



Diocesan Policy Handbook

For Catholic Schools

March 1, 2015
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DIOCESE OF MANCHESTER
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March 2015

Dear Catholic School Leaders:

Catholic schools are an integral part of our commitment to evangelization, lifelong education, and formation in the Diocese of Manchester. They are the most effective means of educating children and young people who are the future of our Church. They serve the Church and society by providing “an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of God is cultivated.” (United States Conference of Catholic Bishops, *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*. Washington, DC: USCCB, 2005, 1).

This Diocesan Policy Handbook for Catholic Schools contains policies intended to help our Catholic schools flourish and grow, bringing faith and learning together. While no one resource can be all inclusive and no single text can answer or anticipate every question, this document offers both broad policy and specific direction in key areas of Catholic school life. It is intended to be a reference and a resource for Catholic school administrators, pastors of parish schools, faculty members, and staff, as they serve the Church through the ministry of Catholic school education.

To the wonderful and generous people who minister in the Catholic schools of New Hampshire, be assured that you are appreciated and that you are all in my prayers every day. With prayerful best wishes, I remain

Sincerely in our Lord,

Rev. John R. Fortin, O.S.B.
Superintendent

ABOUT THIS HANDBOOK

This Diocesan Policy Handbook for Catholic Schools replaces all prior school policy handbooks issued by the Diocese of Manchester. The policies set forth in this Handbook may be changed from time to time in the future. If provisions are changed, principals will be notified and an electronic or hard copy of the Handbook will be provided. The Handbook and its appendices are not contractual in nature and do not guarantee employment or the granting of any continuance of any benefits.

The staff of the Catholic Schools Office is available to answer questions on provisions contained in this Handbook.

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ADMINISTRATION AND ORGANIZATION

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THE BISHOP OF MANCHESTER

The Bishop of Manchester is the chief teacher of the faith in the Diocese of Manchester. He is responsible for promoting and coordinating the Catholic educational efforts throughout the diocese and for ensuring that as many young people as possible have access to the Church's educational apostolate. Catholic schools are a vital part of the teaching mission of the Church.

The Bishop has primary responsibility for and authority over Catholic schools, and he may promulgate policies and implement procedures governing the schools within his jurisdiction:

The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools. (Canon 806 § 1)

The Bishop of Manchester has the sole ecclesiastical authority to recognize and designate a school as "Catholic" within the Diocese. Written approval shall be obtained from the Bishop before a school may be designated a Catholic school.

CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office, assisted by the Diocesan School Board, is responsible for the operation of diocesan Catholic elementary and secondary schools throughout the Diocese. The mission of the Catholic Schools Office is to ensure that the essential characteristics of Catholic identity (message, community, service, and worship) are evident in every Catholic elementary and secondary school and are integrated within a strong academic program.

SUPERINTENDENT

The Superintendent is appointed by and responsible to the Bishop. The Bishop delegates to the Superintendent the authority to act on his behalf in collaboration with him in matters involving Catholic education. The Superintendent has administrative authority over the Catholic Schools Office. Canon law requires that Directors of Catholic Schools (Superintendents) "take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area." (Canon 806 § 2)

The Superintendent, under the authority of the Bishop, is responsible for developing, establishing, and implementing diocesan policies and procedures governing Catholic schools and for promoting the principles of Catholic identity and faith formation among all school leaders to ensure that the distinctive values and practices of the faith are evident and vibrant in each school. The Superintendent supervises the general administrative functions of the schools and oversees the entire school curriculum, in particular the teaching of religion in all Catholic schools. The Superintendent establishes the standards for qualifications of all diocesan, regional, and parish Catholic school principals. In addition, among other responsibilities, the Superintendent

provides direction and guidance to principals and pastors regarding budgeting and financial issues, strategies for student recruitment, educational and instructional standards, continuing formation and certification of teachers, contractual issues, staffing issues, and other issues helpful to the schools. The Superintendent has discretionary authority to make administrative decisions pertaining to the Catholic schools.

The Superintendent may appoint Assistant and/or Associate Superintendents after consultation with and approval by the Bishop. The Assistant and/or Associate Superintendent(s) shall have responsibility and authority, as determined and assigned by the Superintendent, in the furtherance of the mission of the Catholic Schools Office. The Superintendent hires, supervises, and evaluates the job performance of diocesan and regional school principals. The Superintendent, in collaboration with the pastor, approves the hiring of parish school principals and collaborates with the pastor to supervise and evaluate the job performance of parish school principals. The Superintendent approves the budgets of diocesan, regional, and parish schools.

DIOCESAN SCHOOL BOARD

The Diocesan School Board furthers the advancement of quality primary and secondary Catholic education in the Diocese of Manchester by serving as the main consultative body on school affairs to the Bishop and the Superintendent. The Board promotes a strong Catholic identity in the schools, recommends policy, offers financial advice, serves as a public relations resource, and encourages and facilitates strategic planning and development (Appendix A).

The Board includes voting members as well as *ex-officio* members who do not vote. The non-voting *ex-officio* members are the Superintendent and the Associate/Assistant Superintendent(s). The Board has no fewer than fifteen (15) and no more than twenty-five (25) voting members, comprised of the laity, religious, and clergy. The Board endeavors to have representation from each deanery within the Diocese and to invite to the Board individuals from a variety of backgrounds, occupations, and professions. Members of the Board are appointed by the Bishop.

THE PASTOR OF A PARISH SCHOOL

The pastor, in accordance with Canon Law and at the appointment of the Bishop, has overall responsibility for a parish school, including responsibility for the implementation of diocesan policies and procedures regarding schools, such as the policies set forth in this Handbook. The pastor is, in accordance with Canon Law, ultimately responsible for the fiscal and plant management of the parish school. The pastor of the school particularly shall attend to matters within the school that affect worship, the ministry of the Word, and the spiritual welfare and moral formation of the students and staff. It shall be his duty to see that the teachings of the Church are clearly and accurately presented.

The pastor delegates to the principal the direction of the school program and the ordinary administration of the school. The pastor, with the principal, shall establish the terms of such delegation and the means of regular and formal communication on school matters.

The pastor, in close collaboration with the principal, the school advisory board, the finance and pastoral councils of the parish, and the Catholic Schools Office, guided by diocesan policies and procedures, has final approval over policies of the parish school.

The pastor is responsible for the financial operations of the school. As a parish school, the school generally is financially supported by the parish, with the due consideration for the mission and the operating needs of the school and the resources and mission of the parish. The pastor must approve the school budget before it is submitted to the Diocesan Finance Office for review and amendment, if applicable. The Superintendent and Diocesan Finance Officer are responsible for final approval of the school budget.

The pastor is responsible for the hiring of a principal of the school in accordance with the policies and procedures of the Catholic Schools Office. The pastor of a parish school shall consult with and obtain the approval of the Superintendent before hiring, imposing administrative leave, terminating, or non-renewing a principal.

PRINCIPAL

The principal is the chief administrative officer of the school (see pp 48-53). The principal works to maintain the Catholic identity of the school. The principal is responsible for the immediate direction of the school and its total educational program. The principal carries out the administrative functions of the school in accordance with the policies, regulations, and directives of the Catholic Schools Office and the Diocese of Manchester. Principals normally shall be free of all teaching responsibilities. The principal shall not assume regular teaching responsibilities without first obtaining the approval of the Superintendent. The principal shall consult with the pastor and the Catholic Schools Office before imposing administrative leave, terminating, or non-renewing a parish school employee.

The pastor and the principal shall ensure that the school is operated in compliance with applicable state, federal, and local laws as well as the standards of any applicable accrediting organization and the policies and procedures of the Diocese of Manchester and the Catholic Schools Office.

SCHOOL ADVISORY BOARD

Every diocesan, regional, and parish school will establish a School Advisory Board. The Board will establish a set of by-laws developed according to Diocesan guidelines (Appendix B). In the case of a parish school, the Board constitution must be approved by both the pastor and the Catholic Schools Office. In the case of regional and diocesan schools, the Board constitution must be approved by the Catholic Schools Office. In the case of a parish school, the pastor is an *ex-officio* member.

The School Advisory Board shall follow the policies of the Diocese and the Catholic Schools Office. The role of the Board is to offer advice and assistance to the principal and in the case of a parish school the principal and the pastor in advancing the school's Catholic mission and Catholic identity; establishing local policies consistent with diocesan policies and procedures; developing, implementing, and monitoring strategic planning; and supporting school

advancement, public relations, and marketing endeavors. The Board may also be responsible for participating in board development, and members of the Board may be asked to participate in the search process when hiring a principal.

The School Advisory Board is advisory to the principal and in the case of a parish school the principal and the pastor. The principal calls the meetings and along with the Board chair (and pastor in a parish school) develops the agenda for the Board meetings. As educational leader of the school, the principal serves as a resource to the Board as it considers recommendations to the principal and, when applicable, the pastor. The School Advisory Board does not have a role with respect to personnel matters. Membership on the Board normally may include but must not be limited to parents of students attending the school. All other matters concerning the Board can be found in the constitution and by-laws of that school's Board.

PARENTS AND GUARDIANS

Parents and guardians are the primary educators and faith formation leaders for their children. Parents and guardians support Catholic schools as Catholic schools assist the parents and guardians in fulfilling their responsibilities for educating their children. Parents and guardians are obliged to cooperate and collaborate with the teachers and administrators of schools to which they entrust their children (Canon 796).

Parents are expected to participate actively in the school by volunteering, attending conferences and school events, supporting the school financially, and conscientiously developing a sense of Catholic community among the students, parents/guardians, faculty, and administration. If, in the opinion of school administration, the behavior of a parent or guardian interferes with teaching, learning, or the orderly operation of the school, the school may require a parent or guardian to withdraw the child or children from the school.

PARENT ASSOCIATION

It is recommended that each school have a Parent Association. Parent Associations and other fundraising organizations are required to follow the fiscal policies and procedures of the Catholic Schools Office and Diocesan Finance Office. The principal and in the case of a parish school the pastor shall have final approval of all disbursements from income raised by parent organizations. All income raised for a specific purpose and accepted by the school must be disbursed for that specific purpose unless alternative disbursements were set forth at the time the income was raised. Whenever funds are raised for a specific purpose and the specific purpose is met or cannot be carried out, the school community is to be notified that the funds shall be used for the general advancement of the school.

All parents and guardians of students in the school are encouraged to be active members of the Parent Association. Members of the teaching staff may be *ex-officio* members.

LEGAL REQUIREMENTS FOR SCHOOLS

All schools of the Diocese shall observe the applicable legal requirements regarding the operation of Catholic schools in the State of New Hampshire.

STATE APPROVAL OF SCHOOLS

All Catholic schools shall meet the requirements and seek and maintain State of New Hampshire Board of Education approval in accordance with state law.

FINANCIAL POLICIES FOR SCHOOLS

All parish, regional, and diocesan schools shall follow the policies and procedures of the Diocese of Manchester School Finance Manual.

ACCREDITATION

All diocesan secondary schools shall seek, obtain, and maintain accreditation from the New England Association of Schools and Colleges (NEASC). All other parish, regional, and diocesan schools are encouraged to seek and maintain NEASC accreditation.

CLASSIFICATION OF SCHOOLS

A “parish school” is a school that is owned and supported by a parish and that shares in the ministry outreach of the parish. While all of the school’s activities are under the canonical leadership and guidance of the pastor of the parish in cooperation with the principal, the Bishop is the ultimate authority in the school and is represented by the Superintendent.

“Regional” and “diocesan” schools are owned and operated by the Diocese of Manchester. The principal has responsibility for the school’s regular and administrative activities. The Bishop is the ultimate authority in the school and is represented by the Superintendent.

A “private” or “independent” Catholic school is one that exists in the Diocese of Manchester with the expressed approval and recognition of the Bishop but which is not owned or operated by a parish or the Diocese. The school generally is governed, supported, and operated by a religious order or a board of trustees. Private Catholic schools are responsible to the Bishop in matters of religious instruction and are required to follow applicable standards, policies, and procedures in the area of religious instruction as well as liturgical and sacramental norms, including the applicable Standards for Catholic Schools set forth below. Private Catholic schools are responsible to submit reports requested by the Catholic Schools Office.

CATHOLIC SCHOOL RECOGNITION BY THE ROMAN CATHOLIC BISHOP OF MANCHESTER

The Roman Catholic Bishop of Manchester, New Hampshire has sole ecclesiastical authority to recognize and to designate a school as “Catholic” within the Diocese of Manchester. Written approval must be obtained from the Roman Catholic Bishop of Manchester before a school may be designated or designate itself as a Catholic school. The policy and procedures for obtaining such approval may be obtained from the Catholic Schools Office.

