

**Policies**

**For**

**Catholic Schools**

**Diocese of Lexington**

Originally Published, September 2011  
Last Revised, June 2025

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# DIOCESAN SCHOOL COUNCIL POLICIES

## **1000 Governance**

### **1001 Diocese**

#### **1001.1 Role of Bishop**

The Bishop of a diocese has the ultimate authority and responsibility for Catholic education. In parish schools the Bishop delegates the responsibility for Catholic education to the pastoral leadership of the parish.

#### **1001.2 Role of Secretariat for Catholic Schools/Secretary**

The Bishop delegates responsibility for the administration of the schools to the Secretary for Catholic Schools.

#### **1001.3 Diocesan Council**

The Diocesan School Council is an advisory council appointed by the Bishop. Its purpose is to recommend policies to the Bishop for the governance of all schools in the diocese.

### **1002 Local School Governance Structures**

#### **1002.1 Line of Authority**

See APPENDIX A.

#### **1002.2 Local School Councils**

All schools shall have a council that includes representatives of the community served and shall be subject to the diocesan policies on education. Parish school councils are consultative to the local pastoral authority and ultimately to the Bishop. Schools that are not in a parish have a council of limited jurisdiction.

### **1003 Policies for Local School Councils**

#### **1003.1 Grade Range of Schools**

The Diocesan School Council shall advise the Bishop regarding the grade range of education that shall be provided by the various schools under its auspices in cooperation with the Superintendent of Schools. Schools in the Diocese of Lexington may include levels preschool through twelve.

- 1.** Schools that do not include all levels may expand their present program with the approval of the Diocesan School Council and the Bishop. Such approval will be granted, based on the following:
  - A.** The decision to expand the present program reflects the sentiments of the community served by the school.
  - B.** All Diocesan and State regulations will be met.
  - C.** The parish/school is financially capable of maintaining the additional grade(s) for the foreseeable future based on a financial statement.

## **DIOCESAN SCHOOL COUNCIL POLICIES**

2. Schools wishing to eliminate specific grades or to close state mandated grades must have the approval of the Diocesan School Council and the Bishop.
3. Parishes, religious orders or other groups wishing to start a Catholic school must have consulted with the Diocesan School Council and must have the approval of the Bishop.

### **1003.2 Married and/or Pregnant Students**

#### **1003.2.1 Married Students**

Each high school shall draw up written local policy and guidelines regarding married students that reflect the pastoral concerns of the Church.

#### **1003.2.2 Pregnant Students**

Each school shall draw up written local policy and guidelines regarding pregnant students that reflect the pastoral concerns of the Church.

# DIOCESAN SCHOOL COUNCIL POLICIES

## 2000 Catholic Identity and Ethics

### 2001 Catholic Nature of Schools

In keeping with the *General Directory for Catechesis* (Vatican, 1997) and the *National Directory for Catechesis* (USCCB, 2005) wherein it states that the Catholic school is a most important *locus* for human and Christian formation, each school shall have a written school philosophy and mission statement emphasizing the Catholic education and formation of students.

## 2002 Catechetical Instruction, Materials, and Interviews

### 2002.1 Religion Teacher Qualification

To teach the designated Religion Course or serve as a Religion Department Chair in an elementary or secondary school in the Diocese of Lexington, one *must* be a practicing Catholic in good standing.

### 2002.2 Formation of Religion Teachers

The Diocese of Lexington shall provide formation to all religion teachers and administrative staff involved with the Catholic Schools in our diocese.

### 2002.3 Formation Materials for Religion Teachers

The Director of Catechetical Services and the Secretary for Catholic Schools shall work directly with all teachers, administrators and pastors to provide them, as much as possible, the most accurate and timely formation materials.

### 2002.4 Catechetical Interviews for Religion Teachers

Interviews with teachers, being considered by the principal to teach the Catholic Faith, should include the diocesan Director of Catechetical Services and/or the Pastor. In schools not sponsored by a single parish, the diocesan Director of Catechetical Services and/or a priest representative from the local school council shall be included in the interviews.

## 2003 Teaching of Religion in Schools

### 2003.1 Religious Education in all Schools

All students enrolled in any school of the diocese must participate in religion classes offered by the school and in religious services of the school.

### 2003.2 Relationship of Principal and DRE/CRE

In those parishes where there is a school, the principal is responsible for the school's religious formation program. Those components that involve both in and out-of-school programs (i.e. parish sacramental programs and/or parish celebrations) are coordinated with the DRE/CRE.

## **DIOCESAN SCHOOL COUNCIL POLICIES**

### **2004 Christian Witness**

#### **2004.1 Employee / Volunteers Teaching Responsibility**

Employees/volunteers in educational programs shall not use the position entrusted to them to teach in word or deed anything contrary to what the Roman Catholic Church teaches.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **3000 Community Relations**

### **3001 Discrimination**

No one shall be refused admission to any school program within the jurisdiction of the Diocesan School Council on the grounds of race, color, sex or nationality.

### **3002 Grievance**

Any formal grievance involving educational personnel must be pursued through the Catholic Schools Office *Grievance Procedure*. See APPENDIX B.

### **3003 Engaging Religious Communities**

No pastor/local council may engage a religious community to serve the school or may dismiss the religious teaching community in a parish without the written permission of the Bishop.

### **3004 Reporting to Divorced Parents**

#### **3004.1 Rights of Parents / Legal Guardians**

All parents and legal guardians have a right to a child's educational information. The only exception to this is when a court order has denied access to a person. In cases of legal divorce, a certified copy of the sections of the Separation Agreement or Order of Dissolution, as well as any subsequent modifications of the agreement or order, as pertaining to custody, financial support and educational provisions should be on file in the school.

#### **3004.2 Access to Educational Information**

Unless otherwise decreed in the Agreement or Order, information commonly made available to parents of any other student in attendance (notices of school functions, report cards, parent-teacher conferences, etc.) shall be provided to both parents upon request.

#### **3004.3 Access to the Student**

The parent responsible for the child's physical care, with permission of the principal, has access to the child during school hours for such things as doctor or dental appointments.

### **3005 Civility and Personal Conduct**

The entire community of each Catholic School including school staff, parish staff, parents and visitors are charged with upholding Christian values and conduct. All are responsible for treating others with dignity and respect at all times. In addition, all provisions of the **Code of Pastoral Conduct** for the Diocese of Lexington shall apply to staff and volunteers in our Catholic Schools.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **4000 Administration**

### **4001 Principal**

#### **4001.1 Principals: Full or Part Time**

A school of eight (8) or more teachers shall have a principal who devotes at least half time to administration. A school of over twelve (12) full-time teachers shall have a full-time principal.

#### **4001.2 Professional Development for Administrators**

The Catholic Schools Office shall offer orientation and annual professional development programs for all administrators.

