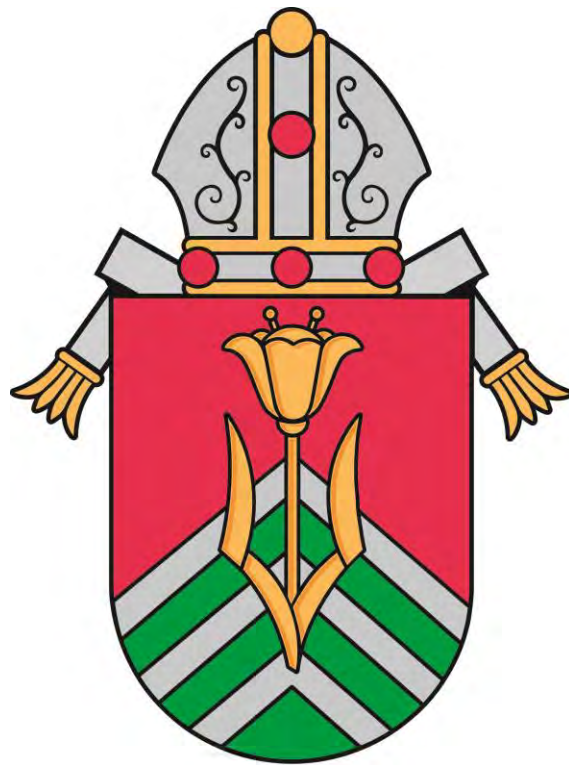


Diocese of Wheeling-Charleston



Policy for Catholic Schools



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DIOCESAN POLICY FOR SCHOOLS

General Policy Statement

Revised: December 6, 2007

Included in this manual is the body of Diocesan Policy for Catholic Schools. The Diocese may add to, revoke or modify its policies at any time without notice. There may be times when a policy will change before this manual can be revised. In such cases, the most recently dated policy on file with the Diocese will always be regarded as the governing policy.

Previous policies which are not included in the most recently posted edition of the manual are no longer in effect. Schools should ensure that any paper copies of the manual are kept up to date and match the copy posted on the Diocese of Wheeling-Charleston web site.



Central Administration (1000 Series)



1110 Diocesan Bishop

Approved: 3.11

Revised:

Reviewed: 7.12

Ultimate and full responsibility for the Catholic schools in the Diocese, as with all other programs and structures, rests with the Diocesan Bishop. Immediate responsibility and the accompanying authority are delegated by the Diocesan Bishop to the Superintendent of Catholic Schools.



1114 Superintendent of Catholic Schools

Approved: 3.11

Revised:

Reviewed: 7.12

The Superintendent of Catholic Schools is the chief administrator of Catholic school education in the Diocese, and as such, is in charge of the entire system of Catholic schools. The Superintendent of Catholic Schools has the responsibility of insuring that Diocesan and applicable state policies are being implemented and followed in the Catholic schools of the Diocese, and has discretionary authority to make administrative decisions in regard to the schools.



1115 Associate Superintendent of Catholic Schools

Approved: 5.01

Revised: 10.12

Reviewed: 7.12

The Associate Superintendent of Catholic Schools is primarily responsible for assisting the Superintendent of Catholic Schools in all administrative activities, which include monitoring, supporting, and evaluating the efficiency and effectiveness of Diocesan elementary and secondary schools. The Associate Superintendent will perform such duties, complete projects, and assist in planning and implementing Diocesan wide and regional activities as assigned by the Superintendent. The Associate Superintendent shall report directly to the Superintendent.



1116 Department of Catholic Schools Personnel

Approved: 10.12

Revised:

Reviewed:

The personnel in the Department of Catholic Schools will perform such duties, complete such projects, and assist in planning and implementing Diocesan wide and regional activities as assigned by the Superintendent. All personnel in the Department of Catholic Schools report directly to the Superintendent.



1119 Diocesan School Board

Approved: 3.11

Revised:

Reviewed: 7.12

The Board is established by the Bishop as a consultative board to assist the Superintendent of Catholic Schools in the governance of the Catholic schools, under the jurisdiction of, and subject to, the Diocesan Bishop.

The Board assists the Superintendent in the formation and review of policies regarding the philosophy, mission, goals, and operations of the Diocesan schools. In addition, the Board helps to ensure quality and continuity in matters of spiritual, human, material, and financial resource for the Catholic schools of the Diocese.



Local Administration (2000 Series)



2110 Pastor/Designated Pastor

Approved: 3.11

Revised:

Reviewed: 7.12

The Pastor/Designated Pastor is the spiritual leader of the Catholic school community. It is his responsibility to assure that religious education is consistent with the teachings of the Catholic Church.

The administration of the school is delegated to the Principal who directs the religious education and academic programs of the school as well as the school's day-to-day operation.

Policy is promulgated by the Pastor/Designated Pastor and implemented by the Principal.



2111 Catholic School Consultative Boards

Approved: 3.11

Revised:

Reviewed: 7.12

Every school in the Diocese will have a Catholic School Consultative Board. Every school board will have a constitution that is consistent with Diocesan guidelines and the NCEA recommendations and reviewed and approved by the Superintendent of Catholic Schools. A copy of the current local Catholic School Consultative Board constitution must be on file with the Diocesan Department of Catholic Schools.



2212 Qualifications for Principal

Approved: 5.96

Revised: 10.12

Reviewed: 7.12

A Principal must meet the certification requirements for administrators as outlined in the West Virginia State Department of Education. Exceptions to this requirement may be made temporarily by the Superintendent of Catholic Schools for special circumstances requiring such exceptions.

The Principal must be a practicing Catholic and desire to serve in a committed leadership capacity within the Catholic school system, and act as an example and motivator toward the fulfillment of the Christian philosophy of the school. Exceptions to the practicing Catholic requirement may be made by the Superintendent of Catholic Schools with the approval of the Diocesan Bishop.



2212.1 Hiring of Principals

Approved: 3.11

Revised:

Reviewed: 7.12

A search committee will be organized by the Pastor/Designated Pastor in consultation with the Superintendent of Catholic Schools according to Diocesan guidelines.

Both the Superintendent of Catholic Schools and the Pastor/Designated Pastor must approve the final selection of candidates. The Pastor/Designated Pastor is the hiring agent in the school.

Principal contracts are to be signed by both the Superintendent of Catholic Schools and the Pastor/Designated Pastor.



2212.2 Priests as Principals

Approved: 3.11

Revised:

Reviewed: 7.12

Any priest desiring a Principal position in the Diocese must meet the qualifications for Principal (Policy 2212) and obtain the approval of the Diocesan Bishop before beginning the application process according to Diocesan guidelines. In order to be hired, he must be approved by the Pastor/Designated Pastor and the Superintendent of Catholic Schools and be appointed by the Diocesan Bishop.



2212.3 Responsibilities of Principal

Approved: 3.11

Revised:

Reviewed: 7.12

The Principal is the chief administrator, spiritual leader, chief academic officer, and financial manager of the school as well as an ex-officio member of the local Catholic School Consultative Board.

The Principal reports to the Pastor/Designated Pastor.



Diocese of Wheeling-Charleston

CONTRACT FOR PRINCIPALS

This CONTRACT OF EMPLOYMENT, dated this ____ day of _____, _____, is by and between _____ the Diocese of Wheeling-Charleston, hereinafter referred to as EMPLOYER, and _____, hereinafter referred to as PRINCIPAL.

1. This Contract shall be for the period beginning on the ____ day of _____, _____ and terminating on the ____ day of _____, _____. The Principal is being employed as the principal of _____ School.
2. The Principal agrees to abide by and enforce all State and local laws concerning the operation of schools, the rules, regulations and policies of the Department of Catholic Schools of the Diocese of Wheeling-Charleston and the supervisory directives of the Department of Catholic Schools.
3. The Principal agrees to be responsible for maintaining good order and discipline in the school.
4. The Principal agrees to conduct faculty meetings and be available for consultations with the Catholic School Advisory Council, school personnel, parents or pupils and to attend all Parent-Teacher Organization meetings, professional meetings, and Diocese of Wheeling-Charleston principal meetings as required.
5. The Principal agrees to provide the Employer with a written notice of termination at least sixty (60) days before requesting to be released from this Contract.
6. The Principal agrees to meet all requirements for administrative certification as established by the Diocese of Wheeling-Charleston and the State of West Virginia. Exceptions to certification are to be made only with the permission of the Superintendent of Catholic Schools of the Diocese of Wheeling-Charleston.
7. The Principal agrees to furnish to the Employer before the first day of employment a transcript of all credits earned, a copy of his/her certification as a Principal and all such other information, personal and professional, as may be required by the School and the Diocese. An extension of time may be granted by the Employer to meet these requirements, except for a background check. Said extension must be in writing and signed by both parties.
8. The Principal shall appoint an acting principal, with the approval of the Superintendent of Catholic Schools and notification to the pastor, to serve during temporary absences of the Principal. In the event of an unplanned or extended absence of the Principal, the Employer may use its discretion in appointing an acting principal.
9. The Employer agrees to pay the Principal the sum of _____ dollars (\$ _____), less Federal and State income tax, FICA and other authorized deductions, payable in ____ installments.

10. The Employer agrees to allow the Principal _____ days sick leave annually without reduction of pay cumulative to _____ days. In the event of a death in the Principal's immediate family (spouse, child, parent, sister, brother, parent-in-law, or other relative in the Principal's immediate household), the Principal shall be entitled to take a leave at full pay for up to three (3) school days.
11. The Employer reserves the right to terminate employment of the Principal for Cause in the course of the school year. Cause shall include but without being limited to: loss of administrative certification, cruelty, incompetence, immorality, intemperance, willful neglect of duty, unprofessional conduct, physical or mental incapacity, any violation of the Federal, State or local laws, or any conduct tending to reflect great discredit upon the school, Diocese or upon the Principal, or tending to seriously impair his/her continued effectiveness as a Principal. The Principal especially recognizes the religious nature of the Catholic school and agrees that the Employer has the right to dismiss the Principal for public rejection of the official teachings, doctrine and laws of the Catholic Church. The Principal shall be informed in writing of the charges against him/her and given an opportunity to answer the charges to the Employer, with the right of appeal to the Superintendent of Catholic Schools of the Diocese of Wheeling-Charleston.
12. Employer and Principal agree that neither party shall bring a civil action or seek administrative relief in civil law for breach of this contract or for any other reason arising out of the employment relationship herein created without first having exhausted their remedies for appeals to the Superintendent of Catholic Schools of the Diocese of Wheeling-Charleston.
13. The Employer and the Principal mutually agree that the terms of this Agreement shall not be modified or changed in any way other than by consent in writing of both parties hereto.
14. The Employer and the Principal agree that rules, regulations and policies promulgated by the Diocese of Wheeling-Charleston and the local Catholic School Advisory Council pertaining to the principals and schools are hereby incorporated by reference and made a part of this Contract.
15. The Employer agrees to allow the Principal 20 vacation days, which days must be taken during the period between June 15th and August 15th of the contract year, except with prior approval of the Superintendent of Catholic Schools such dates may be adjusted or altered to address the personal circumstances of the principal.

16. Additional Agreements:

Principal _____ Date _____

Pastor _____ Date _____

Superintendent _____ Date _____

Copies of this Contract of Employment shall be given to the Principal, the Pastor and the Superintendent of Catholic Schools of the Diocese of Wheeling-Charleston.

Rev. March 3, 2008



2212.4 Principal Evaluation

Approved: 7.03

Revised: 10.12

Reviewed: 7.12

A yearly evaluation of the Principal should be completed in accordance with the evaluation standards and procedures approved by the Diocesan Department of Catholic Schools.

As part of the contract process for the upcoming year, the summary evaluation, using the prescribed Diocesan form, must be reviewed with the Principal and signed by the Principal and Pastor/Designated Pastor. A copy of the signed summary evaluation is to be placed in the school file and a copy forwarded to the Superintendent of Catholic Schools.



2212.5 Principal Contract Renewal

Approved: 10.12

Revised:

Reviewed:

By **February 15** each year, the Principal shall notify the Pastor/Designated Pastor of his or her intention to seek renewal of the Principal's contract. By **April 1** the Pastor/Designated Pastor shall offer a contract for the upcoming school year or inform the Principal in writing of the non-renewal of the contract. (The Pastor/Designated Pastor must consult the Superintendent of Catholic Schools before making a decision not to renew a contract per Policy # 2212.6.)

Schools shall use the Diocesan Principal Contract (2122F), as provided by the Diocesan Department of Catholic Schools, for all lay Principals. The terms of the contract shall not imply continued employment. The contract is valid only for the term expressed therein and shall neither assure nor imply future employment beyond the dates so stated.

Any substantive changes or modifications to the Principal Contract must be approved by the Superintendent of Catholic Schools prior to use by the local school.

Negotiations for renewal of individual contracts should be finalized no later than **April 20th**.

For the contract to be offered and executed:

- 1) the Principal must provide a copy of an appropriate, valid and current WV Administrative Certification or, in unusual circumstances, and with the approval of the Superintendent of Catholic Schools, an education plan to obtain appropriate WV Administrative Certification or continuing education credits.
- 2) the Principal must be compliant with all guidelines and requirements as outlined by the Office of Safe Environment, including a background check and a report showing completion of Virtus training and bulletins.

The contract must be signed by the Principal and Pastor/Designated Pastor and then sent to the Superintendent of Catholic Schools for his or her signature. Once signed, a copy is retained by the Department of Catholic Schools and the original contract is sent to the school for its permanent records with two copies for the Principal and Pastor/Designated Pastor.



2212.6 Non-Renewal of Principal Contract

Approved: 5.01
Revised: 10.12
Reviewed: 7.12

Principals are expected to complete the term of employment for which they contracted. If the Principal's employment is not to be extended beyond that period, the following procedure is to be followed:

Procedure for non-renewal of contract:

1. The Pastor/Designated Pastor shall contact the Superintendent of Catholic Schools to review the recommendation for non-renewal of the contract and provide information as requested.
2. The Principal shall be given notice of non-renewal in writing by **April 1** of the current year of employment.
3. Every Principal whose contract is not renewed shall be given the courtesy of an exit interview with the Pastor/Designated Pastor, and may appeal to the Superintendent of Catholic Schools as delineated in his or her executed Principal Contract.



2212.7 Termination of Principal

Approved: 3.11

Revised: 10.12

Reviewed: 7.12

Any decision to terminate a Principal's contract before the expiration of the contract period should occur for reasons of "cause" only. Cause is defined in the Principal's contract.

Procedure for terminating a Principal:

1. The Pastor/Designated Pastor contacts the Superintendent of Catholic Schools to review a recommendation to terminate the Principal's contract, detailing the specific reasons supporting the recommendation for such discharge for cause and providing other information as requested.
2. After consultation and approval of the Superintendent of Catholic Schools, the Pastor/Designated Pastor makes a final determination.
3. The Pastor/Designated Pastor shall inform the Principal in writing of the basis for termination and the date on which the termination is effective.
4. A Principal who has been informed of his or her termination of contract, may, if requested, appeal to the Superintendent of Catholic Schools as delineated in his or her executed Principal Contract.



2213 Assistant Principal

Approved: 3.11

Revised:

Reviewed: 7.12

After consultation with the Pastor/Designated Pastor and the Superintendent of Catholic Schools, it is the responsibility of the Principal to appoint an Assistant Principal when needed. The Assistant Principal is an administrative position in the school and reports to the Principal.



2213.1 Principal Pro Tem

Approved: 3.11

Revised:

Reviewed: 7.12

In schools where there is no Assistant Principal, the Principal will appoint a faculty member to serve as Principal Pro Tem while the Principal is away from the school. This faculty member is not an Assistant Principal.



2311 Student/Parent Handbook

Approved: 3.11

Revised:

Reviewed: 7.12

All schools will have a Student/Parent Handbook that communicates policies and regulations governing the school that are consistent with Diocesan policies.

Students and parents are required to sign a contract stating that they agree to abide by the policies and regulations found in the Student/Parent Handbook. The signed contracts for the handbook will be kept on file in the school.

Copies of school Student/Parent Handbooks will be provided annually to the Diocesan Department of Catholic Schools.



2312 Faculty Handbook

Approved: 3.11

Revised:

Reviewed: 7.12

All schools will have a Faculty Handbook that communicates policies and regulations that are consistent with Diocesan policies.

The Faculty Handbook is an extension of the contract. Signing the teacher contract is a statement of compliance with all policies and regulations in the Faculty Handbook.

Copies of Faculty Handbooks will be provided annually to the Diocesan Department of Catholic Schools.



2313

State Registration (Exemption Status)

Approved: 3.11

Revised:8.23

Reviewed: 7.12

All private schools are required by law to register to operate in the State of West Virginia. Catholic schools in the Diocese of Wheeling-Charleston are collectively registered by the Diocesan Department of Catholic Schools to operate using an Exemption B Status.



2411 Emergency Drills

Approved: 3.11

Revised: 10.12

Reviewed: 7.12

Fire drills will be carried out according to the West Virginia Fire Code as applied to schools. A record of drills will be kept by the Principal and posted in the school.

Other emergency drills and documentation of same must be held as appropriate and necessary during the school year. (See Policy 2311)



2412 Homeland Security

Approved: 3.11

Revised:

Reviewed: 7.12

Cooperation will be given to the Homeland Security Department and disaster preparedness programs of the local, state and federal governments.



2414 Safety/Crisis Management

Approved: 5.01

Revised: 10.12

Reviewed: 7.12

The schools of the Diocese of Wheeling-Charleston are committed to providing a safe, nurturing environment that is conducive to learning. To that end, school leadership must be proactive in developing procedures that address potential crises that could affect the safety of students, faculty, and staff. Hence, all schools must have a crisis management plan that prescribes the procedures to be followed in various crisis situations including delineated responsibilities for administration, faculty, and staff.

The plan must be on file in the Principal's office, with Diocesan Department of Catholic Schools, and with local emergency management personnel. The plan must be reviewed annually by local and Diocesan administration and revised as necessary. This plan should not only include how best to manage a crisis, but also procedures for prevention and recovery as well. The Diocesan Crisis Management Resource Manual provides guidelines and a format for developing a local school's plan.

Annual in-service on plan implementation is essential to effectively address any crisis that may arise. Drills and documentation of same must be held as appropriate and necessary during the school year.



2415 Tobacco Control Policy

Approved: 6.02

Revised:

Reviewed: 7.12

I. Purpose

This policy is designed to promote healthful living for Diocesan Catholic School students and school personnel by protecting them from being exposed to second hand smoke and by regulating the use of tobacco products which, have been linked to numerous health problems. The government body of every school within the Diocese shall adopt a tobacco control policy which is no less restrictive than the following model policy.

II. Model Policy

- a. The use or distribution of tobacco products in any school building is prohibited.
- b. School personnel are prohibited from distributing or using any tobacco products while in the presence of students or while engaged in any activities directly involving students, at any location.
- c. Students under the age of 21 may not possess any tobacco product at any time.
- d. No school property may be used for advertising of any tobacco product.

III. Administration

School administrators are responsible for the implementation of this policy including communicating the policy to students, staff, parents and visitors to school facilities.

IV. Compliance with Applicable Law

This policy is in addition to, and shall not displace, applicable Federal, State and local law. In the event that any such applicable law or regulation is more restrictive than this policy, the law or regulation shall control.



Business and Non-Instructional Operations (3000 Series)



3110 Budget Preparation

Approved: 5.96

Revised:

Reviewed: 7.12

The Principal of each school in the Diocese of Wheeling-Charleston, in conjunction with the Pastor/Designated Pastor and the Catholic School Consultative Board, is to prepare an annual balanced operational budget based on anticipated income and projected expenditures.

A copy of the preliminary budget is to be submitted to the Superintendent of Catholic Schools by April 30th for the following school year. A copy of the revised budget is due October 1st of the budgeted school year.

