

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Curriculum Design	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6100
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

The school curriculum envisions learning experiences designed to facilitate spiritual, intellectual, social, emotional, physical, aesthetic growth. The individual student's needs, abilities and interests are considered in shaping curriculum that will develop the student's relationship to God, self and the world. Teachers, administrators, parents, and students are involved in an interdisciplinary method used to develop, plan, implement, evaluate, and revise (as needed) the curriculum.

1. The curriculum shall reflect the stated Catholic mission and philosophy of the school.
2. The curriculum shall address social and personal responsibility that reflects the ideals realities, and diversity of American culture as well as global awareness.
3. The curriculum shall include communication, higher order thinking, interpersonal, and work ethic skills that reflect the fundamental principles of growth and development, current theories of learning, and interdisciplinary methods
4. The curriculum shall recognize and make provisions for the spiritual, emotional, mental and social differences among individual children.
5. The curriculum shall provide for a wide range of learning experiences that foster the active involvement of students, provide opportunities to learn essential knowledge and skills in each content area, and build the faith community.
6. The curriculum shall be based on clearly defined expectations for student learning. The Mississippi Department of Education Curriculum Frameworks, and the Catholic Diocese of Jackson Catechist Companion will form the basis for the curriculum in each school.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Curriculum Standards	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6101
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

The Educational Institutions of the Diocese of Jackson are committed to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a citizen of the United State of America and a member of a multicultural, non-sexist society. The curriculum content and instructional materials utilized shall reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to men and women in our society. The curriculum and teaching strategies seek to reduce stereotyping and to eliminate bias on the basis of race, color, national and ethnic origin, sex, and/or handicap.

1. The curriculum for preschool-kindergarten includes integrated language arts (reading, listening, thinking, speaking, writing), mathematics, social studies, science, religion, dramatic play, music, art, and physical activities.
2. The curriculum for grades 1-8 includes the basic academic areas of reading/language arts, mathematics, social studies, science, religion, physical education, and fine arts.
3. The curriculum for grades 9-12 in each secondary school will include courses from *Approved Courses for the Secondary Schools of Mississippi* (published by the Mississippi Department of Education – Office of Instructional Development). The necessary courses will be provided in order that students can meet the graduation and college entrance requirements as outlined in the *Non-Public Schools Accreditation Requirements of the State Board of Education*.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Instructional Program	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  6102
	<b>AMENDED DATE:</b>  03/24/07	<b>DELETION DATE:</b>

The beliefs and mission of each school shall be based upon the mission of the parish and/or the mission and goals of Catholic education.

A written mission statement shall be developed and communicated to all stakeholders and reviewed annually.

The school shall define the desired results for student learning based on the beliefs and mission, pertinent educational research, and local, state, and national goals, and current achievement levels of its students.

The school shall have a written instructional program which specifies in each content area at every grade level the teaching strategies, learning activities, resources, and assessment for each learning outcome.

The school shall implement a process for monitoring, evaluating, and revising the curriculum and instructional program that focuses on student performance. An action plan for improvement will be developed to address weaknesses. The process shall be that which meets the school improvement planning requirements for accreditation by the Mississippi Department of Education and where applicable the Southern Association of Colleges and Schools.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Organizational Plan for Instruction	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6103
	<b>AMENDED DATE:</b> 08/27/04 03/24/07	<b>DELETION DATE:</b>

The organizational plan for instruction should be based upon the knowledge that each person is a unique human being possessing the right to develop human potential to the fullest extent, and that each person progresses through various stages of growth and development. Each school will set forth a structure that will give guidance to the progression of students through each level of instruction.

1. The school should provide flexibility in grouping, progressive sequencing of learning, adequate availability of resources, varied curricular experiences, and effective assessment.
2. The school shall develop appropriate instructional programs and structures that reflect the specific developmental needs of students in each of the following groups:
  - a. Early Childhood – Pre-Kindergarten - Grade 2
  - b. Elementary – Grades 3-5
  - c. Middle – Grades 6-8
  - d. Secondary – Grades 9-12
3. The school shall define criteria for the academic promotion, progression, and retention of students from one grade level to the next.
4. The school shall define remediation procedures and support services for students who fail to master required skills/content.
5. The secondary schools shall define graduation requirements.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Instruction: Principal as Instructional Leader	08/15/92	6104
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	8/27/04	
<p>The principal is the immediate administrative head of the school and has the responsibility and authority to insure the successful functioning of all phases of the instructional program. The quality of leadership provided by the principal is a prime factor in the effectiveness of the instructional program.</p> <p>The principal provides leadership by implementing a systematic process for monitoring, evaluating, and revising the instructional program.</p> <p>The principal provides leadership to secure adequate resources, human and financial, to support the instructional program.</p> <p>The principal provides leadership to implement an appropriate professional development program based on the instructional needs of the school and current educational practices.</p> <p>The principal provides leadership in the process of School Improvement Planning by appointing chairpersons and insuring the participation of all stakeholders.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Instruction: Instructional and Support Staff	08/15/92	6105
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	08/27/04 03/24/07	
<ol style="list-style-type: none"> <li>1. All professional instructional staff shall be appropriately licensed by the Mississippi Department of Education for the teaching position to which he/she has been assigned. The instructional staff in early childhood centers shall meet the requirements of the Mississippi Board of Health. Exceptions must be approved by the superintendent.</li> <li>2. All professional instructional support staff shall be appropriately licensed by Mississippi Department of Education and/or Board of Health. These include guidance counselors, nurses, social workers, psychometrists, psychologists, etc. Schools are encouraged to work with local public agencies, Catholic Charities, and any volunteers who possess appropriate credentials to insure that the adequate support services are rendered to students in need when financial resources do not allow for the employment of support staff.</li> <li>3. <u>All catechists in grades 2-12 that teach Religion/Theology shall fulfill Diocesan Catechetical Certification requirements on an annual basis.</u></li> <li>4. All para-professional instructional staff shall be highly qualified and meet the criteria established by the local school.</li> </ol>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Assessment	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6106
	<b>AMENDED DATE:</b> 8/27/04	<b>DELETION DATE:</b>

