

*PROFESSIONAL PRACTICES AND POLICIES*

I. PERSONNEL PRACTICES CODE (Date:            )

A. INTRODUCTION

This Personnel Practices Code has been adopted and published by (NAME OF SCHOOL) in the spirit of communicating to its teachers and other school employees those practices, benefits, and requirements which concern their employment and their important contribution to the spirit of unity basic to our faith community.

Of course, no code can possibly cover all of the practices and requirements of employment and relationships in the context of the Catholic school. Every faculty and staff member must be aware of the educational mission of the school. Their individual lives must reflect that mission. This mission “is revealed by God which the Church proclaims; fellowship in the life of the Holy Spirit; service to the Christian community and the entire human community.” (*To Teach As Jesus Did*) From this, it follows that certain types of conduct and performance are inherent in being a faculty or other staff member in a Catholic parochial school.

As the need to expand or alter this Code arises in the future, other directives may be issued.

B. INTENT

This Personnel Practices Code is intended to apply to teachers, clerical, and other supportive school personnel.

Because of the unique nature of the Catholic parochial school, both as to its mission and as to its relationship to the parish community and pastor/ecclesiastical liaison, decisions as to the interpretation and application of this Code are reserved to the pastor/ecclesiastical liaison, or to the administrator of the school as his designee, under the special appeal or grievance procedures which are included in these guidelines as an exclusive means of resolving such questions.

C. EFFECTIVE DATE

The effective date of this Code shall be (include date). Any previous personnel practices, to the extent that they contradict any point specifically covered in this Code, will no longer be in effect after that date.

D. NON-DISCRIMINATION POLICY

(NAME OF SCHOOL) does not discriminate because of race, age, sex, color, handicap, or national origin in its procedures of employment, assignment,

recruitment, termination, wage increase, or selection for in-service or other benefits. Nor does the school discriminate because of religion where religion is not considered by the school to be significant to the position.

## E. PERSONNEL

It is to be recognized and noted that membership and active participation in the Catholic Church are necessary requirements for certain positions.

Teachers of religion should meet the standards for certification set by the Office of Catechetical Services or be working toward such certification.

The hiring practice for teachers requires that an application be completed with transcripts, resume and teaching certificates/licenses filed in the principal's office. For purposes of recertification/renewal of license by the State of Ohio, a copy of the teaching certificate/license is sent to the Office of Catholic Education. The teacher must possess a valid Ohio teaching certificate/license and serve in the grade or grades assigned by the principal. For other positions, an application must be completed and kept on file in the principal's office.

When a teacher is hired, his/her file will reflect the parish salary scale and the number of sick days (up to five days) carried over from another Catholic school within the Diocese.

### 1. Authority

The pastor/ecclesiastical liaison makes the final determination for the hiring and terminating of all personnel.

### 2. Application

All prospective employees will complete an application form and a resume, and will certify that the information given is correct. Providing false or dishonest information will be grounds for ineligibility for, or dismissal from, employment.

### 3. Verification

The information for employment, including former employer and personal references, will be subject to verification. All findings will be kept confidential as permitted by law. A records check by the Bureau of Criminal Identification and Investigation (BCII) shall be completed for all applicants.

4. Selection

It is the policy of the school to fill vacancies with the best qualified candidates. Opportunities for employment will be open to any person who can present satisfactory evidence of qualifications for the position as outlined in the job description. All persons selected will receive notification of appointment.

5. Conflict of Interest and Responsibility

The following statement of conflict of interest and responsibility is not designed to restrict or infringe upon the activities of the employees or their families, but is intended to protect the school from instances where achievement of its objectives is impeded due to the intentional or unintentional acts of employees.

- a) No employee shall have direct or indirect interest or activity that directly or indirectly conflicts with his/her employment with the school or its philosophy.
- b) A conflict of interest or responsibility will arise where the employee has interests, employment commitments, or responsibilities outside the school. Any other job interest or activity from which the employee seeks monetary payment or other financial gain during the employee's regular or assigned working hours for the school shall be a conflict of interest or responsibility. This definition does not prohibit any employee from holding other employment so long as these hours do not overlap or coincide with his/her required time as set forth by the school, and so long as the employee's work performance is not affected by outside employment.
- c) Every employee has the responsibility for the general well being of the school. During the period of his/her employment, no employee shall disclose or use (for his/her personal profit) any information acquired in the course of his/her duties.
- d) No employee shall use or attempt to use his/her position with this school to gain anything of value for himself/herself that would not ordinarily accrue to him/her in the performance of official duties when the activity makes substantial and improper influence upon his/her duties or responsibilities with the school.
- e) Any materials, (computer, curriculum, audio-visual, any kind of written materials or instructional methods) which are developed by an employee either during working hours or with facilities,

equipment, materials, or students of the school shall be the property of the school. The employee will deliver a written assignment of the same to the school upon request.