All schools must use the financial procedures outlined by the Department of Catholic Schools in the Finance Manual for Catholic Schools.



3111 School Finance

Approved: 8.16

Revised:

Reviewed: 8.16

To promote healthy financial stability for our Diocesan schools it is necessary we have diverse funding sources. Parishes, with the assistance of tuition and third party funding sources, have primarily met the operating costs of our schools. In order to insure both the financial stability of our schools, as well as our parishes, the Diocesan School Board requires that by the school year 2017-2018 all budgets and actual expenditures be based on the following percentages.

1. No less than 70% of the annual budgeted operating expenses (the Actual Cost of Education – ACE), including depreciation should be from tuition, fees and other charges. Financial assistance through the Diocesan Assistance Program will be considered as tuition.
2. No less than 15% of the annual budgeted operating expenses (ACE), including depreciation, should be from development efforts from fundraising, grants and other available support.
3. The balance, but not more than 15%, including depreciation, should be from direct parish support of the operating expenses.

Tuition increases should be considered annually in order to deal with operating costs, fair and reasonable compensation, facilities maintenance and capital costs. Such tuition increases shall be at least 5% per year until the above percentages are achieved.

Multi-child discounts shall be eliminated because the cost of providing services is best accounted for on a per child basis.



3113 Financial Review

Approved: 5.97

Revised:

Reviewed: 7.12

School financial accounts shall be reviewed annually by the local finance committee (Catholic School Consultative Board or parish) or by an independent committee recommended by the local finance committee and appointed by the Pastor/Designated Pastor. This review shall be conducted on or before September 30th of each year.

The purpose of the review is to ensure accountability and adequate recordkeeping, to support and document the collecting and raising of funds, and to provide documentation to support the proper use and distribution of fund. Included in the review will be the Diocesan Financial Review and Procedures Checklist.

Reviewable entities shall include all committees, organizations and funds associated with the activities, functions and operations of the school and its auxiliary programs.

Schools are required to comply with all policies and procedures set forth in Diocesan financial policy for all operating and activities accounts.

A copy of the review, signed by the chair of the review committee, the Principal, and the Pastor/Designated Pastor shall be sent to the Superintendent of Catholic Schools upon completion of the review.

The Superintendent of Catholic Schools reserves the right to request additional financial information.



3115 School Related Accounts

Approved: 4.95

Revised:

Reviewed: 7.12

All school related accounts, such as activities, clubs, sports, boosters and parent groups who raise their own funds are to maintain receipts and expenditures records and submit a summary report and bank statements to the Principal and the Catholic School Consultative Boards at the end of each month. Wherever possible such accounts should be consolidated into a central activities account. All related accounts must be recorded in the general ledger reflecting current cash balance and related checking account (liability).

- All bank accounts must be in federally-insured banks (FDIC) or savings and loan institutions (FSLIC). The total amount on deposit in any one bank is not to exceed the federally-insured amount.
- The amount on deposit in checking accounts normally should not exceed one average month's expenses.
- All receipts are to be deposited intact. Cash is not to be retained on the premises, unless in a locked safe awaiting counters.
- All money not needed for immediate use by the parish should be deposited with the Finance Office in the Diocesan Loans-in-Aid Account. The Loans-in-Aid Account is a fund through which schools (and other institutions) can help other schools (and other institutions) through a program of low-interest loans.
- Fund on deposit in the Loans-in-Aid Account earn interest at the rate of three one-half percent (3.5%), payable semi-annually. Funds may be withdrawn as needed by the school. Withdrawal requests should be made in writing to the Diocesan Finance Office, specifying the requested amount and intended use of funds. This
- safeguards against the use of funds for unauthorized major renovations or construction. (Please see Section 6: Building Programs, Maintenance, and Repairs).

- Under no circumstances may a pastor, administrator, principal or other representative of a parish loan money to the parish, use personal funds to purchase items or pay bills for a parish, or forego salary or allowances as a loan to a parish. Cash-flow problems should be addressed by an arm's length transaction between the Diocese and the parish or other entity. The Diocese will not reimburse anyone for this type of advance. It is unauthorized and imprudent to operate in this manner.
- It is essential that bank reconciliations not be delegated to employees who handle cash receipts or cash disbursements, or to those who have access to blank checks. This control precludes the possibility of employees attempting to conceal theft by manipulating figures on the bank reconciliations. If staffing is so limited as to prevent segregation of duties, the parish should consider adding staff or hiring an independent contractor or accounting firm to prepare the reconciliation. The benefit of a proper reconciliation process far outweighs the cost.
- When reconciling checking accounts:
 1. Be sure to account for all check numbers on the statement.
 2. Verify that outstanding checks cleared from previous reconciliations were actually made payable to the recorded payee (vendor)
 3. Inspect all voided checks.
 4. Compare paid checks with cash disbursements records as to number, date, payee (vendor), and amount.
 5. List outstanding checks.
 6. Verify that all checks are properly endorsed on the back and have only justifiable additional endorsements. (Some banks do not provide the back of the check with check imaging.)
 7. Verify that signatures are those of authorized signers. If unsure of the signature, verify with the authorized signer promptly, and, if the signature is unauthorized, notify the bank immediately by phone or facsimile and follow-up in writing, retaining a copy for parish records. Request that the bank return a receipted copy.

8. Refer checks that have been outstanding for a long period of time to a designated person for proper disposition.
9. Compare deposits per records to the bank statement as to amount and date; investigate any unreasonable delays or missing deposits, and make a list of deposits in transit.
10. Verify that any deposits in transit from the previous month were posting to the account in a timely fashion.
11. Reconcile all bank transfers, determining dates and amounts are the same in both funds.



3116 Eligible Check Signers

Approved: 4.95

Revised:

Reviewed: 7.12

The Principal and/or Pastor in a parish school, should be eligible check signers for all school related accounts (i.e. any account operated by the school or related organization which raises funds in the name of the school.)

All checking accounts shall require two signatures. Business Managers/Bookkeepers should only sign a check on a two signature check system. The payroll, operating and student activities accounts require that one of the two signatures be that of the Principal or Pastor in a parish school.



3117 Pre-Signed Checks and Signature Stamps

Approved: 4.95

Revised:

Reviewed: 7.12

Pre-signed checks or check signature stamps are not permitted. Checks must be signed by eligible signers in their own hand at the time of expenditure.



3118 Checks Written to Cash

Approved: 4.95

Revised:

Reviewed: 7.12

Checks are not permitted to be written to “cash” but to the payee or to the person responsible for paying such a person.



3119 Debit Cards

Approved: 10.12

Revised:

Reviewed:

The use of debit cards by schools is not permitted.



3120 Financial Records

Approved: 4.95

Revised:

Reviewed: 7.12

The financial records (books) of the school are to remain on the school premises. In the case of a parish school where bookkeeping is being done by someone at the rectory or parish office, it is permissible for the records to be kept there. No financial records (books) may be taken home. Exceptions must be approved by the Superintendent of Catholic Schools.

All Catholic schools must have on staff a qualified, paid bookkeeper or business manager.



3121 Incorporations

Approved: 4.95

Revised:

Reviews: 7.12

No school related organizations are to be separately incorporated without the approval of the Vicar General and the CFO of the Diocese of Wheeling-Charleston.



3122 Payroll and Tax Forms

Approved: 4.95

Revised:

Reviewed: 7.12

All payroll and tax forms are to be processed through Advantage Payroll Service to ensure the proper withholding and payment of taxes and filing of related tax forms. This includes salaries for all school employees (teachers, coaches, Principals, etc.)



3123 Investments

Approved: 5.01

Revised:

Reviewed: 7.12

- A. Excess school funds must be invested only in federally insured savings, money markets, or CD's; and schools are to avoid higher risk short-term investment options.
- B. For long-term investments, schools are to utilize the Diocesan CD accounts.
- C. Schools wishing to establish endowment funds must first contact the Superintendent of Catholic Schools to secure approval and then contact the Executive Director of the West Virginia Catholic Foundation for appropriate procedures. The establishment of endowment funds must be approved by the CFO, Vicar General and Diocesan Bishop.
- No investment decisions of any kind, including Government Bonds, Money Market Funds, etc., are permitted without written permission from the Diocesan Bishop.
 - All securities purchased for a school must be approved by the Diocesan Bishop and bear the following owner designation: "The Roman Catholic Bishop of the Diocese of Wheeling-Charleston, for the benefit of..." Any administrator who fails to follow this regulation will be held personally and financially responsible.
 - If a school receives stocks, bonds, property, or other assets by gift or bequest, full information concerning the amount and the term(s) under which they were received is to be sent to the Diocesan Finance Office for study and recommendations.



3124 Restricted Gifts

Approved: 4.95

Revised:

Reviewed: 7.12

Schools accepting restricted gifts of cash, securities or property which have been legally designated in writing for a restricted purpose must maintain accurate records verifying the appropriate expenditure of the funds. In some cases the donor's purpose may not be appropriate for current school needs. In these instances, conferencing with donor to consider alternatives should be considered prior to acceptance. Restricted gifts of greater than \$5,000 should be reported to the Superintendent of Catholic Schools.

Wills and Bequests

Those wishing to leave bequests in their Wills, or gifts to the Diocese or to parishes, need simply make the following designation: "The Roman Catholic Bishop of the Diocese of Wheeling-Charleston, for the benefit of..." indicating the purpose for which they wish the gift to be used. Bequests are made to the Bishop due to restrictions on ownership by churches contained in civil law.

No charge is made by the Diocese for the administration of bequests. The total amount of the bequest goes to the parish or project, with no fees charges by the Diocese, as would be charged if the estate were administered by a Trust Department, Trustee, etc.; however, unless specifically exempted, bequests are subject to Cathedraticum and PHRA assessments.

Under no circumstances may gifts or bequests of real estate, timeshares, or personal property be accepted without review and approval at the Chancery level.



3125 School Loans

Approved: 4.95

Revised:

Reviewed: 7.12

All school loans must be approved by the CFO, Vicar General, and Diocesan Bishop. The process for requesting a loan begins by contacting the Superintendent of Catholic Schools.



3126 Expenditures over \$5,000

Approved: 4.95

Revised:

Reviewed: 7.12

Any non-recurring contracted expenditures over \$5,000 must be approved by the local Catholic School Advisory/consultative Council and the Superintendent of Catholic Schools.



3128 Storage of Financial Records

Approved: 4.95

Revised:

Reviewed: 7.12

Financial records should be maintained in a safe storage area for 7 (seven) years. This does not include items such as deeds, agreements or ongoing contracts which are to be kept permanently.



3130 Diocesan Financial Assistance

Approved: 5.01

Revised:

Reviewed: 7.12

The Diocese of Wheeling-Charleston provides several grant and or loan programs for schools. These grant and loan programs and applicable application procedures are available to Principal and Pastor/Designated Pastors from the Department of Catholic Schools.

In order to qualify for any of the funds, the applying school must be in accord with Diocesan policies and procedures which include, but are not limited to, curriculum directives and procedures, financial operations, personnel certification, and participation at mandatory meetings.



3210 Tuition Rates

Approved: 5.97

Revised:

Reviewed: 7.12

Tuition rates shall be recommended by the local parish council or the Catholic School Consultative Board with final approval being made by the Pastor/Designated Pastor.



Subsidies and Assessments

Approved: 5.01

Revised:

Reviewed: 7.12

In a parish school the Pastor and the finance council approve the parish subsidy to the school based on the school budget submitted to them by the Catholic School Consultative Board and on the total parish funds available. Significant changes to the subsidy must involve consultation with the Diocesan Bishop.

In a central school, parish assessments are established through the consultation of all Pastors from supporting parishes with the school administration and are subject to the approval of the Diocesan Bishop. A parish must receive permission from the Bishop to withdraw financial support from any central school which it has traditionally supported or to change the agreed upon amount of its assessment.



3211 Tuition Payment/Collection

Approved: 5.01

Revised:

Reviewed: 7.12

All schools must have a policy regarding the payment and collection of tuition. Before the school year begins, this policy must be communicated to parents. The school will make clear to parents that by registering their child as a student, the parents are agreeing to abide by the payment requirements of the school.

The policy must include information on:

- ❑ The payment system for tuition and fees
- ❑ Definition of delinquency
- ❑ Procedures for resolution of delinquent tuition and fees
- ❑ A general statement describing the consequences for non-payment of tuition.

School must utilize the Diocesan mandated tuition collective service for all school tuition and related fees. Tuition and fees should be paid directly to the tuition collection service, using the payment process as outlined by the service.

Within the mission of our school programs, students are not responsible for the neglect of their parent's financial obligations and therefore are not to be embarrassed (publicly or privately) by the way these matters are resolved by the school. Legal action to resolve these matters should be used as a last resort.



3212 Local Tuition Assistance Programs

Approved: 5.96

Revised:

Reviewed: 7.12

It is a principle of philosophy of the parochial schools of the Diocese of Wheeling-Charleston that Catholic youth desirous of receiving a Catholic school education should not be deprived of it for financial reasons.

Each local Catholic School Advisory/consultative Council is encouraged to establish a tuition assistance fund. Schools may use the diocesan tuition assistance service to assist them in disbursement of funds.



3310 Gambling Activities/School Sponsorship

Approved: 4.95

Revised:

Reviewed: 7.12

No individual, group, organization, partnership, corporation, or assembly of any kind may use the name of any school within the Diocese of Wheeling-Charleston in association with fund-raising, gambling, or solicitation of any kind, unless:

- 1) there has been prior written approval from the Principal and Pastor/Designated Pastor of the particular school, and where applicable,
- 2) all licensing required by all applicable sections of the West Virginia State Code have been issued.

Gambling activities which are not eligible for licensing are strictly forbidden.



3311 Prize Winning Policy

Approved: 6.02

Revised:

Reviewed: 7.12

I. Purpose

The purpose of this policy is to alert the administrators of all Catholic schools of the need for compliance with Federal and West Virginia Income Tax law with regard to the reporting of certain prize winnings, and the requirement for withholding of income taxes in some circumstances. The following is a summary of applicable tax law in effect in 2001. All administrators are encouraged to work closely with their tax advisors in implementing this policy, and are invited to contact the Department of Catholic Schools for guidance. It is noted that other requirements of State law (including licensing) also apply; this policy is limited to income tax withholding and reporting.

Schools must maintain current license for raffles and bingo.

II. Administration

I. Wagering Events – The following requirements apply in any case where a wager is involved (e.g.: a raffle, lottery or betting game).

A. Reporting Requirement – Prize winnings must be reported upon IRS Form 945 if the amount of any individual prize (less the amount of the wager) is:

- a. \$600 or greater (\$1,200 in the case of bingo) and
- b. At least 300-times the wager amount.

B. Withholding Requirement – Withholding must be made by use of IRS Form W-2G only if the amount of any individual prize (less the amount of the wager) is:

- a. Greater than \$5,000 and
- b. At least 300-times the wager amount.

If applicable, the withholding amount would generally be 28% of the individual prize (31% if “backup withholding” applies). In any case, where it is anticipated that a requirement for withholding, or backup withholding would apply, the administrator is encouraged to consult with a tax advisor before conducting the wagering event. There is no withholding requirement regarding bingo winnings.

2. **Non-Wagering Events** – In all cases where no wagering is involved (e.g., sweepstakes without fee), IRS Form 1099 MISC must be filed with the Internal Revenue Service and provided to the prize winner, if the individual prize exceeds \$600. A 1099 MISC must be furnished to the prize recipient no later than January 31, and filed with the IRS no later than February 28, of the year following the year in which the prize is awarded.
3. **Miscellaneous** – Non Cash Prizes are valued at fair market value. The sponsoring school may be required to obtain the tax identification number of the prize winner, upon appropriate forms. Again, the administrator is encouraged to consult with a tax advisor in the event it is anticipated that any withholding or reporting requirement will apply.

INSTRUCTIONS FOR FORM WV/RAF-1 (APPLICATION FOR CHARITABLE RAFFLE LICENSE)

..Charitable raffle licenses can be obtained by filing an application for a raffle license. The application must contain the following information (WVC 47-21-8) (Heading): The heading of the application form must include the name and address of the organization that is applying for the license, the identification number and account number issued to the organization by letter from the State Tax Department, and the date that the letter was issued.

THIS A RENEWAL APPLICATION?: If the application is for a new license, there is a mandatory 60-day filing period that must be observed before any raffle activities may be conducted. This period applies regardless of when the license is approved and issued. If the application is for a license renewal, the mandatory 60-day filing period may be waived. However, licensees are urged to file their renewal applications prior to the expiration of their current license, to avoid interruption in their raffle activities.

Phone Number: If the organization has a telephone number, it must be provided. If the organization has no telephone, then the address and telephone number of the person applying for the license must be provided.

NAME AND ADDRESS OF STATE OR NATIONAL ORGANIZATION

If the applicant is a local branch or lodge of a state or national organization, it must provide the name and headquarters address of the state or national organization with which it is affiliated.

SECTION 1 – TAX EXEMPT STATUS:

A copy of the organization's IRS determination letter must accompany the application. Exempt organizations that do not have an IRS determination letter must attach a letter explaining the nature of their exempt status.

For example: volunteer fire departments, rescue units, other similar volunteer community service organizations or associations, churches, or government subdivisions are eligible to apply for a charitable raffle license, even though they may not be required to have an I.R.S. exemption letter. The West Virginia State Tax Department does not issue tax exemptions, but it recognizes exemptions issued by the Internal Revenue Service. You should consult the I.R.S. if you have questions about the tax exempt status of your organization.

SECTION 2 – TYPE OF LICENSE: 2

Select the type of license that best suits your organization's needs:

ANNUAL LICENSE: An annual license entitles an organization to conduct unlimited raffles year-round

LIMITED LICENSE: A limited occasion license is issued for a specified period of time, and entitles the organization to conduct two raffles within a six-month period. If two or more organizations wish to conduct a joint raffle occasion, each participating organization must obtain a limited occasion license. An organization that holds an annual license may obtain one limited occasion license per year.

STATE FAIR LICENSE: (issued only to the West Virginia State Fair Board)

EXEMPT CERTIFICATE: An organization that is authorized to conduct raffles without a license under the provisions of WVC 47-21-3 may apply for an "Exempt Certificate" without charge. See page 5 of the Handbook for further information regarding exempt raffles. The 60-day filing period does not apply to exempt raffles.

AMOUNT ENCLOSED: Application will not be processed unless the appropriate fee is paid.

SECTION 3 – LOCATION OF RAFFLE OCCASIONS

List the address of location of the premises where raffle games will be held. List the name of the owner of the premises. Indicate whether you own the premises, or are renting or leasing the premises. If you are renting or leasing the premises, copies of all rental or lease agreements must be attached. Rental agreements that are not reflective of the fair market value may be disapproved by the Tax Commissioner.

SECTION 4-NAMES OF OFFICERS OF ORGANIZATIONS

List the names, home addresses and home telephone numbers of all of the officers, members of the board of directors, governors, or trustees of the organization. If necessary, attach a separate sheet.

SECTION 5-PERSONS IN CHARGE OF RAFFLE

List the names, titles, home addresses and home telephone numbers of three or more bona fide active members of the organization who will be responsible for the raffle operations. At least one of these persons must be present at all times raffles are conducted. For a limited occasion license, only two names are required.

SECTION 6- NAME OF HIGHEST ELECTED OFFICER AND DESIGNEE

List the names, titles, home addresses and home telephone numbers of the highest elected officer of the licensee and his or her officially appointed designee. One of these persons must be present at all times raffles are conducted.

SECTION 7-MANDATORY INFORMATION

Indicate by circling the appropriate answer whether the organization has ever been denied a raffle license, or whether any previous license issued to the organization has been revoked or suspended. If the answer is “yes,” attach an explanation on a separate sheet. Indicate whether any member of the organization who will participate in any way in the conduct of raffles has been convicted of a felony, or a misdemeanor for a gambling offense within the precious ten years. If the answer is “yes,” attach an explanation on a separate sheet.

