Bishop Moore Catholic
Faculty and Staff Handbook
2021-2022
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Introduction

Purpose, Intent, and Scope of Faculty/Staff Handbook

This handbook presents in summary form the goals, guidelines, and procedures of both Diocesan and school policies as they specifically relate to school faculty and staff members. Please be advised that we adhere to Diocesan policy; however policies are fluid and may be revised at any time. Be sure to check with your immediate supervisor should you have any questions.

Since it is not intended to be all inclusive, employees are encouraged to discuss with a school administrator any questions or concerns not addressed in this handbook. Faculty and staff are also responsible to reference all of the related Diocese of Orlando Policies and Procedures found in Schoology/Faculty Staff Page.

The Right to Amend

The president or principal reserves the right to change or amend these policies, customs, procedures, and regulations annually and/or as needed during the course of the school year. Staff will be notified of any significant changes made in writing. Minor changes may be communicated orally.

Disclaimer:

The Bishop Moore Catholic Faculty Handbook is not to be construed as all the rules and regulations governing employment. Diocesan handbooks include more detailed information. This handbook is an abridged version of the full Diocesan policies. Please see an administrator to view the complete document.

Mission Statement

The mission of Bishop Moore Catholic is to provide the highest quality, affordable secondary education based upon the Gospel message and Roman Catholic teachings. This is accomplished in a Christ-centered environment stressing academic excellence, spiritual growth, personal integrity, community involvement, athletic development, and cultural appreciation.

Vision Statement

Guided by our Catholic tradition, Bishop Moore Catholic students will develop personally, spiritually, and intellectually to achieve their potential as individuals and leaders within a global society.

Beliefs

The integration of Catholic Christian values underlies all aspects of student learning and behavior. Learning involves a partnership of administration, faculty, staff, students, parents, parishes, and community. Learning integrates all aspects of the total person (spiritual, intellectual, physical, emotional, and social). Each student will be encouraged to be a responsible, active, contributing member of the Bishop Moore Catholic community and society as a whole. Each student will be challenged and supported in his/her learning. Lifelong learning demands on-going evaluation that leads to self-directed learning, creativity, growth, and improvement.

Students - The Reason Schools Exist

Every person in the school (teachers, administrators, and staff) is a role model for students. Professionalism and warmth go a long way in helping to create a good environment for the students in our school. All students are to be treated with respect. They should not be spoken to condescendingly. The respect teachers show students is something they will carry with them and will have a positive effect on their lives. By making them feel important, teachers help students to develop self-worth and self-esteem. It is the responsibility of every faculty and staff member to bring the person of Jesus Christ to our students and parents in their words and in their works.
Parents - The Essential Allies of the School

Parents are the primary educators of their children, and it is a great privilege that they have partnered with Bishop Moore Catholic to help their children achieve their full potential. Without exception, parents should be listed as the essential allies of every person working in a school. When dealing with parents in any situation, faculty must demonstrate excellent public relations skills. Attitude can color the parents’ entire image of Bishop Moore Catholic. It is imperative that faculty and staff always remember that our mission is to provide an educational environment, as well as an environment of service to our families. Through these encounters, we have the opportunity to represent Christ not only to students, but also to their families.

Ethics

All employees who work in Catholic schools in the Diocese of Orlando must agree to respect Catholic values and help students in their faith formation by exemplifying Catholic living both in and out of the school. This is the spirit which guides the relationship between the employer and employee in Catholic schools. The professional conduct of every BMC faculty and staff affects attitudes about the teaching profession and Catholic education. Aware of the importance of maintaining the confidence of students, parents, colleagues, and the Church community, Catholic educators strive to sustain the highest degree of ethical conduct.

The Church shares in the mission of Jesus Christ who called followers to lead a just life. In fidelity to that mission the Diocese of Orlando strives for justice in employment practices and equal employment in all aspects of the employer-employee relationship - including recruiting, hiring, upgrading and promotion, conditions and privileges of employment, diocesan sponsored training, educational assistance, social and recreational programs, compensation, benefits, transfers, discipline, layoffs, recalls, terminations and other conditions of employment - to all applicants and employees without unlawful discrimination because of race, color, national origin, sex, age, mental or physical disability, or status as a special disabled veteran or veteran of the Vietnam era.

Faculty and staff are held to the highest possible standard of excellence. Faculty and staff shall:

- Maintain a professional concern for the student and the development of the student’s potential;
- Be aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and Church community;
- Seek to exercise the best professional judgment and integrity;
- Be dedicated to the on-going formation of the Catholic values required for effective service to others; Provide educational assistance with respect and reverence for each student;
- Preserve the student’s right to privacy by judiciously protecting information that is confidential, unless there is risk;
- Protect students when their well-being is threatened by unsafe, incompetent, unethical, or illegal actions of any person - student or adult.

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Catholic vocation is a call to transform oneself and society with God’s help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Catholic values.

Faith Practices of Faculty and Staff

Faculty and staff shall:

- Reflect commitment to Gospel values and the Catholic tradition
- Integrate faith and prayer that is living, conscious, and active in private and professional life
- Faculty and staff who are members of the Catholic Church are expected to live in accord with the teachings and precepts of the Church, and faculty and staff who are not Catholic are expected to live according to Gospel values that apply to all Catholics
● Understand teaching in a Catholic school as participation in the Church’s ministry of education rather than as a job to be done
● Understand and accept that the school is operated in accordance with the philosophy of Catholic education and publicly expressed commitment to Catholic education
● Accept and support faith community as a reality to be lived in worship, service, and interpersonal relationships
● Take responsibility for providing an atmosphere which fosters the development of the faith of the students
● Commit to personal, professional, and spiritual growth for self and others
● Exhibit personal commitment to social justice and service of others and practices Catholic justice in the classroom and school community

School Accreditation

Schools of the Diocese of Orlando shall achieve educational excellence in all of their religious and academic programs. All schools, both elementary and secondary, shall be accredited by a Diocesan-approved accrediting agency. Cognia accrediting agency shall accredit high schools for Accreditation and School Improvement (SACS/CASI). All faculty and staff shall participate in the accreditation process.

Faculty/Staff Procedures & Expectations

2021/2022 School Calendar

August 2 - Faculty Retreat
August 3 - 9 - Pre-planning
August 11 - First Day of School
September 1 - Back to School Night
September 6 - Labor Day (No School)
September 17 - Faculty Professional Development Day (No School for Students)
October 7 - End of 1st Quarter
October 8 - Faculty Professional Development Day (No School for Students)
October 13 - PSAT Testing (9th-11th grade)
October 18 - 22 Homecoming Week
November 22-26 - Thanksgiving Break
December 14 - 17 - Semester Exams (Noon Dismissal)
December 17 - End of 2nd Quarter
December 20-31 - Christmas Break
January 3 - Return to School for 2nd Semester
January 17 - Martin Luther King, Jr. Holiday (No School)
January 31 - Feb.4 - Catholic Schools Week
February 11 - Faculty Professional Development Day (No School for Students)
February 18 - No School (Hurricane Make-Up Day)
February 21 - Presidents’ Day (No School)
March 10 - End of 3rd Quarter
March 11 - Faculty Professional Development Day (No School for Students)
March 14-18 - Spring Break
April 15-18 - Easter Holiday
April 18 - No School (Hurricane Make-Up Day)
May 3-13 - Advanced Placement Testing
May 23 - Graduation
May 30 - Memorial Day (No School)
May 31-June 3 - Semester Exams (Noon Dismissal)
June 3 - Last Day of School
Arrival and Departure of Faculty/Staff

- All Faculty, including substitute teachers must be on campus no later than 7:30 AM each day and remain on campus until 3:30 PM each day.
- All Faculty & salaried staff will be using FACTS/Renweb’s time clock feature to record their arrival on campus.
- Staff will arrive punctually on campus according to their assigned duties. Hourly staff will utilize Paylocity system to clock in and out at start/end of shift and at start/end of lunch.
- Instructors will be in their homerooms or at assigned morning duties by 7:30 AM. Arriving after 7:30 AM is considered a late arrival and will be documented.
- If leaving early, faculty/staff must seek approval from their supervisor/administrator and sign out in attendance binder in the Main Office. Faculty/Staff can leave a note in FACTS/Renweb or in Paylocity, if hourly, as to why they are leaving early; i.e. sick, doctor’s appointment, personal reasons, etc.
- Instructors, upon approval of leaving campus early by Administration, must contact Dean Mehlich to ensure classroom coverage.
- Faculty/Staff should not leave campus on a regular basis to go pick up lunch or run an errand, as this is not considered a good practice.

Unexpected Faculty Absence

Teachers who must be absent from school due to illness and or an emergency, please:

- Call or text Dean Mehlich AND your Assistant Principal before 9:30 PM the night before an anticipated absence or between 5:30 AM - 6:30 AM that morning. If you do not speak to a Dean and do not have confirmation via text, please call the school (407- 293-7561 ext. 246) before 6:30 AM the day of the absence.
- E-mail subs@bishopmoore.org and your department chair with your lesson plans and any other pertinent information for the day
- An emergency lesson plan assignment is to be placed in the Emergency Lesson Plan Folder in Schoology
- Upon return to school, please fill out an absence report and submit it to the administrative assistant in the Main Office in Dorsey.

Failure to follow these steps may result in an administrative response.
**Unexpected Staff Absence**

Please call and/or text supervisor before or at the beginning of report time. If necessary, complete sick time request form in Paylocity.