### **4002 School Day**

#### **4002.1 In Session Every School Day**

Schools will be in session every scheduled day unless such sessions are impractical from the standpoint of health and safety of students and faculty.

#### **4002.2 Number of Instructional Days**

Schools must meet the minimum number of days as required by Kentucky State Law.

#### **4002.3 Starting time of School Day**

The principal will determine the starting time of the school day.

#### **4002.4 Length of the School Day and School Term**

The length of the school day and term shall be established by the school principal in accordance with Kentucky State Law and any regulations of the school's accrediting agency, after consultation with the local school council.

#### **4002.5 School Day Interruptions**

Parents, agents and others having legitimate business with the school shall be informed to make appointments at a mutually convenient time so that classes will not be disturbed.

#### **4002.6 Professional Development Days**

Three (3) days of the school calendar must be teacher professional days.

#### **4002.7 Visitors to the School**

All visitors shall report to the School Office or the School Principal.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **4003 Student Rights, Records, and Privacy Protection**

The Catholic Diocese of Lexington is dedicated to safeguarding the privacy of all student information while adhering to federal and state laws regarding student data protection. The following policies outline procedures for managing student educational records, including the collection, storage, access, and disclosure of personally identifiable information. Furthermore, the following policies provide procedures to be followed in situations that involve federal, state, and local officials perusing requests and access of students and/or student information at any Catholic Diocese of Lexington school location.

### **4003.1 Preservation of Student Permanent Records**

Adequate provision shall be made for the preservation of student permanent records and other forms required by Diocesan and State regulations.

Permanent records are to be kept indefinitely. Files shall be kept in a fire proof locked cabinet or safe.

Whenever a parish school closes, the parish shall maintain the permanent records of the school. In the event of the closing of the parish itself or of a school not affiliated with a parish, the permanent records of the school shall be sent to the Diocesan Archives.

In the event of mergers or consolidations, the permanent records of the schools involved shall be maintained by the consolidated school.

### **4003.2 In-School Student Files**

A current cumulative file and a current health record for each student shall be on file in each school. Permanent records (i.e. condensed cumulative files) for grade school students are kept by the grade school, for high school students by the high school.

### **4003.3 Attendance Records**

The teacher shall enter attendance records in a register provided by the school or through a computerized system adopted by the school and approved by the principal. Attendance reports are to be made in the same manner as is required by law or by regulation of the State and Diocese.

### **4003.4 Student Absence / Early Dismissal**

The teacher will refer to the principal all requests for absence or early dismissal.

### **4003.5 Accident / Illness Procedures**

A written record of every serious accident shall be kept. In case of serious illness or accident, parents/guardians shall be notified immediately. The administrator or designee shall determine which accident/illness is serious.

## **DIOCESAN SCHOOL COUNCIL POLICIES**

### **4003.6 Emergency Information for Each Student**

A file of emergency information for each student shall be maintained in the principal's office.

### **4003.7 Emergency Care**

Each school shall develop a plan for providing emergency care for students in case of accident or illness.

### **4003.8 Completion of Required Reports**

The completion of attendance reports and other required reports is part of the paid duties of a teacher. Failure to complete these reports or fulfill the required contractual duties may result in teacher paychecks being held at the end of the year, to be picked up in the principal's office rather than to be deposited automatically or mailed to the teacher in question.

### **4003.9 Health Records**

It shall be the duty of the principal or other person designated by the principal, to conduct required periodic health screening, to maintain student health records and to assure that such records follow students transferring to other schools, including students transferring from elementary to high school.

### **4003.10 Procedures Involving Officials**

School principals/leadership (administrators thereafter) are to utilize the following protocols when addressing incidents involving requests for student data, or release of students, from federal, state, or local officials:

1. Administrators are to meet officials at the front door of the location. A request for official identification of individuals, along with legal documents, is to be made by school administration. Copies of all legal documents and agency official IDs are to be made.
2. School administration is to immediately notify the location pastor, superintendent of schools, and appropriate legal counsel. If no legal counsel has been established, the superintendent of schools will initiate contact at the request of the principal and/or pastor.
3. Access to students and/or student records will only be permitted if the requesting agency presents a valid court order – judicial warrant – signed and dated by a judge, and legal counsel has permitted school administration to comply. No student and/or student information is to be disclosed unless an attorney has instructed administration to do so.
4. Administrative warrants, or Form I-205 warrants, will not be recognized and agency officials will be asked to leave school/church property.
5. All agency officials are to remain in the school office, preferably a private space in the front office, while waiting and complying with diocese policy and procedures. Officials are for no reason permitted to visit classrooms or instructional spaces in the school.

## DIOCESAN SCHOOL COUNCIL POLICIES

6. School administration will notify the student's parent(s) to let them know officials have visited the school and the purpose of the visit.

The above guidance does not apply to child protection workers, probation officers, and situations involving child abuse.

Teachers and staff approached by agency officials should request identification and immediately escort individuals to the front office. Discussion of student information or details with officials is not permitted until approved by school administration. Teachers and staff may politely explain that school administration will assist with their request.

### **4004 Student Safety**

#### **4004.1 School Environment**

Every student shall have access to a safe, secure, and orderly school that is conducive to learning.

#### **4004.2 Student Welfare Policies and Procedures**

##### **4004.2.1 School Policies**

Every school shall have plans, policies, and procedures dealing with measures for assisting students that adhere to the welfare of all students, as well as, who are at risk of academic failure, or are engaging in disruptive and disorderly behavior including but not limited to the harassment, intimidation or bullying of another student. The Catholic Schools Office shall approve such policies.

##### **4004.2.2 Harassment / Bullying**

All schools must educate students about harassment/bullying and provide a communication tool for the school community to report activity that jeopardizes the welfare of any student.

Refer to the Creating Safe Environment Handbook: [SECTION 7 – DISCRIMINATION AND HARASSMENT/INTIMIDATION](#)

##### **4004.2.3 Internet Safety**

All schools shall enact policy/policies on Internet safety and technology usage that:

1. Blocks access to pictures or contents that are pornographic, obscene or otherwise harmful to minors,
2. Educate students on appropriate on-line behavior including topics such as cyberbullying, social interaction, unauthorized access and unlawful activities,

## DIOCESAN SCHOOL COUNCIL POLICIES

### 3. Monitor on-line activities of minors.

Refer to the Creating Safe Environment Handbook: [SECTION 6 – CONDUCT WITH MINORS/VULNERABLE ADULTS IN THE USE OF ALL ELECTRONIC MEDIA](#)

#### **4004.3 Emergency Management**

All Catholic school personnel shall follow the procedures as outlined in the diocesan *Emergency Management Guide Workbook for School Safety*. [The Kentucky Center of School Safety Emergency Management Plan Resource Guide](#) will be utilized for emergency management.