SECTION 8 – NAME OF RAFFLE DISTRIBUTOR

List the names, addresses and telephone numbers of the distributor from whom the licensee will purchase raffle boards and games.

SECTION 9 – DISPOSITION OF PROCEEDS

Indicate the organization or organizations to which proceeds will be donated, using a separate sheet if necessary. Indicate the intended charitable or public service purposes for which the raffle proceeds will be expended.

SECTION 10- PROOF OF EXISTENCE

In order to qualify for a raffle license, your organization must provide proof that it has been in existence in West Virginia for two years prior to the date of filing. Documentary proof may include a copy of your organization's Certificate of Registration issued by the Secretary of State, and a copy of a business registration certificate issued by the State Tax Department. These documents are not required from organizations that are applying to renew their license, and have previously provided them.

SECTION 11- CONCESSIONS

If a concession is to be operated by someone other than the licensee, a copy of any written agreement, or an explanation of any oral agreement, between the licensee and the concession operator must be attached to the application.

SECTION 12-AGREEMENT

By signing the application form, the authorized representation of the organization is affirming that the persons in charge of the organization's raffle operations and the officers of the applicant organization understand:

- (1) That it is a violation of the law to allow any unauthorized persons to conduct any part of the raffle games or concessions;
- (2) That the organization is required to file the reports and keep the recorded as provided by the law; and
- (3) That it is a crime to violate the provisions of the charitable raffle laws, and, in addition, that a violation may result in suspension or revocation of the organization's license and denial of future licenses. The signature on the application form by the authorized representative of the organization is that person's certification that the information contained in the application is true to the best of his or her knowledge. To avoid delays, make sure your application is complete, including your check for the appropriate fee, your IRS exemption letter (not required for renewals) and all other supporting documents, copies of all leases or rental agreements, and the signature of the person submitting the application. If the application form is not complete, your license will be denied. The completed application form, along with a

check for the applicable license fee, should be mailed to the Charitable
Bingo/Raffle License Unit, P>O> Box 1143, Charleston, West Virginia 25324-
1143.



Personnel (4000 Series)



4110 Local Personnel Policies

Approved: 8.05

Revised:

Reviewed: 7.12

Each local Catholic School Consultative Board should distribute to its school personnel written statements about its personnel policies, regarding such areas as: personnel and sick leaves, maternity leave, jury duty, benefits, substitute teachers, extra curricular expectations, required attendance at PTO meetings, dress code, professional conduct, duties, etc.

(See Policy 2312 Faculty Handbooks)



4210 Recruitment and Hiring of Teachers

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

The Diocesan Department of Catholic Schools will assist local schools in recruiting teachers, but the selection and hiring of teachers remains the responsibility of the Principal.

Teachers shall be hired without regard to race, sex, gender, national origin or age (in accordance with the law).

Because the distinct and unique purpose of a Catholic school is to create a Christian educational community, one enlivened by a faith that is shared among teachers and students, teachers hired in Catholic schools must make a commitment to exemplify Christian moral standards as understood and taught in the Catholic tradition.

Procedures for hiring new teachers:

1. The Principal obtains and reviews the teacher applications. (See Policy 4212 for the minimum requirements for teachers.)
2. The Principal interviews applicants. Principals may choose to establish a committee to interview applicants.
3. The Principal is the key person in selecting school faculty. The Principal recommends to the Pastor/Designated Pastor who should be hired. The Pastor/Designated Pastor, as the employing agent, generally accepts the recommendations of the Principal and approves and executes the contract. The Pastor/Designated Pastor may not hire a teacher without the Principal's recommendation.

The contract must be signed by the teacher, the Principal, and the Pastor/Designated Pastor with a copy sent to the Superintendent of Catholic Schools.



4212 Minimum Requirements for Teachers

Approved: 1.07

Revised: 10.12

Reviewed: 7.12

All teachers hired in the Diocese of Wheeling-Charleston must have a bachelor's degree. All teachers hired in the Diocese of Wheeling-Charleston must have a valid West Virginia teaching certificate in the grades and areas in which they are teaching.

Exceptions to the West Virginia certification requirements include:

1. Teachers of religion exclusively, who are governed by Policy 4214.
2. Teachers who have been granted a temporary exemption by the Superintendent of Catholic Schools and who have provided an approved education plan to obtain appropriate WV Teacher Certification or continuing education credits.

All teachers hired in the Diocese of Wheeling Charleston must pass a background screening and meet all guidelines and requirements as outlined by the Office of Safe Environment.

Newly hired faculty/staff are required to have an approved tuberculin skin test administered and evaluated before entering school or the beginning of employment. (Results of a tuberculin skin test administered no more than four months prior to employment will be accepted.) New school personnel with positive reactors shall have their employment suspended until the local health officer, along with the Superintendent, approves their return to work.”



4213

Catholic Identity & Teachers of Other Faiths

Approved: 8.05

Revised:

Reviewed: 7.12

Persons seeking employment as teachers must recognize and support the mission and philosophy of the Catholic school and agree that they will not publicly reject the official teachings, doctrines, and laws of the Catholic Church or engage in conduct that is contrary to the religious tradition of the Catholic Church. All teachers hired in Catholic schools must make a commitment to exemplify Christian moral standards as understood and taught in the Catholic tradition.

The Catholic school community can be enriched through the support and participation of those who do not share fully in Catholic beliefs. The Catholic school should provide a truly pastoral setting in which all participants: students and adults, Catholic and those of other faith traditions, are renewed and refreshed, challenged and given hope, and brought closer to God.

In a situation in which a teacher of another faith has been hired, we welcome his/her participation in the Catholic school mission. However, it is required that the teacher clearly understands and is willing to:

- accept the role of the school as having a Pastor/Designated Pastoral and educational mission given to it by the Church.
- implement the philosophy and goals of the school.
- attend liturgies and prayer experiences that are celebrated for faculty growth. (Because of the unfortunate reality of the divisions which exist within Christian churches, only members of the Roman Catholic Church, either Latin or Eastern rites, and members of the Orthodox churches, can be welcomed to communion.)
- attend liturgies and prayer experiences that are celebrated for the growth of the total school community.

- witness Gospel values in one's own life and in relationships with adults and students.
- integrate in each subject area within the curriculum the Gospel values as taught by the Church.
- understand that he or she will not teach religion

In order to facilitate the integration of teachers of other faith traditions into the school community and to ensure their understanding and participation in advancing the mission and philosophy of education in Catholic schools, orientation sessions are to be offered at both the local school level and the Diocesan level.



4214 Qualifications/Certification of Religion Teachers

Approved: 2.05

Revised:

Reviewed: 7.12

All teachers of religion must be Catholic and must meet the requirements as listed below. Any exceptions to this policy must be approved by the Superintendent of Catholic Schools.

Elementary School Personnel

Religion-teaching personnel are expected to be certified in the Diocesan religious education certification process or be working toward this certification in accordance with the prescribed time-line of the process.

A Department Chairperson must be certified in the Diocesan religious education certification process at the Professional level or beyond and have three years of teaching experience in a Catholic school.

Secondary School Personnel

Secondary school religion teachers must have a minimum of a bachelor's degree in theology or religious education and must be certified in the Diocesan religious education certification process at the Advanced or Masters level. Classroom experience and courses in education (materials and methods, classroom management, etc.) are strongly encouraged to ensure success in the classroom. Additional course work leading to a Master's degree in theology or religious education is encouraged.

A Department Chairperson must be certified in the Diocesan religious education certification process at the Advanced or Masters level, have or be working toward a Masters degree in theology or religious education, and have a minimum of three years of teaching experience in a Catholic school.

A more detailed outline of the requirements of the Diocesan religious education certification process is available from the Department of Catholic Schools.



4216 Substitute Teachers

Approved: 8.05

Revised:

Reviewed: 7.12

Whenever a regular teacher is absent, the Principal will take whatever steps are necessary to assure the continuity of the instructional program. The Principal will attempt to secure the services of a teacher or a paraprofessional who is familiar with the pupils, the school and the instructional program. In the event of a prolonged absence, the Principal will make appropriate and more permanent arrangements.

Substitute teachers can get a one (1) year substitute teaching certificate through their Regional Education Services Agency (RESA). The RESA will provide the needed training.



4217 Part-time Teachers

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Part-time teachers must have a bachelor's degree and valid West Virginia teaching certificate in the grades and areas in which they are teaching. Part-time teachers will fulfill duties as assigned by the Principal and will participate in regular faculty and department meetings and in professional development at the discretion of the Principal.

Exceptions to the West Virginia certification requirements include:

1. Teachers, of religion exclusively, who are governed by Policy 4214.
2. Teachers who have been granted a temporary exemption by the Superintendent of Catholic Schools and who have provided an approved education plan to obtain appropriate WV Teacher Certification or continuing education credits.



4218 Teacher Contracts

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Schools shall use the Diocesan Teacher Contract, as provided by the Diocesan Department of Catholic Schools, for all lay teachers. The terms of the contract shall not imply an expectation of continuing employment. The contract is valid only for the term expressed therein and shall neither assure nor imply future employment beyond the dates so stated.

Any substantive changes of, or modifications to, the form of the Teacher Contract must be reviewed by/with the Superintendent of Catholic Schools prior to implementation by the local school.

Negotiations for renewal of individual contracts should be finalized no later than May 15th. (See Policy 4650 for procedures for non-renewal of contracts.)

For the contract to be offered and executed:

- 3) the teacher must provide a copy of appropriate, valid and current WV Teacher Certification or, in unusual circumstances, and with the approval of the Superintendent of Catholic Schools, an education plan to obtain appropriate WV Teacher Certification or continuing education credits.
- 4) the teacher must be compliant with all guidelines and requirements as outlined by the Office of Safe Environment, including a background check and a printed report showing completion of Virtus training and bulletins.



Diocese of Wheeling-Charleston

CONTRACT FOR TEACHERS

This CONTRACT OF EMPLOYMENT, dated this ____ day of _____, 20____, is by and between _____ School, of the Diocese of Wheeling-Charleston, hereinafter referred to as EMPLOYER, and _____, hereinafter referred to as TEACHER.

1. TERM OF EMPLOYMENT: This Contract shall be for the period beginning on _____, 20____, and terminating on _____, 20____.

2. DUTIES OF TEACHER: Teacher recognizes the religious nature of Catholic schools and agrees that Employer has the right to dismiss Teacher for public rejection of the official teachings, doctrine, and laws of the Catholic Church.

During the term of this Contract, Teacher agrees to fulfill his/her duties on such days as are scheduled in the School's official calendar and in accordance with the policies established by the Employer. Teacher agrees to be available for faculty meetings, consultations with the Principal, parents, and pupils, and agrees to attend such staff, organizational, and professional meetings as may be required by the Principal.

In addition to his/her duties as an instructor, Teacher agrees to perform additional, extra-curricular duties, including those required under State law and the policies of the Employer, all as determined in the discretion of the Principal. Teacher is immediately responsible to the school Principal in the interpretation and performance of Teacher's duties in the school, including curricular, co-curricular and extra-curricular.

3. CERTIFICATION: Teacher agrees to meet all requirements for certification as established by State education laws and regulations. Exceptions to certification are only to be made by Employer with the permission of the Superintendent of Schools of the Diocese of Wheeling-Charleston or the Superintendent's designee. Teacher agrees to continue professional development in their field and in catechesis.

4. BACKGROUND INVESTIGATION: Teacher agrees to furnish to Employer, before the first day of employment, a transcript of all credits earned, a copy of the current teaching certificate and such other information of a personal and professional nature as may be required by Employer. Teacher shall also cooperate, at Employer's direction, in any desired background investigations, including a criminal background check, all as determined in Employer's sole discretion.

5. COMPENSATION: Employer agrees to pay Teacher the sum of _____ dollars (\$_____) per annum, less Federal and State income tax, FICA, and other required and/or authorized deductions, payable in _____ equal installments, beginning _____, 20____, and continuing _____ (monthly/bi-weekly) thereafter. Teacher shall also be eligible to participate in all other benefit programs offered by Employer, on the same basis as similarly situated employees.

6. APPROVED LEAVE: Employer agrees to allow Teacher the following leave, in each case where approved by the Principal after any required notice as determined by the Principal or school policy, without reduction in pay:

- a. _____ days sick leave, subject to demonstration of medical necessity satisfactory to Principal. Teacher may accumulate unused sick days in successive academic years to an amount no greater than 20 days.
- b. _____ days of bereavement leave, in the event of a death in Teacher's immediate family (spouse, child, parent, sibling, or parent-in-law, or other relative who resides in Teacher's home).
- c. _____ days of personal leave, subject to demonstration of need satisfactory to Principal.
- d. _____ days of professional leave, subject to approval of the Principal.

Additional sick, bereavement or personal days, and professional-leave days may be taken without pay, subject to notice and approval by the Principal.

7. **TERMINATION FOR CAUSE:** Employer may terminate the employment of Teacher for cause during the term of this Contract. Cause sufficient for termination shall include, but is not limited to: any rejection of the official teachings, doctrine or laws of the Catholic Church; unprofessional conduct; incompetence; immorality; intemperance; willful neglect of duties; cruelty; physical or mental incapacity; any violation of federal, state or local laws or regulations; conduct tending to reflect discredit upon the school, Employer or Teacher; or conduct tending to seriously impair the continued effectiveness of Teacher.

8. **RESOLUTION OF DISPUTES:** The parties agree that the exclusive procedure for resolution of disputes which arise as to the terms or application of this Contract is as follows:

a. **Resolution at School Level:** It is anticipated that any dispute arising out of the execution, interpretation, or performance of this Contract shall be resolved informally by Teacher and Principal, in consultation with the Pastor, or in the case of a Central School, the Designated Pastor.

b. **Appeal to Superintendent:** In the event the dispute is not successfully resolved at the School level, Teacher may appeal to the Superintendent of Diocesan Schools. Teacher shall petition the Superintendent for review in writing, stating the nature of the dispute, and the Teacher's position. The procedure for review of the dispute shall be determined by the Superintendent within a reasonable time after the petition is submitted, and the Superintendent shall render a written decision as soon as practicable after the review is complete.

c. **Binding Arbitration:** In the event informal resolution is unsuccessful, the dispute shall be solely and finally settled by binding arbitration which shall be conducted in Wheeling, West Virginia, or such other location to which the parties mutually agree, by a single arbitrator selected by the parties. The arbitrator shall be a lawyer familiar with employment law, and shall not have been employed by or affiliated with either of the parties hereto. The parties hereby renounce all recourse to litigation and agree that the award of the arbitrator shall be final and subject to no judicial review. The arbitrator shall conduct the proceedings pursuant to the rules of the American Arbitration Association, as amended. If the parties fail to agree upon an arbitrator within thirty (30) days following the date arbitration is invoked by either party, either party may apply to the American Arbitration Association to make the appointment. All substantive questions of law shall be determined under the laws of the State of West Virginia. Each party shall bear their separate costs for legal representation, if desired, and the costs of the arbitrator shall be shared equally; provided, that the arbitrator shall be permitted to make a differing award of costs (including the awarding of costs to the prevailing party) as he determines to be just and equitable under the circumstances.

9. **SCHOOL POLICIES:** Employer and Teacher agree that Diocesan School Policies and the Policies of Employer pertaining to teachers and schools, as may be enacted and amended from time to time, are hereby incorporated by reference and made a part of this Contract; provided, however, that in the event of a conflict between such Policies and the provisions of this Contract, the provisions of this Contract shall control.

10. **MISCELLANEOUS:** This Contract expresses the entire agreement of the parties hereto, and may not be amended except by subsequent writing signed by both parties. This Contract is binding upon the parties, their heirs, successors and assigns. This Contract shall be governed and construed in accordance with the laws of the State of West Virginia.

IN WITNESS WHEREOF this contract is executed by the parties as of the date first above written.

EMPLOYER:

TEACHER:

(School Name)

(Principal)

(Pastor/Designated Pastor, as applicable)

(Print Name)

A copy of this Contract shall be:

- sent to the Superintendent of Schools (P.O. Box 230, Wheeling, WV 26003) and
- placed in the teachers' file.



4219 Days of Employment for Teachers

Approved: 10.12

Revised:

Reviewed:

Teachers in the Diocese of Wheeling-Charleston are employed for 200 days, which include a minimum of 180 instructional days, paid holidays, and non-instructional days as assigned by the Principal for events such as school staff meetings, PTO meetings, conferences, workshops and other professional development activities. Principals will provide teachers with a calendar delineating employment days at the beginning of each school year. A copy will be sent to the Superintendent of Catholic Schools, through the use of the Department of Catholic School data management system by June 30 prior to the beginning of the new school year.



4320 Guidance and Counseling Staff

Approved: 1.12

Revised:

Reviewed: 7.12

Comprehensive, developmentally appropriate, school guidance and counseling programs and services should be an integral part of the program of Catholic schools in the Diocese.

In secondary schools, personnel certified in guidance shall be available to provide appropriate guidance programs, including college and career planning.

Elementary schools shall make reasonable efforts to provide guidance counseling to groups and individuals.

As needed, schools will collaborate with staff, parents, and community members to mobilize resources needed to support student success.



4321 Clerical Staff

Approved: 8.05

Revised:

Reviewed: 7.12

Each school should have adequate clerical assistance. This means each school should at least have a part-time secretary. Clerical staff members are responsible to the Principal.



4322 Custodial Staff

Approved: 8.05

Revised:

Reviewed: 7.12

Each school shall have adequate and competent custodial services that are responsible for the maintenance of buildings and grounds. The providers of the custodial services are responsible to the Principal or Pastor/Designated Pastor.



4323 Cafeteria Staff

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

The facilities and personnel involved in food service distribution are to be governed by the state and county health regulations. Cafeteria personnel are responsible to the Principal.

Those schools participating in the Free and Reduced Breakfast and/or Lunch Program offered by the Federal Government through the Department of Agriculture shall be in compliance with all regulations governing the program, including record keeping and reporting to the appropriate offices as outlined in applicable regulations or guidelines.



4324 Advancement Director

Approved: 8.05

Revised:

Reviewed: 7.12

Each school should have an Advancement Director who has the responsibility of both raising third source income and marketing and advancing the school's mission. The Diocesan Department of Catholic Schools will assist local schools in identifying candidates for the position of Advancement Directors, but the selection of School Advancement Directors remains the responsibility of the Principal.

Procedures for hiring an advancement director:

- 1) The Principal contacts the Department of Catholic Schools for assistance in the hiring of a school advancement director.
- 2) The Principal receives and, with the assistance of the Department of Catholic Schools, reviews the applications.
- 3) The Principal, Pastor/Designated Pastor and Department of Catholic Schools interview the applicants. The school may choose to establish a committee to interview applicants.
- 4) The Department of Catholic Schools recommends to the Principal and Pastor/Designated Pastor who should be hired. The Pastor/Designated Pastor, as the employing agent, generally accepts the recommendation. The Pastor/Designated Pastor may not hire the advancement director without the recommendation of the Department of Catholic Schools.

Advancement directors within a school are “at-will” employees and are not to be offered contracts.



4430 Salary Scales

Approved: 8.05

Revised:

Reviewed: 7.12

Each year the Diocesan Department of Catholic Schools publishes a recommended salary scale. Each Catholic School Consultative Board shall establish a local salary scale based on justice and its financial situation and make this scale known to all of its teachers.

The Bishop approves the financial arrangements for religious employed in the Diocese.



4431 Benefits

Approved: 1.07

Revised: 6/19

Reviewed: 6.19

In justice, all local Catholic School Consultative Boards are strongly encouraged to establish as many employer-subsidized benefit programs as financial conditions permit. These programs could include health and life insurance, dental insurance, vision coverage and a retirement plan.

