

COMMUNITY RELATIONS: 1000 SERIES

This series deals with communications and the external relations between the educational institutions of our Diocese and the community. These Policies and Regulations afford direction to all personnel involved in Catholic schools and early childhood centers. Directions are also given to these educational institutions in relation to other school systems, government agencies, private organizations, and the media.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Bishop of Diocese	08/15/92	1100
	AMENDED DATE:	DELETION DATE:
<p>Catholic schools/early childhood centers within the Diocese exist because the Bishop of the Diocese has either approved or mandated their establishment. This follows from the Bishop's responsibility and authority as the prime teacher of the diocese.</p> <p>Catholic educational institutions do not exist in isolation. They are part of a Diocesan system and shall participate in and cooperate with diocesan policies and programs.</p> <p>Except for specific cases or special projects, the relationship of a Catholic school/early childhood center with various Diocesan or State agencies would normally be through the Diocesan Office of Catholic Education.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Local Parish	08/15/92	1200
	AMENDED DATE:	DELETION DATE:
<p>The Catholic educational institutions of the Diocese exist because local parish(es) continue to support their purposes, needs and endeavors. The commitment and support of parents and parishioners, and the leadership of the pastor/canonical administrator(s), keep a Catholic school/early childhood center in existence.</p> <p>Thus, the school/early childhood center administrator should maintain a good relationship with the pastor, pastoral council, parish education committees, parents and parishioners to help them appreciate and value their educational institution as a means of proclaiming the Gospel in our times.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: School Advisory Councils	ISSUE DATE: 8/15/92	SERIES: 1300
	AMENDED DATE: 8/12/06 02/26/2020	DELETION DATE:
<p>Advisory Councils of schools and learning centers, as well as the Diocesan School Advisory Council, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the Diocese, of the parish, and of the school community.</p> <p>Individual School Advisory Council members refer persons with compliments, suggestions, and constructive criticism about operational matters to the Principal/Director, Pastor/Canonical Administrator, or Superintendent.</p>		

POLICY DESCRIPTION: Community Relations: School Advisory Council Meetings - Publicity	ISSUE DATE: 8/15/92	SERIES: 1301
	AMENDED DATE:	DELETION DATE:
<p>The appropriate public should be informed of any significant action taken at meetings of the Diocesan School Advisory Council or local School Advisory Councils.</p> <p>Publicity relative to the Diocesan School Advisory Council shall be released by the Superintendent of Schools or his/her designated agent.</p> <p>The principal/director is responsible for release of local School Advisory Council meeting information.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Responsibilities of the Diocesan School Advisory Council	ISSUE DATE: 08/15/92	SERIES: 1302
	AMENDED DATE: 02/26/2020	DELETION DATE:
<p>The Diocesan School Advisory Council has the duty and responsibility of communicating decisions on matters of policy to the Catholic community throughout the Diocese. Every effort should be made to publicize the goals and expectations of Catholic education for people of all ages in the Diocese.</p> <p>The Diocesan School Advisory Council, as a representative body of the Diocese, provides an avenue for its constituencies to express interest in and concern for total Catholic education. Accordingly, except for executive sessions, the public may attend meetings.</p> <p>Any announcement about Catholic education in the Diocese is to be made by the Superintendent of Schools or her/his designated agent.</p>		

DIOCESAN REGULATION: 1302R	
DESCRIPTION: Community Relations: Public Appearance Before the Diocesan or Local School Advisory Council	
<p>Visitors to Diocesan School Advisory Council meetings are recognized by the Chair at the beginning of the meeting. A record of attendance of visitors to these meetings will be kept. Visitors do not address the School Advisory Council unless formal permission has been received prior to the meeting. At the discretion of the Chair, time may be allotted for comments or questions by the visitor.</p> <p>A request for a formal presentation to the School Advisory Council is to be made in writing at least two weeks prior to the regular meeting. A copy of the remarks made to the School Advisory Council is submitted at the time of the presentation. No formal School Advisory Council response is given at this same meeting.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Policy Decisions of the Diocesan School Advisory Council	ISSUE DATE: 08/15/92	SERIES: 1303
	AMENDED DATE:	DELETION DATE:
<p>The Diocesan School Advisory Council shall adopt policies and guidelines necessary to achieve the educational and formational goals of the Educational Institutions of the Diocese of Jackson.</p> <p>Policy decisions of the Diocesan School Advisory Council will be communicated to constituents on a regular basis.</p>		