**Professional Faculty/Staff Absence**

Professional leave must be approved five days prior to the event utilizing the Absence Report Form.

**Teacher In-service /Professional Development**

In-service days are mandatory workdays. Pre-arranged absences on In-service days must have prior approval from the Principal. Please use the Absence Report Form to request an absence.

**Professional Dress and Appearance**

Appearance is an important part of professionalism. Faculty and staff are expected to dress conservatively and professionally while on campus or representing Bishop Moore Catholic off campus.

General clothing and footwear guidelines:

- Shoes should cover the majority of the foot area for safety purposes.
  - Employees whose primary work includes packaging/shipping, maintenance, or warehouse duties must wear closed toe shoes. These employees also may wear work boots or safety shoes.
  - Maintenance and other employees who perform physical duties regularly shall dress appropriately and safely for their assigned duties.
  - Employees working in a kitchen environment or food service location shall wear closed toe, slip resistant shoes.

- Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttock areas when bending or stretching. Also prohibited is an observable lack of undergarments or exposed undergarments.
- Clothing should be free of sexually related references, foul language, suggestions pertaining to the promotion or use of alcohol or illegal drugs, or anything offensive to the mission of the Catholic Church.
- Tattoos must be covered if at all possible.
- Modesty and good grooming are considered to be a part of professional dress.
- Body piercing, gauges, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted.

**Faculty/Staff Men Business Casual Guidelines**

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<th>UNACCEPTABLE</th>
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<td>dress pants, dockers, corduroy pants</td>
<td>jeans, shorts, sweatpants, athletic attire (unless conducting PE classes)</td>
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<tr>
<td>pullovers, dress shirts, sweater with collared shirt or turtleneck, polo-type cotton shirts, blazer/sport coat, shirts must be tucked-in</td>
<td>sweatshirts, t-shirts, tank tops, sleeveless shirts, offensive or revealing clothes</td>
</tr>
<tr>
<td>casual business shoes, loafers, boat/deck shoes, oxfords, dress boots</td>
<td>athletic shoes (unless conducting PE classes), work boots (unless required as form of PPE), sandals, flip flops, hiking shoes</td>
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Revised Sept 28 2021
### Faculty/Staff Women Business Casual Guidelines

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<th>UNACCEPTABLE</th>
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<td>dress pants, dockers, corduroy pants, skirts or dresses no more than 3” above knee</td>
<td>jeans, shorts, sweatpants, athletic attire (unless conducting PE classes), stretch pants or leggings, stirrups, cotton or nylon stretch pants</td>
</tr>
<tr>
<td>blouses, sweaters, polo-type cotton shirts, dress jackets</td>
<td>tank tops, sweatshirts, t-shirts, halter tops, spaghetti straps, low cut tops or backs, sleeveless shirts, offensive or revealing clothes</td>
</tr>
<tr>
<td>dress shoes with or without heel, loafer, slides, open-toe shoes</td>
<td>casual sandals, flip flops, thong-toed shoes, hiking shoes/boots, athletic shoes (unless conducting PE classes, work boots (unless required as form of PPE)</td>
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<td>when safe to do so, boots, dress sandals when safe to do so</td>
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- BMC-themed top, jeans and athletic shoes are allowed on designated BMC Spirit Days.
- Student dress-down days are not designated teacher dress-down days.
- Modesty and good grooming are considered to be a part of professional dress.

The Administration reserves the right to render decisions regarding professional dress and personal grooming. Failure of faculty/staff to comply with the dress expectations may result in an administrative response.

### Masks

When communicated by the Office of Schools and/or Administration, all faculty members may be required to wear a snug-fitting mask/facial covering (fully covering nose and mouth) at all times while on BMC property when social distancing is not possible. Masks must be BMC-appropriate and are limited to solid-colors only. Masks must not have any logos or text; the only exception to this rule is the BMC school logo and/or Hornet. Masks with exhalation valves or vents are not permitted, per current CDC recommendations. Additional information about Masks/Face Coverings from the CDC can be found here: [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)

### School Communication Policies

Communication is the key to good relationships throughout the Bishop Moore Catholic community. Daily communications include morning announcements over the PA system and/or on BMC LiveStream YouTube Channel, information posted under “What’s Buzzin” on the school website, and emails directed to individuals.

Weekly communication regarding events and updates is sent to faculty, staff, and parents from Administration. Please read these communications to stay current with what is occurring on campus.

It is vital that teachers communicate with parents; e-mail is the most efficient mode of communication. In addition, email creates an automatic record of parent-teacher contact. The School Counselor of the student should be copied in the emails to keep the counselor informed.

E-mails and phone calls should be answered within 24 hours.

When communicating with students, always copy the parent, and use your Bishop Moore email address.

No personal emails or personal phone calls are to be made to students. All communication should be of a strictly professional nature. Failure to follow this policy may result in an administrative response.
Confidentiality

Faculty and staff are trusted to be conscious of the fact that, even unknowingly, the lack of confidentiality may cause harm if every bit of information is not considered highly confidential. Confidentiality extends not only to students but also to administrators, co-workers, and parents. A breach of confidentiality is considered very serious and may impact the teacher’s status of employment. The only exception is if a student or co-worker is in danger.

Cell Phones

Faculty and staff are not to use cell phones while in a classroom situation or while otherwise supervising students. If faculty and staff anticipate a need to receive a call, please monitor cell phones in silent mode and have the call revert to voice message until you can answer. Cell phones should be kept in a discreet manner. The Main Office can reach you in the case of an emergency or should you receive an urgent call.

E-Mail and Computer Use Policy

To maximize the benefits of its computer resources and minimize potential liability, Bishop Moore Catholic has created this policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.

- Employees are given access to the BMC computer network to assist them in performing their job.
- Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system.
- The computer system belongs to the school and may only be used for educational and professional purposes. Without prior notice, the school may review any material created, stored, sent, or received on its network or through any other computer network.

Use of computer resources for any of the following activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information (unless for educational purposes), or any other unauthorized material
- Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of personal documents, or otherwise creating unnecessary network traffic
- Using or copying software in violation of a license agreement or copyright
- Violating any state, federal, or international law
- If an employee becomes aware of someone using computer resources for any of these activities, he/she is obligated to report the incident immediately to Administration
- Computers are expected to be kept clean by using a microfiber cloth on the glass and keyboard.

Media Interviews

Diocesan policy states that any/all contact from the media be referred to the Diocese of Orlando, Office of Communications immediately. No comments will be made to the press/media before reporting the contact to the Office of Communications and notifying the principal immediately.

Diocesan personnel will not respond to inquiries from the news media concerning matters such as personnel issues, crisis management, insurance, emergency situations, and Diocesan policies and fiscal operations;
instead, they must immediately refer such inquiries to their immediate supervisor and the Communications Director. A strategy will be prepared and communicated. The Bishop’s Office will participate in this strategic planning, as well as the Diocesan attorney, if appropriate.

All Diocesan entities are private property. The secular media (print or broadcast) is not allowed on any Diocesan entity property without express permission from the head of the entity in coordination with the Director of Communications.

Failure to follow the above guidelines may result in an administrative response.

Research and Data Requests

The Diocese recognizes that Catholic school participation in research and data collection can have beneficial effects on the educational programs of their own schools, as well as for other educational purposes. The President/Principal and the Office of Catholic Schools shall authorize surveys of students and research involving Diocesan students by outside organizations. Such studies shall require that parents be informed in writing and that they shall give their written consent prior to their children’s participation. In all studies, the school will take every precaution to protect the privacy of the students. All requests to conduct research and data collection about a school from individuals, private companies, university students/programs, government agencies, Diocesan agencies, or other Catholic schools shall be directed to and approved by the Office of Catholic Schools in conjunction with the President/Principal.

Campus Ministry

The Office of Campus Ministry for Bishop Moore Catholic seeks to articulate, enhance, and nurture the Catholic identity experienced by our community. Through collaboration with Administration, faculty, students, families, and the broader community, our Campus Ministry team offers opportunities to deepen faith through liturgies, retreats, mission trips, spiritual direction, reconciliation, community service, Eucharistic adoration, school events, and small group discussions. The Campus Ministry Team consists of our Pastor, Chaplain, Director of Mission Effectiveness, Director of Campus Ministry and our Campus Ministers. Each is here to serve the needs of the Bishop Moore Catholic community, offering spiritual experiences for parents and alumni in addition to our current students.

Daily mass is offered on campus at 7:15AM, except on Wednesdays at 7AM. Please reach out to Campus Ministry for location information.

School Liturgies

Liturgies are a vital and integral part of the Catholic community life at Bishop Moore Catholic. Attendance is mandatory for all students; tardies and absences should be avoided on these days. Reverent and respectful behavior is essential. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious education program of the school. Students will attend all religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy and any religious service. Students are expected to wear BMC dress uniform (including solid black dress shoes) for liturgies. If a student is unsure of appropriate behavior within the liturgical setting, he or she should ask a representative from the Campus Ministry department for clarification.

The sacrament of Reconciliation is offered on campus twice a year. See weekly communication for details.
Security and Inclement Weather

Security

Safety is a first priority at Bishop Moore Catholic. Security is the responsibility of all faculty and staff members at Bishop Moore Catholic. Security personnel are on campus 24/7. Recorded camera surveillance in various public areas throughout the campus is employed as well.

