

## **EQUAL EMPLOYMENT OPPORTUNITIES**

In employment practices, the school shall comply with all applicable federal, state and local laws prohibiting discrimination on the basis of race, color, sex, national origin, ancestry, age, religion or disability. Nothing herein shall preclude the school from giving hiring preference to an applicant of the Catholic faith. This policy should be interpreted in a manner consistent with the religious mission and teaching of the Catholic Church.

## **CERTIFICATION**

All principals should hold a current and valid state license or certificate in administration.

All teachers employed by diocesan schools should hold a current and valid state license or certificate.

Teachers who hold a degree in Catholic Theology, or diocesan certification in religious education, and teach only religion cannot qualify for state licensure and therefore are exempt from the state requirements.

It is preferable that substitute teachers and other part-time or short-duration teaching personnel hold a teaching certificate/license. They must follow the diocesan policy regarding background checks before substitute teaching.

## **LIFESTYLE POLICY FOR CATHOLIC SCHOOL EDUCATORS**

All Catholics in the education ministry in the Diocese of Pueblo must be in good standing with the Catholic Church and be aware that support of Church teachings must be reflected in their public behavior. Non-Catholics who teach in Catholic schools, although they do not necessarily have a commitment to Catholicism, must uphold in their teaching and lifestyle basic Catholic teachings and practices, so as not to misdirect their students.

To take a position directly contrary to the Church's teaching — whether by lifestyle or speaking publicly against Church teachings — has serious consequences, in view of the impact made on the students by the teacher. Should any situation arise that is contrary to or at variance with this diocesan policy, a pastoral approach will be taken to insure the best possible benefit to the children, and to foster the spiritual well-being of the individual in question. However, all educators employed by the school or the parish should be aware that words, conduct or action contrary to or at variance with this policy may result in discipline, including but not limited to termination.

Certain specific acts which violate the spirit of the Gospels and the Church's teachings and which may lead to discipline and/or termination include:

1. Contracting a marriage in violation of the rules of the Catholic Church.
2. Living with another as husband and wife, without benefit of a valid marriage.
3. Conviction of a felony crime which involves moral turpitude.
4. Obtaining or assisting another to obtain an abortion.
5. Actively engaging in homosexual activity.
6. Immoral or dishonest conduct impairing one's effectiveness as a teacher.
7. Becoming pregnant, out of wedlock, while teaching/working in a Catholic school.
8. Membership in any organization which is anti-Catholic, and whose philosophy is racist and/or any way contrary to the Church's teaching on social justice.
9. Engaging in any activity, immoral or illegal, which would show bad example to the students (e.g. illicit use of drugs, alcohol abuse, pornography, indecent behavior or abuse of any kind).
10. Maintaining by word or action a position contrary to the teaching standard, doctrines, laws and norms of the Catholic Church.

The foregoing is not an exhaustive list. The school or the parish reserves the right to make a determination in each case whether or not an educator's actions or lifestyle violate the moral or religious doctrines or teachings of the Roman Catholic Church.

Some dioceses have attached this policy to the employment contract, included the policy in the employment contract, or inserted the policy into the teacher's job description. A sample is included in **Appendix F**.

## CONTRACTS

Principals and teachers are to be employed according to an annual written contract. The diocesan form in **Appendix G** should be followed and adapted to the local school setting.

For teachers, this contract should be signed by the teacher, the principal and the pastor or Board president where Boards of Limited Jurisdiction exist. The principal's contract should be signed by the principal and the pastor or Board president where Boards of Limited Jurisdiction exist. In areas where regional schools exist and one pastor has been named as the school contact person, the pastor contact person for the school should sign the contract.

All principal and teacher contracts should be for a term of one academic year only. The principal should notify teachers no sooner than April 1 and no later than May 15 of the current academic year as to whether an offer to contract will be made for the next academic year. A teacher who has been offered a contract can accept the offer by returning the signed contract to the designated school authority according to the time designated by school policy. Failure to accept the offer within the designated time period may constitute a rejection of the contract offer. Any extension of the offer date or deadline for acceptance can be made by mutual consent of the principal or pastor/pastor contact/ Board President of a Board with Limited Jurisdiction and the employee. Such an extension should be written and signed by both parties.

A principal not planning to renew his/her contract should submit a letter of resignation to the pastor, pastor contact, or Board President of a Board with Limited Jurisdiction, and the Superintendent of Catholic Schools by the end of February. If no such letter is received, a contract will be offered by the pastor, pastor contact or the Board President of a Board with Limited Jurisdiction.

Employment of principals and teachers over one or more years does not give rise to tenure or to any continuing right to employment or the offer of subsequent contracts of employment.

The decision to terminate the contract of a teacher should only be made after consultation with the pastor, pastor contact or Board President of a Board with Limited Jurisdiction.

The decision to terminate the contract of a principal can be made by the pastor, pastor contact, or Board President of a Board with Limited Jurisdiction, after consultation with the Superintendent of Catholic Schools.

