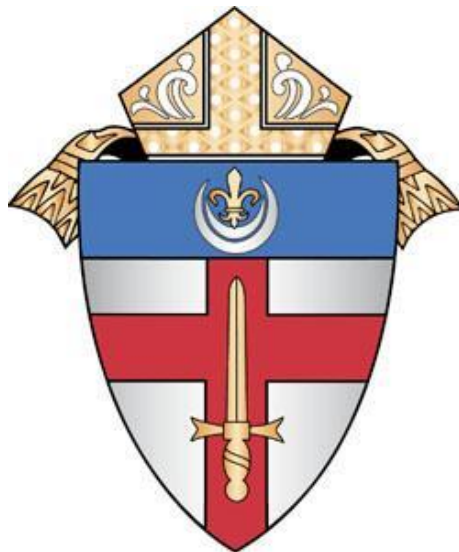


DIOCESE OF COVINGTON

Policies and Guidelines for Religious Education Programs in Schools and Parishes



DEPARTMENT OF CATECHESIS AND FAITH FORMATION

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DIOCESE OF COVINGTON

“Catechesis is an *education in the faith* of children, young people, and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into fullness of Christian life.” John Paul II, *Catechesi tradendae*.

This book of policies and guidelines is a reference for pastors, directors and coordinators of parish religion programs, school administrators, catechists and teachers, and parents who home school their children. The Department of Catechesis and Faith Formation is dedicated to assisting parents, the primary educators of their children, in the nurturing and development of their children’s faith. We are committed to instructing all students in the teachings of the Catholic Church and to strengthen and deepen their Christian beliefs and practices.

To achieve consistency and to avoid any misunderstandings, the following policies and guidelines are presented regarding all aspects of setting up and providing religious education programs in schools, parishes and in the home schooling setting.

These policies and guidelines were studied, discussed, and formulated by the members of the Diocesan Religious Education Advisory Board from 2016 to 2018. Members represented principals, directors and coordinators of parish religious education programs, pastors, RCIA leaders, and teachers in both school and parish religion programs.

Policies and guidelines are to be reviewed and revised in a rotating order beginning in 2019. New policies may be added as the needs of a changing society dictates.

**DEPARTMENT OF CATECHESIS AND FAITH FORMATION
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ADMINISTRATION

Diocesan Bishop

P1010

The Bishop of Covington is the primary educator of the diocese. All policies and practices in the catechetical programs of the diocese are subject to the approval of the bishop.

(9-94, 3-97, 3-02, 9-16, 5-18)

Director for Catechesis and Faith Formation - Appointment

P1020

The diocesan bishop appoints the Director of Catechesis and Faith Formation as his official representative to administer and supervise catechetical programs of the diocese at early childhood, elementary, secondary and adult faith formation levels.

(5-74, 9-94, 3-97, 3-02, 9-16, 5-18)

Diocesan Religious Education Advisory Board – Functions

P1030

The Diocesan Religious Education Advisory Board is consultative to the diocesan bishop and the director of catechesis and faith formation in the administering of the catechetical programs of the diocese. The board shall aid in policy formation, advising on administrative details when requested, and review policies and practices of the Department of Catechesis and Faith Formation.

(10-65, 5-71, 4-77, 9-89, 9-94, 3-97, 3-02, 9-16 5-18)

Diocesan Religious Education Advisory Board - Approval of Actions

P1032

All decisions and policies of the Diocesan Religious Education Advisory Board are subject to the approval of the diocesan bishop and, when ratified, shall be binding upon the director of Catechesis and Faith Formation, local boards or committees of religious education, pastors, administrators, and staff of diocesan catechetical programs.

(9-94, 3-97, 3-02, 9-16, 5-18)

Diocesan Religious Education Advisory Board - Policies

P1034

All approved policies shall have an effective enforcement life of seven (7) years from the date of approval. If a policy has not been reviewed, readopted by the Diocesan Religious Education Advisory Board, and ratified by the diocesan bishop, by that date, the policy is rescinded. Policies shall be reviewed and renewed every three (3) years on a rotational system beginning with the 1000 and 2000 series in 2019.

(9-94, 3-97, 3-02, 9-16, 5-18)

Diocesan Religious Education Advisory Board - Policy Handbook P1036

The Department of Catechesis and Faith Formation shall publish an approved manual to preserve and disseminate policies of the Diocesan Religious Education Advisory Board.

Pastors, directors and coordinators of parish religion programs, school administrators, catechists and teachers, and parents who home school their children have the responsibility of maintaining a current diocesan policy handbook.
(5-74, 9-94, 3-97, 3-02, 9-16, 5-18)

Local Boards or Committees of Catholic Faith Formation - Established P1110

In all parishes and secondary schools of the Diocese of Covington, a local board or committee for Catechesis and Faith Formation shall be established.
(1-66, 12-81, 9-94, 3-97, 3-02, 9-16, 5-18)
See also P3110

Local Boards or Committees of Catholic Faith Formation - Policies P1112

All local board or committee policies regarding Catholic Faith Formation shall comply with diocesan formation policies and are superseded by diocesan policies. Concerning issues or procedures where there is no diocesan policy, the local board or committees may develop their own policy.
(3-97, 3-02, 9-16, 5-18)

Inter-parochial Boards or Committees of Catholic Faith Formation P1120

In all cases where two or more parishes join together to operate one inter-parochial program of religion, a school board or committee of Catechesis and Faith Formation shall be established. Membership on this policy-recommending body shall be, at a minimum, composed of persons from each of the cooperating parishes.
(9-94, 3-97, 3-02, 9-16, 5-18)

Pastor or Parish Administrator P1210

At the parish level, final responsibility for the catechetical programs of the parish rests with the pastor or parish administrator. The pastor or parish administrator is assisted by the various boards, committees and administrators of the parish.
(9-94, 3-97, 3-02, 9-16, 5-18)

Parish-based Religious Education Administrator - The Position **P1240**

Every parish-based religious education program shall be administered by a director or coordinator of religious education who holds, or is eligible for, appropriate diocesan certification, or is taking courses by which diocesan certification can be obtained. The parish religious education administrator is responsible to the local board or committee of education and to the pastor or parish administrator. A mutually agreed-upon job description shall be written and reviewed on a yearly basis between the local board or committee of education and the parish religious education administrator.

(5-74, 3-87, 9-94, 3-97, 3-02, 9-16, 5-18)

Directors of Religious Education - Functions **P1242**

A qualified director or coordinator of religious education plans, integrates, implements, administers and assesses the total religious education program of the parish.

In those parishes with a school, the school administrator, in cooperation with the director of religious education, is responsible for that component of the parish religious education programs.

In those parishes which have a director of religious education and one or more coordinators to direct particular areas of parish religious education, the coordinators are responsible to the director of religious education.

(5-74, 3-87, 9-94, 3-97, 3-02, 9-16, 5-18)

In-School Religious Education Coordinators **P1244**

In an elementary school, the administrator may be the religious education coordinator. In a secondary school, the religious education coordinator shall be the religion department chairperson. Both elementary and secondary in-school religious education coordinators are responsible to the school administrator and must be a certified religion teacher in the Diocese of Covington.

