. This committee will include representatives of school and community, specifically: a parent; students from elementary and secondary schools; a school cafeteria manager; a member of the Diocesan School Advisory Council; a school administrator; a teacher; and, a health care professional.

APPENDIX TWO

Office of Catholic Schools Handbook of Policies and Procedures





Appendix 2
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS
Catholic School Principal Job Description and Core Competencies

I. Role of the Principal as Leader

A. Area of Responsibility: Leadership

1. Demonstrates symbolic and cultural leadership skills in developing a school climate reflecting Catholic identity
2. Applies a Catholic educational vision to the daily activities of the school
3. Promotes healthy staff morale
4. Recognizes and fosters leadership ability among staff members
5. Interprets and uses research to guide action plans
6. Identifies and effects needed change
7. Attends to personal growth and professional development

B. Area of Responsibility: Curriculum and Instruction

1. Demonstrates a knowledge of the content and the methods of religious education
2. Knows of the development stages of children and youth
3. Recognizes and provides for cultural and religious differences
4. Provides leadership in curriculum development, especially for the integration of Christian values
5. Demonstrates an understanding of a variety of educational and pedagogical skills
6. Supervises instruction effectively
7. Demonstrates an understanding of effective procedures for evaluating the learning of students
8. Demonstrates the ability to evaluate the general effectiveness of the learning program of the school

II. Role: The Principal as Spiritual Leader

A. Area of Responsibility: Faith Development

1. Nurtures the faith development of faculty and staff through opportunities for spiritual growth
2. Ensures quality Catholic religious instruction of students
3. Provides opportunities for the school community to celebrate faith
4. Supports and fosters consistent practices of Christian service

B. Area of Responsibility: Building Christian Community

1. Fosters collaboration between parish and school
2. Recognizes, respects and facilitates the role of parents as primary educators
3. Promotes Catholic community

C. Area of Responsibility: Moral and Ethical Development

1. Facilitates the moral development and maturity of children, youth, and adults
2. Integrates Gospel values and Christian ethics into the curriculum, policies, and life of the school

D. Area of Responsibility: History and Philosophy

1. Knows the history and purpose of Catholic schools in the United States
2. Utilizes church documents and Catholic guidelines and directives
3. Develops and implements statements of school philosophy and mission, which reflect the unique Catholic character of the school

III. Role: The Principal as Managerial Leader

A. Area of Responsibility: Personnel Management

1. Recruits, interviews, selects, and provides an orientation for school staff
2. Knows and applies principles of adult learning and motivation
3. Knows and applies the skills of organizational management, delegation of responsibilities, and communication skills
4. Uses group process skills effectively with various school committees
5. Manages conflicts effectively
6. Evaluates staff

B. Area of Responsibility: Institutional Management

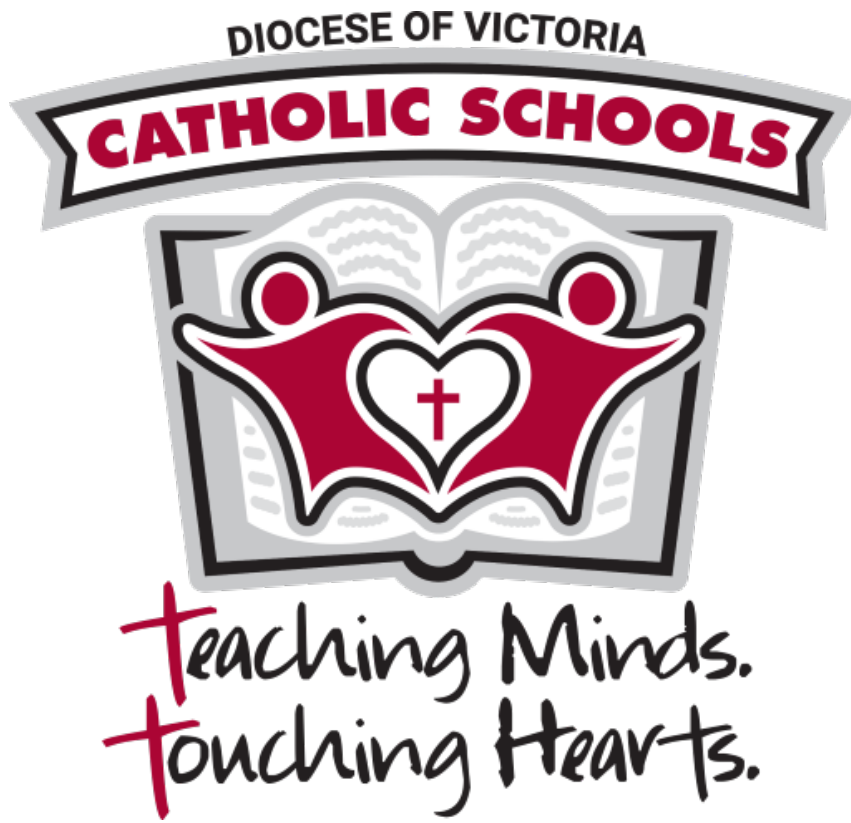
1. Provides for an orderly school environment and promotes student self-discipline
2. Understands Catholic school governance structures and works effectively with school councils
3. Recognizes the importance of the relationship between the school and the diocesan office
4. Recognizes the importance of the relationship between the school and religious congregation(s)
5. Knows civil and canon law as it applies to Catholic schools
6. Understands state requirements and government funded programs
7. Understands the usefulness of current technologies