STANDARDS FOR CATHOLIC SCHOOLS

Canon law on Catholic education is summarized in Canons 793 through Canons 806. Canons 803, 804, 805, and 806 are “anchor canons” in describing and recognizing the Catholic essence of a school. These canons define how the Catholic school must be operated and/or be recognized by Church authority and address the nature of Catholic religious formation and education. All Catholic schools, whether they are operated by a parish, the diocese, a religious order, or a group of lay people, must abide by applicable Canon law. They also must meet the following standards:

A. Catholic Identity. All Catholic elementary and secondary schools in the Diocese shall abide by the following Catholic identity standards and the supporting Catholic Identity policies that are central to the nature of a Catholic school. It is also imperative that any school called “Catholic” provide a level of academic excellence that is at least as distinguished as that in other schools of the region. Schools owned and operated by the Diocese of Manchester or its parishes shall be governed by additional policies, including those in the areas of excellence, affordability, and accessibility.

1. **Communion and Cooperation with the Bishop**. All Catholic schools shall have a formal and defined relationship with the Diocese and specifically with the Bishop, who has oversight of the teaching of the faith in all Catholic schools. These practices are the practical mechanism to maintain communion within the Church.
 - a. **Mission**. All Catholic schools shall have a written statement of mission and philosophy in accord with Church teachings.
 - b. **Communion with the Local Church**. All Catholic schools shall communicate, consult, and collaborate with all involved parties, particularly the appropriate diocesan offices, in an effort to ensure communion with the local church.
 - c. **Catholic Identity Review**. All Catholic schools’ religious education programs, sacramental life, and Catholic identity shall be reviewed by the Catholic Schools Office at least once every three years. Such review shall include submission of a written report by the school and a visit by representatives of the Catholic Schools Office.
 - d. **Relationship with Local Pastors and Parishes**. All Catholic schools shall maintain a close relationship with local pastors and parishes, particularly in the areas of religious education and sacramental life.
2. **Appropriate Celebration of Sacramental Life**. All Catholic schools shall adhere to all diocesan sacramental norms and policies to ensure the development of an authentic spiritual and sacramental life for students.

- a. **Spiritual Formation.** All Catholic schools shall provide appropriate occasions for prayer, liturgical worship, and the celebration of the Sacraments of Reconciliation and the Eucharist to ensure religious instruction and spiritual formation of students.
 - b. **Religious Instructions and Worship Attendance.** All Catholic schools are places of faith formation, and all Catholic school students, regardless of religious background, shall attend school prayer and worship services and shall fully participate in religious instruction. All Catholic students are expected to fulfill the serious obligation of attending regular Sunday Mass at their home parish and to receive frequently the Sacraments of Reconciliation and the Eucharist, once they are eligible.
 - c. **Sacramental Norms.** All Catholic schools shall adhere to the sacramental norms and policies of the Diocese, and shall respect local parishes as the sacramental home for parents, students, and all parishioners.
 - d. **Sacramental Space.** The celebration of the sacraments in all Catholic schools shall occur in spaces that are appropriate and suitable for authentic worship.
 - e. **Sacramental Celebration.** First Reconciliation, First Communion, and Confirmation shall be celebrated in the parish that the student's family attends. Pastors may allow exemptions to this policy for good cause.
 - f. **Prayer Life.** Regular prayer and devotions shall be standard practice in all Catholic schools. The school day shall begin and end with prayer taken from our Catholic treasury of prayers, and all meals are to be blessed.
3. **Teaching the Faith.** All Catholic schools shall adhere to all diocesan policies regarding religious education to ensure that the faith is effectively and authentically taught in the school.
 - a. **Oversight of the Bishop.** All Catholic schools shall conform to the oversight of the Bishop in all matters of religious education.
 - b. **Teaching of Religion.** The teaching of religion in all Catholic schools shall be subject to the same standards of professionalism and excellence as all subjects in the school to include, but not be restricted to, allocation of resources, teacher professional development, evaluation, assessment, and hours of instruction.
 - c. **Religious Education Foundation.** The religious education program of all Catholic schools shall have as its foundation the *Catechism of the Catholic Church*, the *United States Catholic Catechism for Adults*, the *General Directory of Catechesis*, and the *National Directory of Catechesis*. They

shall also follow national and diocesan directives. These programs shall conform to the religious curriculum of the Diocese of Manchester.

- d. Religion Teachers. All religion teachers shall be practicing Catholics who are qualified to teach religion by the Diocese. They shall obtain Basic Catechist Certification from the Diocese of Manchester and have a deep knowledge of and a desire to hand on the authentic doctrine of the Church and live as authentic witnesses to the faith.
4. Environment and Catholic Identity. Catholic identity shall be present and explicit in all aspects of all Catholic schools, including the school's mission statement. The school shall present evidence of clear commitment to witness the faith in all activities. The entire school shall be permeated with the Spirit of the Gospel for the effective formation and faith development of students.
 - a. Principals and Catholic Identity. All principals or chief administrators shall be practicing Catholics who uphold the teaching of the faith and are committed to Catholic education that is academically excellent and rooted in Gospel values.
 - b. Teachers and School Staff. Catholic teachers and Catholic staff shall be hired whenever possible. Administrators, faculty, and staff shall be qualified, supportive of the teachings of the Church, and imbued with a strong sense of the mission of Catholic schools. They shall act in ways that promote the best interests of the Church and do not violate the principles or tenets of the Catholic faith. All staff shall be responsible for integrating Catholic identity and Church teaching across the curriculum and in all school activities. All school administrators and all faculty members shall adhere to Catholic faith, teaching, and moral discipline, and shall not contradict the Catholic faith, teaching, and moral discipline either publicly or privately, and shall not harm communion with the Church.
 - c. School Sponsored Guests and Activities. School sponsored guests, public statements, public events, and community activities of all Catholic schools shall not contradict the Catholic faith, teaching, and moral discipline, and shall not harm communion with the local Church.
 - d. Fostering Vocations. All Catholic school communities shall regularly and as a matter of course promote and foster interest in, and respect for, all vocations, presenting vocations to religious life and to the priesthood as real life options for students.
 - e. Social Justice. The life of Catholic schools shall reflect the Catholic Church's teaching on social justice and shall witness service to others. The Catholic Church's teaching on ecumenism shall be fostered.

- f. **Child Safety and Protection.** Diocesan, regional, and parish Catholic schools shall comply with the *Code of Ministerial Conduct* and the *Policy for the Protection of Children and Young People* (Appendix C) All other Catholic schools shall adopt policies with respect to the protection of children and young people that comply with state law.

B. **Academic Excellence.** Academic excellence is central to the mission of all Catholic schools.

C. **Compliance with State Standards.** All Catholic schools shall adhere to the state standards for non-public schools as established by the State of New Hampshire and its Department of Education, including the standards and requirements for non-public schools regarding safety and attendance.

EXPANDING OR CONSOLIDATING GRADES

The Superintendent must approve the decision of a diocesan, regional, or parish school to expand or consolidate grades. In submitting such a request, the school is to be prepared to show how the expansion or consolidation will serve the best interest of the school and its education program and the parish, if applicable.

CLOSING OF A SCHOOL

Catholic schools serve both the faith community and society by educating children, young people, and adults to contribute to the common good by becoming active and caring members of the communities in which they live. Because they are so important to the educational mission of the Church, a Catholic school generally is not closed until it is demonstrated that every effort has been made to attract a sufficient student population and obtain sufficient economic resources in order to maintain the school's operation and until affiliation or merger with another Catholic school is considered and explored.

The Bishop has the authority to close a diocesan, regional, or parish school on his own initiative. The Superintendent and the pastor of a parish school may initiate the process for obtaining the Bishop's approval for the closure of a parish school. In order to provide sufficient notice of any closure to families and faculty and staff, this process generally is to be initiated by October 1 of the year before the possible closure of a school the following August. The local School Advisory Board and the Diocesan School Board must be consulted before a recommendation is made to the Bishop. Diocesan, regional, and parish Catholic schools may not be permanently closed without the approval of the Bishop.

APPEAL TO THE SUPERINTENDENT

A party aggrieved by a decision of a principal of a diocesan, regional, or parish Catholic school may appeal the decision to the Superintendent if the aggrieved party believes that the decision has violated diocesan or school policy or procedures. This process is not intended for the resolution of conflicts of interest or for the resolution of grievances which result due to a prudential disagreement with the judgment, policy, or decision of the principal. This process

likewise is not intended for the resolution of conflicts of personality or the daily problems which often arise among people and which must properly be resolved by them.

The aggrieved party must first attempt to resolve the matter directly with the principal. In a parish school, if the matter is not resolved after discussion with the principal, the aggrieved party may contact the pastor to resolve the matter. If unable to reach resolution, the aggrieved party of a parish, regional, or diocesan school may submit in writing to the Superintendent a description of the issue and the diocesan or school policy or procedure alleged to have been violated. The decision of the Superintendent is final.

STUDENTS

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APPLICATION/ADMISSION

All schools will use the diocesan application and registration forms (Appendices D and E).

Each school shall publish a written admissions policy and apply it equitably. Generally, Catholic children whose parents or guardians are registered in a Catholic parish of the Diocese shall be given priority for admission to a diocesan, regional, or parish Catholic school over children who are not Catholic. Principals may exclude from admission those students who, on the basis of objective testing determined acceptable by the Catholic Schools Office, are unprepared for kindergarten, first grade, or subsequent grades. A Catholic school will not finalize acceptance of a student until all registration procedures have been completed, including, but not limited to, proper documentation and agreement by the parents to be responsible for the student's tuition as determined by the school.

The Catholic school will observe the entrance requirements of the state and local school district, regarding age (RSA 193:1) and inoculations (RSA 200:38), and shall require physicals (consistent with the intent of RSA 200:32).

The principal shall publish annually and abide by the following nondiscriminatory policy statement in the school's admissions materials and in some public medium, such as the parent/student handbook, the school website, and the parish Sunday bulletin:

NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS

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

A student entering school who is an English Language Learner may not be denied admission based solely on language skills. Assessment of the child's academic and language proficiency levels may determine appropriate placement.

The school will make known its financial assistance program for needy students.

Students shall not be denied admission to a Catholic school because of a disability unless the disability seriously impairs the student's ability to complete successfully the school's academic program or unless the school cannot provide sufficient care or make reasonable accommodation for the student. The determination as to whether the school may reasonably accommodate the student or applicant is made on a case-by-case basis. Under some circumstances, medically-justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses.

Foreign students may be admitted in accordance with the requirements of the United States Department of Justice and the Department of Immigration and Naturalization. Students seeking admission under F-1 status must request an I-20 form from the Catholic Schools Office.

ATTENDANCE AND ABSENCE

Parish, diocesan, and regional schools shall include in their parent/student handbook an attendance policy. The policy must stress the importance of regular attendance and set forth the school's procedure for reporting absences. Students who fail to comply with the school's attendance policy may be asked to withdraw or be subject to expulsion.

The principal is responsible for keeping accurate, daily state-required attendance records. Attendance records are entered on students' permanent records which are retained indefinitely.

A student will not be released from school during the school day unless the school receives a signed and dated note from a parent or guardian requesting that the student be released and the reason for the early release. Elementary school students will be released for illness or other reasonable cause only to parents or to an adult authorized by the parents and identified to the school administration. In keeping with the importance of regular student attendance, families will be discouraged from taking a student on vacation during school time. Each school will publish a policy on family vacations during the school year.

The school policy on attendance and early release may permit written notices or notes from parents or guardians to be submitted electronically through a secure email address if the parents or guardians submit to the school advance written notice and authorization that the email address is secure and may be used for such notices and notes. Text messages and other electronic communications (such as social network sites) are not considered acceptable forms of notice.

State law charges the local public school district with enforcing the school attendance laws of the state. The public school district's jurisdiction with respect to attendance laws extends to all school age children within its district. The principal is responsible for reporting to the attendance officer of the local public school frequent or prolonged unexcused absences. The principal shall report to the attendance officer of the local public school district any "habitual truancy," defined as ten half days of unexcused absence during a school year.

RESPONSIBILITY BEFORE AND AFTER SCHOOL DAY

The parents or guardians are responsible for safely transporting the student to and from school. The school's parent/student handbook is to include a provision that unless the student is enrolled in a before or after school program, the school does not have the duty to supervise the student before school or after dismissal. School staff members are not responsible for accompanying or assisting a student in walking home or in transporting a student home, as this presumes a duty of care to the student.