## **SALARIES**

The diocese does not have a school specific salary scale for teachers. Each school is expected to develop their own scale that is fair for each person employed. The local school district scale can be used as a guide. The diocesan compensation guidelines can be used as a reference. Salary scales used in other Catholic schools can also be used as a guide. A sample of the 2006-07 compensation range can be found in Appendix H. Updated versions of this compensation range after 2006-07 can be obtained from the Diocesan Human Resource Department.

The principal's salary is determined by the pastor and/or each local school board. Diocesan compensation guidelines can be found in **Appendix H** and used as a guide. Cost of living increases should be considered according to diocesan recommendations.

## **BENEFITS**

Diocesan guidelines should be followed in relation to employee benefits. These benefits can be found in the Diocesan Employee Handbook, which is on the website: [www.dioceseofpueblo.com](http://www.dioceseofpueblo.com). To access this information, click on Department Directory, then on Human Resources, and finally on Employee Handbook. Employee Benefits can be found on pages C-7-8.

A copy of page C-8 can be found in **Appendix I**.

## **PROFESSIONAL BEHAVIOR**

Principals and teachers in Catholic schools within the Diocese of Pueblo are placed in a position of trust and as such are expected to maintain professional relationships at all times with their students, parents and other staff both in and out of school, including vacation periods. By virtue of their position in the community, principals and teachers have an obligation to maintain Catholic Christian, professional decorum at all times.

All gatherings, whether in or out of school, where principals and teachers are present with students and/or parents are considered occasions that call for professional behavior.

Without permission from the principal, teachers should not entertain students in their homes. All social activities with students or groups of students organized by teachers should be conducted on school premises unless otherwise directed by the principal.

Use of alcohol, cigarettes and/or tobacco products by teachers in the presence of students is forbidden during working hours and during activities connected with the school.

Teachers should not meet with students other than on school premises, except with permission of the principal in extraordinary circumstances. Use of internet chat rooms by teachers with students is prohibited.

## **DRUG AND ALCOHOL USE**

The abuse of controlled substances or alcohol at work is an unsafe and counterproductive practice which will not be tolerated by the Diocese of Pueblo. Employees are prohibited from selling, purchasing, or using illegal drugs or alcohol on school premises, during school functions, or while conducting school business. Additionally, employees are prohibited from reporting to work or to any school function while under the influence of illegal drugs or alcohol. This policy includes the abuse of prescription drugs. Any violation of this policy is cause for termination.

## **DALLAS CHARTER FOR THE PROTECTION OF CHILDREN AND YOUTH**

The document *Charter for the Protection of Children and Young People* was developed by the United States Conference of Catholic Bishops' (USCCB) Ad Hoc Committee on Sexual Abuse. It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting in Dallas.

Article 12 in this document reads as follows:

"Dioceses/eparchies will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse."

The Diocese of Pueblo Sexual Misconduct policies can be found on the diocesan website: [www.dioceseofpueblo.com](http://www.dioceseofpueblo.com). To access this information, click on Department Directory, then on Human Resources, and finally on Sexual Misconduct Policy and Forms. The complaint forms can also be found in **Appendix J**.

## **SAFE ENVIRONMENT PROGRAM**

The Diocese of Pueblo chose to work with Catholic Charities in implementing the Good-Touch/Bad-Touch program for children preschool through third grade in Diocesan Catholic Schools. Catholic Charities will prepare trainers to conduct the GoodTouch/Bad Touch program in the school.

Shield the Vulnerable is an online program to be used for all other grades and adults. It is designed to educate both adults and young people about protecting young people from child abuse, neglect, predators, bullying, unhealthy relationships, and the perils of cyberspace.

The online course catalog includes the following:

### **ADULT COURSES:**

- Child Abuse and Neglect: Recognize and Report
- Detecting Predators: Grooming Techniques
- Bullying: How to Recognize and Stop It
- Cyberspace: Risks and Solutions
- Inquiry v. investigation: Reporting Guidelines

### **YOUTH COURSES**

- Teen Safety (grades 9-12) Kid
- Safety (grades 4-8)

## **BACKGROUND CHECKS**

All school employees and volunteers working with children are subject to background checks every three years.

School employees will undergo a CBI (Colorado Bureau of Investigation) check. Fingerprint cards and a signed consent form are required to obtain this check.

Further information on the Diocesan background and screening policy can be found in **Appendix K**.

If the parish/school organization should identify someone who is involved in any ministry (such as music, liturgy, Eucharist), or any religious education program (including both youth and adult programs) or in any volunteer activity where they are regularly with minors, or anyone who is a parent, guardian or similarly active in the school (for example) who is a registered sex offender, the Human Resource Office is to be contacted for assistance with the following process:

1. Call the person in and give them the opportunity to disclose if that has not already been done;
2. Have an agreement prepared and signed that will limit the person's contact/access to children/youth. (See Appendix K for a prepared form.)
3. Inform the staff/faculty or others who deal directly with the person.

The same process would be followed if a person were to disclose that he/she was a registered sex offender.

The pastor, principal (if a school), and the DRE, CRE or other parish staff as appropriate, need to be actively involved in the process.

