

**ADMINISTRATOR/ PASTOR**

**RESOURCE BOOK**

Department of Catholic Schools

Diocese of Wheeling-Charleston

*2019-2020*



Greetings!

In hope of assisting you in preparing for the 2019-2020 school year, the following document has been created. The Principal/Pastor Catholic Schools Resource Book is an attempt to calendar State, Diocesan and Catholic School:

* requirements,
* expectations,
* events
* and suggested school year preparation strategies.

By no means does this document encompass all the steps, or strategies, necessary to prepare for your local Catholic school community needs. It is merely a suggested chronological timeline of steps and procedures to assist you in your Ministry.

Please keep in mind that this is also a living document, one that will need to be updated and revised on a regular basis, at both the local and diocesan levels.

Most importantly, realize that the Principal/Pastor Resource Book does NOT replace the DWC Policy for Catholic Schools Manual (Policy & Procedures). It is simply another tool to utilize in your parish school administrative tool belt.

We hope that you find the Principal/Pastor Catholic Schools Resource Book a benefit to you as you strive to meet the needs of your Catholic School community.

Blessings to you in your Catholic School Ministry and in the New School Year!

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INFORMATION/ General Overview

* **Purpose of Resource Book**

The purpose of this administrator guide is to aid the principal to accomplish the complicated daily task of Catholic school administration. Although no resource book can be all-inclusive, this booklet does provide the user with a set of guidelines, procedures, and general information which will enable him/her to facilitate the ongoing educational process. This Resource Book is a companion to the Diocesan policies handbook. Any questions regarding the contents of this document should be addressed to the Catholic Schools Office personnel.

* **Catholic Schools’ Mission Statement**

“The Church’s teaching mission includes inviting young people to a relationship with Jesus Christ or deepening an existing relationship with Jesus, inserting young people into the life of the Church, and assisting young people to see and understand the role of faith in one’s daily life and in the larger society.”

*National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.*

**Diocese of Wheeling-Charleston Catholic Schools’**

**Mission Statement**

The Mission of Catholic Schools in the

Catholic Diocese of Wheeling – Charleston

is to form disciples of Jesus Christ

in partnership with the family and the whole Church.

Catholic Schools immerse each student in a unique

Christ – centered environment for the purpose of

developing the whole person to live the Gospel.

**The Principal Job Description**

***The Principal understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its president, principal and teachers regardless of the subject areas, grades, or courses being taught. The principal serves as instructional leader of the school and leads school staff, students and school communities in creating an environment that supports an outstanding Catholic education for all students.***

**Reporting Relationship**

Report to School Pastor, and or System President and Superintendent for the Diocese of Wheeling-Charleston.

**Responsibilities**

The essential functions include, but are not limited to, the following fundamental duties:

* Serve as the Spiritual and instructional leaders for the building by setting clear goals; managing the delivery of academic and religious curriculum; allocating resources to instruction; ensuring that teachers get the training, support and direction they need to deliver quality instruction to every student; coaching and evaluating teachers and related activities.
* Lead the utilization of multiple forms of student-level data and student work available to increase student achievement and identify student interventions including utilizing data to identify areas for instructional improvement, to refine and adapt instructional practices, and to determine appropriate strategies across all grades and content areas.
* Focus staff on closing achievement gaps between subgroups of students; build staff capacity to effectively and consistently use student data to drive instructional decisions.
* Build and maintain a focus on ambitious school achievement for students.
* Manage school staff; assign staff to focus on specific goal areas; establish a structure and groups for encouraging professional learning; create a culture of on-going learning; effectively select and orient new staff; and clearly define expectations for staff performance regarding instructional strategies, classroom management, established policies and procedures as well as communication with the public.
* Visit classroom regularly; observe and gather data to make adjustments as necessary and appropriate to meet district and school goals and objectives relating to curriculum, best teaching practices, cultural competency and related factors.
* Facilitate shared leadership and strategic empowerment; cultivate leaders from within and create opportunities for staff to lead; build a leadership team and teacher leaders to participate in the analysis of school operations and strategic planning.
* Facilitate strategic planning through analysis of the school’s strengths and weaknesses based upon multiple data sources and staff and community feedback; develop action plans and establish goals for the school based upon the analysis; lead staff in maintaining focus on these plans.
* Develop action plans for the school and establish a professional development action plan that is aligned to school, Parish and Diocesan goals; develop interim plans taking into consideration the activities that best address the learning needs of students to meet goals.
* Working with the School Pastor to plan and manage a fiscally responsible budget to include monitoring and supporting Diocesan, State, and Federal rules, policies and procedures and maintains accurate and up-to- date records and documentation that support student achievement; ensure the strategic allocation and equitable use of financial and human capital resources to meet instructional goals and support staff needs; evaluate the success of funding and program decisions.
* Complies with budgeting and purchasing guidelines and demonstrates responsible fiscal control over the school budget and activity funds.
* Establish organizational structures and practices for all stakeholders that result in the effective and efficient operation of the campus to promote student achievement.
* Formulate action plans and modify programs and procedures to improve all campus efforts. Uses organizational skills to resolve problems and make decisions necessary to improve the school’s operating systems.
* Design and participate in professional development to improve professional skill and knowledge which is based on student achievement, campus, diocese and state needs.
* Monitor classroom performance of all teachers on a regular basis and offer pathways and professional development to improve student performance through improved teaching practices.
* Design an open, clear, and effective communication for the school and parish; ensure that teaching staff communicate to families about student progress and specific ways to support their child’s learning; utilize feedback from school staff, parents, students and faith community groups to improve school- wide processes; adapt modes and styles of communication that make materials meaningful and engaging to staff, parents, students, and community groups.
* Communicate and promote high expectation levels for staff and student performance in enabling, supportive way; provides proper recognition of excellence and achievement. Mediates and facilitates resolution of conflicts among faculty, staff, students, and parents.
* Develop a management system that encourages positive student behavior, self-esteem, and a supportive climate to facilitate maximum student achievement.
* Promote activities that ensure positive student conduct and fair, equitable discipline practices.
* Review discipline data to plan, revise, and monitor practices and procedures appropriately.
* Provide knowledge and support of diocese initiatives with communication to all stakeholders regarding the initiatives to include facilitation of change processes and communication on the progress of change processes as appropriate; provide focus and rational for Diocese initiatives and provide periodic updates as needed.
* Lead efforts to design or provide opportunities for family and community involvement at the school; create a school-wide culture that makes school feel accessible to families and the communities.
* Participate in community events and/or meetings to become known in the community and become knowledgeable about issues facing the community.

United States Conference of Catholic Bishops

**Statement concerning those who would work in a Catholic School as outlined in the: NATIONAL DIRECTORY for CATECHESIS CHAPTER 8 †**

**Those Who Catechize 9. Catholic Schools (p. 230)**

“The Catholic school forms part of the saving mission for the Church, especially for education in the faith.” It is “not simply an institution which offers academic instruction of high quality, but even more important, is an effective vehicle of total Christian formation.”

**9a. Principals (p. 231)**

Under the direction of the pastor or the duly elected or appointed school advisory board, the principal of the Catholic school plays a crucial role in achieving the catechetical objectives of the parish. The Catholic school is a center for evangelization; thus, its catechetical program is essential to its distinctly Catholic identity and character. It is “an active apostolate”. Therefore, the principal of a Catholic school must be a practicing Catholic in good standing who understands and accepts the teachings of the Church and the moral demands of the Gospel.

**As a catechetical leader in the Catholic school, the principal is called to:**

* Recognize that all members of the faculty and staff “are an integral part of the process of religious instruction”.
* Recruit teachers who are practicing Catholics, who can understand and accept the teachings of the Catholic Church and moral demands of the Gospel, and who can contribute to the achievement of the school’s Catholic identity and apostolic goals.
* Supervise the performance of each religion teacher
* Provide opportunities for ongoing catechesis for faculty members
* Design a curriculum that supports the school’s catechetical plan
* Foster a distinctively Christian community among faculty, students, and parents
* Provide opportunities for the spiritual growth of the faculty
* Collaborate in planning and implementing programs of total parish catechesis

**Procedural Expectations**

**Absences and Off Campus**

* Permission of the School Pastor is required for all prearranged absences, including workshop participations.

**Budgets, Fundraisers, and Grants**

* Comply with diocese procedures, policies, guidelines, timelines, and deadlines (mishandling of funds/monies can lead to severe consequences). Consult with School Pastor, Bookkeeper and/or Office of Finance for the Diocese.
* Work in cooperation with School Pastor and Bookkeeper to develop a plan for the approval of purchase orders and school supplies.
* Store financial paperwork in a secure location working closely with Parish Bookkeeper and Pastor.
* Fundraisers should be approved of by School Pastor prior to implementing.