DIOCESAN REGULATION: 1303R	
DESCRIPTION:	
Community Relations: Distribution and Implementation of Policies	
<p>Policies and regulations will be communicated in writing to the appropriate persons via the Superintendent of Schools as soon as possible after approval by the Bishop.</p> <p>A time (date) for implementation will accompany the announcement of policy/regulations.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Community and School Relations	08/15/92	1400
	AMENDED DATE:	DELETION DATE:
<p>Schools and early childhood centers of the Diocese of Jackson provide an excellent opportunity for promoting the Gospel through effective community relations.</p> <p>Aware that the practice of genuine Christian virtues has far reaching influences, all involved in the educational ministry not only affirm the dignity of every human being as a person, but also seek to make every contact a truly Christian encounter.</p> <p>A comprehensive understanding of school/center goals, of the programs initiated to reach these goals, and of the needs of the institution tends to activate parents and members in the community and to bring them to a realization of the importance of sharing time, talents, ideas, facilities, and personnel to advance the cause of the school or early childhood center.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Area Public Agencies	08/15/92	1401
	AMENDED DATE:	DELETION DATE:
<p>The Catholic schools and early childhood centers of the Diocese of Jackson should identify and develop possible areas of cooperative networking, programming and resourcing with local human service agencies and other organizations which provide direct and indirect assistance. (Ex. Public School Districts, Human Service Centers, Social Service Centers, Catholic Charities, and Learning Resource Centers.)</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Social Service Agencies	ISSUE DATE: 08/15/92	SERIES: 1402
Schools and early childhood centers shall cooperate with local social service agencies, social workers and similar groups which serve the best interest of the students. Ordinarily, the interviewing of students by such agencies during the school day should be permitted only if written consent has been obtained from the parent or guardian. Student records should not be made available to agencies without prior written consent of the parent or guardian. Any person having reasonable cause to suspect that a child is abused or neglected must report such circumstances to the Department of Human Services. (See Policy 5606 and "Protection of Children – Catholic Diocese of Jackson")	AMENDED DATE:	DELETION DATE:

DIOCESAN REGULATION: 1402R	
DESCRIPTION: Community Relations: Emergency Management Measures	
In the event of an emergency or disaster, the following procedure should be followed: <ol style="list-style-type: none"> 1. All schools shall have an updated Crisis Management Plan. 2. The administrator should follow the advice of the local Emergency Management Agency. 3. The administrator should have weather radios available in the school/center for the purpose of receiving instructions and information. 4. The administrator should notify parents at the beginning of the year that in the event of an emergency or disaster, the advice of the local Emergency Management Agency will be followed 	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Fire Department	08/15/92	1403
	AMENDED DATE:	DELETION DATE:
<p>Each educational institution should familiarize itself with local services available and should seek such services for students.</p> <p>Each administrator must know and observe all school/center regulations of the local fire department, (e.g., regulations regarding fire drills, Christmas decorations, building codes and related safety regulations.)</p>		

DIOCESAN REGULATION: 1403R	
DESCRIPTION:	
Community Relations: Fire Drills	
<p>It is the administrator's responsibility to comply with state and local fire safety regulations, including the following:</p> <ol style="list-style-type: none"> 1. Fire drills shall be held in each school and early childhood center once a month. All pupils, teachers, and employees are required to leave the building. A record must be kept in the administrator's office of the date and time of each drill. This record must be signed by the administrator and any other official Fire Department witness when present. 2. Teachers should be instructed about how fire drills are conducted. 3. Evacuation plans must be displayed in every room in the building, including the gym, cafeteria, multi-purpose rooms, library, etc. 4. As soon as possible after the above evacuation has taken place, each teacher is obliged to use a register or roll book to see that every pupil in his/her charge has been accounted for. Any missing pupils are to be reported to the administrator. 	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Health Department	08/15/92	1404
	AMENDED DATE:	DELETION DATE:
<p>Each school and early childhood center should familiarize itself with available local health services and should seek such services for all students in accord with state and local statutes.</p> <p>Each administrator must know and observe all school/center-oriented regulations of the local health department.</p>		

DIOCESAN REGULATION: 1404R	
DESCRIPTION:	
Community Relations: Administrator's Responsibility to Cooperate	
<p>While the health of the student is basically the responsibility of the parent, the State Health and Sanitation Departments have responsibility for general public welfare. The administrator is responsible to know the health regulations of the local department of health, see that these regulations are carried out in the educational institution, and cooperate with representatives of the local health department.</p> <p>No student is to be accepted into any school or early childhood center without proper proof of immunization as required by the Mississippi Department of Health.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Police Department	08/15/92	1405
	AMENDED DATE:	DELETION DATE:
<p>Each school/center, keeping in mind the rights of students and parents, should cooperate with directives of the local and state police departments.</p> <p>Each school/center should invite members of the local police department to participate in the instruction of students regarding traffic, safety, crime prevention, the DARE program and similar topics.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1405R (a)	
DESCRIPTION:	
Community Relations: Procedures for Student Interviews	
<p>All police and law enforcement officers shall be obliged to deal directly with the administrator if an interview with a pupil is requested. Identification and credentials should be requested.</p> <p>While school personnel are responsible to cooperate with law officers, the interviewing of students on school/center premises should not be disruptive to the learning environment. The Superintendent should be notified whenever such a request is made.</p> <p>Except for situations where there is a suspicion or allegation of abuse by a parent, every effort possible will be made to notify the student's parents prior to interview by a law officer.</p> <p>The administrator shall keep a written record of the visit and forward a copy of this record to the Superintendent of Schools.</p>	