Each school shall have a comprehensive assessment plan for the purpose of measuring student learning and the improvement of curriculum and instruction. The plan will meet the guidelines for assessment as required for accreditation by the Mississippi State Department of Education.

1. The assessment of student learning shall be aligned with expectations for specific learning outcomes.
2. The assessment methods shall measure student learning in a comprehensive way, using various samples of student performance, i.e., work samples, skill-based, criterion-reference, standardized norm-reference measures, etc.
3. The assessment system shall be developed and used in a fair and equitable manner that protects the accuracy of the results.
4. The confidentiality of assessment data of individual students will be protected.
5. The assessment data shall be disaggregated and used by the school professionals to make decisions about student and school progress.

<b>POLICY DESCRIPTION:</b>  Instruction: Standardized Testing	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6106.1
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

Each school in the diocese shall participate in the standardized testing program developed and approved by the Diocesan Office of Catholic Schools.

1. The approved tests are to be administered according to the guidelines and procedures as stated in the administration manual to assure that the tests are valid and that the school is in compliance with the Non-Public Schools Accreditation Requirements.
2. Test scores are to be recorded on and filed in the student's cumulative folder.
3. A copy of each student's scores is to be issued to the parent/guardian.
4. Student, class, and school test data shall be analyzed by the school administrator, counselors, and teachers and used for improvement of student performance.
5. The administrator shall analyze the school's performance data within a reasonable time after receipt of the results and communicate the analysis to faculty, parents, and school Advisory Council.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Guidance - Counseling And Other Support Services	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6107
	<b>AMENDED DATE:</b> 08/27/04 03/24/07	<b>DELETION DATE:</b>

Schools shall provide guidance and counseling services appropriate to the needs of the students.

1. Services for students include, but are not limited to counseling, mentoring, appraisal, staff consultation, referral, and education and career planning.
2. The guidance and counseling program shall provide to faculty professional development to assist in understanding the nature of child development at all stages.
3. The guidance and counseling program shall provide support to the assessment system used in the school, especially in the area of standardized testing.
4. An advisory program that provides an adult advisor for each student will be included.
5. The school shall work with appropriate agencies for consultation and referral, and to obtain services not available with the school.
6. The school shall maintain a secure and accurate record system.

All middle and secondary schools shall employ a licensed Guidance Counselor to render services within the school. It is recommended that elementary schools employ a licensed counselor. At a minimum each elementary school shall have access to the services of a counselor for consultation. Catholic Charities personnel are available upon request.

Additional services shall be provided to students to support the instructional program and learning environment. Services include but are not limited to health, safety, nutrition, social services, etc.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Driver Education	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6108
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

Accredited high schools may offer a Driver Education program during the regular school year and/or during a summer term under the following conditions:

1. Ten (10) or more eligible students who are enrolled in each class.
2. Teacher meets qualifications as specified by the Mississippi Department of Education.
3. Program provides the adequate instructional time as specified by the Mississippi Department of Education.

<b>DIOCESAN REGULATION: 6108R</b>	
<b>DESCRIPTION:</b>	
Instruction: Approval and Reimbursement Request Guidelines	
<p>Any school that wishes to provide Driver Education must:</p> <ol style="list-style-type: none"> <li>1. Make a request to and receive approval from the superintendent of Catholic Schools.</li> <li>2. Apply to and receive approval from the Mississippi State Board of Education</li> </ol> <p>Section 37-25-13 of the Mississippi Code, Amended 1982 provides for a per pupil reimbursement to schools that offer an approved Driver Education program. Forms of filing form this reimbursement may be obtained from the Mississippi Department of Education.</p>	



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Career Education and Home Economics	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6109
	<b>AMENDED DATE:</b> 05/13/95 08/27/04	<b>DELETION DATE:</b>
<p>All areas of the curriculum are to develop healthy and balanced attitudes toward self and the world of work. The Catholic school appropriately includes career education. Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life. The first is reached by integrating all the different aspects of human knowledge through the subjects taught, in light of the gospel; the second is the growth of the virtues characteristic of the Christian.</p> <p>In accordance with Section 37-13-60 of the 1973 Mississippi School Code [1982 supplement] and State Approval Standards, the school shall develop a career education program.</p> <p><u>In accordance with Mississippi Code - Section 37-13-151, schools shall provide an education program that includes parenting and family living skills and child development to students in grades 10, 11 and 12.</u></p>		

<b>POLICY DESCRIPTION:</b>  Instruction: State Textbooks	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6110
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>
<p>Free textbooks are directed to all students as a form of tangible financial assistance benefiting the schools themselves. Mississippi Code 37-43-1.</p> <p>The school is given an annual funding allotment for state textbooks based on the previous year's average daily attendance (ADA) of students. Each school receives the amount of this state textbook allotment through the Catholic Schools Office.</p> <p>The Textbook Commission provides the official process for textbook transactions.</p> <p>All transactions with the State Textbook Commission are conducted through the Coordinator for State Textbooks in the Office of Catholic Schools.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Technology	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6111
	<b>AMENDED DATE:</b> 08/27/04 08/20/07	<b>DELETION DATE:</b>

Each school shall have a current Technology Plan that has been developed by a local school committee and approved by the Superintendent of Catholic Schools. This plan shall be on file in the Office of Catholic Schools.

