Policy 2000

☐ Elementary

☐ Secondary

■ Both

Diocesan Standards for Administrators

Effective: August 2003 as Policy 2211.21

Revised: July 2023

The Diocese of Columbus has established six school administrative standards that focus on student faith formation and academic success. These standards apply to all administrators, defined as those holding the positions of principal, vice principal, assistant principal, and/or assistant administrator. They are:

Standard 1 - Catholic Identity:
As a leader in Catholic education, the school administrator promotes the success of all by acting with integrity, fairness, and in an ethical manner as a witness to the Gospel message.

Standard 2 - Continuous Improvement:
As a leader in Catholic education, the school administrator promotes continuous progress toward facilitating the development, articulation, and implementation of a vision and goals for learning and faith development that supports the school and the mission of the Catholic Church.

Standard 3 - Instruction:
As a leader in Catholic education, the school administrator supports the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students.

Standard 4 - School Operations, Resources and Learning Environment:
As a leader in Catholic education, the school administrator promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment in collaboration with the Church and community.

Standard 5 - Collaboration:
As a leader in Catholic education, the school administrator establishes and sustains a collaborative school culture for learning, grounded in the Gospel message that promote growth and achievement, and fosters staff professional development.

Standard 6 - Parents and Community Engagement:
As a leader in Catholic education, the school administrator promotes the success of all students by collaborating, understanding and responding to the interests and needs of the community being served and mobilizing available community resources to support student faith development and learning.

Revision History: 07/23, 08/19, 08/13, 08/08

Policy 2010

☐ Elementary

☐ Secondary

■ Both

Parochial School Administration

Effective: November 1982 as Policy 2421.1

Revised: July 2023

The principal of a parochial school is directly accountable to both the pastor and the superintendent in fulfilling the principal's job description, in observing the operating standards of the Ohio Catholic Schools Accrediting Association as approved by the State of Ohio, and in implementing the Diocesan School Policies and the local school advisory board policies.

1. As a ministry of the parish, the parochial school is under the direct jurisdiction of the pastor. He has the responsibility to ensure that an effective religious education program is maintained in the school and implemented by the principal. The immediate direction of the school and its instructional program is to be delegated to the principal.

2. The principal shall implement the policies and regulations of the Diocese of Columbus, the Office of Catholic Schools, and the Superintendent of Catholic Schools. The principal is also to observe OCSAA (Ohio Catholic Schools Accrediting Association) and state regulations relative to the operation of the school.

3. It is recommended that the pastor receive advice and guidance for the parochial school from a representative group of parents and parishioners called a School Advisory Board. This board will be trained through a process developed by the Office of Catholic Schools and contained in the *Advisory Board Training Manual.*

4. The maintenance of the buildings and grounds is the ultimate responsibility of the pastor; however, he may delegate this responsibility to the principal.

5. In inter-parochial schools, the role of the pastor is either shared by the pastors of the participating parishes or delegated to one of them, or delegated to a Governing Board.

Revision History: 07/23, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88

Policy 2020

☐ Elementary

☐ Secondary

■ Both

Diocesan School Administration

Effective: July 2023

Revised:

The principal of a diocesan school is directly accountable to both the bishop and the superintendent in fulfilling the principal's job description, in observing the operating standards of the Ohio Catholic Schools Accrediting Association as approved by the State of Ohio, and in implementing the Diocesan School Policies and the local school advisory board policies.

1. As a ministry of the diocese, the diocesan school is under the direct jurisdiction of the bishop. He has the responsibility to ensure that an effective religious education program is maintained in the school and implemented by the principal. The immediate direction of the school and its instructional program is to be delegated to the principal.

2. The principal shall implement the policies and regulations of the Diocese of Columbus, the Office of Catholic Schools, and the Superintendent of Catholic Schools. The principal is also to observe OCSAA (Ohio Catholic Schools Accrediting Association) and state regulations relative to the operation of the school.

3. It is recommended that the principal receive advice and guidance for the diocesan school from a representative group of parents and feeder school parishioners called a School Advisory Board. This board will be trained through a process developed by the Office of Catholic Schools and contained in the *Advisory Board Training Manual.* The superintendent is the bishop's representative on every diocesan school's advisory board. As such, he/she must be included in all board communication and discussion.

Revision History:

Policy 2100

☐ Elementary

☐ Secondary

■ Both

Appointment of Administrators

Effective: November 1982 as Policy 2211.1

Revised: July 2023

Principals shall be appointed according to the procedure established by the Office of Catholic Schools. This procedure generally follows process outlined in the *Principal Selection Process Guide*, available through the Office of Catholic Schools. Principals of parochial schools are hired at the sole discretion of the pastor from a pool of candidates approved by the Office of Catholic Schools, usually after consultation with the local search committee. Principals of Diocesan schools are hired by the bishop following the recommendation of the superintendent, made after consultation with the local community and feeder school pastors.

Vice principals and assistant principals do not necessarily need to be hired through the Principal Selection Process. They are generally hired by the principal after consultation with the pastor and/or superintendent.

Collectively, principals, vice principals, and assistant principals are referred to as administrators. All administrators in the diocese must fulfill the following qualifications:

1. Be an active, participating Catholic.
2. Have a strong commitment to Catholic school ministry and fidelity to the teachings of the Catholic Church.
3. Hold or be working toward the appropriate administrative license for the State of Ohio.
4. Hold a Master's degree, preferably in Educational Administration.
5. Have knowledge of and ability to apply school administrative and management skills.
6. Meets BCI and FBI requirements from the State of Ohio
7. Complete "Protecting God's Children."
8. Complete Catechetical Institute requirements for new administrators (See Policy in 4000s).
9. Have submitted an application to the Office of Catholic Schools and have been screened and approved by the Office of Catholic Schools. This item does not apply to principals who are members of religious orders serving by appointment of a religious community operating within the Diocese with the permission of the Bishop.

Revision History: 07/23, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 05/88

Policy 2105

Interim Appointment of Principals

Effective: July 2023

Revised:

☐ Elementary

☐ Secondary

■ Both

In the event that a parochial school principal resigns, is placed on leave, or is terminated before the end of the contract year, the pastor, after consultation with the superintendent, will appoint an interim principal to serve for the remainder of the current school year.

In the event that a diocesan school principal resigns, is placed on leave, or is terminated before the end of the school year, the bishop, after consultation with the superintendent, will appoint an interim principal to serve for the remainder of the school year.

If a parochial school has not contracted a principal on or before August 1, the pastor, after consultation with the superintendent, will appoint an interim principal. If a diocesan school has not contracted a principal on or before August 1, the bishop, after consultation with the superintendent, will appoint an interim principal.

Revision History:

☐ Elementary

☐ Secondary

■ Both

Policy 2110

Posting of Openings

Effective: May 1985 as Policy 2211.11

Revised: July 2023

At a minimum, available openings for administrators of elementary and secondary schools will be posted on the Office of Catholic Schools website at education.columbuscatholic.org. Anyone possessing the qualifications may apply or be recruited for the position of principal, vice principal, and assistant principal.

Formal application shall be made to the Office of Catholic Schools. Only candidates reviewed and approved by the Office of Catholic Schools may be hired for an administrator position in the diocese.

Revision History: 07/23, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88

Policy 2200

☐ Elementary

☐ Secondary

■ Both

Contract Arrangements for Parochial School Principals

Effective: May 1982 as Policy 2211.12

Revised: July 2023

1. A principal's contract will normally consist of a period of twelve months beginning July 1 and shall be for a term no longer than one year. If a principal is hired after July 1, the contract term shall be shortened and the salary prorated so that the contract term concludes on June 30. It is to be signed by the principal and the pastor (or a designee of the pastor in the case of consolidated schools). The superintendent's signature is optional. A copy of the contract is to be filed with the Office of Catholic Schools. Principals are required to maintain appropriate licensure throughout the term of their contract.

2. Principals are entitled to five weeks of vacation time to be taken at their discretion between the close of school in June and one week before the re-opening of school in August/September. School holidays during the year are also holidays for the administrator if he/she chooses to take them.

3. Reappointment of a parochial school principal and/or the offer of a new contract is at the sole discretion of the pastor. In making the decision to reappoint a principal, the pastor should, but is not obligated to, take into account any recommendation from the school advisory board, together with any information from formal evaluations facilitated by the Office of Catholic Schools.

4. Principal contracts are to be offered on or before March 15 preceding the contract year. The principal is to return the signed contract to the pastor by April 1. Failure to do so shall be considered a resignation. Alternatively, the pastor may decide to communicate a delay in the decision to offer a contract. A written notification of the delay must be communicated to the principal on or before March 15 along with a date by which the contract decision will be made.

   If a principal is not being reappointed, the pastor must notify the principal, either in writing or verbally, on or before March 15 preceding the contract year unless a written notification of delay has been provided to the principal as described above. Salary level shall not be a factor in the decision.

5. Except as provided herein, a pastor may terminate a principal during the term of an existing contract only for cause. Cause shall include, but is not necessarily limited to, failure to comply with the tenets and beliefs of the Catholic Church, the policies and regulations of the Diocese and/or local parish, or the standards of performance as outlined in the Diocesan Administrator Standards.

6. All contracts for individuals of a religious order require the signature of the superior of the community as well as the signature of the hired individual.

