

# SCHOOL BOARD POLICY MANUAL



DIOCESE OF VENICE IN FLORIDA

## **DEPARTMENT OF EDUCATION**

### **MISSION STATEMENT**

The Department of Education in the Diocese of Venice in Florida has as its goal the fostering of lived faith in mature believers. All areas and stages of life are included in its scope. Evangelization, catechesis, worship and witness are components of Catholic Education, be they in families, parishes, schools or other institutions in the Diocese. The Department emphasizes the enabling of persons in leadership roles to deepen their faith and to share this faith with others.

The Bishop of Venice as Chief Shepherd of the local Church is assisted by the Department of Education in the educational aspect of his pastoral responsibilities. The Department exists to continue the mission of Christ who calls us to minister and model in His name. The Department supports the local leadership in Catholic schools, parish catechetical programs, the Blessed Edmund Rice School for Pastoral Ministry and the Migrant Education Apostolate and provides them with the services necessary to carry out their ministry in Total Catholic Education.

The Department of Education cooperates with other departments in the Diocese of Venice to provide leadership, initiative, service and vision to carry out Jesus' command: "Go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit."

# SCHOOL BOARD POLICY MANUAL

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## DIOCESE OF VENICE IN FLORIDA

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### SCHOOL PLANNING

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SUBJECT:	POLICY #:	EFFECTIVE DATE:
Diocesan Recognition of Existing Independent Schools	1050	March 1, 2009

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Any independent school requesting recognition as a Catholic school by the Diocese of Venice must comply with the process for affiliation as required by the Education Department of the Diocese of Venice.

## DIOCESE OF VENICE IN FLORIDA

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### SCHOOL PLANNING

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Establishment of New Diocesan Affiliated Schools	1051	March 1, 2009

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The establishment of new schools, including preschools, affiliated with the Diocese of Venice must comply with the process for establishment as required by the Education Department of the Diocese of Venice.

## DIOCESE OF VENICE IN FLORIDA

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### SCHOOL PLANNING

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Expansions or Additions or Changes in Programs or Operations at Diocesan Affiliated Schools	1052	March 1, 2009

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Expansions, grade level additions, or substantial programmatic or operational changes at any school affiliated with the Diocese of Venice must be approved in advance through the process prescribed by the Education Department of the Diocese of Venice.



## **Expected Standards for All Catholic Schools in the Diocese of Venice**

1. Conformity in all matters of religious education to the Ordinary of the Diocese who has the power to delegate the responsibility of oversight to the Diocesan Director of Education.
2. A Mission Statement/Philosophy for the school in accordance with the Mission Statement and Goals for Catholic Education in the Diocese of Venice.
3. Specifics to be followed pertaining to religious education:
  - a. The religious education program reflects the content of the major documents of the Official Church (e.g., *Our Hearts Were Burning Within Us*, 1999; *The Catechism of the Catholic Church*, 2006; *The General Directory for Catechesis*, 1997; *The National Directory for Catechesis*, 2005) as well as the Standards for Catechesis of the Diocese of Venice.
  - b. Religious education textbooks, on-line resources and other teaching materials chosen for use with students in grades K-12 are to be selected only from those which are judged to be in conformity with *The Catechism of the Catholic Church* by the USCCB Ad Hoc Committee to Oversee the Use of the Catechism, demonstrate current research-based pedagogy, and are approved by the Diocese of Venice Education Department.
  - c. The religious education program is explained at regular intervals to parents.
  - d. In addition to discrete teaching time, the religious education program is integrated throughout the curriculum, delivered using best teaching practices, and assessed for effectiveness by a variety of means including but not limited to the ACRE test or similar evaluation tool selected by the Diocese of Venice.
4. Employment of Florida certified, competent teachers who are supportive of the teachings of the Church and imbued with a strong sense of the mission of the Catholic school; adherence to a signed code of ethics for teachers in Catholic Schools in the Diocese of Venice.
5. Pursuit and retention of accreditation through the Florida Catholic Conference, established by the bishops of Florida, and demonstrated adherence to their standards.
6. Participation in the NCEA annual census and all other requests for data from the Diocesan Education Department.
7. Payment of an annual fee to the Diocese of Venice. This fee is annually set and announced by the Diocesan Finance Department and the Education Department.
8. Conformity to all policies and regulations of the Diocese of Venice that apply to affiliated schools.

## **Affiliation**

Schools that are not Diocesan or parochial but wish to be recognized by the Diocese of Venice as Catholic, or use the word "Catholic" in their literature, must be affiliated with the Diocese of Venice and the Diocesan Education Department by written agreement to be renewed every five (5) years:

1. Affiliated schools are the only private schools recognized by the Bishop as "Catholic."
2. Affiliated schools will meet the expected standards for all Catholic schools in the Diocese of Venice, including accreditation through the Florida Catholic Conference, and adhere to applicable Diocesan policies and practices in the areas of religious education, safe environment and the opening, closing, expansion and reduction of school programs.
3. Affiliated schools will be eligible for the programs and services offered to schools by the Diocesan Education Department, provided they follow policies and practices for those programs and services, and pay the annual fee for affiliation.

## **Process to Obtain Affiliation/Designation as a Catholic School in the Diocese of Venice**

1. A private school applying for affiliation/designation as a Catholic school in the Diocese of Venice must submit to the Diocesan Education Department the following items:
  - a. A letter requesting such affiliation/designation.
  - b. Documentation demonstrating that the school meets the Expected Standards of All Catholic Schools in the Diocese (See attached).
2. The Director of Education, in consultation with the Diocesan School Board, shall review documents submitted by the school, conduct an onsite visit, and verify adherence to the expected standards.
3. The Director of Education, in consultation with the Diocesan School Board, will submit a recommendation to the bishop to determine if recognition of the school as a Catholic affiliate shall be granted.
4. The bishop shall determine whether recognition of the school as Catholic is to be granted and communicate the decision in writing.
5. Schools granted affiliation for the first time shall be granted a “probationary” affiliation for two calendar years.

## **Process to Retain Affiliation/Designation as a Catholic School in the Diocese of Venice**

1. At the end of the probationary period, the school must request continuing affiliation/designation as Catholic, and the Director of Education, in consultation with the Diocesan School Board, shall determine what further steps, if any, must be taken to grant continuing affiliation.
2. All private Catholic schools, once granted ongoing affiliation by the diocese, will continue their affiliation:
  - a. By written agreement to be renewed every five years
  - b. By completing a compliance report every five years for the diocese. This report will require documentation which supports ongoing adherence to the expected standards.
3. All private Catholic schools, once granted affiliation by the Diocese and in satisfactory compliance with 2. above, shall continue to be affiliated, provided that the Bishop has not withdrawn his recognition of the school as “Catholic,” or the Director, in consultation with the Diocesan School Board, has not determined a substantial failure by the school to meet the expected standards for all Catholic schools in the Diocese of Venice.
4. Schools that are denied continuing affiliation/designation as Catholic are no longer permitted to use the term “Catholic” in their title, promotional materials, description of curriculum, development efforts, other literature or anywhere else that the affiliation status would have afforded.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Use of Technology and Social Media	1151	May 2011

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All school employees and volunteers must adhere to the Diocese of Venice Code of Pastoral Conduct for the Use of Technology and Social Media.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Advisory School Board	1200	February 2011

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Every school is required to have an invited Advisory School Board to make recommendations to the principal concerning long range planning, finances, and facilities. The Board does not have responsibility for personnel, discipline or curriculum. It should be comprised of at least 5 but no more than 12 members and include representation from parents, parishioners, and/or community members from the host parish and major feeder parishes. Members serve for a three-year term and can be invited to serve for one additional consecutive term. By-laws for each school advisory board must be approved by the Director of Education.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Participation by the Public	1210	January 1994

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#### Home and School Association

There shall be an organization of parents, faculty and staff in each school. Its purpose shall be to strengthen the partnership between the home and school and to address mutual concerns.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Participation by the Public	1230	January 1994

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#### Support Groups

Each support group is accountable to the Principal and/or Pastor, who in collaboration with the school board, evaluates and/or affirms the goals and priorities of the group.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Visits to the School	1250	May 2011

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All visitors, meaning persons not enrolled or employed at the school, must cooperate with the entrance security procedures in place at every school.



## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Unannounced Visitors	1251	May 2011

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With the safety and well-being of all students in mind, unannounced visitors, regardless of purpose, are not guaranteed automatic access to the school's facilities or personnel.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
SEVIS Compliance	1252	May 2011

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All Catholic schools in the Diocese of Venice abide by the federal government requirements of the Patriot Act, facilitated through SEVIS (Student Exchange and Visitor Information Systems) regarding visiting exchange students and non-immigrant students.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Speaker Approval	1253	May 2011

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The principal is solely responsible for submitting, through the Department of Education, the written request for approval of all guest speakers or presenters to the school or individual classroom. Pre-approval must be granted in writing by the Chancellor of the Diocese according to diocesan policy applicable to all diocesan entities.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Public Activities Involving Staff, Students or School Facilities	1310	January 1994

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#### Participation in Community Life

All school personnel are encouraged to become involved in worthwhile community activities which are not in conflict with the values of the Catholic Church.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Patriotic Observances	1311	May 1, 1996

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Schools are urged to recognize those religious and civic observances regarded as significant by the community.