The Technology Plan should include the following:

1. clear goals and strategies for the use of technology and telecommunications to improve education, including its integration into the curriculum.
2. description of how telecommunications and services support the objectives of the plan
3. assessment, acquisition, and maintenance of hardware and software
4. strategies for ongoing professional development for staff regarding technology
5. evaluation process for monitoring progress
6. provision for sufficient budget to support and implement the plan.
7. any additional requirements that might be required to obtain discounts, grants, etc. from the Schools and Library Commission and/or other funding sources.

As a condition of continued enrollment, each student must annually sign a Telecommunications Use Agreement.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Use of the Internet and other Technology	<b>ISSUE DATE:</b>  09/14/98	<b>SERIES:</b>  6111.1
	<b>AMENDED DATE:</b>  03/24/07	<b>DELETION DATE:</b>

It is the policy of the educational programs governed by the Diocese of Jackson to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth in the Telecommunications Use Agreement for the use of the Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may well constitute a criminal offense.

*Internet Terms Conditions and Regulations*

1. Acceptable Use - The use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of the Diocese of Jackson. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use - Transmission of any material in violation of any United States Department of Education or Mississippi State Department of Education regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes but is not limited to the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. Privileges - The use of the Internet and related technologies is a privilege, not a right and inappropriate use may result in cancellation of those privileges. Any user who is provided access to Internet and related technologies must be properly briefed on the proper utilization of the network. A user's access to the Internet and related technologies may be revoked or suspended by either the faculty, administration, staff or parent(s) because of unacceptable use.

4. Warranties - The educational programs governed by the Diocese of Jackson make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by the Diocese of Jackson specifically denies any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that is not previously approved as part of the local budget.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Library-Media	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6112
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

In evolving curricular and instructional design, the school library is to be perceived as another learning environment that can and should provide varied learning activities to students.

Schools shall provide access to a balanced, up-to-date, well maintained collection of library media resources to support the curriculum.

1. The library-media center shall be staffed by a licensed library-media specialist or a paraprofessional under the leadership and supervision of a licensed library-media specialist.
2. The library-media center shall have an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology and maintain accurate records of its use.
3. The library-media staff shall offer service to students and faculty that provides access and training in the use of materials and equipment and other learning activities for students as needed.
4. The library-media center staff shall be provided with a copy of the school curriculum and all guidelines for operation of library-media centers as outlined in the Mississippi Department of Education Non-Public School Requirements (and Southern Association of Colleges and Schools where applicable) in order to give adequate service to students and faculty.

<b>POLICY DESCRIPTION:</b>  Instruction: Library - Selection Process	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6112.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

School library procedures shall assure that materials for the collection are:

- A. Selected on the basis of their contribution to the total instruction program.
- B. Input from teachers and support staff is solicited and utilized.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Resources	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6113
	<b>AMENDED DATE:</b> 08/01/2007	<b>DELETION DATE:</b>

All schools will provide adequate instructional resources for the implementation of the curriculum. Resources including textbooks, technology, and supplementary materials including but not limited to workbooks, auditory aids, manipulative materials, equipment, etc.

In all cases the Copyright Laws of the United States (P.L. Law 94-553), Diocesan Internet Terms, Conditions and Regulations, and State Textbook Rules Regulations shall be followed.

Refer to the following policies and regulations for guidelines:

4900 & 4900R – Copyright Law & Provisions of the Law

4800 – Use of the Internet and other Technology

6100 – State Textbooks

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION: 6113 R</b>	
<b>DESCRIPTION:</b>	
Instruction: Provisions of the Law	
<p>All teachers and administrators shall observe the Copyright Laws of the United States. The provisions of Public Law 94-553 pertaining to schools are found in Sections 106 and 107.</p> <p>106. Exclusive rights in copyrighted works. Subject to sections 107 through 118, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:</p> <ol style="list-style-type: none"><li>1. to reproduce the copyrighted work in copies of phonorecords;</li><li>2. to prepare derivative works based upon the copyrighted work;</li><li>3. to distribute copies of phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;</li><li>4. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works to perform the copyrighted work publicly; and</li><li>5. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly.</li></ol> <p>107. Limitations on exclusive right: fair use. Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:</p> <ol style="list-style-type: none"><li>1. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;</li><li>2. the nature of the copyrighted work;</li><li>3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and</li><li>4. the effect of the use upon the potential market for or value of the copyrighted work.</li></ol>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Health Education	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  6114
	<b>AMENDED DATE:</b>  08/27/04	<b>DELETION DATE:</b>
<p>In accordance with Mississippi Code 37-13-131, schools shall provide Comprehensive Health Education program for students in grades K-12. It will include:</p> <ol style="list-style-type: none"> <li>1. Heath Education</li> <li>2. Health Service</li> <li>3. Physical Education and Fitness</li> <li>4. Healthful School Environment</li> </ol> <p>Health Education and Physical Education Curriculum Frameworks should be used as a guide for the development and implementation of the Health Education program.</p> <p>In accordance with Mississippi Code 37-13-35, schools should establish a Local Health Education Council that includes parents and health care professionals. The purpose of this council will be to make recommendations to the administration regarding local needs to be included in the Comprehensive Health Education Curriculum.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Students with Exceptional Educational Needs	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6115
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

Disabilities

Not all Catholic schools in the Diocese will be able to offer Special Education services for children with handicapping conditions. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student is or has been eligible for and/or has received special education services relative to IDEA (Individuals with Disabilities Education Act).