DISCIPLINARY MEASURES

All parish, regional, and diocesan Catholic schools shall develop written standards of conduct and discipline guidelines and publish them in the parent/student handbook. The guidelines must encourage self-discipline and foster an atmosphere conducive to learning. They must also recognize that behavior management and discipline must be conducted with the dignity of the student in mind.

While it is not possible to list every circumstance that might give rise to disciplinary action, the standards of conduct and rules are to identify specific examples of misconduct that can be expected to result in disciplinary action, such as cheating, leaving school premises, and tardiness. Parents and, if age appropriate, students will acknowledge in writing their receipt and review of the parent/student handbook and their assent to the school's disciplinary rules and guidelines.

Schools shall attempt to resolve ordinary differences and matters of minor misconduct in a spirit of fairness and justice through regular channels of communication between and among affected individuals within the school. Teachers and administrators are expected to communicate effectively among affected individuals within the school. Teachers and administrators are expected to communicate effectively any student behavior issues with parents and guardians. In administering discipline, among other things, the nature and degree of misconduct and the student's past behavior will be considered. Discipline may include, among other things, verbal coaching, suspension (in-school and out-of-school), probation, withdrawal, and expulsion.

Expulsion is a measure that is taken only in extreme circumstances, such as where attendant circumstances of crime, scandal, immorality, consistent disrespect, and/or disruption constitute a threat to the physical, spiritual, or moral welfare of the school community. Generally, prior to an expulsion, the following process is to be followed:

1. The student may be suspended, pending a meeting with the parents and/or guardians and a final decision about expulsion.
2. The parents and/or guardians and the student will meet with the principal who will present and discuss the grounds for the dismissal (the pastor of the parish school and other staff members may also be present).
3. The final decision to expel a student rests with the principal after consultation with the Catholic Schools Office and after obtaining the concurrence of the pastor (if a parish school) or the Superintendent (if a regional or diocesan school).
4. Prior to expulsion, parents generally will be given an opportunity to voluntarily withdraw their student from the school.
5. In the event that a student is expelled, the principal must send to the student's parents or guardians written notification of the expulsion and provide a copy of the notification to the Superintendent. The school is to document all expulsion cases, including, but not limited to, the grounds for the expulsion, witnesses, and notification of the decision. Such documentation shall be maintained in the student's cumulative file.

REGISTERED SEX OFFENDERS

A registered sex offender is an adult who has been convicted of a crime or crimes of a sexual nature against a minor or an adult. Those listed on the New Hampshire State Registry are individuals who have been convicted of sex offenses against a minor where there was a significant age difference between the adult and minor, as well as those convicted of more than one sex offense against an adult.

The following are general guidelines and may be revised on a case-by-case basis to be more or less restrictive. Consultation with the Diocese of Manchester Office for Ministerial Conduct and the local police and/or the registered sex offender's parole officer is encouraged.

A registered sex offender (RSO) who is a parent with residential and/or decision-making rights or who is the legal guardian of a student must meet with the principal to review the restrictions imposed on the RSO (once-a-year meetings are recommended). The principal is strongly encouraged to include a second person (principal's delegate) in any and all meetings with a registered sex offender. All restrictions of the RSO must also be conveyed to the RSO in writing.

- The RSO is not eligible to be a school employee or volunteer (RSA 189:13-a).
- An RSO who has been convicted of an offense against a minor is not allowed on school premises at any time when minors are present.
- An RSO who has been convicted of an offense against a minor may not attend any school event at which minors are present, regardless of where the event is held. Exceptions may be made for special events on a case-by-case basis.
- The RSO may have the right to review his/her child's educational record. If so, the RSO must contact the principal for an appointment.
- The RSO may have the right to communicate with his/her child's teacher about the student and may do so by contacting the teacher only at the school by phone, mail, or email.
- The RSO may meet with the teacher (and principal or principal's delegate) regarding the student after school hours when no minors are present.

REQUIRED WITHDRAWAL

After the school has attempted to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from the school.

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents or guardians. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents or guardians may be requested to remove their student(s) from the school because of the conduct of the parents or guardians. The following are examples of conduct by parents or guardians that may lead to the school's request that a student withdraw:

- Refusal to cooperate with school personnel;
- Refusal to adhere to diocesan or school policies, rules, or regulations;
- Interference in matters of school administration or discipline;
- Failure to meet financial responsibilities; or
- The irreparable breakdown of the partnership between parent and the school.

Prior to asking that a student withdraw because of the conduct of a parent or guardian, the school will make reasonable efforts to work with the parent(s) or guardian(s) to correct the situation. It may be necessary to restrict one or more parent or guardian from being present on school premises or from attending school activities. If the situation is not resolved, after consultation with the pastor (if a parish school) and/or the Superintendent (if a regional or diocesan school), the principal may ask the parents or guardians to withdraw the student or students from the school or, if the parents or guardians refuse to do so, expel the student or students.

TRANSFER-WITHDRAWAL

When a student permanently withdraws from school, a notation is to be made in the school register with the reason for the withdrawal. Although a student has the right to withdraw at any time during the school year, withdrawals after April 1st are to be discouraged. If the student is not 18 years old, and the school has not received notification that the student will be enrolled in another school, the principal must notify the attendance officer of the local school district.

Parents or guardians requesting the transfer of school records to another school must do so in writing. The request must be addressed to the principal and clearly indicate the name and address of the receiving school. Official permanent record information must be mailed to the receiving school and not hand carried by the parent or guardian. However, a copy of the records clearly stamped “unofficial” may be provided to the parent or guardian to facilitate the transfer.

Generally, before accepting a transfer student from another school, schools must obtain an official transcript from the sending school. A transfer student may be accepted with an unofficial transcript before the official transcript arrives when compelling circumstances exist, such as when a family moves due to military assignment or due to a death or illness in the family.

When a student attending a parish, regional, or diocesan school in the Diocese applies to transfer to another parish, regional, or diocesan school in the Diocese, the principal of the receiving school is required to contact the sending school to inquire about the student’s record, including the student’s academic progress and behavior. A diocesan Catholic school may not accept a transfer student from another diocesan Catholic school unless the student’s financial obligations to the sending school are settled.

ASSESSMENT OF STUDENT PROGRESS

Schools will make use of a variety of formal and informal methods of student assessment. The assessment system of student progress will promote self-competition and be founded on the philosophy that individuals, not subjects, are being taught. All assessment results will adequately indicate progress in attaining desired educational goals. The academic progress of each student is an important goal of the school. Assessment results are always shared with parents and guardians.

The principal and faculty will develop and implement a consistent policy and procedure for student grading as a means of assessing student progress. When student performance appears to indicate the need for a professional referral out of school, a joint conference with the principal, teacher, and parent/guardian will be arranged. The principal will make available to the parent/guardian the names of individuals or agencies that may be able to assist the student and parent/guardian.

A standardized testing program approved by the Catholic Schools Office will be implemented in all elementary and junior high schools. This includes the scheduling of testing days approved by the Catholic Schools Office. The scores of individual students or individual schools will not be released to the media.

TUITION & FEES

Each school will have clearly articulated written tuition policies that are communicated to all families through the school handbook as well as on all tuition-related documents. Tuition policies will include: 1) non-refundable fees; 2) registration fees applied to tuition (if applicable); 3) payment options; 4) tuition discounts for more than one student from the same family; 5) terms of payment options; 6) penalties or charges for insufficient funds and/or late payments; 7) consequences for failure to meet payment obligations. The principal has the sole responsibility for communicating directly and personally with families on delinquent tuition-related matters. All communications, written or oral, are to be documented and filed.

The following are examples of consequences for failure to meet payment obligations:

1. The school may deny enrollment to the student for the following school year in any diocesan or parish school.
2. If student tuition and fees have not been paid in full at the end of the first semester or the close of the first or second trimester and a payment arrangement has not been reached with the school, the student may not be allowed to return to school for the second half of the school year.
3. If student tuition and fees have not been paid in full prior to the final day of classes and a payment arrangement has not been reached with the school, the student may not be allowed to complete final examination requirements.
4. With respect to students who are in their last year of elementary or junior high school, if their tuition and fees are not paid in full, they may be denied participation in end of year activities and graduation exercises.

5. High school seniors, whose tuition and fees are not paid in full, may not be allowed to take final examinations and may be denied participation in senior class activities and graduation exercises.
6. With prior approval of the Superintendent and the Bishop, the school may be compelled to take legal action to collect outstanding tuition and fees.

GRADUATION

Graduation from elementary, junior high, and secondary school will be marked by a simple and dignified exercise that gives recognition to educational achievement and the unique value of Catholic education.

Graduation will not take place more than three days before the close of school for the year. All graduation ceremonies will occur outside the context of a liturgy.

The parents or guardians of the students who are in danger of not being promoted or of not graduating are to be notified in writing by the end of the first term (semester or trimester). Diplomas may be withheld until students and their parents satisfy their educational, financial, and disciplinary obligations to the school. A student may be excluded from participation in the transition/graduation exercises even if he/she is not denied a diploma for reasonable cause as determined by the principal.

PROMOTION AND RETENTION OF STUDENTS

Most children mature and acquire the basic skills of learning in a manner requiring one school year per one grade. In instances where a child has not acquired sufficient mastery of basic skills, as well as when a student has not demonstrated sufficient growth in maturity, emotional development, and social skills, grade retention may be considered. This decision is made only after the following factors have been considered:

1. Careful consideration of the child's growth in all areas of school work;
2. Careful study of test results, if applicable;
3. Conference with the teachers and parents/guardians.

Children will not be retained more than once in grades K-8. When necessary or appropriate, retention typically will take place in the primary grades. If the child is not performing to grade level after being retained once, the school will meet with the parents or guardians to discuss how or whether the school can address the child's educational needs.

In exceptional cases, acceleration of a student may be considered at the discretion of the teacher and the principal with consultation and approval of the parents or guardians. However, the school is not to accelerate a student (i.e., permit a student to "skip a grade") except in rare instances, as students generally benefit more from an enrichment program than from acceleration.

The decision of the principal as to whether to retain, promote, or accelerate a student will be final.

STUDENT RECORDS

1. Purpose of Student Records. Student records are maintained for the benefit of the student. They will be used to promote the instruction, career development, guidance, and educational progress of the student.

2. Definitions of Student Records. “Student records” include all records directly relating to a student maintained by a parish, regional, or diocesan school or maintained by any party acting for the school.

3. Record Keeping. The principal is the primary keeper of the records and will have responsibility for supervising, collecting, recording, and releasing student record information. Each school permanently shall maintain individual school records that include:

- a. Pupil registers with the name, gender, date of birth, place of birth, town of legal residence, and parent/guardian contact information.
- b. Transcripts of academic performance.
- c. With respect to secondary schools, record of award of high school diploma, including date of award.

The principal must ensure compliance with the Diocese of Manchester Record Retention Policy with respect to the retention and disposition of school records, including student records (Appendix F).

4. Confidentiality.

- a. The school shall respect the privacy of students and their families and shall maintain confidentiality of student records, except as set forth in this policy and when disclosure is required by law or to protect the health or safety of the student or others.
- b. Information obtained from student records may be reported in a manner that does not allow personal identification of students for statistical and research purposes.

5. Conditions for Access of Student Records.

- a. School faculty members will have access to students’ scholastic and behavioral records when there is a legitimate educational interest. Generally, faculty members who may have a legitimate educational interest in the student are the student’s teachers and activity advisors, the student’s school counselor, and certified personnel participating in a staff review or case review for a particular student.

- b. Designated paraprofessional and clerical staff may have access to student records for purposes of making entries or maintenance of records but they will do so under the supervision of a certified administrator or teacher.
- c. Except in the case of a student who has reached the age of eighteen, all student records maintained by the school will be made available for inspection by the student's parents or legal guardians upon reasonable notice and within 45 days after the request is made. The records may also be shown to the student's guardian ad litem appointed by a court. Inspection of student records will only be allowed in the presence of the principal or principal's designee. A notation is to be made in the file of the non-school personnel permitted to review the student file.

6. Conditions for Release of Student Records.

- a. Except as provided herein, copies of student records will be released to other persons, agencies, or institutions only if a written release has been signed by the parent or legal guardian or by the student, if 18 years of age or older.
- b. Student records may be released to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;*
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.*

*The school shall contact the Superintendent for consultation under these circumstances.