Schools shall display the flag of the United States prominently both within and without the school building. The salute to the flag should be a part of each school day.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Order of Procedure for Addressing Problems in the School	1312	January 1994

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Subsidiarity Complaints Concerning School Personnel/Instructional Materials

All questions/complaints concerning school personnel and/or instructional materials will be directed to the principal.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Public Activities Involving Staff, Students or School Facilities	1314	January 1994

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#### Soliciting Funds from School Personnel

No funds shall be solicited from school personnel by outside groups on the school premises or during the course of the school day.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Public Activities Involving Staff, Students or School Facilities	1322	January 1994
		REVISION DATE:
		February 2011

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#### Contests for Students

Student participation in any contest (including performance, writing, and visual arts) sponsored by an outside (non-Diocesan) entity must be approved by the principal and the Diocesan Director of Education.



## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Public Activities Involving Staff, Students or School Facilities	1323	January 1994

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Involvement of Students

Participation in any contest must be approved by the Principal.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Public Activities Involving Staff, Students or School Facilities	1324	January 1994
		REVISION DATE:
		February 2011

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#### School Funds from and by Students

All solicitation of funds from or by students must be approved by the principal. Upon approval, procedures for such funds must allow those stipulated in the School Finance Policies and Procedures Manual.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Field Trips	1325	November 1997
		REVISION DATE:
		June 2001

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Field trips may be sponsored by school authorities provided they have specific written goals related to the curriculum of the grade and provide learning activities related to the objectives of the program. Appropriate instruction shall precede and follow each field trip. The trip shall be planned with systematic procedures, such as but not limited to specific written consent of parent/guardian for every student participating in a field trip, transportation, and adequate adult and faculty supervision. All transportation of students must be in compliance with the Diocesan Transportation Manual (Policy #5140.1).

A field trip should not place unreasonable financial burden on the school or individual student.

Overnight field trips are not permitted without the prior consent of the Diocesan Director of Education.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Activities Involving Staff, Students or School Facilities	1340	January 1994

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Access to school procedure manuals and materials is to be made available to the general public upon request.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Relations Between Other Governmental Agencies and School	1411	January 1994

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The school will work closely with all appropriate government agencies in compliance with the rules and regulations which apply to non-public schools.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Relations with Law Enforcement Agencies	1412	May 1, 1996

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Schools shall cooperate fully with local, state and federal law enforcement agencies keeping in mind the rights of all parties involved.

## DIOCESE OF VENICE IN FLORIDA

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### COMMUNITY RELATIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Relations Between Area, State, Regional, and National Associations	1540	January 1994

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#### National Associations

Every school is to have an institutional membership in the National Catholic Education Association. Individual teachers and administrators are encouraged to belong to those professional organizations which will assist them in their work, and to participate in other area, state and regional associations which would further their professional development.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Principal	2211	January 1994

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The principal serves as the leader of the local academic faith community and is required to follow the policies of the Diocese of Venice and of the applicable accrediting agency, that is, the Accreditation Committee of the Florida Catholic Conference or the Southern Association of Colleges and Schools.



## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Principal: Qualifications and Appointment	2211.1	January 1994
		REVISION DATE:
		February 2011

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#### Elementary Schools

The local pastor shall appoint a qualified principal after consultation with the Diocesan Director of Education upon the conclusion of the prescribed search process in place for principal selection in the Diocesan Education Department.

#### Secondary Schools

The Bishop shall appoint a qualified principal in consultation with the Director of Education. Consideration shall be given to recommendations of need by the local school. In schools which are administered by religious congregations, the superior who nominates a candidate must be apprised of local needs. The principal shall be accountable directly to the Director of Education of the Diocese and to the Bishop.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Assistant Principal: Qualifications and Appointment	2212	January 1994

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The school principal shall appoint a qualified assistant who meets the qualifications required by the respective accrediting agency. In elementary schools the appointment is made by the principal in consultation with the pastor. In secondary schools the appointment is made by the principal in consultation with the Director of Education.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Secondary Schools: Department Heads	2221	January 1994

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Each major discipline in the school shall be under the immediate direction of a qualified Department Chairperson appointed by the principal.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Copyright Law (P.L. 94-553)	2420	May 1996

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Educational administrators, instructional, clerical and support personnel shall adhere to the Copyright Law of the United States (P.L. 94-553). An infringement of the law may result in disciplinary action or legal claims.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Local School Board	2431	January 1994

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Each school shall establish a local School Board which shall operate within the policies established by the Diocese of Venice.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Parent Councils	2432	January 1994

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Each school shall provide for the functioning of a Parent Association.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Administrative Leeway in Absence of Board Policy	2440	January 1994

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In the absence of the Diocesan School Board Policy, the principal shall consult with the local School Board in the establishment of local policy.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Code of Ethics	2510	January 1994

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Each administrator in the Diocese is expected to subscribe to the Code of Ethics for the Catholic School Teacher developed by the National Catholic Education Association.



## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Professional Development	2530	January 1994

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Each principal shall provide an active professional development program for the faculty and staff.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Personnel Records	2540	May 1996
		UPDATED:
		November 2013

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Principals must keep personnel records for all school employees. Employees shall have the right to review their personnel file, in the presence of the principal, upon request. Information contained therein may not be disclosed to third parties without the consent of the employee unless authorized by law or upon request of the Diocese of Venice.

## DIOCESE OF VENICE IN FLORIDA

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### ADMINISTRATION

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Subpoena	2550	August 2001
		UPDATED:
		November 2013

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### Responding to a Subpoena

A subpoena is a legal document issued by an officer of the court or attorney of record in the case and served on a named school, staff member or office. A subpoena is a document requiring a specific person to appear and testify in court as a witness. A subpoena *duces tecum* orders the person subpoenaed to produce books, documents, or other records under his/her control at a specified time and place. It may also require the person to accompany the records and testify as a witness. A deposition subpoena requires a non-party to the lawsuit to provide copies of records and/or to appear before the subpoenaing party.

The following guidelines apply when a subpoena is served at a school in the Diocese of Venice:

1. Only a school administrator is authorized to accept service of a subpoena directed to a records custodian of the school.
2. The principal shall contact the Director of Education and Legal Department of the Diocese of Venice immediately upon receipt of the subpoena. The principal shall be prepared to provide information regarding how the subpoena was delivered, to whom the subpoena is addressed, and the information being requested in the subpoena.
3. The Director of Education, together with the Legal Department of the Diocese of Venice shall work with the principal to address the propriety of the subpoena, the time frame for a response, and the best manner in which to respond.

## DIOCESE OF VENICE IN FLORIDA

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### FINANCES

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Financial Policies and Procedures for Schools	3001	April 2010

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In collaboration with the Diocese of Venice Finance Department and the Department of Education, each school shall comply with the Diocesan Financial Policies and Procedures for Schools Manual.

## DIOCESE OF VENICE IN FLORIDA

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### FINANCES

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Promulgation of Budget	3130	Updated: April 2010

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A summary of the approved budget shall be made available to the school community. It shall indicate clearly the projected per pupil cost, tuition and other anticipated revenues, as well as an overview of planned expenditures.

## DIOCESE OF VENICE IN FLORIDA

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### FINANCES

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
State and Federally Funded Programs	3230	January 1994
		REVIEWED:
		April 2010

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Schools in the Diocese of Venice are encouraged to participate in state and federally-funded programs for which they qualify. Verification of participants should be sent to the Diocesan Education Department as requested. The extent and scope of the participation is determined by the respective state and federal guidelines as they apply to an individual school.

## DIOCESE OF VENICE IN FLORIDA

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### FINANCES

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Payment of Tuition	3240	August 2001
		UPDATED:
		April 2010
		November 2013

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The total cost of the educational program must be borne by the parent/legal guardian. This cost may be realized through a combination of tuition, fees, fund raising and parish/parishes and/or diocesan subsidy. Tuition rates for students whose legal guardian is parish-supporting shall not exceed the per pupil cost according to the current budget.

It is desirable that no Catholic child be excluded from a Catholic school for reasons of money, and therefore, tuition reductions are to be made available as specified in the Diocesan Financial Policies and Procedures for Schools Manual. (See Policy # 3001.)

The tuition rate of non-affiliated students shall be determined by the local policy.

Rule:

1. Tuition should be collected in accordance with the Diocesan Financial Policies and Procedures for Schools Manual.
2. Procedures for collecting delinquent tuition shall be made known to the students and their families at the time of registration.
3. The Diocese of Venice supports all reasonable efforts to secure compliance with these regulations, including the denial of continued services and the refusal of schools to admit students to scheduled examinations if tuition accounts are not current.
4. If outstanding tuition for a student remains at the end of a given school year, arrangements must be made for timely repayment of that debt prior to entering into a new agreement for the upcoming school year. Only students whose accounts are paid in full may be re-admitted for the new school year.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Personnel: Religious Community	4110	January 1994

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Pastors of elementary schools and secondary school administrators must consult with the Vicar for Religious and the Diocesan Office of Education and must obtain written permission from the Bishop or his representative prior to contacting a religious community to serve in a school.



## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Personnel: Priest, Brother and Sister	4110A	January 1994

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Pastors of elementary schools and secondary school administrators must consult with the Vicar for Religious before a priest, brother, or sister can be engaged to work in a school. Pastors and secondary school administrators must consult with the Chancellor's office before a priest can be engaged to work in a school.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Fair Employment	4111	January 1994

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Personnel shall be employed without discrimination as to race, sex, age or national origin. All qualifications being equal, Catholic teachers will receive priority for appointment.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Contract: Teacher	4112.1	January 1994

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It is required that the school enters into a formal agreement with each of its full time lay teachers and with those religious seeking formal individual agreements.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Transferring of Years of Service	4112.2	September 2000
		REVISION DATE:
		August 2007

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Teachers coming from Catholic schools within the Florida Province will receive credit for all the years they have taught. Teachers coming from Catholic schools outside the Province or from public or other non-public schools will receive up to ten years of credit.

