

BUSINESS/NON-INSTRUCTIONAL

NONDISCRIMINATORY POLICY

Gender	3000
<p>All practices of a Catholic school in the Diocese of Springfield-Cape Girardeau related to employment shall be conducted without discrimination on the basis of gender. No school shall, on the basis of gender:</p> <p>Recruit, advertise, select employees, pay, promote, and classify employees, grant leaves, provide fringe benefits, select for training in special workshops, conferences, restrict employment to a single sex unless the position is such that it can only be performed by a member of that gender.</p>	
<p>Approval Date: 1998</p> <p>Review Date: 2009</p> <p>Revision Date:</p>	

Race	3002
<p>All practices of a Catholic school in the Diocese of Springfield-Cape Girardeau related to employment shall be conducted without discrimination on the basis of race, color, national ethnic origin or age:</p> <p>Recruit, advertise, select employees, pay, promote, classify employees, grant leaves, provide fringe benefits, select for training in special workshops or conferences.</p>	
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UNLAWFUL HARASSMENT POLICY

3010

The Diocese of Springfield-Cape Girardeau will not tolerate sexual harassment by any personnel, male or female, employee or volunteer. No one at any level of authority is exempt. Violation of this policy can result in disciplinary action including but not limited to dismissal from employment.

Complaint Procedure

Any person who believes that he or she has been sexually harassed or subjected to other unlawful harassment should immediately report the matter to his or her supervisor, pastor, principal, or to the Chancellor of the Diocese. Anyone who becomes aware of any possible sexual harassment should immediately advise the supervisor, pastor, principal, or Chancellor. The supervisor, pastor, principal should then report the complaint to the Chancellor of the Diocese, who will direct the investigation. The complaint will be investigated in as confidential a manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese. (c.F. Policy #5535)

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SEXUAL MISCONDUCT

3015

Sexual misconduct by personnel of the Diocese is contrary to Christian principals and is outside the scope of the duties and employment of all personnel of the Diocese. All personnel of the Diocese must comply with applicable state and local laws regarding incidents of actual or suspected sexual misconduct, and also with the policies detailed in the Diocesan policy manual.

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UNIVERSAL PRECAUTIONS POLICY

3020

Measures for Cleaning Blood and/or Body Fluids:

Since HIV and other infections are present in blood and other body fluids and since no one is aware if such infection is present, the Centers for Disease Control recommend that Universal Precautions be taken in cleaning up spills of blood and/or other body fluids. The suggested guidelines and procedures are as follows:

Guidelines

- A. Adopt a precautions policy to be followed by all school personnel (Administrators, teachers, food service, custodial staff, bus drivers).
- B. Keep rubber or latex gloves readily available for use by all personnel.
- C. Provide a 10% chlorine bleach/90% water disinfecting solution in suitable containers at all work stations.
- D. Keep proper disposable supplies available (paper or disposable towels, disposable gloves, heavy duty trash bags with twist ties) at all work stations (teaching, custodial, office, food service, buses).
- E. Train ALL personnel in precaution procedures.
- F. Periodically review and reinforce the precautionary procedures.

Procedures

- A. Cover fluids with absorbent floor sweep material to keep them from spreading.
- B. Clean up with disposable towels or tissues.
- C. Clean all surfaces which have been in contact with the fluids with 10% bleach solution.
- D. Wear disposable rubber or latex gloves when cleaning any body fluid spills. Avoid direct exposure of any open skin lesion or mucous membrane to any body fluid.
- E. Dispose of ALL clean-up materials in heavy duty trash bags which are securely closed.
- F. Wash hands and other exposed skin area after exposure to any body fluid with soap and water.

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To comply with OSHA regulations regarding blood borne pathogens which apply to anyone who has occupational exposure to blood borne pathogens, especially the two that cause the most concern, namely, hepatitis B virus (HBV) and human immunodeficiency virus (HIV) all schools must implement the following procedures:

- A. Determine which jobs have occupational exposure.
- B. Make Hepatitis B vaccinations available to all employees with occupational exposure.
- C. Establish an Exposure Control Plan. The plan must:
 - 1. Communicate the hazard to employees;
 - 2. be accessible to all employees;
 - 3. Provide engineering and work practices.
- D. Provide personal protective equipment.
- E. Provide disposal of contaminated items.
- F. Provide annual training/retraining of employees.
- G. Maintain records for the duration of employment plus 30 years. (Training records can be eliminated after three years)
- H. In service/retrain every year.
- I. New Employees every three years.