(5-74, 3-87, 9-94, 3-97, 3-02, 9-16, 5-18)

Parish-Based Religious Education Coordinators **P1246**

Every parish shall provide a religious education coordinator to plan and administer religious education programs for students who do not attend Catholic elementary or secondary schools. These coordinators must be a certified religion teacher in the Diocese of Covington.

(5-74, 3-87, 9-94, 3-97, 3-02, 9-16, 5-18)

**Coordination of Preschool, Adult Faith and Special Needs
Religious Education Programs**

P1248

Every parish shall provide for the coordination of preschool, adult faith and special needs religious education programs. (5-74, 3-87, 9-94, 3-97, 3-02, 9-16, 5-18)

Screening of Candidates for Administrative Positions

P1250

See Guidelines

1. The pastor will screen and approve candidates for administrative positions.
2. "Administrators" shall include directors and coordinators of religious education.
3. A candidate will be considered for approval after completing the following:
 - a. Diocesan application form;
 - b. Written statement concerning the candidate's philosophy of Catechesis.
 - c. An interview by representative(s) of the Department of Catechesis and Faith Formation.
4. In the case of an administrator coming from another diocese or another parish within the Diocese of Covington, an assessment report may be substituted in lieu of an interview by the Department of Catechesis and Faith Formation.

(5-80, 3-81, 3-87, 2-88, 9-94, 3-97, 3-02, 9-16, 5-18)

Hiring an Administrator - A Local Responsibility

P1260

Each local board or committee of Catholic religious education, along with the pastor, shall develop a process to select and hire parish religion administrators.

(3-97, 3-02, 9-16, 5-18)

Department of Catechesis and Faith Formation

P1310

The diocese shall provide for a Department of Catechesis and Faith Formation as a service base to assist parishes and schools in their catechetical ministries. A sufficient number of positions in the Department of Catechesis and Faith Formation shall be maintained in order to promote the attainment of diocesan catechetical goals and to perform the administrative and regulatory functions of a diocesan central catechesis office.

(9-94, 3-97, 3-02, 9-16, 5-18)

**Department of Catechesis and Faith Formation
Newsletter /News Brief**

P1314

The Department of Catechesis and Faith Formation shall issue a newsletter or news briefs on a regular basis. The newsletter/news brief is to assist teachers, catechists, administrators and members of local boards or committees of religious education in keeping abreast of current directives and activities of the diocese and school and parish religious programs. The catechesis office will make this information readily available to insure they are available to all those involved in, and responsible for, the catechesis ministry of the diocese.

(6-81, 9-94, 3-97, 3-02, 9-16, 5-18)

Assistant Directors for Catechetical Programs

P1320

Qualified persons shall assist the director of the Department of Catechesis and Faith Formation in the role of assistant director for catechetical programs in the diocese.

(2-88, 9-94, 3-97, 3-02, 9-16, 5-18)

Education Philosophy and Mission Statement

P1330

Each parish-based religious education program shall develop and publish, with the assistance of the pastor, a philosophy and mission statement consistent with the principles and spirit of Catholic religious education.

(9-94, 3-97, 3-02, 9-16, 5-18)

**Policy Handbooks for Individual Parish-based Religious
Education Programs**

P1332

At the local level, parish administrators shall develop, publish and disseminate up-to-date policy handbooks. Such manuals maintain a good working relationship among pastor, parish administrators, local boards or committees of religious education and the parish community at large.

(1-82, 9-94, 3-97, 3-02, 9-16, 5-18)

Yearly Calendar

P1334

A yearly calendar shall be published and distributed by the parish director or coordinator of Religious Education indicating the first and last day of the parish religion program, holidays, dates for First Communion and Confirmation, and Confirmation retreat (if applicable). The calendar will be distributed to catechists, parents, students and the Department of Catechesis and Faith Formation as soon as practical.

(3-97, 3-02, 9-16, 5-18)

Orientation for New Parish Directors and Coordinators of Religious Education

P1350

New directors and coordinators of parish religion programs are required to attend an orientation session provided by the Department of Catechesis and Faith Formation.

(9-84, 2-88, 9-94, 3-97, 3-02, 9-16, 5-18)

In-service for Parish Directors and Coordinators of Religious Education

P1354

All directors and coordinators of parish religion programs shall be required to attend in-service programs scheduled by the Department of Catechesis and Faith Formation during the academic school year.

(2-88, 9-94, 3-97, 3-02, 9-16, 5-18)

Administrative Leeway in Absence of Board Policy

P1360

In cases where emergency action must be taken and where the Diocesan Religious Education Advisory Board has provided no guidelines for administrative action, the director or coordinator for parish religion programs, after seeking consultation with the pastor or appropriate authority, has the power to act; but such action shall be subject to review by the board at a regular meeting. It shall be the duty of the director to inform the board promptly of such action and the need for policy.

(9-16, 5-18)

**DEPARTMENT OF CATECHESIS AND FAITH FORMATION
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COMMUNITY RELATIONS

Media Communications

P2010

Parish programs of religion shall make use of media and technology to communicate the value and accomplishments of Catholic education to students and to the wider community. Content must comply with VIRTUS policies and guidelines. [See Appendix A]

(5-74, 9-94, 5-97, 2-03, 11-16, 5-18)

Department of Catechesis and Faith Formation - Communication Responsibilities

P2120

The Department of Catechesis and Faith Formation shall issue information relevant to Catholic faith formation to the parishes of the Diocese on a regular and timely basis.

(5-74, 5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Diocesan Religious Education Advisory Board - External Relations

P2130

Members of the Diocesan Religious Education Advisory Board, as individuals and as a board, are responsible for bringing to the attention of the total board and/or the Department of Catechesis and Faith Formation, the comments, concerns and suggestions of those interested in the catechetical ministry of the Church.

(5-74, 5-91, 9-94, 5-97, 2-03, 11-1, 5-18)

Parish Catechetical Administrators - Community Relations

P2220

Catechetical administrators are responsible for organizing and maintaining beneficial relations between the parish program of religion and the wider community.

(5-74, 9-94, 5-97, 2-03, 11-16, 5-18)

Parish Programs of Religion Support - Parish Involvement

P2320

Parish programs of religion shall encourage parents and guardians, pastors, pastoral administrators, parochial vicars and other members of the parish community to be active supporters of the religious education program. [See Appendix B]

(5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Parish Programs of Religion - Support Organizations

P2324

Parish programs of religion shall establish support organizations that will assist in meeting the established mission and goals.

(5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Student and School/Parish Publications and Presentations

P2420

Parish and school programs of religion publications and media presentations shall reflect journalistic excellence, good taste and Church teaching.

The staff advisor(s) shall assess and approve both content and quality before publication or presentation. In doubtful cases, program administrator shall be consulted.

(5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Student Performances

P2424

Plays and other performances by students shall reflect Christian values and aesthetic taste. It is the responsibility of the faculty moderator to review both content and quality. In doubtful cases, program administrator/chaplain/parochial administrator/pastor shall be consulted.

(5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Use of Diocesan Newspaper

P2426

Parish programs of religion shall offer current news and information for publication in the diocesan newspaper, the *Messenger*.