- Employees are to wear a school issued lanyard and the school ID at all times.
- Instructors are to have doors locked after the tardy bell and during instructional time.
- Rooms and offices are to be locked when not occupied by a school employee.
- Computers are to be locked when not in use.
- Student records, tests, and other confidential material must be securely kept in compliance with FERPA laws.
- Faculty and staff members are responsible for security of all audio-visual equipment and computers on loan from the school.
- Breaches of security must be reported to Administration immediately.
- The school is not responsible for any loss or damage to a teacher’s personal property.
- Faculty and staff are responsible for any student property they confiscate.
- When able, faculty and staff should take the student’s personal property to the Student Services Office for safekeeping.
- If a teacher is unable to transport the property due to class schedule, the teacher should call for the property to be picked-up by a Dean or other administrator.
- Teachers should not allow students to store personal items in the classroom outside of their lockers.
- Children of faculty and/or staff members, unless he/she is a Bishop Moore student, may not be on campus during the regular school day or at times during which employees are functioning in a professional and/or official capacity.

Secure Areas

The following areas on campus are off limits to students unless supervised by designated faculty members:

- Water areas along lake (including dock)
- Wooded area behind Loretta Hall
- Athletic building and fields
- St. Charles School area
- Parking lots
- Walkways behind the athletic buildings

No student may be on campus during evening hours unless they are involved in an authorized school activity.

Facilities Use Procedures

Alumni/Visitor Use of Facilities

If alumni or campus visitors intend to use any of BMC’s campus facilities, the following procedures must be followed:

1. All alumni/visitors that enter campus and are UNSUPERVISED when utilizing BMC facilities to workout must be a cleared volunteer and have approval by President/Principal, Athletic Director, and Head Coach to do so. Access must be coordinated with a staff member and follow agreed upon check-in procedures. Volunteers are not permitted to possess campus keys.

2. All alumni that enter campus to utilize facilities, workout, etc. and are NOT a cleared volunteer must be supervised at all times by the respective coach(es) of the sport team they are working with, such as all visitors would need to be. No Alumni or visitors may utilize the locker rooms at the same time as current BMC students.

3. A schedule of days and times for the alumni group to utilize facilities must be established to avoid conflict with students or classes that may be taking place. This will help ensure no commingling when alumni just want to work out in the Moore Center facility.
4. Each alumni or guest participating must complete the current facility workout waiver form attached.
5. Sanitation of equipment is the responsibility of the user. The space must be left in the same shape and condition as when the alumni/visitor found it.
6. If an incident occurs, the alumni/visitor must complete an incident report within 24 hours and notify school administration.

Use of Facilities by 3rd Party Vendors/Rentals

In order for vendors to utilize or rent BMC facilities, the following protocols must be completed:

1. Completion of Diocesan Facility Use Agreement (attached)
2. Submission of a copy of the organization’s Certificate of Insurance
   a. If any Diocesan property is rented or provided free of charge for gatherings that are not sponsored by the parish or a diocesan entity, the individual or organization will be required to provide a Certificate of Insurance. If the individual or organization is unable to provide a Certificate of Insurance and has no other source for purchase of insurance, the Diocesan program through K&K Insurance can be utilized by following the link below and completing the application.
   http://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx
   b. The liability limits required are at least $1,000,000 for the use of space.
   c. The Certificate of Insurance “additional insured” information should name the protected entities as follows: o (Name of parish or institution) and Most Reverend John Noonan, Bishop of the Diocese of Orlando, a corporation sole, as “Additional Insured”.
3. Submission of a copy of the organization’s Worker’s Compensation Policy
4. Approval by the BMC President, Principal, and Athletic Director
5. Provide a list of site directors
6. Meet with a member of the BMC administration to discuss the specific use of the facility.
   a. Review of campus safety and security protocols
   b. Review procedures as pertains to inclement weather
   c. Review of cleaning and sanitation of facility
   d. Possible requirement to provide an on-campus athletic trainer
7. If current BMC students are participating in the vendor’s activity, the Diocese of Orlando procedures pertaining to Safe Environment Training and Fingerprint Clearance must be followed. Only those with cleared Safe Environment background check will be permitted to interact/supervise/direct/coach when BMC current students are present.
8. Remain in communication with assigned BMC contact for access to the facility (opening/closing).

Alumni/Special Guest Athletic Workouts

If athletic programs wish to have alumni or special guests from the program use the Moore Center fitness center or any of our athletic facilities, the following conditions must be met:

1. IF Supervision is provided by a member of the BMC athletic department
   a. Approval of BMC President, Principal, and Athletic Director
   b. Completion of athletic injury waiver
2. IF Supervision is NOT provided by a member of the BMC athletic department
   a. All alumni/visitors that enter campus and are UNSUPERVISED when utilizing BMC facilities to workout must be cleared volunteers and have approval by President/Principal/AD and Head Coach to do so. Access must be coordinated with a staff member and follow agreed upon check-in procedures. Volunteers are not permitted to possess campus keys.
   b. All alumni that enter campus to utilize facilities, workout, etc. and are NOT a cleared volunteer must be supervised at all times by the respective coach(es) of the sport team they are working with, such as...
all visitors would need to be. No alumni or guests may utilize the locker rooms at the same time as current BMC students.

c. A schedule of days/times for the alumni group to utilize facilities must be established to avoid conflict with students/classes that may be taking place. This will help ensure no commingling when alumni just want to work out in the Moore Center facility.

d. Each alumni or guest participating must complete the current facility workout waiver form attached.

e. Sanitation of equipment is the responsibility of the user. The space must be left in the same shape/condition as when the alumni/guest found it.

f. If an accident or incident occurs, the alumni/guest must complete an incident report within 24 hours and notify school administration.

Guest Speaker/P Presenter

When a guest speaker or presenter is brought on to campus to speak to students, the following conditions must be met:

1. A member of the BMC administration needs to approve and be aware of the event
2. Must be supervised at all times by a member of the BMC faculty, staff, or administration
3. Must be on a limited or temporary basis, i.e., a single occurrence or date
4. If the speaker/presenter is scheduled to perform for an extended period of time on campus, then steps would need to be followed to have this person cleared as a VOLUNTEER through the Diocesan Safe Environment and Fingerprinting process.

Band App

BMC utilizes the app called Band to communicate urgent information out quickly to faculty and staff. Please download the app to your phone and request to join the BMCHS Emergency Communication group. Note, this app is used for emergencies only, not for general communication and chat.

Fingerprinting/Volunteers

The Diocese of Orlando is committed to doing everything in its power to ensure the safety of all those entrusted to its care, particularly children. To ensure the safety of those persons, the following must be completed before any volunteer or coach is allowed to work with students.

- All volunteers and coaches must be fingerprinted and screened in accordance with the Diocesan policy.
- All parent volunteers must view the video “Creating a Safe Environment” and pass the test that covers the information in the video.
- No one will be allowed to volunteer or coach until BMC has received cleared fingerprints.

These regulations also pertain to all sports camps that take place on our campus over the summer, regardless of the student’s age.

More information on the fingerprinting process may be found on the BMC website. A third-party provider has been chosen by the Diocese to process all fingerprint applications and to process all payments. BMC will be notified if the student or parent lists us as a location at which they wish to volunteer.

Bomb Scares

In case of a bomb scare, Administration will take appropriate action and will evacuate the necessary areas if deemed necessary. If a building is to be evacuated, the procedure is the same as for a fire drill. At no time should any teacher discuss the issues or speculate with students on the possibility of a bomb scare.

Emergency Drill Regulations

During the school term, the Administration will conduct several unannounced fire drills. The law requires that at least two emergency drills take place each semester.
All faculty and staff must review the evacuation procedures for their location on the first day of school and familiarize each class with the following instructions in case of fire, fire drill or emergency:

- Evacuate the area immediately on command from the Administration or the alarm
- Take the class roster, turn out the lights, and lock the door
- Maintain quiet, be positive, and avoid excitement
- Move class immediately to assigned area
- Do not attempt or allow students to carry books or other materials from the room
- Assist students at the door, in the corridors, and on the stairs
- Once in the designated area, take attendance and assign a student-runner to take attendance report to the designated School Counselor
- Stay with students at all times in designated area

Emergency Codes

**Lock Out**
- Students move inside, outside doors are locked, business as usual, follow instructions given

**Lock Down**
- Doors are locked; lights are out; students move out of sight; maintain silence; follow instructions; and prepare to run, hide, or fight

**Evacuate**
- Location is given to students at the beginning of the year and will be announced at the time of the emergency, students leave belongings behind, evacuate to the designated area, and follow instructions given

**Shelter**
- If the situation is severe weather, students will evacuate to a shelter area; if the situation is hazmat rooms will be sealed; if the situation is a tornado, students will drop, cover, and hold; in all situations, students will follow instructions given

**Hold**
- Students will stay in the classroom, halls will be cleared, and follow instructions given.

Identification Cards

Faculty, staff, and students are required to wear a BMC issued ID and the school issued lanyard at all times while on campus. If an individual is observed on campus that is not wearing an ID and lanyard, all employees are asked to please inquire as to the person’s business on campus and escort the individual to the Main Office, if necessary.