## **CODE OF CONDUCT FOR TEACHERS, STAFF AND VOLUNTEERS**

It is the responsibility of the principal to see that a copy of the Teacher, Staff and Volunteer Code of Conduct found in **Appendix L** is signed by each new teacher and staff member at the time of their employment. This signed copy should be kept on file in the principal's office.

Volunteers should also sign this Code of Conduct. This signed form should also be kept on file in the principal's office.

At the beginning of each school year the principal shall review with the staff the Code of Conduct, complete the form in **Appendix M**, and return this documentation to the Superintendent of Catholic Schools in October along with the NCEA school report form.

## **PERSONNEL FILES — KEPT AT LOCAL SCHOOLS**

Each principal should keep a personnel file for the assistant principal and each teacher. It should contain the following:

- completed application
- transcripts
- contract
- evaluation forms
- license/certificate
- professional updating
- dates of employment
- catechist/faith formation programs attended
- absentee records
- any documentation signed by the assistant principal or teacher.

The principal retains copies of the originals in the personnel file and returns the originals to the teacher. These personnel files shall be retained by the school indefinitely.

Access to personnel files shall be limited to the superintendent of Catholic schools, diocesan professional staff, pastor, principal, attorneys designated by the diocese and as otherwise designated by law. With prior notice to the principal, the assistant principal or teacher may have access to his/her file and may review the material only in the presence of the principal. The personnel file may not be removed from the office; however, the assistant principal or teacher may request copies of the materials contained in the file. This policy does not apply to documents requested by a properly served subpoena.

## **PERSONNEL FILES — KEPT AT DIOCESAN SCHOOL OFFICE**

The Superintendent of Catholic Schools shall keep a personnel file for each principal. It should contain the following:

- completed application
- resume
- transcripts
- evaluation forms
- license/certificate
- dates of employment
- professional updating
- catechist/faith formation programs attended
- any documentation signed by the principal

The superintendent retains copies of the originals in the personnel file and returns the originals to the principal. Personnel files for principals shall be retained by the Office of Catholic Schools indefinitely.

Access to principal personnel files shall be limited to the Superintendent of Catholic Schools, professional staff of the Office of Catholic Schools, the school pastor, attorneys designated by the diocese and as otherwise designated by law. The principal may have access to materials in his/her file and may review the material only in the presence of the Superintendent or the person in charge of diocesan human resources. The personnel file may not be removed from the Office of Catholic Schools; however, the principal may request copies of the materials contained in the file. No other request for information from a principal file will be honored. This policy does not apply to documents requested by a properly served subpoena.

## EVALUATION OF TEACHERS

An essential responsibility of the principal is the evaluation of teachers. Components of the evaluation process consist of informal classroom evaluation and formal classroom evaluation.

- Informal evaluations should be accomplished by means of regular "walk-through" in the school and observation of teachers in their daily responsibilities as well as their relationships with students and members of the entire school community. Direct communication with teachers should be made when situations occur. Written documentation regarding incidents, along with a teacher growth plan signed by the principal and teacher, should be kept on file.
- Formal evaluation should be made twice a year for teachers with one to three years of experience and once a year for teachers with three or more years of experience.
  - o All documented forms are to be signed by the principal and the teacher and retained in the teacher's personnel file. Copies are to be given to the teacher.
  - o A copy of the evaluation tool used may be discussed with the superintendent at the time of visitation.

## **PRINCIPAL EVALUATION AND PERSONAL GROWTH PLAN**

The principal is responsible for developing an annual professional growth plan each year. This plan should be developed within the context of the school's mission statement and philosophy and may include the following:

- Major accomplishments of the year
- School strengths
- Areas of concern
- Planned improvements to be addressed during the coming year
- Principal's professional goals that address the needs of professional leadership
- Principal's personal goals that nurture and support personal growth
- Other

The pastor and the superintendent of Catholic schools will meet with the principal on an annual basis between February and April of each year to discuss the points mentioned above. A written report of this meeting should be signed by the principal and superintendent and copies maintained on file in the superintendent's office. The principal should be given a copy of this report along with the pastor upon his request.

## **INTERVIEW AND SELECTION OF PRINCIPALS**

The superintendent should provide assistance to the pastor and local Boards in the identification and selection of principals for Catholic schools. The pastor, local school board, other appropriate representatives, and the superintendent or his/her delegate should be involved in the interview and selection process. It is not advisable to include school employees or the resigning principal on the Search Committee due to possible conflict of interest.

A brief outline of the recommended process to be followed can be found in **Appendix N**.

The NCEA booklet entitled, Selecting a Catholic Elementary School Principal by William J. Campbell is an excellent resource and should be used as a reference.

## **RELIGIOUS CERTIFICATION FOR CATHOLIC SCHOOL TEACHERS**

**Teachers in a Catholic School should follow the certification process as outlined by the Religious Education Director for the Diocese of Pueblo. Ten clock hours of theological and/or skills instruction is required every year to maintain certification. This applies to those with degrees and other religious certifications teachers may have received.**