(5-97, 2-03, 11-16, 5-18)

Names and Addresses of Students

P2440

Parish programs of religion shall not furnish lists of students' names, addresses and other personal data, to be used for commercial or promotional purposes or solicitation.

(5-74, 5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

See also P5350

Student/Parent Directories

P2442

Parish programs of religion shall obtain written parental/guardian permission before publishing the name, address, telephone number and/or e-mail address of students and parents.

(2-03, 11-16, 5-18)

Community Resources

P2520

Parish programs of religion staff members shall use community resources and seek the cooperation of the wider community to further the faith formation program.

(5-74, 9-94, 5-97, 2-0, 11-16, 5-18)

Visitors to the Parish Program of Religion**P2530**

All visitors to the parish program of religion shall report to the program administrator. Parish programs of religion shall establish visiting procedures, which safeguard students and staff.

(5-74, 9-94, 5-97, 2-03, 11-16, 5-18)

Unauthorized Solicitation**P2532**

Unauthorized solicitations by persons within or outside the parish community shall not be conducted in the parish religious education programs or functions.

(5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

see also P5340

Use of School and Parish Facilities**P2540**

If parish facilities are used for social or community affairs, care shall be taken that such affairs do not interrupt or conflict with the faith formation programs.

(5-74, 9-94, 5-97, 2-03, 11-16, 5-18)

Parish - Professional Membership**P2710**

Parish programs of religion budgets shall provide funding for institutional membership in area, state, regional and national faith formation associations and for subscriptions to professional publications.

(5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Parish - Awareness of Traditions of Religious Communities**P2810**

Local school boards or committees of Catholic education and faculties shall become familiar with the background and traditions of the religious communities staffing their programs. In the case of schools and religious education programs formerly staffed by a particular religious community, efforts shall be made to maintain some connection with that community.

(2-71, 5-74, 5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Diocesan and Local - Communication with Religious Communities**P2820**

Religious communities serving in parish programs of religion shall be informed of changes in diocesan and local policy that may affect service by members of the religious community.

(2-71, 5-74, 5-91, 9-94, 5-97, 2-03, 11-16, 5-18)

Appendix A

Electronic Media

Policy: Electronic media and services provided by diocesan parishes and schools and institutions are diocesan property and are to be used only to facilitate diocesan business.

Policy: Electronic media may not be used to knowingly transmit, retrieve or store any communications of a discriminating or harassing nature, or which are derogatory to an individual or group, or which are obscene or X-rated, or which are of a defamatory or threatening nature, or for any other purpose which is illegal, against diocesan policy or contrary to diocesan interest.

The Diocese of Covington encourages the use of these media and associated services because they make communications more efficient and effective, and because they are valuable sources of information.

With the rapidly changing nature of electronic media and the etiquette that is developing among users of electronic media, external online services and the Internet, this policy cannot lay down all the rules to cover every possible situation. Instead, this policy expresses the Diocese's philosophy and sets forth general principles to be applied to use of electronic media and services at parishes and schools.

The following procedures apply to all electronic media and services that are:

- accessed using diocesan parish, school or institution computers and/or telephone lines;
- used in a manner which identifies the individual with a diocesan parish or school or institution.

Procedures

Electronic media may not be used to access games or other forms of personal entertainment during business hours.

Personal accounts on social media, such as Facebook, Twitter, Instagram, etc., may not be accessed on diocesan equipment.

Diocesan parish, school or institution social media sites are to be controlled and monitored by at least two trained adults. Parents must give consent before pictures of minors are posted. Any information identifying minors is to be kept at a minimum.

Electronic information created and/or communicated using e-mail, telephones, fax machines or any other method of electronic data or information transfer is monitored as follows:

- Usage patterns for both voice and data communications (e.g. number of calls or sites accessed) may be monitored for reasons that include cost analysis and the management of the gateway to the Internet.
- The diocesan parish, school or institution internet access system automatically tracks the websites visited.
- An individual's electronic files, messages and usage may be reviewed to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other diocesan policies.
- Individuals should not assume electronic communications are totally private and confidential and should transmit sensitive information in other ways.
- Individuals must respect the confidentiality of other people's electronic communications and may not attempt to read the communications of others, "hack" into other systems or other people's files, "crack" passwords, etc.
- No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender or represent the sender as someone else.
- Any messages or information sent by a diocesan parish, school or institution staff member to one or more individuals via e-mail or fax are identifiable and attributable to the diocesan parish, school or institution. In other words, every message sent from an e-mail or fax has a "finger print" that can be traced back to the diocesan parish, school or institution.
- Internet Services and World Wide Web sites can and do monitor access and usage and can identify which company—and often which specific individual—is accessing their services. Thus, accessing a site leaves a diocesan "finger print" even if the individual merely reviews the material. The diocesan parish, school, institution or individual may receive return e-mail or other communication from a site visited.
- Any diocesan parish, school or institution staff member found to be abusing the privilege of diocesan parish, school or institution facilitated access to electronic media or services may risk having the privilege removed. Flagrant disregard for this electronic media policy may be cause for termination.

(Rvsd. 6-18-2015)

Electronic Media and Minors

- Electronic devices on diocesan property used by students are to be monitored by trained adults both while the student is using the device and by IT personnel who control access.
- Adults in their role as supervisors in diocesan institutions may not “friend” minors.
- Communication between school personnel (including coaches) and students shall be done via diocesan equipment. If communication comes from a personal device and involves a matter of some urgency, the message shall go to the parents and not to the minor.
- Pictures of minors may be posted on websites only with the parent’s permission and with minimal identification.
- Electronic media owned by minors and brought onto diocesan property are to be stored in a supervised secure location until returned to the minor.
- Cyberbullying is willful and repeated harm through computers, cellphones and other electronic devices done by those under the age of 18 that could fall under felony charges for adults who take such actions.
- Minor’s electronic media used to harass, bully or contain sexually explicit pictures of minors are to be confiscated. The local police are called to review the material. The parents of all are informed.

(Rvsd 6-18-2015)

School’s Policies and Procedures?

Department of Catechesis and Faith Formation

Diocese of Covington

Photo, Video, Website Permission Form

PLEASE PRINT

Student Name: _____

School/Parish Based
Program of Religion: _____

Home Address: _____

Home Phone: _____

Parent/Guardian: _____

I, _____, parent or guardian of _____,

do hereby give and grant to _____ School or Parish-based Program of Religion permission to use my child's name, photograph, student work and/or videotaped image in publications, video productions, and/or school Internet website. I do further certify that I am of full legal capacity to execute the foregoing authorization and release.