Keys

Maintaining the security and access to the BMC campus are of the utmost importance and highest priority. All keys must be signed out with the Campus Safety and Security Coordinator in the BMC Mail Room which is located in the Dome. You will only be granted access to the area to which you are assigned. Keys are not to be given or loaned to students, volunteers, or anyone else that is not an employee of BMC. At the end of the school year, keys will be returned in the same fashion. An official school key log will be kept and require the employee to sign for their keys.
Failure to follow the key policy may result in an administrative response.

Weather

Lightning
At no time during a lightning storm should a student be outside or in any open corridor or area. A lightning detector is installed on campus. When the siren goes off, seek shelter immediately. During a lightning storm, follow all directions given over the PA and/or Band App. Do not allow students to leave any classroom until directed to do so by Administration.

Rain Policy
On occasion, the Administration will hold classes due to inclement weather. An announcement will be made over the PA in such circumstances.

Tornados/Hurricanes
Florida is notorious for adverse weather conditions. Teachers will be directed to immediately check and find whatever cover is available in the classroom to protect themselves and their students from possible injury.

- Keep students away from windows, doors and stairways
- Limit student movement
- Monitor PA and/or Band App for instructions
- Do not leave students unattended; if necessary, students may need to lie on the floor and under desks, covering their heads for protection
- Administrative instructions and assistance will be given over the PA and/or Band App
- See Red Emergency Plan folder in classroom for further instructions.

School Closing
If there is a school closing other than weather-related, radio stations will be notified. In the event of weather-related emergencies, when Orange County schools are closed, Bishop Moore Catholic is closed. When possible, an announcement will be posted on the website, social media, via email and/or in Schoology with emergency plans. School re-openings may NOT follow Orange County. Information will be on local radio and television stations.

Crisis Team
When needed, a crisis team is called to action that will consist of faculty and staff trained to handle crisis intervention. Faculty and staff will be notified when the crisis team goes into effect and will be given instructions. Specifics will be given as necessary.

Photocopier
A photocopier (for duplication of work-related materials only) is housed in the mail room in the Dome. Forms to order copies are provided.

The mailroom is normally open from 7:00 AM-3:30 PM. Faculty and staff should check their mailboxes at least once a day. Dropping off copy requests and picking up requested copies should be done during those hours.

Turnaround time for copies is usually 24 hours. Please do not gather in this work area; it is not a social or a lunch area. Lounges have been designated in each building for teacher use.
Purchase Orders/Reimbursement Policy

Purchase orders must be submitted BEFORE purchasing goods or services. Do not assume you will be reimbursed for a purchase if a PO has not been issued.

Purchase orders alert the Finance Office that the school is incurring a liability and gives them time to check budgets for the necessary funds. The requestor or requesting department must submit all available information such as price and desired company.

The following steps must be followed:

- Complete a PO request form. These are available in the Main Office in Dorsey Hall, return the completed form to your supervisor or designated assistant principal to process for approval.
- Faculty/staff will be notified when approval is completed.
- Send any invoices or packing slips to the Finance Office with the PO number, indicating if they are okay to be paid.
- No bill received by the Finance Office will be paid unless the above procedure is followed.

Office Supplies

Please request office supply orders through the Administration Office Receptionist so they are prepared for pick up in a timely manner.

Parking

Faculty and staff will be assigned a specific parking space and parking sticker at the beginning of the school year. Current school year stickers must be affixed to the lower left corner of the windshield. Report any problems with unauthorized use of the assigned space to the Campus Safety & Security.

Paylocity

Paylocity is the Diocesan payroll system. Faculty, staff, and contracted staff will be asked to set up account on Paylocity. Personal information, including pay stubs, future W-2’s, and available sick time will be available to view online. Paylocity can be accessed either via phone or computer.

Personnel Files

A file is kept on every member of the faculty and coaching staff at Bishop Moore Catholic. Files contain academic records, employment records, and performance information used by the Administration in rehiring teachers and in recommending teachers for new positions. In addition, a teacher may ask to review his/her file by submitting a written, dated request to the principal’s executive assistant. File contents are available only to the Administration, Diocesan Office, the faculty or staff member it pertains to, and are the permanent property of Bishop Moore Catholic. The employee may not remove documents from files.

Paychecks

Pay stubs will be available in Paylocity. Paper stubs are no longer given. Employees are paid bi-weekly on Fridays beginning August through July. Direct deposit is mandatory. One complete pay period is needed to set up an account or to make changes to an existing account. Please contact the Finance Office with any questions.

Athletic & Other Event Hourly Pay

Supplemental pay for working athletic events will be paid on a quarterly basis. Time will be tracked and submitted to the Finance Office by the Director of Athletics on behalf of the employee for time worked during athletic games or by a Dean on behalf of the employee for substituting.
Pay Schedule for 2021/2022

<table>
<thead>
<tr>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>August: 8/13, 8/27</td>
<td>Jan: 1/14, 1/28</td>
</tr>
<tr>
<td>Sept: 9/10, 9/24</td>
<td>Feb: 2/11, 2/25</td>
</tr>
<tr>
<td>Oct: 10/8, 10/22</td>
<td>Mar: 3/11, 3/25</td>
</tr>
<tr>
<td>Nov: 11/5, 11/19</td>
<td>Apr: 4/8, 4/22</td>
</tr>
<tr>
<td>Dec: 12/3, 12/17, 12/30*</td>
<td>May: 5/6, 5/20</td>
</tr>
<tr>
<td>*Please be advised insurance expenses are not deducted for the third paycheck in a month.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July: 6/3, 6/17</td>
</tr>
<tr>
<td></td>
<td>June: 7/1, 7/18, 7/29*</td>
</tr>
</tbody>
</table>

Health and Safety

Every employee is empowered to call 911 and immediately notify a member of administration in the event of a major crisis.

Blood Borne Pathogens Policy

All employees re-test each year in order to have current knowledge of the need to be cautious when dealing with BBP.

The procedures outlined below will be followed when dealing with an employee’s occupational exposure to Bloodborne Pathogens:

Adult in charge will immediately contact the office in the closest building of the major emergency. Depending on the location of the emergency, a competent adult will be called to administer any first aid and notify an administrator who will determine if emergency personnel are to be contacted. Emergency contact will be notified if necessary.

Proper procedures will be followed when administering any required first aid. This includes but is not limited to: wearing plastic gloves and using disposable gauze pads, bandages, and disinfectant. All body fluids encountered will be cleaned up and disposed of following the required procedure for handling blood borne pathogens. (All red bags are deposited in the Nurse’s Office.) An Incident Report Form will be prepared and submitted to the Finance Office. Forms are available in the Main Office, Finance Office, Student Services Office and in Schoology.
Medical emergency kits are available in the following areas:

- Athletic Training Room
- College and Career Center
- Student Services Office
- Main Office
- Advancement Office
- Moore Center

Automated Emergency Defibrillators Locations on Campus:

- Gymnasium
- Student Services Office
- College & Career Center
- Moore Center

**Reporting Injuries**

School employees must report all injuries to the receptionist in the Main Office and Administration immediately. An Incident Report Form, found in the Main Office, Finance Office, Student Services Office, or in Schoology, must also be filled out by the adult in charge or on the scene of the accident. If a person is unable to return to class or to his/her duties, the emergency contact will be notified immediately. The emergency contact is then responsible for making proper arrangements. A staff member will appropriately monitor the person until being released to the emergency contact. If the emergency contact cannot be contacted within a reasonable time based on circumstances (or shorter in acute situations), Administration will decide if trained assistance (paramedics or physician) is required. If the person is taken to a hospital, a designated adult alternate will accompany the person to the hospital. The responsible party will be notified as soon as possible.

An administrator or designee will investigate all accidents to gather details of the circumstances and will be sure all pertinent information is recorded. Three Automated Emergency Defibrillators (A.E.D.) are available on campus. These are located one in the College & Career Center, one in the Student Services Office, and one in the gym.

**Anti-Harassment Policy**

Harassment is contrary to Gospel values and has no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment. Harassment occurs in many ways, including, but not limited to: verbal or written threats, bullying, and cyber-bullying. Any type of harassment - emotional, psychological, physical, racial, and/or sexual will not be tolerated.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. If an employee thinks he/she is being harassed, or is being subjected to behavior that he/she finds offensive, it is the employee’s responsibility to directly inform the harasser that the conduct is unwelcome and must stop. If the harassment and/or offensive condition persists, or if the employee is uncomfortable informing the harasser, the employee should discuss the situation with the immediate supervisor (if applicable), or contact the Diocesan Human Resources Director of Chancellor. Every complaint of harassment will be investigated and appropriate action taken.

**Child Abuse**

The law, as it relates to child abuse and neglect, requires school personnel suspecting abuse or neglect to report such suspicion to the Department of Children and Families. Any faculty member who suspects abuse or neglect should report it to the Administration immediately. The faculty member will then follow the appropriate procedures and notify the proper authorities according to Diocesan Policy.
of abuse or neglect is NOT required. “Reason to believe” is all that is required. The Department of Children and Families is responsible for determining if abuse has actually occurred - Florida Statute Chapter 827. The Abuse - Hotline number is 1-800-96 Abuse.

All school personnel, including administrators and both certified and non-certified staff, are mandated reporters and are required to report suspected child abuse and neglect to the Department of Child and Family Services in accordance with Florida law and Diocesan policy. All school personnel shall follow all state laws and Diocesan policies pertaining to the protection of children.