Tuition discounts and scholarships may be awarded to children who are enrolled in a PK-12 Catholic School in the Diocese of Wheeling-Charleston whose parent is a full-time teacher, counselor, or Principal in that PK-12 Catholic School in the Diocese of Wheeling-Charleston.

For example, if Teacher Jones is a full-time teacher at St. School and her daughter attends St. School, Teacher Jones would be eligible to receive a tuition discount at St. School. Her other daughter, however, attends St. Other School. Teacher Jones would not be eligible to receive a tuition discount at St. Other School, since the policy is applicable only to the school where the teacher is employed.

This policy is not applicable to an individual who is solely a “coach” for a school’s athletic team. For example, Coach Smith coaches volleyball for St. School; she is neither a teacher, counselor, nor Principal at St. School. Accordingly, Coach Smith’s son is not entitled to a tuition discount at St. School. Conversely, Coach James coaches soccer and teaches at St. School. Coach James’ daughter would be entitled to a tuition discount since her father, Coach James, teaches at St. School.

The following guidelines are suggested minimum required tuition discounts and scholarship amounts. Schools may exceed the minimum at their own discretion:

- Newly hired = 50% discount/scholarship
- 2nd year hired at same school = 75% discount/scholarship
- 3rd year hired at same school = 100% discount/scholarship
- Continued employment at same school = 100% discount/scholarship

Schools may ask teachers, counselors, or Principal(s) to pay book, activity, athletic or other student fees.

Lay personnel in the schools may participate in the Diocesan Retirement Plan and a health insurance program.

Religious personnel are included in a retirement plan. Religious personnel are also included in a health insurance plan, through the Diocese of Wheeling-Charleston or his/her community.

Pursuant to Sections 117(d)(1), 3401(a), 3401, 3102 and 3301 of the federal tax code, these monies distributed on behalf of an employee are not taxable. Furthermore, pursuant to Section 6041 no W-2 form will be filled on the employee's behalf as a result of this benefit.



4431.2 Employee Tuition Benefit

Approved: 7.23.12

Revised:

Reviewed:

In justice, all local Catholic School Consultative Boards are strongly encouraged to establish as many employer-subsidized benefit programs as financial conditions permit. These programs could include health and life insurance, dental insurance, vision coverage and a retirement plan.

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- 2nd year hired at same school = 75% discount/scholarship
- 3rd year hired at same school = 100% discount/scholarship
- Continued employment at same school = 100% discount/scholarship

Schools may ask teachers, counselors, or Principal(s) to pay book, activity, athletic or other student fees.



4432 Workers' Compensation

Approved: 8.05

Revised:

Reviewed: 7.12

Diocesan policy requires that all employed personnel be covered by West Virginia Workers' Compensation. Premiums are to be paid by each employing institution.



4433

Family and Medical Leave

Approved: 1.07

Revised:

Reviewed: 7.12

Catholic schools provide family and medical leaves of absence, without pay, to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child or the illness of a child, spouse, parent, or serious health condition of the employee. Employees must have worked a minimum of 1,250 hours (approximately one school year at full time status) in order to be eligible for family and medical leave. Leave may be requested for up to twelve (12) weeks within one contract year.

Eligible employees taking leave for maternity/paternity reasons must inform their supervisor, in writing, thirty (30) days in advance of the leave, except in the case of birth or adoption, if it would occur sooner than the required (30) day notice.

Employees requesting leave related to the illness of a child, spouse, parent or serious health condition of the employee will be required to provide a physician's statement verifying the illness and the need for the employee to provide care, and the estimated time required. Employees requesting leave for this purpose may use accumulated sick days to receive pay during the leave.

If additional time is needed after the initial twelve (12) week period due to the illness of a child, spouse, parent, or serious health condition of the employee, the employee may request, in writing with an accompanying physician's statement, additional unpaid leave not to extend beyond the term of their one (1) year contract. If such a leave is granted, the employer will continue to provide health insurance, in accordance with the employer policy for eligible employees, for the initial twelve (12) week period and any period that accumulated sick days is used. Once the twelve (12) week period has ended or accumulated sick days have been exhausted, the employee will be required to pay the full cost of insurance if he/she chooses to continue with the coverage.

If both spouses work for the school, the maximum leave is twelve (12) weeks combined for both employees, except when requested leave is for the care for a

serious illness of a child, live-in parent, or each other, in which case, each employee is eligible for the twelve (12) week period.

If an employee requested intermittent or reduced leave because of a serious health condition of the employee or to care for a seriously ill parent, child or spouse, the school may transfer the employee to an alternate position for which the employee is qualified, if the transfer better accommodates the leave. The job to which the employee transfers must be of equivalent pay and benefits.

The taking of leave shall not result in the loss of any benefit accrued prior to the date which the leave commenced. Benefits will not accrue during the period of unpaid leave.

So that an employee's return to work can be properly scheduled, an employee on family and medical leave is requested to provide the school with at least two (2) weeks advance notice of the date the employee intends to return to work. When a family and medical leave ends, every reasonable effort will be made to return the employee to the same position or to a similar available position for which the employee is qualified.



4434

Military Leave of Absence Policy

Approved: 8.05

Revised:

Reviewed: 7.12

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), schools are required to grant an **unpaid military leave** of absence to any employee who requests such leave in order to perform service in the uniformed services. The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard, and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard and Air National Guard. Under another Federal law, enacted in 2002, Congress has extended reemployment rights under USERRA to persons who serve as Intermittent Disaster Response Appointees (IDRAs). The term “service in the uniformed services” means the performance of duty *on a voluntary or involuntary basis and* includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32

USERRA applies to employees in probationary, seasonal, or “temporary” positions. There is no requirement that the employee have been employed at a school for any minimum period before the absence for uniformed service. However, a school is not required to reemploy a person if the employment which the person leaves is employment for a brief, non-recurrent period and there is not reasonable expectation that such employment will continue indefinitely or for a significant period.

ELIGIBILITY CRITERIA

An employee who leaves employment for service in the uniformed services will be entitled to reemployment, provided he or she meets the USERRA eligibility criteria:

- a) The employee (or an appropriate officer of the uniformed service) must give oral or written notice two weeks prior to the impending service. However,

circumstances may arise where the employee does not receive notice from the service until the last minute. If this is the case, the employee will be exempt from any financial penalty that would normally occur when less than two-week notice is given. The employee must convey that he or she is leaving the job for the purpose of service.

- b) The employee's cumulative period or periods of military service, while working at a school, shall not have exceeded five years. Exceptions shall be made for those employees with extenuating circumstances as set forth in 38 U.S.C.A. §4312©.
- c) An individual does not have reemployment rights if he or she has received a punitive (by court martial) or other-than-honorable discharge or if he or she has been "dropped from the rolls" of the uniformed service. Please check with the Department of Catholic Schools before denying reemployment on the basis of a less than honorable discharge.
- d) The employee must have made a timely application for reemployment or have been timely in reporting back to work.

TIMELY APPLICATION FOR REEMPLOYMENT (Defined)

After a period of less than 31 days of military service, the employee is required to report for work at the start of the first full regularly scheduled work period on the first day after the completion of the period of service, the time reasonably required for safe transportation from the place of service to the individual's residence, and a period of eight hours (for rest). If reporting that next day is impossible or unreasonable because of factors beyond the individual's control (like an accident on the return trip), the individual is required to report for work as soon as reasonably possible thereafter.

If the period of military service is greater than 30 days but less than 181 days, the individual is required to submit an application for reemployment within 14 days after the completion of the period of service. If the period of service is 180 days or more, the individual must submit an application for reemployment within 90 days after the completion of the period of service. If the individual reapplies within the 14 days or 90 days, they will be offered a job.

If the employee's period of service was less than 91 days, he or she is entitled to the exact job that he or she would have attained if he or she had been continuously employed. In most cases, that will be the same as the pre-service job.

If the period of service was 90 days or more, schools have the option to reemploy the returning veteran either in the same position or in another position of like seniority, *status*, and rate of pay. However, when a school reemploys a person absent from a position of employment for more than 90 days, that school may require that the person provide the school with documentation satisfying regulations prescribed by the federal government, including timely application for reemployment and evidence of honorable discharge.

If the employee fails to report or apply for employment or reemployment within the appropriate period specified above, the employee shall not automatically forfeit his or her entitlement to the rights and benefits contained under Eligibility Criteria, but shall be subject to the conduct rules, established policy, and general practices of the schools pertaining to explanations and discipline with respect to absence from scheduled work.

TRAINING OR RETRAINING

If an employee returns to work after a long period of military service, there may have been changes at the school. The returning veteran is entitled to the training or retraining that he or she would have received if continuously employed in order that they may return to their job.

SPECIAL PROTECTION AGAINST DISCHARGE, EXCEPT FOR CAUSE

The returning veteran who meets the USERRA eligibility criteria may not be discharged, except for cause, within one year after the date of reemployment, if the veteran's period of service was 181 days or more.

If the period of service was 31-180 days, the period of special protection is 180 days. If the employee is discharged during the special protection period, our company has a heavy burden of proof, to show that the employee was discharged *for cause*.

This special protection provision applies even if the employee was in an at-will or probationary status before leaving for service. The special protection provision is intended to protect the veteran from a bad faith or *pro forma* reinstatement. Please do not try to discharge a returning veteran during the special protection period without first checking with the Department of Catholic Schools.



4540

Supervision and Evaluation of Teachers

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Supervision and evaluation of professional staff is an ongoing duty of the Principal or a designated representative. The Principal and/or designee shall annually provide all teachers with a copy of the Diocesan Teacher Evaluation Process and review the process with them.

In accordance with the Diocesan Teacher Evaluation Process, teachers shall be scheduled for observations and conferences. All reports shall be prepared according to the Diocesan Teacher Evaluation Process directives and deadlines. Unannounced, informal classroom visits are also part of the overall Teacher Evaluation Process.

The Principal is responsible for reporting the results of these evaluations to the Pastor/Designated Pastor as the employing agent.

Comments and/or concerns received by the Pastor/Designated Pastors and/or Catholic School Consultative Board members about teachers shall be referred to the Principal.



4542 Staff Professional Development and Faith Formation

Approved: 8.05

Revised:

Reviewed: 7.12

Professional development and faith formation of faculty and staff is the ongoing responsibility of the school Principal. Each school shall create a staff development and faith formation plan that is based upon its school improvement plan and the input and evaluation of faculty and staff. Faith formational opportunities such as prayer and retreat, which enhance the faith community of the faculty and the Catholic identity of the entire school community, are to be included as well. A copy of the plan shall be submitted to the Diocesan Department of Catholic Schools by September 1.

It is recommended that the annual staff development and faith formation plan include a minimum of five calendar days (or 30 clock hours) and that at least one of the professional development days be regionally based to include at least one other school where geographically possible.

By the end of June, each school should submit to the Diocesan Department of Catholic Schools a list of topics covered in staff development throughout the year.



4543

New Teacher Orientation and Mentoring

Approved: 8.05

Revised:

Reviewed: 7.12

Each newly hired teacher is required to attend an annual new teacher orientation provided by the Diocesan Department of Catholic Schools. If teachers are hired after the start of the school year, they are to attend the orientation at the beginning of the next school year. This orientation is for the purpose of helping teachers to develop a full understanding of Catholic education and their role as both faith and academic leaders in their schools.

The Principal is responsible for providing additional orientation to the local Catholic School community for each newly hired teacher.

Each newly hired teacher is also required to participate in the Diocesan Department of Catholic Schools approved mentor program for beginning educators or veteran teachers.



4650

Non-Renewal of Teacher Contracts

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Teachers are expected to complete the term of employment for which they are contracted. If a teacher's employment is not to be renewed beyond that period, the following procedure shall be followed:

Procedure for non-renewal of contract:

1. The Principal contacts the Superintendent of Catholic Schools to review the recommendation for non-renewal of contract(s) and provides supporting information as requested.
2. The teacher(s) must be given notice in writing by May 1 of the current year of employment.
3. Every non-renewed teacher shall be given the courtesy of an exit interview with the Principal and may invoke the Resolution of Dispute procedure as outlined in his or her executed Teacher Contract.



4651 Termination of Teachers

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Termination of a contract within the contract period should occur for reasons of “cause” only. Cause is defined in the Teacher Contract.

Procedure for terminating a non-tenured teacher:

1. The Principal shall contact the Superintendent of Catholic Schools to review the details and reasons for termination of the contract and provide information as requested.
2. The Principal shall then make a written recommendation to the Pastor/Designated Pastor for the termination and provide the detailed reasons therefore.
3. Upon confirmation by the Pastor/Designated Pastor that the reasons therefore constitute cause for such discharge under the contract, the Pastor/Designated Pastor shall confirm the termination. The Pastor/Designated Pastor may not dismiss a teacher without formal consultation with the Principal.
4. After the Principal and Pastor/Designated Pastor agree to terminate the teacher, the Principal shall inform the teacher in writing of the “cause” for termination and the date on which the teacher is terminated.
5. A teacher who has been informed of his or her termination of contract, may invoke the Resolution of Dispute procedure as outlined in his or her executed Teacher Contract.

In terminating a teacher’s contract, all applicable policies must be observed. Termination of tenured teachers must follow the guidelines in Policy 4653.



4652 Reduction in Staff

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Any contract or employment can be terminated if the financial conditions of the school make such action exigent (e.g. reduction in work force necessitated by a change in enrollment or consolidation, closing of a school or elimination of a program.)

The Superintendent must be informed before any reduction of faculty may take place. Should a reduction of faculty become necessary, teachers shall be retained based on the needs of the school.

If tenured teachers are affected by a Reduction in Staff, the school must follow any pertinent procedures as outlined in Policy 4653 for these tenured teachers.



4653

Previously-Tenured Teacher

Approved: 8.05

Revised: 10.12

Reviewed: 7.12

Effective for teachers employed for the 1995-1996 school year or for any subsequent school year, tenure will no longer be granted to teachers. This policy of not granting tenure, will not affect teachers who had already obtained tenure prior to the 1995-1996 school year. Such tenured teachers will have all the rights and obligations of tenure as it existed in April 1995.

Whenever the Superintendent of Catholic Schools determines that the change of the status of a school is of such magnitude as to constitute the formation of a new school, then tenure of all teachers of the former school shall cease. However, the changing of the status of a school shall not be employed as a vehicle to circumvent the general policy on tenure. When tenure ceases, notice is to be given to all personnel affected by the change in a school's status by **May 1st**.

Dismissal of Tenured Teachers

Tenure provides protection against arbitrary and capricious dismissal, but even a tenured teacher can be dismissed for due cause. Such dismissal can occur at any time, but justice demands that the Principal weigh the past satisfactory performance of the teacher as well as the seriousness of the situation before attempting to dismiss a tenured teacher in the course of the school year. The following procedures must be followed to terminate tenured faculty members of Catholic schools:

1. The Principal shall contact the Superintendent of Catholic Schools to review the details and reasons for termination of the contract and provide information as requested.
2. The Principal shall then make a written recommendation to the Pastor/Designated Pastor for the termination and provide the detailed reasons therefore.

3. Upon confirmation by the Pastor/Designated Pastor that the reasons therefore constitute cause for such discharge under the contract, the Pastor shall confirm the termination. The Pastor/Designated Pastor may not dismiss a teacher without formal consultation with the Principal.
4. After the Principal and Pastor/Designated Pastor agree to terminate the teacher, the Principal shall inform the teacher in writing regarding the nature of the charges or other reasons for dismissal and the effective date on which the teacher is terminated.
5. The teacher has 10 days in which to provide written response to the charges.
6. A teacher who has been informed of his or her termination of contract, may invoke the Resolution of Dispute procedure as outlined in his or her executed Teacher Contract



4760 Safe Environment

Approved: 1.07

Revised: 10.12

Reviewed: 7.12

Sexual abuse by the personnel of the Diocese is abhorrent to Christian principles and is contrary to and outside the scope of the duties of and employment of all paid and volunteer personnel of the Diocese. Accordingly, all personnel of the Diocese of Wheeling-Charleston must comply with applicable state and local laws regarding incidents of actual or suspected sexual abuse, and with the requirements delineated in the diocesan document, “Policy Relating to Sexual Abuse of Children”.

All school employees and all volunteers must complete a background check and be compliant with all guidelines and requirements as outlined by the Office of Safe Environment.

Schools must also implement an approved curriculum on safe environment.

For a copy of the Diocese of Wheeling-Charleston Policy Relating to Sexual Abuse of Children and related forms, please visit the Office of Safe Environment on the Diocese of Wheeling-Charleston’s website (www.dwc.org).



4760.1 Child Abuse Reporting

Approved: 6.02

Reviewed: 7.12

Revised: 10.12

Revised: 6.23

Any person (teacher, staff member, coach, tutor, activity coordinator, volunteer, employee, or other school personnel) who has reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes the child being subjected to conditions that are likely to result in abuse or neglect, shall immediately pursuant to West Virginia law, and not more than twenty-four hours after suspecting this abuse, report the circumstances or cause a report to be made to the Department of Health and Human Resources: *Provided*, that in any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made, to the State Police and any law-enforcement agency having jurisdiction to investigate the complaint: *Provided, however*, any person required to report under this article who is a member of the staff of a public or private institution, school, facility or agency shall also immediately notify the person in charge of such institution, school, facility or agency, or a designated agent thereof, who shall report or cause a report to be made: *Provided*, that notifying a person in charge, supervisor, or superior does not exempt a person from his or her mandate to report suspected abuse or neglect.

A "child" is defined as any person less than eighteen (18) years of age. However, a child may be an eighteen (18) year old student still in high school for purposes of complying with this reporting policy.

Any person acting in good faith under this law is immune from civil and criminal liability for making this report.

In the event that a report is made, the reporter must also notify the Superintendent of Catholic Schools and the Pastor/Designated Pastor. The Superintendent of Catholic Schools will thereafter notify the Office of Safe Environment of the Diocese of Wheeling-Charleston.



4761

Sexual and Other Unlawful Harassment

Approved: 8.05

Revised:

Reviewed: 7.12

The Diocese of Wheeling-Charleston is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

No supervisor shall threaten to insinuate by their actions, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assigned duties, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace which may create an offensive work environment is also prohibited. This includes, but is not limited to, repeated offensive or unwelcome sexual flirtations, advances, propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual, and the display in the workplace of sexually suggestive objects or pictures.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Department of Catholic Schools. Complaints will be investigated promptly and corrective action taken where the allegations are verified. Employees can raise concerns and make reports without fear of reprisal or intimidation.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



Students (5000 Series)



5100 Policy on Student Dignity

Approved: 5.98

Revised:

Reviewed: 7.12

The Diocese of Wheeling-Charleston affirms the human dignity of all persons. It is the policy of the schools of the Diocese to assure that this philosophy be a lived reality in its educational institutions and environments. For this reason, and in all circumstances, persons shall be treated with the respect that being created in the image and likeness of God warrants. Characteristics such as: race, creed, national origin, physical and academic ability, gender, age and personal appearance shall be sources of honor, support, and pride.

Care shall be taken to make the values of human dignity and respect an integral part of the curriculum in the schools of the Diocese of Wheeling-Charleston.

Behavior which constitutes treatment of an individual which is demeaning, hostile, debasing, unwelcome, belittling, harassing or denigrating is unacceptable.

Guidelines directed toward the implementation of this policy shall be developed on the local level.



5101

Student Adherence to Christian Doctrine and Morals

Approved: 9.89

Revised:

Reviewed: 7.12

Catholic schools have been established in order to provide a setting in which Christian doctrine and morality are learned and experienced. It is generally accepted that students who have been baptized in the Roman Catholic faith will follow the teachings of the Church in matters of faith and morals. There should be no deliberate effort to proselytize students of other beliefs, but such students are asked to be aware and sensitized to the tenets of Catholicism. Otherwise, the schools will not be the intended laboratory for Catholic life, and the students who are not Catholic may find themselves in conflict with the purpose of the school they are attending.