Revision History: 07/23, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88

Policy 2201

☐ Elementary

☐ Secondary

■ Both

Contract Arrangements for Diocesan School Principals

Effective: November 1982 as Policy 2211.125

Revised: July 2023

1. A principal's contract will normally consist of a period of twelve months beginning July 1 and shall be for a term no longer than one year. If a principal is hired after July 1, the contract term shall be shortened and salary prorated so that the contract term concludes on June 30. It is to be signed by the principal and the superintendent with the approval of the bishop. A copy of the contract is to be filed with the Office of Catholic Schools. Principals are required to maintain appropriate licensure throughout the term of their contract.

2. Principals are entitled to five weeks of vacation time to be taken at their discretion between the close of school in June and one week before the re-opening of school in August/September. School holidays during the year are also holidays for the administrator if he/she chooses to take them.

3. Reappointment of a diocesan school principal and/or the offer of a new contract is at the sole discretion of the bishop through the superintendent. In making the decision to reappoint a principal, the bishop through the superintendent should, but is not obligated to, take into account any recommendation from the advisory board, together with any information from formal evaluations facilitated by the Office of Catholic Schools.

4. Principal contracts are to be offered on or before April 15 preceding the contract year. The principal is to return the signed contract to the superintendent by May 1. Failure to do so shall be considered a resignation. Alternatively, the superintendent may decide to communicate a delay in the decision to offer a contract. A written notification of the delay must be communicated to the principal on or before April 15 along with a date by which the contract decision will be made.

   If a principal is not being reappointed, the superintendent must notify the principal, either in writing or verbally, on or before April 15 preceding the contract year unless a written notification of delay has been provided to the principal as described above. Salary level shall not be a factor in the decision.

5. Except as provided herein, the superintendent may terminate a principal during the term of an existing contract only for cause. Cause shall include, but is not necessarily limited to, failure to comply with the tenets and beliefs of the Catholic Church, the policies and regulations of the diocese or the standards of performance as outlined in the Diocesan Administrator Standards.

6. All contracts for individuals of a religious order require the signature of the superior of the community as well as the signature of the hired individual.

Revision History: 07/23, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88

Policy 2202

☐ Elementary

☐ Secondary

■ Both

Contract Arrangements for Vice Principals of Diocesan Schools

Effective: November 1981 as Policy 2211.1255

Revised: July 2023

The following policy applies to all individuals holding the title of vice principal, assistant principal, or assistant administrator at any diocesan school.

1. QUALIFICATIONS. Candidates for vice principal positions shall be active participating Catholics with administrative licensure or be working toward that licensure.

2. JOB DESCRIPTION. The job description for each vice principal position is developed by the principal and approved by the superintendent. The job description should meet these three standards:

    a. Clearly outline responsibility for the school in the principal's absence. If there is more than one vice principal in a school, there should be some ranking of responsibility in this respect.

    b. Significant responsibilities in some of these areas: academics (e.g. supervision of the teachers, curriculum and instruction, assessment), operations (e.g. finances, enrollment management, development, advancement, facilities), or student services (e.g. campus ministry, community life, discipline, extracurricular management, counseling, other department supervision).

    c. The individual shall have minimal teaching responsibility, limited to no more than one class period each day.

3. PROCEDURE FOR APPOINTMENT. Once the need for one or more vice principals is assessed, the appointment is made by the superintendent in consultation with the principal. The contract is co-signed by the principal and the superintendent.

4. ACCOUNTABILITY. The vice principal is directly accountable to the principal.

5. EVALUATION. At the local level, the superintendent is responsible for an annual evaluation of the vice principal. The superintendent may delegate this responsibility to the principal or may elect to evaluate the administrative team collectively as a unit.

6. REAPPOINTMENT. Vice principals receive one-year contracts. Reappointment is made by the superintendent in consultation with the principal and following a review of the vice principal's performance and the results of his/her evaluation.

7 . CONTRACTS. Vice principal contracts are to be offered by April 15 preceding the contract year. The vice principal is to return the contract by May 1. Failure to do so shall be considered a resignation. Alternatively, the superintendent may decide to communicate a delay in the decision to offer a contract. A written notification of the delay must be communicated to the principal/president on or before April 15 along with a date by which the contract decision will be made.

If the vice principal is not being reappointed, the superintendent must notify the vice principal, either in writing or verbally, on or before April 15 preceding the contract year unless a written notification of delay has been provided to the vice principal as described above. Salary level shall not be a factor in the decision.

8. The vice principal's salary is determined by the superintendent according to the diocesan salary policy.

Revision History: 07/23, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88

Policy 2210

■ Elementary

☐ Secondary

☐ Both

Salary for Administrator of an Elementary School

Effective: May 1982 as Policy 2211.13

Revised: July 2023

The salary paid to a lay principal or individual of a religious order of an elementary school in the Diocese of Columbus shall be determined according to the following formula:

1. Use as a base 125% of the amount that the principal would receive as a teacher in that school

2. Add to this base an amount negotiated between pastor and principal on the basis of these factors:
    a. merit/effectiveness as evidenced by the formal evaluation of the principal
        i. Recommended to be between $1,000 and $4,000
    b. administrative certification/licensure
        i. Recommended to be $750 for a principal who holds a valid, standard Ohio elementary school principal's certificate/license and $350 for a principal who is actively pursuing such certification/licensure

3. In no case shall the salary a principal receives be less than $40,000.

4. A principal shall receive full credit on the teacher's salary scale for teaching/administrative experience in the Diocese of Columbus.

Assistant principals in elementary schools serve a wide variety of functions, and have varying responsibilities. Each assistant principal position must have a job description. The above formula may serve as a guide in determining salary but the salary should be no more than 15% and no less than 7.5% of what the assistant principal would receive if he or she served as a teacher in that school.

Revision History: 07/23, 07/21, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88, 05/85

Policy 2211

☐ Elementary

■ Secondary

☐ Both

Salary for Administrator of a Secondary School

Effective: May 1982 as Policy 2211.135

Revised: July 2023

The salaries paid to a lay principal, individual of a religious order, or vice principal of a secondary school in the Diocese of Columbus shall be determined by the superintendent. In arriving at salary figures, consideration will be given to the following factors:

- size of school;
- distribution of administrative responsibilities;
- academic credentials;
- number of years of service in present assignment;
- number of years of service in the diocese;
- number of years of service in education;
- average increase for teachers in the building;
- salary figures of public school officials in the geographic area

Revision History: 07/23, 07/21, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88, 05/85

Policy 2212

Fringe Benefits for Administrators

☐ Elementary

☐ Secondary

■ Both

Effective: May 1982 as Policy 2211.14

Revised: July 2023

Fringe benefits provided to teachers in a school, whether by contract, policy, or recognized custom, shall be extended also to the school principal and vice principal, i.e., health insurance, sick leave, child rearing leave, life insurance, personal days, Family Medical Leave, retirement benefits, tuition assistance, etc.

Revision History: 07/23, 07/21, 08/19, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88, 05/85

Policy 2220

☐ Elementary

☐ Secondary

■ Both

Licensure and Professional Development

Effective: September 1998 as Policy 2211.155

Revised: July 2023

All certificated/licensed employees of the schools in the Diocese of Columbus are subject to the requirements outlined on the Office of Catholic Schools website at education.columbuscatholic.org under "Licensure and Professional Development" Handbook for the Diocese of Columbus. Failure to meet these standards according to the timeline established by the State of Ohio and/or Diocese of Columbus voids any signed contractual agreement.

Revision History: 07/23, 08/19, 08/13, 03/09, 08/03

Policy 2230

☐ Elementary

☐ Secondary

■ Both

Graduate Study

Effective: May 1982 as Policy 2211.15

Revised: July 2023

All administrators are expected to continue their professional growth/development through courses, workshops, conferences, etc. Administrators are eligible for fee waivers (if available) for this course work and for course work required for renewal of certification. To the extent that fee waivers are not available, provision should be made in the school budget to assist the administrator with at least 50% of the course fees.

If satisfactory grade is not obtained, or if the administrator fails to complete requirements, the school shall be reimbursed.

Revision History: 07/23, 08/19, 08/13, 08/08, 08/03, 08/96, 06/93, 06/88

☐ Elementary

☐ Secondary

■ Both

Policy 2240

Part Time Teaching

Effective: April 1973 as Policy 2211.24

Revised: July 2023

In schools with enrollments of 100 students or more, a principal shall not be required to assume classroom teaching responsibilities.

Revision History: 07/23, 07/21, 08/13, 08/08, 08/03, 08/98, 06/93, 06/88, 05/82

☐ Elementary

☐ Secondary

■ Both

Policy 2250

Administrator Meetings and Trainings

Effective: May 1982 as Policy 2211.25

Revised: January 2026

The Office of Catholic Schools provides Administrator Meetings, professional development, and trainings for administrators throughout the school year in both in-person and digital formats. All administrators are expected to be present for these sessions and to assist in the planning and evaluation of diocesan-sponsored events. Attendance should be prioritized and supported at the local level.

In addition to the above in-service opportunities, the school should budget for other professional growth activities such as workshops, retreats, or seminars to continue his/her professional growth. Ideas, suggestions, and recommendations are available from the Office of Catholic Schools.

Revision History: 07/23, 08/13, 08/08, 08/03, 08/98, 02/93, 06/88

☐ Elementary

☐ Secondary

■ Both

Policy 2260

Feeder Articulation Meetings

Effective: December 1971 as Policy 6180.0

Revised: July 2023

Feeder articulation meetings shall be scheduled at least quarterly between the high schools and their feeder schools for all feeder areas defined by geographic boundaries. Cristo Rey Columbus and St. Charles Preparatory School are not included in this requirement.