Signature of Parent/Guardian: _____ Date: _____

Witness: _____ Date: _____

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**DEPARTMENT OF CATECHESIS AND FAITH FORMATION
LOCAL BOARDS AND BUSINESS OPERATIONS**

Catechesis and Formation Boards or Committees of Catechesis and Faith Formation - Membership **P3010**

At the parish level, boards or committees of catechesis and faith formation shall be representative of the total Catholic community. (9-94, 3-98, 3-04, 5-17, 5-18)

Policy Handbook **P3040**

Catechetical program administrators and local boards or committees of catechesis and faith formation have the responsibility of maintaining a current handbook containing the policies and guidelines of the Department of Catechesis and Faith Formation. (1-82, 9-94, 3-98, 3-04, 5-17, 5-18)

Parish Boards or Committees of Catechesis and Faith Formation **P3110**

At the parish level, local boards or committees of catechesis and faith formation may formulate and recommend policy for all areas of faith formation - early childhood through adult faith development. Such policies may not be in conflict with diocesan policy. (9-94, 3-98, 3-04, 5-17, 5-18)

Board Self-Assessment **P3130**

Local boards or committees of catechesis and faith formation shall conduct an annual self-assessment. The basis for this assessment shall be the functions of the boards or committees of catechesis and faith formation as stipulated in documents issued by the Department of Catechesis and Faith Formation. A copy of the annual assessment report shall be submitted to the Department of Catechesis and Faith Formation. (2-88, 9-94, 3-98, 3-04, 5-17, 5-18)

Board Assessment of Administrator **P3140**

Local boards or committees of catechesis and faith formation shall conduct an annual assessment of administrators of catechetical programs.

Administrators shall include directors and coordinators of religious education.

The basis of this assessment shall be the functions of the administrator as outlined in diocesan policy, the administrative contract and the locally approved job description of the administrator. A copy of the annual assessment report shall be submitted to the Department of Catechesis and Faith Formation. (2-88, 9-94, 3-98, 3-04, 5-17, 5-18)

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PERSONNEL

Personnel Policies – General

P4010

Personnel policies applicable to parish religion education programs in the Diocese of Covington shall be developed and reviewed by the Diocesan Religious Education Advisory Board in collaboration with the Department of Catechesis and Faith Formation.

The Director for Catechesis and Faith Formation shall be responsible for establishing the necessary procedures and regulations to implement diocesan personnel policies for parish religion programs. (9-94, 7-98, 2-05, 9-17, 5-18)

Religious Communities

P4040

No pastor, parish administrator, parish board or committee of education or inter-parochial board or district board of education may engage a religious community to serve the parish programs or may dismiss the religious community without written permission of the bishop of the diocese.

(9-94, 7-98, 2-05, 9-17, 5-18)

Employment Practices – Non-Discrimination

P4110

Hiring and employment practices to meet the catechetical staffing needs of parishes of the Diocese of Covington shall be based on individual ability, experience, performance, education and training, without regard to race, age, color, sex, marital status (within Church guidelines), disability or national origin.

These practices shall extend to all areas of employment, including selection, compensation, promotion, transfer, training, termination and retirement.

(2-64, 9-94, 7-98, 2-05, 9-17, 5-18)

Standard Application

P4120

All candidates for an administrative role shall file a standard application form with the Department of Catechesis and Faith Formation.(5-74, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Substitute Catechist

P4124

Each catechetical administrator shall maintain a list of qualified catechists who may be called on short notice to substitute for catechists.

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Employment Practices – Hiring of Relatives P4130

The spouse, child, sibling or parent of any administrator in the Diocese of Covington may not be hired as a regular employee of the catechetical program for which the administrator is directly responsible. (2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Employment Practices – Non-Professional Personnel P4140

Employment of support personnel (secretaries, bookkeepers, aide, maintenance...) is the responsibility of the local parish according to its needs. Care should be exercised to ensure that proper and acceptable general employment practices are followed. (12-68, 9-94, 7-98, 2-05, 9-17, 5-18)

Employment Practices – Job Descriptions P4154

It shall be the responsibility of the pastor/parish administrator to provide a job description for all professional, support employees. Job descriptions should be collaboratively written by the administrator and employee and shall be reviewed on an annual basis. (7-98, 2-05, 9-17, 5-18)

Employment Practices – Sexual Misconduct Policies and Procedures Acceptance Form P4156

All employees and volunteers shall comply with the *Diocese of Covington Policies and Procedures for Addressing Sexual Misconduct* and shall sign a statement that they understand and agree to abide by such policies and procedures.

Employees paid through the diocesan payroll system must have this form on file in the payroll office. Other employees and volunteers are to sign the Acceptance Form and have this form on file in the chancery office with a copy held at the local level. (2-05, 9-17, 5-18)

Parish-Based Catechists – Qualifications and Certification P4240

Parish-based catechists in the Diocese of Covington must be practicing Catholics and must qualify for diocesan certification for catechists. Catechists who do not yet qualify for such certification must complete at least one (1) Department of Catechesis and Faith Formation approved course per calendar year, until certification is obtained. (4-73, 3-77, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Professional Staff – Contracts

P4310

Any certified person employed as a member of the professional staff (principals, directors of religion, religion teachers) of a school or parish program in the Diocese of Covington must be under written contract, the form of which shall be prescribed by the Department of Catechesis and Faith Formation or the Department of Catholic Schools. The approval of the Director for Catechesis and Faith Formation is necessary for a professional contract to be considered valid on the parish level. Contracts are not to exceed one year in duration.

(2-71, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Contract Verification – Required Documentation

P4320

To substantiate certification, academic preparation, and creditable service, administrator and teacher candidates with the Department of Catechesis and Faith Formation must file the following documentation:

1. *Transcripts* of educational preparation as an undergraduate and as a graduate student (if applicable). Unofficial copies of transcripts are acceptable.
2. *Standard Application*, including the names and addresses of schools, districts, and parishes where previous employment is claimed for salary purposes,

(9-70, 4-71, 5-74, 10-82, 5-84, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Parish Religious Education - Contract Verification – Creditable Service

Policy 4325

In determining the salary for parish directors and coordinators of religious education, RCIA, Adult Faith, and Youth Ministry, the following should be considered:

Academic preparation, especially in Theology and Education concepts

Experience

Scope of Responsibility

Time involved

The annual teacher salary scale, published by the Department of Catholic Schools, may be used as a guide in determining salary. (5-18)

Concurrent Contracts

P4338

Part-time administrators, teachers and catechists may sign concurrent contracts with different parishes and schools as long as the schedules and services to be rendered are not in conflict with one another. (9-94, 7-98, 2-05, 9-17, 5-18)

Contract Termination – Mutual Agreement

P4340

The contract between the administrator, teacher or catechist and parish or school may be terminated at any time by mutual written agreement of the contracting parties.

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Contract Termination – By Parish

P4350

A parish may terminate the contract of an administrator or catechist at any time for sufficient cause. Such cause shall include, but not be limited to, a failure to carry out duties specified in the contract or failure to follow reasonable directions given by the pastor, parish administrator, school administrator or other legal diocesan authority; serious offense against Catholic doctrine or morality; physical or mental inability to carry out the contracted duties; inefficiency; incompetence or neglect of duty; or involvement in public crime or scandal.

The administrator, teacher or catechist shall be furnished a written statement, signed by the pastor, parish administrator, or school administrator, specifying the cause for the termination of the contract. No contract may be considered formally terminated without the approval of the diocesan Director of the Department of Catechesis and Faith Formation. The contracted person may be suspended without pay pending such approval.