Students of other faiths are not expected to act in any manner which is contrary to their own beliefs. To do so would be understandably offensive to them and their parents. Contrarily, they should understand that they will give offense to Catholic students and parents when their actions are contrary to the beliefs of Catholics.

It is to be hoped that all students in a Catholic school will learn to avoid offending their neighbors. Certainly, individual religious beliefs should be respected by all faiths. Disregard for another's religious beliefs may constitute grounds for disciplinary action.



5110

General Admissions

Approved: 5.96

Revised: 10.12

Reviewed: 7.12

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the forgoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition.



5111 Admission Requirements: Elementary School

Approved: 5.01

Revised:

Reviewed: 7.12

According to West Virginia law, a child must be five years of age on or before September 1 of the year of enrollment to be eligible to enter Kindergarten. Exceptions of the age criteria may be made locally by the administration based upon testing, parent/teacher/Principal conferences and observation of the child's social and developmental performance.

According to West Virginia law, a child must be six years of age on or before September 1 of the year of enrollment to be eligible to enter first grade. Students who have successfully completed Kindergarten in another system but who have not turned six by September 1 may be enrolled in first grade. Exceptions to the age criteria may be made locally by the administration based upon testing, parent/teacher/Principal conferences and observation of the child's social and development performance.

All children entering school for the first time must show a state issued birth certificate along with proof of immunizations according to the *West Virginia Immunization Program Guidelines for Pre-Kindergarten programs and New School Enterers* (www.wvimmunization.org). All adolescent students are to show proof of the required immunizations for their respective grade.

All out of state transfers, foreign exchange students, and newly hired faculty/staff are required to have an approved tuberculin skin test administered and evaluated before entering school or the beginning of employment. (Results of a tuberculin skin test administered no more than four months prior to enrollment or employment will be accepted.)

Children entering the system for the first time shall also provide evidence of screening tests to determine if they might have a vision or hearing impairment.



5112 Students of Other Faith Traditions

Approved: 7.03

Revised:

Reviewed: 7.12

The Catholic school should provide a truly Pastor/Designated Pastoral setting in which all of the participants, students and adults, Catholics and those of other faith traditions, are renewed and refreshed, challenged and given hope, and brought closer to God. To the best of their ability, all students seeking enrollment (and their parents/guardians), including those of other faith traditions, must be willing to understand and accept the philosophy, purpose and goals of Catholic school education, and understand all the requirements for students in a Catholic school.

Since Catholic religion classes are an integral part of the life of the school, all students, including students of other faith traditions, are required to attend Catholic religion classes. The Catholic school participates in the Pastor/Designated Pastoral, education, evangelizing and catechizing mission of the Church; this means that all students attending religion classes will be expected to understand the teachings of Christ as unfolded in Scripture and Catholic Tradition. To this end, only Catholic religion classes will be taught in Catholic schools.

Students enrolled in Catholic schools must be willing to:

- attend all formal religion classes
- understand that the Catholic faith and Gospel values will be integrated into all curricular areas and the overall life of the Catholic school
- attend and participate in faith formational opportunities such as retreats
- attend liturgies at the schools. “Because of the unfortunate reality of the divisions which exist within Christian churches, only members of the Roman Catholic Church, either Latin or Eastern rites, and members of the Orthodox churches, can be welcomed to communion”.

- participate in service programs which flow from the religious education program and the mission of Catholic school education.



5112.1 Parents of Other Faith Traditions

The Catholic school should provide a truly pastoral setting in which all of the participants, students and adults, Catholics and those of other faith traditions, are renewed and refreshed, challenged and given hope, and brought closer to God. All parents, including those of other faith traditions, who seek enrollment for their children must be willing to understand and accept the philosophy, purpose and goals of Catholic school education, and understand all the requirements for students in a Catholic school.

The Catholic school participates in the pastoral, educational, evangelizing and catechizing mission of the Church; this means that all students attending religion classes will be expected to understand the teachings of Christ as unfolded in Scripture and Catholic Tradition. To this end, only Catholic religion classes will be taught in Catholic schools. All parents, especially those of other faith traditions, should be assisted to understand the nature and goals of the religious education and formation program.

Parents enrolling their children in Catholic schools should:

- Understand all the requirements for their children as students in a Catholic school.
- Understand that all students are required to attend all formal religion classes.
- Understand that the Catholic faith and Gospel values will be integrated into all curricular areas and the overall life of the Catholic school.
- Understand that all students are required attend and participate in faith formational opportunities such as retreats.
- Understand that all students are required to attend school liturgies. (Because of the unfortunate reality of the divisions which exist within Christian churches, only members of the Roman Catholic Church, both Latin or Eastern rites, and members of the Orthodox churches, can be welcomed to communion.)

- Understand that all students are required to participate in service programs which flow from the religious education program and the mission of Catholic school education.
- Understand that the basic teachings of Jesus Christ are presented as understood and interpreted by the Catholic tradition.
- Understand that the catechist will present the basic teachings as significant and valuable to the students and invite them to recognize and appreciate their significance and value.
- Understand that the ultimate objective of the catechetical process is to help the student grow and respond in faith.
- Understand that no student will ever be forced or coerced to believe in the message that is taught.



5113

Attendance of Non-Immigrant Students

Diocese of Wheeling-Charleston Policy for Catholic Schools 11/29/12

Approved: 9.89
Revised:
Reviewed: 7.12

As of July 6, 1967 Catholic schools in the Diocese of Wheeling-Charleston have been approved for attendance by non-immigrant alien students. This approval extends to Catholic schools in the Diocese of Wheeling-Charleston, both elementary and secondary.

As a result, all non-immigrant alien students must be processed through the Diocese of Wheeling-Charleston Department of Catholic Schools.



5114

Attendance of Students, Faculty and Staff Diagnosed with the Acquired Immune Deficiency Syndrome (AIDS)

Approved: 4.95

Revised:

Reviewed: 7.12

The condition of students, faculty or staff who have acquired immune deficiency syndrome and are enrolled or employed in the Catholic schools of the Diocese of Wheeling-Charleston must be handled with great sensitivity, compassion and confidentiality. Students already enrolled or current faculty and staff who have or are perceived to have HIV infection may not be summarily dismissed. However, reasonable precautions must be taken to prevent unnecessary exposure to risks that might threaten their or other's safe and healthful enrollment.

- 1) Consistent with the non-discrimination policy of the Diocese, consideration of the existence of acquired immune deficiency syndrome or related conditions shall not be part of the admissions decision for applicants, the basis for dismissal for a student from the school, nor part of the procedures for hiring or continuing employment of faculty or staff.
- 2) Neither current nor prospective students, their parents, faculty, or staff shall be required to respond to questions regarding the existence of AIDS, ARC, or the results of an HIV antibody test.
- 3) There shall be no mandatory screening or prospective or current students, faculty or staff.
- 4) Since the best currently available medical information indicated there is no risk posed by shared use of common areas, there will be no restriction of access by students, faculty, or staff with AIDS, ARC, or a positive HIV antibody test to classrooms, or other school facilities or recreational areas.

- 5) Since there is no medical evidence of danger to others through casual contact with an HIV infected individual, the right to privacy of each individual shall be protected.
- 6) No specific information concerning complaints, diagnosis, or treatment will be released to any faculty, administrator, or parent, nor to any person, agency, insurer, employer, or institution without the prior written consent of the individual involved.
- 7) As all cases of AIDS meeting the criteria of surveillance definition of the Center for Disease Control must be reported to the local public health authorities, the school Principal will strictly observe public health reporting requirements.

The following guidelines are based on the best currently available medical information and on the recommendations of the Public Health Service and the Center for Disease Control. These standards have been prepared by the National Center for Disease Control for situations involving spilled blood or body fluids.

- A. Individuals cleaning up spills of blood or body fluids should wear disposable gloves.
- B. Sharp items should be handled with extraordinary care and placed in puncture-resistant containers for disposal in accordance with local regulations for solid waste disposal.
- C. Blood and other body fluids can be flushed down the toilet or carefully poured down a drain connected to a sanitary sewer.
- D. Other items for disposal that are contaminated with blood or other body fluids that cannot be flushed down the toilet should be wrapped securely in a plastic bag that is not easily penetrated. It should be placed in a second bag before being discarded in a manner consistent with local regulations for solid waste disposal.
- E. Environmental surfaces exposed to blood and body fluids should be cleaned with a detergent followed by decontamination using an EPA approved hospital disinfectant that is mycobactericidal. In the event of a large volume of blood or other body fluid, the spill should be covered with disposable towels for containment and soaked with disinfectant prior to cleaning with a detergent.

- F. Disposable towels or tissues should be used whenever possible and mops should be rinsed in disinfectant. The personnel who clean up should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids.
- G. Following cleanup and removal of the disposable gloves, hand washing is indicated.



5115 Mid-Year Student Transfer Policy

Approved: 3.2022

Revised:

Reviewed:

The Diocese of Wheeling-Charleston Catholic Schools only considers applications for students transferring midyear if they are newly moving to the area.



5310 Attendance

Approved: 9.89

Revised:

Reviewed: 7.12

The DWC DoCS promotes regular attendance and punctuality as necessary for success in school. Research shows that daily school attendance positively impacts students' social, emotional, and cognitive development. We also recognize that there may be circumstances that prevent a student's attendance, such as illness. This policy sets *minimum* attendance expectations. Each school shall establish a system for monitoring student attendance and provide additional guidelines for attendance and consequences for absences.

Compulsory Attendance

It shall be the policy of the DWC DoCS that students enrolled in the Catholic schools follow the compulsory school attendance laws of West Virginia. Compulsory school attendance begins with the school year in which the sixth birthday is reached prior to July 1 of such year or upon enrolling in a full-time publicly funded kindergarten program and continues to the 17th birthday or for as long as the student continues to be enrolled in a school system after the 17th birthday. (WV Code 18-8-1a).

Collaborative Catholic School Preschool Programs (4-year-old programs only)

Students who are enrolled in a public-school collaborative 4-year-old PreK program located within a Department of Wheeling-Charleston Catholic school are also considered of compulsory school attendance age unless the parents, in consultation with the school, withdraw the child from the program. To enroll in a 4-year-old program, the child must turn four years old by July 1 of the year of enrollment. The school principal, program director or teacher may consider circumstances for any child who may not meet attendance expectations.

Private Catholic School Preschool Programs (non-collaborative with any WV school district)

Students enrolled in private preschool programs within the Catholic schools shall adhere to each program's established attendance expectations based on their schedules. However, chronic absenteeism can result in disruptions to the learning and socialization processes and environment. Principals and/or preschool directors/teachers of private preschool programs shall make meaningful contact with parents/guardians of students who are chronically absent to determine if continued enrollment is in the best interest of the child.

Disenrolling after the age of 17

Any student who chooses to discontinue his/her education will be disenrolled from his/her school. School staff will work with the student and his/her family to encourage continuing his/her education through graduation. All school dropouts shall be reported to the county board of education in which the student resides.

Truancy and Chronic Absenteeism

The principal and/or his/her designee(s) shall investigate the cause for a student's truancy and/or chronic absenteeism.

Attendance Reporting/Recording

Each school will utilize diocesan attendance reporting systems to record attendance for each student. Each school shall establish guidelines and expectations for reporting/recording school attendance based on the following:

1. Reported Attendance

- A. Full-day attendance credit for being present at least .75 of the school day.
- B. Half-day attendance credit for being present at least .50 of the school day.

2. Excused Student Absences

- A. Absences that result from school-approved curricular/co-curricular activities.
- B. Personal illness or injury of the student. A written excuse must be provided.

- C. Personal illness or injury of the student's parent, guardian, custodian, or family member. The excuse must provide a reasonable explanation for the student's absence caused by the illness or injury in the family.
- D. Medical or dental appointment with valid written excuse from physician or dentist.
- E. Documented chronic medical conditions or disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004, that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance.
- F. Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement. To satisfy the requirements of West Virginia Board of Education Policy 2510, Assuring the Quality of Education: Regulations for Education Programs, Policy 2412 - Homebound/Hospital Instruction Program is incorporated by reference into this policy.
- G. Calamity, such as a fire or flood.
- H. Death in the family.
- I. Judicial obligation or court appearance involving the student.
- J. Military requirements for students enlisted or enlisting in the military.
- K. Personal or academic circumstances approved by the principal. This may include college visits up to one (1) day for juniors in their second semester, and up to three (3) days for seniors with satisfactory attendance.

3. Absence During the School Day for Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

- A. the student shall have a statement to that effect from his/her parents;
- B. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc., to the effect that s/he reported promptly for the appointment;
- C. the student shall report back to school immediately after his/her appointment if school is still in session.

4. Unexcused Absence

- A. Any absence not specifically included in the definition of excused absence.
- B. No excuse or documentation provided within a reasonable time period not to exceed three (3) days of any previously excused absence.

5. Tardy

Any student who arrives at school after the start of the school day or is late reporting to his/her assigned location during the school day shall be marked as tardy. A tardy may be excused or unexcused and shall be determined by the school based on their daily schedules. Each school shall have a written policy regarding guidelines and consequences for accumulated tardies.

6. Process and Procedures to Ensure Satisfactory Attendance

Principals and/or his/her designee(s) shall develop and implement a system of support to encourage satisfactory attendance. This system of support shall include a progression of intervention and support as follows:

1. After three (3) *consecutive* unexcused absences, the principal and or his/her designee(s) shall contact the parent(s)/guardian(s) of student to review expectations. This may be through a telephone conversation or in-person meeting.
2. After five (5) *total* unexcused absences, the principal and or his/her designee(s) shall send a certified letter to the parent(s)/guardian(s) requiring an in-person meeting to discuss the reasons for the unexcused absences. At

that meeting, the principal and/or his/her designee(s) shall inform the parent(s)/guardian(s) that continued unexcused absences may lead to discipline and/or voluntary withdrawal or dismissal from the school.

3. In the case of ten (10) *total* unexcused absences. The principal and/or his/her designee(s) shall send a certified letter to the parent(s)/guardian(s) requiring an in-person meeting to discuss the reasons for the unexcused absences. At that meeting, the principal and/or his/her designee(s) shall inform the parent(s)/guardian(s) that the unexcused absences will lead to discipline, up to and including dismissal from the school, as set forth in the school's Handbook.
4. The principal and/or his/her designee shall use his/her discretion to determine the appropriateness of including a student in any of these meetings or conversations with parent(s)/guardian(s).
5. All communication related to attendance concerns shall be documented and filed in the student's cumulative folder.

7. Make-Up Work

Each school shall include a "Make-Up Work Policy" that meets the following *minimum*: Students shall have an opportunity to make-up work for excused or unexcused absences. Each school shall also outline procedures for make-up work due to unexcused absences and anticipated absences.

8. WVSSAC Attendance Policies

All schools shall follow student attendance and participation rules and regulations as outlined in the *West Virginia Secondary School Activities Commission (WVSSAC) Rules and Regulations Handbook*.



5311

Withdrawal/transfer from a Diocese of Wheeling-Charleston Catholic School

Approved: 3.2022

Revised:

Reviewed:

When a student transfers to another school or school system or withdraws from a Diocese of Wheeling-Charleston Catholic school, written documentation of both the withdrawal and enrollment in an approved program is required.

Purpose: to comply with student compulsory attendance law.

Commentary/Procedural Points:

- This information is to be placed in the permanent record folder and noted.
- Careful consideration should be made when custody issues exist. If any suspicions arise, the authorities should be notified.
- Once the decision has been made to withdraw a child from the Diocese of Wheeling-Charleston Catholic schools, the parent/guardian must submit their intention to the school in writing.

- It is the responsibility of the parent/guardian to contact their local Board of Education within in ten business days to inform them of their decision.
- A Home-School Consent Form, obtained from the local County Board of Education, is to be completed within ten business days and returned to the school.
- The school has no further responsibility once the parent has been advised in writing to contact the local Board of Education.
- If a student is withdrawn from the Diocese of Wheeling-Charleston Catholic school and the parents do not provide information on how the student will be schooled, the principal must document the attempts made to determine the placement of the student. In addition, the principal must contact the County Public Schools system where the family resides.



5511 Discipline

Approved: 9.89

Revised:

Reviewed: 7.12

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave the student takes upon him/herself the consequences of that chosen behavior.

In establishing a code of conduct the school shall:

- a) ensure that rules and consequences are understood by students
- b) ensure that the punishments are constructive and relative to the misbehaviors
- c) ensure that work of an academic nature is not used as a punishment
- d) encourage reconciliation with the offended party if applicable

Teachers shall uphold the code of conduct established by the school and follow the expectations, procedures, corrective measures and penalties regarding school rules. Teachers shall be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

Since the Church supports the dignity of persons of all ages, corporal punishment in any form is not an acceptable means of punishment when a student has misbehaved.



5512 Suspension and Expulsion

Approved: 5.97

Revised: 10.12

Reviewed: 7.12

Each Catholic school in the Diocese of Wheeling-Charleston must have a section in their Student/Parent Handbook on suspension and expulsion. This section should include a list of infractions for which a student may be suspended or expelled, as well as a definition of expulsion, in-school suspension and out-of-school suspension.

Suspension: Suspension (whether in-school or out-of-school) is the removal of a student from normal interaction with the school community, barring him or her from attending class and from participation in any school activities whether on or off campus. Suspension may result from a single act or a pattern of inappropriate behavior.

Suspension Guidelines:

1. A decision to suspend must be made by the Principal or his/her designee.
2. The length and nature (in-school or out-of-school) of the suspension is at the discretion of the Principal (or designee).
3. Parents must be notified of any suspension verbally, followed by written notice. No student should be sent home during the day for any reason unless parents are notified or the student is released to the custody of the parents.
4. A conference with the parent, student and appropriate school personnel must be arranged. The length of and reasons for the suspension should be disclosed in the conference.
5. Parents and student should understand that repeat misconduct could result in expulsion.

6. Written notification of the suspension must be provided (email is acceptable) to the Superintendent of Catholic Schools and the Pastor/Designated Pastor outlining the length and type of the suspension, the reason for the suspension, and the timeline of events leading up to the suspension as well as resulting outcomes of the disciplinary action.

Expulsion: Expulsion, which is final dismissal without suspension, is the termination of the student's enrollment in the school. A student may be expelled from school for misconduct of a very serious nature or for an accumulation of offenses.

Expulsion Guidelines:

1. The decision to recommend expulsion is made by the Principal after consultation with the Superintendent of Catholic Schools and with the Pastor/Designated Pastor.
2. Expulsion must have the approval of the Pastor/Designated Pastor.
3. Parents must be notified of any expulsion verbally, followed by written notice. No student should be sent home during the day for any reason unless parents are notified or the student is released to the custody of the parents.
4. A conference with the parents, student and appropriate school personnel must be arranged. The reasons for the expulsion should be noted clearly during the conference.
5. Parents ordinarily should be given an opportunity to withdraw the student from the school unless circumstances merit otherwise.

Required withdrawal is the dismissal of a student from the school by the Principal. Reasons for required withdrawal may include inappropriate placement in the school based on insufficient academic performance, behavior problems or social adjustment issues. Parents will ordinarily be given the opportunity to withdraw the student from the school. If the parent does not withdraw the student, the Principal may follow the steps to expel the student.

Procedure for Appeal and Review of Disciplinary Process

Parents may appeal to the Superintendent of Catholic Schools to review an expulsion. In the event of such an appeal, the Superintendent of Catholic Schools will solicit from the parents, the Principal, and, when appropriate, the Pastor/Designated Pastor the following:

1. A written summary of the issues
2. Any supporting documentation, such as correspondence, local handbooks, etc.

After reviewing the documentation and, if the Superintendent of Catholic Schools deems necessary, conferring with the parties to the disputed action, the Superintendent of Catholic Schools will determine whether the school's action is in accord with applicable diocesan and local policies and within the authority and discretion of the local administration.