#### **4004.4 Responding to Sexual Misconduct**

In case of sexual misconduct all Catholic educational personnel shall follow the diocesan decree, [Code of Pastoral Conduct and Policies and Procedures for Creating a Safe Environment for Minors and Vulnerable Adults](#).

#### **4004.5 Reporting Child Abuse**

Refer to the [Creating Safe Environment Handbook](#) for information regarding reporting child abuse.

#### **4004.6 Child Protection for Adults and Children**

##### **4004.6.1 Adults**

All school personnel and volunteers must be trained and screened through the diocesan approved program for the *protection of children* and the *prevention of child sexual abuse* on [CMGconnect](#).

##### **4004.6.2 Children**

In accordance with the *Charter for the Protection of Children and Young People* adopted by the United States Conference of Catholic Bishops, schools shall participate in approved *safe environment* programs for students.

### **4005 Health**

#### **4005.1 Communicable Disease**

In case of persons with communicable diseases to include but not limited to tuberculosis, chicken pox, mumps, measles, scarlet fever, whooping cough, influenza and hepatitis the administrator shall contact the local health department for advice.

## **DIOCESAN SCHOOL COUNCIL POLICIES**

In such cases the administrator shall dismiss the school or class if advised to do so by the health department.

In the case of HIV/AIDS all Catholic educational personnel shall follow the *Diocesan HIV/AIDS Policy*.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **5000 Business**

### **5001 School Finances**

#### **5001.1 Diocesan Finance Policy**

All schools are required to follow the accounting and reporting procedures established by the Diocesan Office of Stewardship.

#### **5001.2 Parish Contribution**

Any parish, which has traditionally been a contributing member of a school, may not withdraw or alter its support of the school without the permission of the Bishop.

#### **5001.3 Government Lunch Program**

All schools that participate in the Government School Lunch Program will adopt a procurement process that is applicable to their individual needs and in compliance with *Diocesan Procurement Procedures* for school lunch programs.

#### **5001.4 Soliciting from the Students**

Schools are not permitted to furnish a list of names and addresses of students to be used for commercial purposes.

#### **5001.5 Tuition for Teachers**

The expense of ongoing education required for religion teacher certification for those presently teaching is the responsibility of the school.

### **5002 Substitute Teachers and Principals**

#### **5002.1 Substitute Teacher Daily Rate Schedule**

The Diocesan School Council annually recommends policy for the Substitute Teacher Daily Rate Schedule.

#### **5002.2 Substitute Teachers**

All substitute teachers shall meet diocese background check and initial employment requirements. Substitute teachers must be a minimum of twenty-one (21) years of age and possess a high school diploma or equivalent. Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave written record of work completed during their length of duty.

#### **5003.2 Substitute Teacher Long Term Assignment**

After filling the same position for thirty (30) consecutive school days, the substitute must be paid the Long Term Substitute Teacher Daily Rate according to the approved Substitute Teacher Daily Rate Schedule. Where apparent that a Substitute Teacher's Long term commitment is imminent, from day one (1) the administrator shall institute the Long Term Substitute

## **DIOCESAN SCHOOL COUNCIL POLICIES**

Teacher Daily Rate based on the approved Substitute Teacher Daily Rate Schedule.

### **5004.3 Substitute Teacher Letter of Intent**

On an annual basis, the Catholic Schools Office in conjunction with the Office of Human Resource, will send out a Letter of Intent to all Substitute Teachers within the Roman Catholic Diocese of Lexington, KY by May 1st to verify substitute teacher's intent to work within the Catholic schools for the upcoming school year.

## **5003 Legal Matters**

### **5003.1 Copyright Laws**

Laws regarding the duplication of copyrighted material shall be observed.

### **5003.2 Electronic Communication**

Each school shall develop Acceptable Internet Use Policies for staff and students.

## **5004 Tuition Collection**

### **5004.1 30 Days Past Due**

When a family is 30 days past due in tuition payments, the business manager shall send a letter to the family explaining the situation and a copy of the Diocese of Lexington Tuition Collection policy.

### **5004.2 60 Days Past Due**

When a family is 60 days past due in tuition payments, the principal shall contact the family and ask them to schedule a meeting, as soon as possible, with herself/himself and the Pastor. At that meeting, a copy of the Diocese of Lexington Tuition Collection policy shall be discussed and provided to the family.

### **5004.3 90 Days Past Due**

When a family is 90 days past due in tuition payments, if a meeting has not been scheduled or is unsatisfactory and does not produce a payment agreement, the student and/or students of the family shall be removed from the school. Leaving the school does not eradicate the accumulated debt. Payment shall be pursued accordingly.

# DIOCESAN SCHOOL COUNCIL POLICIES

## 6000 Personnel

### 6001 Employment

#### 6001.1 Non-Discrimination: Race / Nationality

Refer to the Employee Handbook: [SECTION 6 – EQUAL EMPLOYMENT OPPORTUNITY](#)

#### 6001.2 Employment of Relatives

Refer to the Employee Handbook: [SECTION 14 – EMPLOYMENT OF RELATIVES](#)

#### 6001.3 Official Files

Refer to the Employee Handbook: [SECTION 20 – PERSONNEL FILES AND CONFIDENTIAL RECORDS](#)

#### 6001.4 Access to Personnel Records

School employees may request access to their own personnel file by appointment through the Department of Human Resources.

#### 6001.5 Contract Employee Compensation

School administrators and in-school teachers are contract employees (See Section 12 of the Employee Handbook). Valid contracts are to be executed by the employee, the location supervisor and the Superintendent for Catholic Schools.

##### 6001.5.1 Employee Termination of Contract

School administrators and in-school teachers are not permitted to terminate their contract during the school year or within thirty (30) days prior to the start of the school year without the approval of the Superintendent for Catholic Schools. Failure to obtain such approval may result in legal action.

### 6002 Administrators

#### 6002.1 Hiring of Educational Administrator

1. Pastors/Parish Life Directors or School Councils who hire/appoint school administrators shall work cooperatively with the Catholic Schools Office during the hiring process.

2. Persons entrusted with administrative responsibility for educational programs should be qualified accordingly based on administrator requirements.

3. The Catholic Schools Office shall approve candidates before a contract is offered.

## DIOCESAN SCHOOL COUNCIL POLICIES

4. A written response shall be sent by the Catholic Schools Office and to the hiring person/council, within ten (10) working days of the interview, stating whether or not the applicant has been approved. If the best-qualified person for a position does not meet diocesan standards, that person may still be hired or appointed upon consultation and approval of the Catholic Schools Office.