Persons coming from the business world who are pursuing certification in education will receive a salary commensurate with their experience and ability and within the framework of the Diocesan Salary Scale. Principals, in consultation with pastor/Director of Education, may use their discretion in determining the beginning salary.

Persons filling critical needs areas will receive a salary commensurate with their experience and ability and within the framework of the Diocesan Salary Scale. Principals, in consultation with pastor/Director of Education, may use their discretion in determining the beginning salary.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Health Examination	4113	January 1994

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In accordance with the policy of the state and county or district jurisdiction, every member of the faculty, as well as other school personnel, will comply with the stipulated health regulations.

Each teacher is required to provide a current health certificate prior to employment.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Professional Standards	4113A	January 1994

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Standards for professional staff shall meet the criteria of the appropriate accrediting agency, i.e., Florida Catholic Conference, Southern Association of Colleges and Schools.

All teachers of religion shall meet the criteria established by the Bishop of the Diocese of Venice and the Office of Catechesis.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
School Day: Times for Consultation/Tutoring	4114	May 2002
		REVISION DATE:
		February 2008

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A certain amount of time apart from official school hours shall be set aside in order to provide consultation with and/or to give some additional help to students and for meeting with parents.

If ongoing remediation or tutoring is needed, the parent should/may arrange for a paid tutor to work with the child.

Tutoring may be offered on school premises after regular school hours and/or during the summer. Tutoring may be provided by teachers from the school, or by other tutors approved by the principal. Students from other schools may be included in tutoring sessions with the approval of the principal.

The school shall publish a list of tutors with the fee schedule appropriate for one-on-one or small group sessions. Parents shall not be required to use a specific tutor.

A teacher will generally not accept payment for tutoring a child in the subject(s) he/she teaches that child during the school day, unless

1. There is no one else available to tutor that grade level or subject, or
2. The parents specifically request that particular teacher and the principal approves, and
3. The teacher also provides consultation and time for additional help without charges to that student as described in the first paragraph above.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Conflict of Interest	4115	September 2000

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Employees are prohibited from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the school.

Employees are expected to represent the school in a positive and ethical manner. Thus employees have an obligation to avoid conflicts of interest and refer questions and concerns about potential conflicts to the administration.

Employees may not accept any employment relationship with any organization that does business with, or competes with, the school. Employees who engage in self-employment are ineligible to provide contract services to the school due to the appearance of a conflict of interest.

Employees must disclose any financial interest they or their immediate family have in any firm that does business with the school. The school may require divestiture of the interest if the school considers the financial interest to be in conflict with the school's best interests.

Employees and their immediate family (husband, wife, parents and children) may not accept gifts, except those of nominal value (under \$50.00) or any special discounts or loans from persons or firms doing, or seeking to do, business with the school without approval of the administration. This nominal value includes personal gifts from students or their families.

Any conflict or potential conflict of interest must also be disclosed to the administration. Failure to do so will result in discipline, up to and including termination.



## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Evaluation of Principals	4116	January 1994

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The performance of all principals shall be evaluated according to a process established by the Department of Education.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Formal Evaluation of Teachers	4116.1	January 1994

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Teachers are formally evaluated by the principal or the assistant principal according to the process established by the Diocesan Department of Education.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Teacher Discipline	4117.1	January 1994

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Disciplinary measures may be imposed upon a teacher in the event of neglect of duty, incompetency, insubordination, misconduct in the teaching position, persistent or chronic absence, or for conduct morally or ethically deficient or detrimental to the religious doctrines and tenets of the Catholic Church or other similar actions.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Professional Staff Transfers	4118	August 2003

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Professional staff transfers may be necessary from time to time, either within a diocesan school or from time to time, either within a diocesan school or from one school to another. Reasons for such a transfer might include changes in student enrollment, staff relocation or convenience, reductions in force in a given school, to better match professional expertise with student needs, etc. The following guidelines will apply:

1. Whenever a vacancy exists, it will be posted on the diocesan website and any professional staff currently employed in the DOV is free to apply. However, before interviewing the teacher or other professional staff for the vacant position, the staff member and principal/administrator of the hiring school are to inform the principal of the school at which the staff member is employed.
2. If a staff member is interested in transferring to another diocesan school for the following year, he/she shall notify his/her principal/administrator in writing of this intent by April 1 and the reasons therefore. All such requests shall be handled confidentially.
3. If the proposed transfer is initiated by administrator/principal, he/she shall advise the staff member of the reasons for this proposed transfer and identify the alternatives to transfer.
4. A transfer may only take place with the prior approval of the Director of Education.
5. The primary consideration in authorizing any transfer is the best interests of the students.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Termination of Teacher Agreement	4119	January 1994
		REVISION DATE:
		August 2001

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In the event that the Principal is not reasonably satisfied with the performance of a teacher for any reason (including but not limited to neglect of duty, incompetency, incompatibility, insubordination, misconduct in the teaching position, persistent or chronic absence, or for conduct morally or ethically deficient or detrimental to the religious doctrines and tenets of the Catholic Church, or other similar actions), the principal, after consultation with the Pastor/Director of Education, may terminate this Agreement by giving thirty (30) calendar days' notice. The determination as to what shall constitute neglect of duty; incompetency, etc. shall be in the sole and absolute discretion of the administration.

If the teacher whose Agreement has been terminated feels that the action is unjust, in the case of elementary schools, he/she may appeal to the local Pastor with further appeal to the Director of Education in accordance with diocesan procedures. Secondary school teachers follow the same procedure, except the appeal is directly to the Director of Education.

If a satisfactory resolution is not reached through the Department of Education, the teacher may have recourse to Diocesan Due Process, Article III, IV and V.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Non-Renewal of a Teacher Agreement	4119A	January 1994
		REVISION DATE:
		August 2001

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In the case of non-renewal of a teacher agreement, the Principal will document the reason for non-renewal and place a copy of the documentation in the teacher's personnel file. If the teacher whose agreement has not been renewed feels that the action is unjust, in the case of the elementary schools, he/she may appeal to the local Pastor, with further appeal to the Director of Education in accordance with the procedures as set forth by the Diocesan policy. Secondary school teachers follow the same procedure, except the appeal is directly to the Director of Education.

If a satisfactory resolution is not reached through the Department of Education, the teacher may have recourse to Diocesan Due Process, Article III, IV and V.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Appeal for Principals under Contract In the Diocese of Venice	4121	May 1996
		REVISION DATE:
		August 2001

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If the principal whose agreement has been terminated feels that the action is unjust, in the case of the elementary schools, he/she may appeal to the Diocesan Director of Education.

Secondary school principals follow the same procedure.

If a satisfactory resolution is not reached through the Department of Education, the principal may have recourse to Diocesan Due Process.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Reduction in Professional Staff	4122	August 2003

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The Diocese of Venice Schools reserves the right to reduce staff when it is in the best interest of the school(s). Reduction in staff may be necessary when one or more of the following occur:

1. There is a significant financial decrease and other avenues for funding have been explored.
2. There is a significant decrease in enrollment which results in decreased staffing needs.

The following guidelines apply to a reduction in staff:

1. Decisions regarding staff are made by the principal and pastor (if applicable) in conjunction with the Director of Education.
2. Productivity and length of service will be considered along with a choice most consistent with the quality education and faith development of the students.
3. A professional staff member whose employment is terminated, based solely on staff reduction, will, for a period of a year, be given preference in hiring for any vacancy for which the staff member is qualified, that becomes available at that school.



## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Salary Schedule for Lay Teachers	4141	January 1994

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Each school shall have a published salary schedule using as a model the recommendation of the Diocese.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
HIV - Employees	4145	October 1995

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Employees or potential employees with HIV shall not be excluded from work for reason of the infection unless it is determined that conditions exist which present a health risk to the infected employee or to others in the educational setting. This determination will be made by the school principal in consultation with the pastor (in the case of an elementary school), the Director of Education, and the employee's physician. An independent medical opinion may also be sought in order to reach a just determination which safeguards the health and welfare of all parties.

The identity of an HIV infected employee and his or her family shall be known only to those directly involved in making the employment decision. In all consultations regarding the HIV infected employee, the right of the employee and his or her family to privacy or anonymity will be safeguarded, and confidentiality shall be maintained at all times.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Drugs, Narcotics and Alcohol	4147	May 2002

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It is the policy of the Diocese of Venice to maintain a work place that is free from the effects of drug and alcohol abuse. Employees are prohibited from the use, possession or distribution of illegal drugs or the unauthorized use, possession or distribution of alcohol in the workplace. In addition, employees are prohibited from the off-premises use of alcohol and possession, use or sale of illegal drugs when such activities adversely affect job performance, job safety, or the reputation of the diocese in the community.