The purposes of these feeder meetings are to communicate, to cooperate, and to coordinate school programs, curricula, and needs between high schools and elementary schools and among the elementary schools. The meetings are also intended to build the feeder relationships between the schools. They may also result in shared approaches to challenges, shared resources between buildings, and shared professional growth.

Feeder articulation meetings follow the organizational design of the Diocese of Columbus.

Revision History: 07/23, 07/17, 08/12, 08/07, 08/97, 08/02, 05/90, 04/89

Policy 2270

☐ Elementary

■ Secondary

☐ Both

High School Admissions Events

Effective: April 2025

Revised:

The Diocese of Columbus offers parents a 13-year, continuous program of high-quality, Catholic education through a system of schools that educate students from preschool through high school. In order to ensure that the transition between elementary school and high school is automatic and effortless, healthy, vibrant partnerships between the feeder systems and high schools is essential. In order to make this possible, high schools must have the opportunity to construct relationships with families at their feeder schools. For that reason, the following guidelines are in place for the recruiting and admission of elementary school students into Catholic high schools.

Recruiting Events

Catholic high schools are encouraged to offer multiple avenues for families to experience the high school community leading toward enrollment in 9th grade.

- 8th Grade Visit
    - Each high school will make arrangements with assigned feeder schools to provide a visit day in the Fall.
    - Elementary schools will encourage all students to participate in these visits and will not promote any one assigned high school over another, but rather will provide equal time and equal opportunity for each assigned high school to engage with each potential student.
    - Elementary schools are permitted by Policy 2800 to share contact information (student names and parent addresses, phone numbers, and email addresses) for 7th and 8th grade families with the assigned high schools.

- 7th Grade Visit
    - Each high school may make arrangements with assigned feeder schools to provide a visit day in the Spring, no earlier than February 1 each year.
    - If conducted, 7th grade visits are to be smaller in scale than 8th grade visits and are meant to serve as an introduction for the student to the assigned high school community. Visits should last no more than 3 hours and should allow elementary school students to have adequate time at their schools for instruction.
    - Elementary schools will encourage all students to participate in these visits and will not promote any one assigned high school over another, but rather will provide equal time and equal opportunity for each assigned high school to engage with each potential student.

- Feeder School Parent Night or Open House
    - High schools are encouraged to provide an evening event for parents of students at their assigned feeder schools. The event should include information on the admissions process, curriculum, financial aid, EdChoice, and other topics of general interest.
    - The Parent Night events should be coordinated among all high schools so that no two high schools host an event on the same night.
    - Only families at assigned feeder schools within the high school boundary areas are to be invited to these events. Any family who attends a parent night outside of their feeder area must be informed of the waiver process policy.

- Ongoing Feeder School Events
    - Assigned high schools are encouraged to invite students at their feeder schools to events at the school throughout the year, including athletic games, theater productions, speaker events, and other community-building efforts.
    - Assigned high schools are encouraged to send information about such events to the feeder schools for inclusion in newsletters and bulletins.
    - As above, feeder elementary schools must provide equal time and equal space to all assigned high schools, showing no favoritism for one or another.

Revision History:

Policy 2300

☐ Elementary

☐ Secondary

■ Both

Professional Evaluation of Administrators

Effective: May 1982 as Policy 2211.26

Revised: July 2023

All administrators are entitled to an annual evaluation utilizing the *Administrative Evaluation System* of the Office of Catholic Schools and conducted by his/her supervisor.

The purposes of the diocesan plan for evaluation of administrators are:

1. to maintain the administrator's accountability to others for his/her administrative performance.

2. to help the administrator plan for improvement by providing information about how he/she is perceived and by assisting the administrator in using this information to set goals and establish priorities.

All administrators in the diocese are formally evaluated with instruments designed by the Office of Catholic Schools and available in the *Administrative Evaluation System Guide*. These instruments provide for a self-evaluation by the administrator and for evaluations by a variety of stakeholders.

The evaluation is coordinated by a member of the Office of Catholic Schools staff but conducted by the pastor at a parochial school and by the superintendent at a diocesan school. Results are shared with the administrator(s) by the pastor at the parochial school and by the superintendent at a diocesan school. A copy of all evaluations is to be filed with the Office of Catholic Schools in the personnel file of the administrator. Evaluation results are never shared publicly and must be treated as confidential documents.

Revision History: 07/23, 08/13, 08/08, 08/03, 08/98, 02/93, 06/88

Policy 2400

☐ Elementary

☐ Secondary

■ Both

School Advisory Boards

Effective: May 1982 as Policy 2430.0 and 2430.1

Revised: July 2023

Catholic school advisory boards exist to advise Catholic educators in providing academic and religious programs for students. Advisory boards are canonically advisory in nature, advisory to the superintendent and principal on the diocesan level and to the pastor and principal on the elementary level. All School Advisory Boards should participate in Board Training facilitated by the Office of Catholic Schools. The structure, role, and function of the School Advisory Board should never be confused with that of a public school board.

Bylaws should be developed for all advisory boards and must be approved by the pastor (parochial schools) or superintendent (diocesan schools) before implementation. All bylaws must be filed with the Office of Catholic Schools. School Advisory Boards may be dissolved by the pastor at a parochial school or by the bishop at a diocesan school.

Each diocesan secondary school shall have a School Advisory Board. This board shall be composed of the pastors of the parishes whose students attend the high school (except St. Charles, which will have representative pastors) and representative laypersons. The principal of the high school may act as executive secretary of the board. The superintendent serves as the representative of the bishop on all high school advisory boards. As such, he/she must be included in all board communication, invitations, and other board-related business.

Catholic school advisory boards operate most effectively when they perform in all of the following roles:

- Advise: in areas in which the principal requests advice, feedback, and information.
- Policymaking: assist in the development of local policies and procedures when a Diocesan policy does not exist.
- Committees: form and participate in committee service that extends the administration's abilities and supports the mission of the school.

The advisory board's functions could include but are not limited to:

- setting goals for itself and for the educational program;
- participating in the evaluation of the educational program;
- participating in a principal hiring committee;
- advising on formation of local policies;
- participating in the creation of the operational budget and proposals for capital expenditures;
- receiving and reviewing quarterly financial reports of the school's income and expenditures to date;
- advising the principal upon request; and
- promoting Catholic education within the community

School Advisory Boards have no role in:

- hiring, firing, or evaluating staff (e.g. teachers, school guidance counselors, coaches);
- making or changing school regulations;
- student discipline or any issue relating to students and/or families;
- budget approval;
- authorizing capital expenditures;
- selecting textbooks or deciding other specifics of the educational program.

Revision History: 07/23, 08/13, 08/08, 08/03, 08/98, 02/93, 06/88

Policy 2500

Faculty Handbooks

Effective: September 2002 as Policy 4146.0

Revised: July 2023

☐ Elementary

☐ Secondary

■ Both

A faculty handbook is a requirement for all schools to provide teachers and staff members with information concerning teaching and non-teaching responsibilities and expectations. The handbook must be distributed no later than August 31 annually, and it must be reviewed and revised on a regular basis. A faculty handbook should address, but is not limited to, the following items. The handbooks also include all policies of the Diocese of Columbus and the Office of Catholic Schools by reference.

- Fingerprinting of staff and volunteers and attendance of Protecting God's Children.
- Harassment policies.
- Mentoring.
- Mission and belief statements.
- Necessity of obtaining and maintaining appropriate licensure or certification and of participation in required catechetical development programs.
- Non-discrimination statement.
- Pregnancy leave information.
- Professionalism, including decorum and confidentiality issues.
- Reporting of child abuse and mandated reporter status.
- Sample forms.
- Sick time.
- Supervision and evaluation procedures.
- Duties, including instructional, non-instructional, and administrative responsibilities.

Faculty are required to sign an acknowledgement form no later than September 15 annually.

Revision History: 07/23, 05/15, 08/10, 08/05

Policy 2600

☐ Elementary

☐ Secondary

■ Both

Acceptable Use Policy

Effective: August 2002 as Policy 6140.0

Revised: July 2023

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes.

Communication over the diocesan network is not to be considered private. **Users can have no reasonable expectation of privacy in use of diocesan and school systems, internet, devices, or materials**. The diocese reserves these rights with respect to systems, internet, devices, and materials not owned by the diocese or school when they are used under circumstances that implicate the diocese or school.

Terms and Conditions for Internet Access and Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet

Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.

- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Terms and Conditions for Technology Network and Equipment Access and Use of School-Owned Materials

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students and school employees will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment

Students and school employees are responsible for appropriate behavior when using diocesan or school technology resources. Students and school employees are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.
- Students and school employees do not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students and school employees should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Technology Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.

- Do not use diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment
Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources by students, depending upon the severity of the situation may include one or more of the following:

- A warning followed by reclarification of the acceptable use guidelines.
- Loss of access to diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

Consequences of Misuse or Abuse of These Resources by Employees
School employees are responsible to read and be knowledgeable of the Technology Acceptable Use Policy. School employees are aware that the Diocesan computer systems and technology resources are intended for educational purposes. School employees understand that it is difficult to restrict access to all controversial materials and will not hold the diocese responsible for materials acquired on the network.

Conclusion:
School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Revision History: 07/23, 07/17, 08/12, 08/07, 08/02

Policy 2610

☐ Elementary

☐ Secondary

■ Both

Use of Diocesan Email Accounts

Effective: August 2006 as Policy 4116.06

Revised: July 2024

Every Catholic school teacher employed within the Diocese of Columbus must have and utilize a diocesan email account, managed by the Office of Information Technology of the Diocese of Columbus. These accounts are on Google and use **@cdeducation.org** as a domain. While every teacher must have an account, the accounts may be set up to forward to a local school account domain.