C. Area of Responsibility: Finance and Development

1. Demonstrates skills in planning and managing the school's financial resources toward developing and monitoring an annual budget
2. Understands the basic strategies of long-range planning and applies them in developing plans for the school
3. Provides for development in the broadest sense, including effective public relations programs (parish, church, and broader community)
4. Seeks resources and support beyond the school (and parish)

APPENDIX THREE

Office of Catholic Schools Handbook of Policies and Procedures





The Catholic Diocese of *Victoria in Texas*

Appendix 3 Part A- Adult/Child Driver Information Form (Includes articles)

Name of Driver	Birthdate
Address	
City/St/Zip	
Phone: ()	Cell Phone: ()
Driver's License Number:	State Issuing: Expiration Date:
Year and Make of Vehicle:	Model:

If owner different than above-named individual, please complete this section. If owner is the same, skip this section.

Vehicle to be used (information to be provided for each vehicle used)

Name of Owner
Address
City/St/Zip
Phone: ()
Cell Phone: ()

I acknowledge that I have received a copy of the Summary of the Diocesan Transportation Policies. I am enclosing a copy of my insurance declarations page indicating compliance with the minimum amount of insurance coverage required.

For transportation of Adults and Children, the required insurance amount is 100/300/50.

Signature of Driver	Date
---------------------	------

Office information:

This information is considered sensitive and should be securely stored, accessible only to authorized personnel. This form is to be updated annually and remain in parish/school files.

APPENDIX FOUR

Office of Catholic Schools Handbook of Policies and Procedures





Appendix 4

Fundraising Policy and Guidelines

“What we have in the way of possessions, resources, and abilities have been entrusted to us by God. We are called to act as stewards of God’s kingdom.”
Genesis 1:26

(1) A fundraiser:

- a. Is defined as any effort to sell a product, provide a service, or solicit donations of cash or goods and/or in-kind donations for the purpose of raising money for a cause, charity or non-profit organization. It includes outright requests for cash or cash equivalents (stock, gift certificates, etc.), goods, in-kind-contributions, raffles, and sale of goods.
- b. Highlights the specific mission, importance, and needs of the organization which is raising the funds.
- c. Builds community within the parish/school and enthusiasm for its ministries.
- d. Addresses the essential needs of the parish/school and/or represents the identity and mission of the parish/school (e.g., ministry, Catholic education).

(2) Need and purpose of policy and guidelines:

The parish, school, outreach, faith formation, and child & youth ministries each host numerous ministry activities critical to support our mission. The policy and guidelines serve to:

- a. Encourage future donations.
- b. Manage number of events.
- c. Minimize conflicting schedules.
- d. Reduce feeling by parishioners and community members of being over-solicited (this includes companies/businesses – bulletin ads, auctions, etc.).
- e. Encourage long range planning for all ministries.
- f. Ensure that the purpose and outcome are transparent to parish and donors.
- g. Promote an organized fundraising environment.
- h. Coordinate fundraising events with the Liturgical Year.
- i. Ensure sacrificial giving is the primary source of income for all operating groups.
- j. Promote a relationship of trust between donor and fundraising group:
 - o Funds collected are used for their intended purposes;
 - o Funds collected are not absorbed by excessive fundraising costs.
- k. Ensure a consistent and fair procedure for approving all fundraising activities both
 - o Existing (recurring events and activities) and
 - o New

- l. Ensure practices and communications demonstrate honesty, accountability, and respect for donors.
- m. Ensure that state and local laws are followed.
- n. Ensure that all receipts are handled and accounted for in accordance with internal financial controls of the Diocese of Victoria.