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COMMUNICABLE DISEASES

3030

All members of the staff should be familiar with the statement of the Bishops of Missouri concerning HIV/AIDS as well as the statement adopted by the U.S. Catholic Bishops in their meeting of November, 1989, entitled "Call to compassion and Responsibility: A Response to the HIV/AIDS Crisis". Copies of these statements should be kept in the school files and should be reviewed annually.

Catholic schools in the Diocese of Springfield-Cape Girardeau will follow the recommended policies and procedures on communicable diseases established by and updated by the Missouri Department of Health and the Center for Disease Control. Local school boards shall adopt policies that are in compliance with these policies and procedures.

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COMMUNICABLE DISEASE – STUDENTS

3030.1

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that: (a) the student is no longer infected or liable to transmit the disease; or (b) the student is afflicted with a chronic infection disease which poses little risk of transmission in the school environment with reasonable precautions.

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RECOMMENDED PROCEDURES

Students with a contagious or infectious disease and their families have a right to privacy and need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff member will be cause for disciplinary action.

All employees will follow the most recently issued guidelines of the Center for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action. (cf. #3020)

A staff member who has a basis for believing a student has been exposed to a contagious disease or who observes symptoms of such a disease shall inform the building administrator who will request a review of the case by a designated health professional (school nurse, physician, county nurse).

If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication, "*Prevention and Control of Communicable Diseases – A Guide for School Administrators*", FHC 16. An administrator may require a physician's certification that a student is no longer liable to transmit the disease.

GRIEVANCE PROCEDURE**3030.1A**

Grievance procedure for student excluded from school for more than a short duration. The parents may within three (3) working days request a team review and assessment of the student's medical condition. The team shall be comprised of the following:

- (a) the student's parents or guardians;
- (b) the student's personal physician
- (c) a school health professional
- (d) the building administrator
- (e) the pastor; and
- (f) A school board representative or designee, and may include (b) & (f).

The team will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment and determine whether the student would be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded from attending school. The team will also establish dates and /or conditions under which the student's status will be reviewed.

The team will also identify the school staff members who have a medical need to know the identity of the infected student¹.

The determination of the team will be made within three (3) working days after the team is convened and communicated in writing to the student's parents or guardians, the building administrator, and to the superintendent. The determination will be final unless reversed on appeal.

The parents or guardians of the student may appeal the determination of the team to the superintendent by submitting notice of appeal in writing to the superintendent within five (5) working days after receiving written notification of the team's determination. Within five (5) working days after receiving notice of appeal, the superintendent will confer with the assessment team, review the record and/or receive additional information, and make a recommendation to the administrator. The stated timeline may be adjusted by mutual agreement of the parties.

If a student with a chronic infectious disease is permitted to attend school, the building administrator will identify and notify the staff members who, for medical reasons, need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.

¹See special note following Section 3030

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COMMUNICABLE DISEASES – EMPLOYEES

3030.2

An employee of the district shall not be permitted to work in a school setting if the employee is known to be afflicted with or liable to transmit a contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that: (1) the employee is no longer infected or liable to transmit the disease; or (2) the employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any employee with a chronic infectious disease who is permitted to work in a school setting must do so under specified conditions. Failure to adhere to the conditions will result in action to dismiss the employee.

Employees with a contagious or infectious disease have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition will be cause for disciplinary action.

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RECOMMENDED PROCEDURES

The district's policy and procedures on communicable diseases, including detailed information about procedures to be implemented should an employee with a chronic infectious disease be working in the school environment, will be disseminated to employees and parents of all students attending school of the district and to the news media at least annually.

All employees will follow the most recently issued guidelines of the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action. (cf. #3020)

In the event an employee is infected with a contagious or infectious disease, or if the building administrator has a reasonable basis for believing an employee's physical condition may pose risk to others, the building administrator shall request the employee to undergo a medical examination by a physician mutually agreed upon by the employee and the board, or its designee, to determine the nature of the employee's medical condition and the extent of the health risk to others, The employee will be placed on sick leave in accordance with district policy until the case is disposed of under this policy.

Refusal to submit to a medical examination will result in action to dismiss the employee.