- f) A conflict of interest and responsibility will arise where the employee utilizes school facilities and materials for his/her personal gain.
- g) All employees shall abide by the acceptable use policy for technology adopted by the school.

#### 6. Political Activity

No employee may use school time to engage in any partisan political activity. Nor will he/she use the school or the resources of the school to engage in any partisan political activity for the benefit of himself/herself or any other person.

#### 7. Public Statement

No employee shall make any public statement regarding any school records, policy or position, programs, activities, personnel, or general business operation without prior clearance from the administration or appointed designee. Inquiries from the news media should be referred to the administration. Any deviation from this policy will be considered a serious infraction of these regulations and the basis for disciplinary action up to and including termination.

#### 8. Public Appearance

Any employee asked by an outside agency or organization to appear as a guest speaker or invited program participants as representative of the school must obtain prior clearance from the administration.

#### 9. Orientation

Each employee will receive an orientation to the school and assignment. Prior to the first day of work, the employee will be informed of school policies and practices, and receive a copy of personnel policies, procedures, and necessary forms.

#### 10. Staff Development

The school will concern itself with programs for staff development, with input from teachers.

11. Positions and Salaries (*Check this statement*)

The school will establish and provide job descriptions and a salary schedule for its teaching employees. Advancement on the salary schedule is contingent upon experience and evidence of successful completion of course work as approved by the school administrator.

12. Personnel Records

- a) The school will maintain personnel records of each employee. These records will include the employee's transcript, state certification/licensure, record of absences, records of professional development, contracts, performance evaluations, and other pertinent information. Personnel records are the property of the school.
- b) To insure current accurate information, the employee is responsible for informing the administrator of changes in marital status, dependents, address, and telephone number.
- c) The employee's personnel file will be regarded as confidential and will be treated as such. An employee may examine his/her file upon request.
- d) Upon written request, an outsider may be given information to verify a person's employment with approval of the employee. Outsiders may not be given an employee's salary or history of employment without the employee's signed approval.
- e) Personnel records may not be removed from the administrator's office.

13. Work Schedule

Regular working hours for all full-time staff will begin one-half hour before classes and extend to one-half hour after dismissal with time allotted for lunch. Teachers are to report to work by (include time) a.m. Rooms are to be opened at this time. Teachers must be in their rooms by (include time) a.m. and assume supervision of the students at this time. Teachers have 30 minutes for lunch without a scheduled supervision. Teachers are otherwise expected to be responsible for supervision at all times, including but not limited to morning recess and dismissal.

Teachers are contracted for 190 working days: a minimum of 178 days for student instruction, 2 days for parent-teacher conferences, and 2 days for professional development. The remaining 8 days are to be used in

preparation/closing of the classrooms, in record keeping, curriculum revision, additional professional development, and other activities directed by the administrator.

## F. EMPLOYEE BENEFITS

### 1. Hospitalization

- a) Full-time employees are covered by a health plan. They may enroll under the Family Plan if they pay the extra cost. If, however, employees are eligible for coverage under another plan, the employee may waive this requirement.
- b) Employees are eligible to apply for coverage during the month of June.
- c) Hospitalization begins on the first day of work and ends with the last day of June. Hospitalization is paid during the summer for those who are on extended contract or those who have signed a contract in another Catholic school.

### 2. Retirement

- a) Full-time employees are covered by a retirement plan. Under the plan, the employer will pay 4.6% of the annual earnings.
- b) While benefits of the retirement plan accrue from the date of employment, vesting of the benefits does not occur until completion of five (5) years of continuous service.
- c) If employment is terminated prior to the retirement plan being fully vested, benefits will be held until the employee reaches retirement age and/or applies for his/her contributed investment.