5513 Narcotics, Drugs and Alcohol

Approved: 9.90

Revised: 10.12

Reviewed: 7.12

Any student who possesses, sells, distributes, uses, or is under the influence of any unauthorized controlled substance or alcohol in school, on school property or during attendance at school-related events, will be liable to corrective action by any authorized school official. “Unauthorized controlled substances” are defined by the Uniform Controlled Substances Act, West Virginia Code, Chapter 60A-1-101 through 60A-6-605.

Explicit local procedural policies for dealing with students who possess, use, distribute or sell drugs or alcohol must be established, in writing, and must appear as part of the Student/Parent Handbook

In the event of a violation, the student’s parents or guardians will be notified, as well as the Superintendent of Catholic Schools and the Pastor/Designated Pastor. If necessary, emergency medical personnel and local law enforcement will also be notified.

Each case should be reviewed individually, and a disciplinary plan must be created for the student in consultation with the Superintendent of Catholic Schools and the Pastor/Designated Pastor.

Any of the following actions, which list is not exclusive, are available to the principal:

- suspension or other disciplinary action (see policy 5512)
- expulsion from school (see policy 5512)
- recommendation for participation in an age appropriate treatment program
- recommendation for in-patient treatment

In cases which involve students who are using or selling controlled substances, the police shall be notified.



5514 Deadly Weapons

Approved: 4.95

Revised:

Reviewed: 7.12

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use, shall not by any person, be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston; nor shall any such instrument be brought onto or otherwise permitted on any premises where school functions are being conducted which are under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston.

Deadly weapons shall include, but are not to be limited to, those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2 as a blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, revolver, or other deadly weapon of like kind or character which may be easily concealed on or about the person or any type of firearm of any type or description.

Violations of this policy may result in an automatic expulsion (see Policy 5512).



5515 Threats and Violent Acts

Approved: 1.07

Revised: 10.12

Reviewed: 7.12

This policy is created to ensure that schools can provide students with an educational environment that enhances their learning and allows them to experience a safe school environment free from threats and danger.

The commission of or participation in any criminal activity in the school building, on school property, or at any school-sponsored event is prohibited. Such criminal offenses on school property require reporting to the appropriate authorities and subject the student to discipline, up to and including expulsion.

Student conduct (whether on or off-campus, or whether during the school year or between enrollments) that detrimentally impacts a school community, program or reputation and the sense of safety in a school may also result in disciplinary action.

School Principals or their designee must contact the Superintendent of Catholic Schools before making any final decisions regarding disciplinary actions in cases involving criminal activity.

If it is deemed to be an emergency in which assistance is needed (for example: fire, burglary, or intruder), Principals or their designee shall also contact local authorities and follow the school's crisis management plans.

(See also policies 5514 and 5513 on weapons, drugs, and other illegal activities)



5610

Student Pregnancies and Student Marriages

Approved: 9.89

Revised: 10.12

Reviewed: 7.12

In consideration for the sacredness of life and Christ's example of compassion and forgiveness, no Catholic school shall suspend or expel a student solely on the grounds of pregnancy or paternity. Additionally, no Catholic school shall suspend or expel a student solely on the basis of marriage.

In the event of pregnancy/paternity or a student marriage, the following guidelines are to be followed:

- 1) Every effort should be extended to ensure the possibility of the students continuing their education in the Catholic schools, home-bound instruction or absent a satisfactory solution, in another school of their choice.
- 2) Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or co-curricular activities by a pregnant student shall be made by the student's physician. Written notice of such determination must be provided from the physician to the Principal.
- 3) Arrangements for and participation in counseling should be encouraged.

Rationale:

- 1) If a pregnancy occurs, the Christian response is one of acceptance and understanding, and not judgment and condemnation.
- 2) If the student is 18 years old, he or she is legally an adult. If the student is married by a Church official or an authorized state official, he or she is a legally married, responsible adult in the eyes of the state and the Church community.
- 3) Experience has shown that there is no conclusive evidence that married life and school are incompatible.

- 4) Christian educators are in a position to help a young married student make his or her adjustments to married life.
- 5) Christian educators are in a position to help young students deal with pregnancy/paternity and make adjustments as needed.



5710 Elementary Athletics

Approved: 1.07

Revised: 10.12

Reviewed: 7.12

Governance

Elementary school athletics, as all co-curricular activities, are under the jurisdiction of the Principal and Pastor/Designated Pastor. Local policies and regulations for athletics must be approved by the Principal, Pastor/Designated Pastor, and local Catholic School Consultative Board.

Selection of Moderators (Coaches)

The term “moderators” is meant to include coaches of all teams that represent the school in any sport. Moderators of all co-curricular activities are to be officially appointed by the Principal with the approval of the Pastor/Designated Pastor. All moderators must complete a background check and be compliant with all guidelines and requirements as outlined by the Office of Safe Environment.

League Participation and Rules

Interscholastic sports at the elementary level are governed by the rules of the league(s) to which the school belongs.

Sportsmanship and Moral Conduct

Catholic schools are to expect that all who are involved in their sports programs: athletes, coaches, parents and spectators will display at all times the Christian moral principles taught by the Catholic Church. Schools will not tolerate behavior and attitudes which are not in keeping with basic Christian teachings.

Schools will develop a code of conduct for athletes, coaches, parents and spectators that includes a listing of behaviors that are expected from each group. Schools will communicate conduct requirements to coaches, parents, athletes and spectators through newsletters, handbooks, postings and announcements.

Schools will develop an enforcement plan for implementing a sportsmanship code and shall include removal procedures. Spectators in particular should be told that disruptive or unruly behavior will result in their removal from the facility in which a

sport is being played. Inappropriate behaviors include, but are not limited to: berating or belittling players, coaches or officials; use of vulgar language; use of alcoholic beverages or being under the influence of drugs or alcohol; and any acts of violence or threats, assault or battery.

Safety Guidelines

Schools will ensure that their practice and playing facilities and sports equipment are free of safety hazards. Schools will never permit participation during unsafe conditions, such as thunder storms, or other inclement weather creating a safety issue for players or fans. Schools will develop a plan for coaches on how to handle all emergencies at youth sports activities.

Participation, Practice and Playing Time

Schools will establish participation guidelines in order to provide an opportunity for meaningful play for all children. When possible, students should not be cut from teams when the opportunity exists for schools to create more than one school team.

When schools are unable to create their own teams for a given sport, they may combine with another school to create one team for that sport. Combining for one sport does not require that the schools combine for other sports for which they have enough students.

Schools will limit the length and frequency of organized practices. Open gyms, when scheduled, shall not be mandatory or directly affect students' playing time or team selection.



5711 Secondary School Interscholastic Athletics

Approved: 9.89

Revised: 10.12

Reviewed: 7.12

Interscholastic athletics in the secondary schools are governed by the rules of the West Virginia Secondary School Activities Commission (WVSSAC) of which the secondary schools are members. Secondary school shall adhere to such rules.

Secondary school athletic programs and organizations are under the jurisdiction of the Principal and the Pastor/Designated Pastor. Local policies and regulations for athletics must be approved by the Principal, Pastor/Designated Pastor, and local Catholic School Consultative Board.

Selection of Coaches

All coaches are to be officially appointed/hired by the Principal with the approval of the Pastor/Designated Pastor. All coaches must complete a background check and be compliant with all guidelines and requirements as outlined by the Office of Safe Environment.

Sportsmanship and Moral Conduct

Catholic schools are to expect that all who are involved in their sports programs: athletes, coaches, parents and spectators will display at all times the Christian moral principles taught by the Catholic Church. Schools will not tolerate behavior and attitudes which are not in keeping with basic Christian teachings.

Schools will develop a code of conduct for athletes, coaches, parents and spectators that includes a listing of behaviors that are expected from each group. Schools will communicate conduct requirements to coaches, parents, athletes and spectators through newsletters, handbooks, postings and announcements.

Schools will develop an enforcement plan for implementing a sportsmanship code and shall include removal procedures. Spectators in particular should be told that disruptive or unruly behavior will result in their removal from the facility in which a sport is being played. Inappropriate behaviors include, but are not limited to: berating or belittling players, coaches or officials; use of vulgar language; use of

alcoholic beverages or being under the influence of drugs or alcohol; and any acts of violence or threats, assault or battery.

Safety Guidelines

Schools will ensure that their practice and playing facilities and sports equipment are free of safety hazards. Schools will never permit participation during unsafe conditions, such as thunder storms, or other inclement weather creating a safety issue for players or fans. Schools will develop a plan for coaches on how to handle all emergencies at sports activities.

Participation, Practice and Playing Time

Schools will establish participation guidelines in order to provide an opportunity for meaningful play for all team members. When possible, students should not be cut from teams when the opportunity exists for schools to create more than one school team.

When schools are unable to create their own teams for a given sport, an athlete should refer to the WVSSAC guidelines in order to determine the possibility of receiving a release.



5712 Co-Curricular Activities

Approved: 9.89

Revised: 10.12

Reviewed: 7.12

Co-curricular activities which are sponsored by a Catholic School in the Diocese of Wheeling-Charleston are the responsibility of the school whether held within or outside of regular school hours or on off school property.

The regulations governing co-curricular activities are as binding as the rules governing regular school activities.

Co-curricular activities are definite aids in the educational process. These activities shall correlate with the course of study and be directed to the same general objectives.



5713 Field Trip Policy

Approved: 9.90

Revised: 10.12

Reviewed: 7.12

A field trip is a privilege, not a right. The Diocese of Wheeling-Charleston recognizes the importance and value of trips for field study and approves of these visits to places of cultural, educational, spiritual or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted.

It is the responsibility of the Principal to approve any and all field trips taken by students in the school.

Overnight trips are permitted by the Diocese of Wheeling-Charleston, only on a case by case basis and with permission of the Superintendent of Catholic Schools; however, local Catholic School Consultative Boards may approve policies which forbid overnight trips for students in their schools.

Monies raised in the name of the school may be used to defray the costs of trips only if those trips have the approval of the Principal, and when such trips are permitted by the local Catholic School Consultative Board policy.

The following should be taken into consideration when any field trips are planned:

- 1) Adequate adult supervision must be provided, including one or more certified employees of the local school.
- 2) Waivers must be completed by all chaperones and all parents/guardians of students participating in any field trip holding harmless the Diocese of Wheeling-Charleston and the school for injury, accident, illness or death occurring during or by reason of the field trip.
- 3) Bus transportation is the most desirable method to be utilized for any field trip and, whenever possible, this mode of transportation should be utilized. The use of private passenger vehicles is discouraged and should be avoided, if

possible. If a private passenger vehicle must be used, the following information must be supplied and certified by the driver in question:

- a. The driver must be at least 21 years of age.
 - b. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
 - c. The vehicle must have a valid and current registration with valid and current license plates.
 - d. The vehicle must be insured for the following minimum amounts - \$100,000 per person/\$300,000 per occurrence. A copy of the vehicle insurance card should be provided.
 - e. A signed DRIVER INFORMATION SHEET on each vehicle used must be submitted to the Principal prior to the field trip.
- 4) Permission in a written form must be provided by each student's parent or legal guardian prior to the trip. A permission form is provided by the Diocese of Wheeling-Charleston. Permission by telephone is not permitted.
 - 5) The school retains the right to approve all individual drivers and chaperones.
 - 6) All drivers and chaperones must complete a background check and be compliant with all guidelines and requirements outlined by the Office of Safe Environment.



Permission Slip for Field Trip Participation Diocese of Wheeling-Charleston

Dear Parent or Legal Guardian:

A field trip is a privilege, not a right. Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity at a location away from the school site. This activity will take place under the guidance and supervision of employees from _____ School. A brief description of the activity follows:

Curriculum Goal: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____

If you are requesting that your child participate in this event, please complete, sign and return the following request for participation. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

We hereby release and hold harmless _____ School and any and all of its employees from any and all liability for any and all harm arising to my child as a result of this trip.

I request that my child, _____, a student in Grade _____, be allowed to participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above for this event, including the method of transportation.

Parent Signature: _____

Address: _____

Emergency Phone Number: _____

Date: _____

Please return this form by: _____



Field Trip Driver Information Sheet

Driver

Name: _____

Date of Birth: _____

Address: _____

Social Security #: _____

City: _____

Phone #: _____

Driver's License #: _____

Date of Expiration: _____

Vehicle That Will Be Used

Name of Owner _____

Make of Vehicle: _____

Address of Owner _____

Make of Vehicle: _____

Year of Vehicle: _____

License Plate #: _____

Date of Expiration: _____

Registration Expiration Date: _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company: _____

Policy #: _____

Date of Policy Expiration: _____

*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.

My policy liability limits meet the minimum requirements? _____ Yes _____ No

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, have the required insurance coverage in effect on my vehicle used to transport students, have completed a background check and be compliant with all guidelines and requirements outlined by the Office of Safe Environment.

Signature

Date



5910 Medication Administration in School

Approved: 1.12

Revised:

Reviewed: 7.12

The administration of medication to students during the school day should be discouraged unless absolutely necessary for the student's health.

This policy establishes the standards that must be followed when any medication is required to be administered during attendance at school or school related events and to provide for emergency medication administration, when necessary.

No student is to keep medication on their person except in rare cases when self-administration is a necessary practice as approved by the school administrator, parent/guardian and authorized by a licensed health care provider.

Prescribed Medications

Prescription medications may be administered at school after written authorization (*Medication Administration Authorization Form*) from a licensed health care provider and parent/guardian are received. The prescribed medication must be in the original labeled container, which includes: student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription and/or medication expires.

Over-the-Counter Medication

Over-the-Counter Medication may be administered after written authorization (*Medication Administration Authorization Form*) from a parent/guardian is received. A licensed health care provider authorization may be required for repeated usage or at the discretion of the school administrator. The Over-the-Counter medication must be in the original manufacturer's bottle and include: student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.

Self-administration of medications by a student

It may be necessary for a student to maintain possession of prescribed emergency or acute medications, such as, but not limited, to an Epi-Pen or asthma inhaler.

Additionally, students diagnosed with diabetes may need to be in possession of insulin and blood sugar testing equipment for self-administration.

Possession of medication and/or medical equipment by a student requires written authorization by a licensed health care provide and the signature of the parent/guardian (*Self-Administration of Medication Form*). The prescription must indicate that the student must be able to carry the medication in a safe and responsible manner, and use the medication only as prescribed. The student must have demonstrated the ability and understanding to self-administer the medication.



MEDICATION ADMINISTRATION AUTHORIZATION FORM

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, consent must be given and the following form completed.

For Prescription Medications, written authorization from parent/guardian and licensed health care provider are required.

For Over the Counter Medications, written authorization from parent/guardian is required. Authorization from a licensed health care provider may be required for repeated usage or at the discretion of the school administrator.

Parent/Guardian Authorization

1. I request that the above medication be given to my child during school hours as ordered by his/her licensed health care provider.
2. I will immediately notify the school of any change in the medication or licensed health care provider order, dosage change, frequency, or duration of administration.
3. I will provide the prescription medication in the original container from the pharmacy with label affixed: student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription and/or medication expires.
4. I will provide over the counter medication in the original manufacturer's bottle and include: student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.
5. I will pick up any unused portion of medication within 30 days of discontinued date or by the last day of school.
6. I give permission for designated school personnel to administer the medication.
7. I give permission for designated school personnel to administer the medication on a field trip or school activity as ordered.
8. I release all school personnel harmless for any and all liability for damages or injury resulting directly or indirectly from the presence of medication in the school or its use by my child.

Date: _____ Phone: _____

(Parent/Guardian Signature)

Licensed Health Care Provider Completes This Section (Please Print):

Student's Name: _____

School: _____

Birthdate _____ Age: _____ Grade: _____ Allergies: _____

Name of Medication: _____ Dosage to be given: _____

Time/frequency to be administered: _____

Method of Administration (i.e. oral, inhale) _____

Other recommendations/Side Effects/Special Considerations: _____

Diagnosis/Medical reason for medicine: _____

X _____ Date: _____ Phone: _____

(Licensed Health Care Provider Signature)



**Medication Authorization Form
Self-Administration of Medication**

WV Statutes directs that students may be permitted to self-administer medication for asthma or other potentially life-threatening illnesses providing proper procedures are followed. This form must be completed annually for any student requiring self-administration of epinephrine (EPIPEN), insulin, or asthma inhalers while in school.

Student's Name: _____ **D.O.B.:** _____ **Grade:** _____

School Name: _____

Section I- To be completed by the Licensed Health Care Provider

I hereby acknowledge that my patient, _____
has been diagnosed with _____

Name of Medication(s) _____
Dosage: _____
Method of Administration: _____
Time and Frequency of Administration: _____
How soon may it be repeated? _____
Possible Side Effects: _____
Additional Instructions: _____

This student has been instructed in the proper way to use and self-administer his/her own medication (s). He/she is knowledgeable and capable to identify medication, specific symptom/occurrences for the need of the medication, method, dosage and schedule of medication administration, state side effect/adverse reactions and knowledgeable of how to access assistance for self, if needed, in an emergency. It is my professional opinion that this student should be allowed to carry and use this medication by him/herself.

Effective for School Year: 20____ to 20____

Licensed Health Care Provider Signature

Date

Section II- To be completed by parent/guardian

I authorize _____ to permit my child to carry and self-administer his/her own medication as identified in Section I of this form.

The licensed health care provider has noted in Section I, that the student has asthma, allergies or another potentially life-threatening illness and has instructed the student in the proper method of self-administration with the medication(s) identified.

I acknowledge that _____ shall incur no liability as a result of any injury arising from the self-administration of medication(s) by the student noted above.
(school name)

I shall indemnify and hold harmless _____ and its employees or agents against any claims arising out of the self-administration of medication by the student noted above.
(school name)

I give permission for the information included on this form to be shared with the appropriate staff members, coaches, and transportation personnel for the safety and welfare of my child.

Parent/Guardian Signature

Date



Department of Catholic Schools
Diocese of Wheeling-Charleston

Form 5910.3F; Page 1

Medication Administration Record

School Name: _____

Student Name: _____ (last) _____ (first) _____ (middle initial) D.O.B. ____/____/____ Grade: _____ Allergies: _____

Medication: _____ Dosage/Frequency: _____ Time: _____ Route: oral nasal inhalation other

*see "Medication Administration Authorization Form for any special considerations *person administering the medication is to initial and mark the time if different from stated above

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
August																																
Dose #1																																
Dose #2																																
September																																
Dose #1																																
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November																																
Dose #1																																
Dose #2																																
December																																
Dose #1																																
Dose #2																																

*see "Medication Administration Authorization Form for any special considerations" *person administering the medication is to initial and mark the time if different from stated above

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
Dose #1																															
Dose #2																															
March																															
Dose #1																															
Dose #2																															
April																															
Dose #1																															
Dose #2																															
May																															
Dose #1																															
Dose #2																															
June																															
Dose #1																															
Dose #2																															

Staff member, parent/guardian or student (if approved for self-administration) is to initial the appropriate box above each time the medication is administered. A "one time" signature is required below to verify initials of the person administering the medication.

Signature	Initials	Signature	Initials	Signature	Initials



Department of Catholic Schools
Diocese of Wheeling-Charleston

Form 5910.5F

MEDICATION INCIDENT REPORT FORM

School Name: _____

Student Name: _____ Age: _____ Grade: _____

Home Address: _____
Street City State Zip

Phone: _____

Description of the incident:

Parent/Guardian Notified: Name: _____

Date/Time: _____

Signature of Person Completing the report: _____

Title: _____ Date: _____



5911 Immunizations

Approved: 1.12

Revised:

Reviewed: 7.12

The Diocese of Wheeling-Charleston supports and complies with West Virginia Immunization Laws and Rules for required immunizations for all students attending our Catholic schools.