DIOCESAN REGULATION: 1405R(b)	
DESCRIPTION:	
Community Relations: Bomb Threats	
<p>If a telephone or written bomb threat is received by a school or early childhood center, the following procedure must be followed:</p> <ol style="list-style-type: none">1. Evacuate the school/center.2. Inform the Police Department immediately.3. Inform the Superintendent of schools.4. Accept the decision of the police authorities concerning the next step to be taken.	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Relations Between Local Civic Organizations and Public Schools	08/15/92	1406
	AMENDED DATE:	DELETION DATE:
8/12/2006		
<p>Good community relations demand harmonious and friendly cooperation with the public school system and with their officials. Every effort should be made to participate in the activities of the community and to assist civic officials in all projects aimed at promoting the common good.</p> <p>The administrator and entire school staff should keep open the lines of communication with the administration and staff of the local public school and civic organizations.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Accreditation and Licensing Requirements	08/15/92	1407
	AMENDED DATE:	DELETION DATE:
08/12/06 02/26/2020		
<p>All Catholic schools and early learning centers in the Diocese of Jackson will be accredited by a recognized state, regional, and/or national accrediting agency approved by the Superintendent and the Bishop. Therein, each has the responsibility to meet the accreditation or licensing standards as set forth by the entity. Recognized accrediting entities are as follows:</p> <p>Mississippi Board of Education – Accreditation for Non-Public Schools. Mississippi Board of Health – Licensure Midsouth Association of Independent Schools – Accreditation Cognia, Inc. – Accreditation by Southern Association of Colleges and Schools Council on Accreditation and School Improvement</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Professional Organizations	ISSUE DATE: 08/15/92	SERIES: 1408
	AMENDED DATE:	DELETION DATE:
Every parish school/early childhood center is encouraged to hold memberships in appropriate local and national professional organizations which promote and support their activities.		

DIOCESAN REGULATION: 1408R	
DESCRIPTION: Community Relations: National Catholic Education Association	
Each school is required to have comprehensive membership in the National Catholic Education Association. Other professional memberships at both the school/center level and at the individual teacher level are also encouraged.	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Public Relations Activities	08/15/92	1409
	AMENDED DATE:	DELETION DATE:

Each school and early childhood center should keep all segments of its public informed regarding school/center policies and regulations, objectives and programs, budgets and actual costs of the educational operation. The public includes the School Advisory Council, the pastoral administrators, the parish council, the school/center staff, the parents, the students, the total parish and the local civic community.

On the Diocesan level, the Office of Catholic Schools will coordinate public relations activities. The long-range plans of an individual school and early childhood center should be cleared with the Superintendent of Schools before publicity is given to those plans.

In each school/center, the administrator should coordinate the public relations activities under policies and guidelines approved by the Diocesan School Advisory Council and the local School Advisory Council. All announcements regarding a given school/center should be cleared through the administrator to assure consistent policy and to avoid duplication.

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: News Releases	08/15/92	1410
	AMENDED DATE:	DELETION DATE:
	06/30/99	

Individual schools and early childhood centers are encouraged to release to the media all news items which will keep the public informed of current activities and achievements. No comments or public statements, however, are to be made on personnel decisions.

No school/center should release information which is the responsibility of Diocesan officials. Examples would be general policy statements for Catholic education and/or decisions which must be approved by the Diocesan School Advisory Council.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Responsibilities of Superintendent of Schools and Administrators	ISSUE DATE: 08/15/92	SERIES: 1411
	AMENDED DATE: 8/12/06	DELETION DATE:
<p>The Superintendent of Schools will release all general news items that pertain to Catholic schools and early childhood centers in the Diocese.</p> <p>The principal/director, in conjunction with the local pastor/canonical administrator, is responsible for news releases relative to an individual school or center. All news releases must be cleared with the principal/director before giving them to any public media representative.</p>		

POLICY DESCRIPTION: Community Relations: Advancement/Development Programs	ISSUE DATE: 08/15/92	SERIES: 1412
	AMENDED DATE: 8/12/06 02/26/2020	DELETION DATE:
<p>All schools shall establish an active long-term advancement/development program. Such a program shall seek to acquire support for the long-term growth and financial strengthening of the school.</p> <p>An Advancement/Development Plan shall be developed and supported by the Advancement/Development Committee of the School Advisory Council in collaboration with the school advancement/development office personnel, principal and pastor.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Fund Raising Activities	08/15/92	1413
	AMENDED DATE:	DELETION DATE:
<p>Students may participate in fundraising activities/projects conducted by the school/center with the approval of the principal/director and the Advisory Council according to established Diocesan guidelines.</p> <p>Fundraising activities should be limited and not interfere with the primary focus of the educational program. They should also be coordinated with other parish fundraising activities.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Soliciting Funds from Students	08/15/92	1414
	AMENDED DATE:	DELETION DATE:
<p>Any direct solicitation of funds from students in schools/early childhood centers is to be kept to a minimum and used only to educate students in the value of sharing their goods with others.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Advertising and Promotion Activities Involving Personnel and Students	ISSUE DATE: 08/15/92	SERIES: 1415
To safeguard students and parents from possible exploitation, care should be exercised in permitting the advertising or promoting of events and activities of any non-school agency or organization. Unless there is some tangible benefit that the school/center will receive, these advertisements should not be sent home through the school/center. Schools/centers may not release lists of students, parents, or staff to companies for direct mailing of such literature. The Superintendent, the principal, or the director may at his/her discretion approve a promotional activity if it would further the work of a legitimate non-profit community-wide social service agency or if it would promote activities in the interest of the general public.	AMENDED DATE:	DELETION DATE:

POLICY DESCRIPTION: Community Relations: Public Performance by Students	ISSUE DATE: 08/15/92	SERIES: 1416
Public performances by students should be encouraged, especially when these performances contribute to educational objectives.	AMENDED DATE:	DELETION DATE:

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Home School Association/Parent Teacher Organization	08/15/92	1500
	AMENDED DATE:	DELETION DATE:
8/12/06		
<p>Since both parents and the staff of educational institutions are interested in the welfare of the child, cooperation between these two groups should develop a better understanding on the part of each for the other. Their mutual aim is the best preparation of the child for life.</p> <p>To help achieve this objective, parent-teacher organizations should be established in all schools and early childhood centers. These organizations encourage parents and the members of the school/center staff to a greater degree of cooperation in discharging their responsibilities and in sharing their time, talents, and treasures. "Especially through parent associations, let the faithful make their own contribution to advancing the whole function of the school/center, and above all, its task of providing moral development." (Declaration on Education/Second Vatican Council)</p> <p>Some common objectives of these associations are:</p> <ol style="list-style-type: none"> 1) to help parents and teachers acquire a profound appreciation of the ideals of Catholic education; 2) to promote clearer understanding of the mutual educational responsibilities of parents and teachers; 3) to promote cooperation between all approved Diocesan and local organizations working toward the advancement of Catholic education. 		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Fund-Raising by Parent Organizations, Booster Clubs, Alumni, and Other Groups	08/15/92	1501
	AMENDED DATE:	DELETION DATE:
08/12/2006		
<p>Schools/Centers welcome fund-raising efforts, organized formally or informally, to aid the institution in reaching its goals and objectives. These fund-raising projects must, however, adhere to the following Diocesan requirements:</p> <ol style="list-style-type: none"> 1. All fund-raising projects (for the school/center) must FIRST BE APPROVED by the Administrator and the School Advisory Council 2. Monies raised in the name of the school/center through fundraising may not be spent by any organization without the signature of the administrator. 3. All funds raised for the school/center should be deposited in the school account. Any exceptions must be approved by the Superintendent. 4. Specific records of deposits and expenditures need to be kept by the treasurer of each organization and presented to the Administrator and School Advisory Council as requested. 		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Area Catholic Schools	08/15/92	1600
	AMENDED DATE:	DELETION DATE:
<p>Although a Catholic school or early childhood center is a separate parochial/interparochial entity, it does not exist nor operate in isolation. Area Catholic schools are the local Catholic school's counterparts and partners in the diocesan, state and national system of Catholic education.</p> <p>Sharing the professional expertise of personnel or speakers for in-service days among area Catholic schools is one important way to help all the Catholic schools of the area grow professionally. This may also provide a service that would not otherwise be available to an individual school.</p> <p>All administrators are to make provisions for their teachers to attend Diocesan Teacher In-service days.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Appearance, Interviews and Performances	08/15/92	1601
	AMENDED DATE: 8/12/2006	DELETION DATE:
<p>All dates and locations of appearances, interviews and student performances on behalf of the school/center must be cleared through the administrator and the School Advisory Council. The content of the material to be used shall be available to the administrator in advance of any appearance, interview or student performance.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Catholic Schools Week	08/15/92	1602
	AMENDED DATE:	DELETION DATE:
<p>The Catholic Schools of our nation celebrate Catholic Schools Week annually as a means of publicizing the importance and uniqueness of Catholic schools. Through the joint efforts of the U.S. Catholic Conference and the National Catholic Education Association, a theme and national dates for this celebration are scheduled and promotional materials are made available.</p> <p>The schools of the Diocese are to observe the scheduled dates and, where possible, work together to plan liturgies, activities and special events.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Use of Volunteers and Community Resources	08/15/92	1603
	AMENDED DATE:	DELETION DATE:
<p>Schools and early childhood centers are encouraged to make use of community resources and volunteers in furthering the educational program. Volunteers, however, are not to be used in place of certified personnel. The use of volunteers and/or community resources must be approved in advance by the principal/director and all individuals need to be screened through the Diocesan Protection of Children process.</p> <p>Besides the institution utilizing community resources, it should also offer its resources to the community when feasible. Proof of proper insurance coverage, as required by Diocesan procedures, must be provided prior to the use of school/center buildings and/or grounds.</p> <p>The Diocesan Finance Director can provide the amount of required insurance coverage needed.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Commercial Solicitations	08/15/92	1604
	AMENDED DATE:	DELETION DATE:
	8/12/06	

The principal/director should inform parents of worthwhile materials and programs at parents' meetings and through newsletters. Caution needs to be exercised by the administrator to assure that materials and programs are in harmony with the teachings and values of the Catholic church.

Parents should understand that while the school/center may endorse a certain product, there is no coercion to purchase. Under no circumstances are names and addresses of parents or students to be released to a company for solicitation.