Students eligible for placement under IDEA should not be enrolled in the Catholic school unless a program is available through the Catholic school that can meet the student's special education needs.

When there is evidence that a currently enrolled student exhibits significant behavioral or academic problems and/or parents express concern and request assistance, the Catholic School personnel shall work with the LEA(Local Education Agency) in which the Catholic school is located to determine eligibility for services. The Catholic School shall work with the LEA to ensure that children with disabilities enrolled by their parents in a Catholic (private) school received equitable services as outlined in IDEA (2006).

The appropriate placement for any student who is determined to be eligible for special education services must be considered. Continued enrollment in the Catholic school may or may not be the most appropriate educational placement. The Catholic school will need to determine if the student's educational needs can be met.

Gifted/Talented

Opportunities for growth and enrichment are to be provided for gifted students in so far as a school is able. Every effort should be made to motivate the gifted child in the best use and development of his/her talents.



## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION:** 6115 R

**DESCRIPTION:**

Instruction: Referral to Placement Procedures

1. In compliance with IDEA, a comprehensive educational assessment will be provided by the public school system for all students referred from parochial or private schools. When making a referral for a Comprehensive Educational Assessment, Catholic schools will follow the guidelines established by the Mississippi Department of Education.
  - a. Each local school shall establish a referral process according to Mississippi Department of Education Special Education Regulations and in conjunction with the Local Education Agency (local school district) is located. The principal shall contact the Special Education Program Developer of the appropriate school district(s) to establish the procedures of this process.
  - b. Each local school shall establish a Teacher Support Team that will review students who are failing to master grade level skills, exhibit severe or persistent behavior problems, and/or whose parents request assistance. The Teacher-Student Support Team shall make recommendations for instructional interventions to be implemented by the Catholic school.
  - c. The Local Survey Committee will review instructional interventions implemented for students failing to master grade level skills or modify behavior and make recommendations regarding whether or not a referral for assessment is indicated.
  - d. If a referral for assessment is deemed necessary the Catholic school will follow the steps established with the local school district.
  - e. Parent permission must be granted before an assessment will be conducted.
  - f. Each school shall work with the local school district to insure that the assessment is conducted by a multi-disciplinary team and according to the timelines established by the Mississippi Department of Education.
  - g. If it is determined that the student has a disability that requires special education services, then the Catholic school must determine if the educational needs of the student can be met within the Catholic school setting or if continued enrollment in the Catholic school is in the best interest of the student.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Homework	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6116
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

The term “homework” refers to an assignment to be prepared during a period outside of class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Each school should develop a homework policy in accordance with the following:

1. Homework is a learning activity that should increase in complexity with the maturity of the student. With increased maturity, learning may become more independent. This should be established through consistent assignments that encourage students to investigate for themselves and to work independently as well as with others.
2. Teachers should endeavor to make meaningful assignments. The purpose should always be clearly understood by both the teacher and the student.
3. Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student.
4. Homework is not to be used as a form of punishment under any circumstances.

<b>POLICY DESCRIPTION:</b>  Instruction: Community Resources	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6117
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>

The use of community resources broadens the learning experience of the students. The school should make use of the wide selection of community personnel as well as varied learning environments available in the community, such as libraries, museums, art galleries, industries, historical sites and nature tours.

The staff should integrate these resources within the curriculum.

<b>DIOCESAN REGULATION:</b> 6117R	
<b>DESCRIPTION:</b>	
Instruction: Guidelines for Selection	
School personnel shall use only those community resources where philosophy and programs are compatible with the teachings of the Catholic Church.	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Field Trips	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6118
	<b>AMENDED DATE:</b> 08/27/04 03/24/07	<b>DELETION DATE:</b>
<p>Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested if possible.</p> <ol style="list-style-type: none"> <li>1. Participation in field trips is a privilege, therefore, the administration may place restrictions upon a student's participation in such programs.</li> <li>2. A written request by parents for the student to participate in this activity must be obtained for every child participating in a field trip. Use of the diocesan field trip form is required.</li> <li>3. Overnight trips for elementary school students are prohibited.</li> <li>4. Protection of Children guidelines must be followed regarding adult supervision of students (i.e. screening and introduction to the Diocesan Policy – Protection of Children must be given an orientation)</li> </ol> <p><u>Adequate adult supervision must be provided for all field trips. All volunteer chaperones must be screened and trained in supervisory responsibilities prior to a class trip. Compliance with all "Protection of Children" guidelines is required.</u></p>		

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 6118R**

### **DESCRIPTION:**

Instruction: Extended Field Trip Guidelines

#### Extended Field Trips

Since the requirements for successfully conducting an extended field trip are considerably more complex than a one-day field trip, these special guidelines and procedures have been developed.

#### Definition of Extended Field Trips

An extended field trip is any school sponsored, properly authorized activity which takes students away from the regularly constituted school premises or from their homes for a period extending over one or more nights. Overnight trips are limited to high school (9-12) and need to provide learning opportunities related to a specific student's program and/or objectives.