Child Abuse Report

All school personnel are required to contact the Department of Child and Family Services (DCF) when they have reasonable cause to believe that a child who is 17 years of age or younger has been harmed or is in danger of being harmed either physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to protect the child from harm. A call must be made immediately and no one in the workplace is permitted to interfere with or prevent the call. The mandated reporter is obligated to make the report to DCF and may not relinquish that responsibility to the administrator or other school representative. After contacting the DCF, the mandated reporter shall notify the Principal who must then notify the Office of Catholic Schools. An incident report shall be provided to the Office of Catholic Schools within 24 hours.

Medication/First Aid

Faculty and staff are not to dispense any form of medication to a student. Students on medication must turn in the medication to the school nurse with the appropriate forms. Students are to take medication, at the stated time, under the supervision of a school nurse and/or Dean.

Each classroom will be stocked with minimal first aid supplies. Classroom teachers can handle minor scrapes but should send students to the school nurse, if necessary. Classroom first aid kits should not be given to students; the teacher should dispense items.

In the event of an accident on campus, an Incident Report Form must be submitted. The Incident Report Form is available in the Main Office, in the Student Services Office, and on Schoology under the BMC Teacher Page. The completed form must be submitted to the Finance Office.

Smoking

Smoking is not permitted at any time on the Bishop Moore Catholic campus. Tobacco products and vaporizers are also prohibited.

Drugs & Alcohol Policy

Intoxicants or other controlled substances in any form - including drugs and/or alcohol - may not be brought onto, consumed, or utilized on campus. Possession of any such substance or related paraphernalia is a violation of this rule. Violators will be subject to immediate disciplinary action, as well as any action deemed appropriate by civil authorities.

BMC employees are responsible for notifying the Administration of violations of this policy. Failure to do so is unprofessional and will be subject to review by the Administration. BMC employees should know it is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell controlled substances on campus or at any school-sponsored event. Refer to the Diocesan policies for additional clarification.

Facilities and Maintenance
School maintenance staff is on duty from early morning through evening hours. There is a level of responsibility for the maintenance of the working areas for faculty and staff. Special requests for maintenance, cleaning and/or other related issues may be requested through the MaintenX portal.

- Appliances: For the safety of our students, all heat-generating appliances are prohibited in classrooms or other areas near students
- Electrical Equipment: All electrical appliances and devices must be approved for UL certification from the Facilities Director before they can be used in an office or classroom
- Power Tools: The use of power tools by any staff member who has not gone through a safety certification with the Facilities Director is strictly prohibited. No personal power tools are permitted on campus
- Walls: Nothing is to be hung on the walls/doors with tacks, staples, screws, nails, duct tape, packing tape, masking tape, scotch tape, command hooks, glue gun, Velcro, etc. The only approved product to hang items on walls is REMOVABLE mounting putty. All requests to permanently hang items from the walls will have to be submitted via a work order and approved by Administration/Facilities.
- Items found to be attached to the walls inappropriately will be taken down. No more than 30% of the wall space is to be covered at any point.

Finance Policies

Collections of Monies or Donations

- Any collection of monies or “in-kind” gifts by groups or individuals must be cleared in writing with the Administration before they can be initiated. In most cases, donations must be submitted to the Advancement Office.
- Please review the Diocesan Conflict of Interest Policy for further details.
- Faculty/Staff should refrain from collecting physical cash (bills and coins) and hold cash overnight or in personal accounts.

Start Up Cash / Deposit Procedures for Clubs and Athletics

- All on or off campus activities, fundraisers and or other events that are sponsored by a club or other entity that generates funds, must be approved by Administration. i.e. bake sales, plant sales etc.
- In the rare occasion that there is an approval to cash handling all monies must be turned in to the Athletics & Student Life Coordinator who in turn will process the deposit to the Finance Office on the day of the event.
- All monies turned in must be accompanied by an indication of the amount and the class, club, or department to be credited.
- Organize currency. Roll as much change as possible, and list any checks by payer and amount before you turn money into the Athletics & Student Life Coordinator for deposit
- Once the Finance Office has completed the deposit process, a receipt will be issued and placed in employee’s mailbox
- Limited funds are kept in the Finance Office, so please allow at least a two day notice if cash is needed for an event. The bank requested may then be picked up in the Finance Office.

Performance Reviews

Staff

Staff performance will be formally reviewed by their supervisor annually using a diocesan provided instrument that reviews the following competencies:

- Professionalism
- Accountability
- Flexibility
- Technical/Operational Knowledge
- Initiative
- Planning
Faculty

The Diocese of Orlando’s Teacher Growth Instrument Evaluation Form and the Walk-Through Form are Diocesan created and approved instruments used by the Administration of BMC to evaluate and assess a teacher’s performance in the classroom, as well as a teacher’s overall professional duties and obligations. The purpose of teacher evaluations is to improve student learning through the constant and consistent improvement of instruction. All teacher evaluations should be viewed as opportunities for growth. The Principal, Assistant Principals, and Dean of Curriculum conduct observations. Other instruments may be utilized as deemed necessary by the Administration and the Administration team in an effort to support teachers in their instructional and or professional growth.

There are two types of formal instruments utilized:

The Teacher Growth Instrument (TGI) form will be used for evaluations of teachers with 0-3 years of experience twice in the school year. The TGI will be completed and reviewed once in the fall and once in the spring. For teachers with 4+ years of experience, the TGI form will be completed and reviewed only once in the course of the academic year.

Informal Walk-Through visits will not be announced and/or scheduled. Typically, this informal observation is a drop-in visit occurring at any time in the class period. All teachers, regardless of years of experience, will have at least six drop-in evaluations throughout the academic year. The Walk-Through Evaluation Form differs in length from that of the TGI Form, but it, too, focuses on teacher performance in relation to student performance. Both the TGI and the Walk-Through Evaluation Forms are available for teachers to review on the Schoology BMC Teacher Page.

Instructor Duties

Teaching

All instructional techniques must be focused on ensuring student learning. Mastery of curriculum standards is reached by appropriate assessment, which then determines appropriate instructional strategies. All units must align with Florida Standards. Religion will align and teach to the Bishop’s Curriculum.

Good teaching is intentional. Teaching performance represents the considered judgment of the faculty member(s) about content, style, and method.

- Using 21st century technology and methods, a good teacher works from specific stated standards and objectives; the objectives relate to both the content of the course and the skills to be mastered by the students; individual units of instruction, the sequences of the course, and specific assignments all reflect these objectives.
- Continual improvement of instruction is considered an essential professional trait of all teachers.
- Good teachers maintain flexibility, establish a good rapport with students and parents, adapt instruction to the needs and talents of the individual student, and simultaneously assure that each student receives a challenging, valuable education from bell to dismissal.

Job Description of Classroom Instructor

- Assists in the implementation of the mission of BMC
Teaches classes as assigned in accordance with the mission of BMC, course outlines, goals, school, and departmental grading policies, as well as other school regulations.

A normal schedule for teachers consists of five teaching periods, one duty period, one planning period, and one duty-free lunch period. Planning periods should be used to work on school related materials on campus.

Respects the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved. In these cases, the appropriate administrator should be notified immediately.

Is obligated to grade assignments given to students in a timely manner.

Completes reports and tasks in a timely and accurate fashion.

Handles routine discipline problems within the classroom, communicates issues with parents, and makes referrals to the Deans for serious infractions in accordance with school classroom management policies.

Carries out extra-curricular assignments as specified in the employment contract.

Participates in both formative and summative evaluations and makes good faith efforts to follow through on professional development strategies identified in these evaluations.

Keeps classrooms neat, orderly, and able to be used by other teachers assigned to share the room.

Interacts with students and colleagues on a professional basis in accordance with the policies specified in this handbook.

Reports unsafe building conditions or other safety hazards to the Director of Facilities and assigned assistant principal.

Attends all department and faculty meetings, prayer services, liturgies, reconciliation services and in-services.

Participates in the review and ordering of instructional materials in relevant subject areas.

Adheres to all institutional policies and procedures as specified in this handbook, the Student Handbook, and other directives as issued by the Principal.

Arranges for guest speakers, films, field trips, special activities, and other educational experiences which will enrich the subject area for which he or she is responsible with the approval of the Administration.

Is punctual at all class meetings, parent conferences, faculty meetings, supervisory assignments, and student assemblies as required. Only the Principal can excuse attendance from any of these functions; permission to miss any event is to be obtained well in advance.

Conforms to professional standards of dress, language, and conduct in accordance with the policies specified in this handbook.

Actively seeks out workshops to attend, professional organizations to join, and other professional development opportunities to enhance their professional education. Requests for time off to pursue such activities should be made at least two weeks in advance.

Begins each class period, club meeting or sporting event with prayer in accordance with our Catholic Identity.

Teachers are expected to utilize the video streaming capabilities to communicate with students that are designated at BMC as asynchronous students.

Classroom Responsibilities

- It is the responsibility of each teacher to keep classrooms to which he/she is assigned in a clean and orderly manner. Teachers who share classrooms should establish guidelines that are acceptable to both.
- Classrooms should be decorated neatly and attractively with posters, banners, and other materials appropriate to the academic subjects taught. It is the teacher’s responsibility to keep the desks and tables clean, the boards clean, their desks and computer stations neat and clean, and to monitor locker use in their classrooms.
- Food and drink must be limited in the classrooms.
- Students should not use the tops of lockers for storage.
- No additional furniture may be placed in classrooms without the permission of the Principal.