If there is a question of a particular company and/or product being approved, the Office of Catholic Schools should be contacted.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Procedure for Parental Concerns	08/15/98	1605
	AMENDED DATE:	DELETION DATE:
<p>Constructive criticism of the school or center is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to assist the school/center to perform its task more effectively. The procedure is as follows:</p> <ol style="list-style-type: none"> 1. Concerns_about individual staff members should first be directed to that staff member. 2. If the concern is unresolved, the principal/director should be contacted. If the concern involves the administrator, the pastor should be contacted. 3. Should a concern continue unsolved after the above steps, it may then be considered a grievance. (See Policy #1614) <p>The School Advisory Council has no jurisdiction over personnel matters, including unresolved staff concerns.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Communication with Parents & Students	08/15/92	1606
	AMENDED DATE:	DELETION DATE:
<p>To ensure adequate communication with parents and students, the school/center should provide information through: newsletters, faculty, parent and student handbooks, brochures and publications, etc.</p> <p>School/center publications serve not only to foster the creative talents of students, but also to assist and support the school/center in its public relations. All publications shall have the approval of the principal/director.</p> <p>Publications should be available to clergy, students, parents, and the parish and community at large. It is recommended that these publications be forwarded to clergy and local newspapers in addition to being sent to the editor of <i>Mississippi Catholic</i> for possible publication.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1606R	
DESCRIPTION:	
Community Relations: Student Handbook	
<p>To ensure adequate communication with parents and students, the educational institution shall provide a handbook of the procedures of the school/center. The publication should provide the following information:</p> <ol style="list-style-type: none">1. School /center address, telephone number, website and e-mail information2. Names of administrator(s) and faculty3. Hours of the day for the school/center4. Overview of the curriculum and religious education program5. Rules of conduct for students6. Parent Organizations7. Procedures should include the following:<ul style="list-style-type: none">• reporting student absences• dealing with parental concerns• visiting the school• release of student information• providing the school/center with documents regarding child custody <p>Where applicable, the following should also be included: testing programs; available remedial assistance, sports programs, hobbies, clubs, etc. and respective rules for eligibility.</p> <p>Parents and students should be asked to annually sign a statement that they have read and discussed the handbook and that they agree to support its philosophy and requirements.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Contests for Students	ISSUE DATE: 08/15/92	SERIES: 1607
	AMENDED DATE:	DELETION DATE:
<p>Students are to be encouraged to participate in contests which represent a genuine learning experience. Students should not, however, enter contests which interfere with their regular school work, or consume an undue amount of time.</p> <p>Participation in contests is to be determined at the local level by the administrator.</p>		

DIOCESAN REGULATION: 1607R	
DESCRIPTION: Community Relations: Restrictions and Criteria	
<p>All activities relating to a contest or competition and which occupies the time of the student within the school day must be directly related to the program of studies.</p> <p>The entry, in a contest or competition, of materials produced in the classroom must be made voluntarily by the student with no associative factors of success or grade attached to its entrance or non-entrance. Participation is voluntary both on the part of the school and the individual student.</p> <p>The administrator and/or teacher always reserves the right to decide whether or not a student entry meets Catholic school standards.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Gifts to Personnel	08/15/92	1608
	AMENDED DATE:	DELETION DATE:
<p>Commissions or gifts to personnel of educational institutions from individuals or companies selling equipment or materials are not permitted.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Government Aid and Programs	08/15/92	1609
	AMENDED DATE:	DELETION DATE:
<p>Keeping in mind the rights of students and parents, schools/centers of the Diocese will participate in government funded programs which are beneficial to the student.</p> <p>The administrator should:</p> <ol style="list-style-type: none"> a. Take the initiative with the local public school system and establish regular lines of communication; b. Evaluate and monitor all programs; c. Know WHERE to obtain assistance and HOW to request assistance; d. Submit need assessments for students who could qualify for services; implement programs as designed for students. 		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1609R(a)	
DESCRIPTION:	
Community Relations: Available Federal/State Programs	
<p>All educational institutions are encouraged to keep updated files on the procedures for all government programs. These procedures often change annually; therefore, the administrator should be careful to obtain current information.</p> <p>Congress has provided federal assistance for the participation of students enrolled in both public and non-public elementary and secondary schools. Although these programs are administered by public agencies, the provision of benefits to eligible non-public school students should be equitable to those provided to eligible public school students.</p> <p>Federal Programs include:</p> <ul style="list-style-type: none">- Child Nutrition Programs- Child Care and Development Block Grants- Telecommunications Act of 1996- Special Education Services under IDEA (Individuals with Disabilities Act)- Title I - Helping Disadvantaged Children Meet High Standards- Title II - Eisenhower Professional Development Program- Title III - Technology for Education- Title IV - Safe and Drug-Free Schools- Title VI - Innovative Education Strategies- Title VII - Bilingual Education <p>State Programs include:</p> <ul style="list-style-type: none">- Textbooks - Textbook Loan Law as amended 1960-1966- Driver Education for all eligible students through the State Department of Education.- The Educable Child Act - financial assistance to parents of eligible exceptional students attending parochial schools.	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1609R(b)	
DESCRIPTION: Surplus Property	
<p>The Mississippi Surplus Property Procurement Commission, by authority of the Federal Property and Administrative Services Act of 1949, as amended; P.L. 81-152; 63 Stat. 385; 40 U.S.C. 484, makes available federal surplus property to non-profit, tax-exempt educational institutions.</p> <p>The Surplus Property Procurement Commission is located on Whitfield Road in Rankin County near the Mississippi State Mental Hospital.</p> <p>Every administrator and every pastor of a parish with a school or center is authorized to purchase surplus property for the school. The procedure for authorization is administered annually by the Office of Catholic Schools directly with the Commission.</p> <p>The pastor and principal/director may delegate other persons connected to the school/center to purchase property. These names must be submitted to the Superintendent each year.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Chemical Hazards	08/15/92	1609.1
	AMENDED DATE:	DELETION DATE:
<p>All chemicals are to be routinely inspected and clearly labeled to indicate contents and possible hazards. Places to be inspected on a regular basis include maintenance room, storage rooms, science labs, etc.</p>		