- c. Student records will be released within forty-five days of the date on which the request is made and will include a copy of the Permanent Record Card and health records.
- d. Student record information is not to be released by telephone unless required in connection with a health or safety emergency or other exigent circumstances.

- e. High schools are to include in the parent/student handbook a policy on disclosure of disciplinary infractions to colleges and/or are to include a provision regarding the disclosure of such infractions in the school's authorization form for release of records to higher education institutions.
- f. Individual Education Plans as supporting documentation are retained by the sending school for one year after which time such records are to be mailed to the parents/guardians of the student who withdrew or graduated. (1/16)**

7. Provisions to Challenge the Content of the Student Record.

- a. Upon reviewing the student records, if the parent or guardian (or student, if over the age of 18) believes that such records are inaccurate, misleading, or in violation of the student's right of privacy, he or she may ask the school to amend the record as requested within a reasonable time after the school receives the request. If the person responsible for the record agrees that the record is inaccurate or misleading, steps will be taken to correct the record.
- b. If the person responsible for the record does not concur with the parent, guardian, or student, he or she shall inform the parent, guardian, or student. The parent, guardian, or student may appeal the decision in accordance with the following process:
 - 1) A parent or guardian (or a student if over the age of 18) may submit to the principal a written request for reconsideration, specifying the objection(s) to the student record and the grounds for the objection(s);
 - 2) The principal will meet with the parent or guardian and the student as well as the person or faculty member responsible for the record and will review any documentation in support or opposition of the positions of the parties involved;
 - 3) The principal will make a determination after hearing the evidence and decide which steps, if any, are to be taken if there is a need to correct the record. The principal will provide a written response to the parents/guardians (or student, if over the age of 18); and
 - 4) If the parent, guardian, or student believes that the principal's decision violates diocesan or school policy or procedures, the parent, guardian, or student may appeal to the pastor and/or the Superintendent in accordance with the appeal procedure set forth in Section I of this School Policy Handbook.

STANDARDS OF CONDUCT

The respect of everyone's human dignity is the cornerstone of the life of the Catholic Church. As an ecclesial community, the school recognizes the value of an ordered public life. As a community that comes together for a common purpose, the school must have rules that promote consistency and harmony, and support its objectives and missions. Accordingly, the school will develop standards of conduct for students that foster a safe, secure, and positive school climate and culture where our Christian values are upheld, academic achievement is supported, and the rights and dignity of all are respected. The standards of conduct will apply to all students while on school property, while attending or participating in a school-sponsored activity, when the student's conduct may have an effect on maintaining order and discipline or protecting the safety and welfare of the students or staff at the school, and when the student's conduct may have an effect on the reputation of the school.

DISCIPLINE

Discipline is meant to encourage responsibility and self-discipline. The approach to discipline will be diagnostic and remedial rather than punitive. Rewards are stronger motives for good behavior and classroom management than are punishments. Self-discipline is not only beneficial to the welfare of the individual and the school, but also prepares the student to live a mature Christian life. These are important aims in the total educational process. Teachers will ordinarily handle disciplinary issues within their classrooms. Only serious or exceptional cases will be referred to the principal or assistant principal. Students will not be disciplined by means of humiliation or derogatory remarks and/or corporal punishment (Appendix C). School personnel may, however, use such legal and restraining force as is necessary to prevent harm to themselves or others.

VANDALISM

Students are expected to assume responsibility for the care of all school property as well as the property of others. Students who vandalize school property or the property of others will be disciplined and will be required to pay damage or replacement costs. Each school will publish its policy on vandalism in the parent/student handbook.

DRESS CODE

The school shall develop a dress code policy that is consistent with the mission of Catholic education, and the dress code shall be published in the parent/student handbook.

HAZING

Student hazing is a violation of state law (RSA 631:7) and is strictly prohibited in the school. Hazing is defined as the "coercion or intimidation of a student to act or participate in or submit to any act, when such an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person, and when such an act is a condition of initiation into, admission into, continued membership in or association with any organization" (See RSA 631:7). Hazing can exist even when a student consents either implicitly or explicitly. Any person (e.g., student, employee, parent, or volunteer) who has reason to suspect that hazing has taken place at the school is required to report it immediately to the

principal or local law enforcement. The principal is obligated to report hazing to local law enforcement. Engaging in hazing and/or failure to make a required report will result in disciplinary action, up to and including expulsion or termination.

BULLYING

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

The Diocese of Manchester Catholic schools are committed to providing all students with a safe school environment in which all members of the community are treated with respect. Protecting against and addressing bullying is critical for creating and maintaining a safe, secure, and positive school climate and culture, supporting academic achievement, increasing school engagement, respecting the rights of others, and upholding our Christian values.

The principal or principal's designee shall ensure that the Diocese of Manchester Policy Prohibiting Bullying (Appendix G) is implemented in the school. The Policy and the diocesan Bullying Hotline number, (603) 663-0178, must be included in the parent/student handbook.

HARASSMENT

Every human person is created in the image and likeness of God. The dignity of the human person is such that we ought to treat others as children of God and as we would want to be treated ourselves. Harassment of any type obviously violates the dignity of the person who is harassed, but it also contributes to the overall deterioration of the human dignity owed to every person in society. School policy therefore strictly prohibits any form of harassment. This policy, which includes a reporting procedure, is contained in the *Serving Christ, Serving Others* Code of Ministerial Conduct (Appendix C) and on the Diocese of Manchester website. The school also must provide to students and parents notice of this policy and a reporting procedure in the parent/student handbook.

ABUSE OR NEGLECT

Any adult who has reason to suspect that a minor (under the age of 18) has been abused or neglected must personally report the suspicion to the Division for Children, Youth, and Families at 1-800-894-5593, in accordance with NH law. In addition, school personnel who have reason to suspect that a minor has been sexually abused by someone who works or volunteers for the Catholic Church, a Catholic school, or any other diocesan organization must immediately report the suspicion to local law enforcement and to the Diocese of Manchester Delegate for Ministerial Conduct in accordance with the *Promise to Protect, Pledge to Heal* Policy for the Protection of Children and Young People (Appendix C) and on the Diocese of Manchester website.

COMMUNICABLE DISEASES AND INFECTION CONTROL

The school may be required to make a report to the NH Department of Health and Human Services in the event that a student or employee is diagnosed with a communicable disease or other illness that may be a threat to public health. Some illnesses must be reported within 24 hours, while others must be reported within 72 hours. A list of reportable diseases and contact information may be found on the Department of Health and Human Services website (www.dhhs.nh.gov and <http://www.dhhs.nh.gov/dphs/cdcs/documents/reportabledeases.pdf>).

HIV/AIDS

Students with HIV/AIDS have the same right to attend classes or to participate in school programs and activities as any other student. The identity of a student with HIV/AIDS is to be kept confidential and can be released only with the specific, informed, written consent of the individual's parents or guardians.

CONTACT WITH LAW ENFORCEMENT OFFICIALS

When a law enforcement officer, with proper legal authorization, requests to question a student, the principal shall:

1. If the student is under the age of 18, notify the officer that an attempt will be made to notify the parent(s) or guardian(s), or other appropriate adult.
2. If the student is under the age of 18, attempt to notify a parent or guardian of the officer's intent to question their child. If the complaint is against the parent(s) or guardian(s), another appropriate adult may be notified.
3. If the parent, guardian, or other appropriate adult requests to speak with the officer, take steps to enable them to speak.
4. If the parent, guardian, or other appropriate adult requests to speak with the child, take steps to enable them to speak.
5. Request the officer delay questioning the student until a parent, guardian, or other appropriate adult can speak with the student or officer.
6. Do not interfere with or impede the law enforcement investigation. In an emergency situation, it may not be possible to follow these steps.

PARENTING PLANS

In the case of divorced or separated parents, the parents shall submit to the school an updated parenting plan that sets forth the decision-making and residential responsibilities of the parents. In the absence of submission to the school of such a parenting plan, court order, or decree to the contrary, in cases of divorced and/or separated parents, both parents will have the opportunity to request academic reports and will receive information pertaining to the student.

DRUGS/ALCOHOL

Student possession, distribution, and use of drugs and/or alcoholic beverages on school property, at school events or functions, on school or charter buses, and in private vehicles being used for school purposes are prohibited and will not be tolerated. Students found to be in violation of these prohibitions generally will be subject to suspension or expulsion. In addition, in accordance with the Safe Schools Act (RSA 193-D:1, 4), the school must make a report to law enforcement in the event of illegal sale or distribution of a controlled drug on school property.

TOBACCO USE

The use, possession, and distribution of tobacco products, e-cigarettes, or liquid nicotine are prohibited on school grounds and when attending school-sponsored activities. Failure to abide by this prohibition may lead to disciplinary action.

SAFE SCHOOLS ACT REQUIREMENTS

In accordance with RSA 193-D:4, the principal must immediately report to local law enforcement any acts of theft, destruction, or violence (including, but not limited to, criminal mischief, assault, possession of a weapon, and illegal sale or possession of a controlled drug) on school property and must submit a written report to law enforcement within 48 hours. In the event the alleged victim of the theft, destruction, or violence is a student, the principal shall also notify the student's parent or guardian of the alleged act and that a report was made to law enforcement.

REPORTING STUDENT ILLNESSES AND ACCIDENTS

In the event of a student injury or illness on school property or during school events, activities, or functions, the school shall immediately notify the parents or guardians. The school must have on file for each student an "Emergency Card" containing contact information in the event of an emergency: the names of the person(s) to be contacted, telephone numbers, electronic and mailing addresses, and the signatures of the parents or guardians, authorizing the school to act in the case of an emergency.

If the parent or guardian or other authorized person designated on the Emergency Card cannot be reached and the illness or injury is believed to require medical attention, the school will arrange for the student to be taken by ambulance to a doctor or to a hospital. This action obligates neither the personnel nor the school to assume financial responsibility for the treatment

or transportation of a student. Ordinarily, school employees will not transport sick or injured students.

All accidents that occur on school property or during school activities must be reported to the principal or his or her designee as soon as possible, and a written report must be submitted to the principal within 24 hours of the accident. The principal or his or her designee must report the accident to those responsible for risk management and insurance for the Diocese of Manchester. The contact information may be found on the diocesan website: <http://www.catholicnh.org/about/diocesan-administration/risk-management-insurance/>.

STUDENT ACCIDENT INSURANCE

All schools will offer accident and sickness insurance to all students at parent expense. Further information about student accident insurance can be obtained from those responsible for risk management and insurance for the Diocese of Manchester. The contact information may be found on the diocesan website: <http://www.catholicnh.org/about/diocesan-administration/risk-management-insurance/>.

MEDICAL PROCEDURES – MEDICATION

The principal or his or her designee will work with the parent/guardian and, where appropriate, the student's medical provider, to coordinate the administration of medication. It is deemed most important, for the mutual benefit of child and school, that uniform procedures be implemented.

Any individual who administers medication to students is to attend an annual training. any medical professional can provide the training and the training is to be documented. Neither state law nor diocesan policy requires that a medical professional administer medication. Responsible parties are to follow the following safety protocols:

- A. Any individual administering medication to students must have and comply with established practices regarding the handling or administering of medication for minors.**
- B. Requirements for Administration.**
 - a. Medical Release: a medical release signed by the parents and the attending physician is required.**
 - b. Authorization to Self-Administer: a signed Authorization to Self-Administer, if applicable, must be completed by the treating physician.**
 - c. Training: at least two willing staff members must be trained to administer medication.**
 - d. Packaging: medication must be packaged by dose in its original labeled container.**

e. Recordkeeping: a medication log must be maintained which includes at minimum:

- 1. date**
- 2. time**
- 3. medication name**
- 4. dosage**
- 5. manner of administration (self or staff)**
- 6. name of administering staff member.**

f. Storage: medication must be secured in a locked cabinet.

(1/16)

School Regulations

1. Any student who is required to take an oral medication during the school day, as ordered by a licensed physician, will be assisted by the school nurse or another member of the school staff so designated by the principal.
2. A medication permission form completed and signed by the physician and parent or guardian (or by the student if over the age of 18) that gives the name of the drug, dosage, and time for administration, is required for all medicine taken during school hours (both prescription and non-prescription drugs).
3. Medication permission forms must be renewed each year.
4. The parent or another responsible adult will deliver the medication to the school nurse, principal or his or her designee, in the original, pharmaceutically dispensed, and properly labeled container.
5. Parents are responsible for maintaining an adequate supply of medication in the school.
6. Medication will be kept in a locked container in the nurse's office or main office.
7. Students with asthma or other condition that requires the use of an inhaler may be allowed to carry an inhaler if so indicated on the medication permission form.
8. Students may be permitted to carry an epinephrine auto-injector (epi-pen) if their parents or guardians and physicians complete and submit to the school a "Request for Approval to Use and Possess Epinephrine Auto-Injector." (See Diocese of Manchester website: <http://www.catholicnh.org/about/diocesan-administration/risk-management-insurance/>)
9. The principal will appoint a teacher or other qualified adult to administer an epi-pen injection in the event that a student is unable to self-administer.