Termination during the contract term may be appealed by the administrator, teacher or catechist according to the procedures established by the local board or committee of education and the Diocesan Religious Education Advisory Board. (Further Termination information, see Diocesan Policies on Termination)

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Contract Suspension – Reduction in Staff

P4360

Reduction in staff may be necessitated by reason of decreased enrollment, grade levels or for financial reasons. If the Director for Catechesis and Faith Formation and/or the local parish authority deems it necessary to reduce the number of religious education staff, they shall have the authority to make reasonable reduction.

In making such reduction, contracts shall be suspended and/or terminated as recommended by the Director for Catechesis and Faith Formation. Within each grade level affected, the Director may give preference to staff members holding the proper certification and second preference to those having greater seniority as teachers in the parishes of the Diocese of Covington.

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

General Responsibilities of Catechists **P4410**

The services to be performed by the catechist shall be such as are required by the Director of the Department of Catechesis and Faith Formation and the parish administration.

These services are to be performed by the catechist under the administrator of the parish. (5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Orientation of New Catechists **P4420**

New catechists shall be provided an orientation period by local directors and coordinators of religious education. (5-74, 8-75, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Attendance Records **P4430**

Attendance records shall be kept by the parish in a manner that maintains the integrity of the information. (5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Student Records **P4434**

Each teacher in parish religion programs of the Diocese of Covington shall keep an approved record, which shall be left with the parish administrator at the close of the academic year.

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Completion of Required Reports **P4436**

The completion of required reports is part of the paid and contracted duties of administrators in the Diocese of Covington. 5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Student Absence or Early Dismissal **P4438**

Teachers shall refer all requests for student absence or early dismissal to the parish administrator. (5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Student Conduct **P4440**

Catechists and administrators shall hold students accountable for their conduct in religion class. (5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Parental Communications

P4450

When communications are to be sent to parents or guardians, the catechist will first discuss the matter with the parish administrator for approval as necessary.

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Copyright Laws

P4460

Laws regarding the duplication of copyrighted material are to be observed.

(5-74, 9-94, 7-98, 2-05, 9-17, 5-18)

Fringe Benefits

P4556

Lay employees serving educational programs of the diocese are to be offered benefits, in addition to salary, according to the schedule of benefits for employees in the Diocese of Covington.

(6-81, 2-84, 9-94, 7-98, 2-05, 9-17, 5-18)

Personnel – Paid Annual Leave

P4560

Every full-time administrator and salaried teacher (“employee”) shall earn one (1) day of paid leave of absence per month of employment subject to the provisions of policy P4564. For part-time employees, such leave shall be prorated according to full-time equivalency. Annual leave is cumulative to a total of sixty (60) full-time equivalent days.

In a given contract year, employees may “anticipate” the days of leave they will earn during that year, in order to use their leave time during any month of the school year. However, should employment be terminated prior to the time an employee actually earns leave days that have already been taken, the leave pay shall be deducted from his or her final paycheck.

Previous employees returning to diocesan educational programs in a professional capacity retain accumulated leave provided that the interruption in service is two (2) years or less.

(4-70, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Reasons for Leave

P4564

Leave per contract may be taken for the following reasons:

1. **Sickness or Maternity** - - If an employee is unable to perform regular duties for reasons of sickness of the employee, maternity, or contagious disease in the employee's family, a letter from a physician verifying the employee's inability to perform regular duties may be required. In the event of a long-term absence, such a letter from the attending physician must be filed with the local administration and with the Department of Catholic Education. Another letter from the attending physician shall be required upon return, verifying the employee's ability to resume regular duties.

Paid annual leave taken for the above reasons shall not exceed thirty (30) days of employment (i.e. teaching days, in-service days, and paid holidays, according to the school calendar) unless there exists a continuing medical necessity, verified in writing by the attending physician for additional leave time.

Ordinarily, the paid annual leave time window begins when the attending physician verifies the employee's inability to perform regular duties.

Unless designated otherwise, all leave taken for purposes of maternity shall be counted as Family and Medical Leave Act (FMLA) leave. (NOTE: Administrators, please refer to guidelines regarding FMLA leave.)

- 2 **Bereavement** – Up to three (3) days of leave may be taken in the event of death in the employee's immediate family, including, and limited to, the employee's spouse, children, parents, siblings, grandchildren, mother- and father-in-law.

Educational programs under the auspices of the Diocese of Covington shall comply with the requirements of the Family and Medical Leave Act, as interpreted for schools and educational agencies (c.f. P4575 and Guidelines).

(4-70, 2-88, 9-94, 7-98, 2-05, 9-17, 5-18)

Leave Without Pay

P4570

When a full-time administrator or catechist is unable to perform his or her duties after the expiration of leave per contract, he or she may be put on "leave without pay" status. The parish authorities will make this status determination.

If a catechist on "leave without pay" status occupies a staff position, no other person may occupy the position under contract. A substitute teacher must fill the position.

(9-69, 9-94, 7-98, 2-05, 9-17, 5-18)

Family and Medical Leave Act

P4575

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12) month period for specified family medical reasons.

Upon return from FMLA leave, employees will be restored to their original job or to a job with equivalent pay, benefits, and other terms and conditions of employment. The decision to restore the employee to an equivalent position will be made on the basis of established diocesan policies and practices.

If the reason for the leave is covered by the paid annual leave policy (c.f. P4564), then employees who have accumulated paid leave or vacation available are required to exhaust such paid leave concurrent with FMLA leave before using *any remaining* unpaid leave under the FMLA. (7-98, 2-05, 9-17, 5-18)

Unpaid Extended Leave of Absence (non-FMLA)

P4576

An employee may request an unpaid leave of absence for reasons not covered by paid annual leave, vacations (where applicable), holidays, or FMLA leave. Such leave may be granted at the discretion of the employer. (9-94, 6-98, 7-98, 2-05, 9-17)

Jury Duty

P4580

Upon being called to jury duty, an administrator or teacher will receive full salary, less the amount received for serving on the jury.

The amount of money received for jury duty must be documented by the Court Clerk and credited to the parish.

Time off for jury duty will not be deducted from leave per contract.

The parish will be responsible for payment of a substitute teacher.

(10-73, 9-94, 7-98, 2-05, 9-17, 5-18)

Classroom Observation of Catechists – Parish

P4610

The catechetical administrator of each parish shall make periodic formal classroom observations of teachers. (5-74, 6-81, 9-94, 7-98, 2-05, 9-17, 5-18)

Personnel Records – Established and Maintained

P4710

The Department of Catechesis and Faith Formation shall maintain a permanent personnel record for each catechetical administrator. An employee shall have the right to respond in writing to anything contained in the record. A copy of this written response shall become part of the record. (9-94, 7-98, 2-05, 9-17, 5-18)

Personnel Records – Access

P4720

Current and former employees, for whom permanent records are kept in the Department of Catholic Schools or Department of Catechesis and Faith Formation, have the right to review information in their personnel record. Access to the records is granted on a limited basis according to procedures established by the Department of Catholic Schools and the Department of Catechesis and Faith Formation.

(3-71, 9-94, 7-98, 2-05, 9-17, 5-18)

Appendix B

Getting Started in Volunteering

Thank you for your interest in volunteering at your parish or school. Whether you are a parent, grandparent, aunt, uncle, parishioner or community member your involvement can make a positive influence in the lives of children. Children have a natural desire to learn and to admire those adults who choose to share their time and talents with them.