DIOCESAN REGULATION: 1609.1R(a)	
DESCRIPTION:	
Community Relations: Compliance with State/Federal Laws	
<p>Elementary schools should not house chemicals that are hazardous or dangerous.</p> <p>Secondary schools should have a program complying with Mississippi School Law and must be in total compliance with all OSHA Federal standards dealing with chemical hazards and right-to-know laws. All hazardous chemicals must be disposed of in accord with local, state and federal regulations.</p>	

DIOCESAN REGULATION: 1609.1R(b)	
DESCRIPTION:	
Community Relations: Safe Drinking Water Act	
<p>An amendment to the Safe Drinking Water Act, known as the Lead Contamination Control Act, requires that States establish programs to help local educational agencies test for and remedy lead contamination in drinking water from coolers and other sources of lead. EPA grants to States are available for the purpose of eliminating or reducing lead in drinking water to the lowest feasible level.</p> <p>The EPA recommends that contact be made with the State Department of Health or Environment for further information. It also recommends that testing of drinking water take place whenever the lead level of any drinking water outlet exceeds 20 ppb.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Non-Discrimination Statement	ISSUE DATE: 08/15/92	SERIES: 1610
	AMENDED DATE: 06/30/99 01/27/07	DELETION DATE:

The Catholic schools and learning centers of the Diocese are required to comply with all applicable federal and state anti-discrimination laws. They hire employees and admit students of any race, color, national and ethnic origin, sex, age, religion or disability to all the rights, privileges, programs and activities generally accorded or made available to all individuals at the school/center.

The educational institutions of our Diocese do not discriminate on the basis of race, color, national and ethnic origin, sex, age, religion, or disabilities in the administration of their educational policies, admission policies, personnel policies, scholarship and loan programs, or athletic and other school/center administered programs.

Catholic schools and learning centers do, however, reserve the right to give preference to Catholic students in their admission policies and to Catholic teachers in their hiring decisions.

The school/center also reserves the right to refuse an application – student or employee – if it concludes it does not have the necessary resources to implement the requested accommodation.

The schools/centers of the diocese have varied resources to assist individuals with disabilities. Unfortunately, it is impossible for all students or employees with a documented disability to be accommodated by the school/center. On a case-by-case basis, each educational institution will assess the physical, emotional and educational needs of the student or employee who requests an accommodation.

DIOCESAN REGULATION: 1610R(a)	
DESCRIPTION:	
Community Relations: Annual Publication of Policy	
The policy on non-discrimination must be published on a yearly basis in the Diocesan newspaper. Each school is to publish the non-discrimination policy annually in the parish bulletin as well as promulgating it in its handbook and other publications.	

DIOCESAN REGULATION: 1610R(b)	
DESCRIPTION:	
Procedures for Dispute Resolution	
For processing and resolution of Title IX, and/or other discrimination complaints, please refer to 1614R.	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Political Activities	08/15/95	1611
	AMENDED DATE:	DELETION DATE:
<p>In their educational efforts on the moral and human dimensions of public issues, educational personnel cannot be engaged in partisan politics within the school/center environment.</p>		

DIOCESAN REGULATION: 1611R	
DESCRIPTION:	
Community Relations: IRS Guidelines	
<p>According to IRS guidelines governing non-profit organizations, the following activities must be avoided by personnel acting in an educational role:</p> <ul style="list-style-type: none"> A. Endorsing or opposing parties, candidates, groups of candidates or taking actions which can be construed as endorsement. B. Making available the free use of school facilities for partisan use on behalf of a particular party or candidate. C. Using school publications or activities to support, promote, endorse or oppose any particular party or candidate. D. Permitting the distribution of partisan political materials developed by or for specific candidates in schools or school entrances or through school publications. E. Publicly using levels or code words in school materials to describe particular candidates as a way of indicating support or opposition. <p>“Through the tax code and through a series of rulings issued by the Internal Revenue Service the United States government has placed limits upon the political activities for non-profit, tax exempt organizations including churches. In this regard, it is important to keep in mind the following statement of the U.S.C.C. (United States Catholic Conference): Under the tax code of the United States, tax exempt groups are not allowed to intervene in political campaigns for the purpose of influencing the campaigns on behalf of a particular candidate. This does not mean that church related groups may not be involved at all in voter-education activities. Rather, it means if they are tax exempt, they may not be involved in a partisan way, such that particular candidates are favored or approved. Essentially, the IRS allows tax exempt groups to participate in voter-education activities as long as: 1) they address a multiplicity of issues, and 2) they do so in an unbiased manner.”</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Student Recruitment	08/15/92	1612
	AMENDED DATE:	DELETION DATE:
<p>Each Catholic school and early childhood center in conjunction with the School Advisory Council is to develop an on-going program of student recruitment. This program should emphasize the following points:</p> <ul style="list-style-type: none"> A. the quality and uniqueness possible in a Catholic school/early childhood center B. the aspect of a faith community in the Catholic school/center. 		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: School/Center Directory	08/15/92	1613
	AMENDED DATE:	DELETION DATE:
<p>To provide school/center family data, a directory will be distributed, as authorized by the administrator, to school/center personnel and approved parish-related parties. A copy of the directory is also to be available in the administrator's office for other authorized persons. Under no circumstances will it be distributed for political or commercial use.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Settlement of Disputes/Grievances	ISSUE DATE: 08/15/92	SERIES: 1614
	AMENDED DATE: 01/05/01	DELETION DATE:

The Office of Catholic Education shall provide a set of guidelines which make it possible to deal with any problem, complaint, suggestion, grievance or question that might arise. This is in keeping with the principles inherent in the faith community that characterizes relationships of administrators, faculties, parents and students of Catholic educational institutions.

These guidelines attempt to ensure a just resolution of disputes which occasionally arise in areas connected to the management of Diocesan educational institutions.

For dispute resolution procedures for employees, see Policy #4601, Regulation #4601R.

For dispute resolution procedures for student discipline, see Policy 5401, Regulation 5401R(c)

DIOCESAN REGULATION: 1614R #1 of 4	
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DESCRIPTION:

Community Relations: Procedures for Dispute Resolution including Discrimination Complaints

The Diocese appoints the Superintendent of Education of the Catholic Diocese of Jackson (237 East Amite Street, Jackson, MS, 39201, (601) 969-2742) as the employee charged with coordinating the dispute resolution process. The Superintendent may delegate this responsibility to others on a case-by-case basis or appoint a Grievance Committee to aid in the processing of the grievance.

The following dispute resolution procedure shall provide a process for filing, processing and resolving any student/parent disputes or grievances (excluding discipline).

Students are protected from discrimination by federal and state laws granting them equal opportunity without regard to race, color, national origin, disability or sex. Students are also protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment Act of 1972. In summary, it is the policy of the Diocese to comply with all laws prohibiting discrimination on the basis of race, color, national origin, disability or sex.

I. **DEFINITIONS**

Grievance: 1) a claim that there has been a violation, misinterpretation, or misapplication of any provision of any policy, rule or regulation with the exception of disciplinary matters 2) a complaint by any student or parent/guardian which alleges that any Diocesan or school/center policy, procedure or practice discriminates on the basis of race, color, national origin, disability or sex, including sexual harassment; 3) a complaint that any employee or student has subjected another to such discrimination.

Grievant: any student, parent, legal guardian or custodian of a student who submits a grievance.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1614R #2 of 4

DESCRIPTION:

Community Relations: Procedures for Dispute Resolution including Discrimination Complaints

Respondent: the person alleged to be responsible for the actions or inactions set forth in the grievance; the term may be used to designate persons with responsibility for a particular action or inaction, or persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

Day: a working day not including holidays and/or weekends

II. GENERAL PROCEDURES

- A. Since this dispute resolution procedure is administrative in nature, no attorneys or legal representatives shall be allowed to participate in an active manner.
- B. It is important that grievances be filed and processed as rapidly as possible. The time periods set forth in Section III for the responses and decisions to be communicated to the Grievant or Respondent should be considered goals with each situation taken on a case-by-case basis. At any level in the grievance procedure the time limits may be extended when necessary.
- C. If during any step there is a reasonable basis to believe that an employee or student has engaged in any sexual misconduct or involvement with any student under the age of 18 in violation of "Protection of Children – Catholic Diocese of Jackson", the administrator should follow procedures designated by Diocesan policy and Mississippi law. Referral to "Protection of Children – Catholic Diocese of Jackson" shall terminate the original grievance process initiated under this procedure. The Superintendent must be informed of such action.
- D. Facts elicited during the grievance procedure are confidential. A copy of documents, communications and records dealing with the processing of a grievance will be filed in a separate file in the Superintendent's office.
- E. Facts elicited during the grievance procedure that result in adverse disciplinary action against an employee become part of that employee's personnel file.
- F. The failure of Grievant or Respondent to proceed from one level to the next within the set time limits, without being granted an extension of time shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular grievance.
- G. The failure of the reviewing parties to communicate their decision to Grievant or Respondent within the time limits shall permit Grievant or Respondent to proceed to the next level of appeal.
- H. Grievant may withdraw his/her grievance at any step without reprisal. However, a grievant shall not be permitted to resubmit the same grievance once withdrawn.
- I. There shall be no retaliation against a grievant for filing a grievance or against any person for participation in any way in the grievance process.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1614R #3 of 4

DESCRIPTION:

Community Relations: Procedures for Dispute Resolution including Discrimination Complaints

III. PROCEDURES FOR PROCESSING A DISPUTE/GRIEVANCE

Level One

Prior to filing a formal written grievance, and within three (3) days of the action or inaction resulting in the grievance, Grievant should visit with the student's principal/director. The parties should make a reasonable effort to resolve the grievance. If the grievance is against the student's principal/director, the Grievant may communicate directly with the local pastor/canonical administrator. If an informal resolution of the grievance cannot be reached through these procedures, Grievant may initiate a Level Two grievance.