Please refer to the Maintenance section for guidelines for classroom electronics and other maintenance-related issues.

Classroom Essentials

Teachers are asked to display in each classroom the following:

- Bell work/warm-up
- Word wall/Vocabulary/SAT word wall
- Daily agenda/objective shared with class through whiteboard posting or lesson plans
- Rules and classroom expectations
- College corner
Prayer

Teachers are required to begin each class period with prayer appropriate to our Catholic identity. Resources are available through the Campus Ministry Office.

Supervision of Students

Students are never to be left unattended in classrooms, in duty locations, or during extracurricular activities. Teachers are legally liable for students under their supervision. Students must be directed to leave the classrooms when the bell rings to avoid having students grouped in areas where there is no supervision.

Locations

Faculty members are required to assist the Administration in maintaining order in several areas of the school during the school day. It is mandatory that teachers observe duty assignments as a required part of the teacher contract.

Teachers must report to each duty on time. Duties are assigned to ensure there is a supervisory presence throughout the campus. If a teacher is unable to cover his/her duty due to a professional/personal responsibility during the school day, the teacher needs to inform a Dean or an Administrator in order to ensure coverage.

Student Lunch Periods Duty

During student lunch periods, teachers are assigned to be on duty. Teachers are asked to eat their lunch during their assigned lunch period as during their duty period they are considered to be on assignment.

Teachers should:
- Arrive on time to the duty
- Circulate inside and outside of the cafeteria (and/or assigned location) continually
- Require students to leave tables and surrounding areas clean
- Monitor the food line
- Inform students that they are not allowed in the corridors and or hallways during lunch periods.

Hallway/Corridor/Restrooms

- All teachers should stand outside their classroom door between each class period to maintain discipline and facilitate smooth student movement from one class to another.
- Teachers are also expected to periodically check student restrooms and report any concerns to the Deans or Director of Facilities promptly.
- The personnel in the Athletic Department will supervise the locker rooms during the passing time.
- Teachers who are nearest to student restrooms should check the facilities periodically and report any disciplinary or maintenance issues to the Student Services Office by sending an email to deans@bishopmoore.org or by contacting the SSO via the call button available in each room. If at any time, a male or female faculty member needs assistance in checking a restroom, he/she is to call the Student Services Office for assistance.
Student Center

Teachers are to monitor students' behavior and ensure noise levels are not disrupting nearby classrooms.

Loretta/Pines

Teachers are to retrieve a radio that is located in the teachers' lounge in Loretta and provide supervision of students in that area.

Substitute Duty

Bishop Moore Catholic will make every attempt to employ substitute teachers when possible. Occasionally, faculty members may be asked to substitute during their planning period. Substitutes are assigned by one of the Deans in the Student Services Office the assignment for their day. If asked to substitute, please confirm with a Dean, be prompt, keep the class for the entire period, and perform the lesson as designated in the lesson plan. If a teacher is assigned to sub during his/her duty period, the teacher is not paid for this assignment.

When a substitute teacher is called on to take another teacher’s class, he/she will send a brief email reporting on class behavior and any incidents in order to inform the absent teacher of any issues that occurred in the classroom. Lesson plans for a substitute should be emailed to Dean Mehlich.

Assemblies/Liturgies

Liturgies are held regularly. Assemblies are held periodically. Students are expected to conduct themselves as young Catholic men and women, giving an example of proper attention to the program. On assembly days, an alternate schedule is used and will be posted and e-mailed to all faculty members.

- All teachers are required to attend all programs, sit in their designated locations with students, and actively supervise students before, during, and after the program. This applies to all teachers, even those without a class or homeroom, during the time of the assembly.
- Teachers without homerooms will be assigned specific areas in which to sit throughout the gym to ensure student management.

Test Proctoring

Proctoring for scheduled standardized tests during the school day is an expectation of all teachers. Please plan to be present to proctor exams.

Faculty Meetings and Other Required Events

- Teachers are required to attend faculty, prayer, parent, and other meetings as required. Regular faculty meetings are scheduled at various times.
- Please do not schedule any personal appointments for Wednesday meeting times (2:30-3:30).
- Teachers are expected to remain in Faculty meetings until completion. If on occasion they extend beyond 3:30 PM, unless they have pre-arranged for an excused absence. Professionalism dictates that all faculty members will be on time and focused for all meetings. Teachers are also required to attend:
  - Annual retreat day
  - Pre-planning days
  - Post-planning days
  - Diocesan In-Service days
• BMC professional development days
• Back to School Night
• Open House
• Baccalaureate Mass
• Graduation ceremonies
• Homecoming Dance or Prom
• Any other functions as requested by Administration

Infractions

To issue a detention, the teacher fills out a Behavior/Uniform Violation Notice slip, has the student sign it, and gives the form to Student Services. If a student refuses to sign a detention slip, then the teacher writes “Student refused to sign” on the slip.

Minor Disciplinary Infraction:

BMC issues a Uniform Infraction Form for non-compliance with uniform policies. Other minor infractions also result in an infraction form being filled out. All minor infractions result in a detention or virtual disciplinary module determined by the Deans in the Student Services Office.

Major Disciplinary Infraction:

Any major disciplinary infractions result in a Student Referral Form that must be filled out and submitted to the Deans in the Student Services Office. Major disciplinary infractions may result in a Saturday School detention or virtual disciplinary action as determined by the Deans.

Student Uniforms

Each teacher is expected to monitor student compliance with the school uniform, as it is a part of the teacher responsibilities. The Deans support the efforts of the teachers as an additional layer. The compliance with the uniform code may not be accomplished without the CONSISTENT enforcement on the part of each individual teacher. Teachers are expected to familiarize themselves with the uniform code and to continuously look to and encourage student compliance. Teachers are expected to complete uniform checks regularly.

Student Uniform Guidelines

• BMC Uniforms are not to be altered in any way.
• Uniforms should be clean, in good repair, free of stains, and free of wrinkles at all times.
• Repeated violations of the dress code will result in disciplinary action and loss of privileges, probation and/or other.
• No uniform substitutions are permitted without written approval by the Deans.
• Dress at all BMC activities must be appropriate and in conformity with the outlined dress expectations for the event. Uniforms are not interchangeable; girls and boys must wear their designated uniform pieces.
• Layering - If a short-sleeved t-shirt is worn underneath a shirt or blouse, it must be solid white with no writings and/or logos. Top layer must always be an approved school uniform item.
• Leggings, trench coats, denim, Army fatigues are not appropriate and permitted to be worn to school. Blankets, sweaters, sweatshirts, and jackets are never worn tied around the waist. Hats/head coverings may not be worn or carried on campus.
• Shoes must be worn completely on the foot covering the heels, failure to do so warrants an immediate detention.
• Students should never wear boots, slippers, sandals, flip flops, crocs, or shoes without backs. Shoes must not have heels higher than 2 inches.
- Socks - On regular uniform days all white with no markings of any kind and they must come up completely above the ankle bone. Shorter socks are not acceptable.
- Senior students may wear gold uniform shirts as well as completely solid black socks and solid black undershirts on regular uniform days.
- If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code.
- Students are required to wear school-issued lanyard with current BMC ID at all times while on BMC property.
- ID All students must have a current ID and have it with them at all times while on campus. IDs are required for admission to semester exams, as well as other examinations such as PSAT and PreACT. Students are issued an ID upon enrollment and these must be replaced at a cost to the student if there is a need for replacement.
- Replacements for lost or forgotten masks, lanyards and/or ID’s can be purchased from Student Services for $5.
- Mask Policy - When mandated by the Office of School and/or Administration - All students are required to wear a snug-fitting mask/facial covering (fully covering nose and mouth) while on BMC property. Masks must be BMC-appropriate and are limited to solid-colors only. Masks must not have any logos or text; the only exception to this rule is the BMC school logo and/or Hornet. Masks with exhalation valves or vents are not permitted, per current CDC recommendations. Additional information about Masks/Face Coverings from the CDC can be found here: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Team Uniform Guidelines for Event Days

Students who are part of an athletic team or club that has a competitive event such as a debate or tennis tournament may wear their team polo to school on the day of the event. The guidelines are:

- Only approved team/club polos (no t-shirts) may be worn on “game day” when the team plays that day. Polos are to be tucked in at all times.
- All BMC jackets, sweatshirts, hoodies, etc. must be in school colors (black, gold, gray or white ONLY); other colors are not permitted to be worn on campus during the school day.
- Outerwear - Regular school uniform polo must be worn underneath any team outerwear. All students must wear official and/or Bishop Moore Catholic High School issued uniform pieces. In addition, official varsity letter jackets and team sweatshirts and jackets are acceptable.
- Non-BMC outerwear or non-approved outerwear is not allowed and disciplinary action will apply if students are wearing it on campus. In extremely cold weather (an Administration-approved Cold Weather Day), jackets may be worn OVER the uniform sweatshirt or sweater.

Spirit Days (Bishop Moore Dress Down)

Any time an out-of-uniform day is permitted, students must follow the guidelines stated below:

- Only BMC colors are allowed: black, gray, white or gold.
- BMC approved tops: sweater, jersey, sweatshirt, BMC spirit wear, or t-shirts.
- Seniors are allowed to wear college tops the first Friday of the month.
- Bottoms: jeans or BMC uniform shorts or pants. No rips, holes, or tears.
- Shoes are closed-toed only. No sandals or Crocs.
- Clothing must fit properly and should not be tight.
- Hats, caps or sweatshirt hoods must not be worn in any BMC buildings.
● All other previous stated appearance policies apply.
● Students under no circumstances may wear torn, soiled or ragged clothing, pajamas, yoga pants, leggings, tube tops, midriff styles, halter-tops, plunging necklines or backs. Failure to comply with Spirit Uniform Days will result in a Saturday School and loss of this privilege.