(3) Who/What is covered under the policy and guidelines:

- a. Any group or individual who is asking to sell a product, provide a service or solicit donations of cash, goods or in-kind donations on behalf of the Diocese of Victoria, or its affiliated parishes/schools
- b. The school/parish when asking to solicit to the parish as a whole (does not include solicitation events where the school/parish is only soliciting school or parish families)
 - a. These include any off-site locations where the purpose is to obtain additional funding for the organization; e.g., restaurants, parks or other places of business.
- c. Fundraising for the benefit of a specific individual or family mission trip will not be sponsored by the Diocese of Victoria
- d. External non-profit organizations requesting a special collection of specific parishioners, e.g., Knights of Columbus

Policy:

1. The DOV Office of Business and Finance—coupled with the parish/school and their HSA or LSAC—will approve all requests.
2. Approval needs to be completed prior to event.
3. Days exempt from fundraising
 - a. Palm Sunday
 - b. Easter Sunday/Holy Week
 - c. Christmas Eve
 - d. Christmas Day
 - e. Sacramental weekends – Confirmation, 1st Communion, etc. (Baptism weekends are permitted)
 - f. All other Holy Days
4. All contracts need to be signed by the pastor, principal, and/or a trustee of the parish.
5. All fundraisers are to be conducted in such a manner as to include confidentiality and, where necessary, to meet the requirements under the IRS code for charitable contributions.
6. Handling of cash/inventory collected:
 - a. All cash will be deposited in the parish/school checking or savings account.
 - b. Cash/receipts cannot be taken home. They must be placed in a parish safe in a tamper-evident bag daily.
7. Deposits must be completed by two volunteers who will sign off and turn them into the parish/school office. If the event involved inventory (e.g., trash bags, candy bars), a detailed reconciliation of inventory on hand, inventory in process, inventory sold, and sales proceeds received shall be maintained by organization/committee responsible.

8. Disbursement of cash/items:
 - a. Check requests/invoices for expenses will be turned into parish/school/DOV Office of Business and Finance ASAP. They must be approved by the DOV liaison the committee/organization has been assigned.
 - b. If final proceeds are to be sent to an organization outside of parish, e.g., Catholic Charities, the DOV liaison will complete the check request.
 - c. Paying for expenses using the 'cash' from the fundraiser, (i.e., taking money from cash box to pay for bread needed at last minute from store) is not allowed. If a time arises that more supplies are needed at the last minute, ask the staff liaison what to do or use personal funds and request reimbursement.
9. Bingo/Raffles – must follow the Texas code for gaming events and diocesan policies. All appropriate federal and state forms will be filed by the school/parish office.
10. Permission must be obtained for the distribution of alcoholic beverages, raffles and/or noise variance. The DOV Office of Business and Finance will determine if a liquor license/permit application is required. Refer to the liquor liability from Catholic Mutual: [Catholic Mutual Liquor Liability](#)

Development and Fundraising

State and federal laws regulate fundraising activities by charitable organizations, especially those activities that are considered gaming, such as bingo, raffles, and casino nights. Registration or licensing is required for certain activities, such as conducting a capital campaign or running a bingo game or a casino night. Often violations of the fundraising laws are subject to criminal penalties. All locations engaging in fundraising must follow all applicable laws and regulations.

Capital Campaigns

A capital campaign is designed to raise significant funds for a restricted purpose such as construction, real estate acquisition, or other major projects. Prior to beginning a capital campaign, locations and any DOV department shall notify and obtain approval from the moderator of the curia, the Office of Catholic Schools and/or the DOV Office of Business & Finance, and the regional bishop. Locations and any diocesan department may retain a consultant to assist in determining the feasibility of conducting a fundraising campaign. Locations and any diocesan department must ensure that the consultant is registered with the State of Texas and that the contract meets state regulations. Locations and any diocesan department must submit all fundraising counsel contracts to the Office of Catholic Schools and/or the DOV Office of Business & Finance for review. Locations and any diocesan department, after consultation with the Office of Catholic Schools and/or the DOV Office of Business & Finance, may employ individuals to prepare a feasibility study and conduct capital campaigns as part of their staff, provided that the individual hired is directly involved in soliciting funds.