### **6002.2 Administrator Requirements**

1. Be a practicing Roman Catholic.
2. Fulfill diocesan requirements for religious formation certification or be working toward certification.
3. School principals shall meet state approved certification requirements or be working towards completion of certification within a mutually agreed upon timeline; or be uniquely qualified as defined by the Secretary for Catholic Education.

### **6002.1 Principal's Job Description**

#### **I. Principal as Educational Leader**

The principal is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. The principal facilitates the development, articulation and implementation of a vision of Catholic education.

##### **A. Leadership**

1. Applies a Catholic educational vision to daily activities of the school.
2. Interprets and uses research to guide action plans.
3. Identifies and effects needed change.
4. Communicates effectively with school personnel.
5. Participates in diocesan school meetings.
6. Cooperates with Catholic School Office of the diocese.

##### **B. Curriculum and Instruction**

1. Utilizes assessment data to develop curriculum and to improve instruction.
2. Identifies and employs resources to support programs.

##### **C. Development of students and staff**

1. Supervises instruction effectively.
2. Provides multiple opportunities for all to learn.

#### **II. Principal as Spiritual Leader**

The principal is a spiritual leader who promotes the faith development of students and faculty, facilitates the building of Christian community, and who exhibits moral and ethical leadership.

##### **A. Mission and Philosophy**

1. Utilizes church documents and Catholic guidelines and directives
2. Develops, communicates, and implements statements of school philosophy and mission that reflect the Catholic character of the school.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **B. Faith Development**

1. Nurtures faith development of faculty and staff.
2. Provides opportunities for school community to celebrate faith.

## **C. Christian Community**

1. Promotes Catholic community among students and staff.
2. Fosters collaboration between parish (es) and school.

## **D. Moral and Ethical Development**

1. Facilitates moral development of students and staff.  
Integrates Gospel values throughout curriculum and policies.

## **III. Principal as Managerial Leader**

The principal is a managerial leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment.

### **A. Personnel Management**

1. Recruits, interviews, selects, and provides orientation for staff.
2. Evaluates staff.

### **B. Institutional Management**

1. Provides for an orderly and safe school environment.
2. Involves stakeholders in decisions involving the school.
3. Promotes an appropriate use of technologies.

### **C. Finance and Development**

1. Demonstrates skills in planning and managing the school's financial resources.
2. Seeks resources and support beyond the school and parish.

## **IV. Principal as Community Leader**

The effective school leader recognizes that by establishing strong relationships within the community, members of the community become valuable resources in assisting the school to realize its vision and support student learning.

### **A. Public Relations**

1. Communicates the vision and mission of the school to the community.
2. Maintains effective public relation program.
3. Models community/parish collaboration.

### **B. Communication**

1. Is available to constituents.
2. Treats community stakeholders equitably.
3. Uses effective conflict resolution techniques.

## **6003**

### **Teachers**

#### **6003.1 Teacher's Credentials**

A person applying for the position of an in-school contractual teacher shall have the following credentials:

1. Applicants shall have a bachelor's degree.

## DIOCESAN SCHOOL COUNCIL POLICIES

2. Applicants shall meet certification requirements or be uniquely qualified as defined by the Secretary for Catholic Education.
3. Applicants accepting a position in the Diocese of Lexington who will be Catechists must qualify for or be working toward diocesan certification as Catechists at the minimum rate of one course per year.
4. Applicants accepting a position in the Diocese of Lexington must attend an in-service program on the mission of the Catholic school within the first two years of employment.

### **6003.1 Teacher's Job Description**

The teacher functions as a member of a Catholic school faculty, supporting the philosophy and mission of the school and instructing students in assigned subjects and grade levels. The teacher is expected to support the religious dimension of the school and have capabilities in the areas of instructional design, classroom management and communication skills.

The teacher is under the direction of the principal in all school matters and is obligated to observe conscientiously all regulations of the local school to which she/he is contracted, as well as the policies of the Catholic Schools Office.

The teacher's duties are as follows:

1. Support the philosophy of Catholic education.
2. Seek an understanding of, and implement the mission and educational philosophy of the local school.
3. Attend to related professional duties, including but not limited to:
  - Planning lessons.
  - Preparing materials.
  - Helping individual students.
  - Maintaining an environment conducive to learning.
  - Reading professional literature.
  - Serving on school committees.
  - Conferring with the principal on instructional and disciplinary problems.
  - Instructing students in assigned subjects.
  - Directing and guiding students' learning throughout the day.
  - Adjusting instructional level to meet individual student needs.
4. Participate in all faculty meetings and prescribed in-service training opportunities.
5. Join with other staff members in supervising the students and maintaining order on the premises before, during, and after school. Be present during the school hours, according to school directives.
6. Secure the approval of the principal for communications with parents as directed.
7. Contribute to the advancement of the physical well-being and wholesome mental attitudes of the students.
8. Make appropriate reports to the principal and parents concerning the educational growth and development of students.

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9. Perform all duties required by Kentucky law, the rules and regulations of the State Board of Education, the policies of the diocese, the regulations of the school, and other assigned duties.
10. Keep strict confidentiality on private matters pertaining to students and colleagues.
11. Maintain accurate student records.

### **6003.2 Tuberculin Test and Covid 19 Vaccination upon Initial Employment**

1. Upon initial employment each certified or classified employee, including substitute teachers, must have a medical examination that includes a tuberculosis (TB) risk assessment. If the individual is identified by that assessment as being at high risk for TB, the individual shall be required to undergo the administration of a tuberculin skin test. The TB risk assessment shall be performed and reported by a physician, an advanced registered nurse practitioner, a physician's assistant or a registered nurse. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

The examining physician determines whether or not further examination for communicable disease or other disorders is indicated.

2. Upon initial employment all school employees must be COVID 19 vaccinated.

A copy of the medical examination certificate that declares the person free from communicable tuberculosis must be given to the school administrator for appropriate filing within 2 weeks of the effective start date of employment.

## **6004 Contracts**

### **6004.1 Professional Staff Contracts/Classified Staff Contracts**

Principals and in-school teachers shall be under a Professional Staff Contract based on their administration or teacher role at the school, signed by the hiring agent and the Secretary for Catholic Schools. All other academic year employees shall receive a Classified Staff Contract signed by the hiring agent. The Classified Contract employee is a Salary Non-Exempt FLSA status based on the employment classification for reportable days they are required to work over the 10-month academic school year. The Classified Contract employee will be required to meet the hours for each reportable day based on their employment classification for the contract period in order to receive the agreed upon contract value. The immediate supervisor is responsible for signing off and submitting all contracts and addendums for each employee to the Human Resource Department.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **6004.1 Required Documentation for Contract Verification**

### **6004.1.1 Years of Experience**

In determining the length of experience of teachers, all experience as a regular elementary or secondary school teacher in a school approved or accredited by a state or recognized regional accrediting agency will be credited in full. If the applicant has retired from a school system, she/he may be hired with no credit for previous experience. However, full credit for educational or certification levels must be given.