10. Parents must make arrangements with the principal for distribution of medication in advance of field trips.

PREGNANT STUDENTS

Acknowledging that human life at all stages is a sacred gift from God, including the human fetus, and that abortion is never a Catholic alternative at any stage of pregnancy, students who become pregnant deserve and need the full support of the administration, teachers, and other students. This is not to condone unwed pregnancy, but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to those involved.

Generally, pregnant students and student fathers are to be allowed to remain in school. If attendance in the classroom is judged not to be in the best interests of the students involved, the school community, and the unborn child, or if the individuals involved withdraw from the school, the school will offer to refer the students to an educational program that will allow them to graduate according to a normal schedule. The school is to offer to refer those involved to appropriate professional services that would provide counseling consistent with Catholic teaching, including Catholic Charities of New Hampshire. The school shall respect the privacy of the students involved and maintain confidentiality to the extent possible.

CONCUSSIONS

The schools are committed to the health and safety of all students who participate in physical activities and sports on school premises or while representing the school at off-site events.

Concussions are brain injuries caused by movement of the brain inside the skull. Signs and symptoms may appear immediately or even days after an injury and may include:

Physical symptoms: headache, nausea, vomiting, balance problems, dizziness, visual problems, sensitivity to light, sensitivity to sound/ringing in ears, numbness/tingling, fatigue.

Cognitive symptoms: foggy, slowed down, difficulty concentrating, difficulty remembering

Emotional symptoms: irritable, sad, more emotional, nervous.

Sleep symptoms: drowsy, sleeping less than usual, sleeping more than usual, trouble falling asleep.

Symptoms can be short-lived or may last days, months, or even longer. Often no visible injury is present and supervisory personnel may not even witness a specific “event,” so reporting of symptoms by students, staff, parents, and volunteers is critical to diagnosis and management. Importantly, once a student has sustained a concussion, the risk of a second injury, often more severe, is increased, especially if the student returns to activities and sports too quickly.

The principal or the principal’s designee shall ensure that the Concussion Protocol and Forms (Appendix K), or equivalent protocol and forms providing the same terms and notice to parents and guardians, are implemented by the school. The Protocol and Forms must be included in the parent/student handbook, and the Forms must be provided to parents at the beginning of each sport session.

The principal shall ensure the establishment and implementation of protocols for reasonable academic support for students who are recovering from concussions.

SEARCHES

To safeguard the safety and property of students, employees, visitors, and school, and to help prevent the possession and use of weapons and illegal drugs on the school's premises, it may become necessary to question students, employees, or all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, backpacks, briefcases, lunch boxes, or any other possessions or articles carried to and from the school's property. In addition, the school reserves the right to search any student's locker, desk, files, vehicle, or any other area or article on school premises in order to safeguard the safety and property of students, employees, visitors, and the school. Students are to understand that all classrooms, desks, files, lockers, and other furniture and containers are the property of the school and are issued for the use of students only during their enrollment at the school.

Students on entering or leaving school premises who refuse to cooperate in a search, as well as students who after inspection are believed to be in possession of stolen property, weapons, or illegal drugs, are to be sent immediately to the principal who will determine whether or not to notify law enforcement authorities and the Superintendent.

WEAPONS

Each student in a Catholic School has the right to learn in an environment that is safe and free from fear. Therefore, weapons or any object that can be classified as a weapon, such as, but not limited to, guns (real or replica), knives, bats, sticks, brass knuckles, pipes, and similar objects are prohibited and banned from school premises and from all school related functions. This ban includes travel to and from school and school-sponsored activities. A student who violates this policy will be subject to suspension or expulsion. In addition, a report must be made to law enforcement in accordance with the Safe Schools Act (RSA 193-D:4).

SCHOOL EMERGENCIES

In compliance with NH RSA 189:64, all Catholic schools will develop, regularly update, and train students, faculty, and staff to follow a site-specific school emergency response plan which is based on and conforms to the Incident command System and the National Incident Management System. Each school will develop this response plan in conjunction with the Office of New Hampshire Homeland Security and Emergency Management as well as local public safety officials. A copy of the plan is to be filed with the Catholic Schools Office. (1/16)

ACCEPTABLE USE OF TECHNOLOGY

The school's technological resources must be used in a manner that is consistent with the mission and honor code of the school and in adherence with all federal and state regulations and diocesan policy (Appendix H). The use of all school resources is a privilege, not a right, and

inappropriate use will result in disciplinary action. Parents and students bear the responsibility regarding the use of all technology. The faculty, staff, and administration reserve the right to address any images, communications, or activities that are contrary to the mission and honor code of the school and impact school life, including any online behavior (whether through the use of the school's technology or not) brought to the school's attention.

PARENT/STUDENT HANDBOOK

Each school will develop and provide to students and parents or guardians a parent/student handbook that outlines school policies and procedures. Local school policies shall be consistent with diocesan policy.

INSTRUCTION

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CURRICULUM

Curriculum will be understood to include every learning experience (academic and co-curricular) sponsored by the school. The curriculum is to be consistent with the mission of the school to nurture the growth of students by offering them quality academic study and by encouraging them to deepen their Catholic faith. Curriculum is to be developed to serve a broad range of student abilities in order to serve the greatest number of Catholic students.

CURRICULUM FRAMEWORKS

Curriculum frameworks published by the Catholic Schools Office, including the diocesan policy on the Common Core State Standards (Appendix J), will be utilized by all elementary and secondary schools in constructing local school curricula.

INNOVATIVE PROGRAMS

In accord with the national trends in education and with the needs of the students, schools are encouraged to develop innovative programs following professional guidelines and criteria for adoption and shall make provision for on-going evaluation of these programs. All such programs are to be consistent with diocesan curriculum frameworks.

PARENTAL INVOLVEMENT

As parents and guardians are the primary educators and faith formation leaders for their children, they must be directly involved in the education of their children. Parents and guardians must cooperate and collaborate with the teachers and administrators of schools to which they entrust their children (Canon 796).

SUPERVISION OF INSTRUCTION

The Catholic Schools Office and the principal will be responsible for the supervision of instruction and the continuing improvement of the instructional program.

EXTRA-CURRICULAR ACTIVITIES

To foster the development of the total person, the school is encouraged to provide co-curricular and extra-curricular activities appropriate to the age levels of the students. These activities will not normally interfere with the academic program. Exceptions will be at the sole discretion of the principal.

ATHLETIC PROGRAMS

In the design of the athletic program, the widest possible participation of students will be encouraged. Over-emphasis on competitive athletics will be avoided. Students who participate in sports must meet the behavioral and academic standards the school sets for membership on sports teams. The principal has final responsibility and authority for all teams. Coaches will be

chosen for their character and willingness to abide by school policies, including the Code of Ministerial Conduct (Appendix C), as well as for their coaching skills. Coaches are directly responsible to the principal.

RELIGIOUS EDUCATION

Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. All faculty members must recognize that they teach by the example of their lives, as well as by the content of what they teach, and must therefore act accordingly.

The curriculum for religion will be consistent with the teaching of the Roman Catholic Church, conform to the guidelines and standards approved by the Catholic Schools Office, and be developmentally appropriate and relevant to the student's lives. Catholic social teaching shall be integrated into curriculum standards, and all faculty shall help to make students aware of its implications and application across the curriculum.

Fostering the religious and moral growth of all students will be the responsibility of every member of the faculty and staff, regardless of personal conviction, church affiliation, specific school assignment, or area of specialization.

Assessment in religious education will be based on course content and not on any type of assessment of the student's practice of faith or personal behavior. The NCEA ACRE assessment or other standardized assessment, approved by the Catholic Schools Office, will be administered in the schools according to a schedule agreed upon by the school and the Catholic Schools Office.

CLASSROOM PRAYER

Prayers will be varied in form and adapted in language to the level of understanding of the student. The school day will begin and end with prayer. Traditional prayers of the Church will be taught. Informal prayer will also be encouraged.

ECUMENISM

While affirming the truths of the Catholic faith, the school will seek to develop in its students a genuinely ecumenical understanding and spirit of Christian respect for other religious denominations.

CATHOLIC FAMILY LIFE EDUCATION

Catholic Family Life Education is a component of the curriculum for all Catholic schools in the Diocese. Catholic Family Life Education is the proper context for education in human sexuality. All schools will teach the current personal safety lessons approved by the Safe Environment Office of the Diocese of Manchester and the current human sexuality lesson(s) approved by the Secretariat for Catholic Formation. Excellent teacher preparation and appropriate involvement of and frequent communication with parents will be part of the school's Catholic Family Life Education program. This program requires a commitment on the part of

the faculty to stress Catholic beliefs, values, and practices, and to demonstrate sensitivity to those students whose family may not reflect these beliefs and values.

LITURGICAL EXPERIENCES

Planned liturgical experiences in accordance with approved diocesan liturgical norms will form an integral part of the school's religious education program. The pastor of a parish school, working with the local principal, has the responsibility of providing for student participation in liturgical celebrations. In a regional or secondary school, the principal will invite the local clergy to celebrate liturgy on a regular basis. The principal will provide for appropriate faculty, staff, and student involvement in planning liturgical celebrations and in instructional programs to enable students to understand, appreciate, and participate, to the fullest extent possible, in liturgical and sacramental opportunities. On the secondary school level, the principal, working with the chaplain and campus ministry, will provide liturgical celebrations for students, faculty, and staff. These celebrations will mark the beginning of the school year, the major liturgical feasts of the Church, and graduation. Students, faculty, and staff will be invited to assist in planning these celebrations. As fitting, parishioners and families may be invited to participate in school liturgies.

Students will be encouraged in the development of their faith and in adherence to religious practice. The school will support student observance of the Sunday and Holy Day responsibility to participate in Mass.

Reconciliation services and other opportunities will be planned to encourage students to receive the Sacrament of Reconciliation, especially during the Advent and Lenten seasons.

A member of the clergy or a member of a religious organization outside the Diocese of Manchester who is invited to speak or minister at the school must submit a letter of suitability from his bishop and/or from his/her religious superior in advance to the principal and to the Chancellor of the Diocese of Manchester in order to receive permission from the Bishop to speak and/or minister in the Diocese.

CHRISTIAN SERVICE PROGRAMS AND JUSTICE EDUCATION

Service programs will be integrated into the Religious Education curriculum in all schools. These programs will be suitable to the age and development of the student. Students will be given the opportunity to learn about poverty in its many expressions as well as the needs of all of society's most vulnerable members. Education for justice on the local, national, and international levels will be provided.

ADMISSION TO SACRAMENTS

Preparation for and admission to the sacraments is the responsibility of the parish where the student is registered. The pastor of a parish school will follow the norms of Canon Law and the policy of the Diocese in determining when the children of his parish will be admitted to the sacraments.

NON-CATHOLIC STUDENTS

Students from religious denominations other than Roman Catholicism will be considered integral members of the student body and will be expected and required to participate in all aspects of the school program. The school's purpose and requirements will be explained to the parents at the time of registration.

The students will be required to:

1. Attend and participate in the religious education class. Teachers will be sensitive to the students' ability to understand the content of the material and will be respectful of the student's personal religious convictions.
2. Be present for liturgical and other religious services. They will not be required to participate in such services, but are to be invited and encouraged to do so to the extent they are able. They are not permitted to receive the Holy Eucharist or the Sacrament of Reconciliation.
3. Participate in service projects sponsored by the school.

VOCATIONS: PRIESTHOOD, RELIGIOUS LIFE, AND DIACONATE

Since the Catholic school participates in the mission of the Church and receives its identity from the Church, vocations to the priesthood, religious life, and the diaconate will be actively encouraged. Schools are encouraged to welcome priests of the Diocese of Manchester and vocation directors of religious congregations to speak to students and to hold annual Vocation Awareness programs.

CAMPUS MINISTRY PROGRAM

A priority of each diocesan high school will be a quality campus ministry program with qualified personnel and adequate funding to support such a program. The campus ministry program shall work to cultivate the faith of the students by, among other things, encouraging participation in the sacramental and liturgical life of the Church, supporting other forms of worship and personal prayer, and providing opportunities for pilgrimages, retreats, and service.