**School/Parish Events**

* Send personal invitation to Bishop and Superintendent for special events, and or activities. Office of the Bishop requests advanced notification, 1 year if possible.
* Keep school website and calendar updated weekly.
* Submit special event information to Diocese Communication’s Office at least two months prior to event to Tim Bishop, Director of Communication- tbishop@dwc.org

**Communication to Students, Parents, and Community**

* Include School/Parish Mission statement on all publications.
* Proofread for errors in grammar, mechanics and spelling.
* Use official School/Parish letterhead.
* Communicate professionally—verbal and written.
* Comply with Social Media protocols based upon the Acceptable Technology Usage policy.

**Data Entries**

* Ensure all student data is accurately entered and submitted on time: attendance, federal lunch applications, grades, admissions, withdrawals, etc.
* Ensure accuracy in up-loading NWEA roster; adhere to diocese testing schedules
* Address coding errors in timely manner
* Attain 100% error-free goal
* Comply with all data request from the Department of Catholic Schools
* FACTS data is reviewed on an on-going basis
* Use of RenWeb is mandated
* Updating and data accuracy is essential

**Discipline**

* Develop and monitor supervision (duty) plan for before, during, and after school
* Develop a clear and consistent discipline plan and enforce execution of plan with fidelity
* Ensure that every adult on campus knows the supervision (duty) and discipline plan
* Ensure that everyone executes the supervision (duty) and discipline plan and consistently communicates/reinforces the plans with students
* Ensure that students are respectful, dressed per code, and in classes
* Ensure that discipline referral data is entered weekly
* Include referring teacher information on discipline entries when applicable
* Analyze referrals/other discipline data for recurring patterns and revise plans, including holding crucial confrontations with staff to resolve problem areas
* Ensure that all staff writes only factual information on referrals
* Speak to parent in addition to sending the written referral (document conversation)
* Leave emotions and opinions out of the statements
* Document all incidents with dates, times, persons and events

**Emails**

* Check emails daily and maintain adequate mailbox space to allow for daily delivery
* Respond to phone and email messages in a timely manner, usually within 24 hours

**Professional Dress and Work Day**

* Dress professionally at all times
* Hold administrative/leadership team accountable for modeling professional dress at all times
* Principals must arrive at least 30 minutes before the first bell for students to be admitted to the building and should remain at least 30 minutes after the dismissal bell. Work with your School Pastor on a mutually agreeable schedule of school/parish expectations
* Ensure that your administrator supervisory schedule includes an administrator on duty for the entirety of all school/parish events (day or evening)

**Leadership Non-Negotiables**

* Set and articulate clear expectations for all staff on Faith expectations, instructional quality, attendance and professionalism
* Formalize yourself with all Diocesan policies in the Diocesan School Policy Handbook
* Be a relentless and passionate Servant Leader at all times
* Conduct “Crucial Conversations”
* Set the tone with FOCUS from beginning of the year
* Model the highest level of professionalism
* Support all teachers in the pursuit of excellence
* Ensure safe schools and clean environments at all times
* Hold all employees accountable for performance
* Adhere to diocesan policy and administrative procedures
* Ensuring full implementation of the VIRTUS program- Protecting God’s Children

**Leadership Development Strategic Plan**

1. **The Will to Lead: Intentions and Action**

* A Fierce resolve to accomplish the Mission of the Catholic Church; forming Disciples of Christ
* Commitment through actions and prayer
* Models teachings of the Catholic Church
* Inspires and motivates through actions
* Places mission above self-interest

1. **Vision and Performance Expectations Clearly Communicated**

* Performance (SMART) goals are developed with benchmark timeline and submitted to Designated Pastor/President and Diocese Superintendent, at the beginning of each school year
* Performance goals are aligned to School/Parish Strategic Plan and Mission of the Catholic Church
* Articulate the vision for the school to the school supporters and Faith community
* Performance goals are assessed and reported quarterly; based upon annual timeline

1. **Mastery of Performance Fundamentals**

* Knowledge of Diocese of Wheeling-Charleston Catholic Schools’ Standards
* Knowledge of Diocese of Wheeling-Charleston Catholic School Religious Education Curriculum
* Knowledge of skills on effective rigorous teaching practices
* Knowledge of quality instruction
* Knowledge of effective lesson objectives, demonstrations of learning, purposefully instruction and multiple response strategies
* Knowledge of how to manage change
* Knowledge and skill for facilitating effective meetings

1. **Discipline to Performance Monitoring**

* Discipline in data-driven decisions
* Discipline in monitoring data
* Discipline in communicating data to staff, students, parents and support community

1. **Mastery of Coaching Skills**

* Mastery of Crucial Conversation and Crucial Confrontation Skills
* Mastery of documentation skills and procedures
* Highly regarded by staff as effective Spiritual and instructional Leader and coach
* Ability to improve teacher performance

**Instructional Planning and Leadership**

1. **Quality faith-based teaching and learning in every classroom every day is your responsibility**

* **Focus** on quality faith-based teaching and learning throughout the school year
* Make Faith-based instruction that is rigorous a priority
* Make collaborative planning between the school and parish a focus.
* Be purposefully redundant.
* Be **clear** of your **expectations** of every staff member at your school on performance, attendance, Christian professionalism and professional behavior
* Ensure that every student is **improving in academics** and gaining a better understanding of their faith

1. **Crucial Conversations**

* Address noncompliance of non-negotiables immediately
* Apply crucial conversations and confrontations daily in order to address issues

1. **Staff Meetings**

* Conduct staff meeting as you deem appropriate
* Meetings should have agendas and sign-in sheets for accreditation documentation
* Focus of staff meetings should be based upon school/parish strategic plan and include a collection of data for review, identify areas not meeting goals, and develop plan of action on how to meet goal

1. **Data Review of Student(s)**

* Identify the correlation between attendance and grades
* Ensure the assessments align to instruction
* Ensure that grading practice aligns to instruction
* Correlate reading levels and failing grades

1. **Attendance/Tardiness**

* Monitor and respond to weekly student attendance by teacher
* Identify and address attendance patterns for school, grade level, and individual students
* Develop a “Plan of Action” to improve attendance
* Conduct parent meeting to address compulsory attendance law and school attendance

1. **Failure/ Retention Rate**

* Principals will develop a plan of action to address failing grades

1. **Professional Learning-Diocese and School**

* Follow Diocese Calendar for August Professional Development Days and Principal/School Pastor meetings, and or other Diocese professional development offerings
* Provide additional opportunities for staff development based upon individualized goals established utilizing the Diocese of Wheeling-Charleston Teacher Growth Model
* Ensure ALL professional development aligns with the school/parish/diocese strategic plan(s)

1. **Professional Learning**

* Professional learning conference attendance requires prior approval from School Pastor/President
* Be prepared to present your learning to your colleagues during building level staff meetings and principal meetings

**Welcoming Environment**

When schools create a welcoming environment, schools become inviting places where students want to learn, school employees want to work, and every guest feels respected and valued. It’s important to create a welcoming environment at each of our Diocese of Wheeling-Charleston Catholic Schools. Establishing a welcoming environment can be done in many ways but one natural spot to start is the entrance. This is where the school day begins for students and this is the first place guests and staff will see. In addition to the main office, the building throughout needs particular attention to make everyone feel welcomed.

Remember that creating a welcoming environment entails more than just physical space. Catholic culture, safety and family/community engagement play a big part in making sure each school is welcoming environment at each of our Diocese of Wheeling-Charleston Catholic Schools.

**Entrance**

* Ensure the front entrance is clearly visible from the exterior either through signage, structure, landscape, pathway or other methods
* Position a welcome sign near the front door
* Properly place prominent signs directing guests to sign in at the office; make sure the sign is visible in/near the parking lot and as soon as you enter the building
* Place staff photos with names near the entrance to allow students, staff and guests to become familiar with staff
* Clearly mark the school day hours and office hours
* Have a bulletin board with community and school information that is bright and well maintained

**Main Office**

* Ensure that the main office is organized
* Immediately greet all people who come into the office
* Staff the office with persons who warmly welcome students and families to the school community
* Ask parents and guests to sign in
* Provide name badges to guests that indicate they are a parent, volunteer, guest, or other
* Staff should inform the office when parents or other guests will be visiting, so they are prepared to greet the visitors and direct them to their destination

**Throughout the Building**

* Place signage throughout the building to frequently visited areas such as the cafeteria, restrooms, library, meeting rooms, etc.
* Mark all rooms with names or numbers for easy navigation
* Display student work visibly and commit to changing displays regularly so that all students get time in the spotlight; all student work displayed should include the academic standard or Virtue being taught
* Staff should have identification badges visible at all times
* Staff should greet all visitors, guests, etc. to inquire if assistance is needed as well
* Make sure hallways, classrooms, and restrooms are well lit, free of debris and clutter, and inviting

**Inspection of Buildings, Inventories and Supplies**

To ensure safety readiness in schools, the principal should inspect the buildings and grounds, removing any safety hazards. Campus Evacuation Route maps and tornado safety information should be displayed in individual classrooms and other occupied areas. Building Principals are responsible for developing and posting signs inside the school facility. A newly assigned principal should check inventories and reports left by his/her predecessor.