- a. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Such violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of such substances while working; or dispensing, distributing, or illegally manufacturing or selling them on diocesan property. Employees, their possessions, and employer issued equipment and vehicles are subject to search and surveillance at all times while on the employer's property or conducting business on behalf of the employer.
- b. Employees may be required to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless such tests are prohibited by law. Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the work place must report such conviction to the diocesan legal department within five days, and the department is then to take appropriate action as required by law.
- c. Principals should report immediately to the Director of Education any action by an employee who demonstrates an unusual behavior pattern. The principal/pastor will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees reasonably believed to be under the influence of drugs, narcotics or alcohol will be required to leave the premises after arrangement for safe transit is made.
- d. Any employee with a potential or actual drug dependency, alcohol dependency, and/or illegal drug use is encouraged to ask for help including evaluation and treatment. An employee in treatment for drug or alcohol addiction or dependence may be afforded job security both during and after treatment. The employee will be permitted to return to work upon certification that the employee is capable of performing his job duties. Alcoholics and other drug abusers who deny their need for help in identifying, understanding and overcoming their illness through available intervention may be subject to discipline and dismissal.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Harassment	4148	August 1999
		REVISION DATE:
Page 1 of 2		May 2002

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The Diocese of Venice is committed to providing a professional work environment that is free from harassment, intimidation, hostility and other offensive working conditions. Harassment on the basis of one's protected status, (i.e. sex, sexual orientation, age, race, color, religion, national origin, disability, and marital or veteran status) is a form of discrimination which is unlawful and strictly prohibited. Retaliation against an individual for having initiated a complaint of harassment or discrimination is considered unlawful harassment.

Unwelcome sexual conduct which is sufficiently severe and pervasive as to create a hostile, intimidating or offensive work environment, or when an employment decision is based on whether an employee submitted or refused to submit to some form of sexual conduct, is considered sexual harassment.

Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical or mental abuse
- Insults or derogatory slurs based on one's protected status
- Unwelcome sexual advanced or touching
- Comments, jokes, innuendo, offensive gestures or noises related to one's protected status
- Display of sexually explicit photos or cartoons
- Request for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation.

An employee who believes that he/she has experienced any type of unlawful harassment should make it clear to the offending party that such behavior is offensive, unwelcome, and must stop. If the harassment and/or the offensive conditions persist, or if the employee is uncomfortable confronting the harasser, the employee must report his/her concerns, in writing, to any of the following: the employee's immediate supervisor, the diocesan Human Resources Director or the diocesan attorney. An investigation will be conducted through the

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Harassment	4148	August 1999
		REVISION DATE:
Page 2 of 2		May 2002

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Diocese of Venice Human Resources Department. Any employee who observes conduct by another which he or she believes to be harassing or discriminatory must report such conduct as outlined above.

Every complaint of harassment will be investigated and appropriate action taken. Steps that might include fact finding and interviewing with the involved individuals and witnesses may result in disciplinary action up to and including termination. Any individual contacted during an investigation is to be instructed to maintain confidentiality regarding all matters related to the complaint. The Diocese is committed to resolving complaints of harassment in a prompt, private manner, and to ensuring protection against retaliation or reprisal against the complainant. Upon completion of an investigation and prior to drawing any conclusion, the diocesan legal department, if not already involved, should be consulted.

The complainant will then be notified regarding the conclusion of the investigation and any corrective action taken. An employee who is not satisfied with the results of the Diocesan investigation has recourse to the Diocese of Venice Due Process.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Sick Leave	4151	January 1994

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Teachers are allowed eight (8) days of leave with pay each year as required for personal illness or for any critical illness, death or funeral of a member of the teacher's immediate family. For the purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, grandparents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Two (2) additional days may be taken for personal reasons, but may not be taken either preceding or following school holidays, nor may they be taken during the first or last week of the school year. These days cannot be accrued.

Sick/Funeral leave is accrued up to thirty (30) unused days. Accrued sick leave will not be paid upon termination.

See Family and Medical Leave section for additional information.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Family and Medical Leave	4152	January 1994

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Upon request, an eligible employee may receive leave, without pay, up to 12 work weeks during any 12 month period, for births, adoptions, caring for a seriously sick family member (child, spouse, and parent) or for a serious health condition that makes the employee unable to perform his or her job. The employee requesting such leave must provide notice to the principal not less than 30 days before the leave if it is "foreseeable". Documentation of the necessity for the leave is required.

In order to be eligible for this leave, an employee must have been employed for at least 12 months, and have worked at least 1,250 hours during the 12 month period. Any accrued paid time off must be utilized before the use of family and medical leave. Eligibility for leave for birth, adoption or placement of a foster child expires 12 months from the birth, adoption or placement of the child.

During the leave, the employee's health benefits will be maintained the same as if the employee had continued working. No other benefits will accrue during this period. Upon return from leave, the employee will be placed in the same or equivalent position with equal benefits, pay and other terms and conditions of employment.

If the eligible employee begins leave more than 5 weeks prior to the end of the academic term, the principal may require the employee to continue taking leave until the end of such term if – (A) the leave is greater than 3 weeks duration and (B) the return to employment would occur during the 3-week period before the end of such term.

If the eligible employee begins leave during the period that commences 5 weeks prior to the end of the academic term, the principal may require the employee to continue taking leave until the end of such term if (A) the leave is greater than 2 weeks duration, and (B) the return to employment would occur during the 2-week period before the end of such term.

If the eligible employee begins leave during the period that commences 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the principal may require the employee to continue to take such leave until the end of such term.

## DIOCESE OF VENICE IN FLORIDA

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### PERSONNEL

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Emergency Drills	4160	May 1996

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A sufficient number of fire drills and tornado drills must be conducted in accordance with county regulations and to acquaint students with proper procedures.

An exact record of the date of the drills and the amount of time needed to evacuate the building is to be kept in the school file.

The principal is obliged to comply exactly with the regulations for protection during emergencies and should make frequent checks around the school to insure the safety of the students.



## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Admission Policy	5110	January 1994
		REVISION DATE:
		July 1998

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Catholic schools in the Diocese of Venice admit students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Diocese of Venice do not discriminate on the basis of race, color, national or ethnic origin in the administration of admission or education policies, athletic or other school-administered programs.

Catholic schools of the Diocese of Venice give priority for admissions to students of families who are registered and participating in a Catholic parish.

Other students may be accepted on a space available basis, taking into consideration the following factors:

1. Whether the student has been previously enrolled in a Catholic school;
2. Whether the student's brothers and sisters are currently enrolled in the school;
3. Whether family members are alumni of the school;
4. The results of standardized tests; or
5. Previous school records.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Age of Entrance: Pre-Kindergarten, Kindergarten and First Grade	5111	January 1994

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The age of admission to pre-kindergarten, kindergarten and first grade shall be in accord with the regulations of the State of Florida.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Age of Entrance: Grades Other than Pre-Kindergarten, Kindergarten and First Grade	5111.1	January 1994

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Admission of children in grades other than pre-kindergarten, kindergarten and first grade shall be determined according to regulations established on the local level.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Student Residency	5112	May 2011

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Students are required to live at home with a legal parent or with a legal guardian for the duration of their attendance at Catholic high schools in the Diocese of Venice in Florida. This policy continues to apply after a student has turned 18. In addition, it is to be understood that the legal parent or legal guardian will continue to have access to their student's records throughout the duration of their attendance.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Attendance and Excuses	5113	January 1994
		REVISION DATE:
		May 2004

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Parents are primarily responsible for seeing that their children attend school. All reasons for absenteeism and tardiness must be given by the parents/legal guardians to the school in written form. These excuses must be filed for the remainder of the school year. A cumulative record of each student's attendance must be kept for students throughout their enrollment at the school.

The school recognizes four categories of absence from class: excused absence, unexcused absence, truancy, and school-related absence. Excused absence refers to an absence from class with parent permission and the approval of the administration. For an absence to be considered excused, the family must demonstrate that circumstances beyond the control of the student or family are responsible for the absence to be excused. Examples include illness, court appearances, or a death in the family. Unexcused absence refers to an absence from school with parental permission but without the approval of the administration. The fact that parents may write a note acknowledging responsibility does not automatically qualify a student for an excused absence. Truancy refers to an absence without permission of a custodial parent or guardian. School-related absence refers to an absence from class due to participation in a school sponsored event. These absences are recorded and the student is responsible for work missed, but the student receives no academic penalty for such absences. The school monitors such absences only to insure that involvement in co-curricular programs is not interfering with the primary duty of each student to be in class during the school day.

If an elementary student exceeds 30 days of absence for the year, whether the absences are excused, unexcused, trancies, or any combination of these categories with the exception of a school-related absence or homebound teaching that has been approved by school administration, the student will not be promoted to the next grade.

If a high school student exceeds seven absences, whether the absences are excused, unexcused, trancies, or any combination of these categories with the exception of a school-related absence or homebound teaching that has been approved by school administration, the student may receive an administrative failure for the course(s) for that quarter.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Release of Students from School	5113.1	January 1994

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A student may be released early from school only with the written permission of his/her (custodial) guardian.

A student may be suspended or expelled from school for disciplinary reasons. The principal must inform the student's legal guardian prior to the beginning of the suspension or expulsion.

Written permission from the legal guardian must be obtained in order for a student to participate in school activities which are held off school grounds.

Students shall not be detained after school without prior notification of legal guardians.

In an emergency situation, the legal guardian will be notified promptly and held responsible for providing the means of the child's reaching home.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
School Census: Class Size	5116	January 1994

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In all cases class size shall be in conformity with the standards set by the accrediting agencies of the schools.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Transfers/Withdrawals	5119	January 1994

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When a student transfers into a school in the Diocese of Venice from a non-public or public school, it is the responsibility of the principal to request records from the previous school.

When a student withdraws or transfers to another school, it is the responsibility of the parents to return all books and materials which belong to the school, and to pay all outstanding balances on their school accounts. The principal will forward the cumulative folder and health records upon request of the receiving school.