As adults it is our duty to nurture and protect children. That is why we take seriously the need to train every volunteer so that everyone can identify and create a safe environment where children will grow and thrive. Here you will find information to get you registered for VIRTUS training and on your way to enjoying the benefits of making a positive influence in the lives of children.

Download and Read the Policies & Procedures

1. On the Diocese of Covington website go to Safe Environment and download and review the booklet, *Policies and Procedures for Addressing Sexual Misconduct*.
2. At your parish or school, introduce yourself to the person responsible for volunteers or employees. (Such as pastor, parish priest, or principal) Tell them that you have downloaded and reviewed the Policies and Procedures for Addressing Sexual Misconduct manual.
3. Receive and review two forms:

The Volunteer Application Form, used for Background Checks; and the Policies and Procedures for Addressing Sexual Misconduct Acceptance Form. Fill out the forms using your full first, middle and last names. Leave these papers with the person in charge. Copies will be given to the diocesan Safe Environment office to process.

You will need to register with VIRTUS to open an account, choose a live training session to attend, and undergo a background check.

Registering for VIRTUS

Register online at www.virtus.org.

**DEPARTMENT OF CATECHESIS AND FAITH FORMATION
DIOCESE OF COVINGTON**

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STUDENTS

Attendance – Non-Discrimination

P5010

No one shall be refused admission to any church, school, or institution or shall be refused membership in any Catholic society or organization on the grounds of race or nationality. (*See ruling #10, Fourth Synod, Diocese of Covington, 1963*).

(9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Attendance – All Students in Religion Programs

P5014

All students attending Parish Religion Programs shall be required to attend liturgical functions and to participate in the religion classes.

(3-99, 3-06, 11-17, 5-18)

Attendance - Weekly Recording and Maintenance

P5020

Weekly attendance shall be recorded and maintained according to regulations established by the Department of Catechesis and Faith Formation.

(9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Attendance – Diocesan Reports

P5024

Diocesan reports shall be completed and submitted to the Department of Catechesis and Faith Formation as required, especially those regarding Safe Environment Training.

(9-69, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Attendance - In Classes

P5030

Programs shall be in session every scheduled day unless such sessions are in opposition to the health or safety of students and faculty or impractical due to circumstances beyond the control of the local administration.

Parents (guardians) must make the decision about their own children attending classes during inclement weather or other circumstances of health or safety. The administrator may prohibit attendance by children with a “communicable medical condition.”

In all cases of non-weather-related closings, the parish authorities shall notify the Department of Catechesis and Faith Formation. (See Policy P5518).

(9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Attendance - Class Starting Time**P5034**

The parish administrator shall determine the starting time of the Program class.

The length of the class shall be fixed by the parish administrator in accordance with the regulations of the Diocesan Religious Education Advisory Board.

(9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Attendance - Age of Admission**P5040**

Children entering kindergarten should be five (5) years of age no later than October 1* following the opening of school. *(2018-2019 moves to August 31)

Children entering the first grade should be six (6) years of age no later than October 1* following the opening of school. *(2018-2019 moves to August 31)

(9-69, 4-81, 1-85, 9-94, 3-99, 3-0, 11-17, 5-18)

Attendance - Daily Excuses**P5050**

Students are the responsibility of parish administrators who are, consequently, liable under law for their safety.

Parent or guardian notification to school/program is required regarding every period of student absence.

(9-69, 6-81, 2-88, 9-88, 9-94, 3-99, 3-06, 11-17, 5-18)

Attendance - Leaving Parish Grounds**P5054**

A student leaving the parish grounds during program hours must have the written or verbal permission of the parents (guardian). This permission must be communicated by the parents or guardian to the appropriate local parish authorities.

(3-99, 3-06, 11-17, 5-18)

Student Progress - Testing Program**P5110**

All Parish Religion Programs shall administer the ACRE tests to students in grade 5, 8, 11/12 according to the annual diocesan testing program.

(6-81, 6-91, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Progress - Reporting to Parents and Guardians**P5120**

Programs shall report regularly to parents (guardians) on the progress of their child(ren).

(9-69, 10-73, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Records - Non-Custodial Parents

P5124

Access to student records and information will be granted to non-custodial parents only to the extent provided in the divorce decree or valid court order. (See P5572).

(9-94, 3-99, 3-06, 11-17, 5-18)

Student Progress - Promotion-Retention

P5130

Each program shall have a policy and guidelines regarding student promotion or retention.

The promotion or retention of a student is the local parish's decision based on evaluation of the following factors:

- Developmental Readiness
- Attendance
- Completion of required curriculum

(11-63, 3-66, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Records - Preservation of Permanent Student Records

P5210

Adequate provision shall be made for the preservation of permanent student records.

If a parish program closes, the permanent records of the program are to be maintained by the parish. In the event of closing of the parish, the permanent records of the program are to be transferred to the Department of Catechesis and Faith Formation for preservation in the Diocesan Archives.

In the event of mergers or consolidations, the permanent records of the parishes involved are to be maintained by the consolidated parish.

(9-69, 10-73, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Activities - Management of Student Funds

P5320

The parish administration is responsible for the management of student funds.

(9-69, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Activities - Fund Raising-Volunteers

P5330

Fund-raising activities involving students shall be on a voluntary basis.

(9-69, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Activities - Fund-Raising as Community Projects **P5340**

Representatives of any community fund raising projects must have dated, written permission from the Department of Catechesis and Faith Formation to solicit programs. When such permission is given, the agent must, in collaboration with the local parish authorities, solicit the entire group, not the individual classroom or student. (6-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Activities - Names and Addresses of Students **P5350**

Students' names and addresses are not to be given out for solicitation (c.f. P2440). (9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Pictures Published in Media and on Internet **P5356**

Parish-based programs of religion must obtain parental (guardian) permission in order to publish student photos in the media and on the Internet. Parish-based programs of religion shall use the currently approved diocesan permission form. Permission is not required for publication of group pictures (six or more persons) as long as names are not provided. (3-03, 3-06, 11-17, 5-18)

Student Discipline – Discipline Code **P5410**

Each parish program shall have a written discipline code consistent with its mission statement and with diocesan policies. The discipline code shall be reviewed annually and distributed to parents, guardians, students and staff. (9-94, 3-99, 3-06, 11-17, 5-18)

Student Discipline – Discipline Procedures **P5420**

When disciplinary problems arise, they should be approached positively through conferences, which may include student, parish administrator, teachers/catechists and parents (guardians). However, when sanctions are necessary, the following is to be considered:

Penalties should, as much as possible, be positive and corrective of the infraction committed.

In case of chronic disciplinary problems, the cause should be sought.

Penalties only are not sufficient.

In all cases of chronic disciplinary problems, parents (guardians) should, as much as possible, be kept informed as the problem emerges. Parents (guardians), under ordinary circumstances, should not be confronted with the child's expulsion without warning.