**When Flags are to be flown**

The United States flag is flown daily, weather permitting, on the school flagpole. The flag should be raised at the beginning of each school day and lowered at the close of the school day. Each school principal is responsible for securing and training reliable individuals to perform this service for the school.

**FLAG HONORS**: Subscribing to “Hall Staff American Flag Notifications” will notify you of when the Governor has ordered Flags to be lowered to half-staff throughout West Virginia and on West Virginia waters, in honor of principal figures of the U.S. Government and the Governor of a State, territory or possession, as a mark of respect to their memory. wv.halfstaff.org

|  |  |  |
| --- | --- | --- |
|  | PRINCIPAL TO DO LISTS |  |
|  | July |  |
| Building | Item |  |
|  | Fire Regulations and Inspection (Extinguishers, elevator, kitchen, stove hood, sprinkler system, backflow prevention, smoke detectors) |  |
| Boiler system |  |
| Roof |  |
| A/C (heat/cool) |  |
| Preschool license renewal |  |
| Painting |  |
| Strip and waxing |  |
|  | Vacation |  |
|  | Run payroll |  |
| Personnel |  |  |
|  | Update Faculty Handbook |  |
|  | Update Parent/Student Handbook |  |
|  | Update Crisis Management |  |
|  | Update Technology/Chrome notebook Policy |  |
|  | Advancement Plans |  |
|  | August |  |
|  | Welcome back newsletter to parents |  |
|  | Welcome back newsletter to teachers and staff |  |
|  | Open House |  |
|  | Complete diocesan teacher demographic update form |  |
|  | New principal orientation |  |
|  | New teacher orientation |  |
|  | Classroom checks (tables, chairs, technology, textbooks) |  |
|  | Teachers return |  |
|  | Principal/Administrative & Pastor Professional Development |  |
|  | Opening Day Survey (1st day of school) |  |
|  | Professional Development Calendar |  |
|  | Principals' Meeting |  |
|  | Assign teacher/principal mentor |  |
|  | Community Outreach Annual Plan |  |
|  | Standardized testing analysis (before school starts) |  |
|  | Invite Superintendent to your school’s major fundraising activity |  |
|  | September |  |
|  | Observe 1-3 year teachers (formative) |  |
|  | NWEA Roster UPLOAD |  |
|  | NWEA Assessment |  |
|  | Bishop Cross Nomination |  |
|  | Back to School Invitation - If applicable |  |
|  | AdvancED Improvement Plans and Goal reviewed and updated (Actions) |  |
|  | Oct |  |
|  | Complete state enrollment form online for Exemption B/K status |  |
|  | Notify state of intention/no intention to participate in state testing |  |
|  | Universal Pre K Head Count FTE |  |
|  | Contact FACTS to discuss re-enrollment plans for the following year |  |
|  | November |  |
|  | Order ACRE Tests |  |
|  | Begin Catholic Schools Week Planning |  |
|  | Principals' Online Meeting |  |
|  | December |  |
|  | Finalize Catholic Schools Week Marketing Plans |  |
|  | NWEA Upload Roster |  |
|  | NWEA Assessment |  |
|  | Aquinas Medal Winner - send picture |  |
|  | Notify Dept of Catholic Schools of CSW activity calendar |  |
|  | January |  |
|  | Distribute CS SNAPSHOT to families |  |
|  | Celebrating Catholic Schools Week |  |
|  | NWEA assessment |  |
|  | February |  |
|  | AdvancED dues |  |
|  | Calendar |  |
|  | Open Enrollment |  |
|  | Preliminary Budget |  |
|  | Tuition Assistance Applications Open |  |
|  | Finalize Tuition Rates |  |
|  | Principal Online Meeting |  |
|  | Teacher Salaries |  |
|  | Deadline for the Bishop's Cross Reservation |  |
|  | Principal Letter of Intent |  |
|  | March |  |
|  | Open Enrollment |  |
|  | Finalize School Budget |  |
|  | New initiative/technology plan |  |
|  | Invite Superintendent to graduation activities |  |
|  | April |  |
|  | Principal/administrator and Pastor Meeting |  |
|  | NWEA Upload Roster |  |
|  | NWEA Assessment |  |
|  | Bishop’s Dinner |  |
|  | Notify Superintendent of Non-renewal candidates |  |
|  | May |  |
|  | Deadline for non-renewal of teacher contracts |  |
|  | Submit finalized Principal contract for new school year to Superintendent |  |
|  | Submit signed end of year Principal Growth Model to Superintendent |  |
|  | Submit end of year Teacher Growth Models to Office of Catholic Schools |  |
|  | June |  |
| Closing of academic year | End of year checklist |  |
|  | Furniture inventory |  |
|  | Educational Resources |  |
|  | Textbooks and consumable ordering |  |
|  | Classroom updates (carpet cleaned, floors waxed, walls painted, hallways, stairwells, windows, lights) |  |
|  | Conduct interviews to fill vacancies if applicable |  |
|  | Collect keys, technology, equipment from non- returning faculty members |  |
|  | Update health care plan, 403B, |  |
|  | Salary increases |  |

**Monthly Tasks**

**Recurring Monthly Duties**

**Budget Reports**

* Review monthly budget reports and other financial reports to ensure accuracy with the School Pastor/President and Bookkeeper.

**Meetings with School/Designated Pastor**

* Establish a regular meeting schedule with your school/designated Pastor. Establish an agenda and School and Faith Communities Communication
* Communicate on a regular and consistent manner with the school AND Faith communities.

**School Websites/Social Media Accounts**

* Should be kept updated, accurate, and easy to follow. Monitor sites for proper cyber etiquette.
* Ensure ALL passwords are known by at least the School Administrator.

**Safety Drills**

* All drills should be planned for the school year and the scheduled. You must follow the directives of your local Emergency Manager on reporting procedures in addition to the Diocese and State requirements.

**Student Attendance**

* Review student attendance rates. Follow school and state guidelines regarding student enrollment, identification of students with attendance issues, and implementation of interventions.

**School Staff Meetings**

* Determine schedule to hold staff meetings. Meetings to review professional development priorities, review observation data, academic data focus, and action plan implementation.

**Virtue in Education/Student Behavior Supports**

* Review student behavior data, analyze equity of your data, review student discipline plans and adopt evidence-based procedures in response to specific students, or school times and locations, requiring improved behavioral supports. Develop, implement and review Virtue in Education data for implementation fidelity and sustainability.

**Professional Learning Communities/Staff Meetings**

* Assure that procedures are in place for PLC/Staff meetings to review data, discuss and implement current best practices, address individual student academic and behavioral plans. Provide agendas and sign- in sheets for accreditation documentation.

**Monitor results and indicators**

* Monitor results and indicators for academics to assess progress and improvement with the teachers, and other invested personnel.

**Attend principal professional development and meetings**

* Dates and times of principal professional development and meetings will be provided. Attendance at these meetings and sessions is required, unless prior approval is obtained from the Superintendent of Catholic Schools.

**Conduct emergency drills**

* Set up drill schedule and submit to local Emergency Coordinator.

**August**

**Prior to Students Return**

**Students**

* Prepare class list and supply list
* Send welcome letter from Teacher and School to new students
* Update Student Handbooks

**Teacher Return Plans**

* Develop detailed plans of what professional development and other activities will occur for teachers and other staff members, to include setting the focus and writing SMART goals for the Teacher Growth Model for the upcoming school year.
* Update action plans with staff based on review of data, and Strategic Plan as needed.
* Letters and Schedules to Staff
* Provide all staff members with information prior to the first day back to work, so that they know the schedule, dates, times, and locations as well as what the expectations are for the first week

**Providing Busing and Relevant Information to Parents/Students**

* Identify information relevant to parents/students and create mail to parents that includes information such as registration, busing, Open House, meet the teacher, etc.