NOTE: At any point during the appeal process, if Respondent is the principal/director or any other person designated to handle the appeal or issue a decision, Grievant should consult with the Superintendent of Schools for proper appeal submission procedures.

Level Two

Grievant shall file with the principal/director of the school [no later than five (5) days after the action/inaction resulting in the complaint,] a written explanation with specific detail including all procedures, policies, and actions or inactions as well as any proposed remedies for the specific concern.

Within three (3) days, Respondent shall tender a written response to the grievance to the principal/director. The principal/director shall investigate the charges and tender a written decision and resolution to Grievant and Respondent within five (5) days of receipt of the response.

Level Three

If unsatisfied with the decision and resolution proposed by the principal/director in Level Two, within five (5) days of receipt of the written decision, Grievant or Respondent shall submit the written grievance, the written response and written decision to the pastor/canonical administrator for his/her review. Within ten (10) days, the pastor/canonical administrator will meet with the Grievant, Respondent and principal/director in an effort to resolve the grievance.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

DIOCESAN REGULATION: 1614R #4 of 4
DESCRIPTION:
Community Relations: Procedures for Dispute Resolution including Discrimination Complaints
<p>Level Four</p> <p>If unsatisfied with the resolution proposed by the pastor/canonical administrator in Level Three, Grievant or Respondent has five (5) days from the date of the meeting to submit a written appeal to the Superintendent of Schools.</p> <p>Within ten (10) days of receipt of the appeal, the Superintendent has the option to appoint a Grievance Committee of three persons. The Committee shall receive copies of the grievance, the response, and the written decision of the principal/director. Within thirty (30) days of its appointment, the Committee shall conduct an evidentiary hearing. At the hearing, the Grievant shall present evidence and testimony in support of the grievance. Respondent shall then provide any rebuttal evidence and testimony. The Committee may ask questions of all witnesses, Grievant, Respondent and principal/director. The Committee shall make a tape recording of the proceedings and compile a list of witnesses and documents presented at the hearing. As noted in the General Procedures, no attorneys or legal representatives shall be allowed to participate in the hearing. Within ten (10) days of the hearing, the Committee shall issue a written decision and send copies to Grievant, Respondent, the Principal/Director, the Pastor/Canonical Administrator and the Superintendent of Schools.</p> <p>Level Five</p> <p>If unsatisfied with the resolution proposed by the Grievance Committee (if one has been appointed) in Level Four, Grievant or Respondent has five (5) days from the date of receipt of the Committee' decision to submit a written appeal to the Superintendent of Schools. The Superintendent shall review the grievance, the response, the written decision of the principal/administrator, the tape recording of the hearing, the documents presented at the hearing, and the written decision of the Committee. The Superintendent may at her/his discretion conduct an independent investigation and request additional evidence or information from the parties. Within fourteen (14) days of receipt of the appeal, the Superintendent shall issue a written decision and resolution. The decision of the Superintendent is final.</p>

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Student Production of Goods and Services	08/15/92	1615
	AMENDED DATE:	DELETION DATE:
<p>Students may contribute services and produce materials for community organizations only to the extent that such activities further the students' educational development and orientation to service.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION: Community Relations: Use of Parish/Educational Facilities	ISSUE DATE: 08/15/92	SERIES: 1616
	AMENDED DATE: 8/12/06	DELETION DATE:

Parish educational facilities belong to the parish as a whole and are to be fully utilized by the entire parish in a spirit of cooperation. Written guidelines for the use of the facility shall be clearly established to help insure this cooperative effort.

Proof of proper insurance coverage, as required by guidelines from the Diocesan Financial Director, must be provided to the administrator by all outside organizations prior to use of any school/center facilities or grounds.

DIOCESAN REGULATION: 1616R	
DESCRIPTION:	
Community Relations: Documented Guidelines	
Guidelines for use of classroom facilities should be written and included in overall parish guidelines. Religious education and school personnel should expect that facilities will be left in good order for classes to be held.	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Community Relations: Visits to Schools and Early Childhood Centers	08/15/92	1617
	AMENDED DATE:	DELETION DATE:
<p>Schools/centers are encouraged to hold an Open House program annually. Occasions such as Catholic Schools Week and similar observances provide excellent opportunity for coordinating this program with diocesan and national publicity.</p> <p>Apart from a formal Open House program, visitors are welcome to visit the school/center and to observe classes. Prior to the visit, however, the administrator and teacher must be contacted, and a mutually beneficial time be arranged.</p>		

DIOCESAN REGULATION: 1617R	
DESCRIPTION:	
Community Relations: Published Guidelines	
<p>Each school/center shall have written published guidelines on visits to the institution. Provision should be made for parents and others to be able to view the programs in action several times during the year. These dates should be planned, scheduled and publicized well in advance of their occurrence.</p>	