### 3. Worker's Compensation

All employees are covered by Worker's Compensation. In the event of injury on the job, a written report form must be completed and filed at the office designated by the principal.

### 4. Unemployment Compensation

Employees are eligible for Unemployment Compensation in compliance with state regulations.

5. Leave for Employee

a) Paid Sick Leave

Paid Sick Leave is to be used where injury or illness (including physical disabilities connected with pregnancy) of the employee physically disable him/her from working.

Paid sick leave is earned, starting with the first day of work, at the rate of one day for each month worked. Earned paid sick leave may be accumulated to a total of (include number) days for future use. In order to claim paid sick leave pay, the employee must notify the administrator of the absence and the reason for the absence as soon as possible in accordance with established school procedures. In case of absence of more than five days, a written physician's statement may be required.

b) Unpaid Medical Leave

If an employee has consumed all of his/her accumulated paid sick leave, but is still physically disabled from working as verified by a physician's statement, the pastor/ecclesiastical liaison may grant an unpaid medical leave of absence if he believes the needs of the school permit it. Such unpaid medical leave of absence may be granted according to the following scale:

- One year of employment at (NAME OF SCHOOL); (include number) days
- Two or more years of employment at (NAME OF SCHOOL); (include number) days

Failure of the employee to return to work as agreed shall constitute a resignation.

c) Unpaid Maternity/Paternity/Adoption Leave

*-Parishes with less than 50 employees:*

The pastor/ecclesiastical liaison may grant employees an unpaid maternity/paternity/adoption leave of up to ninety (90) days (within the same scholastic year) if he believes the needs of the school permit it, to care for newborn, adopted, or foster children; to nurse seriously ill parents, spouses or children, or to recover from illnesses.

*-Parishes with 50 or more employees:*

Follow the requirements of the Family Medical Leave Act (FMLA).

d) Personal Leave

Two (2) personal days with pay may be granted with the approval of the administrator. Personal leave shall not be used on the day before or after any holiday or vacation period nor during the first and last two weeks of school. Unused personal days are not cumulative.

In the event of the death of a member of the immediate family (spouse, child, parent, parent-in-law, brother, sister), the teacher shall be entitled to be absent during the period the date of death through the date of the funeral with pay.

e) Other Unpaid Leave

In the event of serious personal emergency situations, the pastor/ ecclesiastical liaison may grant an unpaid personal leave of absence to an employee if he believes the needs of the school permit it. Unpaid leave days are to be computed at the rate of 1/190<sup>th</sup> of the annual salary.

All benefits provided employees cease upon termination of employment. The school shall not grant retroactive benefits to previous employees.

f) Professional Leave

Two (2) days of leave with pay may be granted to the employee to attend professional meetings approved by the administrator.

g) Court Appearance

When an employee is required by law to appear in court or to take part in activities required by any government agency (other than in matters in which they are an interested party), there will be no deduction from his/her salary due to such an absence if the employee pays the school any remuneration he/she might receive as a result of such court appearance or other required attendance.

h) Military Leave

An employee who is required to serve in the military service of the United States shall be entitled to leave of absence without pay.

#### G. TEACHER PERFORMANCE EVALUATION

1. Teacher performance evaluation is designed to determine satisfactory or unsatisfactory performance; to improve the employee's understanding of his/her job; to encourage the employee's professional development.
2. The administrator will complete a written performance evaluation of each teaching employee.

Performance evaluation will include the following areas:

- a) The willingness to pursue professional growth by participation in professional development activities.
  - b) Adhering to teacher contract obligations, personnel policies, procedures, handbook, and job description.
  - c) Understanding and adhering to the proper channels of communication.
  - d) Establishing and maintaining positive working relationships within the framework of a Catholic school community.
  - e) Maintaining acceptable standards of lesson planning, instructional performance, and classroom management.
3. All certified staff will be evaluated each school year by the administrator or designated person. The employee being evaluated will have the opportunity to participate in the evaluation conference and be required to sign the report as evidence of having read it. Informal classroom visitation will be at the direction of the principal.
  4. If an employee disagrees with an evaluation, a statement to that effect may be added to the report. An employee's refusal to sign an evaluation must be witnessed by a third party.