**Schedules to Students**

* All secondary schools should provide schedules to students prior to the first day of class so that “good first instruction” may begin on Day 1.

**Registration**

* Ensure that all registration details are in place to include dates and times of registration, personnel to work registration, the use of the district enrollment packet for new students and the packet for returning students.
* Post days and times of registration on the school marquee, in Parish bulletins, newsletters and other social media outlets.

**Review Master Schedule**

* Review the master schedule to make sure prep-times, specials and electives have been planned for.
* High School: Ensure that student schedules have been updated based on summer work by the students. Review the master schedule to make sure all students are enrolled and have a class schedule for day 1 of school.
* Ensure RenWeb is current.

**Finalize all Staffing Issues**

* All new staff have been processed.
* Work with Parish Pastor/Human Resource person to ensure all personnel issues are finalized and vacancies filled.
* Update Staff Handbooks.
* Assign Mentor for newly hired Teachers.

**Staff Retreat**

* Plan with School Pastor before/during staff retreats.

**Establish Format for Communicating with Staff**

* Determine schedule of standard communication, as well as method (newsletter, bulletin, etc.)

**Complete Assignment of Staff Duties**

* Determine teacher leadership responsibilities

**Finalize Structures for School Activities/Events**

* Determine meeting schedules, locations, and participants for the year.
* Create the agenda and sign-in sheets.
* School Mass schedule, retreats, etc.

**Prepare Action Plan for First 2 Weeks of School**

* Identify beginning-of-year supports such as additional staff at dismissal, arrival, etc.
* Prepare for beginning of school year Mass with Bishop.

**Review Emergency Procedures Information and Update**

* Review and disseminate emergency procedures.
* Establish fire drills and safety drill schedules and submit to local Emergency Director.

**Finalize all plans for Open House/Welcome Back/Beginning of the Year Mass**

* Establish date and time for Open House/Welcome Back/Mass.
* Notify all participants of the Open House/Welcome Back/Mass.
* Communicate expectations of staff for the Open House/ Welcome Back/Mass.
* Identify process and procedure to facilitate classroom location (maps, class lists with teacher names, etc.)

**Establish Meeting Schedule for the Year**

* Identify set days for holding PLC and staff meetings so staff can plan appropriately. Create mutually agreed upon meeting schedule with designated / school pastor.

**Communication and Notification Structure**

* For emergencies and notifications, identify the process that will be utilized at the school.

**Opening Week with Staff**

* Conduct lockdown and fire drill orientation for all staff.
* Ensure that the appearance of the building- including bulletin boards, cleanliness, and signage- meets expectations. See the Establish Welcoming Environment standards.
* Ensure that all teachers have analyzed available student data and have a sense of the strengths and needs of all students in each class.
* Establish staff expectations for classroom instruction, with professional development provided as per school and individual needs.
* Conduct initial meetings with staff to clearly define professional development priorities and establish structures and schedule for professional development and professional learning communities.
* Completion of compliance videos/programs/certifications. Include sign-in sheets as needed.
* Place compliance documentation in employee/school files.
* Review Safe Environment protocols with staff

**Distribute information to the staff:**

* Master schedule
* Duty schedules
* Prep schedule
* Professional Learning Communities and professional development expectations and schedule
* Procedures/schedules for the first two weeks of school
* Communication and Notification Structure
* Safety and Emergency Procedures
* Student Behavior Expectations to include Parent/Student Handbook with the Student Code of Conduct
* Copy of the School Improvement Plan

**July/August**

* Complete the NWEA Summer Checklist

**August/September**

* Pay special attention to student enrollment during the first two weeks of school and accurately report data to the Superintendent of Catholic Schools
* At the beginning of August send the names and address of ALL staff members for the current school year to the Superintendent. Please have information in return label format form
* Verify that teacher schedules accurately meet the needs of the students and staff and meet the required instructional minutes
* Prepare for the beginning of the school year Mass with Designated Pastor
* Finalize all staff committee/team assignments; High School: appoint or elect necessary staff committee and/or department chairs
* Identify events (concerts, plays, sporting events, family nights, etc.) requiring staff chaperones and assign staff chaperone duties
* Identify and plan for field trips and student activities, to include coordinating all related paperwork such as fundraising, field trip forms, parent volunteer/chaperone clearance, Diocesan insurance requirements, etc.
* Provide beginning-of-year communication to families: welcoming students and families, highlighting upcoming events, communicating expectations and policies, etc.
* Begin and maintain log of required fire and lockdown drills
* Annual enrollment for benefits
* Start classroom spot observations and feedback form with staff; establish and maintain information with Teacher Growth Model files
* Begin planning for parent/teacher conferences; identify persons responsible for scheduling of conferences, system, etc.
* Review updates on the return of student information forms (enrollment forms and associated documentation)
* Identify those students who have not returned to the school and follow-up with an exit survey
* Review Virtus Teaching Boundaries & Safety Guide program for implementation with fidelity and sustainability
* NWEA: up-date roster and administer assessments based upon Diocese NWEA testing calendar
* Develop and implement teacher walk-thru and observation schedule
* High Schools: Baccalaureate and Graduation dates sent to Office of the Bishop and Superintendent
* 8th Grade building level Graduation dates sent to Superintendent
* Send new staff names to the Superintendent for up-loading to NWEA site
* Campaign to get parents enrolled in electronic communication portal
* Review student discipline data
* Monitor and correct any student data errors
* Communicate school goals to inform teacher goal-setting, and conduct goal setting conferences
* Principal Growth Model goals discussed and approved by School Pastor/President. Goals submitted to Superintendent of Catholic Schools by assigned date
* H.S. Schedule changes finalized
* Plan for Strategic Plan Update presentation to stakeholders
* Prepare/Finalize plans for beginning of the school year mass with Designated Pastor
* Verify Religion Teacher Catechist certification status,

**October**

* By October 1st, final school budget is to be submitted to the Superintendent. DWC Catholic Schools Policy #3310
* Finalize and submit final NCEA report to Superintendent
* Consider/Implement teacher growth plans
* Hold parent/teacher conferences per school calendar
* Complete emergency drills as required and maintain log
* High School: Begin check of senior records to identify student needs prior to spring semester
* High School: Ensure all students who are identified as at-risk have a personal graduation plan on file
* Begin planning for Catholic Schools Week activities
* Review student discipline data
* Monitor and address any attendance/tuition issues
* Plan & communicate expectations for holiday parties, school/parish events
* Send invitations for Christmas performances to the Bishop and Superintendent
* Plan Advent Retreat
* Order ACRE testing materials.
* Ensure RenWeb is current.

**November**

* Monitor attendance
* Climate Survey conducted during Parent/Teacher Conferences (Data for Accreditation/ School Improvement Plan)
* High School: Identify credit recovery and on-line learning options
* Monitor and correct any student data errors
* Review student discipline data
* Plan & communicate expectations for holiday parties, school/parish events
* Plan Catholic Schools Week Activities and prepare for publicity

**December**

* Review student discipline data
* Monitor and correct any student data errors
* Monitor attendance and tuition
* Conduct spot observation
* Finalize and send Catholic Schools Week activity calendar to Superintendent and Office of Communications
* Invite Media for CSW activities

**January**

* High schools: Begin scheduling for next school year
* High schools conduct senior records audit
* Plan for spring parent/teacher conferences
* Prepare to collect Climate survey data during parent/teacher conferences; Data for accreditation and school improvement purposes
* Review student discipline data
* Monitor attendance
* Begin 2nd Semester spot teacher observations
* Considerations for campus-based summer programs/camps
* Strategic Plan Review.
* Monitor current year budget and start planning next year budget
* Begin discussions with School Pastor/President on enrollment calendar, tuition increase (if necessary), salary adjustments, and other budget considerations
* Catholic Schools Week celebration

**February**

* Monitor attendance.
* Open Houses
* High School: Senior Graduation meeting announcements
* High School: Letters to Senior parents potential non-grads
* Start staff summative growth model evaluations with conferences
* Finalize details for spring parent/student conferences
* Review student discipline, attendance data
* Monitor and correct any student data errors
* Address tuition issues; notifications, registered letters, etc.
* Prepare/Plan for Lent activities
* Ensure RenWeb is current.
* By February 15 annually, the Principal shall notify the Pastor of intention to seek renewal of the Principal contracts. DWC Catholic Schools Policy # 2212.5

**March**

* Attend budget meetings prepared with enrollment projections
* Monitor attendance
* Administer ACRE assessment
* High School: Begin identification of potential summer school students and advertise opportunities for student summer experiences and registration; camps and credit recovery programs (in person and on-line courses)
* Begin to finalize Teacher Growth Model personnel documentation and files
* Review student discipline data
* Monitor and correct any student data errors
* Plan for 8th grade graduation Mass
* Parent/Teacher Conferences
* Begin discussions with School Pastor/President on possible staffing changes
* Title I discussion with local school district
* Compliance Checklist-become familiar with
* Review Professional Development Plan with Teachers for renewal consideration.