CLASS SIZE FOR ELEMENTARY GRADES

The school will structure elementary classes to benefit the learning process. Class size is to be determined by the principal keeping in mind the nature of the curriculum area, the age and abilities of the students, the method of instruction, and the physical structure of the room. Class size will normally not exceed twenty-five.

CONTESTS

The principal and faculty will consider the appropriateness and educational value of academic and co-curricular contests before allowing student participation. The decision to participate in a particular contest lies with the principal.

FIELD TRIPS AND OUTINGS

Each school shall have a policy pertaining to school and field trips.

Field trips, whether day trips or overnights, are to be of an educational nature and related directly to the curriculum. The principal in all instances must approve of the field trip. Trips that involve travel outside of the immediate area are to be consistent with the age level of the students and the expected educational value of the activity. The person in charge of a field trip is responsible to inform parents and guardians of the activities that may be involved in the trip. Parents or guardians will complete the current permission form of the Diocese of Manchester indicating approval for their child(ren) to participate in the field trip. The principal shall ensure that the school complies with all Diocese of Manchester safe environment requirements pertaining to field trips and outings, including any background screening and training requirements for chaperones. The principal shall also ensure that the school complies with all insurance and risk management standards, including driver selection standards, insurance requirements, and high-risk activity standards.

STUDENTS OVER THE AGE OF 18

Students over the age of 18 are adults and have attained the age of majority in New Hampshire. Catholic secondary schools are to consider the interests of such students when creating local policies. For example, the school may require that both students over the age of 18 and their parents or guardians sign written consent and waiver documents the school may require for field trips and other activities.

HOMEWORK

Homework will be assigned to reinforce skills and understandings learned in the classroom, to develop independent work/study habits, encourage creativity, and foster a sense of self-discipline, personal responsibility, and independent thinking.

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE

Because we prepare our students for a democratic society, students will be taught the National Anthem and will pledge to the flag daily.

TEXTBOOKS AND OTHER EDUCATIONAL MATERIALS

The review and selection of textbooks and other educational materials will involve the principal, the department chairperson, and the teachers who will be using the materials.

This process will take into account the diocesan curriculum frameworks, the abilities and needs of the students, the financial resources of the school, and the cost to parents who purchase students' educational materials.

On the elementary level, the continuity of a particular textbook series from grade to grade will be preserved whenever possible. Judgments regarding the selection of appropriate materials will keep in mind Church teaching, the age level of the students, and the purpose for which the material is intended. The Catholic Schools Office may be used on a consultative basis in selecting textbooks and other educational material. The principal as instructional leader of the school reserves final authority in the choice of text books and other educational materials.

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

No otherwise qualified student with a disability will be excluded from the school if, with reasonable accommodation, without undue financial hardship to the school, and at the final judgment of the principal, the school can meet the child's educational needs. The principal shall make the final decision regarding placement of students or continuation of students. Schools shall consider seeking available assistance from state or local government agencies, if appropriate for the student. Care is to be given to the instruction of special needs students in terms of testing, placement, programs, and teaching both within the context of the support that the school is equipped to provide and through the assistance of the public school district as outlined in the student's Individual Service Plan (ISP).

Catholic schools in the Diocese of Manchester make every effort to make themselves accessible to students and families who desire a Catholic education. For a student who a) has a physical or mental impairment which substantially limits one or more life activity, b) has a record of such an impairment, or c) is regarded as having such an impairment, the school will make reasonable accommodations as long as such accommodations do not fundamentally alter the nature of the schools' program or cause the school undue financial burdens.

In the event that a disabled student requires accommodations, the school shall develop a "student support plan" which outlines the nature of the reasonable accommodations that the school will provide. Student support plans shall be reviewed on an annual basis, normally at the beginning of each school year. The following components should be included in a student support plan:

- a) demographic data: student name, date of birth, grade, school, teacher, parents' names and contact information.**
- b) team members: a list of all team members and their respective roles who contributed to the development of the student support plan.**
- c) disability: a description of the student's disability along with a description of how it impedes the child's educational process.**
- d) accommodations: an explanation of the services that will be provided, the frequency with which they will be provided, and the**

**individuals(s) responsible for implementing the accommodations.
(1/16)**

PROGRAMS FOR GIFTED STUDENTS

Teachers shall recognize and challenge gifted students. Schools are to consider seeking available assistance from state and local government agencies (such as online learning programs), if appropriate for the student.

INSTRUCTIONAL RESOURCES – MATERIALS AND EQUIPMENT

Adequate and appropriate types of teaching and learning materials and equipment will be provided for all areas of the school program. The principal will establish a process for faculty to review materials and equipment required for instruction. Final decisions are the responsibility of the principal in each school.

INSTRUCTIONAL RESOURCES - EXTERNAL

Administrators, department chairs, and faculty will make every effort to be aware of the professional, community, civic, and technological resources available to supplement and support instructional programs and to make use of such resources as appropriate.

The philosophy of Catholic education, the established curriculum, and the age level of the students will be considered when inviting professional, community, and civic personnel to schools as resource persons or guests.

INSTRUCTIONAL AIDS

The use of teaching aids, including computers, tablets, and audio-visual equipment, will be encouraged insofar as they contribute to learning and help the teacher attain teaching objectives and goals pertinent to the curriculum. Videos that are not the property of the school will be shown only with prior permission of the principal. The principal will establish rules and policies with respect to student access to the internet consistent with the diocesan Internet User Policy (Appendix H).

INTERNET USER POLICY

The schools provide and use a variety of forms of communication and information technologies. The use of electronic communications media is to be viewed as a tool to enhance productivity and further the mission and goals of the schools and the Roman Catholic Church. It is therefore imperative that school personnel conduct themselves in a responsible, ethical, and professional manner while using electronic communications media. All communication, in particular all communications originating at the Church or using Church-owned equipment, is

subject to the boundaries established by our faith tradition, the Code of Ministerial Conduct (Appendix C), the Diocese of Manchester Electronic Communications Policy (Appendix H), as well as canon and civil law.

Electronic communications media (including, but not limited to, telephone, facsimile, voice mail, computers, tables, internet and internet access, and electronic mail) purchased or provided by the school is school property and subject to inspection. All information created in the course of school business or operations and/or produced or carried on school electronic communications media is likewise school property and subject to inspection. School personnel should have no expectation of privacy in the use of electronic communications media when using school equipment or when conducting school-related business. Electronic communications media and any information communicated, received, or stored using such media is the exclusive property of the school, and although the school does not regularly monitor electronic communications, they may be monitored, reviewed, retrieved, and stored at any time by school representatives.

School personnel must provide their supervisors and/or the network administrator with their passwords for all school-owned electronic communication media. School personnel may not share passwords for electronic communications media or secured websites owned or operated by the school with anyone other than their supervisors and/or the network administrator.

Students and staff are required to comply with federal copyright law. The law provides copyright protection to original works of authorship, with some exceptions, including the “fair use” doctrine, which permits the use of copyrighted materials for educational purposes under certain conditions. Students and staff must consult with the principal if they have any questions about whether they are permitted to download, copy, or upload copyrighted materials.

Students and staff are prohibited from using the school’s computer network to solicit sales or conduct business or to set up web pages to advertise or sell a service.

ASSESSMENT/EVALUATION

Assessment and evaluation of students takes place in a variety of ways at the different age levels. Its primary purpose is to assist and enable the learning process. The teacher assesses the mastery of skills and concepts using a variety of approaches including but not limited to teacher tests and materials, commercial tests, portfolios, projects, and performance assessments.

Elementary Level: On the elementary level, diocesan testing is done in specific grades to monitor individual progress and to evaluate curriculum and instruction within the school. When there is concern regarding the special needs of an individual student, referral is made to the local public school department for specialized testing.

Secondary Level: Tests are administered to students applying to high schools of the diocese to assist with appropriate placement. Tests of achievement and proficiency are administered on a scheduled basis to assess academic performance and to provide assistance for course/level scheduling.

PROGRESS REPORTS

The school is responsible to inform students and parents of each student's academic and social progress and the results of formal and informal assessment. Parent teacher conferences will normally be scheduled at the end of the first quarter marking period and followed up as needed. Interim progress reports are strongly encouraged to keep parents apprised of the ongoing situation regarding student progress.

SCHOOL LIBRARY AND MEDIA CENTER

The library and media center will be organized as a resource center of instructional material for the entire educational program. The number and kind of library and reference books, periodicals, newspapers, pamphlets, information files, audio-visual materials, and other learning aids will be adequate for the number of pupils and the needs of instruction in all courses.

ASSEMBLIES AND PUBLIC PROGRAMS

Assemblies, public programs, and public performances by students have an important place in a well-rounded education. Assemblies will be carefully planned and purposeful. Preparation of student productions will not seriously detract from formal instructional time. The principal will determine the allocation of time for preparing student productions.

HOLY DAYS OF OBLIGATION

On Holy Days, school administrators will make provision for attendance at Mass, encourage the reception of the Eucharist, and emphasize the spiritual significance of the day.

All schools will be closed on Good Friday, but Good Friday will count in the calculation of instructional hours due to its importance in the spiritual identity of the school. All students will be encouraged to fast, reflect, and attend services on Good Friday.

SCHOOL CALENDAR

In establishing the academic calendar, schools must comply with all requirements established by the NH Department of Education with respect to instructional time in Administrative Rule 401.03.

HIV/AIDS EDUCATION

All school personnel are required to remain updated on HIV/AIDS and other sexually transmitted diseases, and to use current Catholic teaching to provide appropriate education for their students. The text for K-12 presently used by schools of the Diocese for this purpose is the National Catholic Education Association's *AIDS: A Catholic Educational Approach to HIV*. Each school is to update personnel on a regular basis concerning the most current information available regarding the use of universal precautions.

HOME SCHOOLING

Diocesan and parish schools will not administer state-mandated rules for home schooling. When a request or transfer occurs, parents and students will be referred to their local educational agency.

PUBLIC ISSUES AND POLITICAL ACTIVITY

In the Catholic tradition, participation in political life is a moral obligation rooted in our baptismal commitment to follow Jesus Christ and bear Christian witness in all we do. However, for reasons that are both theological and legal, as a religious institution, the Church's involvement in public life does not extend to endorsing or opposing particular candidates or political parties. Section 501(c)(3) of the Internal Revenue Code, which applies to the schools of the Diocese of Manchester, contains a prohibition, which has been interpreted as being absolute, against participation or intervention in a political campaign on behalf of or in opposition to any candidate as a condition of maintaining federal income tax exemption. Any amount of participation in a political campaign, no matter how slight, could put the tax exempt status of the Church in jeopardy.

Catholic schools may not endorse or oppose political candidates, including publishing or distributing materials that favor one candidate over another. Moreover, schools may not contribute to political candidates or parties, even in the form of in-kind expenditures, such as donations of school facilities, supplies, or employee time and may not permit particular candidates to speak to students or parents at the school. The Diocesan Office of Public Policy has established directives to assist the schools to distinguish activities that are permitted during election campaigns from activities that are prohibited. These directives are posted to the Diocese of Manchester website (<http://www.catholicnh.org/public-issues/catholic-citizenship/resources/directives/>).

PERSONNEL ROLES AND RESPONSIBILITIES

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ADOPTION OF SCHOOL EMPLOYEE HANDBOOK

Each Catholic school will provide a manual to all employees using the Model School Employee Handbook (Appendix I). The purpose of the employee handbook is to advise employees of their benefits, provide them with important information required by law, and set standards of conduct for the school as a workplace. Any principal with questions about the Model School Employee Handbook or any employment issue is encouraged to contact the diocesan Director of Human Resources.

CREATING A SAFE ENVIRONMENT IN CATHOLIC SCHOOLS

The school must be committed to keeping students safe in our schools and strive unceasingly to protect those entrusted to its care. The Diocese of Manchester has comprehensive policies and procedures in place to protect minors as well as adults. All school employees and volunteers will be required to review and acknowledge the main documents that outline these policies: *Promise to Protect, Pledge to Heal* Policy for the Protection of Children and Young People (“Policy”) and *Serving Christ, Serving Others* Code of Ministerial Conduct (“Code”) (Appendix C). The Code clarifies the general ethical principles expected of Church personnel in order to ensure integrity in ministry and sets forth the process for handling violations of these principals. The Code includes general standards for ethical and moral behavior, including preventing sexual harassment, standards for working with minors, and standards for spiritual and pastoral counseling relationships. The Policy focuses more specifically on preventing, investigating, and remedying sexual abuse of minors and requires that Church personnel comply with state law and enhanced reporting with respect to suspected sexual abuse of minors. All school employees and all volunteers who will work with minors will be required to undergo background screening and complete sexual abuse awareness training. Schools will provide personal safety training to children and will display a poster and/or other materials with information about how to report suspected abuse.