All extended field trips need the prior approval of the principal.

The principal will determine the appropriateness of the proposed extended field trip with staff members involved on the following basis:

1. The objectives of the trip are consistent with the general objectives of the instructional program.
2. The ongoing school program will not be adversely affected.
3. The participating students' total educational program will not be adversely affected.
4. Appropriate provision is made for continuity of learning for those eligible students who do not participate in the trip activity.
5. The financial implications are realistic in terms of the value of the activity.

#### Adult Supervision

1. Staff members involved in a field trip activity will receive no additional pay for this service.
2. No staff member or member of his or her immediate family shall receive any benefits from outside agencies in relation to school sponsored trips; nor shall any staff member act as an agent or solicitor for any such agency.
3. All adult volunteers must have a background check and training through the "Protection of Children" procedures prior to the scheduled trip.
4. Expenses for staff members and volunteers who accompany students on trips may be included in the cost of the trip after prior notice has been given to parents of participating students. These expenses shall be identified in financial records and reports.
5. At least one certified staff member will accompany students on an extended field trip.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Religious Education	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6200
	<b>AMENDED DATE:</b> 03/24/07	<b>DELETION DATE:</b>

All students are to participate in formal religion classes. Students and faculty are to have the opportunity within school time to participate actively in the sacramental life of the Church. Whenever school is in session on Holy Days, the opportunity to participate in the Eucharistic Liturgy during school hours is to be provided.

Only textbooks and materials approved by the Bishop of the Diocese, through the Office of Faith Formation, may be used in elementary and secondary schools.

## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

**DIOCESAN REGULATION: 6200 R**

**DESCRIPTION:**

Instruction: Religion Curriculum

Elementary Curriculum

1. The National Catechetical Directory shall be used as a guide for catechists to establish the catechetical formation of students.
2. Schools shall follow the curriculum as outlined in the Diocese of Jackson Catechist Companion, c. 2001.
  - a. Only approved texts may be used. A list of approved material is available to assist in the implementation of the curriculum.
  - b. Catechesis in Formation in Chaste living formally known as Human Sexuality, is to be an integral part of the total program.
  - c. A minimum of thirty (30) minutes per day of religious education instructional time is recommended for grades K-6.

Middle and Secondary Curriculum

1. The National Catechetical Directory shall be used as a guide for catechists to establish the catechetical formation of students.
2. The Challenge of Adolescent Catechesis Revised, a document published by NFCYM (National Federal for Catholic Youth Ministry), NCDD (National Conference of Diocesan Directors of Religious Education), and NCEA (National Catholic Education Association), shall also be considered as a guide for adolescent catechesis.
3. Schools shall follow the curriculum as outlined in the Diocese of Jackson Catechist Companion, c. 2001.
  - a. A list of recommended and approved material has been established to assist in the implementation of the curriculum.
  - b. Catechesis in Formation in Chaste Living is to be an integral part of the curriculum.
  - c. A minimum of (50) minutes per day of religious education instructional time is recommended for grades 7-12.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Liturgy	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6201
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Liturgy is to be an integral part of every religious education program; it is the “summit toward which the activity of the Church is directed; at the same time it is the fountain from which all her power flows.” (<u>Cons. on Liturgy</u>, #10, Vat. II).</p> <p>In order that the faithful of all ages may express, renew and deepen their faith through meaningful liturgical celebrations, catechesis at all levels is to be directed to active, conscious, and authentic participation.</p>		

<b>POLICY DESCRIPTION:</b>  Instruction: Peace and Social Justice	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6202
	<b>AMENDED DATE:</b>  08/27/04	<b>DELETION DATE:</b>
<p>In its educational mission the Diocese of Jackson commits itself to the pursuit of social justice and peace education and to the specific fostering of its growth and development as an integral part of the total religion program.</p>		

<b>POLICY DESCRIPTION:</b>  Instruction: Ceremonies, Observances, and Sacraments of the Church	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6203
	<b>AMENDED DATE:</b> 08/27/04 03/24/07	<b>DELETION DATE:</b>
<p>In order to insure the preservation and transmission of Catholic traditions and the distinctly Catholic character of our schools, the curriculum for elementary, middle, and secondary schools of the Diocese of Jackson shall be designed to foster and encourage ceremonies and <u>rituals</u> that incorporate prayer, paraliturgies and sacramental celebrations as recommended in the National Catechetical Directory and To Teach as Jesus Did.</p> <p>The sacraments of Eucharist, Reconciliation, and Confirmation are to be within the parish community. Even though the school religious education curriculum includes instruction in the sacraments, it is the parish that is responsible for sacramental preparation of its children and youth.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  <b>Instruction:</b> Student Progress	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6300
	<b>AMENDED DATE:</b> 08/15/01	<b>DELETION DATE:</b>

The progress of each student toward goals adopted by the school will be of central concern to the administrator and faculty. Progress will be viewed comprehensively by taking into consideration all aspects of student growth: age, mental ability, personal and social needs, learning styles, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Determination of progress will be based on the philosophical belief that recognizes the worth and dignity of each individual. Student progress will be assessed regularly through a variety of procedures, instruments, and observations which take into account individual differences of each student.

Teachers will be responsible for the on-going assessment of student progress. Such information will be communicated to parents/guardians at regular intervals during the academic year.