**April**

* Volunteer Appreciation
* 8th Grade/High School: Graduation/Senior planning
* High School: Master Schedules reviewed
* Budget/Staffing Meetings with School Pastor
* Begin process of identifying vacancies
* Create a plan for hiring in collaboration with School Pastor
* Pre-K Round-up
* Non-renewal discussion for staffing-Contact School Pastor/ Superintendent prior to conference with staff member. Non-renewal notification of staff must be completed by April 30
* Emergency Drills-completed and submitted to Diocese
* Volunteer Hours input
* Climate survey for strategic plan and accreditation data
* Review student discipline data
* Monitor and correct any student data errors
* Finalize NWEA data for student file
* Finalize School Improvement Plan
* By April 1 the Pastor shall offer a contract for the upcoming school year or inform the Principal in writing of the non-renewal of the contract. DWC Catholic Schools Policy #2212.6
* By April 20, negotiations for renewal of Principal contracts should be finalized.
* Merit Grant final report due
* Renew Staff/ Student handbooks and update for next school year.
* By April 30, copy of the preliminary budget is to be submitted to the Superintendent for the following school year. DWC School Policy #3110.

**May**

* Provide all staff with end of year checklist for classroom breakdown
* Complete plans for next year master schedule, school calendar, professional development, etc.
* Review student discipline data
* Identify extra support in areas such as field days, field trips, picnics, etc.
* Communicate to staff clear expectations for academic instruction and building operations for remainder of school year
* Monitor and correct any student data errors
* Discipline Data entered
* School supply list
* Order paper/supplies to start school year
* End of school year Mass
* Monitor attendance
* Advertise and interview for staffing needs for following school year
* Submit Annual School Improvement Plan
* Submit hardcopies of Teacher Growth Models to Superintendent
* May Crowning
* Administrative final goals due

**June**

* Verify ALL staff have completed all grading and fulfilled student cumulative record requirements
* Summer School/Camp options advertised
* Finalize staff and assignments for following school year
* Recognize retirees
* Graduation
* Complete and submit principal end-of-the-year checklist to the Superintendent
* Review received data to make revisions to the campus action plan and professional development plan for the following school year
* Correct any student data errors in the system
* Ensure that all students have schedules for the following school year and the master schedule is completed accurately within the parameters established
* Submit master list for maintenance issues to be addressed over the summer
* Ensure all disciplinary incidents have been entered into the system correctly
* Ensure all student data errors have been corrected before the data staff leaves
* Submit Diocese of Wheeling-Charleston Compliance forms

**July**

* Up-date Staff Handbook/Parent Handbook
* School master calendar
* Plan transition camps; kindergarten, Middle School, 9th grade, New Students
* Facilities readiness check
* Plan for new teacher orientation
* Plan for staff welcome back activities
* Review NWEA summer checklist

*Opening School Checklist*

1. **Preparing the Faculty**

* Ensure all teacher requested repairs to rooms are completed.
* Ensure summer maintenance task are complete (paint, shampoo carpets, etc.)
* Have all excess furniture picked up
* Order new furniture/equipment as needed
* Order start-up cleaning/restrooms supplies
* Prepare general-area bulletin boards
* Clean and/ or replaces entrance mats
* Replace/ Updated signage
* Offices/ portables/ classrooms
* Rules/Procedures/ Expectations
* Federal Requirements: Child Find/ Parent Involvement Policy
* Synchronize clocks
* Check flags; Classroom/Auditorium

1. **Preparing the Grounds**

* Spruce up flower beds, gardens, etc.
* Check grounds/ blacktop equipment
* Check condition of outdoor flags
* Updated marquee
* Check grounds for hazards (uneven ground, ants, etc.)

1. **Preparing for Parents and Community**

* Meet with School Pastor to set goals
* Meet with School Committee to set goals
* Send beginning of the school year welcome letter to the Parish

1. **Preparing for Processes and Procedures**

* Update bus schedule - if applicable
* Updated Special Classes rotation schedule
* Update Lunch Schedule
* Assign duty posts
* Review attendance procedures
* Update substitutes procedures
* Review Crisis Plan
* Update 1st day procedures - assign duties
* Plan Opening Day Mass

1. **Preparing for Students**

* Hold New Student Registration
* Draft welcome back letter; teachers send postcards
* Collect other pertinent information to send home
* Update/ distribute supply lists
* Mail summer packets
* Post class rosters/inform parents of student assignments

1. **Preparing for New Teachers and Staff Members**

* Staff all vacancies
* Have business cards/ name plaques made (as appropriate)
* Select mentor teachers/ new teacher support
* Update “Who to Ask” List

1. **Preparing for Teachers and Staff**

* Finalize teaching assignments
* Finalize room assignments/ update floor plan
* Draft welcome back letter
* Mail welcome packet
* Update faculty and staff handbook
* Purchase welcome back supplies
* Distribute textbooks
* Secure staff development location
* Finalize staff development agenda
* Secure staff development materials/ equipment
* Plan refreshments/ food

1. **Preparing for New Initiatives**

* Outline Diocese programs
* Outline School initiatives
* Outline Parish Programs
* Purchase needed materials

**Student Discipline**

The Student Code of Conduct is required by state law and is intended to promote a positive learning environment and safe schools. In general, disciplinary actions will be designed not only to correct misconduct, but to encourage and motivate students to become responsible citizens of the school and community. The law requires that the Catholic Schools defines and communicates to students and parents/guardians, student behavioral expectations and the various kinds of misconduct that may, or in some cases, must result in disciplinary consequences.

**Bully-Prevention Policy: Expected Behavior in the Catholic Schools of the Diocese of Wheeling- Charleston**

Rationale: Bullying is sinful, cruel, unchristian behavior that is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is unacceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; it undermines the Christian atmosphere in school; and it deprives students of a safe learning environment.

**What is Bullying?**

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

***Types of Bullying Forms of bullying may include, but are not limited to:***

* Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.
* Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.
* Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.
* Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.
* Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

**Consequences**

The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. Consequences for bullying will vary depending on the severity of the offense, the age of the student, and the student’s history of problem behaviors. The failure to follow Christian behavior expectations will result in the progressive consequences listed in the individual School handbook.

Remedial measures shall be designed to reconcile the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The school prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Consequences are detailed in the Bully Prevention Policy: Expected Behavior in the Catholic Schools of the Diocese of Wheeling-Charleston, which is available in the office and in the classrooms. The principal or the principal’s designee will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal and/or the principal’s designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. Students and staff must be made aware of this time frame. The school shall document instances of bullying and/or harassment using the diocesan Incident Report Form. A copy of the report will be filed in the Principal’s office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools. The parents of each student involved shall receive notice about their child from the school.

**School Attendance and Enforcement**

**General Procedures**

Refer to school handbook for attendance policy.

**Excuse Notes**

The principal or designee shall ensure that all timely submitted written excuse notes/phone calls or medical notes are processed within the current student records system within one day of receipt.

**Excused absences**

Are defined in the student/parent handbook.

**Notice of Non Attendance-Warning Notice Suggested Protocols:**

The principal shall ensure distribution of the school attendance policy that notifies the parent/guardian consequences of non-attendance in writing. (Policy from school handbook).

The school shall notify parents/guardians when a student accumulates three (3) unexcused absences within a four-week period.

Principals shall request a conference with the parent to discuss the absences, a copy of their attendance report and an explanation of the consequences for their potential truancy.

**Truancy Prevention Measures**

Principals shall be the designated administrator for compulsory school attendance, working with county Truancy Prevention Measures and legal intervention. The designated administrator acts as the primary approver for all potential truancy actions. (Refer to your local County for truancy assistance).

The principal or designee shall maintain a filing system for Attendance Improvement Contracts( created at local level) and Truancy Reduction Plans provided to the parent and/or student.

**Compulsory Attendance-Legal Intervention**

The principal or designee shall develop and maintain a system to document parent actions that may be contributing to the student’s non-attendance including parent contact, home visits, and parental refusal to participate in recommended interventions.