A student may enroll but not matriculate without appropriate transcripts.



## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Report Cards/Grading	5121	January 1994

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The usual method of reporting pupil progress in Grades K through 8 is the Diocesan report card. Diocesan policy regulates the system of grading which is intended to measure academic achievement and evaluate behavior. Alternate forms of evaluation must be approved by the Diocesan Department of Education.

Report cards are ordinarily issued at the close of each quarter of the academic year.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Promotion/Retention	5123	January 1994

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The criteria for promotion of a student to the next grade must be clearly stated in the school's handbook. Generally, all students should be promoted unless retention would enable a student to receive substantial help. Retention of a student is left to the discretion of the Principal.

Rule:

As soon as there is an indication that a student may need to be retained, a conference must be held between the guardian and the faculty members who work with the student. Such a conference should ordinarily be held no later than March, if possible, so that all concerned can arrive at the decision which will most benefit the student.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Reporting to Parents: Conferences	5124	January 1994

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Principals of both elementary and secondary schools shall provide time for parent/teacher conferences at clearly stated times throughout the school year.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Student Records	5125	January 1994

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It is the responsibility of each school to maintain an accurate permanent record for each student during his/her enrollment, and to retain such records indefinitely.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Release of Student Data	5125.1	January 1994

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Names and addresses of pupils and their parents may not be released to any unauthorized person or agency, or published in any way, without notification of the parents and the principal.

Addresses and telephone numbers should not be listed in a directory without the parents' notification.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Student Records: Permanent Closing of a School	5125.2	January 1994

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In the event of the permanent closing of a school in the Diocese of Venice, student records will be stored at the Diocesan Department of Education.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Activities: Student Handbook	5130	January 1994

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Each school will develop a student handbook which includes the school philosophy, local school policies and regulations and available student activities. The handbook shall be reviewed annually and updated as necessary. Parents and students will be informed of the contents on an annual basis and must agree to abide by the policies and regulations contained in the Handbook.

A copy of the most recent handbook shall be on file at the Diocesan Department of Education.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Substance Abuse	5131	January 1994

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The use or possession of illegal drugs, alcoholic beverages, mood altering substances, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school sponsored activity is forbidden and will result in disciplinary action which may include expulsion.

A conviction for drug possession, use or the sale and distribution of drugs, on or off campus, will result in immediate expulsion.

The Diocese of Venice is committed to a drug-free environment. To accomplish this goal, schools have the right to implement any of the following measures:

- (1) Mandatory drug testing before a student may be accepted into the school.
- (2) Mandatory, random drug testing of students.
- (3) Random drug sweeps, including searches of lockers, possessions, and vehicles.

Failure to comply with these procedures may result in expulsion.

Results of drug testing and searches will be kept confidential by the school.

It is the policy of the Diocese to assist students suffering from substance abuse. To accomplish this, the schools may take the following measures:

- (1) Notification of parents or guardians of the students, and consultation with school officials.
- (2) Drug testing at an independent laboratory.
- (3) Assessment by a certified drug counselor.
- (4) Enrollment and successful completion by a student in a treatment program.
- (5) Random individual drug testing during the school year.



## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Student Dress Code	5132	January 1994

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Each school will develop a uniform policy to which its students must adhere.

The prime responsibility for the personal appearance and dress of each student rests with the parents.

The principal shall determine when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health or safety of the student or others.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Pregnant Students	5138	January 1994

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A pregnant student or a student who is a parent may continue in a program of study in the school program or may voluntarily be assigned a program or study suitable to his/her special needs.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Married Students	5138.1	January 1994

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A married student or a student who becomes married or who has been married may not continue in the regular school program. However, the option to complete the current semester through alternative programs will be made available.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Safety	5140	January 1994

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The principal is responsible for developing and communicating emergency procedures which will insure the safety of students while they are in the custody of the school.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Transportation of Students	5140.1	January 1994
		REVISION DATE:
		September 5, 2012

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Schools in the Diocese of Venice will adhere to the attached:

1. Guidelines Concerning all Youth and Student Trips
2. Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs
3. Notification of Trip and Event



## *DIOCESE OF VENICE IN FLORIDA*

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### **Guidelines Concerning all Youth and Student Trips**

#### **I. Introduction**

The following *Guidelines Concerning all Youth and Student Trips* has been approved by the Diocese of Venice in Florida and is intended for the Diocesan parishes, schools, and other entities in accord with the *Diocese of Venice Code of Pastoral Conduct for Church Personnel*, Diocesan School Board Manual, and other official documents of the Diocese of Venice.

These guidelines are to be followed by all participants, pastors, school administrators, teachers, DRE's, youth directors, supervisory personnel, chaperones, volunteers or anyone working in an official capacity of the Diocese of Venice in Florida when traveling for day or overnight trips, both inside and outside the Diocese.

Types of events include, but are not limited to, Diocesan, School, and Parish retreats, field trips, sports tournaments, mission trips, pilgrimages, conventions, conferences, and recreational trips.

The Diocese of Venice in Florida requires all official personnel to be at least 21 years of age or older to supervise participants enrolled in any Diocesan school, pre-kindergarten program of education, parish youth group, or religious education program. Siblings, friends, etc. are not defined as participants and cannot attend these activities if they are not registered participants in the above group events. All participants are subject to the supervision of the official Diocesan personnel while attending the activities.

#### **II. Authorization**

Trips and other functions must be approved, both for planning and implementation, by the principal in the case of elementary and secondary schools, and by the pastor in the case of parishes. Early notification must be given to the appropriate Diocesan Director for any and all out of state and international trips. Diocesan guidelines for all trips and functions should be observed at all times.

The authorized *Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs* as well as the *Medical Authorization for Minor* forms provided by the Diocese are required for all participants. No authorization is given to those participants who do not submit the proper medical and liability release forms.

Chaperones and supervisory personnel must be provided by the entity at a suggested ratio of no more than 10 participants to 1 adult for groups in grades 7-12, and no more than 5 participants to 1 adult for PreK-6. Chaperones must be gender specific, i.e. if there are participants of both

genders, then there must be chaperones of both genders. All adult chaperones and supervisory personnel must have successfully cleared the background screening requirements of the Diocese of Venice including the educational requirements of Safe Environment Training.

### **III. Requirements for Participants of Different Age Levels**

*Elementary age (Pre-K through 5<sup>th</sup> grade)* - Trips are limited to one day in duration with no overnight stay. These trips must have an educational or spiritual component/purpose.

**Middle School age (6<sup>th</sup> through 8<sup>th</sup> grade)** – Trip experiences should include spiritual, educational, or faith building components. The appropriate Diocesan Director should be notified in advance of planning if the trip will be out of state. International travel is not approved for students of middle school age.

**High School age (9<sup>th</sup> through 12<sup>th</sup> grade)** – Trip experiences should include spiritual, educational, or faith building components. The appropriate Diocesan Director should be notified in advance of planning if the trip will be out of state or out of the country. For international travel, it is recommended that students under 16 be accompanied by their parent or legal guardian.

**College age (17 – up)** – Any participant under 18 but in college will be viewed as a minor and must be chaperoned. Any participant over 18 but still attending high school will also be viewed as a minor and must be chaperoned. Any participant who has graduated from high school and is over 18 will be considered an adult, but must adhere to all Diocesan policies and participate in all required group functions while on the trip.

### **IV. Required Forms for Trips**

**Standard Forms:** All participants must have the *Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs* as well as the *Medical Authorization for Minor* forms signed by their parent or legal guardians at the beginning of each year.

**Event Notifications:** All participants must have the *Diocesan Event and Trip Notification* Form signed by their parent or legal guardians for each individual off-campus event/trip.

**For international travel:** Proof of travelers' insurance must be provided, and the *Overseas Medical Authorization for Minor or Adult* as well as the *Overseas Release of Liability and Indemnification* forms must also be signed and returned to the school, parish, or Diocesan entity.

### **V. Transportation**

#### **A. Commercial Carrier:**

1. It is preferred and strongly recommended that transportation be commercially provided by licensed and bonded carriers.

2. Transportation of students by commercial carrier is permitted when provided by a licensed commercial carrier under contract with the school, parish, or other Diocesan entity.

**B. Diocesan-Owned School Bus:**

1. Transportation of students is permitted in a diocesan-owned school bus, which for the purposes of this policy, is defined as any motor vehicle designed to transport more than 16 persons, including the driver, and that is used to transport students to and from school or in connection with school activities.

2. If the transportation vehicle, defined as a bus, is provided by a Diocesan entity, school or parish, then the driver must be in compliance with the Diocesan Commercial Driver's License (CDL) policy.

3. All school buses and their operators must meet the requirements of state and federal law with regard to licensure, drug and alcohol testing, equipment and safety specifications, physical examinations, etc.

**C. Diocesan-Owned Passenger Vehicles:**

1. Defined as:

- A passenger car not to exceed 8 passengers
- A multi-purpose passenger vehicle (e.g., van, SUV, etc...) designed to transport 10 or fewer persons provided the vehicle meets all federal passenger car standards
- A van designed to transport 11 to 14 persons provided it meets the Federal Motor Vehicle Safety Standards for School Buses.

2. If the transportation vehicle, other than a bus, is provided by a Diocesan entity, school or parish, the driver must submit to the principal and/or pastor a completed Motor Vehicle Report Request Form, and be cleared by Arthur J. Gallagher & Co.

**D. Private Motor Vehicles:**

1. Transportation of students and participants in a privately owned motor vehicle must be approved on a case-by-case basis. Employees of Diocesan entities should not transport participants in their personal vehicles.