It is the responsibility of the school administrator to ensure that all faculty members have an account. New hires and changes in staffing should be communicated to the Diocesan IT Office immediately so that accounts may be created or suspended in a timely manner. All school administrators must ensure that staff members know about their accounts and either check them frequently or forward them to the appropriate school-owned domain.

All teachers are expected to review emails Monday through Friday during the academic year. Only diocesan or school managed accounts may be used for school related business or communication. It is never permissible to use a personal email account for any professional communication.

Revision History: 07/24, 07/23, 05/15, 08/10, 08/06

Policy 2620

☐ Elementary

☐ Secondary

■ Both

School Websites and Social Networking Tools

Effective: March 2002 as Policy 6140.1

Revised: July 2023

Only paid employees of the school shall modify and maintain school websites (including social media accounts) which are housed either on the Diocesan server or at an authorized third party location in order to maintain the integrity of Diocesan systems and to provide accountability to the school principal. The principal may request permission to house the school's website at an alternate location from the superintendent. If permission is granted to use an outside Internet Service Provider (ISP) to house the school website, the total responsibility of content and use still lies with the school principal. All school sites (website, social media accounts) must have more than one person authorized to access the account. One of the individuals with the necessary passwords must be the school principal.

No school, school personnel or school volunteer may:

1. use social networking tools to communicate with individuals under 18 other than family members
2. use social networking tools to release personally identifiable information for individuals under 18 unless written permission has been obtained from the parent or guardian
3. use a website to allow online gambling or bidding without prior permission from the Diocesan Director of IT.
4. use anything other than *an authorized* email or a learning management system to communicate with students
5. use sale item ads that are contrary to acceptable Catholic guidelines
6. permit web hosted advertisements unless a disclaimer is also posted

Website Content

Having a strong online presence for each of Our Catholic Schools is critical in this day and age for communicating with current and prospective families. A properly designed and maintained website should:

- Disseminate pertinent information
- Lend credibility to your mission
- Showcase the school's brand

School websites must have information that is both current and relevant and, therefore, proper maintenance and regular updates are imperative. This includes, but is not limited to, imagery, information regarding academics, employment opportunities, calendars, and contact information.

State of Ohio Requirements

ORC 3301.164 requires all chartered non-public schools to publish the following on their websites:

1. The number of students enrolled by the school by the last day of October of the current school year.
2. The school's policy regarding background checks for teachers, nonteaching employees, and volunteers with direct contact with students.

OCS Requirements

In addition to state requirements, the Office of Catholic Schools of the Diocese of Columbus requires the following to be published on schools' websites in the specified locations:

1. A non-discrimination policy, as provided by the Office of Catholic Schools (footer).
2. The school's physical address and telephone number (footer)
3. Link to the corresponding parish website and the OCS website (header).
4. Clear testimony – in text copy and via imagery – of Our Catholic Schools' mission to communicate the Gospel message of Jesus.
5. Tuition rates for the current school year.
6. No personally identifiable information about a student, faculty member or their families should be on a school's public website, including, but not limited to, bell schedules, student names or ID numbers, school maps, directories of home addresses/phone numbers, etc.
7. A listing of administration, faculty, and staff members with their associated titles. At minimum, principals should have their name and a specific means of contacting him/her directly, whether this be a personal or generic email box (i.e. principal@school.com).
8. All information on state or government programs and scholarships must be updated when new law or guidance is released by the state or federal government.

Website Content

Website content should be tailored for the intended audience(s) and organized in an intuitive manner. At minimum, school websites should include the following:

1. School mission statement (homepage)
2. About/History of the school
3. Catholic identity/Curriculum overview
4. Information for prospective families, including the admissions policy
5. Information for current families, including the student handbook
6. Ways for families to get involved, including the Safe Environment statement
7. How to support the school financially

Website Imagery

Website imagery should complement the written content on your website, adding visual interest and a "window" to the school community. First and foremost, it should express the mission of Our Catholic Schools to communicate the Gospel message of Jesus. As the front door to our school communities, photos, graphics and other design elements on the website homepage must communicate the presence of Catholic faith in our schools.

Other requirements include:

1. Pictures on the website shall not be older than two years.

2. Any mask pictures should be removed.
3. Any pictures with the bishop should be with the current Bishop of the Diocese of Columbus.
4. Students should be shown in uniform. Exceptions might include class trips, after school activities, etc.
5. Copyrighted images may not be used, unless permission is provided by the copyright owner and expressly stated on the website.
6. Photo releases must be on file for any student whose image/likeness is used.
7. Images should be diverse and representative of the entire student population.
8. Images should not cut off student faces. Ensure the image size and shape fit the space for which they are intended.
9. Images and logos should be at a resolution of least 72 PPI (also called screen resolution).

It is the responsibility of the principal to ensure that the website is current and follows the aforementioned policies. The Office of Catholic Schools will audit school websites once a year to ensure compliance with state law and diocesan policy.

Social Networking Guidelines

When posting, commenting, or replying to internet sites, it is prohibited to use obscene, harassing, derogatory, defamatory or otherwise potentially scandalous comments, links, and/or images which reflect, discredit, or cause embarrassment to the Catholic Church, the Diocese of Columbus, or any person or group of individuals.

Posts, comments, and/or replies must never contradict the teachings of the Catholic Church.

It is prohibited to divulge, without verifiable consent of a parent or guardian, any information that would jeopardize the safety or well-being of any person or group of individuals. This includes but is not limited to pictures of any person younger than the age of 18. Also prohibited is the posting of full names, home address, email address, telephone numbers or any information that would allow someone to identify or contact a person younger than the age of 18. Verifiable consent may take the form of a written permission from the parent or guardian. Record of consent must be retained on file until the person turns 18 years of age or the consent is revoked by the parent or guardian.

It is prohibited to disclose, post, comment, or reply to information that is understood to be held in confidence by the Diocese of Columbus.

Recognition and respect of intellectual property should be maintained at all times. Care must be taken so as not to infringe upon the exclusive rights of others, musical, literary and or artistic works. It is the responsibility of the individual to abide by all copyright laws of the United States of America.

Enforcement

Failure to comply with any of the guidelines and provisions outlined here will be grounds for disciplinary action up to and including termination. The Office of Catholic Schools reserves the right to change this policy at any time and at its discretion. The interpretation and administration of this policy will be made by diocesan officials in light of changing circumstances and events.

Revision History: 07/23, 07/17, 08/12, 08/07, 08/02

☐ Elementary

☐ Secondary

■ Both

Policy 2700

Required School Reports

Effective: May 1981 as Policy 6190.0

Revised: July 2023

The principal of each school shall report annually to local school and/or parish community on the religious, academic, and financial viability of the school. A copy of this report shall also be submitted annually to the superintendent.

All schools will also provide calendars, budget projections, budget actuals, enrollment information, and other data as requested to the Office of Catholic Schools for the purposes of monitoring and supporting Catholic education in the Diocese on behalf of the Bishop.

Additionally, each school will complete and submit the status of their accrediting Action Plan within the mandated association timeframe to the Office of Catholic Schools and the Ohio Catholic School Accrediting Association (OCSAA) the Year Two and Year Four Progress Reports, Year One and Year Three Progress Reviews. All reports are to be completed by the schools and uploaded through the OCSAA web portal.

The Office of Catholic Schools will assist principals in reporting to the superintendent information required for the annual report of the OCSAA to the Ohio Department of Education on the status of each school's compliance with OCSAA operating standards.

Revision History: 07/23, 07/17, 08/12, 08/07, 08/02, 08/97, 06/90

Policy 2710

Required Staff Training

Effective: July 2025

Revised:

☐ Elementary

☐ Secondary

■ Both

The following chart summarizes the staff training requirements for chartered non-public schools according to Ohio state law.

Source of Training Requirement	Topic of Training	Who needs it?	How often administered?
29 C.F.R. § 1910.1030	Blood Borne Pathogens	Employees with occupational exposure to bloodborne pathogens or other potentially infectious materials	Annually
29 C.F.R. § 1910.1001	Asbestos	Employees who may be exposed to airborne concentrations of asbestos at or above the permissible exposure limit and/or excursion limit	Annually
7 C.F.R. § 210.30	School Nutrition Program Training	School nutrition program personnel	10 hours of annual continuing education/training
The following provisions are specifically related to chartered nonpublic schools			
ORC 3313.815	Heimlich Maneuver	At least one school employee who is present during periods of food service to students	Not specified
ORC 3781.106	Barricade Devices	All school staff members, but only if a school uses a device that prevents ingress and egress through a door during emergency situations	Not specified
ORC 3737.73 (D)(3)	Safety Drill Training (Fire, Tornado, etc.)	All employees of the school	Annually