The principal or designee shall develop a system utilizing reports to be knowledgeable of the elements of the truant’s court remedial order to ensure school related elements are completed, e.g., tutoring, sign-in sheets, etc. Each school shall establish a procedure to provide students with reminders.

Each High School shall establish a system where a student can sign-up to meet with the designated administrator to resolve attendance discrepancies/issues, as needed.

**Master Schedule 180 days/ Instructional Minutes**

The goal of the master schedule is to ensure all students meet the daily and hourly requirements for Accreditation. (Refer to Section 2).

K-5 #315 minutes; 6-8 #330 minutes; 9-12 #345 minutes

Religious Education: K #100 minutes; 1 – 3 #125 minutes; 4-6 # 175 min.; 7 -12 #225 minutes

Each master schedule is to be approved by the Principal and School Pastor that the required number of days and hours are being met on an annual basis to assure compliancy with the Diocese of Wheeling- Charleston and the State of West Virginia education requirements.

A copy of the Master Schedule will be provided to the Superintendent at the beginning of each school year along with verification on how days were calculated. Contact the Department of Catholic Schools for worksheet.

**Snow Days Make-Up**

The Catholic Schools in the Diocese of Wheeling-Charleston follow the State of West Virginia, local County protocols on Snow Day allowances.

**Roles and Responsibilities**

**Principal**

The School Principal is responsible for developing and/or implementing master scheduling and individual student scheduling procedures in a timely manner for his/her school that will ensure that (1) the best fit for student needs and teacher resources (2) the individual schedules are maintained on a daily basis in a way that will ensure accurate student schedule information for state reporting and compliance purposes.

**Evangelization & Ministry in the School and Classroom**

It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. Hiring priority will be given to candidates for teaching positions and professional staff that are Catholic, have an understanding of the Catholic faith and a commitment to living that faith. All school staff must model and uphold the teachings of the Catholic Church.

The Teacher understands that this is a ministerial position at a religious institution and that there is, within the Catholic Church, a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers regardless of the subject areas, grades, or courses being taught.

In both personal and professional life, the Teacher will exemplify the moral teachings of the Catholic Church and will not advocate, model, counsel or encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.

All teachers and professional staff members shall be required to update themselves professionally in accordance with requirements established by the Superintendent of Catholic Schools and State of West Virginia. Teachers are also required to take part in the diocesan-sponsored religious education programs in order to remain knowledgeable about the current teachings of the Church.

The principal of each school holds the right to require teachers and professional staff members to attend other in-services, conferences, workshops, and educational classes, which relate to their employment status. The principal is charged with ensuring teachers meet these requirements and maintaining records of such professional development in the teacher’s personnel file.

All school are required to teach and follow the Diocese of Wheeling-Charleston Religious Education Curriculum as well as the Diocese of Wheeling-Charleston Catholic Schools Standards for the core content areas.

**1. FIELD TRIPS AND OUT-OF-SCHOOL ACTIVITIES**

Field trips and out-of-school activities that are instructional in nature as well as those trips that are activities of school clubs and organizations (e.g., Student Council, special interest clubs) and school- affiliated organizations, whether or not they occur during the instructional day, are addressed in the Diocese of Wheeling-Charleston Catholic School Policy and Procedures manual as well as the individual school Parent, Student and Athletic Handbooks.

Strict adherence to the VIRTUS Program-Protecting God’s Children is **mandated at all schools.**

**2. ASSESSMENTS**

The Principal is responsible for training the school test coordinator(s) on appropriate administration of the Northwest Evaluation Association (NWEA).

Test are administered three times per year according to the Diocese testing calendar.

Up-loads of student rosters/data is expected to also be done in accordance with the Diocesan Testing Calendar. Questions regarding the NWEA testing schedule are to be directed to the Superintendent.

It is the responsibility of the Principal to seek outside professional development opportunities directly related to student growth, such as those pertaining to the NWEA, to support the on-going professional development of the teaching staff.

Typically, the Department of Catholic Schools offers workshops throughout the course of the school year to support Catholic Schools. Check with the Superintendent to see what is being offered in the current school year.

**Accreditation**

All Catholic schools in the Diocese of Wheeling-Charleston are to be accredited and must maintain accreditation through the AdvancED accreditation process. The Superintendent shall be involved with all accreditation teams.

AdvancED has created a five-year accreditation cycle. In collaboration with school administration, the Department of Catholic Schools Accreditation Chairperson and Superintendent work closely with the School Principal to assist with understanding and implementing the AdvancED on-line accreditation process.

*School Improvement Plan*: It is a requirement of all Catholic Schools to submit an up-dated Catholic School Improvement Plan at the end of the school year.

*Compliance Checklist*: A Compliance Checklist is provided to each Principal at the beginning of the school year. It is the expectations that all items on the Compliance Checklist are adhered to and timelines are followed. A signed copy of the document, by the Principal and School Pastor, will be provided to the Superintendent, at the end of the school year indicating that all Compliance Items have been adhered to. Failure to adhere to the Compliance Checklist items and timeframes, could result in termination.

**Preschools and Child Care Programs**

All Catholic preschool and elementary school before and after school care programs will be licensed by the State of West Virginia.

**Student Records**

**1. Custodian of Records**

The principal is the custodian of all records for currently enrolled students at their school.

**2. Creation and Daily Maintenance of Records**

The principal shall ensure that a permanent record is created for each student from the time he/she enters their school until withdrawal or graduation.

The principal shall ensure that appropriate information is placed in or on the Cumulative Record. A copy of each of the following items must be placed in the record

**3. Storage and Retrieval of Records**

The principal shall ensure that each student’s Cumulative Record and Academic Achievement Record in his/her custody are stored in a safe and secure manner in the school building. The daily storage and retrieval will be supervised by one principal designated member of the school staff (ex: Registrar) who shall maintain a detailed log of the distribution and return of each student record. This includes a record for each student that indicates all individuals, agencies, or organizations that have requested or obtained access to a student’s education records. The record must include the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record must be maintained as long as the District maintains the student’s education record.

The principal shall ensure that student Cumulative Records and Academic Achievement Records in his/her custody are files and stored in a documented, organized manner that makes each record easily retrievable for use by authorized school personnel and/or for audit purposes upon request.

**4. Access to Records**

The principal shall grant access to these records to the parent of the student who is a minor or the parent of a student who is dependent for tax purposes. “Parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The principal shall presume that a parent has authority to inspect and review the student records unless he/she has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights.

When a student has attained 18 years of age or is attending an institution of post-secondary education, the rights accorded to and consent required of parents transfer from the parents to the student.

The principal may not release personally identifiable information in education records without the prior written consent of parents or students as indicated above. In a limited number of instances, however, other persons may be granted access. Others who may be provided access include: teachers who have legitimate educational interests, officials of another school in which the student seeks to enroll, and state auditors.

**5. Sending and Receiving Records**

The principal shall ensure that a response is promptly provided for each request for a student record from a receiving school.

When a student graduates from a high school, his or her Cumulative Record and transcript are maintained at the school in which the student graduated or withdrew. During that time, the school is responsible for distribution of copies of the Cumulative Record and the transcript upon written request by the student.

**6. End of Year Records Management**

The principal shall ensure that Cumulative Records of currently enrolled students moving from his/her school to another Catholic school (e.g. fifth grade student moving to sixth grade in middle school) for the next school year are received by the next year location prior to the summer break.

If the receiving school is within the sending school’s feeder pattern, the sending school’s principal or designee shall deliver the records along with a list of the records to the receiving school. A copy of the list shall be retained by the sending school as well as the receiving school. The receiving school principal shall provide a signed document to the sending school principal at the time of delivery to document receipt of the records. Both the sending and receiving principal shall retain a copy of the signed records receipt.

**7. Roles and Responsibilities**

**Principal**

The principal is responsible for providing daily direction as needed to the teachers, professional support staff, and program managers to ensure that Cumulative Records are maintained in a way that ensure compliance with state laws, local policy, and local procedures. The principal is responsible for identifying a secure, central storage location in his/her school for paper- based records (one secure place, do not place in closets, Gym, etc.), documenting the paper-based records management procedures for his/her school (e.g. what is the filing system, who files, who retrieves, recording of access, etc.), communication with staff members regarding their respective roles and responsibilities, and ensuring that staff members attend appropriate training sessions. The principal is responsible for ensuring that paper-based records for prior years may be promptly retrieved as needed for funding and accountability audits.

Please refer to the State of West Virginia Records Management Services, Records Retention and Disposal Schedule for West Virginia Public Schools for detailed expectations on State requirements.