(9-69, 6-81, 3-91, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Discipline – Corporal Punishment

P5424

Corporal punishment of students is not permitted. “Corporal punishment” is defined as the deliberate infliction of physical pain on a student as a penalty or punishment for student conduct. (4-92, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Discipline – Suspension

P5430

Only a pastor or parish administrator may suspend a student from parish programs.

The suspension may remain in force until a conference with parents (guardians) can be held and a cooperative plan of action determined.

(9-69, 4-81, 6-81, 2-88, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Discipline – Expulsion

P5434

Students may be expelled for serious cause. The decision to expel a student rests with the pastor and parish administrator.

Whenever a student is expelled from school, a report must be sent to the Director for Catechesis and Faith Formation.

Expulsion may be appealed to the Director for Catechesis and Faith Formation.

(6-63, 9-69, 4-81, 6-81, 2-88, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare – Threatening Behavior

P5436

Inappropriate student behavior deemed threatening by any program personnel will result in immediate removal from the classroom or area of the incident and may result in a suspension or dismissal from the program.

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to self or to another and/or to cause damage to property. Parish officials shall consider the following factors when deciding how to discipline the perpetrator of threatening behavior:

- History of inappropriate behavior
- Circumstances surrounding the behavior
- Nature of statements, gestures, or written words
- Developmental stage of the person
- Other relevant information

(3-03, 3-06, 11-17, 5-18)

Student Discipline - Local Parish Substance Abuse Policy

P5440

Each parish shall develop a written policy prohibiting students from using, possessing, transferring, purchasing, selling or being under the influence of alcohol or controlled substances, while on school or church premises or at religious education functions. These controlled substances include, but may not be limited to, drugs that are not legally obtainable or not obtained in a lawful manner, or not used in an authorized and prescribed fashion. (Kentucky state law addresses illegal use of alcohol and other drugs regardless of location.)

The substance abuse policy shall be reviewed annually and distributed to parents (guardians), students and staff.

(9-94, 3-99, 3-06, 11-17, 5-18)

Student Discipline - Substance Abuse Procedures

P5450

Abuse of alcohol and other drugs can be a disease. Persons afflicted with this problem are entitled to compassion and treatment.

If a parish administrator becomes aware of facts or circumstances that indicate that a student has a substance abuse problem, the parish administrator shall arrange a conference with the student and parents (guardians) to discuss the underlying problem and treatment options. The parish reserves the right to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the program. Should the student or the student's parents (guardians) refuse to cooperate, the parish administrator may require that the student withdraw from the program.

The parish administrator reserves the right to discipline a student, up to and including expulsion, for any violation of the program's policies, rules or regulations of student behavior, regardless of whether or not the violation involved was related to the student's substance abuse problem.

(9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Emergency Information

P5510

A file of emergency information for each student, including contacts, shall be maintained in the parish office.

(9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Communicable Disease **P5518**

In cases of students with communicable diseases (e.g., chicken pox, mumps, measles, scarlet fever, whooping cough, influenza, hepatitis), the parish administrator is advised to contact the local health department for advice.

In such cases, the parish program shall not be dismissed unless the parish administrator is advised to do so by the health department and the Department of Catechesis and Faith Formation. (5-74, 6-81, 9-94, 3-99, 3-06, 11-17,5-18)

Student Welfare - Emergency Care-Accident or Illness **P5520**

Each parish religious education program shall develop a plan for providing emergency care for students in case of accident or illness.

(5-74, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Emergency Care - Report of Accident **P5522**

A written record of every accident shall be kept and reported according to diocesan regulations. In case of illness or accident, parents (guardians) are to be notified.

(3-99, 3-06, 11-17, 5-18)

Student Welfare - Universal Precautions and Blood-Borne Pathogens **P5530**

Universal precautions shall always be used when dealing with any situation involving human blood or bodily fluids, as described under OSHA's blood-borne pathogens standard. (3-99, 3-06, 11-17, 5-18)

Student Welfare – Administration of Medication **P5532**

Only those medications that are prescribed as necessary by a physician, and must be given during program hours, shall be administered in accordance with the physician's written prescription. A copy of the prescription or written instructions for each medication provided by the parent (guardian) must be on file at the parish.

A policy shall be developed in each parish as to who shall administer the medications. Access to medication shall be under the authority of the parish administrator.

Each program shall designate, in writing, the specific locked or limited-access space to store student medication. All prescribed medication must be contained in an individual bottle or package that is clearly labeled with the name of the student and prescribed dosage. A log of the administration of all medication shall be kept.

(Student Welfare – Administration of Medication –P5532, Cont.)

Parish programs may not routinely administer over-the-counter medications on their own initiative. Under usual circumstances, over-the-counter medications should be administered at home. On occasion, and when necessary, over-the-counter medication may be administered at the parish only in accordance with diocesan-approved procedure. (3-99, 3-06, 11-17, 5-18)

Student Welfare - HIV and AIDS Diagnosis P5540

A student infected with HIV/AIDS shall be allowed to attend parish-based religious education programs as long as the student poses no reasonable risk to himself or herself or to other persons. Any such circumstance will be cause for the establishment of a review team to systematically and anonymously focus on the particular case. 3-99, 3-06, 11-17, 5-18)

Student Welfare – Confidentiality of Medical Information P5544

Student medical information is confidential. Physical, psychological, mental or emotional condition of any student may not be discussed with anyone except the parent (guardian) and/or those the parent (guardian) designates. (3-99, 3-06, 11-17, 5-18)

Student Welfare - Extended Absence P5550

If, due to accident or illness, a student is absent over an extended period of time, efforts shall be made to help the student continue class work at home. In cases of extended absence, a doctor's written excuse may be required.

No set number of days absent automatically retains a student. (9-69, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Child Abuse Reporting P5554

Pursuant to Kentucky laws (KRS 620.030 and KRS 620.050) and the Diocese of Covington's *Policies and Procedures for Addressing Sexual Misconduct*, all cases of suspected child abuse or neglect in a parish program of religion must be reported to the local child protective service or law enforcement agency and to the bishop of the diocese or his delegate. (3-99, 3-06, 11-17, 5-18)

Student Welfare - Pregnant Students

P5560

Each parish program shall have written local policy and guidelines regarding pregnant students that reflect the pastoral concerns of the Church.

(3-74, 2-88, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Student Interviews

P5570

Students under age 18 are not to be interviewed on parish premises by anyone other than parish authorities, except with parental (guardian) consent or a valid court order.

Exception for Cases of Alleged or Suspected Child Abuse or Neglect:

Upon proper request, officials of the Cabinet for Human Resources or law enforcement officers may interview students on parish premises for the purposes of investigating alleged or suspected cases of child abuse or neglect. Such interviews shall be approved by, and conducted in the presence of the parish administrator or staff member specifically designated by the parish administrator.

(6-69, 6-81, 2-88, 9-88, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Release of Students

P5571

Students under age 18 are not to be released to law enforcement officers without parental (guardian) consent or a duly executed court order.

(6-69, 4-81, 1-85, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Access to Student by Non-Custodial Parents

P5572

Access to students will be granted to non-custodial parents only to the extent provided in the divorce decree, in written instructions from the custodial parent (guardian) or in a valid court order. (*See policy P5230*).