The Superintendent of Schools shall verify teaching experience outside the diocese in writing.

#### **A. Grades K-12**

Teaching experience will include grades K-12 in an educational program approved by a State and/or recognized regional accrediting association.

#### **B. Half Years/Full Years of Experience**

In crediting years of teaching service:

1. 0 through 69 teaching days within a school year are not creditable.
2. 70 through 139 teaching days in a school year are considered one-half year.
3. 140 or more teaching days within a school year are equivalent to one year.
4. A school day is defined as one lasting the full duration of the regular school day.

Teaching experience for at least three (3), but less than six (6), hours per day for the duration of the school year will be considered one-half year.

### **6004.1.2 Certification and Academic Preparation**

An official copy of the teacher's Kentucky teaching certificate, currently valid for the position held, must be in the teacher's personnel file.

A master's degree must be noted on a state certificate or evidenced by official transcripts or statements from the college issuing the master's degree.

### **6004.1.3 Documentation**

The appropriate documents must be filed with the Superintendent of Schools to substantiate certification, academic preparation, and creditable service. Any transcript, certificate, or other document presented after the termination of a contract will not be considered as affecting the contract retroactively.

## **6005 Contract Renewal**

### **6005.1 Administrators**

In-school educational administrators shall be informed by March 15 of the intention of the parish/school to renew or not renew their contract for the coming academic year. Likewise, the administrators shall

## **DIOCESAN SCHOOL COUNCIL POLICIES**

inform the parish/school by March 15 of their intent to renew or not renew their contract.

### **6005.2 Teachers Notice of Renewal**

In-school teachers currently under contract shall be informed no later than April 30 of the intention of the parish/school to renew or not renew the contract for the coming year.

### **6005.3 Return of Signed Contract**

Personnel contracts offered by the school for a teaching position shall be signed by the teacher and returned to the school no later than May 28 preceding the school year for which the contract is to be in effect. Failure to return the signed contract by May 28 shall be cause for the school to declare the position vacant.

### **6005.4 Termination of Contracts**

#### **6005.4.1 Termination**

Contracts may be terminated any time by mutual agreement of the contracting parties.

#### **6005.4.2 Cancellation**

A parish/school may cancel a contract at any time for sufficient cause. Such cause shall include, but not be limited to those causes indicated in the contract. No contract may be considered formally canceled without the approval of the Catholic Schools Office. Cancellation of contract may be appealed through the Catholic Schools Office *Grievance Procedure*. The individual may be suspended pending such an appeal. See APPENDIX B.

#### **6005.4.3 Release from Contract**

The Superintendent of Schools will not approve a lateral teaching contract move to another school in the diocese within 15 calendar days to the start of the school year if that teacher is already under contract to another school in the diocese.

# DIOCESAN SCHOOL COUNCIL POLICIES

**6006**

## **Benefits**

### **6006.1 Benefits for Employees in Schools**

#### **6006.1.1 Contracted Teachers**

Contracted teachers shall accrue up to one (1) sick day per month that the employee works, three of which may be used for personal reasons per contract year. A sick leave day must be used in either a Half day or Full day increment [Half (1/2) sick day constitutes four (4) or less hours leave time and one (1) Full sick day constitutes more than four (4) hours leave time per occurrence.]

1. Full-time (100%) contract classification percentage for the contracted teachers shall receive a total of ten (10) sick days per contractual year.
2. Part-time (60% - 90%) contracted employees shall accrue sick days on a pro-rated basis based on percentage of employment. Example: A sixty percent (60%) contract classification percentage for the contracted teacher would equal six (6) days of accrued sick time for the contractual year.
3. Unused sick leave days may be accumulated up to a maximum of 60 total days.

#### **6006.1.2 Contracted Diocesan Food Service Workers**

A benefit eligible Contracted Diocesan Food Service Worker shall accrue (1) sick day per month that the employee works, three of which may be used for personal reasons per contract year. A sick leave day must be used in Full day increment.

1. Unused sick leave days may be accumulated up to a maximum of 60 total days.

#### **6006.1.3 Non-Contracted Employees**

The Employee Handbook for the Roman Catholic Diocese of Lexington explains all benefits. Please refer to the [Employee Handbook](#) for all questions.

**6007**

## **Performance Evaluations**

### **6007.1 Performance Evaluations**

Refer to the Employee Handbook: [SECTION 19 – PERFORMANCE REVIEW PROCESS](#)

### **6007.2 Faculty Appraisal of School Administration**

Each year every full-time and/or regular teacher will appraise school administration using a process approved by the Catholic Schools Office.

# DIOCESAN SCHOOL COUNCIL POLICIES

## 7000 Students

### 7001 General Requirements

#### 7001.1 Age of Admission

Beginning with the 2017-2018 school year, children entering Kindergarten shall be five (5) years of age no later than August 1 of that school year.

**7001.1.1** Children who turn five (5) year of age between August 2 and October 31 of that school year and request early entry into kindergarten may be eligible to attend kindergarten based on the school's recommendation and successful kindergarten readiness screening with a recognized screening instrument such as the Brigance or Gesel Readiness Tests.

#### 7001.2 Daily Attendance – Excuses

A written request from the custodial parent or guardian is required before a student will be permitted to leave the school prior to time of dismissal.

A written explanation is required from the custodial parent or guardian following every period of student absence.

#### 7001.3 Access of Student Records

In granting access to student files, Principals shall follow the *Directives for Access to Student Records*, as found in the Administration Handbook.

#### 7001.4 Enrollment Requirements

Prior to school attendance, each child shall have on file; a legal birth certificate, a Kentucky certificate of immunization and proof of a preventative health care examination.

##### 7001.4.1 Catholic Student Requirement

Each Catholic student shall have a Baptismal Certificate on file at the school.

### 7002 Health

#### 7002.1 Immunizations

A child is not eligible to enroll as a student in any school without first presenting a certificate from a licensed physician, stating that the child has been immunized according to the Health Code for Kentucky Schools.

Valid immunization certificates shall be on file for all students at all times. Tuberculin certificates shall also be on file where required by local health department regulations.

#### 7002.2 Physical Examinations

Within six months prior to entering school or within a month following admission, the student shall have a medical examination.

If a student engages in physically strenuous athletic activity, as determined by the principal and any appropriate teachers, a medical examination at the

## DIOCESAN SCHOOL COUNCIL POLICIES

beginning of each school year, or more often if deemed necessary by the physician, is required.

### **7002.3 Immunization Requirements**

All enrolled children are required to follow the Kentucky Immunization Program set forth by the Kentucky Cabinet for Health and Family Services. <https://chfs.ky.gov/agencies/dph/dehp/idb/Pages/immunization.aspx>

## **7003 Discipline**

### **7003.1 Corporal Punishment**

Corporal punishment is not an accepted form of discipline in any Catholic school.