**8. Records Management**

Each individual school is responsible for management of their own records in accordance with the State of West Virginia Records Management Protocols, as well as Federal and State laws.

Please refer to the State of West Virginia Records Management Services, Records Retention and Disposal Schedule for West Virginia Public Schools for detailed expectations on State requirements.

**9. Active Records**

Principals are responsible for producing a complete and accurate listing of all records at the school. The inventory includes records identification by description, records series number, and location within the campus.

Conducting a complete survey of all active and inactive records at a campus should be completed to identify the location of all records.

All records should be inventoried, regardless of the media in which they are maintained. The major goals of the records inventory are as follows:

1. Identify all records by record series.
2. Determine the physical location of the records and their format.
3. Identify records that contain confidential information.
4. Identify the inclusive dates and quantity of each record series.

**10. File Plan**

A file plan should be made for each group of files actively used in the administrative and campus offices. The file plan should document all records and their respective locations. It should also include the filing and labeling methodology and the scheduled movement of the records from onsite storage to the Record Center.

**11. Inactive Records**

Official records are to be stored at the local school level in storage boxes.

**12. Onsite Storage**

Inactive records may be stored in designated areas of the school for easy access. Do not store records in areas that place them in danger of damage or unauthorized access.

**13. Offsite Storage**

Official records may not be stored at any other location than their assigned school or parish.

**14. Key Process Requirements**

1. Each principal must appoint a person to serve as a records liaison for their assigned school.
2. Records must be packed in an approved records storage box. Boxes previously used to store materials or supplies are not permitted.
3. The records must be organized, packed, and labeled according to established Parish, school, and or diocesan protocols.

**15. VIRTUS Training**

VIRTUS Training is mandated for ALL new hires, including non-Catholics.

Questions regarding VIRTUS training should be directed to Sharon Goudy, Safe Environment Coordinator, Diocese of Wheeling- Charleston (304) 233-0880, EXT 458.

Registration and additional information is available on the Diocese of Wheeling-Charleston website, www.dwc.org

**16. Safe Environment-Mandates**

The United States Conference of Catholic Bishops (USCCB) requires that all Dioceses/Eparchies have in place a Safe Environment Program for the protection of children and young people. The ***“Charter for the Protection of Children and Young People”*** was adopted by the USCCB in June 2002 as a response to sexual abuse of minors by Catholic priests and deacons. This Charter is the basis for the Safe Environment program in every Diocese in the United States. The USCCB established an **Office of Child and Youth Protection** to oversee the application of the Charter’s principles and to create the means for accountability for ensuring implementation of standards.

The Diocese of Wheeling-Charleston has a Process Administrator for the Office of Safe Environment and a full-time Office of Safe Environment Coordinator to help ensure the Diocese’s commitment to its children and young people and compliance with the Diocese’s Safe Environment Policy. In addition, at the local level, each parish, school, or organization appoints a local-level coordinator to help carry out the Safe Environment process.

**PLEASE NOTE:** The Safe Environment process is not negotiable and every aspect of it must be carried out in full, to include use of the software to document and track compliance.

**REPORTING**

The Diocese encourages reporting first and foremost to civil authorities, then to Diocesan authorities.

West Virginia state law requires reporting within 24 hours.

To report suspected cases of sexual abuse please contact **your local law enforcement agency** or call the **West Virginia Adult / Child Abuse Hotline: 1.800.352.6513**

To report suspected cases of sexual abuse of children by personnel of the Diocese of Wheeling-Charleston to the Diocese, please contact the Office of Safe Environment directly at 304.230.1504

Please display the Diocese’s posters for reporting in common areas throughout your parish and/or school. If you need posters, please call the Office of Safe Environment at 304.230.1504.

**THE THREE COMPONENTS OF SAFE ENVIRONMENT FOR ADULTS**

The Safe Environment Program by the Diocese of Wheeling-Charleston consists of the following components:

* Background Checks
* Policy Relating to Sexual Abuse of Children (June 2018)
* Awareness training for adults (VIRTUS online or live training)

All three components (Background Checks, Policy Relating to Sexual Abuse of Children, and Awareness Training for Adults – VIRTUS) are mandated by the Diocese for **persons seeking employment or seeking to volunteer, directly or indirectly with children,** within the Diocese of Wheeling–Charleston and any entity that falls under the Diocese. Every year, the Diocese of Wheeling-Charleston - as well as all other Dioceses in the United States - is audited by the USCCB’s independent agency for compliance with its Safe Environment mandate.

* An **employee** is defined as a person who performs regular work or service and is paid by the Diocese or a Diocesan-entity (parish, school, pastoral center, etc.)
* A **volunteer** is a person who performs a regular service at no charge to the Diocese or Diocesan-entity.

**The Safe Environment process applies to any employees or volunteers who work directly or indirectly with children/minors.**

**A person is considered in compliance with the Safe Environment Policy upon successful completion of all three components.**

The background check includes a nationwide sex offender search. Every employee and volunteer is issued the ***Policy Relating to Sexual Abuse of Children*** so that he or she clearly knows the Diocese’s stance on this issue. And lastly, the online or live training is intended to raise awareness regarding sex abuse.

The Safe Environment process is applied to all priests, deacons, and seminarians, and they also are required to undergo additional awareness training above and beyond the initial VIRTUS module as well as more frequent background checks compared to other employees and volunteers.

**SAFE ENVIRONMENT FOR CHILDREN**

AStudent Awareness Program has been implemented since the fall of 2005 in the Diocese of Wheeling-Charleston to give children information (appropriate for their age levels) and skills to help recognize acceptable and unacceptable behaviors and how to effectively deal with those behaviors. This is a VIRTUS program called **“Teaching Safety and Boundaries”**.

The program is taught in Catholic schools and as part of Parish Schools of Religion. Teachers download lesson materials from the VIRTUS web site. Two lessons are taught each year, along with the showing of an age-appropriate introductory DVD.

* The first lesson must be taught before the end of October.
* The second lesson must be taught before the end of the school year.
* If both lessons are taught together, then both lessons must be taught by the end of October.

Recognizing the sensitivity of this subject matter and that some parents prefer to address it directly with their children as opposed to having someone else address it, before a “Touching Safety” class is taught, parents must be sent an Opt-Out Letter at least two weeks in advance of the lesson(s).

**HOW TO EXECUTE THE PROCESS**

Please identify and designate the local level coordinator responsible for handling the Safe Environment process and Safe Environment-related matters for your parish/school. (This may be the principal, or the principal may designate someone.)

A person comes to your parish or school to volunteer or become an employee:

* Give the person a packet containing the following:

1. Diocese of Wheeling-Charleston Sex Abuse Policy Booklet

2. Diocese of Wheeling Charleston Sex Abuse Policy Form

3. Background Check Form for the ScreeningOne system

4. Instruction form for completing VIRTUS online

* Ask the person to please fill out the forms while they are there with you. If that is not possible, ask the person to return the forms to you within one week.
* Once you receive the completed Background Check Form, log on to ScreeningOne via the internet. Enter the information from the form and submit it for a background check. In about 7 to 10 days, log back on to the ScreeningOne system to review the results of the background check. A green dot by the person’s name means they are cleared to work or volunteer. Anything other than a green dot, please call the Office of Safe Environment: 304.230.1504
* Collect the Policy Form. Make a copy of the Policy Form for your parish or school files and send the original Policy Form to: Office of Safe Environment, Diocese of Wheeling-Charleston, PO Box 230, Wheeling, WV 26003.
* Ask each person to complete VIRTUS online within 1 week. Remind each person to bring you back a printout of the VIRTUS certificate once they have completed VIRTUS online. If they don’t return the VIRTUS certificate of completion or they don’t have a printer, call the Office of Safe Environment at 304.230.1504 and request a copy of the person’s certificate of completion.
* You should have a file folder for each employee and volunteer. In each file folder you should have a copy of the VIRTUS certificate, the original Background Check Form, and a copy of the Policy Form.
* Lastly, record the compliance dates for each person for completion of VIRTUS, date of background check, and date the Policy Form was signed in ParishSoft’s Safe Environment Program Manager online. Please note: there are 3 questions on the Policy Form and the answers must be documented in the Safe Environment Program Manager as well. The preferable answer to each question is “NO.” For each question, if the answer is “NO”, simply record the date of the signature on the Policy Form under each question in the Safe Environment Program Manager.
* For audit purposes, your physical file folders should match what you record online in the ParishSoft Safe Environment Program Manager.
* Please secure your Safe Environment physical files in a drawer or cabinet that locks.