For building or construction projects, the process begins many months or years before the campaign. The process starts when locations and any diocesan department begin conceptual planning or feasibility studies for a proposed project or master plan. Locations and any diocesan department shall:

- Notify and obtain approval from the regional bishop, moderator of the curia, and the Office of Catholic Schools and/or the DOV Office of Business & Finance of the wish to start any capital fundraising campaign, identifying financial goals and funding objectives, such as the budgetary costs for the project.
- Outsource the preparation of the feasibility study to a state-registered capital campaign and fundraising consultant or self-prepare a feasibility analysis using a financial construction cash flow model and template available from the Office of Catholic Schools and/or the DOV Office of Business & Finance.
- Submit the completed outsourced or self-prepared feasibility study to the chief financial officer.
- Have location representatives meet with the chief financial officer and the Office of Catholic Schools and/or the DOV Office of Business & Finance (if required during the initial review process).

If a loan is required, locations and any diocesan department must follow the loan requirements in the from the DOV Office of Business & Finance.

Carnivals and Festivals

Many city, county, and state laws, ordinances, and regulations apply to the types of activities conducted at carnivals or festivals.

For instance, if alcoholic beverages are served, the location must obtain the proper license from the Office of Business & Finance/Texas Alcoholic Beverage Commission (TABC). If food is served, contact the department of public health for appropriate food vending permits. See also the [Parish Festival Guidelines Document from Catholic Mutual](#). Police and fire department permits may also be required.

Scrip

Scrip programs may benefit locations by offering a very small percentage of commission on the total volume of scrip sold. Scrip comes in the form of a prepaid gift card for a variety of vendors. When evaluating whether to begin or continue a scrip program, locations should consider:

- The cost of purchasing the scrip
- The cost of paying staff to administer the program
- The taxes that may be due if scrip is sold online
- The continuing risk of theft, fraud, and loss

If a location undertakes a scrip program, it must establish safeguards and be assured of the integrity of the scrip company. Scrip should never be given to parents/guardians, parishioners, or volunteers to sell without proper safeguards, training, and supervision. Refer questions about

scrip sales to the DOV Office of Business & Finance.

A scrip program requires controls for:

- Ordering by purchasers
- Depositing purchasers' checks
- Ordering scrip from the scrip company
- Matching and distributing scrip gift cards

Specific rules for scrip management include:

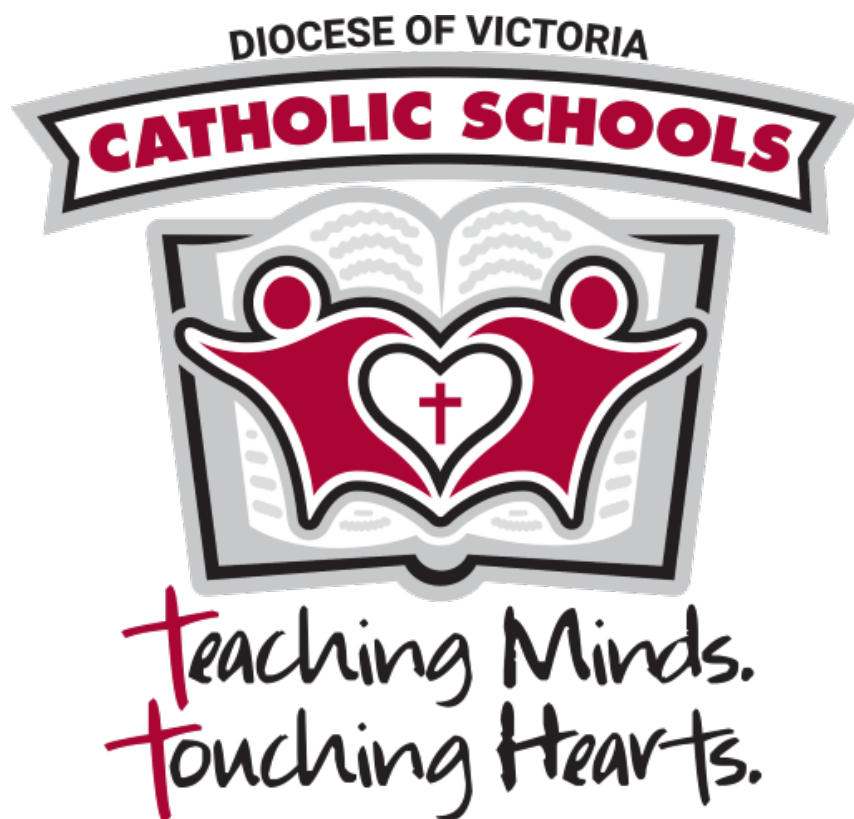
- Storing scrip in a secure, locked, fire-resistant cabinet or safe;
- Logging the scrip purchases made by the location either electronically (e.g., in an Excel spreadsheet) or manually for each vendor by a unique identifying code or number of each scrip or gift card;
- Checking off which scrip is sold by each identifying code or number; and
- Recording the name of the purchaser.