Corporal punishment is defined as intentional infliction of physical pain by deliberate physical contact with a person's body for the purpose of punishment.

### **7003.2 Emotional Abuse**

Emotional abuse is not an accepted form of discipline or instruction in any Catholic school.

Emotional abuse is defined as behavior that injures a person's self-image and emotional wellbeing including sexual pressure, vulgar language, belittling, neglect, and withholding respect.

### **7003.3 Suspension**

Only the principal, or acting principal, may suspend a student from a school. Such action must be reported to the Diocesan Superintendent of Schools and if applicable, to the pastor/parish life director.

### **7003.4 Expulsion**

Students may be expelled for serious cause.

The decision to expel a student rests with the principal after consultation with the Diocesan Superintendent of Schools, and if applicable, the pastor/parish life director. Expulsions may be appealed through the Catholic Schools Office *Grievance Procedure*. See APPENDIX B.

## **7004 Transportation**

### **7004.1 Yearly Bus Inspection and Daily Records**

All school buses used to transport students shall undergo a thorough yearly inspection conducted by the Kentucky State Police Transportation Division. A daily log of activities and maintenance records will be maintained by the driver of each bus and filed accordingly at the local school.

# DIOCESAN SCHOOL COUNCIL POLICIES

## 8000 Curriculum, Instruction and Assessment

### 8001 Accreditation and Academic Requirements

#### 8001.1 State of Accreditation

Catholic schools in the Diocese of Lexington shall be in voluntary compliance with state accreditation requirements and shall be accredited, as a system, under Cognia accreditation. Those schools not meeting requirements to participate under Cognia systems accreditation, may pursue accreditation through Kentucky Non-Public School Commission, with approval by the Superintendent of Catholic Schools.

#### 8001.2 Course Requirements

All graduates shall meet minimum course requirements set forth by the State of Kentucky. Individual schools have the right to require additional courses and achievements for graduation and are encouraged to do so according to the needs of their students.

#### 8001.3 Graduation Requirements

It is the privilege of the individual school to admit or refuse to admit to the graduation ceremony a student who has completed the school requirements for graduation and who is attending college under an advanced placement or early admission program. It is also the privilege of the individual school to admit or refuse to admit to the graduation ceremony a student who has failed to meet the school requirements for graduation.

It is likewise left to the discretion of the school to grant the diploma at the time the requirement is completed.

### 8002 Religion Textbooks

All schools shall select the religion textbook series in consultation with the Diocesan Director of Religious Education.

### 8003 Instructional Issues

#### 8003.1 Pupil Teacher Ratio

The ratio of certified classroom teachers to students shall not exceed one to thirty, except for specialized, non-academic core related courses such as band, theatre, choir, and physical education.

#### 8003.2 Testing Program

All schools shall administer standardized tests to students according to the annual *Diocesan Testing Program*.

#### 8003.3 Field Trips

Schools shall make use of the packet of information entitled *Field Trip Risk Management Information* provided by the Catholic Mutual Group when planning school-sponsored trips.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **9000 Facilities**

### **9001 Use of School Facilities**

The school administration, the parish council or other parish representative as designated by the parish leadership, shall work to determine the use of the school facilities for events scheduled outside of ordinary school use. Parish leadership will act to resolve any conflicts in facility use outside of the regular school day.

### **9002 Classrooms / Meeting Rooms**

Classrooms/Meeting rooms shall be adequate in size, seating, ventilation, heating and lighting.

### **9003 Insurance for Athletics**

Schools are empowered to require student athletic insurance when required by Kentucky statute, KHSAA By-law, requirements by insurance companies covering the school, or by policy of the Diocesan School Council.

### **9004 Non-Traditional Instruction (NTI)**

Schools have a maximum of four (4) NTI days they may request to use during the academic year. Events requiring an NTI day must be related to weather, health, or safety of students and staff. No weather-related NTI requests will be permitted until four (4) full snow/weather related days off have been utilized by the location (1/2 days do not count toward the four). To request an NTI day, locations must have an NTI policy in place that has been submitted, reviewed, and approved by the Diocese Schools Office. All NTI requests must be submitted and approved by the Superintendent of Schools prior to use.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **10000 Wellness Policy**

### **10001 Nutrition Education**

#### **10001.1 School Nutrition**

Schools are to include nutrition education in science, health and PE classes. Nutrition education should also be included, where appropriate, in math, language arts, social sciences and other subjects.

#### **10001.2 School-based Marketing**

School-based marketing will be consistent with nutrition education and health promotion.

### **10002 Physical Activity Opportunities and Physical Education**

#### **10002.1 Daily Physical Activity K-8**

All students in grades K-8, including students with disabilities and special health-care needs will receive daily physical activity for the entire school year. All students will have a minimum of 60 minutes of physical activity throughout the week. This includes, but is not limited to, daily recess at all grade levels K-8. All high schools will meet the minimum standards as required by the Kentucky Program of Studies. All teachers are encouraged to provide opportunities during the day for physical activity, such as breaks between classes.

#### **10002.2 Physical Activity and Discipline**

Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as a means of punishment.

### **10003 Nutritional Quality of Foods / Beverages Served, Sold on Campus**

#### **10003.1 School Meals**

Meals served through the National School Lunch/Breakfast Programs will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- Ensure that half of the served grains are whole grain.

#### **10003.2 Free and Reduced-priced Meals**

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

# DIOCESAN SCHOOL COUNCIL POLICIES

## **10003.3 Foods and Beverages Sold Individually Elementary and High Schools**

In all schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, will meet the following nutrition and portion size standards:

### **Beverages**

- Allowed: Water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA). Seltzer water without caloric sweetener can be served outside of mealtime.
- Not allowed: Soft drinks containing caloric sweeteners; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

### **Foods**

A food item sold individually will:

- Have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined.
- Have no more than 35% of its weight from added sugars.
- Contain no more than 300 mg of sodium per serving for chips, cereals, crackers, french fries, baked goods, and other snack items.
- Contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 480 mg of sodium for pizza, sandwiches, and main dishes.
- Have a choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

# DIOCESAN SCHOOL COUNCIL POLICIES

## Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Birthday treats are **NOT** celebrated in the cafeteria; this is done in the classroom at the discretion of the teacher.

## Rewards

Schools will not use foods or beverages as rewards for academic performance or good behavior and will not withhold food as a means of punishment.

## Celebrations

Schools should limit celebrations that involve food during the school day. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). Celebrations must take place in the classroom at the discretion of the teacher. Celebration treats cannot be brought into the cafeteria.