#### H. PROCEDURE FOR ISSUANCE OF NEW CONTRACT

Notice shall be given that a new contract shall not be issued to an employee at the same time contracts are issued to those who receive them for the following year. No reasons need be given for the non-issuance or non-renewal of a contract.

## I. PROCEDURE AS TO PERFORMANCE AND CONDUCT

There are times when a single event is serious enough in itself to warrant immediate termination of employment regardless of previous counseling or warnings. However, there are other times when the event is less serious, but still represents unacceptable performance or conduct. In such cases, the administrator should bring that matter to the employee's attention. The fact and results of that discussion should be documented and placed in the employee's personnel file and in the administrator's file.

## J. EXAMPLES OF CAUSE FOR DISMISSAL

1. Common sense should indicate to any employee of a Catholic parochial school that certain behavior is unacceptable and can be cause for immediate dismissal. It would be impossible to catalogue all such possible behavior. The following list, then, is meant to indicate some of the more obvious, but not all, causes for dismissal during the term of any contract:
  - a) Behavior or public statements that are inconsistent with and/or potentially embarrassing to the teachings and mission of the Catholic Church.
  - b) Behavior or public statements that are inconsistent with, or that interfere with the mission and operation of the school, or with the relationship between teachers, staff members, the administration, and/or the pastor/ecclesiastical liaison.
  - c) Violation of the diocesan policies, *Protecting God's Children (VIRTUS)* and *Misconduct Policy*.
  - d) Repeated inability to manage student behavior, including lack of control in the classroom.
  - e) Intent to inflict physical or emotional harm to a person or damage to property, or serious negligence that causes the same.
  - f) Serious, or repeated, acts in violation of safety rules or general safety practices in the performance of work or in the use of school facilities for any purpose.
  - g) Absence without notification. This is defined as failure to report for a scheduled workday without prior notification to the administrator.

- One (1) occurrence: written warning
  - Excess of one: possible dismissal
- h) Excessive absence or tardiness. For teachers, tardiness is defined as any teacher's failure to be present 30 minutes before classes and 30 minutes after dismissal.
  - i) Consuming, or being under the influence of, alcoholic beverages or any mood-altering substance during work hours. (Addendum)
  - j) Gambling during work time.
  - k) Possession of explosives or firearms on parish/school property.
  - l) Unauthorized possession or use of any school property, equipment, or material.
  - m) Conviction of a felony or a serious crime.
  - n) Actions that display a conflict of interest, lack of responsibility as an employee, or a breach of confidentiality.
  - o) Failure to perform job functions in a satisfactory and timely manner.
  - p) Failure to follow directives as stated in the faculty handbook.

#### K. TERMINATION APPEAL

Upon termination, and within five working days, an employee may, in writing, appeal the decision to the pastor/ecclesiastical liaison. The appeal will then be heard by the pastor/ecclesiastical liaison, principal, and a third party designated by the pastor/ecclesiastical liaison in the presence of the employee. A decision will be made known within ten working days to the aggrieved party. The non-issuance of a new contract is not the termination of employment.

#### L. GRIEVANCE PROCEDURE

1. An employee who believes that he/she has a justifiable grievance or complaint shall within ten days file a written grievance with the principal/pastor/ ecclesiastical liaison. This procedure does not apply to termination.
2. The written grievance shall be discussed in person with the employee, and answered in writing within ten working days after receipt in an effort to satisfactorily resolve the grievance with the employee.

3. The Office of Catholic Education may be asked to help resolve the situation; however, the pastor/ecclesiastical liaison has the final decision in all matters. Legal counsel should be consulted before the final decision is made.

#### M. AMENDMENTS PROCESS

1. Amendments may be recommended at any time through the actions of the administrator, pastor/ecclesiastical liaison, or designated committee.
2. Amendment to these personnel policies adapted by the above procedures will be given in writing to all employees.

#### N. SAVING CLAUSE

Should any article, section, or part of the personnel policies be held unlawful and unenforceable by any court, legislative body or administrative tribunal or competent jurisdiction, then such decision or legislation shall refer to the specific article, section, or portion directly specified. The remainder of the personnel policies shall remain in effect.

*ADDENDUM I*

**POLICY ON USE AND ABUSE OF ALCOHOL  
AND OTHER DRUGS BY SCHOOL EMPLOYEES**

The following Policy and Administrative Procedures are recommended for adoption by schools. They should be distributed to employees and published in Employee Handbooks.