The current minimum requirements are necessary to support an environment conducive to learning while practicing effective disease prevention.

All children entering school for the first time must show a state issued birth certificate along with proof of immunizations according to the *West Virginia Immunization Program Guidelines for Pre-Kindergarten programs and New School Enterers* (www.wvimmunization.org). All adolescent students are to show proof of the required immunizations for their respective grade.

Any requests for immunization exemption must be referred to the Department of Catholic Schools.

All out of state transfers, foreign exchange students, and newly hired faculty/staff are required to have an approved tuberculin skin test administered and evaluated before entering school or the beginning of employment. (Results of a tuberculin skin test administered no more than four months prior to enrollment or employment will be accepted.)

Any requests for exemption are to be referred to the Department of Catholic Schools for follow up.

The Catholic schools encourage parents to talk to their health care providers regarding recommendations for additional immunizations advised for persons 0-18 years of age.



5912 Wellness Policy

Approved: 1.12

Revised:

Reviewed: 7.12

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are directly linked to students' ability to achieve academically. Schools will be committed to providing an environment conducive to children's, teachers' and staff wellness.

Nutrition

Schools will provide a clean, safe, and pleasant environment during meal time allowing for adequate nutrition and hydration.

Those schools participating in the Federal School Breakfast and/or Lunch Program will meet the nutritional standards established by the *US Dietary Guidelines for Americans* (USDA) and the *National School Lunch Program*. Parents are encouraged to confidentially utilize the "free and reduced" meal programs if so qualified.

Following the WV State guidelines, students will be provided a minimum of 10 minutes for breakfast and 20 minutes for lunch.

Vending machines used in schools should provide nutritious food, snacks and beverages as recommended by the WV Board of Education.

Physical Activity

All schools will offer physical education classes designed to encourage physical activity for all students. Elementary schools will have an opportunity to engage in daily recess as a complement to physical education classes. Schools may not generally deny student participation in physical education or recess as a form of discipline or for classroom make-up time.

Education/Training

Schools will incorporate nutrition and physical activity education into the curriculum to foster life-long healthy habits.

Staff development will include appropriate training programs for school nutrition personnel according to level of responsibility.

Schools will provide health information and outreach materials to school faculty and staff, parents, and community members encouraging all to be healthy role models for students and others.



5913 Communicable Disease Control Policy

Approved: 1.12

Revised:

Reviewed: 7.12

The education and monitoring of communicable diseases during the school year is necessary to keep students healthy and learning. The Catholic Schools will work cooperatively with the County Health Departments towards prevention, control and containment of communicable diseases in schools.

Immunizations

Students are expected to be in compliance with the required immunization schedule. (*see Policy #5911: Immunizations*)

School Exclusions

Diseases Spread by Casual Contact

The Principal or designee shall exclude from the school any student known to have or suspected of having any infectious disease or infestation known to be spread by casual contact. The superintendent has the authority to exclude a teacher/staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student, teacher or staff member shall be excluded unless their licensed health care provider approves school attendance and confirms that the condition is no longer considered contagious.

School Exclusions

Diseases NOT Spread by Casual Contact

When reliable evidence or information from a qualified source confirms that a student, teacher or staff member is known to have a communicable disease or infection that is known not to be spread by casual contact (*i.e. HIV Infections, Hepatitis B and other like diseases*), the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis. A written release from a licensed health care provider for school attendance shall be required.

Reporting

All reportable communicable disease will be referred to the County Health Department. Consult the WV Reportable Disease Manual for a listing.

Screening

Mandatory screening for communicable diseases that are known *not to be spread by casual contact* is not warranted as a condition for school entry or for employment or continued employment.

Sanitation and Hygiene- Handling Blood and Body Fluids

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school busses. School personnel will be trained and adhere to the proper procedures for handling blood and body fluids. References are contained in the West Virginia Department of Education Policy 2423 Communicable Disease Appendix B Routine Procedures for Sanitation and Hygiene- Handling Body Fluids or www.CDC.org.

Confidentiality

All person's privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Before any medical information is shared with anyone in the school setting a "Need to Know" review shall be made which includes the parent/guardian, student if over 18, employee or their representative.



Instruction (6000 Series)



6110 General Objectives

Approved: 9.89

Revised:

Reviewed: 7.12

The distinctive purpose of the Catholic schools is to create a Christian educational community where human culture and knowledge enlightened and enlivened by faith is shared among teachers and students in a spirit of freedom and love.

To achieve this purpose, the Catholic school organizes its curriculum, its staff and its physical facilities to:

- ✚ enable students to acquire basic skills, especially in the art of communication, in quantitative thinking and in the sciences
- ✚ help each student develop the power to think constructively, to solve problems, to reason independently and to accept responsibility for self-evaluation and continuing self-instruction
- ✚ see that each student has access to society's accumulated culture and knowledge
- ✚ provide experiences through which each student can develop a sense of wonder and an appreciation of beauty
- ✚ help each student to develop and preserve physical and mental health, and to deal constructively with the psychological tensions inherent in change and adaptation
- ✚ provide all students with opportunities to develop moral and spiritual values, ethical standards of conduct, and basic integrity; to assist students with a sense of responsibility for the community in which he/she lives and for the world community
- ✚ assist each student in his/her effort to make a place for themselves in the neighborhood community and in the larger society

- † make known to each student the person and message of Christ, the Catholic Church and Christian principles
- † help students develop a spirit of prayer and worship
- † develop in all students a respect for the rights of others as individuals and as groups
- † provide for all students educational opportunities and experiences which emphasize the heritage, the responsibilities and the privileges of American citizenship



6111 Accreditation: Elementary and Secondary Schools

Approved: 5.01

Revised:

Reviewed: 7.12

All elementary and secondary schools in the Diocese of Wheeling-Charleston are to be in the process of continual school improvement as outlined by Cognia. Information regarding the accreditation process is available from the Diocesan Department of Catholic Schools or directly from Cognia.



6112 Class Size

Approved: 5.96

Revised:

Reviewed: 7.12

In order to meet the educational needs of our students, the following maximum class enrollments must be observed:

Kindergarten: 20 (23 if approved by the Superintendent of Catholic Schools)
A kindergarten aide is required in classes enrolling eleven (11) or more students.

Grade 1-3: maximum 25 students

Grade 4-6: 25 (28 if approved by the Superintendent of Catholic Schools)

Grade 7-12: no maximum

Any other exceptions must be approved by the Superintendent of Catholic Schools.



6113 Observances

Approved: 9.89

Revised:

Reviewed: 7.12

Symbols have always served as reminders of those things which are held dear by the Church and society.

Every classroom should display the crucifix and the flag of the United States of America. Whenever possible, the U.S. flag should be flown during school hours.



6210 Philosophy of Early Childhood Education

Approved: 9.89

Revised:

Reviewed: 7.12

The young child's first experience in school needs to be positive because it sets the tone for all future education. The atmosphere of the Early Childhood classroom in our Catholic Schools is secure, welcoming, comfortable, and stimulating. The Early Childhood curriculum is essentially a readiness program. It recognizes each child's individual rate of growth in cognitive, social and motor skills. Further, it instills in each child the awareness of God as a loving parent.



6211 Kindergarten Progress Report

Approved: 5.96

Revised:

Reviewed: 7.12

A skills checklist is recommended for reporting progress of kindergarten students to parents. A key such as M (skill mastery), S (satisfactory), NI (needs improvement), U (unsatisfactory) is to be used. Grades A, B, C are not to be used.



6212 Early Childhood Curriculum

Approved: 9.89

Revised:

Reviewed: 7.12

The curriculum should ensure broad experiences in cognitive, social and motor skills appropriate to the children's age and maturity. The teacher needs to chart each child's mastery of readiness skills. Premature introduction of formal reading and math instruction will fail if readiness is incomplete.



6213 Early Childhood Discipline

Approved: 8.89

Revised:

Reviewed: 7.12

Correction or punishment for inappropriate behavior will, at times, be necessary. All children, especially the very young, should be corrected in a calm, non-frightening way. Children may not be punished by depriving them of food, bathroom use, or rest. Continually withholding play time as a disciplinary measure is to be avoided. Since the Church supports the dignity of persons of all ages, corporal punishment in any form is not an acceptable means of punishment when a student has misbehaved.



6216 School Calendar

Approved: 8.05

Revised:

Reviewed: 7.12

The calendar of the Catholic School shall include:

- One hundred and eighty (180) full instructional days for students.
- Five (5) days for professional development (in-services at local, regional, and diocesan level) If an early dismissal schedule is used, these days may be included in the 180 instructional days.
- Fifteen (15) additional non-instructional days for faculty/teacher (work days, clerical days, preparation days, retreat days, paid holidays)

The length of the school year shall be in accordance with the West Virginia School code unless written permission from the Superintendent of Schools of the Diocese of Wheeling-Charleston is granted for any exception. Schools will also be sure that their calendars comply with AdvancED requirements for accreditation.

Full instructional calendar days are defined as those days when 75% or more of the students are in attendance for 74% or more of the day. Half days are defined as those days when 75% or more of the students are in attendance for 26% or more of the school day.

In order to support the families of our schools, it is recommended that Catholic Schools try to align their calendars with:

- Other Catholic Schools who serve the same families and/or the same parishes.
- Local public school districts in order to accommodate students attending our Catholic Schools who use the transportation provided by their county schools.



6217 School Day

Approved: 5.96

Revised:

Reviewed: 7.12

Every school shall organize its daily and weekly schedule on a pattern that is the most appropriate for its educational program. In secondary schools at least 225 minutes per week are scheduled for non-laboratory courses, and at least 275 minutes are scheduled per week for laboratory courses.

The minimum instructional day is:

- 158 minutes for ½ day kindergartens
- 315 minutes for full day kindergarten (Grades K-4)
- 330 minutes for full day intermediate (Grades 5-8)
- 345 minutes for full day secondary (Grades 9-12)

In secondary schools 8,100 minutes of instruction are needed to receive a unit of credit.

In order for a day to be considered a full instructional day, at least ½ of the total minutes required, which shall not include any minutes for the luncheon period, must be scheduled.

These figures may vary with AdvancED Standards.



6218

Time Allocated for Religious Instruction

Approved: 9.89

Revised:

Reviewed: 7.12

Religion is a major subject in the curriculum of a Catholic school and should be allotted adequate time in the daily schedule. The official policy of the Diocese of Wheeling-Charleston is as follows:

Kindergarten: 100 minutes per week (5 twenty minute periods)

Grades 1-3: 125 minutes per week (5 twenty-five minute periods)

Grades 4-6: 175 minutes per week (5 thirty-five minute periods)

Grades 7-12: 225 minutes per week (5 forty-five minute periods)

It is understood that all classes are to be adjusted for special occasions which take time away from the school day. However, the school is not allowed to eliminate or shorten religion class only.



6310 Textbooks

Approved: 9.89

Revised:

Reviewed: 7.12

All schools shall choose textbooks from the approved text list from the West Virginia Department of Education. Exceptions to this must be approved by the Superintendent of Catholic Schools.

Textbooks for religious education must be selected from the *Conformity Listing of Catechetical Texts and Series*, determined by the United States Conference of Catholic Bishops (USCCB) Subcommittee on the Catechism to be in conformity with *Catechism of the Catholic Church*. Exceptions to this must be approved by the Superintendent of Catholic Schools.

Textbook adoption shall last for a period of approximately 5 years when possible.



6312 West Virginia History

Approved: 9.89

Revised:

Reviewed: 7.12

Prior to the completion of eighth grade, one credit of instruction in the history of West Virginia is required.



6314 Spiritual and Religious Formation

Approved: 4.90

Revised:

Reviewed: 7.12

In the parish schools of the Diocese of Wheeling-Charleston, it is the responsibility of the parish priests to minister to the spiritual needs of the students. In the central schools of the Diocese of Wheeling-Charleston, it is the responsibility of all the priests in the supporting parishes, led by the designated Pastor/Designated Pastor. There should be mutual cooperation between the priests and the school administration in arranging activities to meet these needs.

At the beginning of each school year, the Principal of each central school will convene a meeting of the local clergy. At that meeting those present will select a priest from among themselves who will act as coordinator of liturgical and sacramental ministries for one year. The coordinator will be in contact with the school personnel frequently and he will inform his fellow priests of the school's liturgical needs and secure their cooperation in fulfilling these needs. (Bishop Hodges' letter 7/31/1979)

Since the schools follow closely the calendar of the local county schools it follows that they are in session on some of the Holydays of Obligation. If the Pastor/Designated Pastor requests the closing of school on a Holyday, that day must be made up at another time to comply with the state required 180 days in the school calendar.

Holyday celebrations are important to the Church family, and therefore should be celebrated as family in the parish. Educating children regarding the meaning of that Holyday celebration during religious instruction time is certainly encouraged.



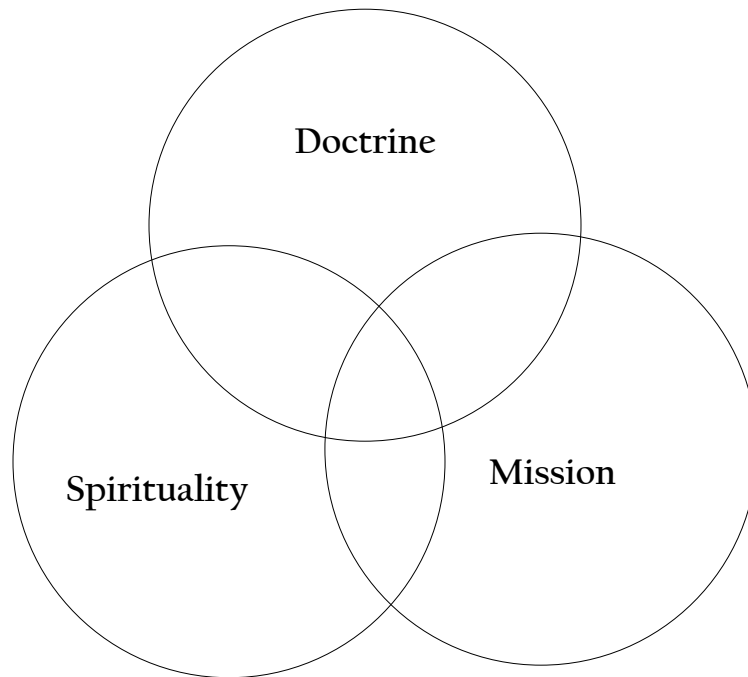
6315 Religion Curriculum – Elementary Schools

Approved: 9.90

Revised:

Reviewed: 7.12

It is important to present the Christian message in its entirety. The religion curriculum is to be developed in such a way that the interrelationship of the elements of the message is apparent, together with the fact that they form a kind of organic whole. The religious education program is a balanced integration of content (doctrine, church tradition and scripture), spirituality (prayer and liturgies) and mission (social outreach).



The content of the elementary school religion curriculum, found in the *Religion Guidelines for Catholic Schools of the Diocese of Wheeling-Charleston*, is based on the General Catechetical Directory. Textbooks for religious education must be selected from the *Conformity Listing of Catechetical Texts and Series*, determined by the United States Conference of Catholic Bishops (USCCB) Subcommittee on the Catechism to be in conformity with *Catechism of the Catholic Church*. Because the religion curriculum is fully developed in the series of religion texts approved by the USCCB, a single textbook series should be adopted for all grades.



6316 Religion Curriculum – Secondary Schools

Approved: 9.90

Revised:

Reviewed: 7.12

It is important to present the Christian message in its entirety. The religion curriculum is to be developed in such a way that the interrelationship of the elements of the message is apparent, together with the fact that they form a kind of organic whole. The religious education program is a balanced integration of content (doctrine, church tradition and scripture), spirituality (prayer and liturgies) and mission (social outreach).

In developing the high school religion curriculum, it is important to consider the guidelines set forth in the National Catechetical Directory for Catholics in the United States – Sharing the Light of Faith. Consequently, in a four-year program the students are to be introduced to the central teaching of the Church according to their faith levels and their ability to comprehend them.

When preparing high school religion curriculum include a semester on each of the following topics:

- Sacred Scripture – Old and New Testament
- Jesus Christ and His Teachings
- The Church – History and Ecclesiology
- Liturgy and Sacraments
- Morality
- The Social Teaching of the Church
- Marriage and Life Styles



6317 Human Sexuality

Approved: 5.96

Revised:

Reviewed: 7.12

An approved program in human sexuality is to be implemented into the curriculum of the school. Diocesan approved programs are to be used with grades K-12.

Guidelines for Implementation of Policy:

- I. All teachers of the program must be adults who accept their own sexuality and are comfortable teaching a human sexuality program.
- II. Teachers of the program are to be well-versed in the moral teachings of the Church.
- III. Preparatory to their teaching of the program, all teachers of the program must complete a training workshop approved by the Department of Catholic Schools
- IV. All administrators and other teachers are strongly encouraged to complete the training workshop.
- V. Schools are to offer parent sessions yearly in order to familiarize parents and guardians with the materials prior to the presentation to the students.



6318 Retreats

Approved: 9.90

Revised:

Reviewed: 7.12

Secondary Schools

An annual retreat is an essential part of the campus ministry in the high school. A retreat is to be provided each year for students of each grade level; at least one full day of retreat is recommended.

Elementary Schools

It is strongly recommended that a retreat be provided annually for students. A retreat must be provided for students in Grade 8 or at the final grade level of an elementary school.

Faculty and Staff

To encourage growth in spiritual development and the building of a community of faith among the faculty, a retreat of at least a half day in length must be provided annually for the faculty/staff of the school.



6319 AIDS Education

Approved: 9.90

Revised:

Reviewed: 7.12

Education about AIDS is to be incorporated into the curriculum of the school, grades K-12. Instruction should include information about the physical and societal aspects of AIDS and Catholic teaching about the moral aspects of the behaviors that cause AIDS to be contracted and communicated to others. Instruction should also be given on the compassionate Christian treatment that should be extended to persons suffering from AIDS and other serious illnesses.



6410 Student Records

Approved: 1.12

Revised:

Reviewed: 7.12

Cumulative Records

Catholic schools are required to keep an accurate and continuous record of each student's attendance and academic progress. Elementary schools must use cumulative folders supplied by the Department of Catholic Schools for this purpose.

Cumulative records should include required immunization records (recorded on the Diocesan Department of Catholic School Student Health Record Card), emergency information, attendance record, disciplinary action and all grade level academic progress.

Psychological tests, additional health information, speech and hearing tests and other correspondence related to special services shall not be kept in the student's cumulative record but filed separately.

Confidentiality

All student cumulative folders are to be maintained in secure locations in the school. Student records are the property of the school and are kept strictly confidential with access available to administration, teachers, and appropriate personnel, as necessary for school purposes.

Parents and legal guardians shall have full access to, and the right to view the school records regarding their child. They also have the right to challenge the accuracy of medical data regarding their child.

In the case of divorce, or other custody proceedings, a copy of that part of the court order which awards custody should be placed in the student's permanent file in order to identify who is the child's custodial parent or any custodial issues affecting school attendance. If a protective order is issued, it shall be filed with the student's records and notice of it provided to all affected teachers and administrators.

Release of Records

The school shall not release information contained in student records except as follows:

1. With written consent from the student's parent/guardian to:
 - A. officials of other schools or school systems in which the student intends to enroll
 - (1.) A copy of required immunization records, attendance, academic progress, and test scores shall be forwarded to the school to which the student is transferring.
 - (2.) no copies of psychological tests, additional health information, speech and hearing tests and other correspondence related to special services will be sent to the school to which the student is transferring, unless specifically addressed in the form of consent.
 - B. the Superintendent of Catholic Schools
 - C. school officials within the county who have legitimate educational interests
 - D. appropriate persons in connection with an emergency
 - E. other persons or agencies as requested by the student's parent/guardian
2. In compliance with a judicial order, or lawfully issued subpoena. Parents will be notified in writing of all such orders prior to the school's compliance, unless directed otherwise by the order.