## **10004 Monitoring and Policy Review**

### **10004.1 Monitoring**

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the diocese superintendent or designee.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal.

## **11000 Mandatory Review**

### **11001 Policy Review**

The Diocesan School Council shall review all policies on a two-year cycle.

#### **11001.2 Mandatory School Review**

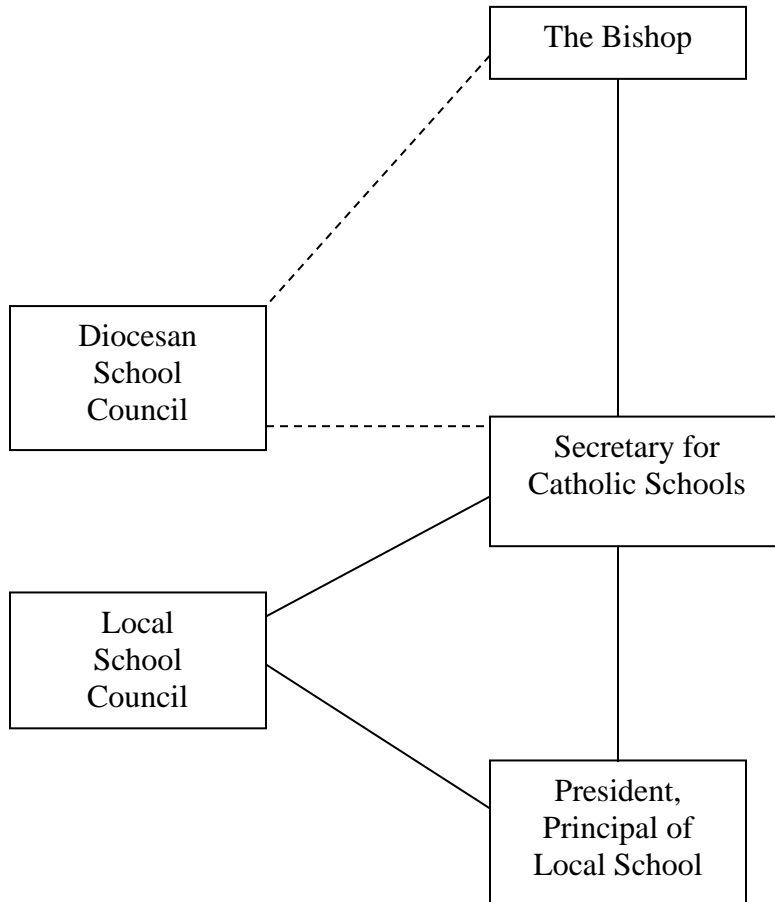
Each school council is expected to review all policies for accuracy, relevance, and efficiency every two years.

#### **11001.3 Adherence**

School Councils, that do not have written policies for one or more sections and/or areas outlined in the Diocesan Handbook for School Councils, automatically defer to the Handbook for School Councils, and Diocesan School Council Policies, for resolution regarding decisions and topics of school and council governance. Clarity, for school council issues residing outside the Handbook for School Councils, may be provided by the Superintendent of Schools.

# CATHOLIC SCHOOLS OFFICE LINES OF AUTHORITY

## Schools Not in a Parish — Council of Limited Jurisdiction\*

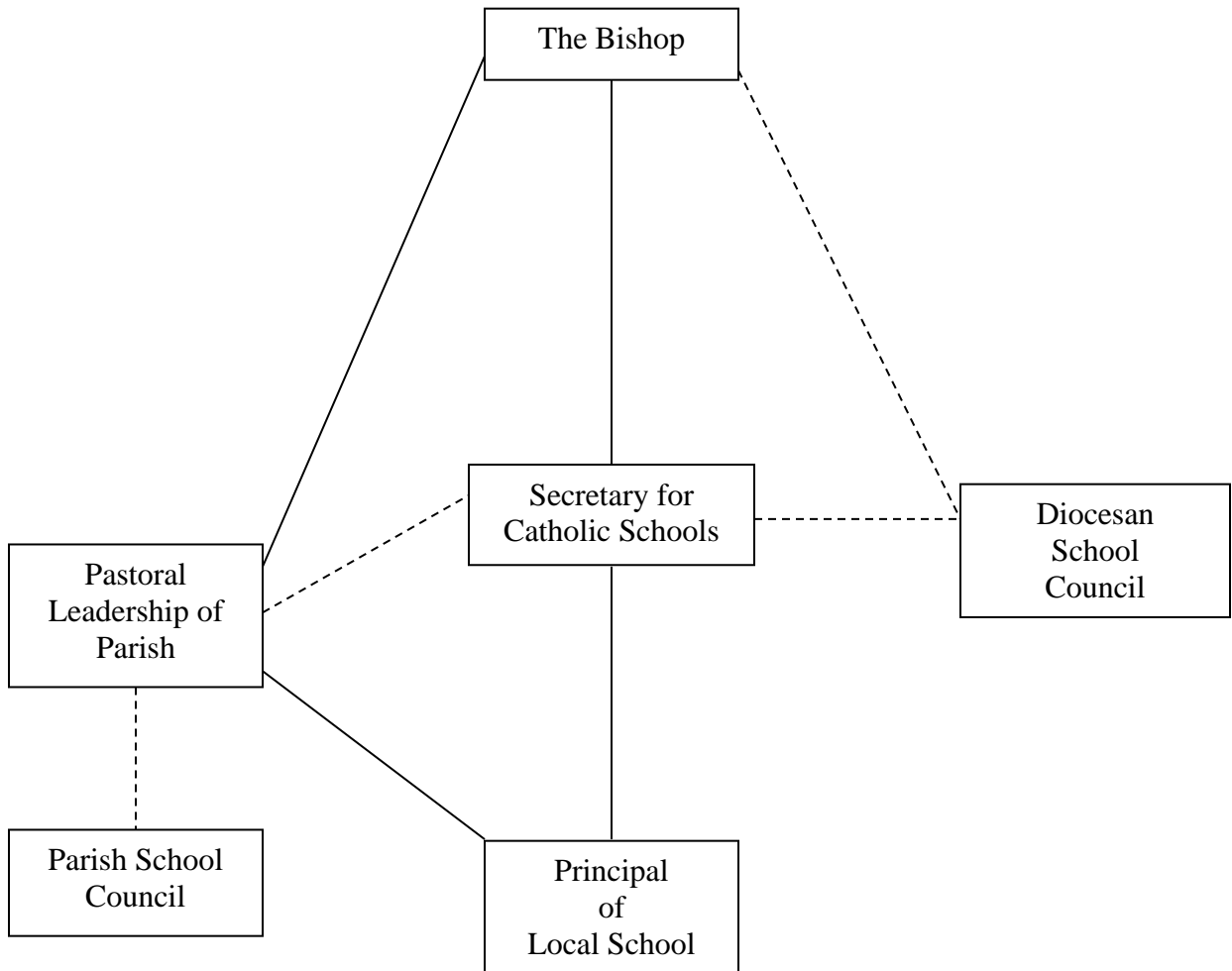


- Relationship Applicable to Council of Limited Jurisdiction
- Consultative

**\* Jurisdiction of the council is limited by the authority of the Bishop and the authority delegated to the Superintendent of Schools.**