Cold Weather Uniform Days

If the Weather Channel predicts the temperature in Orlando will be 40 degrees or below starting at 6:00 AM or anytime throughout the school day, students may assume a cold weather uniform day. It is advised to download The Weather Channel app on your mobile device in order to track the temperature in Orlando. Apps for most devices can be found on the following link: https://weather.com/apps

Any time a cold weather uniform day is permitted, students must follow the guidelines stated below:

- Long black pants (uncovered leggings are not a substitute for pants) or blue jeans with no holes are allowed.
- Black uniform pants may be worn on cold weather days; Girls may wear solid black leggings or tights under their uniform.
- Closed toe, closed heel, warm shoes, heels no higher than 2 inches.
- Any BMC appropriate outerwear may be worn over a Bishop Moore shirt.
- No blankets

Personal Appearance Guidelines

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Must be clean-shaven.</td>
<td>● Excessive make-up is not permitted and all make-up should be natural in appearance. Fingernails and nail polish should be modest.</td>
</tr>
<tr>
<td>● Students who have a medical condition relating to shaving must present a note from a physician stating the condition and reasonable timeline for resolution on or before the first day of school.</td>
<td></td>
</tr>
<tr>
<td>● Boys must have hair cut in a conservative, traditional fashion. Length must be above the ear and above the eyebrow, sideburns may not be longer than mid-ear on the sides and hair must be above the collar in back. No extreme styles will be permitted (i.e., mohawks)</td>
<td>● Undergarments may not be visible and must blend in with the clothing color or your skin tone. The color of the dress and the undergarment must match to avoid noticeable undergarments.</td>
</tr>
<tr>
<td>● Body piercing, tattoos, gauges, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted. Drawings on arms and legs will not be permitted.</td>
<td></td>
</tr>
<tr>
<td>● Temporary or henna tattoos are prohibited. Hats/head coverings may not be worn or carried on campus. Drawings on arms legs are not permitted.</td>
<td></td>
</tr>
</tbody>
</table>
- Hair - Dying, bleaching, or tinting hair to an unnatural color or having contrasting unnatural colors is not permitted. Dramatic color streaks are not acceptable. Extreme styles and cuts are not permitted, this includes but is not limited to shaved heads, and/or razor cut styles, regardless of gender.

- Jewelry - All jewelry should be modest and conservative. Girls’ earrings should be modest and appropriate for school. Boys are never permitted to wear earrings.

- All BMC jackets, sweatshirts, hoodies, etc. must be in school colors (black, gold, gray or white ONLY); other colors are not permitted to be worn on campus during the school day.
- Jackets, sweatshirts, and other outerwear are not permitted to be worn during school liturgies, unless it is an administration-approved cold weather day.
Shirts- White short-sleeved girl’s polo with BMC logo;

Skort- Appropriately-fitted BMC plaid. SKORT MAY NOT BE ALTERED AND/OR ROLLED AT THE WAIST. Skirt must be no shorter than 3” above the top of the kneecap. Standard skirt length is 18” from top to bottom (Tall is 20”), therefore no skirt should be less than 18” in total length.

Shorts- Girls flat front black shorts with Hornet logo. Shorts must be no less than 3” above the top of the kneecap. SHORTS MAY NOT BE ALTERED AND/OR ROLLED AT THE WAIST AND/OR LEG. Standard length is 18” from top to bottom (Tall is 20”), therefore no shorts should be less than 18” in length.

Slacks- Girls’ flat front black slacks with Hornet logo

Socks- All white above-the-ankle socks for shorts or skirt. Black socks are required when wearing slacks

Shoes- All black leather shoes and/or all black athletic shoes with no markings or logos. No canvas, cloth, crocs, flip flops, or fabric shoes.

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Shirts- White short-sleeved polo with BMC logo; Must be tucked in at all times.

Shorts- Boys flat front black shorts with Hornet logo; Proper fit at the waist is required

Belt- solid black leather belt is required at all times

Socks- All white above-the-ankle socks for shorts.

Black socks are required when wearing slacks

Shoes- All black leather shoes and/or all black athletic shoes with no markings or logos. No canvas, cloth, crocs, flip flops, or fabric shoes.

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<table>
<thead>
<tr>
<th>Girls Dress Uniform</th>
<th>Boys Dress Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls white long-sleeved blouse with BMC logo; may be worn tucked in; sleeves may be rolled or cuffed, shirts are to be tucked in for class and mass</td>
<td>Shirts- White long-sleeved shirt with BMC logo, shirts are to be tucked in for class and mass.Striped BMC tie (No athletic team ties)</td>
</tr>
<tr>
<td>BMC plaid skort</td>
<td>Boyst flat front black slacks with Hornet logo</td>
</tr>
<tr>
<td>All white-above-the-ankle socks</td>
<td>Black leather belt</td>
</tr>
<tr>
<td>All black leather shoes</td>
<td>Black socks</td>
</tr>
</tbody>
</table>

**First-Year Teacher Program**

Teachers who do not have a current state of Florida teacher’s certificate must apply for one as a condition for employment within the first 30 days of employment. It may be necessary to enter into the 90-day certification program or the full year first year teacher program. It is the teacher’s responsibility to make sure his/her certificate is kept up to date and areas of certification are maintained. Bishop Moore Catholic offers our teachers the support needed in the completion of such requirements. Please contact Mrs. Toro for questions or concerns regarding this program.

**Substitute Plans**

Instructors are to have one week of substitute plans posted in Schoology in a clearly marked unpublished folder by Aug. 23, 2021.

**Faculty Lounge**
The faculty lounge is a place to relax and do planning and paperwork. Conversation should be positive and allow faculty members a time of rest from the classroom atmosphere. Discussing students’ grades or behavior, commenting on administrative policies, or discussing other teachers does not fall within our vision and mission for BMC. The faculty lounge is for teachers and guest speakers ONLY. Students are not permitted in faculty lounges. Please keep the lounge, workroom, and dining area in order.

**Collegiality and Professionalism**

- It is expected that each member of the BMC faculty will conduct himself/herself in a professional and courteous manner when working with colleagues. Professional courtesy includes speaking with respect to colleagues, avoiding gossip about colleagues, and respecting other teachers’ class time and shared spaces.
- Shared spaces: teachers who share classrooms must be cognizant of the fact that no one “owns” the classroom; each teacher should work together to ensure that the shared space is kept neat and orderly;

**Confidentiality**

Teachers are trusted to be conscious of the fact that, even unknowingly, the lack of confidentiality may cause harm if every bit of information is not considered highly confidential. Confidentiality extends not only to students but also to administrators, co-workers, and parents. A breach of confidentiality is considered very serious and may impact the teacher’s status of employment. The only exception is if a student or co-worker is in danger.

**Certification/Professional Development**

Catholic schools shall be schools of excellence in all aspects of their academic programs.

Teachers and administrators in Catholic schools shall have academic degrees and certification appropriate for their particular assignments. Teachers will follow the FLDOE guidelines for certification and work with diocesan personnel to apply for recertification in a timely manner. Failure to maintain certification can result in the loss of a teaching position. The Office of Schools provides software to track in-service points that will be used for certification. Secondary schools shall abide by the accreditation standards for professional staff of the FCC, Cognia accreditation agency and the Diocese of Orlando. To the extent they do not interfere with Catholic tenets and the school’s ability to carry out its mission as a Catholic school, schools shall abide by the appropriate laws of the State of Florida applicable to the nonpublic schools. Teachers shall obtain religious education certification appropriate for their teaching assignment in accordance with the Diocesan Catechist Certification Process.

**Catechist Certification/Faith Fit**

The Faith Fit Enrichment Program is the online faith formation program for all catechists in the Diocese of Orlando. It serves all those involved with religious education, Catholic schools, youth/young adult, & adult ministry, Catechumenate, etc. The program is structured in three levels, with each level requiring a retreat component to complete the level:

- Foundation 1
- Foundation 2
- Ongoing Enrichment

All professional staff members are required, according to Diocesan policy, to complete both the basic level of catechist certification within the first two years and advanced level of catechist certification within the first four years of employment. Obtaining catechist certification is an employment requirement. Employees should contact the Office of Catholic Schools at the Diocese of Orlando with any questions relating to this certification.

**Professional Development**
Instructors are expected to continually improve their teaching craft through professional development. In addition to the diocese and the school providing professional development opportunities, teachers are encouraged to work with Administration to find and possibly fund professional development opportunities for themselves.

In order to earn in-service points for professional development offered outside the diocese and school, teachers must fill out two forms: 3A - Prior Approval Form & 3B - Individual Attendance Form. These forms along with the list of component numbers needed to fill out the form can be found in the Teacher Information Page on Schoology.

**Title Funds**

Title funds are assigned to Bishop Moore Catholic through Orange County and are designated for faculty professional development. In the county, these funds are used exclusively for general in-service programs established at the county level. BMC has the flexibility of using funds for a variety of purposes, including Diocesan in-services, programs adopted by the Diocese for implementation in all schools, AP conferences and workshops, other workshops that can be pre-approved through Orange County that address core curriculum areas determined by the county, certification courses, and coursework taken for advanced degrees in core areas.