ORC 3313.5310	Sudden Cardiac Arrest	Individuals coaching an athletic activity	Prior to receiving pupil activity permit and each time permit is renewed
ORC 3313.539	Concussion/Youth Injury Training	Coaches and referees	Prior to receiving pupil activity permit and each time permit is renewed
ORC 3313.5318	Mental Health Training	Individuals coaching an athletic activity (training must be approved by DMHAS)	Prior to receiving pupil activity permit and each time permit is renewed
ORC 3313.713	Administration of Medication, Epi Pens, and Inhalers	Specified employees	
ORC 3313.717	Automated External Defibrillators	All school employees	At least once every five years
ORC 3313.719	Food Allergy Training	Permitted training for all staff members, but NOT required	Not specified
ORC 3313.7112	Diabetes Care Training	Only to employees who agree to provide diabetes care or employees with primary responsibility for supervising a student with diabetes during some portion of the school day	Annually (prior to beginning of each school year)
ORC 3313.7117	Seizure Action Plan Training	At least one school employee other than the school nurse	Every two years
ORC 3313.7117 (H)	Seizure Disorder Training	All administrators, guidance counselors, teachers, and bus drivers	By October 3, 2025, or within 90 days of employment
ORC 5502.262	Threat Assessment Team Training	Threat assessment team members	Upon appointment and once every three years
ORC 3301.54	Preschool Staff Inservice Training (Child development, child abuse recognition and prevention, first aid, and prevention, recognition, and	Preschool staff members without an associate degree or higher in child development or early childhood education from an accredited	15 hours of in-service training annually until 45 hours has been completed

	management of communicable diseases)	college, university, or technical college, or any type of educator license designated as appropriate for teaching in a preschool setting	
ORC 3301.56(C)	Preschool First Aid and Communicable Diseases	At least one preschool employee	Not specified
ORC 3301.56(C)	Preschool Child Abuse Recognition and Prevention	At least one preschool employee	Not specified
The following provisions are recommended but not required			
ORC 3319.073	School Safety and Violence Prevention	Each nurse, teacher, counselor, school psychologist, and administrator employed in the school	4 hours of in-service training every five years
	Harassment, Intimidation, and Bullying		
	Child Sexual Abuse Training		4 hours of in-service training every 2 years
	Youth Suicide Awareness and Prevention Training		

Revision History:

Policy 2800

Student Records

Effective: November 1976 as Policy 5125.0, 5125.1, 5125.2, 5126.0

Revised: January 2025

☐ Elementary

☐ Secondary

■ Both

A permanent record is to be kept on each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuums.

1. Access to the information contained in a student's permanent record is restricted to certain persons. (See below).
2. When a pupil transfers from one school to another, a duplicate of the permanent record of items above shall be sent to the school to which the pupil is transferring.
3. If a student is transferring from one school to another within the Diocese, it is the responsibility of the receiving school to contact the sending school prior to registering or accepting the student.
4. An adequate number of fireproof files shall be provided in each school building for the proper care of physical records.
5. It is now permissible to maintain records in a digital format rather than on paper. However, all digital records must have an adequate backup system in place. Digital record capacity and security, inclusive of the backup system, must be periodically reviewed for effectiveness.

Responsibility for Student Records

The school principal shall have the overall responsibility for maintaining and preserving the confidentiality and security of student records.

Access to Directory Data

1. Parochial and Diocesan schools have the right to release directory information of students if public notice has been given to parents of students regarding the types of information that the school has designated as directory information and the period of time within which a parent or eligible student has to notify the school in writing concerning information about the student. Parents must acknowledge the public notice and provide consent to its release, and parents may also decline the publication or release of directory information. Directory information may not be released to anyone using it for profit-making purposes.
2. The following information may be considered to be “directory information”:
    a. Name, address, telephone listing, date and place of birth
    b. Participation in officially recognized activities and sports
    c. Dates of attendance
    d. Degrees and awards received

e. The most recent previous educational agency or institution attended by the student.

3. Elementary schools may share student directory information with their assigned feeder high school(s) for the purposes of student recruitment.
4. Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook:

   "Directory information regarding students will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation."

Educational Data

Schools shall compile and maintain for the period designated in Policy 2710 after the student has left the school the following classes of records where the entries are made, dated, and signed by certified personnel (or their authorized agents) and the records are necessary to promote the student's educational welfare.

1. Educational Data Forwarded to Transferring School
   a. General Policy: Only the most objective data should be sent to a school of transfer. Even here the rights of parents, guardians, or 18-year-olds must take precedence. A written request/authorization from the parent/eligible student for this transfer is a local option.
   b. The following items may be considered educational data:
      i. Scores on standardized intelligence and aptitude tests.
      ii. Record of extracurricular activities.
      iii. State mandated health data (immunizations, vision screening, etc.).
      iv. Attendance data.
      v. Description of student progress including grade level completed, schools attended, academic certificate, and reason for leaving the school.
2. Disciplinary Data
   a. Student discipline records should never be placed in a student's cumulative folder, but should be retained in a separate file.
   b. Disciplinary data includes reports of serious or recurrent behavior patterns, provided that reports contain only factual information and not subjective information.
3. Psychological Testing Data
   a. The files of students who have had psychological testing must be kept permanently.
   b. Included with the psychological testing, the school should keep the formal plan (Service, Written, Academic Support) developed to meet the needs of the student. See Policy 5210 for personnel having access to the records on a need to know basis. These records are released only by a signed request from the parent(s)/guardian(s), or by the student if he/she is 18 years old or older.

Access to Educational Data

1. Principals must provide parents of students under the age of 18 or eligible students (those 18 years of age or older) access to educational data, including the right to review, inspect, and/or obtain copies. The request for access should be made in writing. A person seeking copies of school records may be required to pay the cost of reproduction, not to exceed the school's actual cost. Full rights of access are given to either parent (natural or adoptive) unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, which specifically revokes these rights. Specifically, a student's "non-residential" (formerly "non-custodial") divorced parent is entitled access to all the student's school records, the same as the residential parent, subject to any agreement between them or court order limiting access by the non-residential parent to information pertaining to the student, the school should abide by the most recent order.
2. Principals should provide educational data to the following without the consent required by law:
    a. All certified members of the staff who have legitimate educational interests may use educational data.
    b. School officials of other schools who have legitimate educational interests.
    c. Financial aid officers.
    d. Those processing a subpoena for such data.
    e. Accrediting organizations.
    f. Legitimate researchers, as determined by the judgment of the principal or superintendent.
    g. To a law enforcement officer who is conducting an investigation to determine whether the student may be a "missing child" (prior approval by the parent/guardian/eligible student will allow the officer copies of any part of the student's educational record).
    h. To a court, attorney, or law enforcement officer (probation officer, CSB, sheriff, marshal, police, etc.) investigating whether the student is "an abused, neglected, or dependent child."
3. In the case of emergencies where it is necessary to protect the health or safety of a student and where no parental consent is possible, the principal should consider the seriousness of the matter and whether the data being sought would help alleviate the emergency more quickly.

Record of Access

1. All requests by parents, guardians, and 18 year olds must be signed by the individual making the request. The request form should indicate the precise records to be released, the reason for such release, and the names of the recipients of the records.
2. The school should maintain a record of all individuals and agencies that have obtained access to a student's records. The record should indicate specifically the legitimate interest such person, agency, or organization has in obtaining the information as well as the date and time of the request.

Records Challenge

Parents, guardians, or 18 year-olds who challenge educational data shall have such a challenge noted and signed by the same in the cumulative folder of the student.

Integrity and Permanence of School Records

The Diocese of Columbus is committed to maintaining the accuracy and integrity of all student records as historical documents. The Diocese of Columbus understands that there are times records may need to be altered or changes. These instances are rare and will be reviewed with the highest scrutiny, including but not limited to the following:

1. Amendments may only be made under the following circumstances: (1) a factual error is identified (e.g., typographical errors, data entry mistakes; (2) a legal requirement mandates the change; or (3) correction is needed to comply with federal or state regulations. The Diocese of Columbus reserves the right to challenge any court order and/ or federal or state regulations based on religious freedoms.
2. Requests for changes to student records must be submitted in writing to the school principal along with supporting documentation verifying the need for the change. The school administration will consult the Office of Catholic Schools to review the request before approval.
3. Any approved amendments to records will be documented, with the original record preserved for audit and accountability purposes.
4. Records shall never be altered to misrepresent a student's name at the time of attendance, demographic information at the time of attendance, academic performance, attendance, disciplinary actions, or any other critical and/or historical information. Any unauthorized attempt to modify school records will be subject to disciplinary action and/or legal consequences.
5. The Diocese of Columbus does not allow *post-graduation* name changes. The student's original legal name at the time of attendance will remain on record and should remain the official name to avoid misuse of academic documents, confusion of identities or fraudulent use of the record and any inconsistency with sacramental records. Alumni may provide the concerned party(s) with legal documentation of the name change(es) that occurred subsequent to the enrollment, thus verifying their identity and the legitimacy of their credentials.

How Records Are Maintained

1. Cumulative folder contains yearly educational data. This is sent to the child's receiving school of transfer only upon written consent of the parent or guardian and written request of the receiving school.
2. Psychological test results should be kept in a separate folder. Expressed written permission must be sought from parents before forwarding them on to anyone. Only professional psychological test results or documentation from such professionals may be kept in such folders, not personal opinions.
3. Attendance forms: Each school should have a written policy regarding the procedure for reporting enrollment, attendance, and transfer of students in conjunction with the local public school district in which the school is geographically located and in which the child resides.

Subpoena of Records

When a subpoena requesting records or testimony is served, the principal should notify the Office of Catholic Schools immediately and proceed according to their instructions. OCS will engage Diocesan legal counsel in a review of the subpoena.

A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records nor should the lawyer be allowed to obtain information from teachers without first working through Diocesan legal

counsel.