Storage of Student Files

Student records shall be kept permanently in each school where the student attends. In the case of a school closing, the Diocese of Wheeling Charleston must be consulted in determining where files are to be stored. The Principal is required to keep a full and accurate record of each student's attendance and academic progress.

When a student transfers to another school a copy of the transcript of his/her records including attendance, academic progress, test scores and health records shall be forwarded to the school to which the student is transferring. However, the school should be given reasonable time to comply with requests for student data.

Psychological tests, speech and hearing tests and other correspondence relating to special services should not be kept in the student's permanent records folder but filed in a separate file. These records should not be transferred with the academic records to another school unless the parent has specified, in writing, that they may be transferred.

No data shall be released about students without the written consent of the parents. Therefore, in the case of divorce, or other custody proceedings, a copy of that part of the court order which awards custody should be placed in the student's permanent file in order to identify who is the student's custodial parent.

Parents and legal guardians shall have full access to, and the right to challenge the accuracy of, data on their children. No one but school personnel, parents and legal guardians should have access to pupil data without either a subpoena or the written permission of the student's parents or guardians.



6411 Diocesan Grading Policy for Schools

Approved: 8.05

Revised:

Reviewed: 7.12

Progress reports or report cards shall be issued to the parents at least twice each semester. The reports shall reflect the Catholic identity and mission of the school, and the method and format of the reporting shall be decided by the administrator. Reports shall include the school year, the student's name, the grade level, the name of the school and the Diocese of Wheeling-Charleston. Additional information to be included, such as Pastor/Designated Pastor's name, shall be decided upon by the administration of the school.

Opportunities for parent-teacher conferences should be provided once each semester. Interim reports shall be issued to the parents between report periods when a student's progress is not satisfactory. Dated copies of these interim reports should be kept in the student's file.

The Diocese of Wheeling-Charleston grading scale (below) shall be used on all school progress reports and report cards where "grades" are given.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and less

In schools or classrooms that issue plus or minus grades, the plus or minus grade must remain within the overall grading scale. (Example: an A- must be no lower than a 90).

The weighting of advanced placement courses, honors course, and/or college courses is the decision of the local school administration, provided that honors course are weighted no more than .5 and AP (Advanced Placement) and/or courses taken for college credit are weighted no more than 1.0.

In early childhood programs or un-graded courses, the use of skills checklists or M (skill mastery), S (satisfactory), NI (needs Improvement), and U (unsatisfactory) or other alternative grades are to be issued. (See Diocesan Policy for Schools 6211).

All grading scales shall be clearly articulated to teachers, students and parents by means of handbooks, newsletters, class syllabus and other means of communication.



6411.1 Accepting Credits Earned Before Grade 9

Approved: 1.07

Revised:

Reviewed: 7.12

Any student who successfully completes a high school level course prior to grade nine shall receive full credit for the course toward high school graduation requirements if they meet #1 and any combination of #2 and #3, as determined by the high school in which they are enrolling:

1. The course was taught by a high school certified teacher following the same syllabus, pacing guides, or curriculum maps as the high school level course taught in the high school.
2. The student earns an A or a B in a course taught by a high school certified teacher.
3. The student takes placement test or the same final exam as the high school course offered at the high school. The high school determines the score needed to earn credits.

The student's permanent record for grades 9-12 shall indicate completion of the course(s).

The grade for any courses taken prior to grade nine may become part of the student's permanent record and may be calculated in the student's GPA (grade point average) at the high school's discretion.

High school local Catholic School Consultative Councils are to create their own policies and procedures that align with this Diocesan policy statement. These policies are to be communicated to students and their families through the school handbook and other correspondence.

High school administration and teachers should work in partnership with administrators and teachers in their feeder schools to help prepare students for the rigor of high school work.



6412 Retention of Students

Approved: 9.89

Revised:

Reviewed: 7.12

Retention of students should be based on a consideration of the welfare of the student. Every student shall be placed where he/she could work to their best advantage.

Parents must be notified, in writing, by the end of the third quarter if retention is being considered. Parents should be included in the on-going remediation efforts prior to and after formal notification of the possibility of retention.

The ultimate decision in regard to retention is made by the Principal after consultation with the teacher(s) and parents. No student may remain in a grade for more than two years.



6413 Graduation

Approved: 8.05

Revised:

Reviewed: 7.12

The quality of instructional time for graduates (students in the last grade level of an elementary school or high school program) is as important for them as it is for students at all grade levels.

Therefore, the final day for graduates shall not be more than three (3) days prior to the last instructional day for the remainder of the students in the school's program without the permission of the Superintendent of Catholic Schools.



6414

Dual Enrollment for Diocese of Wheeling-Charleston Catholic School Elementary and High School Students

Approved: 3.2022

Revised: 6.2024

Reviewed: 6.2024

The Diocese of Wheeling-Charleston only considers dual enrollment to be applicable in high school grades 9th-12th , in accordance with local level Catholic school policies. Dually enrolled High School students must be enrolled full-time in core subject areas, in addition to Religious education courses, in order to be eligible to participate in dual enrollment.

The Diocese of Wheeling-Charleston will consider request for dual enrollment for students in grades pk-8th grades only if students remain enrolled full time in the Catholic school and meet attendance and academic requirements of the local Catholic school.



6510 Testing

Approved: 5.97

Revised:

Reviewed: 7.12

All Catholic schools will administer nationally normed tests to students in grades K-12.



6810 Information Technology Resources: Acceptable Use Policy

Approved: 2.11

Revised:

Reviewed: 7.12

The use of technology by staff and students is considered a privilege, not a right. School administration has the right to monitor all activities utilizing technology. All schools are required to have on file the following diocesan forms signed annually for each of the following groups: students/parents, faculty/staff, and volunteers (where applicable):

- Parent/Student Acceptable Use Policy Form
- Faculty/Staff Acceptable Use Policy Form

Appropriate personnel at the local school, as designated by the Principal, are responsible for providing education for students, faculty, staff and volunteers on the terms of the Diocesan Acceptable Use Policy Form, which must include Internet safety and etiquette. In addition, it is suggested that opportunities for education are also provided for parents.



ACCEPTABLE USE POLICY FORM FOR TECHNOLOGY

Student/Parent

DIOCESE OF WHEELING-CHARLESTON

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.



- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.
- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.



STUDENT RESPONSIBILITIES

Students will be responsible for their use of technology and follow the following guidelines.

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that software is protected by copyright laws; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of such software to others.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit inappropriate or unacceptable information of any type.
- I will protect my personal information and I will not divulge my home address, phone number, passwords, and personal information to another user for any purpose.
- I understand that information received and sent online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges.
- I will act in a responsible, moral manner when using technology.

CONSEQUENCES FOR IMPROPER USE

_____ (name of school) will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action including, but not limited to: revocation of a student's access to school technology, suspension, and/or expulsion.



SCHOOL _____

SCHOOL YEAR _____

TECHNOLOGY ACCEPTABLE USE CONTRACT

Student

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for the Catholic Schools in the Diocese of Wheeling-Charleston.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Parent or Guardian

We ask that you review this policy with your child and sign below.

As the parent /guardian of _____ (student's name)

I have read the Acceptable Use Policy for Technology and have discussed this with my son/daughter. I understand that technology access is for educational purposes only and my son/daughter is responsible for its proper use. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date : _____



ACCEPTABLE USE POLICY FORM FOR TECHNOLOGY

Faculty/Staff

DIOCESE OF WHEELING-CHARLESTON

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by faculty, staff and students is a privilege not a right. The faculty, staff and students and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the guidelines outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright law. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.



- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communication methods include, but are not limited to: school web pages, school email, school phone number, and educationally focused networking sites.
- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational purpose. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, monitoring, and disciplinary consequences will be applied to these devices.
- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual (DWC Photo Release Form). Users must not use school equipment to create any website, including wikis and blogs, without the expressed permission of the principal. Maintaining or posting material to a website that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of students, faculty and staff to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
- **Social Networks/Blogs:** Faculty/Staff are not permitted to be "friends" on any personal social networking sites with any students of the school. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.



- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor student, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

FACULTY/STAFF RESPONSIBILITIES

Faculty/Staff will be responsible for their use of technology and follow the following guidelines.

- I recognize that software is protected by copyright laws; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of such software to others.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit, inappropriate or unacceptable information of any type.
- I understand that information received and sent online is public information, unless otherwise specified.
- I will honor my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privilege.
- I will act in a responsible, moral manner when using technology.



SCHOOL _____

SCHOOL YEAR _____

TECHNOLOGY ACCEPTABLE USE CONTRACT

Faculty/Staff

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I have read the above rules and realize that any infraction may result in disciplinary action. I understand that I have no expectation of privacy in the use of school based technology.

My signature below means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for the Catholic Schools in the Diocese of Wheeling-Charleston.

Printed Name: _____

Signature: _____

Date: _____



6810.1 Student Photo Release

Approved: 9.11

Revised:

Reviewed: 7.12

All schools in the Diocese of Wheeling-Charleston are required to have a copy of the Diocesan Photo Release Form on file for each student enrolled. This form must be signed annually by the parent or guardian.



Form 6810.1F

Photo Release Form

I, the parent or guardian of _____ (child's name) release and assign to _____ (School name) and the Diocese of Wheeling-Charleston all rights to the video, sound recordings, and/or photographs made of my child during school hours and school events.

I authorize reproductions, sales, copyright, exhibition, broadcast and/or distribution of said video, sound recordings, and/or photographs without limitation for general religious and promotional purposes of the Diocese of Wheeling-Charleston.

I release, individually, on behalf of my minor child, the Diocese of Wheeling-Charleston, its agents and employees from any and all claims, damages, liabilities, costs and expenses which I now have or may hereafter have arising out of the making or use of such video, sound recordings, and/or photographs.

I understand that I may withdraw this authorization in writing at any time. I further understand that refusing to grant this consent will in no way affect the scholastic or extracurricular services my child receives.

____ I grant the permission outlined in this Photo Release Form.

____ I refuse the permission outlined in this Photo Release Form.

Parent or guardian printed name: _____

Parent or guardian signature: _____

Date: _____



6810.2 Use of Cell Phones

Approved: 9.11

Revised:

Reviewed: 7.12

All schools in the Diocese of Wheeling-Charleston are required to have a policy about the use of cell phones at the school in both the Student/Parent Handbook and the Faculty/Staff Handbook.



6810.3 Sexting

Approved: 9.11

Revised:

Reviewed: 7.12

All schools in the Diocese of Wheeling-Charleston are required to have a policy about sexting in both the Student/Parent Handbook and Faculty /Staff Handbook.



6810.4 Bullying and Cyberbullying

Approved: 9.11

Revised:

Reviewed: 7.12

All schools in the Diocese of Wheeling-Charleston are required to have a policy about bullying and cyberbullying in both the Student/Parent Handbook and the Faculty/Staff Handbook.



6810.5 Social Networking, Blogs, Online Publishing

Approved: 9.11

Revised:

Reviewed: 7.12

All schools in the Diocese of Wheeling-Charleston are required to have a policy that specifically addresses social networking, blogs, and any online publishing in both the Student/Parent Handbook and the Faculty/Staff Handbook.

The school policy must include the following:

- Teachers/Staff are not permitted to be “friends” on any personal social networking sites with any student of the school.
- The official use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the Principal.
- Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.



6810.6 Virtual Reality Sites

Approved: 9.11

Revised:

Reviewed: 7.12

All schools in the Diocese of Wheeling-Charleston are required to have a policy about Virtual Reality Sites in the Student/Parent Handbook and the Faculty/Staff Handbook.



SAMPLE LOCAL POLICIES

Samples of local student/parent or faculty/staff policies are taken from handbooks of St. Michael the Archangel School in Carey, North Carolina. Dr. Sarah Wannemuehler, the principal, has given permission to use any of these policies.

Sample for Faculty/Staff Handbook for Technology Policy 6810

TECHNOLOGY USAGE: Each teacher is expected to sign an Acceptable Telecommunications Policy Contract and enforce this policy with his/her students. Use of the computer and the Internet are provided for **professional use only**. **The use of the Internet to send jokes, forwarded e-mail messages, or other communication not related to the professional duties to which you are assigned is strictly prohibited.** Transmission of such material may result in loss of computer privileges or termination of employment. This includes, but is not limited to defamatory statements made on a teacher's blog regarding the administration, other teachers, students, or the parish. Teachers should not "friend" their students on their social networking sites. This is a breach of professional boundaries.

Sample for Parent/Student Handbook Policy 6810.2-(Elementary School)

If a student needs a cell phone after school due to walking home from school, entering a house where no one is at home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning and park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school.**



Sample for Faculty/Staff Handbook Policy 6810.2

Cell phones should be in the off position during the hours of 7:45 AM and 3:00 PM and during Faculty Meetings. If a teacher anticipates a call during the school day or during a meeting due to an emergency, he/she should notify the Principal at the beginning of the day.

Sample for Parent/Student Handbook Policy 6810.3

Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include suspension and/or expulsion.

Sample for Faculty/Staff Handbook Policy 6810.3

Teachers involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face termination.

Suggested wording for the Parent/Student Handbook Policy 6810.4

(Name of School) attempts to 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. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion.

Sample for the Parent/Student Handbook Policy 6810.5

Social Networking sites, blogs and any other online publishing continues to grow as a main form of communicating and connecting with people across the world. Everyone in the school community is expected to use all technology tools in a responsible and moral way. Remember that you represent _____ school at all times whether online or in-person.



Diocesan policy states that:

- Teachers/Staff are not permitted to be “friends” on any personal social networking sites with any student of the school.
- The official use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.
- Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.

Sample for the Faculty/Staff Handbook Policy 6810.5

Social Networking sites, blogs and any other online publishing continues to grow as a main form of communicating and connecting with people across the world. Everyone in the school community is expected to use all technology tools in a responsible and moral way.

Remember that you represent _____ school at all times whether you are online or in-person.

Diocesan policy states that:

- Teachers/Staff are not permitted to be “friends” on any personal social networking sites until the student is 18 or after the student has graduated from high school.
- The official use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.



- Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.

Sample for the Parent/Student Handbook Policy 6810.6

Virtual Reality sites can be a positive experience. However, there are potential risks to the developmental and moral life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face disciplinary action that may include detention, suspension, and/or expulsion.



New Construction,
Insurance,
and Purchase of Real Estate
(7000 Series)



7110 Changing the Status of a School

Approved: 5.97

Revised: 10.12

Reviewed: 7.12

Upon the initial consideration of a major change in a school such as capital improvements, building, centralization, consolidation, adding or dropping grades, or closing a school, the Principal, Catholic School Consultative Boards or the Pastor/Designated Pastor must immediately notify the Superintendent of Catholic Schools. The Superintendent of Catholic Schools will provide the local community with the guidelines which must be followed for each of these proposed changes.

After the local community has completed the requirements outlined in the guidelines obtained from the Superintendent of Catholic Schools, a copy of the final report and a letter requesting the change will be presented to the Bishop. Requests for changes being considered for the following school year must be completed and presented by February 1st. The Superintendent of Catholic Schools will determine if the change is of such magnitude to constitute the formation of a new school.

All educational materials shall normally become the property of the centralized school or of the consolidation; however, special consideration may have to be given to the equitable distribution of some equipment. Equipment and materials purchased with federal monies are generally returned to the county school office.



7000

Building Programs, Maintenance, and Repairs

Approved:

Revised:

Reviewed:

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- Guidelines issued by the Bishop are to be carefully followed, in collaboration with the Diocesan Director of Buildings & Properties, who can provide parishes with advice and guidance on appropriate procedures. The document entitled “Guidelines for Major Renovations and Construction” is available on the Diocesan website, or through the Office of Buildings and Properties, P.O. Box 230, Wheeling, WV 26003-0010. The following items touch only the main points, and do not substitute for the details of those guidelines.
 - The Pastor, assisted by the Parish Pastoral Council, Parish Finance Council, and/or School Board responsible for such matters, is authorized to contract for routine maintenance-such as painting, roof repair, heating, plumbing, and electrical work-when the total cost of the work does not exceed \$10,000.
 - All contracts for projects, repairs, or equipment costing \$10,000 or more must be forwarded to the Bishop for approval before work is started.
 - For all new building projects and major improvements to existing facilities where the cost may exceed \$10,000, the preliminary evaluation and step-by-step procedures detailed in the “Guidelines for Major Renovations and Construction“ are to be observed.
 - The “Guidelines for Major Renovations and Construction” mentioned above summarize the various steps to be followed, under these headings:
 - Approval and Costs
 - Finances
 - Procedures
 - Insurance Requirements
 - Bid Process
 - Construction Phase
 - Project Finalization



7001

Insurance: Property, Liability, and Workers' Compensation

Approved:
Revised:
Reviewed:

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- All parishes, schools, and agencies of the Diocese of Wheeling-Charleston are required to participate in the insurance program administered by the Catholic Mutual Group. No other insurance carrier is authorized.
 - A handbook/manual containing a summary of coverages provided under this Diocesan insurance program has been mailed to each parish and institution. Additional copies are available from the Catholic Mutual Group, P.O. Box 230, Wheeling, WV 26003-0010.
 - Each institution is billed annually for property and liability insurance provided through this program. Workers' Compensation premiums billed by Catholic Mutual will be deducted by Advantage Payroll Service.
 - If a location is current in its payment of insurance premiums, claims will be paid in full to that unit. "Current" is defined as having no past-due balance and having paid no less than one-twelfth of the annual premium to the date on which the claim is submitted. If a location is not current in its premium payments or is carrying a past-due balance, the balance will be deducted from the claim and applied to the premium. The remainder will be sent to the location making the claim.
 - All parishes and schools with employees and uncovered independent contractors must be covered under the Diocesan Workers' Compensation policy.
 - Schools must have unemployment coverage with the State of West Virginia. For assistance in obtaining this coverage, please contact the Diocesan Finance Office.

- Parishes are strongly encouraged to have unemployment coverage with the State of West Virginia for all employees, as part of a just and living wage. For assistance in obtaining this coverage, please contact the Diocesan Finance Office.



7002 Purchase of Real Estate

Approved:

Revised:

Reviewed:

No real estate is to be purchased or sold without the written authorization of the Diocesan Bishop.

In all such transactions, a competent lawyer and/or realtor must be consulted, as well as the Diocesan Director of Buildings and Properties.

All properties are to be held in the name of the Roman Catholic Bishop of the Diocese of Wheeling-Charleston.

Prior to the closing of a transaction, the proposed Deed, Certificate of Title, and Plat of the property must be forwarded to the Diocesan Office of Buildings & Properties, to be reviewed by the Diocesan Attorney and Diocesan Director of Buildings and Properties.

After the closing, all deeds are to be recorded promptly at the County Clerk's Office, and the original recorded deed forwarded to the Diocesan Buildings & Properties Office.

Under no circumstances may gifts or bequests of real estate be accepted without review and approval at the Chancery level.



By-Laws of the Board (8000 Series)



Community Relations (9000 Series)



9111 Community Resources

Approved: 9.89

Revised:

Reviewed: 7.12

Catholic school administrators, faculty, staff, and board members are encouraged to think creatively about ways in which they can use the services and facilities found in the local community to the advantage of their students.





9112 Veterans Diplomas

Approved: 6.02

Revised:

Reviewed: 7.12

The West Virginia Legislature initiated a program to recognize individuals who left high school prior to graduation and served in the military in World War I or II, the Korean Conflict, or Vietnam, and were honorably discharged by granting them a high school diploma. The Diocese of Wheeling-Charleston also recognizes the service to country of these individuals, and its high schools will also grant diplomas in these instances. Individuals interested must complete the necessary application and provide the appropriate documentation of their discharge. Schools/Diocese will publicly present the diploma at an appropriate occasion.