Locations participating in a scrip program should establish a separate scrip account with the same required signatures as the location account. Scrip companies frequently require direct withdrawal arrangements through ACH (automatic clearing house) accounts. However, if a scrip company is not financially stable, an ACH account enables the company to take funds and not deliver scrip.

Locations that are considering scrip programs or are incurring problems with their scrip providers must consult with the DOV Office of Business & Finance.

APPENDIX FIVE

Office of Catholic Schools Handbook of Policies and Procedures





Appendix 5
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS
Student/Parent Complaint Process *Request for Complaint Conference*

Student Name _____ Grade _____

Parent/Guardian _____ Date _____

Requesting Hearing _____ Filed _____

Name of School _____

INFORMATION OF PARENT/GUARDIAN REQUESTING HEARING

Home Address _____ City/Zip _____

Home phone/cell phone _____

CITE SPECIFIC SCHOOL POLICY ALLEGEDLY VIOLATED (EXPLAIN IN DETAILS):

PLEASE DESCRIBE THE COMPLAINT. STATE REASON FOR FILING, DATE OF OCCURRENCE AND NAME(S) OF THE PERSON(S) ABOUT WHOM YOU ARE COMPLAINING.
ATTACH ADDITIONAL PAGES IF NEEDED.

PLEASE STATE THE OUTCOME YOU EXPECT FROM THIS CONFERENCE.

LEVELS OF COMPLAINT PROCESS:

School shall provide parent/guardian with copy of diocesan policy 5500, which details process.

LEVEL ONE – Principal
LEVEL TWO – Local School Advisory Council
LEVEL THREE - Diocesan Catholic School Office
(only as provided by policy procedures)

Parent/Guardian signature _____ Date: _____

School representative receiving complaint form _____ Date: _____

Request to withdraw appeal/complaint:

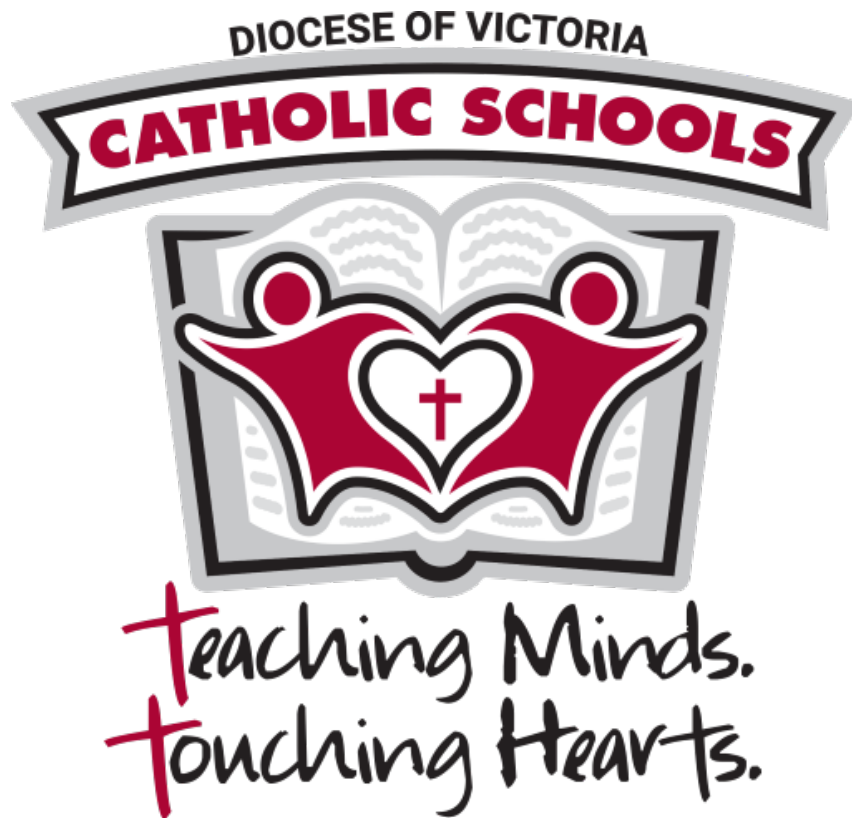
Date of withdrawal _____

Signature of person withdrawing complaint _____

School representative receiving withdrawal
Revised September 2020

APPENDIX SIX

Office of Catholic Schools Handbook of Policies and Procedures





Appendix 6
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS
Exemption from Immunization(s) for Medical Reasons

Date: _____
(Must be renewed annually unless physician indicates lifelong condition exists.)