(9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare – Visitors

P5578

All visitors to parish religious education programs shall be directed to report to the administrator or coordinator of the program upon entering the building.

(3-99, 3-06, 11-17, 5-18)

Student Welfare - Classrooms

P5580

Classrooms should be adequate in size, seating, ventilation, heating and lighting.

(9-69, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

Student Welfare - Fire Regulations

P5582

Every parish religious education program must comply with fire regulations prescribed by the local fire department and by the Kentucky Department of Health and Public Safety.

(9-69, 6-81, 9-94, 3-99, 3-06, 11-17, 5-18)

**DEPARTMENT OF CATECHESIS AND FAITH FORMATION
DIOCESE OF COVINGTON**

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INSTRUCTION

Program Calendar

P6020

The minimum length of the parish religion program year shall be 31 hours of classes.

(8-64, 9-69, 9-94, 8-97, 7-99, 11-17, 5-18)

Holy Day Observance

P6022

Holy Days that fall during the program year should include instruction in appropriate liturgical components related to the meaning and observance of the day.

(8-97, 7-99, 11-17, 5-18)

Class Periods

P6030

A minimum of 1 hour of actual classwork shall constitute a class period.

(8-64, 9-69, 9-94, 7-99, 11-17, 5-18)

Program Class - Interruptions

P6040

Parents, guardians, agents and others having legitimate business with the religion program should be informed to make appointments at a mutually convenient time.

(9-69, 6-81, 2-88, 9-94, 7-99, 11-17, 5-18)

Pre-School Religion Programs – Guidelines

P6124

Coordinators and catechists in the Sunday preschool religious education programs should consult the preschool section of the Diocesan Catechetical Guidelines.

(3-66, 9-69, 9-94, 7-99, 11-17, 5-18)

Religious Education - Curriculum Guidelines

P6220

All religious education programs of the Diocese of Covington, pre-school through adult, shall follow (the Curriculum and Guidelines published by the Diocese of Covington which are in accord with the Kentucky Statewide Religious Education Guidelines published by the Catholic Conference of Kentucky.

(9-69, 3-87, 9-94, 7-99, 11-17, 5-18)

Religious Education -Reception of the Sacraments of Initiation and First Reconciliation **P6224**

The reception of the Sacraments of Initiation and First Reconciliation are to take place among the parish membership in accordance with current Diocesan norms.

(6-95, 7-99, 11-17, 5-18)

Religious Education – Preparation for Sacraments of Initiation and First Reconciliation **P6225**

The pastor or sacramental minister of a parish shall have the responsibility of ensuring that sacramental preparation of children is both adequate and in conformity with Catholic teaching and shall determine a child's readiness for reception of the sacraments of Initiation and First Reconciliation.

SACRAMENT POLICY GUIDELINES

Candidates accepted for reception of the sacraments of Initiation and First Reconciliation must fulfill the following:

1. Active participation in the Catholic faith.
(i.e. attendance on a regular basis at Sunday Mass.)
2. Regular attendance/participation in an approved religious education program (Parish Religion, Catholic school, or home schooling) for a year and a half prior to the sacrament.
3. Parent attendance at scheduled events (or the equivalent) in preparation for the sacraments.
4. Candidates will be assessed for evidence of readiness through their attitude, actions, understanding of subject matter, and for Confirmation candidates, participation in/completion of service projects.

(11-2000, 11-17, 5-18)

Curricular Extensions - Religious Vocations **P6310**

All programs shall cooperate fully with diocesan programs fostering religious vocations.

(9-69, 6-81, 9-94, 7-99, 11-17, 5-18)

Annual Curriculum and Future Planning **P6340**

At the end of the program year, each parish shall conduct a curriculum review and future planning session.

(9-69, 6-81, 9-94, 7-99, 11-17, 5-18)

Instructional Arrangements – School-Religious Education Cooperation 6402

The school administrator and the parish DRE/CRE shall work together to assist teachers/catechists meet the overlapping religious needs of the children of the parish.
(7-99, 11-17, 5-18)

Instructional Arrangements - Field Trips-Administrative Approval P6422

Appropriate authorization for all field trips and excursions is to be obtained from the parish DRE/CRE.
(9-69, 6-81, 9-94, 7-99, 11-17, 5-18)

Instructional Arrangements - Field Trips-Parental Approval P6424

The written consent of the parent (guardian) must be obtained for parish field trips and excursions and must be on file with the parish administrator before the field trips or excursions are made.
(9-69, 6-81, 9-94, 7-99, 11-17, 5-18)

Instructional Arrangements - Homework P6430

Homework assignments should meet the needs of a class or students.
(6-69, 6-81, 9-94, 7-99, 11-17, 5-18)

Instructional Arrangements - Lesson Plans P6440

Each teacher and catechist shall have lessons outlined in advance.
(6-69, 6-81, 9-94, 7-99, 11-17, 5-18)

Inclusion of Children with Exceptional Educational Needs P6510
See Guidelines in Curriculum

Children with exceptional educational needs requiring special placement services will be included in the catechetical programs of a parish-based religious education program if their needs can be adequately met with reasonable accommodations.
(9-94, 3-00, 11-17, 5-18)

Instructional Services P6530

The Department of Catechesis and Faith Formation shall be informed when a parish-based special education program is being developed or implemented.
(9-84, 3-87, 9-94, 7-99, 11-17, 5-18)

**Instructional Services - Special Religious Education –
Identification and Services**

P6536

Parishes shall identify those members in need of special religious education and provide for their needs. (3-87, 9-94, 7-99, 11-17, 5-18)

**Home Schooling Assistance
See Guidelines in Curriculum**

P6550

The Department of Catechesis and Faith Formation and others in catechetical leadership positions at the local level, shall offer reasonable assistance to home schooling families within the Catholic community who request it through the sharing of information and resources. (3-99, 11-17, 5-18)

**Sacramental Preparation Related to Home Schooling
See Guidelines in Curriculum**

P6552

Sacramental preparation for children and youth who are being home schooled requires mutually agreed-upon partnerships among family, pastor and parish community.

The pastor or sacramental minister of a parish shall have the responsibility of ensuring that sacramental preparation of children is both adequate and in conformity with Catholic teaching and shall determine a child's readiness for reception of the sacraments of Initiation and First Reconciliation. (3-99, 11-17, 5-18)

Religion Textbooks – Selection

P6620

The Department of Catechesis and Faith Formation publishes the title of the religious education textbooks approved for use at all levels, preschool through high school, in parishes of the diocese. If a parish wishes to use a textbook or series not on the approved list, the Director for Catechesis and Faith Formation must approve its use. (9-69, 4-80, 3-87, 9-94, 7-99, 11-17, 5-18)

Record of Texts

P6630

The educational consultants of the Department of Catechesis and Faith Formation shall maintain records of all texts used in each religious education program. (5-76, 6-81, 9-94, 7-99, 11-17, 5-18)

**Books and Supplies - Provisions for Parish-Based Religious
Education Programs**

P6650

Each parish shall provide necessary space, equipment and supplies to conduct a quality religious education program for student parishioners enrolled in public schools.

(9-69, 9-94, 7-99, 11-17, 5-18)