

DIOCESE OF JEFFERSON CITY
POLICY AND REGULATION MANUAL FOR SCHOOLS

INTRODUCTION

This school policy and regulation manual has been prepared to provide information about the educational institutions in the Catholic Diocese of Jefferson City and their major policies, practices and procedures. It is intended to serve as a general framework and setting for the principles for which the Catholic schools in the Diocese of Jefferson City stand, the benefits and the policies and regulations which apply to the schools. The information, policies and regulations described in this manual will be regularly reviewed and may be revised or changed without notice from time to time as deemed appropriate and advisable.

This manual supersedes any other manuals or statements of policy, oral or written, previously issued by the Diocese of Jefferson City or any of its management personnel. None of the policies or regulations in this manual are intended by reason of their publication to confer any contractual rights or privileges. This manual is not a contract of employment.

The organization of the manual has been somewhat based on the Davies-Brickle system of coding, although modified to meet the specific needs and direction of the Diocese of Jefferson City. There are nine series (sections) of policies and regulations in the manual and one appendix section. The nine series are:

- 1000 - Community and External Operations
- 2000 - Administration
- 3000 - Business, Non-Instructional and Government Operations
- 4000 - Personnel
- 5000 - Students
- 6000 - Instruction
- 7000 - Planning and Accreditation
- 8000 - Communicable Disease
- 9000 - Statutes and Guidelines for Consultative Bodies

Policies are printed on ivory paper and are indicated by a DSP (Diocesan School Policy) in the upper right hand corner. Regulations are printed on green paper and are indicated by a DSR (Diocesan School Regulation) in the upper right hand corner. Next to each of these indications is a four-digit number. The first number indicates the series in which that policy or regulation appears. The second number indicates the section of the series in which that policy or regulation appears. The last two digits contain the specific number of the policy or regulation within the subsection. (Thus, there could be up to 99 different policies and/or regulations within a subsection.)

Example:

- DSP 2805
- DSP Indicates it is a policy
 - 2805 Indicates it can be found in series 2000 (Administration)
 - 805 Indicates it is in subsection 800 (Legal)
 - 05 Indicates it is policy number 05 in subsection 800

If there are two similar regulations on the same policy, this will be indicated by a small letter after the number. Example: DSR 2990a or DSR 2990b. The date in the lower right hand corner indicates the date the policy or regulation was established, revised or when it was placed in the book.

Items in the Appendix have the same reference number as the policy or regulation from which it is first referred and are placed in similar order. Items in the Appendix embellish or give more detailed information on a specific policy or regulation. Appendix items are printed on white paper.

This manual is so organized that a school can choose to put its own local policies and regulations within this same manual. Each local policy or regulation should be placed after the corresponding diocesan policy or regulation, if there is one. Local policies should be printed on a contrasting color paper and should be indicated by an LSP (Local School Policy) in the upper right hand corner. Local regulations should be printed a contrasting color paper and should be indicated by an LSR (Local School Regulation) in the upper right hand corner. Each local policy or regulation should also be numbered. The diocesan code number should be used, after which there should be a decimal point followed by the local policy or regulation number. This allows the school the freedom to use the diocesan coding system or to use its own.

Examples:

LSP 2890.2890 – Indicates a local policy on legal matters in the Administration Series. There is a corresponding diocesan policy.

LSP 2700 – Indicates a local policy for which there is not corresponding diocesan policy.

The obvious advantage of putting diocesan and local policies and regulations into one manual is that all policies and regulations are in one place; thus making easy access to pastors, school administrators / principals, education committees and others who have need of this manual.

This manual is meant to be an administrative manual and contains direction regarding state laws as well as diocesan policy and regulations. This manual should also be available to school employees and education committee members. An order form is found at the back to order additional manuals.