# CATHOLIC SCHOOLS OFFICE LINES OF AUTHORITY

## Parish Schools

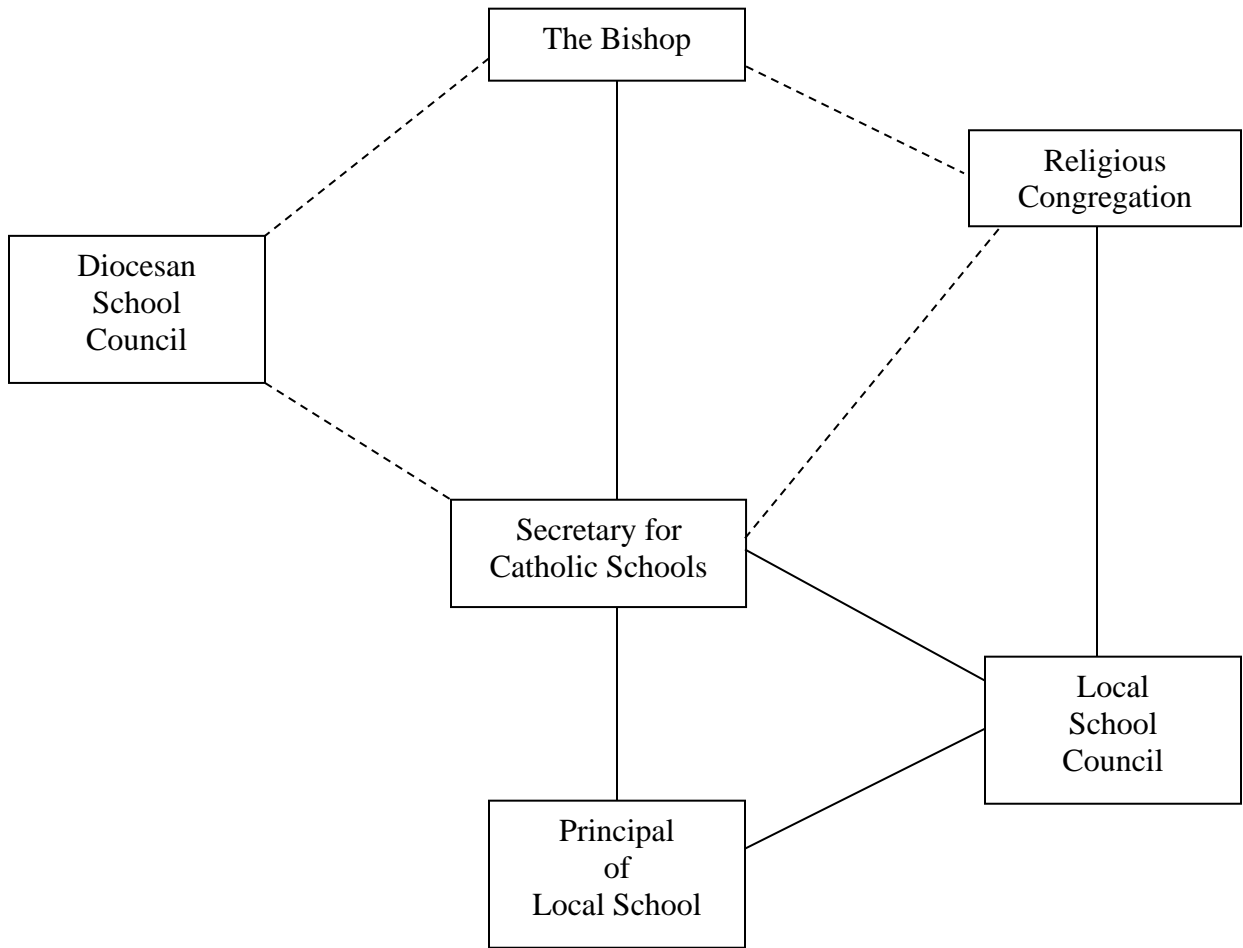


———— Direct Relationship

- - - - - Consultative

# CATHOLIC SCHOOLS OFFICE LINES OF AUTHORITY

## Schools Operated by a Religious Congregation



\_\_\_\_\_ Direct Relationship      - - - - - Consultative

## CATHOLIC SCHOOLS OFFICE GRIEVANCE PROCEDURE

The following procedures have been established to facilitate reconciliation and to maintain unity within each school and within the Diocese as a whole.

So far as possible, all grievances should be settled “as close to the problem” as possible. Therefore, the first step of every grievance process requires that the aggrieved person (“the petitioner”) and only the petitioner speak directly and privately with the person with whom he/she has the grievance (“the respondent”). The grievance must be made within ten days of the incident.

The two should make every effort to come to an agreement.

In the event that the petitioner decides to continue the grievance the petitioner should next speak with the person to whom the respondent is directly accountable. Again, every effort should be made to resolve the problem.

The petitioner may, if necessary, continue the process by petitioning help up the authority line, one step at a time, until the final authority on the local level is reached. Every effort should be made to resolve the problem immediately. No step in the process may take more than 10 working days. Examples of the proper order in parishes are:

Parent  
Teacher  
Principal  
Pastoral Leadership

In the event that a school is not a parish school the order of accountability is:

Parent	or	Parent
Teacher		Teacher
Principal		Principal
		President

If all attempts to solve the problem at the parish or local level fail the petitioner may appeal to the Catholic Schools Office. In order to make an appeal to the Catholic Schools Office, the petitioner must prepare and submit a written petition within ten (10) working days of the parish or local level’s final decision. The petition shall include:

Name, address and telephone number of petitioner  
Name, address and telephone number of respondent  
Description of complaint  
Desired remedy  
Date letter is sent  
Letter of final decision from parish or local level  
Signature

## **CATHOLIC SCHOOLS OFFICE GRIEVANCE PROCEDURE**

The Secretary for Catholic Schools shall review the petition and decide whether the issue falls within the jurisdiction of the department. If so, the Secretary for Catholic Schools will talk with both parties, come to a decision, and shall notify the petitioner in writing of the decision within fifteen working days.

A decision of the Secretary for Catholic Schools, if the case does not involve termination or non-renewal of contract may be appealed to the Bishop through the Diocesan Conciliation/Arbitration Process. The Secretary will notify the petitioner in writing of the decision within fifteen working days.