Withholding Transfer of Records

Effective October 3, 2023, the ORC provides direction on the transfer of records from a chartered nonpublic school (Sec. 3319.324). The law states:

> "(A) As used in this section, "school records" includes any academic records, student assessment data, or other information for which there is a legitimate educational interest.
>
> (B) Except as provided for in division (C) of this section, when any school district or chartered nonpublic school receives a request from another district or school to which a student has transferred for that student's school records, the district or school receiving the request shall respond, within five school days after receiving the request, by transmitting to the requesting district or school either the student's school records as authorized under section 3319.321 of the Revised Code or, if the district or school has no Am. Sub. H. B. No. 33 135th G.A. 1215 record of the student's attendance, a statement of that fact.
>
> (C) A district or school may withhold a student's school records if there is two thousand five hundred dollars or more of outstanding debt attributed to the student. The district or school shall transmit the student's school records in the manner specified under division (A) of this section once the debt is paid."

Revision History: 01/25, 07/23, 07/16, 08/11, 08/06, 08/01, 08/96, 02/90, 01/89, 05/81, 11/76

Policy 2810

Record Retention

Effective: July 2023

Revised:

☐ Elementary

☐ Secondary

■ Both

All records are the property of the school. Parents may request access to their student's records and copies of the contents, but the school retains ownership of the file. Transfers of records to other schools are made by arrangement between the administration of the sending school and that of the receiving school only. Similarly, teachers may have access to their personnel file and copies of the contents, but the school retains ownership of the file.

For all types of records required to be retained by these policies, the following is the policy for safe-guarding those records:

- All records will be retained in a safe and secure place
- All records will be kept on the premises of the entity and not stored in the home of an employee or other person, nor in a separate location that makes access to the records impractical

The following guidelines direct the retention of all record and must be followed.

A. Administrative Records

Record Type	**Retention**
Annual reports to the Chancery (Status Animarum)	Permanent
Annual reports to the diocese/parish	Permanent
Articles of incorporation and bylaws	Permanent
Architectural drawings	7 years after property alienation
Architectural records, blueprints, building designs, specifications	7 years after property alienation
Asbestos abatement	Permanent
Bingo – annual license application and other information, including financial records	7 years
Building construction contracts & supporting documents	12 years
Building easements & related documents	7 years after property alienation
Building & equipment specifications and changes	7 years after property alienation
Building furniture & equipment inventory records	7 years after disposal
Building maintenance & repair records	15 years
Census records	Permanent
Copyright files and registrations	Permanent
Constitutions and bylaws	Permanent
Contracts, inactive	15 years after termination

Court documents and records	Permanent
Correspondence, legal	Permanent
Correspondence, official	Permanent
Correspondence, routine and general	7 years
Damage & theft reports	7 years
Deeds & related files	7 years after property alienation and expiration of deed restrictions if those exist
Diocese/Parish organization records (minutes, correspondence, publications, etc.)	Permanent
Donor lists	Permanent
Endowment decrees	Permanent
Finance Council minutes	Permanent
Forms, original copies of	Until revised
Fundraising – correspondence & records	15 years
Furniture and equipment warranty and repairs, including maintenance records	15 years
Gifts (restricted) - documents	Permanent
Grant records & all related materials	7 years after completion of grant period or applicable tax filing, whichever is longer
Historical file e.g. newspaper clippings, photos, etc.	Permanent
Parish/diocesan history books	Permanent
Insurance claims for loss, damage, accident reports, appraisals	7 years
Insurance policies – active	Permanent
Insurance policies – cancelled	Permanent
Intervention services records	6 years
Inventories of property, equipment, other moveable goods, and goods of precious or significant value	7 years after property has been disposed – some suggest permanent
IRS exemption determination letters, for organizations other than those listed in The Official Catholic Directory	Permanent
Leases	15 years after lease expiration – some suggest 7 years after expiration
Legal – claims and litigation	Permanent
Legal – wills, bequests, endowments, trusts, testaments, codicils	Permanent
Licenses and permits	Until revised
Mortgage documents	7 years after property alienation and expiration of deed restrictions if those exist
Office files	Selective retention – retain
OSHA safety records (including 300 log, privacy case list, annual summary, and OSHA 301 incident report forms	7 years following the end of the last year to which the records relate
Pest management plans	3 years
Policy statements	Permanent

Project records	15 years after completion (unless longer dictated by contract)
Property appraisals	Permanent
Property deeds & supporting documents	Permanent
Property title search information	Permanent
Real estate surveys/plots/plans	7 years after property alienation and expiration of deed restrictions if those exist
Religious education reports to diocesan offices	Permanent
Rosters of parishioners/members/students (confidential and must be kept under lock and key if they contain birth dates, Social Security numbers, license numbers, and any other personally identifying information)	Permanent
Safety training records	7 years
Sports/athletic program files	4 years
State tax exemption certificates	Retain until superseded by a new certificate
Title search papers and certificates	7 years after property alienation and expiration of deed restrictions if those exist
Toxic substance exposure records	30 years
Trademark files and registrations	Permanent
Zoning documents and restrictions	7 years after property alienation and expiration of deed restrictions if those exist

B. Financial Records

Record Type	**Retention**
1099 forms	7 years
Accounting records – disbursement journal/register, receipts journal/register	7 years
Accounts payable invoices	7 years
Accounts payable ledgers *	7 years
Accounts receivable ledgers *	7 years
Audit Reports	Permanent
Balance Sheet – monthly/quarterly *	7 years
Balance Sheet, Annual *	Permanent
Bank Deposits	7 years
Bank reconciliations	7 years
Bank Statements	7 years
Bonds, cancelled	7 years after date of cancellation
Budgets – approved/revised	7 years
Cancelled checks or image copy	7 years
Cash books	Permanent
Cash journal, receipts on offerings and pledges	Permanent
Cash books/journals	Permanent
Certificates of Deposit, cancelled	7 years after redemption

Chart of Accounts	Permanent
Check register/stubs	7 years
Credit card authorization information (card number, expiration date, and cardholder's signature). All Credit Card information should be kept secure, with only authorized employees having access.	6 months following the last charge against that card
Credit card statements/charge slips	7 years
Depreciation schedules	Permanent
Documents substantiating fixed asset additions	Permanent
Expense reports	7 years
Financial reports – annual	Permanent
Financial reports – monthly/quarterly	7 years
Financial Statements	Permanent
Form 990	Permanent
General ledger – annual	Permanent
Gift documents, permanently restricted	Permanent
Gift documents, temporarily restricted	7 years after the restriction expires
Invoices and paid bills, general accounts	7 years
Invoices and paid bills, major construction	Permanent
IRS exemption determination letters for organizations other than those listed in the Official Catholic Directory	Permanent
IRS revenue agents' reports	Permanent
Journal entries	7 years
Journals, general and specific funds	Permanent
Ledgers – subsidiary	7 years
Letters of credit	7 years after expiration
Loan documents	7 years after final payment
Mortgage payments	7 years
Mortgage records	Permanent
Notes receivable from the Diocese	7 years after redemption
Notes payable to the Diocese	7 years after cancellation
Payment records	7 years
Payroll change actions	4 years
Payroll journals	7 years
Payroll registers, summary schedule of earnings, deductions and accrued leave	7 years
Payroll taxes – federal withholding, FICA, & Medicare taxes paid	7 years
Payroll taxes – Ohio income taxes paid	7 years
Payroll taxes – municipal income taxes paid	7 years
Pension records	Permanent
Pledge registers/ledgers	Permanent
Property taxes paid	15 years

Purchase orders	7 years
Receipts	7 years
Sales records	7 years
Securities sales	7 years after sale
State tax exemption certificates (income, excise, property, sales/use, etc.)	Permanent
Stock investment	7 years after sale
Stop payment orders	7 years
Tax shelter annuities withheld & paid	7 years

C. Historical records

All historical records of the Diocese of Columbus (at the diocesan and not parochial level) are to be archived at the Chancery Office or other locations authorized by the Chancellor.

Record Type	**Retention**
Appointment letters for parish staff	Permanent
Authentication and supporting documents for relics	Permanent
Chronicle of events or parish calendar	Permanent
Clergy card files	Permanent
Clergy personnel files	Permanent
Confirmation register	Permanent
Deceased clergy files	Permanent
Diocesan decrees and correspondence relating to parish boundaries	Permanent
Diocesan entity history files	Permanent
Donation records for significant parish furnishings	Permanent
Historic parish and school correspondence, program documents, etc.	Permanent
Parish bulletins and newsletters	Permanent
Parish finance council by-laws, minutes, reports, officer roster	Permanent
Parish organizations' minutes, reports, rosters	Permanent
Parish pastoral council by-laws, minutes, reports, officer roster	Permanent
Parish videos or DVDs documenting parish history	Permanent
Photographic files – historic events, parish activities, etc.	Permanent
Sacramental records recordings (microfilm, scans, etc.)	Permanent
Sacred objects documentation, e.g. altars, statues, pews, sacred vessels, stained glass, etc.	Permanent
Status Animarum reports and addenda	Permanent

D. Human Resources Records

Personnel files must be maintained for active and inactive employees according to the schedule listed in this section. These records are the property of the Diocese of Columbus and are confidential and to be made available only to diocesan/parish representatives with a legitimate right to know, unless their disclosure is compelled by some legal action.

A human resource file is to be maintained for each active diocesan/affiliate employee. That file should contain the following to the extent that any of the following documents exist:

- Employee application
- Resume
- Reference letters
- Test documents
- BCII Report (Ohio Bureau of Criminal Investigation & Identification – note that these are retained permanently by the Safe Environment Office)
- FBI Report (Federal Bureau of Investigation – if required by the specific position – note that these are retained permanently by the Safe Environment Office)
- Employment Authorization Form (Form I-9)
- Salary information
- Job description
- PTO leave taken and accrued (currently document in the Paycor system)
- Performance evaluations
- Records of disciplinary actions
- Employee contracts or letters of understanding
- New hire form
- Pension enrollment form
- Official transcripts
- Application for all employee benefits plans
- W4 forms
- IT-4 (Withholding Exemption Certificate)
- IT-4 (Statement of Residency in Reciprocity State)
- B.4 Form
- General correspondence about the employee

The retention period is 7 years after conclusion of employment for the personnel file and the documents listed above.