Name of Patient: _____ Age of Patient: _____

Name of School: _____

Address of School: _____

On _____ I, the undersigned physician, examined the Patient named above.

Based on my examination, it is my judgment that the Patient will face the following serious health risk(s) if the Patient receives the following vaccination(s).

Identify Vaccination(s): _____

Identify Serious Health Risk(s):

☐ The Patient has the following allergy to the vaccination(s) listed above: _____
_____ and will suffer the following severe allergic reaction if the Patient receives the vaccination: _____

☐ I have diagnosed the Patient with the following immunodeficiency: _____
_____ and if the Patient receives the vaccination the Patient will face the following serious health risk: _____

☐ I have diagnosed Patient with the following neurological disorder: _____
_____ and if the Patient receives the vaccination the Patient will face the following serious health risk: _____

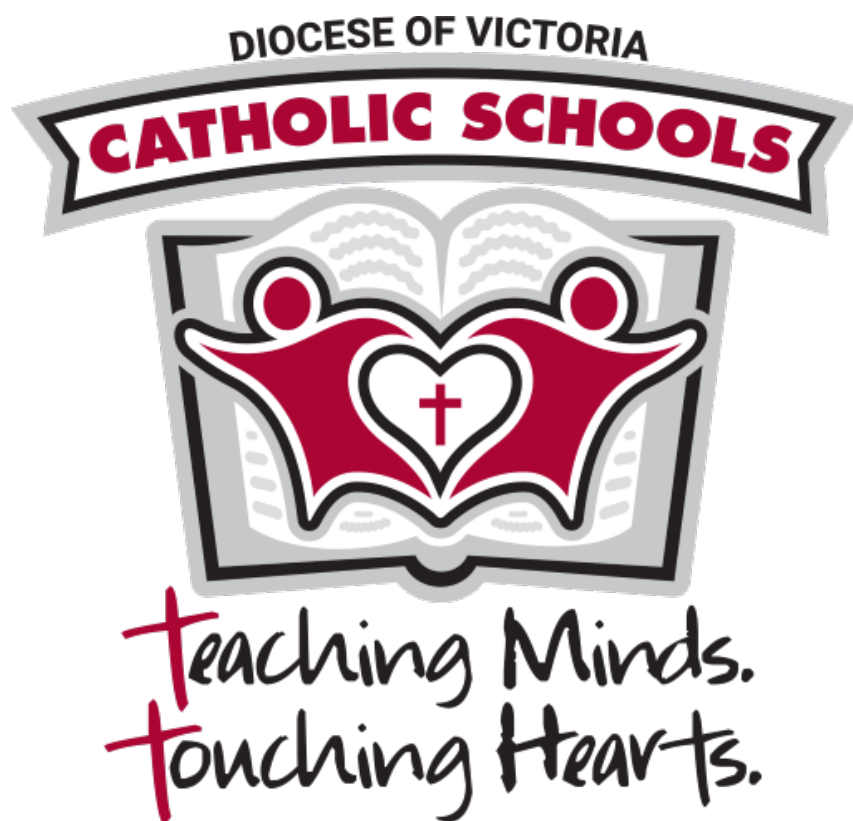
It is also my judgment that admitting the Patient to the School named above will pose no serious health risk to the rest of the school community, children, or staff.

(Signature of Physician)

Printed Name: _____

APPENDIX SEVEN

Office of Catholic Schools Handbook of Policies and Procedures





Appendix 7
EMPLOYEE GRIEVANCE FORM
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS

LEVEL ONE – PASTOR/SUPERIOR/BOARD

*Any employee filing a complaint must fill out this form completely and submit it to his or her principal or immediate supervisor. All complaints will be processed in accordance with the **Handbook of Policies and Regulations for Catholic Schools of the Diocese of Victoria**.*

1. **Name:** _____

2. **Position/campus:** _____

3. **Please state the date of the event or series of events causing the complaint:**

4. **Please state your complaint, including the individual harm alleged.**

5. **Please state specific facts of which you are aware to support your complaint (list in detail).**

Please state the remedy you seek for this complaint.

