



## 1000.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

### COMMUNITY

#### **COMMUNICATIONS BETWEEN SCHOOL AND COMMUNITY**

Every school shall have a plan to inform the community of the school's belief statements, mission, policies, programs, strengths, and needs. This plan should provide for a local school advisory board and/or home and school association or other groups which reflect the "partner-relationship" between home and school and through which parents can actively involve themselves in their children's education.



# **1110.0**

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

## **COMMUNITY**

### **SECONDARY SCHOOL PUBLIC RELATIONS PROCEDURES**

#### **PUBLIC ANNOUNCEMENTS**

As a general rule, principals are responsible for routine public relations for their high school. Exceptions to this rule include matters relating to diocesan actions or decisions.

Examples of matters to be handled by the Diocese are:

1. Decisions or actions by the Bishop, Episcopal Moderator for Education, Superintendent, or Office of Catholic Schools staff.
2. Decisions or actions by diocesan committees, such as the Diocesan Schools Advisory Commission.
3. Announcements of resignations, terminations, or hiring of new principals, openings, closings, and mergers.

#### **CRISIS COMMUNICATIONS**

The Superintendent will be informed by the Principal as soon as facts indicate a potential or actual public relations issue. (If the Superintendent is not available, the Principal will contact the Diocesan Office of Communication directly.)

In consultation with the principal, the Superintendent (or Office of Communication) will determine if media relations will be handled by the principal or by the diocese. If the principal will handle media relations, the Department of Communications will assist in developing a news release or statement and respond to questions. This procedure should be communicated to the local school advisory board and parent volunteers as part of their training/orientation annually.



## **1110.5**

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

### **COMMUNITY**

#### **ELEMENTARY SCHOOL PUBLIC RELATIONS PROCEDURES**

##### **PUBLIC ANNOUNCEMENTS**

As a general rule, pastors and principals are responsible for routine public relations for their schools. Exceptions to this rule include matters relating to diocesan actions or decisions.

Examples of matters to be handled by the diocese are:

1. Decisions or actions by the Bishop, Episcopal Moderator for Education, Superintendent, or Office of Catholic Schools staff.
2. Decisions or actions of the Diocesan Committees, Schools Advisory Commission, and Bishop's Elementary Planning Committee.

In addition, announcements of elementary school openings, closings, or mergers are to be coordinated with the diocese.

##### **CRISIS COMMUNICATIONS**

The Superintendent will be informed by the pastor or principal as soon as facts indicate a potential or actual public relations issue. (If the Superintendent is not available, the pastor or principal will contact the diocesan Office of Communication directly.)

The Office of Communication is available to assist in developing a news release or statement and respond to questions. This procedure should be communicated to the local school advisory board, Home and School, and volunteers as part of their training/orientation annually.



## 1120.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

### COMMUNITY RELATIONS

#### **SCHOOL VISITORS**

In an effort to provide a safe environment for all students, every school shall have a written policy in the student/parent handbook detailing the procedures visitors must follow when entering and/or leaving a school. This policy must minimally address the following elements:

1. sign-in and sign-out procedures
2. purpose of visit
3. wearing of identification badges
4. advance notice necessary to observe a particular classroom and procedure for accompanying the visitor to and from observation area



## 1410.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

### COMMUNITY

#### **SERVICE ACTIVITIES FOR STUDENTS**

In keeping with the commitment of Catholic schools to educate students for Christian service, every Catholic school shall provide opportunities for students to participate in service activities and service programs of the Diocese, their parishes, and local community organizations.



# 1412.0

ELEMENTARY

SECONDARY

BOTH

POLICY

REGULATION

## COMMUNITY

### **RELATIONS WITH LOCAL COMMUNITY EMERGENCY AGENCIES**

Each school in the Diocese of Columbus, in compliance with ORC 3737 and the State of Ohio Fire Codes, will follow the drill schedule as illustrated in the matrix below and found in the “Diocese of Columbus Emergency Operations” manual:

<b>Drill</b>	<b>Purpose</b>	<b>Drill Signals</b>	<b>End Signals</b>	<b>Practice</b>
<b>Evacuation</b>	Fire drill Bomb threat	-Fire Alarm -Runner for bomb threat	“All Clear” No bells	Monthly August through June
<b>Reverse Evacuation</b>	Stranger Outside	Three short bells repeatedly	“All Clear”	September and January
<b>Lock Down</b>	Intruder inside	Announce over P.A.	Unlocked by police or administrator	September January and April
<b>Duck Cover and Hold</b>	Tornado Drill	Announce over P.A.	“All Clear”	March, April, May and June
<b>Shelter-in Place</b>	Hazmat accident Chemical spill	Announce over P.A.	“All Clear”	Faculty Review in September
<b>Hit the Deck</b>	Gunfire	Announce over P.A.	“All Clear”	Explain, no drill

By following this matrix, schools will be in compliance when the appropriate state agency reporting requirements have been met.

Each school must annually submit to the Office of Catholic Schools their:

- teacher IS-100 NIMS training certificate
- updated “Crisis Response Plan”
- the annual NIMS assessment and improvement goals
- current floor plans with any changes or updates



## 1500.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

### COMMUNITY

#### **PARENT/STUDENT HANDBOOK**

Every school shall develop and distribute a parent/student handbook to assist both the parents and students in becoming knowledgeable about school rules and policies. The handbook must be distributed annually, and it must be reviewed and revised on a regular basis. The parent/student handbook should address, but is not limited to, the following items.

- Child custody issues
- Code of conduct (including Diocesan Policy 5144.3)
- Crisis plan
- Directory information notice
- Dispensing medication
- Drug and substance abuse
- Feeder school areas (high school)
- Harassment
- Mission and belief statements
- Non-discrimination statement
- Ohio High School athletic transfer policy (secondary)
- Parish sports (elementary)
- Personally identifiable information release notice
- Pregnancy policy (high school)
- Publishing student information
- School violence
- Suspension/expulsion of students
- Technology/acceptable use policy
- Tuition refund policy



## **1500.0 (cont'd.)**

ELEMENTARY

SECONDARY

BOTH

POLICY

REGULATION

### **COMMUNITY**

#### **PARENT/STUDENT HANDBOOK**

- Dress code
- Protecting God's Children
- Bullying
- Fingerprinting (all paid school staff and volunteers)
- School visitors
- Grading
- Cell phone usage/electronic devices

The handbook will cite or include the appropriate diocesan policy. A receipt form will accompany the handbook and be signed annually. The receipt will be maintained in the school records.