2. If the transportation vehicle is provided by volunteers, parents, guardians, chaperones, or any other supervisory personnel, that driver must be 21 years of age or older and must submit to the principal and/or pastor a copy of his/her valid Florida driver's license to be cleared by Arthur J. Gallagher & Co., as well as have proof of current and valid insurance (personal auto liability insurance at the \$100,000/\$300,000 level). A copy of the "declarations page" of the policy must be provided annually to the bookkeeper of each entity and maintained on file.

3. The School, parish, or Diocesan entity does not provide insurance coverage for teachers, employees, volunteers, parents, guardians, youth directors, chaperones, or any other supervisory personnel who provide approved transportation in privately owned vehicles.



### **E. Plane, Train, and Boat Transportation:**

1. All safety guidelines laid out by official staff of the plane, train, or boat must be followed at all times.
2. It is recommended that participants have travel insurance when traveling by plane, train, or boat.

### **F. Further Transportation Guidelines:**

1. When more than one vehicle is used to transport participants, all authorized drivers must have written directions and should be familiar with the area in which they will be traveling.
2. On long trips, a relief driver must be available at least every four hours. All drivers should have adequate rest before and after travel.
3. For vehicles traveling with 4 or more minors, there must be at least two adults in each vehicle at all times – one adult to drive and the other to supervise the participants. Both adults must be in compliance with the Diocesan Safe Environment Policy and be cleared to drive pursuant to Diocesan guidelines.
4. Vehicles must not exceed the recommended passenger load. All passengers must have a seat; seat belt laws are to be observed at all times.
5. No weapons are to be carried in any vehicle at any time.
6. The use of alcohol, illegal substances, and legally prescribed substances that cause impairment are all prohibited.
7. No smoking is allowed in the presence of participants or in any vehicle.
8. Fifteen and sixteen passenger vans are not allowed to be used as transportation.
9. Cell phones must not be used by the driver while vehicle is in motion.
10. Students are not permitted to travel to or from the field trip destination by means other than with the group unless written requests are made by parents and approved by the teacher responsible for the trip and the principal or Pastor/Administrator.
11. When trips extend beyond the regular school hours, the supervising teacher, youth director or other supervisory person is responsible for students until they are released to parents/guardians.

## **VI. Accommodations**

### **A. Hotel Rooms**

1. Group accommodations must be reserved and confirmed well in advance of an anticipated trip.
2. Care is to be taken when booking hotels for groups. A request must be made upon making reservations that, if possible, all of the rooms be on the same floor or location in the hotel. There is to be no co-ed sleeping arrangement.
3. Chaperones and supervisory personnel are not to be housed in the same room with participants except for the participant's parent or guardian.
4. All rooms must be checked by the youth directors, chaperones, and supervisory personnel before assigning them to participants to avoid males and females having adjoining doors. Adjoining rooms should only be shared by participants of the same gender.

5. Participants must always be informed and reminded of safety rules and security measures.
6. No participant is to be allowed to leave the hotel property or go swimming in the hotel's pool or use the whirlpool or the hotel's exercise room without adult supervision.
7. Participants must never be allowed unsupervised access to the hotel rooms of other participants, youth directors, chaperones, or supervisory personnel.
8. For safety reasons, chaperones and supervisory personnel must have room keys for participants room at all times.

## **B. Other Lodging Requirements**

1. Chaperones and supervisory personnel are not to be housed in the same room with participants except for a participant's parent or guardian.
2. Any priest participant is to room alone.
3. In large dorm situations, chaperones and supervisory personnel may be housed in the same area as participants provided that at least two (2) chaperones/ supervisory personnel are assigned to the dorm. There is to be no co-ed sleeping in this dorm arrangement.
4. In situations where males and females share a common large room (such as a parish hall), a sufficient number of supervisory personnel are to be provided on a rotating schedule to ensure constant supervision. Sleeping areas for males and for females are to be clearly segregated.
5. Chaperones and supervisory personnel are not to use a community shower, nor be in any questionable state of undress in the presence of participants.
6. Changing clothing or showering by participants is not to be monitored by a lone adult supervisor, and never by adults of the opposite sex. More than one adult supervisor must be present during these times. All chaperones and supervisory personnel must understand that extreme caution must be exercised at these times so that no actions, words, stares, or touches have the potential for misinterpretation. Any necessary disciplinary actions are to be carried out after the participant has had the time to be properly dressed, and must take place outside of the changing and bathroom areas.

## **VII. Other Requirements**

1. Youth directors, chaperones, and supervisory personnel are not allowed to have participants remain over-night at their homes.
2. All movies are to be pre-screened and pre-approved by youth directors, chaperones, and supervisory personnel in order to assure that they are age-appropriate and comply with Florida Catholic Conference guidelines.
3. The administering of medicine to participants outside the doctor's office or a health institution is a parental responsibility and should not be delegated except under emergency circumstances. Parents should ask their physicians if it is possible to prescribe medication so that it can be administered to participants at home. The school or the parish can decline to accept a participant for whom medication must be administered since there may not be trained medical personnel on staff. If the school or parish agrees to administer medication, it will be in compliance with the following:

The school or parish will never administer/dispense medicines (including “over the counter” drugs) to participants without specific written authorization by both a licensed physician and the parent. The *Diocesan Authorization for Medication Form* must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form. Medications to be dispensed by the school or parish must be labeled with the participant’s name and the exact dosages. The State of Florida’s statutes regarding the administration of medication will be followed.

4. Each child/adult is to wear pajamas that are modest (sweats, shorts & t-shirt, etc.)
5. Priority must be given to ensure that all participants fulfill their Sunday and Holy Day obligations.
6. The *Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs* form must be filled out each year and the *Event and Trip Notification* must be filled out for each event within or outside the Diocese. Schools and/or parishes will keep the forms on file for four years. A copy of the forms must be given to the principal, and/or coordinator of the event.

### **VIII. Chaperones and Supervisory Personnel**

**Defined as:** Teachers, DRE’s, Youth Directors, Volunteers, Core Team Members, Catechists, etc...

1. Chaperones and supervisory personnel are required to read, to be familiar with, and be in compliance with all Diocese of Venice Safe Environment Policies listed in the Preamble of the Diocese of Venice Code of Pastoral Conduct for Church Personnel.
2. Required ratios of participants to chaperones are listed under section II, Authorization.
3. All chaperones and supervisory personnel must abide by the following:
  - Possession and/or use of weapons are prohibited on Diocesan property, on trips or other functions, and/or while in the presence of youth.
  - The use of alcohol, illegal substances, and legally prescribed substances that cause impairment are all prohibited.
  - No smoking is allowed in the presence of participants or in any vehicle.
4. The Pastor, Principal, or Supervisor must ensure that all chaperones and supervisory personnel are in compliance with all Diocesan policies.
5. Chaperones and supervisory personnel shall not at any time purchase questionable or illegal items for participants (i.e.: cigarettes, alcohol, drugs, weapons, condoms, and sexually-suggestive materials) and shall confiscate these items when found. If illegal weapons or drugs are confiscated, a police report shall be made and the confiscated items shall be turned over to the police. Parents/Guardians will be called immediately to come and take responsibility for their student who will not be permitted to continue as part of the group, regardless of the event.
6. Chaperones and supervisory personnel are to carry cellular phones on trips for use in case of emergencies.

7. Trip emergency cards for each participant must be provided to the school or parish with the names of the chaperones and supervisory personnel, hotel or lodging name, address, and telephone numbers. The trip leader must also have a copy of these cards.
8. Individual emergency cards must be completed by each participant and kept on their person at all times to document each participant's emergency contact information.

## **IX. International Travel**

1. Prior to planning a trip, the principal, pastor, DRE or youth director should contact the appropriate office of the U.S. Department of State to ascertain that there are no travel restrictions or unusual hazards or concerns in the area(s) to be visited. Thirty days prior to the trip, the principal, pastor, DRE, or youth director shall verify with the Department of State the absence of any constraints on travel to the proposed foreign countries.
2. Proof of travelers insurance must be provided, and the *Overseas Medical Authorization for Minor or Adult* as well as the *Overseas Release of Liability and Indemnification* forms must also be signed and returned to the school, parish, or Diocesan entity.
3. Early notification must be given to the appropriate Diocesan Director prior to planning for any and all out of state and international trips.

## **X. Notification**

1. A detailed list of all participants, chaperones, and supervisory personnel with telephone numbers and emergency contact persons must be left with the school, parish, or entity sponsoring the trip. (See VIII, #7 above)
2. The Pastor/Administrator, principal, and/or appropriate Diocesan Director are to be immediately notified of any major accident or incident during the trip. They will notify the Director of Education who shall immediately notify the appropriate Diocesan offices.
3. Any chaperones or supervisory personnel coming into the Diocese of Venice in Florida for any event must have documented proof that the diocese from which they are coming is in compliance with the *Charter for the Protection of Children and Young People, Revised Edition*. They must provide proof to the Diocesan Safe Environment Coordinator that they have successfully complied with all screening and Safe Environment Training requirements of their diocese.