<b>POLICY DESCRIPTION:</b>  <b>Instruction:</b> Student Grading	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6301
	<b>AMENDED DATE:</b> 12/15/00	<b>DELETION DATE:</b>

Grading is a means of reporting pupil progress and must be based on specific data gained from a variety of evaluative techniques: direct observation, pupil tests, pupil self-evaluations, interviews, and other methods. Grades should reflect student performance, specifically what student know and are able to do. All assessment of pupils is to be rooted in a philosophy which recognizes each student's individual worth and dignity.



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

**DIOCESAN REGULATION: 6301R**

**Instruction:** Grades

In cases where a student's performance on an assessment (test/performance task) indicates a grade less than 50, consideration should be given to re-teaching, retesting, and that the retest grade be recorded. If after re-teaching a student continues to perform at a level less than 50, then an instructional intervention should be implemented to determine if the current placement is appropriate.

In cases where a student fails to submit work (homework or other assignment), the student should be given an Incomplete (I) until such time as the work is submitted. If a student continues not to complete and submit assignments, a parent conference should be held to discuss and identify if the problem is organizational or disciplinary. School and parents should work together to develop a plan to correct the problem. If after working together the student is unable or unwilling to complete and/or submit assignments, then the appropriateness of the current placement should be reviewed.

In either of the above cases, the inability to perform (after re-teaching) and/or inability or unwillingness to complete and submit assignments, the school should make a concerted effort to assist the student in making adequate progress. However, if the concerted effort does not bring the acceptable result, the continued placement at the Catholic school be questioned.

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
<b>Instruction:</b> Progress Reports	08/15/92	<b>6302</b>
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The professional staff of the school is responsible for reporting progress to parents in a variety of ways, such as checklists, online grade books, progress reports, report cards, conferences, etc. <b><u>Pre-Kindergarten – Grade 2 utilize a Diocesan Standards-based Report Card/System.</u></b></p> <p>Student progress reports (report cards/systems), developed by an individual school, need prior approval by the Superintendent of Schools (or his/her designee) before use.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  <b>Instruction:</b> Parent/Teacher Conferences	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6303
	<b>AMENDED DATE:</b> 12/15/00	<b>DELETION DATE:</b>
<p>Conferences with parents/guardians for each student are to be held at least once a year, preferably in the first semester. A second conference is recommended later in the year, if possible.</p> <p>While parent/teacher conferences are not considered part of an official school day, parent/teacher/<u>student</u> conferences <u>can be considered</u> part of the official school day. In such cases, <u>the student should have an active role in the conference by providing to the parent information about his/her progress.</u></p>		

<b>POLICY DESCRIPTION:</b>  <b>Instruction:</b> Academic Acceleration	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6304
<p>Academic acceleration <u>at the elementary level may be considered</u> in exceptional cases upon the recommendation of the teacher and administrator and with the approval of the parent/guardian. <u>Consultation with the Associate Superintendent/Superintendent must occur before any such decision is made final.</u></p> <p>Accelerated courses may be designed for those students who can master the general curriculum and are able to engage in more in-depth study of a specific subject area. Opportunities for growth and enrichment through a Gifted and Talented Program may be provided for students in so far as the school's resources will allow.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  <b>Instruction: Promotion &amp; Retention</b>	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6305
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Schools have the responsibility to work with parents to provide instruction and support services to the extent possible given the resources available with the given school in order that students are afforded adequate opportunity to successfully progress from one grade level to the next.</p> <p>Retention of a student will be done judiciously after considering grade standards as well as the many factors affecting retention. When retention seems likely, parents/guardians are to be contacted several times during the year. Final decisions on retention will rest with the administrator.</p> <p>Students shall not be considered for more than one retention during their elementary years. <u>In such cases where this seems warranted, the student should be provided with instructional intervention and subsequent referral for comprehensive evaluation.</u></p> <p><u>Each school shall develop criteria for promotion from one grade level to the next.</u> The school's policy and procedure for <u>promotion and</u> retention should be clearly articulated in the student handbook.</p>		

<b>DIOCESAN REGULATION: 6305 R (a)</b>	
<b>DESCRIPTION:</b> <b>Instruction:</b> Procedure for Retention of Students <p>Documentation of each meeting should be retained by the administrator and signed by the participants of each conference.</p> <p><u>Meeting I</u> -End of first nine week marking period</p> <p>The teacher discusses the learning difficulties exhibited by the student. A program for remedial action is developed. Parents/guardians should be made aware of the remedial action that will be taken.</p> <p><u>Meeting II</u> End of second nine week marking period</p> <p>The teacher, with the administrator's approval' discusses the possibility of retention with the parent/guardian.</p> <ul style="list-style-type: none"> <li>(a) The conference with parents/guardians should include the rationale for this possibility of retention. Samples of student work, standardized test scores, etc. should be provided in this meeting.</li> <li>(b) The goal of this conference is to reach a mutual decision between parents/guardians and the professional educators for the benefit of the child.</li> </ul> <p><u>Meeting III</u> – The first two weeks of May</p> <p>A conference will be held with the administrator and teacher to inform parents/guardians of the school's final decision.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION: 6305 R (b)</b>
<b>DESCRIPTION:</b> <b>Instruction:</b> Considerations in the Retention of Students
<ol style="list-style-type: none"> <li>1. Maturity – A student in the younger half of the class is more likely to benefit by adding a year to her/his academic life when there is a question of maturity.</li> <li>2. Intellectual Ability – A student with a 70 – 90 IQ range who is working below grade level may only temporarily benefit from retention.</li> <li>3. Physical Size – A student, who is physically larger than his or her peers, may suffer psychologically if placed with smaller students.</li> <li>4. Usual Grade Placement – Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point often compounds student problems.</li> <li>5. Siblings –Retention should be avoided when retention causes the placement of siblings in the same grade.</li> <li>6. Peer Relationships – Retention may adversely affect the relationship of the student within the peer group with which she or he identifies.</li> <li>7. Group Decision – The administrator, parents/guardians and classroom teacher(s) are involved in the decision to retain the student.</li> <li>8. Child’s Attitude – Ideally the student should be involved in some part of the decision for retention or promotion. When the student is included in this planning, a more favorable attitude results.</li> <li>9. Learning Problems -- The school must always ascertain whether retention will help or hinder any student learning deficits.</li> <li>10. Extracurricular Activities – Retention may never be considered by a school for extracurricular activities.</li> </ol>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
<b>Instruction:</b> Assistance for At Risk Students	08/15/92	6307
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