**Policy Statement**

(NAME OF SCHOOL) recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, social and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising health care costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty and staff negatively influences the school learning environment and diminishes the health and well being of all.

(NAME OF SCHOOL) recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

As educators in the Church, we, in an effort to provide a drug-free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to the common as well as the individual welfare of students and educators, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endanger the ability to learn and teach; disrupt classrooms; threaten safety; contribute to a climate of fear and disregard for authority; and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

While on school property or at school-sponsored activities and events, other than social functions where students are not present, school employees shall not possess, use, manufacture, transmit, dispense, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, anabolic steroid, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, or other controlled drug as defined by state law. Employees reporting to work and during work must not be under the influence of any of the above substances nor exhibit observable and articulate (capable of being clearly described) symptoms of recent use. Employees must be able to perform their assigned duties safely and competently.

In addition, (NAME OF SCHOOL) does not condone the use of illegal drugs by its employees.

The use of a drug authorized by a medical prescription will not be considered a violation of this policy when used as prescribed by the person for whom it was prescribed. Use of

over-the-counter medication as directed by a physician or in accordance with package directions shall not be considered a violation of this policy.

All employees shall abide by this policy as a condition of employment and shall receive a written copy of this statement. Employees shall be required to sign and acknowledge receipt of and familiarity with this statement.

## **Administrative Enforcement Procedures**

### **A. Policy Provisions**

(NAME OF SCHOOL) recognizes that employees suffering from alcohol or other drug dependency are to be considered as having an illness, and will be accorded the same consideration and treatment as that provided under any other employment policies relating to illness, subject to failed rehabilitation. This policy will not require or result in any special rules or privileges, or exemption from the requirement of any other employment policy, requirement or standards.

### **B. Alcohol and Other Drug Impairment**

An employee may be relieved of his or her duties and required by school authorities to be tested for alcohol or drug use if school authorities have a reasonable suspicion that the employee used drugs or alcohol while on the job, immediately before the start of work, or is working under the influence of substances that may impair performance. Reasonable suspicion means a belief based on articulable facts and the rational inferences which may be drawn from such facts or based on direct or reported observations. A factual observation may include, but is not limited to, observation of the employee's behavior or performance such as bloodshot eyes, dilated pupils, staggering, odor of alcohol, erratic behavior or other behavior uncharacteristic of the person, vehicular or personal injury accidents, agitation, explosiveness, altercations or violence, excessive absenteeism and tardiness patterns, lethargy, or apparent consumption of controlled substances.

### **C. Use, Sale or Distribution of Controlled Substances on the Job**

Employees who distribute, use, possess, sell, offer to sell, dispense or distribute drugs on the job are subject to discharge, and any drugs or drug paraphernalia confiscated will be turned over to local law enforcement officials. The dispensing of prescribed drugs by designated personnel under contractual agreement between parents and school is excepted. Distribution, attempted distribution, sale, the offer to sell or dispense a controlled or illegal substance to students or minors will result in immediate dismissal.

#### **D. Disciplinary Action**

1. An employee may be dismissed without referral for treatment based on the seriousness of the misconduct on the job, if the severity of the employee's misconduct would independently lead to such disciplinary action.
2. Employees are encouraged to voluntarily receive and successfully complete treatment for alcohol or drug abuse. No disciplinary action will be taken against employees who voluntarily seek help prior to discover, identify themselves as alcohol or other drug abusers, obtain counseling and rehabilitation through a qualified program, and thereafter refrain from violating the school's policy on alcohol and other drug use. Sale, distribution, attempted distribution, dispensing or the attempt to sell, dispense or distribute controlled or illegal substances will result in immediate disciplinary action.
3. An employee who has been determined to be impaired by alcohol or illegal drug use, but not a danger to him/herself or others, may be referred to an appropriately qualified health care professional for evaluation, diagnosis, and treatment recommendations. Such employee may be required to participate in, and successfully complete, a treatment program as a condition of further employment. The health care professional will be required to provide a release of information to the school authority making the referral so that participation and progress in the treatment program can be monitored. The school authority will be required to maintain the confidentiality of this information in accordance with applicable law.