Every principal will appoint a Safe Environment Coordinator to ensure that the Policy is fully implemented. The Safe Environment Coordinator:

- Coordinates training and background checks for employees and volunteers.
- Distributes child safety materials and information about diocesan child safety policies.
- Tracks completion of safe environment requirements for those who will work with minors.
- Assists in responding to inquiries and concerns.
- Submits compliance information to the Office for Ministerial Conduct.

The responsibility to protect all students rests with every school employee and volunteer. The Safe Environment Office is available to answer questions and/or provide resources to meet this commitment.

THE PRINCIPAL

The principal is the spiritual leader, educational leader, and steward of school resources. The principal is responsible for promoting the mission of Catholic school education. The principal maintains and enhances the Catholic identity of the school and regularly reminds the school's various constituencies that the school is different from other schools because of its Catholic identity.

As spiritual leader, the principal will develop a yearly program to enhance the religious life of the students, faculty, and staff.

As educational leader, the principal is directly responsible to pursue excellence in instruction and curriculum development.

As steward of school resources, the principal is responsible for developing, managing, and reporting of the budget according to the guidelines established by the Superintendent. In addition, the principal is primarily responsible for the use and maintenance of all school facilities and equipment. In a parish school, the principal will work in conjunction with the pastor in this area of responsibility.

The principal is obligated to ensure that the school complies with all applicable Diocese of Manchester policies, including, but not limited to, the policies contained in this Handbook, the Diocesan School Finance Manual, the Code of Ministerial Conduct and Policy for the Protection of Children and Young People, and the risk management/insurance standards and policies.

QUALIFICATIONS OF PRINCIPAL

Principals must be practicing Catholics. A letter of support from the pastor of the parish where the applicant is a parishioner is required. A member of a religious community will present a letter of support from his/her major superior. Principals must be able to articulate an understanding of Catholic school education and agree to promote Catholic belief and practice by a lifestyle consistent with Catholic school teaching.

Principals normally must have a master's degree, preferably in school administration, and must be certified as a school principal in New Hampshire or be working toward certification as a school principal. References must be on file and must include previous employers, the pastor of his or her parish, and any pertinent educational records.

Principals must also obtain Basic Catechist Certification from the Diocese of Manchester. The Basic Catechist Certification components require successful completion of the core course based on the *United States Catholic Catechism for Adults*, participation in a skills formation day, and participation in a retreat day. Some of the components may be completed online. Any exceptions to this requirement must be approved by the Superintendent.

Principals will attend orientation activities and all other programs for principals hosted by the Catholic Schools Office.

The Catholic Schools Office encourages principals to schedule regular regional meetings with their colleagues.

APPOINTMENT OF PRINCIPAL

The pastor appoints the principal of a parish school after the Superintendent approves the candidate as qualified to serve as a Catholic school principal in the Diocese of Manchester. The Superintendent appoints the principals of regional and diocesan schools.

In the event that a principal position must be filled on a temporary or interim basis in a parish school, the Superintendent shall appoint a temporary replacement after consultation with the pastor. The Superintendent is responsible for making temporary principal appointments in regional and diocesan schools. Individuals may be selected to serve as principal on a temporary basis based on their personal and professional administrative qualifications.

RESPONSIBILITIES OF THE PRINCIPAL

Relationship with Clergy: The principal will actively invite and welcome participation of the local clergy in the life of the school. The principal will maintain regular communications with the local clergy. In parish schools, the principal and pastor, because of their special relationship, will meet regularly according to the schedule agreed upon at the beginning of each new school year. The principal will initiate this process. In regional schools where there is a host pastor, the principal will meet with the host pastor on a regular basis and otherwise maintain a working relationship with the host pastor.

School Advisory Board: The principal will attend all meetings of the school's advisory board (pp. 8-9) as an *ex officio* member. The principal in conjunction with the chair of the Board will prepare the agenda for the meeting and will serve as a resource to the Board. The principal will ensure that the constitution and by-laws are in keeping with diocesan policy and are updated as needed. The principal will take seriously the recommendations and counsel of the Board.

Parent Organizations: Principals are encouraged to form parent organizations to support the school and encourage parent involvement in the life of the school (see p. 8). Members of these organizations will be oriented to the philosophy of Catholic school education and the mission of the local school. Under the guidance of the principal, these organizations may establish guidelines for organizational purposes. In all aspects, parent organizations are directly responsible to the principal of the school. These organizations must comply with the policies of the Diocese of Manchester School Finance Manual.

Hiring, Supervision, Evaluation, and Discipline of Personnel: The principal is responsible for the hiring, supervision, evaluation, and discipline of personnel. In a parish school, the principal is to act in consultation with the pastor in these matters. In hiring faculty and staff, the principal is to ensure that the qualifications for the position can be well met by the person being hired (p. 53). Because of conflict of interest issues, no immediate family member of the Principal may be hired unless, in the context of usual hiring practices, that person can be shown to be otherwise qualified for the position and the hiring has been approved by the Superintendent. Supervision and evaluation of faculty and staff must be done on a continuous

basis throughout the school year. The principal will use a method of supervision and evaluation that is consistent with the mission of the school and according to professional expectations and ministry descriptions for all faculty and staff. The principal will provide faculty and staff with the appropriate diocesan and local policy books and regularly review the contents with the faculty and staff. The principal is strongly encouraged to consult with the Superintendent or Director of Human Resources for the Diocese of Manchester when disciplining staff. The principal must consult with the pastor of a parish school or the Superintendent in a regional or diocesan school before terminating the employment or not renewing the contract of school personnel.

Sabbaticals: Decisions regarding teachers taking sabbaticals are made at the discretion of the principal of the school. (1/16)

Transportation: The principal will ensure that all school-owned vehicles are licensed according to state and federal regulations. The principal shall comply with all other applicable diocesan policies regarding transportation, including the policies and standards developed by the diocesan office that oversees risk management and insurance matters.

Liturgical Celebrations and Campus Ministry: The principal is responsible for ensuring that the school offers a program of regular liturgical celebrations, prayer services, and age-appropriate Christian service opportunities. In the diocesan high schools, the principal is assisted by the Campus Minister in ensuring liturgical celebrations, prayer opportunities, retreat experiences, and Christian service for students and, to the extent appropriate, for faculty and staff.

Public Spokesperson: The principal is the primary spokesperson for the school. All inquiries of a public nature must be referred to the principal or, at the principal's discretion, to the Superintendent or the Diocese of Manchester Director of Communications. The principal shall consult with the Superintendent before communicating with the public about any issues of a controversial nature.

Relationship with Public School Districts: The principal will maintain communication with the local public school district(s) and avail his/her school of those programs and activities offered by the public school district(s) that are consistent with the mission and values of Catholic school education.

Institutional Advancement: The principal is responsible for establishing a plan for institutional advancement and development. This plan will normally be a five-year plan that includes ongoing review and revision. The Catholic Schools Office and the Office of Development are available to assist the principal in designing an appropriate local plan.

Safety (Physical Plant): The principal is responsible for the proper maintenance of a safe environment for students, faculty, and staff. Safety issues brought to the attention of the principal must be addressed in a responsible and expeditious manner. In addition, in accordance with RSA 281-A:64, the principal shall ensure that if the school has 15 or more employees, a written safety program is prepared and implemented, and a Joint Loss Management Committee is established and meets on a regular basis.

Student Discipline: The principal, working with the faculty of the school, will establish, publish, and implement student discipline policies that are fair and consistent with the mission of the school. The principal makes all final decisions on student suspensions and expulsions. In a parish school, the principal will inform and consult with the pastor about a decision to expel a student. Before expelling a student, the principal shall consult with the Superintendent.

Responsibilities to the Diocese: In all public instances, the principal must exhibit loyalty to the Catholic Church and the Diocese of Manchester. The principal must attend all meetings called by the Superintendent and Catholic Schools Office, including meetings held by other diocesan officials for principals. Attendance for the entire meeting is expected unless, in a rare instance, an exception has been approved in advance by the Superintendent.

The principal must be fully knowledgeable of the *Diocesan Policy Handbook for Catholic Schools*, local school policy books, the Diocesan School Finance Manual, the *Serving Christ, Serving Others* Code of Ministerial Conduct and *Promise to Protect, Pledge to Heal* Policy, the diocesan risk management and insurance standards and policies, and such other diocesan policies and regulations as are made known to him/her. The principal must complete all reports requested and respond to all inquiries initiated by the Catholic Schools Office and other diocesan departments in the manner and according to the due date indicated. The principal must maintain regular communication with the staff of the Catholic Schools Office.

Attendance and Student Records: The principal is responsible for maintaining all school records and for securing them in fireproof cabinets. School records are to be maintained in accordance with the Diocesan Record Retention policy (Appendix F). When a student transfers to another school, the principal is responsible for transferring students the appropriate records in a timely manner.

Professional Development: The principal will maintain an institutional membership for the school in the National Catholic Educational Association. In addition, the principal will, to the degree appropriate, belong to those professional organizations that will assist in his/her professional growth in the ministry of Catholic school leadership. In addition, the principal must follow the requirements for professional development as found in the *Professional Development Master Plan*.

New Faculty Orientation: The principal will provide an orientation program for all new faculty and staff before the beginning of the new school year. This orientation will include, but will not be limited to, a review of the school's mission and all applicable diocesan and school policies. The principal will provide a review of the school's mission and applicable diocesan and school policies for all returning faculty before the start of the new school year.

Attire: The principal shall establish a dress code for the school that requires that administrators, faculty, and staff dress and maintain an appearance that is in keeping with Catholic Church and professional standards. The principal must convey expectations for dress and attire to the faculty and staff each year and must monitor compliance with this policy in a constructive, professional manner.

School Activities/Athletics: The principal is responsible for the school activity and athletic programs. All activity and athletic programs must in all instances reflect the philosophy of Catholic school education and the mission of the school. School personnel and volunteers involved in activity and athletic programs must follow all applicable diocesan and school policies, including, but not limited to, the Code of Ministerial Conduct (Appendix C). The safety and wellbeing of each student participant must reflect the highest standards of fairness, respect and inclusiveness rather than elitism. Because activities and athletics are extracurricular, they may not interfere with instruction except in the rarest instances and with the express approval of the principal. The principal is responsible for all school personnel and volunteers involved in school activities and athletics. Diocesan high schools are members of the New Hampshire Interscholastic Athletic Association (NHIAA), and the principal is responsible for ensuring compliance with NHIAA rules and procedures.

Field Trips: The principal is responsible for and must approve any trip sponsored by the school involving students (see p. 41). In approving field trips, the principal shall consider the age appropriateness of the trip as well as student safety and wellbeing, the educational value of the trip, and adequate supervision.

Faith Development: Principals shall participate in activities by which they can deepen their knowledge of Catholic belief and practice, and grow in the ability to integrate in their ministry the fourfold dimensions of Catholic education: message, community, worship, and service. They must also encourage other school administrators to do the same. Principals and other school administrators who require time off from work to participate in such activities must seek prior approval from the appropriate supervisor (Superintendent or principal).

Faculty Meetings: The principal will schedule faculty meetings during the school year on a regular basis.

Participation in Regular School Functions: Principals and other administrators are required to attend and/or participate in all regular school functions whether they occur before, after, or during the school day. Examples of regular school functions in which principals and other administrators must participate or be present or available include, but are not limited to, faculty, grade level, departmental, and curriculum meetings; IEP meetings (when appropriate); parent-teacher conference nights; Baccalaureate Mass and graduation. Principals and other administrators are encouraged to attend or participate in all school-related activities, including, for example, academic contests and athletic events.

Student Assessment: The principal will be responsible for implementing and monitoring an assessment system that is consistent with the school curriculum and the policies contained in this Handbook.

Before and After School Programs: The principal is responsible for all aspects of Before and After School Programs. The Principal will inform all persons involved of their responsibilities and of pertinent diocesan and local school policies and ensure that these persons are in compliance with those policies.