Each school shall develop programs to assist “at risk” students (i.e., those experiencing difficulty with the academic program).

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Secondary Graduation Credit Requirements	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6308
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>A student must meet all the school's curriculum requirements in inclusive of the State and Diocesan requirements in order to go through the school's graduation ceremonies and receive a school diploma. Specific State requirements are set forth in the Policies, Procedures and Requirements for Non-Public Schools. Each secondary school shall have their curriculum requirements approved by the Superintendent.</p>		

<b>POLICY DESCRIPTION:</b>  Instruction: School Calendar	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6400
	<b>AMENDED DATE:</b> 08/27/04	<b>DELETION DATE:</b>
<p>Each Catholic School in the Diocese shall develop a calendar containing the required number of instructional days. The length of the school year shall be no less than required by State law. [Mississippi Code 37-13-63]</p> <p>A calendar of the school year is prepared by each school in the Diocese and submitted to the Superintendent for approval.</p> <p>In the event of an emergency, a disaster, or extreme weather conditions, schools will follow the decisions of the local public school district with regard to closing school. The Catholic schools will remain open or will close with the public schools. The decision of the Superintendent of the local public school district where the Catholic school is geographically located will be followed. Any exceptions must be approved by the Diocesan Superintendent of Catholic Education.</p>		

<b>DIOCESAN REGULATION: 6400 R</b>	
<b>DESCRIPTION:</b>	
Instruction: Guidelines	
<p>It is recommended that schools correlate their school calendar with that of the local public school. Where shared time programs, etc. are in existence, this is a necessity.</p> <p>All schools are to follow the calendar established by the Office of Catholic Education. Dates of Diocesan Catholic School activities must be incorporated into each school's calendar.</p> <p>It is recommended that calendars provide for one (1) or two (2) emergency days. If additional days are needed, vacation periods may be shortened or additional days may be added to the school year in order to meet the required number of days.</p> <p>The Office of Catholic Education must be notified of deviations from the school calendar (early dismissal, late arrival, or closure). Neither local school administrators nor pastors have the prerogative to grant free days or suspend classes, unless there is a plan for make-up days which has been approved by the Superintendent.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: School Day	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6401
	<b>AMENDED DATE:</b> 05/13/95 08/27/04	<b>DELETION DATE:</b>
<p>The school day shall be scheduled by the administration, within the requirements of Mississippi State Law <u>and Accreditation Standards</u> for Non-Public Schools, to offer <u>appropriate educational experiences</u>.</p> <p>The teaching day <u>shall consist of at least 330 minutes of instruction per day or 27.5 hours per five-day week</u>.</p>		

<b>POLICY DESCRIPTION:</b>  Instruction: Instructional Time and Schedules	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6402
	<b>AMENDED DATE:</b> 05/13/95	<b>DELETION DATE:</b>
<p>Schools will provide class schedules that will most effectively serve the essential components of instruction within that school, namely, the needs of students, the school's philosophy and goals, state requirements, and the programs that flow from these.</p> <p>The minimum recommended amount of time for each subject in grades K-6 and 7-12 is stated in the Policies, Procedures and Requirements for Non-Public Schools.</p> <p>The schedule of allocated time should be in written form showing time designated for activities during the school day, week, month, or year.</p> <p>Individual schools are encouraged to develop schedules that most effectively address both the individual needs of the students and the philosophy and goals of the school. Permission to deviate from the state recommended time allotments must be obtained from the Superintendent of Catholic Schools.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Shared Time	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  6403
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

Some students in the school may attend certain classes in the public schools and vice versa when those courses are not offered in the particular school. The principal is encouraged to seek such cooperation with public schools.

**DIOCESAN REGULATION:** 6403 R

**DESCRIPTION:**  
  
Instruction: Parental Approval and Liability

Students who participate in shared programs in the public schools, e.g., home economics, woodworking, etc., must present a signed statement from the parent(s) approving of the participation and assuming liability for the students from the Catholic school to the public school and return.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Co-Curricular Activities	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  6500
	<b>AMENDED DATE:</b> 08/27/04 03/24/07	<b>DELETION DATE:</b>

The principal has the ultimate responsibility for all co-curricular activities. The immediate supervision of a program, however, may be delegated to qualified staff members or competent adults. Parents and other adults who serve as coaches, moderators and/or caregivers are accountable to the principal in all school related activities.