#### **E. Rehabilitation and Reinstatement**

An employee who enters an approved alcohol or drug rehabilitation program on a voluntary basis or following referral to an appropriately qualified health care professional will be accorded the same consideration and treatment which employees suffering from other forms of illness may be accorded under any other employment policies relating to illness, subject to the following:

1. Evidence of relapse within a two-year period following treatment and rehabilitation will be grounds for immediate dismissal, unless the rehabilitation counselor determines that such relapse is characteristic of those recovering from the particular form of dependency and recommends a second offer to rehabilitation. No third offers will be made.
2. An employee returning to work following a rehabilitation program shall participate in a conference with school authorities in order to facilitate reinstatement. This session may take place at the treatment center or at the workplace. The aftercare program as defined by the treatment facility must be agreed to and followed by returning employee. Failure to abide by the

requirements of the aftercare program may result in disciplinary action, including dismissal.

**F. Notification of Arrest, Indictment, or Conviction**

Any employee who is arrested for, indicted for, or convicted of a criminal drug statute violation, whether on or off the work-site, shall notify school authorities within five (5) days of this action. Failure to do so will result in disciplinary action, up to and including dismissal. This requirement applies to an alcohol-related offense only for those employees whose job responsibilities include the operation of a motor vehicle or heavy equipment, or the security of a building.

**G. Confidentiality and Due Process**

The actions of school authorities in response to known or suspected violations of this policy will be undertaken in a matter that protects the privacy and due process rights of employees as permitted by law.

*ADDENDUM II*

EMPLOYEES AND AIDS

**A. PURPOSE**

The purpose of this document is to establish written policy and procedure for addressing the issue of AIDS as an employer and as a provider of education of the young. This policy is based upon current medical knowledge, and current law. It will be revised as medical developments take place.

**B. DEFINITIONS**

1. **AIDS (Acquired Immune Deficiency Syndrome):** an acquired defect in a person's immune system that reduces the person's resistance to certain rare infections and cancers. Must be diagnosed by a physician. Testing positive for antibodies to HIV does NOT mean you have ARC.
2. **ARC (AIDS Related Complex or Conditions):** signs and symptoms sometimes seen in those who have been infected with the HIV virus, which MAY include: persistent generalized lymphadenopathy, dramatic weight loss, persistent fever, persistent diarrhea, immunologic abnormalities, oral thrush, etc. Must be diagnosed by a physician. These symptoms may be caused by many non-AIDS or non-HIV related factors. Testing positive for antibodies to HIV does NOT mean you have ARC.
3. **HIV (Human Immunodeficiency Virus):** the virus believed to cause AIDS. Also known as HTLV-III and LAV.
4. **HIV Laboratory Test:** the specific test used to detect the presence of the antibody to the Human T-Cell Lymphotropic Virus.
5. **Seropositive (positive result in a blood test):** a positive HIV test does not mean that a person has or will have AIDS. It means a person has been exposed to HIV.

**C. PHILOSOPHY**

As Church and as employer, we call ourselves to charity and compassion for the sick and to concern for the person. We also recognize that as employer we have an obligation to the common as well as to the individual welfare of our pupils and personnel. This requires that we make wise decisions that respect both the person with AIDS and the welfare of co-workers and pupils served in our schools.

In the same spirit, we expect that persons who have AIDS and whose conditions can potentially put others at risk will inform the employer, and together decisions can be made to manage the situation for the good of all.

**D. HIRING**

Persons seeking employment in a diocesan Catholic school shall not be discriminated against on the basis of AIDS.

**E. CONTINUING EMPLOYMENT**

Employment shall not be terminated on the basis of AIDS or ARC unless a person is unable to continue his/her duties or is a hazard to self or others. This decision will be made in consultation with the appropriate persons.

**F. CONFIDENTIALITY**

The identity of a person with AIDS is confidential, and every precaution shall be taken to protect that confidentiality.

**G. AUTHORITY**

In Diocesan High Schools, the Principal and Associate Superintendent of Secondary Schools will consult with the appropriate persons and make a decision on each case.

In parish elementary schools and parish programs, the pastor/ecclesiastical liaison and principal or director of religious education will confer with the appropriate persons and consult with their respective area superintendent or director of Catechetical Services before the pastor/ecclesiastical liaison makes the final decision on each case in the parish.

In religious community-owned schools, the policy should state the persons to be consulted and the person who has final decision making authority.