*DIOCESE OF VENICE IN FLORIDA*

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**CONSENT, RELEASE OF LIABILITY AND INDEMNIFICATION FORM  
FOR TRIPS AND EVENTS OF DIOCESAN SCHOOLS/YOUTH OUTREACH/  
RELIGIOUS EDUCATION PROGRAMS**

NAME OF PARTICIPANT \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_ SCHOOL \_\_\_\_\_

OR PARISH NAME (for Religious Ed/Youth Outreach) \_\_\_\_\_

I, the undersigned adult participant or parent/legal guardian of the above named minor participant (for myself and any named minor, our heirs, personal representatives, assigns and next of kin), request permission to participate in the various field trips and other on and off site activities of the above school/parish youth program throughout the year. I understand that I will receive notice of scheduled field trips and events via an Event Notification Form, and my signature consenting to my or my minor's participation shall also indicate the inclusion of the terms of this Consent, Release of Liability and Indemnification Agreement to each trip or event. In consideration for the agreement by the school/parish to permit my/minor's participation, and intending to be legally bound, I do hereby:

1. Release, discharge and covenant not to sue the Most Rev. Frank J. Dewane, Bishop of the Diocese of Venice, individually and as a corporation sole, the above Parish/School; and their employees, agents and volunteers (hereinafter Releasees), from any claim, demand, action, or liability whatsoever on account of injury to the person or property of minor child in conjunction with said event, including travel to and from, whether caused by the negligence of the Releasees or otherwise, excluding acts of gross negligence or intentional misconduct;
2. Indemnify and hold harmless the Releasees and each of them from any loss, liability, damage or cost they may incur incident to student's participation in the above event, whether caused in whole or part by the negligence of Releasees or otherwise;
3. I do further agree that school/parish officials, agents, and/or employees have the right to terminate the participation of the above named for reasonable cause, as determined within the discretion of the event/trip leader. In such event, only the funds not actually used will be refunded. I will be responsible for any and all travel costs incurred to return the above named early from the event/trip.
4. I understand that throughout the year I/my minor may be informed via an Event and Trip Notification Form of youth related activities apart from those on-site activities which are school/parish sponsored. If I do not give permission and sign the Event and Trip Notification Form, I am responsible for myself or the supervision of my minor at such event should I choose to attend independently of the program, although agents, employees and volunteers of the school/parish youth program may also plan to be present at such events.
5. I understand that the school/parish youth program may include sports (football, swimming, wrestling, etc.) and/or other risky activities (rafting, etc.). These sports activities involve

certain risks including, but not limited to, travel to and from the site of the activity, severe physical contact, and the possible reckless conduct of other participants. These risks also include, but are not limited to, serious injury, potential for permanent paralysis, or death. The sporting activities may be conducted at sites that are at some distance from available medical assistance, and any equipment provided for protection may be inadequate in preventing serious injury.

6. I further represent that the above named is covered by accident and health insurance, and I agree to maintain coverage in full force and effect for the duration of the year. I have completed a Medical Authorization which is on file with the sponsoring school/parish in the event emergency medical care is required. I understand that the school/parish/Diocese provides no insurance which will cover my child in conjunction with future trips. I agree to full financial responsibility for any medical treatment provided to him/her.

Adult Participant

or, for minor,

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



*DIOCESE OF VENICE IN FLORIDA*

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*Notification of Trip and Event  
For Catholic school students, youth groups, and religious education students*

**To be completed by trip/event leader:**

CATHOLIC SCHOOL: _____
or PARISH NAME (for Religious Ed/Youth Outreach): _____
TRIP/ EVENT*: _____
GRADE, CLASS or GROUP: _____
PLACE OF EVENT: _____

\*If this is a sporting event, Competition Schedule should be attached

\_\_\_\_\_  
Participant's Name

Phone # of person legally responsible:  
Cell: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

\_\_\_\_\_  
Address of participant

\_\_\_\_\_  
E-mail (of parents/guardian for minor)

\_\_\_\_\_  
Emergency Contact Name (other than parent/guardian)

Emergency Contact Phone #s:

Cell: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Printed)

This event notification is furnished in accord with the provisions of the *Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/ Religious Education Programs* previously executed by the undersigned parent/guardian of a minor participant or adult participant, \_\_\_\_\_, and I understand that the terms of that agreement apply to this event.

\_\_\_\_\_  
Signature of Minor's Parent/Guardian or Adult Participant                      Date signed

Please return by \_\_\_\_\_ to \_\_\_\_\_.  
Thank you.

In the case of field trips for which a school/parish owned bus or a chartered commercial bus is not used, the following must be signed:

**I understand that the school is not responsible for the transportation of students for the field trip.  
Check one:**

**I will drive my own child to and from the event.**

**I give permission for my child to ride with the following volunteer driver:**

\_\_\_\_\_

**I understand that volunteer drivers do not have CDL licenses and have only standard insurance coverage.**

**Signature of parent/guardian** \_\_\_\_\_



## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Physical Examinations and Immunization	5141	January 1994
		UPDATED:
		November 2013

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All students seeking enrollment in a Catholic school in the Diocese of Venice are required to provide both a School Entry Health Exam, and an updated Florida Certification of Immunization as required by the State of Florida.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Accident or Illness at School	5142	January 1994

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Each school shall have emergency information on file for each student. This information must be updated at least annually.

Rule:

Emergency information must be on file in the school office and must contain the following information:

1. Guardian addresses
2. Home and business telephone numbers
3. Name and phone numbers of two other adults who have agreed to assume responsibility when the parents are not available
4. Name and telephone number of student's physician
5. Name of hospital of preference
6. Statement of authorization to the school to act in emergencies when parent/guardian/other designated adults cannot be reached
7. Identification of cause of any allergic reaction.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Administration of Medication	5142.1	September 2000

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It is the policy of the Diocese of Venice that the administration of medication to students during regular school hours and during school related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.

Each school principal shall designate in writing at least two (2) staff members who shall be trained to respond to student health needs and administer medication. These staff members shall receive specific training from the local County Health Department and be currently certified in basic first aid and cardiac pulmonary resuscitation.

Students are not to bring any medication, including over-the-counter medication without a physician's order and written authorization from parents/guardians. The parent's written authorization should include the necessity for the administration of medication during the school day.

The medication must be provided to the principal in its original container and must contain instructions regarding proper dosage. The medication must be secured under lock and key at a designated location at all times.

A daily log shall be maintained at the school containing the name of the student, medication administered, time of administration, and the name of the person administering the medication.

School personnel shall not administer medication by injection except when a student is in a life endangering situation. A student may self-administer prescription medication (e.g. epi-pen, inhaler, insulin) and will be assumed to be capable of doing so, except where the physician's order indicates that staff assistance is required.

No more than a forty-five (45) school day supply of a medication will be stored at the school at one time.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Administration of First Aid	5142.2	September 2000

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First aid is the immediate help given in case of accidents or sudden illness.

At least two staff members in each school and all teachers who interact with students with life threatening diseases or allergies will have special training in first aid and CPR. A master first aid kit will be kept and properly maintained in each school.

No drugs will be given at any time without written permission of physical and parent/guardian.

Each student will be required to have an emergency treatment consent form signed by a parent/guardian at the beginning of each school year.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Student Accident Insurance	5143	January 1994

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Every student enrolled in school in the Diocese of Venice must be covered by an obligatory accident insurance program.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Discipline	5144	January 1994

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Pupils must be treated kindly, considerately, fairly, and in a Christian manner. Teachers and principals must administer discipline in accordance with regulations of the State Board of Education. Corporal punishment is never permitted in schools in the Diocese of Venice.

To avoid misunderstandings, a code of conduct with punishments for infractions will be developed by each school. This code will be published in faculty, parent and student handbooks.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Suspension/Expulsion/Due Process	5144.1	January 1994
		REVISION DATE:
	Page 1 of 2	May 2011

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The authority to suspend or expel a student from school resides with the principal. In the absence of the principal, that authority resides with the vice principal. Suspension or expulsion will result when a student (a) causes or attempts to cause substantial damage to school or private property or steals school or private property; or (b) causes or attempts to cause physical injury to another person except in self-defense; or (c) possesses or transmits any firearm, knife or dangerous object; or (d) without medical sanction where prescription substances are in question, possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or any other controlled substance; or (e) uses or copies the academic work of another student and presents it as his/her own without proper attribution; or (f) defies the valid authority of personnel; or (g) commits an act deemed to be immoral; or (h) commits any other action not herein listed which would seriously interfere with the ongoing educational process or seriously threaten the physical safety of others.

Suspension will be for a period of time not to exceed ten school days. To extend the time of suspension the Director of Education must be consulted. Suspension may take place out-of-school or in-school, depending on the decision of the principal. During the period a student is suspended, the student is prohibited from attending or participating in any school-related function without express permission of the principal.

In parish elementary schools, the decision to expel a student will be made only with the agreement of the pastor of the parish school or the priest in charge in the pastor's absence. In the case of secondary schools or elementary schools where a student may have a pastor other than the pastor of the school, the pastor of the student must be consulted prior to the expulsion.

In the case of suspension or expulsion a student will be informed of the charges and, if the student denies them, an explanation of the evidence will be given and the student will be given an opportunity to refute the charges before the principal.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Suspension/Expulsion/Due Process	5144.1	January 1994
		REVISION DATE:
	Page 2 of 2	May 2011

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In the case of suspension or expulsion the administration will notify parents promptly by telephone and will follow up this verbal notification in writing within forty-eight hours.

In the case of expulsion a student will be given an opportunity for a hearing if the student or the parents or legal guardians indicate the desire for one in writing. In parish elementary schools the Hearing Board will consist of at least the principal, and a faculty representative. The Hearing Board may also include the pastor and other school administrators. In secondary schools the Hearing Board will consist of the principal, other school administrators, faculty representatives, and a discipline advisory board. The recommendations of the Hearing Boards are final.



## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Bullying and Aggressive Behavior	5144.2	February 2013

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The Diocese of Venice is committed to providing students enrolled in our Catholic schools with a safe and secure learning environment. Bullying, cyber-bullying, harassment, hazing, threatening, aggressive, hostile, intimidating, or violent behavior, by any student, including behavior which occurs off campus or during non-school hours, will not be tolerated.

Prohibited behaviors include, but are not limited to:

- Bullying, which is defined as chronic acts of physical, emotional, verbal (written or electronic), or social behaviors that are intentional, controlling and hurtful.
- Harassment-see Diocesan Policy #5144.3
- Hazing, which is defined as any conduct or method of initiation into any student or social organization (formal or informal), whether on or off campus, which willfully or recklessly endangers the physical or emotional health of any student or other person.
- Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements.
- Directing profanity, vulgar language or obscene gestures toward others on or off campus.
- Engaging in any form of extortion.
- Any other behavior that is detrimental to the welfare, safety or morals of others.

If a violation has occurred, prompt and appropriate action shall be taken. Appropriate actions may include but are not limited to: suspension, parent conference, counseling, awareness training, or expulsion. If the behavior is criminal in nature, law enforcement will be notified.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Harassment Of/By Students	5144.3	February 2013

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Based on the teachings of Jesus, the Diocese of Venice Schools is committed to an educational environment that is free of any form of harassment. Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, disability, or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment.

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or communication of a sexual nature.

Harassment encompasses a broad range of behavior which can include but is not limited to, the following:

1. Name calling, jokes, or rumors;
2. Threatening or intimidating conduct;
3. Slurs, negative stereotypes, and hostile acts;
4. Written or graphic material containing comments or stereotypes which is aimed at degrading individuals;
5. A physical act of aggression upon another;
6. Unwelcome pressure for sexual activity;
7. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or threats concerning an individual's educational status;
8. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact.

Any student who believes he/she has been the victim of harassment or any person with knowledge or belief that a student has or may have been the victim of harassment should report the alleged harassment to the principal or his/her designee of the school. An investigation is to take place immediately and steps taken, as may be appropriate, to prevent further violations of this policy while the investigation is taking place. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information. The investigation should be completed within sixty days unless additional time is needed. A written report of the outcome shall be made and kept on file at the local school office. If a violation has

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Harassment Of/By Students	5144.3	February 2013

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occurred, prompt and appropriate formal or informal action shall take place. Appropriate actions may include but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, or expulsion. If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting to the appropriate social service and/or law enforcement agency, appropriate action must be taken.

Furthermore, each school is, on a yearly basis, to review this policy with faculty and students either through the school handbook or a disseminated copy of this policy.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
HIV/AIDS - Students	5145	August 1999

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The Gospel demands reverence for all life in all circumstances. Compassion and love toward persons infected with HIV/AIDS is the only authentic Gospel response.

The Diocese of Venice strongly recommends that all schools have as part of their curriculum the National Catholic Educational Association's teaching document on HIV/AIDS for grades K-12.

A student with HIV/AIDS disease has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV/AIDS disease shall not affect decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

Upon request for reasonable accommodation, school authorities will determine any special educational needs of a student known to be infected with HIV/AIDS. School authorities must consult with the student's physician and parent or guardian.

No information regarding a student's HIV/AIDS status will be divulged to any individual or organization, other than the Director of Education and local school authorities, without a court order or the informed, written, signed and dated consent of the person with HIV/AIDS disease (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure. Violation of medical privacy is cause for disciplinary action.

All health records, notes, and documents that reference a student's HIV/AIDS status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the student (or parent or guardian) and to emergency medical personnel. Information regarding HIV/AIDS status will not be added to a student's permanent educational or health record without written consent.

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV/AIDS disease.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Off Campus Behavior	5146	August 2008

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Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the education process or the reputation of the school, is in conflict with the moral teachings of the Catholic Church, or is otherwise a violation of school policy.

Examples of such conduct include, but are not limited to, illegal activity; alcohol consumption; possession, use, or sale of drugs; inappropriate internet activity; harassment or bullying; pornography; fighting; illegal use of firearms; theft; arson and sexually inappropriate behavior.

Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances and graduation ceremonies.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Home Education Program - High Schools	5150	October 1995
	REVISION DATE:	
	September 1997	

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Students from a home education program seeking admission to a Diocesan high school will be evaluated for admission based upon any placement tests normally used, a review of the content of the home education program, and review of the student's most recent annual educational evaluation, if applicable (See Section 232.02, Florida Statutes). This testing is usually done through the local public school system. Acceptance of the student is at the discretion of the diocesan school principal.

Students from a home education program seeking admission to a Diocesan high school above the ninth grade level will be tested at a facility approved by the Diocesan Director of Education, using available adult education credit validation (subject area competency) tests. These tests will be used to determine what course credit, if any, will be awarded.

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Home Education Program - Elementary Schools	5151	October 1995

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Students entering a Diocesan elementary school from a home education program will be evaluated for grade level placement based upon any placement tests normally used, a review of the content of the home education program, and a review of the student's most recent annual educational evaluation, if applicable (See Section 232.02, Florida Statutes).

## DIOCESE OF VENICE IN FLORIDA

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### STUDENTS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Technology Use Agreement	5160	August 1999

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All students and parents are to read and sign the Technology Use Agreement that outlines conditions for use of computers and electronic information services. Failure to sign the agreement will prohibit a student's use of such equipment.



## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Elementary and Secondary School Standards	6110	January 1994

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All diocesan high schools shall meet and maintain the policies, principles and standards for accrediting secondary schools by AdvancED Florida.

All elementary schools shall meet and maintain the policies, principles and standards for accrediting Catholic elementary schools by the Florida Catholic Conference.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
School Calendar	6111	January 1994

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A school calendar shall be approved annually by the Diocesan Department of Education. The school year shall consist of a minimum of 180 school days and a minimum of ten additional days designated as teacher in-service days, including pre-school and post-school planning.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
School Day	6112	January 1994

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The definition of a school day is the same as that given by the State Board of Education.

Florida School Law 228:041:

(13) SCHOOL DAY – A school day for any group of students is that portion of the day in which school is actually in session and shall comprise not less than 5 net hours, excluding intermissions, for all grades above the third; not less than 4 net hours for the first three grades, and not less than 3 net hours in kindergarten, or the equivalent as calculated on a weekly basis.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
School Day: Times for Consultation	6112A	January 1994

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A certain amount of time apart from official schools hours shall be set aside in order that teachers are available for consultation with students and/or parents.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Emergency Procedures	6114	January 1994

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Each school shall have a proper emergency plan which takes into consideration county procedures. This plan shall be reviewed and/or updated annually.

The principal shall be responsible to orient the school community to the plan and to see to its proper implementation.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Weather Related School Openings and Closing	6114A	September 2006

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This policy is adopted to set forth and make uniform within the Diocese the policy for closing Diocesan schools in the event of local weather events. The purpose of the policy is to make clear the responsibilities of Diocesan school principals and the Director of Education and to achieve certainty and predictability with regard to school closing decisions. In formulating the policy, recognition is given to the fact that weather events, particularly in Florida, are often localized and may affect geographic areas within the Diocese in a markedly different manner. In recognition of the above, the Diocesan policy for school closing within the Diocese is as follows:

1. Determination as to school closings will be made on a county by county basis for schools within the Diocese. In any given county, if all the public schools in the county are closed because of a local weather event, the Diocesan schools within that same county will close. If the public school closing is related to only providing shelter to evacuees, the Diocese reserves the option to remain open if there is no immediate storm threat. This will include early dismissal as applicable.
2. The principals of the individual schools within the Diocese are tasked with the responsibility for contacting the media to provide current information regarding school closings. Nothing shall prevent the school principals within a particular county from delegating to one of the school principals the task of keeping the media informed concerning Diocesan school closings within the county.
3. The Diocesan schools within a particular county shall reopen when the local weather event has passed and roads are safe for passage, unless the lack of electricity, damage to the school or other factors require a delay in re-opening. This will typically coincide with re-opening of the public schools, although individual public or Diocesan schools may be required to delay re-opening because of use as public storm shelters, localized damage or other factors.
4. Prior to all school closings, early dismissals, delayed opening and re-openings, principals are to inform the Director of Education. The Director of Education may override this policy in consultation with principals in any county.
5. Individual Diocesan schools are encouraged to formulate plans for notification of staff and employees, as well as student families, in addition to media notifications.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Curricular Guides	6143	January 1994

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All schools shall follow the diocesan-approved curricular standards.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
HIV Education	6145	August 1995

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The schools of the Diocese shall incorporate approved programs of HIV education and training into the school curricula and into the regular in-service program for faculty and staff. Programs for parents should be scheduled so they are the first informed of the HIV education which their children will receive.



## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Religion Programs	6150	May 1996

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All students must attend formal classes in religion. Whenever school is in session on Holy Days, students and faculty must have the opportunity to participate in the Eucharistic Liturgy.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Procedures Concerning Challenged Materials	6161	January 1994

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Each school shall appoint a media review committee which will follow the procedures for reviewing challenged materials.

## DIOCESE OF VENICE IN FLORIDA

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### INSTRUCTIONS

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SUBJECT:	POLICY#:	EFFECTIVE DATE:
Educational Media Selection	6163	January 1994

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It is the responsibility of the principal, as delegated to the media specialist, to review, evaluate, select and purchase media materials which will meet the needs of the instructional staff and the students.