Co-Curricular activities include, but are not limited to the following:

- Academic clubs
- Athletics
- Art clubs
- Band
- Before and After School Programs
- Cheerleading squads
- Choral Groups
- Computer clubs
- Dance/drill teams
- Debate teams
- Drama
- Retreat teams
- Service clubs or organizations
- Student government organizations



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

**DIOCESAN REGULATION: 6500R(a)**

**DESCRIPTION:**

Instruction: Co-Curricular Program Guidelines

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests and needs of the students; offerings will be communicated and published annually.
2. Schools shall use the many available community facilities in planning extra-curricular programs that meet home-community needs.
3. The goal for each student shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardian and the student.
4. To prevent students from over-emphasizing activities at the cost of their academic performance a proper balance shall be maintained.
  - a. Each school shall set forth eligibility guidelines appropriate for the grade levels served.
  - b. Eligibility guidelines will be published in the student-parent handbook.
  - c. Student eligibility will be maintained by the coach/sponsor and communicated to the student and parents/guardian.
5. Guidance is necessary to encourage non-participants who also need activities.
6. Principals, or their delegated representatives, shall plan a Co-Curricular activities program suited to the needs of the students. Parents and other staff members should be consulted in determining the type and range of activities offered.
  - a. Care and consideration shall be given as to the appropriateness of activities for the age/grade level of the students.
  - b. Programs for elementary, middle, and secondary students should reflect the differences in the development of children, preteens, and teenagers.
7. Student participation in Co-Curricular activities shall be encouraged with the welfare of the individual child being the final determinant.
8. Close communication should be maintained among administrators, teachers, parents, and coach/sponsors regarding the appropriate amount of time that should be spent at practices, competition, performances, etc. so that sufficient time can be given to homework and family responsibilities.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 6500R(b)
<b>DESCRIPTION:</b>
Instruction: Athletic Participation Agreement
<p>Because the advancement of the Gospel mission is the key purpose of all programs at schools in the Diocese, parents and students will be asked to sign an “Athletic Participation Agreement” regarding guidelines that govern participation of students and families in athletic events where a Catholic school is being represented. Dignity and respect for each individual are basic Gospel values taught in the Catholic School curriculum. Athletics is an important way of teaching young men and women to cope with life in competitive circumstances and also reflect Gospel values. Parents and other adults, who attend athletic events, are expected to model mature and responsible Christian behavior.</p>

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Instruction: Athletics	08/15/92	6501
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	03/24/07	
<p>Interscholastic athletics can be of value as a supportive element to the total education process. This process concerns the total person, the person’s growth as an individual – spiritually, mentally, emotionally, physically, and socially.</p> <p>Athletics should provide:</p> <ol style="list-style-type: none"> <li>1. A learning experience.</li> <li>2. A positive base for Christian development.</li> <li>3. An understanding of competition, emphasizing sportsmanship and teamwork.</li> <li>4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level.</li> <li>5. The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of a school’s physical education endeavors.</li> <li>6. A school should provide, a program of physical education for all children, an intramural sports program for all who desire some participation in competitive sports, and an athletic program of competition in the skill sports.</li> </ol>		

<b>DIOCESAN REGULATION:</b> 6501 R(a)
<b>DESCRIPTION:</b>
Instruction: Non-discrimination
<p>Catholic schools will not engage in athletic or other activities with schools which discriminate in their enrollment policies and practices. The make-up of the student body shall be indicative of the practice of non-discrimination.</p>

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION:</b> 6501 R(b)
<b>DESCRIPTION:</b>
Instruction: MHSAA
Catholic Schools shall participate in the activities sponsored by the Mississippi High School Activities Association.

<b>POLICY DESCRIPTION:</b>  Instruction: Civic Ceremonies and Observances	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  6600
	<b>AMENDED DATE:</b>  08/27/07	<b>DELETION DATE:</b>
<p>In order to insure the preservation of various traditions connected with civil and cultural area, schools/centers are encouraged to design ceremonies that reflect these traditions/cultures.</p> <ol style="list-style-type: none"> <li>1. <u>The United States and Mississippi state flags are to be in close proximity to the school/centers building during daylight hours when school is in session and weather permitting without damage to the flags. (Mississippi Code 37-13-6)</u></li> <li>2. <u>A course of study shall include (Mississippi Code 37-13-5)</u> <ol style="list-style-type: none"> <li>a. <u>a history of each flag</u></li> <li>b. <u>the duties and obligations of citizenship, patriotism, Americanism, and respect and obedience of the law</u></li> </ol> </li> <li>3. <u>The pledge of allegiance to the United States and Mississippi State flag shall be taught.</u></li> <li>4. <u>The pledge of allegiance to the U.S. flag shall be recited daily.</u></li> </ol>		

<b>DIOCESAN REGULATION:</b> 6600R
<b>DESCRIPTION:</b>
Instruction: Flagpole Inspection
Flagpoles are to be inspected annually by a professional and authorized company.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Instruction: Emergency Procedures	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 6700
	<b>AMENDED DATE:</b> 08/27/04 03/24/07	<b>DELETION DATE:</b>
<p>It is imperative that pupils, staff and the public be protected in case of emergency.</p> <p>Common sense should dictate the reaction of school personnel to emergency situations. All situations cannot be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.</p> <p>All schools will follow the guidelines in Mississippi Code Recompiled, Section 37-11-5, 1973 to develop procedures for emergency planning.</p> <p>Instructional time will be devoted to giving direction to students regarding fire and other emergency procedures. Sufficient instructions and practice of procedures will be provided to insure that students at all grade levels know what to do in cases of emergency.</p> <p>(Refer to 2000 policy series for specific regulations regarding emergency procedures.)</p>		