7. **To whom are you presenting this *grievance form*?** _____

Employee Signature

Date Submitted



**EMPLOYEE GRIEVANCE FORM
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS**

LEVEL TWO – SUPERINTENDENT

*Any employee filing a complaint must fill out this form completely and submit it to the **Superintendent of Schools**. All complaints will be processed in accordance with the **Handbook of Policies and Regulations for Catholic Schools of the Diocese of Victoria**.*

1. **Name:** _____
2. **Position/campus:** _____
3. **Please state the date of the event or series of events causing the complaint:**

4. **Please state your complaint, including the individual harm alleged.**

5. **Please state specific facts of which you are aware to support your complaint (list in detail).**

6. **Please state the remedy you seek for this complaint.**

7. **To whom are you presenting this grievance form?** _____

Employee Signature

Date Submitted

DATE OF DECISION OR EXPIRATION OF TIME AT LEVEL ONE



**EMPLOYEE GRIEVANCE FORM
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS**

LEVEL THREE – DIOCESAN SCHOOLS GRIEVANCE COMMITTEE

*Any employee filing a complaint must fill out this form completely and submit it to the **Diocesan Schools Grievance Committee**. All complaints will be processed in accordance with the **Handbook of Policies and Regulations for Catholic Schools of the Diocese of Victoria**.*

1. **Name:** _____
2. **Position/campus:** _____
3. **Please state the date of the event or series of events causing the complaint:**

4. **Please state your complaint, including the individual harm alleged.**

5. **Please state specific facts of which you are aware to support your complaint (list in detail).**

6. **Please state the remedy you seek for this complaint.**

7. **To whom are you presenting this *grievance form*?** _____

Employee Signature

Date Submitted

DATE OF DECISION OR EXPIRATION OF TIME AT LEVEL TWO



**EMPLOYEE GRIEVANCE FORM
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS**

LEVEL FOUR – REVIEW BY THE BISHOP

Any employee filing a *Review by the Bishop* must submit a formal written request. You may use this form to present your formal request or submit a letter of explanation of your grievance. All complaints will be processed in accordance with the *Handbook of Policies and Regulations for Catholic Schools of the Diocese of Victoria*. Attach additional pages as needed.

1. **Name:** _____

2. **Position/campus:** _____

3. **Please state the date of the event or series of events causing the complaint:**

4. **Please state your complaint, including the individual harm alleged.**

5. **Please state specific facts of which you are aware to support your complaint (list in detail).**

