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 P-CDOP

**HANDBOOKS: FACULTY, PARENT/STUDENT**

The Office of Catholic Schools shall compile a faculty/staff handbook consistent with the policies and regulations of the Catholic Diocese of Peoria. Local policies may be added. The faculty/staff handbook should be discussed with faculty and staff members at the beginning of each new school year. Faculty/staff members shall sign a statement that they have read the handbook and agree to its provisions and regulations.

A parent/student handbook of regulations shall be compiled by the administrator and made available to parents and students at the beginning of each new school year. All parents are required to sign a statement that they have read the parent/student handbook and agree to be bound by its provisions and regulations.

Parents shall be promptly notified of any changes made to the parent/student handbook. In the event that disagreements about school handbook regulations cannot be resolved at the local level, the Vicar General (cf. G-111) shall be the final recourse at the diocesan level.

All local policies included in the faculty/staff and parent/student handbooks must be approved by the canonical pastor, and in the case of diocesan high schools, by the Bishop or his delegate.

Revised 7/2018, 6/2020

Reviewed 7/2021, 7/2022

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 AR-OCS

**HANDBOOKS: FACULTY, PARENT/STUDENT**

All parent-student handbooks shall include the following paragraphs at the beginning:

 Right to Amend

Circumstances may arise in which *[name of school]* determines that changes are required in these guidelines and procedures. For this reason, *[name of school]* reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child, if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment with the Gospel spirit of love and freedom....” *The Religious Dimension of Education in a Catholic School, #25*

Catholic schools in the Catholic Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the youth of the Diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (*John 14:6*). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co/extra-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents as the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual activities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teachings are an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Catholic school personnel share this educational mission and its various commitments and responsibilities with our parents and local Church communities.

 Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Revised 7/2018, 6/2020