Volunteers: At the sole discretion of the principal, volunteers may be invited to assist in areas of school life. In no instance will a volunteer take the place of certified teacher or be allowed to assist in a classroom without the presence of a certified teacher. Volunteers will not correct student work or be directly involved in any other aspect of student academic evaluation. Volunteers will not have access to any school or student records. Volunteers are responsible to the principal who is to ensure that they are in compliance with diocesan policies such as the Code of Ministerial Conduct (Appendix C). No volunteer is to bring his/her own infant(s) and or toddler(s) to any school function when that volunteer is monitoring school children.

Use of School Building by Outside Organizations: The principal shall ensure compliance with all diocesan policies with respect to the use of the school by organizations that are not sponsored by the parish, another diocesan school, or diocesan institution. Generally, church facilities may be used only by non-profit organizations whose philosophies and purposes are known to be compatible with the teachings of the Roman Catholic Church. The outside organizations are required to produce a certificate of insurance and sign an agreement with respect to the use of the facilities. Forms may be found on the diocesan website (www.catholicnh.org) on the insurance and risk management page.

The Principal's Absence: Principals are to be in the school building when classes are in session. When the principal needs to be out of the building, the assistant principal is responsible for the school. If the school does not have an assistant principal, the principal must designate a faculty member as lead teacher to be responsible for the school in his/her absence. The name of that faculty member must be made known to all school personnel and must be forwarded to the Catholic Schools Office in September for each school year. Absences in excess of one day are to be reported to the Catholic Schools Office when they occur.

QUALIFICATIONS OF STAFF

ASSISTANT/VICE PRINCIPAL OR LEAD TEACHER

Assistant Principal(s): The principal may hire an assistant principal(s) with the prior approval of the Superintendent. The principal will offer the assistant principal a standard form Faculty Contract that includes the assistant principal's responsibilities. Ordinarily, assistant principals must be practicing Catholics. Assistant principals must be able to articulate an understanding of Catholic school education and agree to promote Catholic belief and practice by a lifestyle consistent with Catholic school teaching. An Assistant Principal must possess an advanced degree in education or administration and must have a minimum of three years of experience as a successful educator/administrator in a Catholic school.

If the school does not have an assistant principal, the principal is to designate a faculty member as the "lead teacher" who is responsible for the school when the principal is absent. The lead teacher is to be a senior faculty member who is knowledgeable about the school and school policies and can act in a judicious manner should a situation arise that would require the intervention of the principal.

FACULTY

Faculty: The principal is responsible for hiring teachers and staff (p. 49). The principal must observe the policies and requirements for hiring teachers and staff as established by the Catholic Schools Office.

Definition of Teacher: For policies related to the certification of Catholic school educators in the Diocese of Manchester, a *teacher* is defined as any school employee who supervises students in an instructional capacity. (1/16)

1. Regular Faculty Members: Regular faculty members are to be offered standard form Faculty Contracts that include their responsibilities. All faculty members are required to submit proof that they are certified as teachers by the New Hampshire Department of Education or are in the process of obtaining their certification. All faculty members must also successfully complete the provisions of the *Professional Development Master Plan*. Faculty members must comply with all applicable diocesan and school policies, including, but not limited to, the background screening and training requirements, the Code of Ministerial Conduct and the Policy for the Protection of Children and Young People (Appendix C).

2. Teachers of Religion: All teachers of religion in grades preK-12 in Catholic schools must obtain Basic Catechist Certification from the Diocese of Manchester. The Basic Catechist Certification components require successful completion of the core course based on the *United States Catholic Catechism for Adults*, participation in a skills formation day, and participation in a retreat day. Some of the components may be completed online. Any exceptions to this requirement must be approved by the Superintendent. In addition to certification, generally, religious education teachers at the secondary level must have a bachelor's degree in religious education, theology, or religion from a Catholic college offering an approved program and must have completed at least some basic coursework in education.

3. Librarians: Full-time librarians in the schools of the Diocese of Manchester who conduct student evaluations must be certified as one or more of the following: (1) as a media generalist (State of NH); (2) in the process of obtaining certification as media generalist through alternative 3 or 4 of the State of New Hampshire Department of Education certification process; or (3) as a teacher (state or diocesan). These librarians must maintain certification by following professional development procedures in the Professional Development Master Plan. All librarians must comply with all applicable diocesan and school policies, including, but not limited to, the background screening and training requirements, the Code of Ministerial Conduct, and the Policy for the Protection of Children and Young People (Appendix C).
4. Substitute Teachers: Substitute teachers are employed on a daily or temporary basis to fill temporary vacancies of uncertain duration. Substitutes are paid on a per-diem basis and are not eligible for employee benefits, except as required by law. Substitutes must comply with all applicable diocesan and school policies, including, but not limited to, the background screening and training requirements, the Code of

Ministerial Conduct, and the Policy for the Protection of Children and Young People (Appendix C).

5. Pre-school Teachers: Preschool teachers must possess either a New Hampshire Department of Education certificate with an early childhood education endorsement (1866) or an elementary education endorsement, or a Level 6 Early Childhood Teacher Credential issued by the New Hampshire Child Development Bureau of the Department of Health and Human Services.

Waiver of Certification Requirements: In exceptional cases only, teachers who do not hold a valid NH certification may be hired by a principal in a Catholic school, providing such teachers:

1. **follow the ordinary application procedure and provide all required information.**
2. **are approved by the Superintendent.**
3. **begin the process for acquiring NH state certification upon being hired in a school.**

In such cases, the principal shall develop a supervision plan for the teacher which involves ongoing classroom observation, professional development, and supportive supervision. That plan shall be filed with the Catholic Schools Office at the beginning of the teacher's first year of employment, and the principal shall provide documentation to the Catholic Schools Office that the plan was followed upon completion of the teacher's first year of employment.

Waivers for certification requirements are provided for one year. Continued employment beyond the first year will be contingent upon the teacher making progress toward certification, which will be appraised annually (by April 1) of each school year by the Catholic Schools Office. (1/16)

RESPONSIBILITIES OF FACULTY AND INSTRUCTIONAL STAFF

The teacher in a Catholic school is a moral presence, a representative of the school's mission to teach the Catholic values found in Scripture and tradition. Faculty members must support the mission of Catholic school education, the philosophy and objectives of the local school, the policies of the Diocese, and the beliefs and practices of the Catholic Church. The teacher is responsible for fostering academic and spiritual development and providing opportunities for every learner to succeed. The teacher is responsible to the principal for the implementation of assigned curriculum and for the instruction and encouragement of students according to their needs and abilities. The schools, in turn, provide a faith-filled environment that fosters productive cooperation among administrators, teachers, staff, students, parents, parishes, and community.

Each teacher who accepts a position in a Catholic school commits to recognizing the unique character of Catholic education and to supporting its mission. Teaching in the Catholic schools of the Diocese of Manchester implies the following specific responsibilities:

Professional Growth: All teachers are expected to avail themselves of opportunities for professional growth.

Faith Development: All faculty members will participate in activities by which they can deepen their knowledge of Catholic belief and practice, and grow in the ability to integrate in their teaching the fourfold dimensions of Catholic education: message, community, worship, and service. Faculty members who require time off from work to participate in such activities must seek prior approval from the principal.

Grading/Student Evaluations: Faculty members must adhere to the uniform grading system developed by the school. When reporting on student progress, faculty members must provide objective and quantifiable information directly related to the student's academic performance and or behavior. Personal judgments and opinions not supported by objective data may not be used. Written student evaluations will reflect the highest professional standards in content and format.

Instructional Planning: Faculty members must develop instructional plans according to the method approved by the principal. Instructional plans must be made available to the principal upon request and according to the policy established by the principal. Instructional plans must include sufficient detail to allow a substitute to carry on the teaching/learning process in the absence of the regular teacher.

Supervision of Students: All members of the faculty and staff will be responsible for student supervision. No student may be left unsupervised at any time, place, or circumstance, including classrooms, activity areas, athletic sites, playgrounds, and areas where students arrive from home or leave to return home.

Leaving School Premises: Faculty and staff may not leave school premises during the school day without the expressed permission of the principal or the principal's designee. Permission given in one instance does not extend beyond that instance.

School Visitors/Guest Speakers/Clergy: Faculty members must have approval from the principal for all invited visitors, including guest speakers at least five school days in advance of the proposed visit. Approval is at the sole discretion of the principal. A member of the clergy or a member of a religious organization outside the Diocese of Manchester who is invited to speak or minister at the school must submit a letter of suitability from his bishop and/or from his/her religious superior in advance to the principal and to the Chancellor of the Diocese of Manchester in order to receive permission from the Bishop to speak and/or minister in the Diocese.

Student Extra Help, Tutoring, and Remuneration: Faculty members may not accept compensation of any kind for tutoring their current students.

Parent-Teacher Conferences: Faculty members are required to observe parent/teacher conference directives and expectations according to school policy.

Faculty Meetings: Faculty members are required to attend all faculty meetings scheduled by the principal.

Faculty Member Participation in Regular School Functions: Faculty members are required to participate before, during, and after the scheduled school day in all regular school functions including, but not limited to: faculty, grade level, departmental, and curriculum meetings; IEP meetings to the extent agreed upon with the principal; parent-teacher conferences; Baccalaureate Mass and graduation. Faculty members are encouraged to attend, participate, and/or become involved in school-related activities and athletic events.

Communication with Parents/Legal Guardians: Faculty members must follow the procedures for communication with parents that are established by the principal. This communication will be professional and timely in order to be of maximum benefit to the student and the student's parents or guardians.

Faculty Supervision and Assessment: Faculty will cooperate in a collegial manner with the principal who is responsible for the supervision and assessment of each faculty member's performance. The principal will determine the method of supervision and assessment to be used. An assessment is not a contract or a commitment to provide a compensation adjustment, a bonus, continued employment, or an offer of a new contract. Assessments are only one of several factors that the school uses in connection with contract and retention decisions.

Handling Money: Faculty members who collect funds for a school-sponsored activity will turn in those funds to the business office at their earliest opportunity and not later than the end of the day on which the funds are collected.

NON-INSTRUCTIONAL STAFF

All school staff members participate in the educational ministry of the school within the mission of the Catholic Church. School staff members are expected to conduct themselves in a manner consistent with the religious, moral, academic, and social expectations of the Church. Staff must follow all applicable diocesan and school policies, including, but not limited to, the background screening and training requirements, the Code of Ministerial Conduct, and the Policy for the Protection of Children and Young People (Appendix C).

1. Secretaries: The principal will determine the extent of need for secretarial staff and will, within budget guidelines, employ sufficient secretarial staff. The principal will determine the compensation given to secretarial staff.
2. Custodians: Each school will employ a custodian or custodial service to maintain the cleanliness of the school as well as the health and safety of its occupants. Custodians fall under the supervision of the principal and, in a parish school, of the principal and the pastor. The custodian must give special attention to the observance of health, fire, and safety regulations.
3. Cafeteria Workers: Cafeteria workers employed by the school will be directed and supervised by the principal. Where schools contract with a food service company, the principal will identify the on-site company representative responsible for the food service program. The principal will bring to the attention of this person any concern pertaining to the food service program.

4. Bus Drivers: The school will employ or contact with only New Hampshire licensed bus drivers. Bus drivers must immediately report any safety issue to the school principal or the principal's designee. Bus drivers will follow the route prescribed by the school and maintain a daily log of all stops and mileage. The principal must make this policy and all other pertinent diocesan and school policies available to all bus drivers at the time that they are hired.

INDEPENDENT CONTRACTORS

Some schools may utilize independent contractors who serve as cafeteria workers, maintenance personnel, or instructors. Those schools must enter into an agreement with the independent contractor that complies with the risk management and insurance standards as well as the safe environment policies of the Diocese of Manchester.

EMPLOYMENT FORMS

The principal shall use the personnel forms (e.g. faculty contract, application form, offer letter) approved by the Superintendent. The principal is not permitted to revise the personnel forms without the approval of the Superintendent.

The principal shall not enter into a contract with a faculty member or administrator until it has been definitely established that the applicant can meet the standards for certification in the diocese or is actively pursuing such certification.

The principal shall consult with the Superintendent before entering into any faculty contract with members of religious orders.

APPENDICES

Appendix A: Diocese School Board Bylaws

Appendix B: Template for School Advisory Board Bylaws

Appendix C: *Code of Ministerial Conduct* and the *Policy for the Protection of Children and Young People*

Appendix D: Diocesan Application Form

Appendix E: Diocesan Registration Form

Appendix F: Record Retention Policy

Appendix G: **Policy Prohibiting Bullying (1/16)**

Appendix H: Electronic Communications Policy

Appendix I: Model School Employee Handbook

Appendix J: Policy Statement on the Common Core State Standards

Appendix K: Concussion Protocol and Forms