Do this for every employee and every volunteer who works directly or indirectly with children.

Safe Environment software platforms that are necessary for Safe Environment process and compliance:

**VIRTUS:**

[www.virtusonline.org](http://www.virtusonline.org)

This is the Diocese’s sex abuse awareness training provider. Employees and volunteers can complete awareness training online.

The online and/or live VIRTUS training for adults and is called “Protecting God’s Children.”

The VIRTUS training for children is called “Teaching Safety and Boundaries – Empowering God’s Children.” There are two lessons that should be taught each year, one by the end of October and one by the end of the school year. These lessons are generally administered through the parish Director of Religious Education or the school Director of Religious Education or whoever is designated by the priest or the principal. Lesson plans are available for Kindergarten through Grade 12 and materials are age-appropriate. If you do not have copies of the lessons, please contact the Office of Safe Environment at 304.230.1504.

Your parish/school also is responsible for **documenting** each training as it occurs in the VIRTUS system. Your designee for documentation that training has occurred must have a VIRTUS account with the Educator’s Tab. Training date, time, location, and number participating are documented under the Educator’s Tab.

Principals and teachers are required to complete monthly awareness training bulletins.

Each month, VIRTUS delivers a bulletin to the VIRTUS account and principals and teachers are required to read and answer the question at the end. In turn, the system digitally tracks completion of the bulletin. This monthly awareness training takes about 5 minutes or less.

Please know that the monthly bulletins do not arrive via email.

You must log on to your VIRTUS account to access them.

Here’s how:

* + Go to [www.virtusonline.org](http://www.virtusonline.org)
  + Enter your User ID and Password (upper left corner of the page)
  + Click the Training Tab (across the top)
  + Down the right side of the page, you will see a box titled “Training Bulletin Report”
  + Click on the link that says “Click here to see your complete report”
  + You will see a box for Training Bulletins.  The box will show you in RED the number of bulletins you have waiting in your account to be read.
  + Click on the BLUE “Click here for details” link
  + Your list of actual bulletins will pop up
  + Click on the bulletin (BLUE link) that says “Not Read”
  + Once you answer the question at the end of the bulletin, the system will automatically record your bulletin as completed and will reflect the date of completion.

If you do not have the Training Tab in your VIRTUS account, please call 304.230.1504.

**ScreeningOne:**

<https://screeningone.instascreen.net/sso/login.taz>

This is the Diocese’s background check provider. You go to the internet, log on, and enter the information as completed by the employee/volunteer on the background check form. Log back on about 7-10 days later and check the results. Each school has a login and password specific to the location.

**ParishSoft:**

This is the Diocese’s mechanism for tracking compliance.

Think of ParishSoft as an umbrella. The umbrella is ParishSoft itself. Under the umbrella of ParishSoft, you have two primary components that you use, the Family Suite and the Safe Environment Program Manager.

The first component under the ParishSoft umbrella is the Family Suite: <https://wheelingcharleston.parishsoftfamilysuite.com/>

* The Family Suite is where parishes track giving, census information, attendance, sacraments, etc.
* The Family Suite also is where you set up your employees and volunteers, under the “Administration” tab and then “Manage Staff.”

Every employee and volunteer must be listed in Family Suite, under Administration and then Manage Staff, and must be set up with an assignment to include a username, email address (you can use [noemail@dwc.org](mailto:noemail@dwc.org), if you want) and position. Please note: your employees and volunteers will NOT show up in the Safe Environment Program Manager until you set them up in Family Suite under Administration, then Manage Staff with a username, email address, and position. All three must be set up for each employee and volunteer or their names will not show up in your Safe Environment Program Manager list.

Which leads us to the second component: the Safe Environment Program Manager: <https://aimsync.parishsoft.net/wheelingcharleston/BKGRDCK/index.php>

* This is a two-layer login portal that “talks” behind the scenes to the Family Suite. Once you get your volunteers and employees set up in Family Suite, you then log on to the Safe Environment Program Manager to record their Safe Environment information.

Please note: VIRTUS and ScreeningOne are in no way connected to the ParishSoft system. YOU must go in to the ParishSoft system and set your employees and volunteers up in the Family Suite, then move over to the Safe Environment Program Manager and record the dates of completion for VIRTUS, background check, and completion/signature on the Sex Abuse Policy Form. The ParishSoft Family Suite and Safe Environment Program Manager are connected, but NO OTHER components are connected in any way.

**What happens during Safe Environment audits?**

The Diocese is audited for Safe Environment electronically every year. The Diocese is audited on-site every 3 years.

**For the yearly electronic audit**:

* End of April/early May, every parish and school will receive an audit form via US mail.
* The audit form must be completed and returned to the Chancery no later than 31 May of each year.
* The audit form must reflect the number of employees and volunteers who have met all three components of Safe Environment compliance: completion of VIRTUS, background check, and completion of Policy Form.
* The audit form also will ask for the number of children who have completed the VIRTUS children’s awareness program, including the number of opt-outs on file.

**For the on-site audit every three years**:

* End of April/early May, every parish and school will receive an audit form via US mail.
* The audit form must be completed and returned to the Chancery no later than 31 May of each year.
* The audit form must reflect the number of employees and volunteers who have met all three components of Safe Environment compliance: completion of VIRTUS, background check, and completion of Policy Form.
* The audit form also will ask for the number of children who have completed the VIRTUS children’s awareness program, including the number of opt-outs on file.

In addition, auditors may visit your location (it’s random and up to them) and ask you for the following:

Prove Safe Environment compliance by opening up your physical files and showing that they match what is in your ParishSoft Safe Environment Program Manager queue.

* Explain the Safe Environment process for our Diocese and what all it entails.
* Explain what you do when you receive a complaint of sex abuse.
* Show your posters that display instructions for reporting abuse.
* Show your parish bulletin that shows instructions for reporting abuse.
* Explain the state of WV’s requirement for reporting abuse.

The auditors also may ask you to evaluate the Chancery and how we handle Safe Environment matters. Do you feel supported by the Chancery? Does the Chancery encourage you to notify civil authorities first and foremost? Does the Chancery cooperate with civil authorities to your knowledge? Etc …

It is impossible to know what all an auditor would ask, but the above-referenced gives you an idea.

Bottom line – simply tell the truth.

**Last but not least, you should be checking and using the Diocesan issued email for your parish or school. Check this email regularly. Safe Environment communications are always sent to “All Parishes” and “All Schools” and “All Priests” in the chancery’s list serve. The addresses in these groups are the official dwc.org email addresses issued to your parish/school by the Diocese.**

**REMINDER: ALL ALLEGATIONS OF ABUSE OR NEGLECT MADE AGAINST A DIOCESE EMPLOYEE MUST BE REPORTED TO THE DWC DIRECTOR OF SAFE ENVIRONMENT.**

**17. TITLE IX**

**This language is to be included in All School Handbooks**

**Title IX Coordinator**

Diocese of Wheeling-Charleston Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student’s ability to participate in or benefit from Diocese of Wheeling-Charleston Catholic Schools’ education programs, and activities.

The Diocese of Wheeling-Charleston Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Wheeling-Charleston Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority and seek medical attention. You may also contact the Diocese of Wheeling-Charleston Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Wheeling-Charleston Catholic Schools Title IX Coordinator, the DWC Chancellor. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Director of Human Resources.

**18. Procedures for Reporting Incident to Department of Catholic Schools**

* Principal notifies School Pastor/President and Superintendent
* In situations that would make media attention, immediately notify the Superintendent. If Superintendent is not available notify the Bishop’s office and Diocese Communications Office.

**19. Examples of items (but not limited to) that must be reported:**

* Anything News Worthy
* Injury to Student, Staff, Other
* Accusations of inappropriate conduct between staff and, or students
* Major Illness of Student, Staff, or Other
* Death of a Student or Employee
* Missing Student
* Bomb Threat/Threats to do harm to fellow students/staff/community
* Expulsions
* Weapon on Campus
* Gas Leak, Power Outage, etc.
* Bus Accident
* Suspensions and/or possible Expulsions

**20. IMPORTANT DOCUMENTS**

All-important forms and documents can be found on the Department of Catholic Schools website, www.wvcatholicschools.org, in the “Principal’s Office” section of the website.

New principals need to register for an account. Follow the directions on the website and remember to make note of your username and password. Questions, regarding setting up an account, please contact the DWC Webmaster.



**Department of Catholic Schools**

**Diocese of Wheeling-Charleston**

1311 Byron Street

Wheeling, WV 26003

304-233-0880

[www.WVCatholicSchools.org](http://www.WVCatholicSchools.org)

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