6. **Please state the remedy you seek for this complaint.**

7. **To whom are you presenting this *grievance form*?** _____

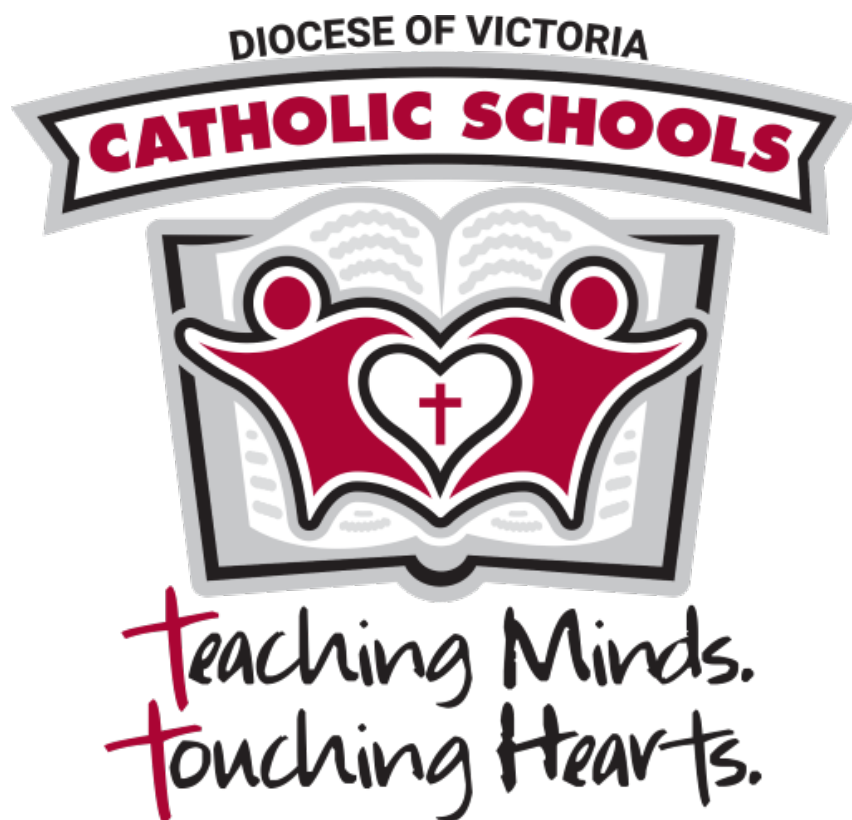
Employee Signature

Date Submitted

DATE OF DECISION OR EXPIRATION OF TIME AT LEVEL THREE

APPENDIX EIGHT

Office of Catholic Schools Handbook of Policies and Procedures





The Catholic Diocese of
Victoria in Texas



APPENDIX 8
DIOCESE OF VICTORIA
OFFICE OF CATHOLIC SCHOOLS
1505 E. MESQUITE LANE ~ VICTORIA, TX 77901

E M P L O Y M E N T A P P L I C A T I O N

****THIS IS A SAMPLE** NOT TO BE USED FOR EMPLOYMENT****

****REFER TO OCS WEBSITE FOR MOST UP-TO-DATE APPLICATION AND REFERENCE FORMS****

PLEASE READ BEFORE COMPLETING THIS APPLICATION the School / Parish / Diocese does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, sex, national origin, marital status, disability, age, or veteran status. By law, church organizations are exempt from the provisions prohibiting consideration of an individual's religious preferences in hiring or termination decisions. Additionally, in accordance with Canon Law, an individual's gender may be a determining factor for employment in the role of clergy or other pastoral positions. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

PLEASE PRINT OR TYPE (USE BLACK OR BLUE INK)

Name _____
Last First Middle

Address _____
Street City State Zip Code

Home Phone _____ Business Phone _____ SS # _____

Position(s) applying for: ☐ Principal ☐ Asst. Principal ☐ Teacher ☐ Other _____
(please specify) ☐ Elementary ☐ Secondary

If the position you are seeking requires membership in a Catholic parish or faith community (as indicated in the minimum requirements for the position), please identify your parish/community:

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of employment eligibility will be required upon employment.)

☐ Yes ☐ No

Have you ever been arrested or charged with a crime? ☐ Yes ☐ No

If yes, please identify when, where, and the reason for the arrest/charge?

Have you ever been convicted of a felony or a crime of moral turpitude? ☐ Yes ☐ No

If yes, please explain: (Please note that an affirmative response to the above question will not necessarily bar you from employment.)

NOTE: *Applicants will be subject to a background check for criminal record and must be approved by the Diocese of Victoria before being employed in a Catholic school.*

Are you at least 18 years old? ☐ Yes ☐ No

How did you hear of this opening? _____

EDUCATIONAL HISTORY

	Name and Address of School	Major(s)/Minor(s)	Year of Graduation	Diploma/Degree
High School				
College				
College				

LIST ALL VALID TEACHING CERTIFICATES

State	Type & Number	Areas of Certification	Expiration Date

OTHER TRAINING/EDUCATION/SKILLS

PREVIOUS EXPERIENCE/EMPLOYMENT HISTORY

Please list name, address, and phone number of previous employments, military, or volunteer experience, with the most recent experience first. *(Attach additional sheets, if needed.)*

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		

Name known by (if different than present name) _____		

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		

Name known by (if different than present name) _____		

Name of Organization _____	From _____	To _____
Address _____		
Phone Number _____	Principal/Supervisor _____	
Job Title _____	Reason for Leaving _____	
Duties and responsibilities of position _____		

Name known by (if different than present name) _____		

The employers listed above will be contacted unless you indicate otherwise, on the lines provided below:

Name of employer(s) _____

Reason: _____

REFERENCES

Give names, addresses, and telephone numbers of *three* professional references and *one* character reference (preferably your pastor) who are not related to you:

Name	Street Address	City/State/Zip	Phone
Character Reference:			

RESIDENTIAL HISTORY

Have you lived in your current residence for 5 or more years? ☐ Yes ☐ No If no, please complete the following:

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

ADDITIONAL INFORMATION

Please answer the following 3 questions:

1. What are the strengths you bring to the position for which you are applying?

2. Why would you like to work in a Catholic school? Please be specific.

3. What is your philosophy of education?

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am employed, false or misleading statements, given on my application or during my interview(s), may result in my immediate discharge.

I authorize an investigation of statements contained in this application to allow the employer to make a hiring decision.

Date _____

Applicant's Signature _____

Please visit www.victoriadiocese.org/catholic-schools for minimum requirements for positions in the schools of the Diocese of Victoria. (Click on *School Employment Opportunities*; then click on *Employment Application*.) *NOTE: Your application must also include the professional and personal references that are found in fillable format, for your convenience.*

Completed application, letter of interest/resume, official transcripts, references, etc., should be sent to:

John E. Quarry, Ed. D.
Superintendent of Schools
Diocese of Victoria
P. O. Box 4070
Victoria, Texas 77903-4070
or email to: jquarry@victoriadiocese.org

**Applications are kept on file for one year.*