The Americans with Disabilities Act (ADA) requirements (if applicable): ADA requires that all medical records be maintained separately from personnel records. Thus, every location must maintain a personnel record for each

employee that contains only medical records. The retention period for certain documents may vary, in accordance with the remainder of this policy:

- Notices of reasonable accommodation
- Physical examinations
- Fit for Duty statements for extended absences
- FMLA reports and other FMLA documents
- Medical records used in disciplinary or dismissal hearings
- Medical statements for insurance claims
- Medical exams ordered by administration
- Pre-employment examinations
- Reasonable cause drug test
- Request for leave for medical reasons
- Request for return to work following a leave for medical disability
- Request for maternity/paternity leave of absence

These records are confidential and should be made available only to Diocesan/affiliate representatives with a legitimate right to know, unless their disclosure is compelled by some legal action. In Ohio, employees and former employees have the right to access certain information, such as at least the name, address, occupation, pay rate, hours worked for each day worked, and each amount paid for the employee requesting the information, about himself or herself. The Diocesan/affiliate employer may ask that the request be in writing and generally has 30 days to comply with the request.

Record Type	**Retention**
Accident/injury reports (non-wc)	Termination + 5 years
Applications – rejected	3 Years
Attendance records	Termination + 7 years
Minor Employee Records (age 16)	Termination +2 years
Criminal Background Checks	Indefinite or at least 5 years
Disability records (Reasonable Accommodation)	Termination + 3 years
Employee Benefit Election Forms	Termination + 3 years
Employee contracts/agreements/letters of understanding	Termination + 7 years
Employee evaluations	Termination + 7 years
Employee medical complaints	Termination + 5 years
Employee medical records	Termination + 5 years
Employee salary schedules	Termination + 7 years
Employee Military Leave Records (USERRA)	Permanent
Employment taxes, contributions, and payments including taxes withheld, FICA (W-4, IT-4)	Termination + 7 years
Environmental test records/reports	30 Years from test date
FMLA records (Must be kept separately from other personnel records & documents)	Termination + 7 years

Form 941 Quarterly Federal Tax Withholding Report	4 years after filing 4th quarter for the year
Garnishment requests	Termination + 4 years
Hazardous exposure records	30 years from test date
I-9 records	Termination +7 years
Job announcement	2 years
Pension vesting files	Termination + 50 years
Permanent earnings and records	Termination + 7 years
Personnel files for personnel no longer employed by the Diocese	Termination + 7 years
Retirement benefits	Termination + 50 years
Service records (Employment Record)	Termination + 7 years
Termination records	Termination + 7 years
Time sheets	4 years
Unemployment forms	5 years
W2 forms	4 years
Workers' compensation records	Termination + 30 years

E. Safe Environment Records

Record Type	**Retention**
Codes of conduct paperwork	7 years after conclusion of employment or volunteer service
Communications about clergy removed from ministry and employees removed from employment	Permanent
Complaint forms/email messages	Permanent
Criminal Background Checks	Permanent
Data Gathering Report and Onsite Audit Instruments	Retain the three most recent instruments; destroy the oldest instrument upon receipt of the corresponding new instrument.
Diocesan safe environment decrees	Permanent
Field trip documentation	7 years
Interim Notifications Regarding Data Gathering Reporting and Onsite Audits	Retain these notices until the notification of final outcome is received; then destroy interim notifications.
Notifications of Final Outcomes of Data Gathering Reporting and Onsite Audits	Permanent
Notifications of Final Outcomes of Data Gathering Reporting and Onsite Audits	Permanent
Parish sex offender agreements (retained at parish level)	Permanent
Personally Identifiable Release Forms	7 years
Record of Adult Permission and Liability	7 years
Record of Parental Consent and Permission	7 years
Requests for exceptions to policy/Criminal Records Analysis	Permanent
Review Board minutes	Permanent
Sign in sheets for Protecting God's Children and VIRTUS International Priests training	Permanent

Summaries from VAC	Permanent
Volunteer applications (parish)	7 years after conclusion of service
Volunteer driver forms (parish)	7 years

F. School Records

Record Type	**Retention**
ACR form 240 backup info	10 years
Admissions documents	7 years from date of graduation or rejection, whichever is longer
ADM	Permanent
Annual School Reports (State)	Permanent
Approved Course of Study	Until Superseded
Attendance records	Permanent
Auxiliary Services Requisitions and Budgets	7 years
Cafeteria Records	5 years
Curriculum standards	Until superseded
Diocesan and Local Tuition Assistance	7 years
Directory information	Permanent
Education personnel certificates and licenses	7 years after termination
Facility training manuals	Until superseded
Federal program requirements	5 years
Free and Reduced Lunch Applications	4 years
General academic files, including report cards, testing materials, general disciplinary records, parent/student/teacher communications, registration materials	2 years from date of graduation from school; 7 years for not-to-return students; permanent for incarcerated or expelled students
Government programs: federal and state grants	As mandated by government
Graduate and class ranking lists	Permanent
Grievance records	2 years
Handbooks	Until superseded
Health/Fire Inspections	7 years
Intervention services records	6 years
Letters of recommendation	7 years from date of graduation or date on letter, whichever is longer
Medical records and information (These records are confidential and should be made available only to Diocesan staff with a legitimate right to know, unless their disclosure is compelled by some legal action.)	7 years from date of graduation
NCEA/CCO reporting	5 years
Official transcripts	Permanent
Official teacher service record	Permanent
Photographs pertaining to school history	Permanent
Preschool Student records	5 years after student leaves preschool
Required school services	3 years after services no longer provided

Scholarship applications, selection committee records, including selection criteria used, and other documentation regarding selection process	3 years
Scholarship recipient information, including names, addresses, and school attending	Permanent
Scholarship document, other – including funding documentation	7 years from date of award
School board agendas/minutes	Permanent
School Calendars	5 years
School Bus Safety Form	5 years
School office files, subject	Selective retention; retain those that document school administration and activities
Standardized test results	8 years
Student and Faculty Handbook	1 year after superseded
Student formal plan – service, written, academic support	Permanent
Student health records	Permanent
Student psychological testing	Permanent
Subject files (correspondence, memos, rules, schedules, etc.)	Annual review; destroy superseded files biannually
Substitute Teacher Records	7 years
Tornado/Fire Drills	7 years
Tuition Fees/ Payments	7 years

Revision History: 07/23

Policy 2900

Facility Usage

Effective: July 2023

Revised:

☐ Elementary

☐ Secondary

■ Both

Parishes and schools are frequently asked to allow people to hold events on parish or school property. These events include, but are not limited to: baby showers, bridal showers, wedding receptions, family reunions, anniversary parties, and sports camps. All events hosted by outside parties must follow the rules set out in the *Financial Policy Manual*, Policy 1822.0, *Regulations for Use of Facility*.

To highlight a few of these rules:

1. FACILITY USE APPLICANT is responsible for any Liability or Property Damage that occurs as a result of their activity. LOCATION and/or the Diocese of Columbus will pursue legal action if warranted. FACILITY USE APPLICANT must provide LOCATION with proof of liability and property damage insurance coverage with limits of at least $1,000,000 per occurrence. A Certificate of Insurance naming LOCATION and the Diocese of Columbus as Additional Insured must be submitted to the Pastor/Principal or their Designate prior to the first scheduled activity. FACILITY USE APPLICANT shall not change or cancel this insurance without prior, written notice to LOCATION. Should the policy be cancelled by FACILITY USE APPLICANT, LOCATION reserves the right to cancel this agreement immediately, without penalty.
2. As an alternative to the requirements of Section 9, FACILITY USE APPLICANT may purchase Special Event Coverage insurance through LOCATION. If choosing this alternative, FACILITY USE APPLICANT must submit the application and appropriate payment for Special Event Coverage no less than 15 days in advance of their event. Payment for this insurance is in addition to the fee charged in Section 8.
3. If the event or program on Diocesan property entails any parents or guardians of minors (defined as younger than 18 years of age or 21 years or younger for persons who are developmentally disabled) giving over care, custody, or control of their children to others, all adults (defined as 18 years of age or older) working with those minors must have a background check acceptable to LOCATION performed and attend a Protecting God's Children seminar prior to commencing any activity at the facility. It is FACILITY USE APPLICANT's responsibility to assure compliance with this requirement and appropriate filing of paperwork with LOCATION. FACILITY USE APPLICANT agrees to reimburse LOCATION for costs associated with the background check and training.

Additionally, if an event seems likely to attract media attention, the parish or school administrators should contact the Communications Office.

Revision History: 07/23

Policy 2910

Sacraments in High School Chapels

Effective: April 2025
Revised:

☐ Elementary
☐ Secondary
☐ Both

High School Chapels are more properly oratories within the territory of the parish. As such, they are set aside for divine worship for the convenience of the school community.

In accordance with c. 1225, all sacred celebrations may take place in an oratory except those which are excluded by the law, by liturgical law or by the local ordinary. Therefore, the following provisions with regard to sacramental celebrations in such sacred places are to be followed:

Baptisms
This policy aligns with Chancery Protocol 03/09 (attached), Canon Law, and particular law as established by the 5th Synod of the Diocese of Columbus (1952) so as to provide direction to clergy and institution administrators regarding this matter.