If the examining physician determines that the employee is afflicted by acute infectious disease of relative short duration, the employee will continue on sick leave and/or leave without pay in accordance with district policy until a physician certifies that the employee is no longer liable to transmit the disease.

If the examining physician determines that the employee may be afflicted with a chronic infectious disease, the employee will continue on sick leave and/or leave without pay in accordance with district policy until the following procedures have been concluded.

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The building administrator shall, within three (3) working days, request a team review an assessment of the employee. The team shall be comprised of the following:

- (a) the employee
- (b) the employee's personal physician
- (c) a public health official
- (d) the building administrator
- (e) the pastor, and
- (f) two others mutually agreed upon by the school and the employee

The team will assess the employee's medical condition, the employee's working conditions and the risk of exposing others to the disease in the school work environment and determine whether the employee should continue in the current assignment without restriction and conditions, continue in the current assignment with restrictions and conditions; be reassigned to another position for which qualified, but which would involve less risk to self and others; be placed on sick leave, leave without pay, or disability leave in accordance with district policy because the employee is unable, at least temporarily, to perform his or her regular assignment or another for which qualified; or be terminated because the employee is physically incapacitated from performing duties for which qualified, or is unwilling to conform with restrictions and conditions of employment. The team will also establish dates and/or conditions under which the employee's status will be reviewed.

The team will also identify those persons within the employee's work setting who have a medical need to know the identity of the employee².

See special note following Section 3030

The determination of the team will be made within three (3) working days after the team is convened and communicated in writing to the employee, the building administrator, and to the superintendent. The determination will be final unless reversed on appeal.

The employee may appeal the determination of the team to the board of education in accordance with district policies and procedures for employment related grievances.

If an employee with a chronic infectious disease continues to work in the school environment, the building administrator will identify and notify the staff members who, for medical reason, need to know the employee's identity and condition under which the Employee is working in the school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.

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+Special Note+

3030.2A

Staff members who have a medical need to know the identity of a student or employee with a chronic infectious disease would include (1) those who are designated by the school district to determine the fitness of an individual to attend school or work in a school environment; (2) those who are responsible for providing health care to the infected individual, such as the school nurse; and (3) those who are most likely to be in a position or render first aid to an infected individual in case of accident or medical emergency.

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MONIES COLLECTED FOR SCHOOL PURPOSES

3100

The principal, as the chief administrative officer of the school, is responsible that all monies received by the school be handled in a safe and secure manner.

Each school board should have a written policy governing the handling of monies received at a specific school in accordance with Diocesan Policies, Guidelines, & Procedures.

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DIOCESAN POLICY REGARDING PARISH AND SCHOOL FINANCES

PARISH ACCOUNTS

3300

All parish, school, or organizational funds should be deposited in bank accounts titled in the name of the institution. All accounts should be two signature accounts with one of the signatories being the pastor or principal.

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3500

An approved annual budget is due in the Catholic School Office each year on or before July 31st.

(See Appendix B)

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TUITION AND PARISH SUBSIDY

3505

The following concept should be considered when tuition amounts are established.

Tuition should reflect a much larger portion of per pupil cost of schooling so that the parents do their fair share in educating their child, thus allowing the parish to minister to the larger community. Since the school is only one facet of church ministry, it should not take an inordinate portion of the parish's income for subsidy. The community of faith is to be enriched and enhanced by the work of the school but it is not the only parish outreach.

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SALARY AND SALARY SCALE

3510

The Diocese establishes a minimum salary for all professional staff members. This minimum salary and the recommended cost of living increase is communicated to pastors and boards in January by the Superintendent of Schools. No. school shall set a lower minimum without written approval from the Superintendent of Schools.

Each school shall have a salary scale in effect for all teaching and administrative staff.

The stipend for Religious is determined by the Ordinary of the Diocese.

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FUND RAISING

3600
Necessary fund raising is an activity proper to the parish, home school association or school board. Students may work in school approved activities for fund raising purposes with parental supervision.
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RAFFLES & DRAWINGS

3601
Catholic schools are permitted to sponsor raffles and drawings, using the standards and conditions of regulations provided by the general assembly under Constitutional Amendment #8.
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COLLECTED MONIES

3602

All monies collected for school purposes are to be used for the purposes for which they have been collected. Annually, a full accounting of these funds must be made to the Diocesan School Office (in Annual Financial Report) and to the constituency of the school.

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