No high school chapel/oratory in the Diocese of Columbus has the permission to have a baptismal font (c. 858 §2). Accordingly, should the urgent necessity arise for baptism to occur in a high school oratory, the permission of the local ordinary is necessary and the proper pastor of the territory in which it is located is to be informed.

Should baptism occur in a high school oratory, the norms indicated in Chancery Protocol 03/09 are to be followed especially in regard to the necessary permissions, the proper preparation of the parents and godparents, and the recording of the baptism. Consult the Chancery with questions.

Marriages
All law, universal and particular, is to be followed in terms of the permissions, delegation, dispensations and preparation for the couple seeking marriage. Consult the Chancery for questions about marriages in a high school chapel/ oratory.

Funerals
Funerals of students, faculty, or staff are to be celebrated in the proper parish church of the deceased. Only in special circumstances may a funeral be celebrated at the school. The bishop, the high school chaplain, and the proper parish priests (i.e. of the territory of the high school and of the domicile of the deceased) are to be consulted for an exception to celebrate a funeral at a high school (cf. 1177 §2).

Penance and Anointing of the Sick
The administration of these sacraments is to be in accord with sacramental and liturgical law.

Revision History:

CLERGY FILE

Chancery Office
Diocese of Columbus 198 E. Broad St.
Columbus, OH 43215 (614) 224-2251

FOR YOUR PERMANENT RECORDS

March 15, 2009

PROT. NO. 03/09

REGARDING INFANT BAPTISMS OUTSIDE A PARISH CHURCH

It has come to the attention of the Chancery that baptisms of infants have been scheduled and taken place at nursing homes and school chapels and that reporting of these baptisms has not been consistent. This is a very serious matter.

This protocol has been formulated to present the pertinent universal canon law, specifically Canons 851 2°, 857, 859, 877 §1 and 878 as well as particular law as established by the 5th Synod of the Diocese of Columbus (1952) so as to provide direction to clergy and institution administrators regarding this matter.

The following are the texts of the above cited canons:
Can. 851 The celebration of baptism must be prepared properly; consequently:
2° the parents of an infant to be baptized and those who are to undertake the function of sponsor are to be instructed properly on the meaning of this sacrament and the obligations attached to it. The pastor personally or through others is to take care that the parents are properly instructed...
857 §1 Apart from a case of necessity, the proper place of baptism is a church or oratory.
§2 As a rule an adult is to be baptized in his or her parish church and an infant in the parish church of the parents unless a just cause suggests otherwise.
Can. 859 If because of distance or other circumstances the one to be baptized cannot go or be brought to the parish church or to the other church or oratory mentioned in can. 858, §2 without grave inconvenience, baptism can and must be conferred in another nearer church or oratory, or even in another fitting place.
Can. 877 §1 The pastor of the place where the baptism is celebrated must carefully and without any delay record in the baptismal register the names of the baptized, with mention made of the minister, parents, sponsors, witnesses, if any, the place and date of the conferral of the baptism, and the date and place of birth.
Can. 878 If the baptism was not administered by the pastor or in his presence, the minister of baptism, whoever it is, must inform the pastor of the parish in which it was administered of the conferral of the baptism, so that he records the baptism according to the norm of can. 877, §1.

The **5th Synod** states in Chapter Six, The Sacraments, No. 35:
"When, in case of necessity, Baptism is conferred in a hospital, school, or other institution, the conferring of the sacrament is to be recorded in three places:

a) In the institution;
b) In the parish in which the institution is located;
c) In the home parish of the person baptized."

Accordingly, the following is to be observed related to the baptisms that take place at a place other than a parish church and outside the case of grave and urgent necessity:

1) Any baptism celebrated in a place other than a parish church is to be considered an exception to the norm and approved only for a just cause;
2) The proper pastor of the parents (legal guardian) of an infant must grant his consent before the baptism is to take place to ensure the proper instruction of the parents and sponsors has taken place;
3) Because of his responsibility for the celebration of sacraments within his parish, the local pastor where the baptism is to be celebrated is also to be informed and permission granted to celebrate the baptism in the chapel or oratory within the territory of his parish boundaries;
4) Before a baptism may take place, the administrator of the place of the chapel where baptisms may be scheduled is to:
   a. obtain a baptismal register for the institution (i.e. nursing home or school),
   b. ensure that the approval of both the proper and local pastors has been obtained before such a baptism may be scheduled in the chapel;
   c. ensure that proper records are maintained;
5) The priest or deacon who celebrates the baptism is to record the baptism in the register of the institution immediately following the baptism; he is also responsible for promptly communicating the proper information in writing to both the local parish and the parish of the parents.

The purpose of this protocol is not to restrict in any way the rights of pastors, nor to inhibit the celebration of baptisms in the case of an emergency. Rather, it is to ensure that such baptisms, when determined by the pastors involved to be appropriate, are properly approved and recorded.

Policy 2920

Drone Usage

Effective: May 2026

Revised:

☐ Elementary

☐ Secondary

■ Both

The use of drones on school property or during school-sponsored events is permitted only when conducted in a manner that prioritizes public safety, respects privacy, and complies fully with applicable laws and governing athletic or school authorities. Any condition that presents a risk to students, staff, spectators, participants, or property will require drone operations to cease immediately until those conditions are resolved.

The use of drones on parish, school, and diocesan property(s) or during parish, school, and diocesan sponsored events, including the celebration of mass, is permitted only when conducted in a manner that prioritizes public safety, respects privacy, and complies fully with applicable laws and governing athletic or school authorities. Any condition that presents a risk to in any manner will require drone operations to cease immediately until those conditions are resolved.

Drone use is subject to the following restrictions:

- Drones may not fly over any parish, school, or diocesan properties, including fields of competition, playing surfaces, or areas actively used for athletic participation.
- Drones may not fly over crowds or spectators at any time.
- Drone operation must not disrupt, delay, or interfere with the normal conduct of any event, including but not limited to the school day, school activity, athletic event, or mass.
- Drone use must always remain under direct control of an authorized operator and be immediately responsive to an identified and authorized parish, school, diocesan representatives' direction.

For parish, school, or diocesan events or activities sponsored off diocesan properties but being sponsored by the parish, school, or diocese, drone use is permitted only with the explicit prior approval of the pastor of the sponsoring parish, the principal of a diocesan school, or the senior director of a diocesan office. Any such permission should be coordinated in advance with the host location and may be subject to additional site-specific restrictions.

Drone footage captured on parish, school, or diocesan property or during parish, school, or diocesan sponsored events may not be used for commercial purposes, including sales, advertising, or promotional activity, without explicit written authorization from the parish, school, or diocese and in compliance with Safe Environment Policy. Sharing of drone footage for parish marketing, educational, instructional, or athletic review purposes (such as with opposing coaching staffs) may occur only with mutual agreement between the appropriate parties and in compliance with all governing policies.

The parish, school, and/ or diocese reserves the right to restrict or prohibit drone use at any time to protect safety, privacy, or the integrity of programs and events. Failure to comply with this policy may result in disciplinary action, removal from the premises, and/or reporting to appropriate authorities.

Policy 2930

Service and Emotional Support Animals

Effective: May 2026

Revised:

☐ Elementary

☐ Secondary

■ Both

Church and school buildings are private property. However, administrators attempt to follow all requirements of Ohio Law and Federal Law regarding the protection of persons with disabilities. While schools shall accommodate service dog needs, schools are not required by law or by policy to accommodate emotional support animals. Trained Assistance Dogs or Service Animals are permitted on Church and School premises with proper documentation. Emotional Support animals may be permitted only with the explicit prior approval of the pastor. Any such permission should be coordinated in advance to entering the premises and may be subject to additional restrictions or may be denied. This policy applies to both employees and to students. The pastor of each parochial school and the principal of each diocesan school has the authority to approve, limit, or deny access of emotional support animals upon parish/school premises.

Emotional support animals are those that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional conditions. Although these animals often have therapeutic benefits, they are not individually trained to perform specific tasks for their handlers. Under the ADA and Ohio law, owners of public accommodations, including schools, are not required to allow emotional support animals, only service animals or animal assistants that aid those with disabilities.

Legal References

Ohio has two different sets of laws on service animals and public accommodations, and they describe which animals qualify for protection differently.

Ohio Revised Code references "assistance dogs" which are allowed to accompany people with disabilities into public accommodations. Assistance dogs must be trained by a nonprofit special agency and are limited to guide dogs that have been trained to assist a blind person, hearing dogs that have been trained to assist someone who is deaf or hearing-impaired, and service dogs that have been trained to assist someone who is mobility-impaired. Under this definition, psychiatric service animals do not qualify, nor do animals trained to assist with other disabilities, such as a seizure alert animal who assists someone with epilepsy, an animal that alerts someone with diabetes of low blood sugar, or an animal trained to detect allergens.

Ohio Administrative Code interprets the state's civil rights laws, and has a much broader definition of service animals. Under the Administrative Code, people with disabilities may bring all "animal assistants" into places of public accommodation. An animal assistant is any animal that assists a person with a disability. The examples provided include a hearing dog and a guide dog. Because the definition of disability in the Administrative Code includes both physical and mental impairments, this provision of the law appears to include psychiatric service animals and animals trained to perform other services for those with disabilities. Under the federal Americans with Disabilities Act (ADA), a service animal is simply a dog that is individually trained to perform tasks or do work for the benefit of a person with a disability. The tasks or work the animal does must be directly related to the person's disability.