Each year funds are allotted to the school based on enrollment and the amount of money designated to the local education agency (LEA). Our LEA is Orange County. Once the funding levels are released, BMC then determines the Diocesan and local priorities for that year. Teachers may submit applications for use of these funds. Note that even when the activity has been pre-approved and targeted for funding, the individual must pay all costs up front and there are no guarantees that the entire amount will be reimbursed by the LEA. BMC is not responsible for reimbursement if the LEA does not cover the costs associated with the endeavor.

Each class, workshop, and conference is examined on a case-by-case basis, and there are no guarantees from year to year that funding will be available, especially in the case of advanced degrees.

**End of the Year Procedures**

Following procedures shared by administration, instructors will complete the following before departing campus for the summer break:

- Clean computer by using a microfiber cloth on the glass and keyboard. Return to the IT department if directed to do so
- Return classroom key
- Return classroom tv remote
- Clean classroom and take personal items home
- Clean classroom walls of putty
- Clean whiteboard
- Submit grades and if needed, submit make-up semester exams to Administration
- Return red emergency folder

**Instructional Procedures**

**Student Performance Expectations**

The curriculum of the Diocese of Orlando, based upon standards and benchmarks, identifies ten expectations of broad areas of knowledge and competence based upon our Catholic faith that Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as ongoing student performance goals throughout all grade levels. These goals must be the focus of all elementary schools and high schools as they develop programs, curriculum, and the implementation of instructional methods.
● Information Managers: Students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video, and other graphic displays and computer files in order to perform tasks and/or for enjoyment.

● Effective Communicators: Students will be able to communicate in English and other world languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphic displays, and computer-based programs.

● Numeric Problem Solvers: Students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data and to identify and solve problems.

● Critical and Creative Thinkers: Students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.

● Ethical and Responsible Workers: Students will be able to display responsibility, self-esteem, sociability, self-management, integrity, honesty, healthy decision-making, and those Gospel values that identify a student in a Catholic school.

● Resource Managers: Students, as good stewards of God’s gifts, will be able to allocate appropriately time, money, and other resources.

● Systems Managers: Students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.

● Cooperative Workers: Students will be able to work harmoniously with others to successfully complete a project or task.

● Effective Leaders: Students will be able to establish credibility through their competence and integrity and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholics.

● Culturally Sensitive Learners: Students will be able to recognize that all human beings are children of one God and Father. They will appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social, and educational backgrounds.

Curriculum and Instruction Leadership

This is composed of the Principal, Assistant Principals, Dean of Curriculum, Director of Academic Support, Co-Directors of Guidance, Department Chairs, and coaches focused on particular areas of classroom support. (Literacy, Technology, Instructional)

Department Chair Role and Responsibilities

The job of the High School Department Chair was established for the purpose(s) of promoting the Diocese’s curriculum and instructional programs at the diocese and building level, as well as, collaborating with the principal and other teachers on the building leadership team. Their responsibilities are:

● Works closely and cooperatively with other teachers in the department, the principal, and the assistant principals to develop, maintain, implement, and assess the diocese’s instructional programs.

● Shares professional growth opportunities as well as current trends and methodologies within specific curricular areas with department members.

● Schedules, coordinates, and attends regular department meetings.

● Maintains notes/records for the successful operation of the department.

● Participates in and provides opportunities for collaborative decision making within both the team and the school environments.

● Assists with the development and updates of any necessary communication between the team.

● Maintains an accurate inventory of materials and supplies necessary to effectively support instruction in the department.
Classroom-Focused Coaches’ Role and Responsibilities

The instructional, literacy, and technology coaches’ roles were established for the purpose of supporting instructors as they deliver the Diocese’s curriculum and instructional programs. Their responsibilities are:

- Provide technology and instructional support for individual teachers and side-by-side coaching
- Teach a minimum of three periods in subject area
- Maintain confidentiality and utilize ethical discretion when working with sensitive information
- Provide classroom instructional support for teachers through co-teaching, modeling, providing feedback, co-planning, and developing resources
- Build awareness and generate enthusiasm for technology resources
- Utilize and model technology integration strategies to support differentiation
- Provide differentiated professional growth opportunities for staff
- Assist in assessing and tracking skill levels of teachers and then use the data to develop a professional development plan for staff
- Be visible and available within the building
- Work collaboratively with stakeholders
- Stay abreast of current technology and instructional trends, teaching strategies, and educational best practices.
- Provide written and/or video instruction for instructional technology used in classrooms
- LMS (Schoology) first tier support for course issues. Refer to the Information Systems Manager for unsolvable problems or for any user, email or missing student questions.
- Model and promote digital citizenship
- Evaluate results of professional learning programs to determine effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and increasing student learning
- Collaborate with stakeholders on schoolwide initiatives and projects

Facts/RenWeb

FACTS/RenWeb is the school information management system used by Bishop Moore Catholic to record attendance and grades, run schedules, etc. Parents will use FACTS/ParentsWeb to view their student’s grades, progress reports, and Report Cards as well as for other helpful information.

Student Attendance

State law requires that accurate, daily student attendance be taken by the teacher/substitute at the beginning of homeroom and within the first fifteen minutes of each class period. All teachers are expected to take attendance in FACTS/RenWeb each period of the day they supervise students. Failure to take attendance may result in an administrative action.

Holding classes: students may not be held in class after the bell rings. Teachers may not excuse a student as tardy from the student’s next class due to tests or labs running late;

As a general practice and courtesy to colleagues, teachers should not hold students in a class after the bell releasing them rings. In the event this happens, the holding teacher will immediately email Student Services, the instructor being impacted by the tardy, and student impacted with the following info in the subject line:

student’s full name and time leaving classroom of holding instructor

Teachers must monitor student attendance in each class.
When a student reaches eight absences in a class, the Registrar will notify the parent and student.

The attendance clerk will record school activities that require students not to be present in class in FACTS/RenWeb in advance of the event based on the information provided by administration, coaches and club sponsors.

**Student Tardies**

Teachers are to close and lock classroom doors after the tardy bell. If a student arrives after the tardy bell please admit to class and update attendance to reflect tardy unexcused. Student Services will update to tardy excused only if an email has been received from the teacher who held students in the previous class.

**Seating Chart**

Instructors are to keep accurate, up-to-date, seating charts at all times using FACTS/RenWeb.

**Assessment Policies**

Assessment, both formative and summative, is an integral part of information gathering regarding the academic progress of all students.

Formative assessments are an important part of active learning. They provide information about a student for the purpose of adjusting teaching and learning. Important reasons why we need to use formative assessments are:

- Students are more motivated to learn
- Students take responsibility for their own learning
- Students can become users of assessment alongside the teacher
- Students will be more prepared for standardized assessments such as the ACT
- Students learn valuable lifelong skills, such as self-evaluation, self-assessment, and goal setting

Summative assessments are given periodically to determine, at a particular point in time, what students know and do not know. They are used to gauge student learning relative to standards and benchmarks. Summative assessments occur at the end of a mentioned process.

Teachers should use a balance of formative and summative assessments as components of their instructional program. Assessment instruments should be consistent with and build upon 21st Century standards.

**Grading Scale**

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59
### Grading Category Weighting

<table>
<thead>
<tr>
<th>Level</th>
<th>Daily</th>
<th>Tests</th>
<th>Alternative Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement</td>
<td>10%</td>
<td>60%</td>
<td>30%</td>
</tr>
<tr>
<td>Honors</td>
<td>10%</td>
<td>55%</td>
<td>35%</td>
</tr>
<tr>
<td>Standard</td>
<td>10%</td>
<td>50%</td>
<td>40%</td>
</tr>
<tr>
<td>Religion 9th - 11th</td>
<td>20%</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Religion 12th</td>
<td>40%</td>
<td>X</td>
<td>60%</td>
</tr>
<tr>
<td>Fine/Performing Arts</td>
<td>40%</td>
<td>X</td>
<td>60%</td>
</tr>
<tr>
<td>Physical Education Classes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: ALL AP courses are considered academic courses and follow the AP weighting above grading category chart.

### Minimum Gradebook Points Per Quarter

<table>
<thead>
<tr>
<th>Dailies-Formative</th>
<th>Tests-Summative</th>
<th>Alternate Assessments-Summative</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 points total minimum, consisting of at least five daily grades</td>
<td>Minimum of (3) 100-point tests</td>
<td>150 points total minimum, consisting of a minimum of two alternate assessments; the teacher may use his/her discretion in point values on how to arrive at the 150-point minimum</td>
</tr>
<tr>
<td>Homework check Participation Class work Bell work In-class activities Online activities/readings Discussion review Questions</td>
<td>Quizzes may be given in addition to tests at the discretion of the teacher. Quiz grades must be recorded in the test category identified as a quiz. Online tests/quizzes may be used if steps to ensure academic integrity are evident</td>
<td>Sketchpad labs Essay responses Computer labs Research language lab Cultural activities Labs-video application Presentations Community involvement activities DBQ assignments</td>
</tr>
</tbody>
</table>

### FACTS/RenWeb Gradebook Expectations

Each teacher will:
- Enter grades by the end of the school day each Thursday. Teachers must update/post grades weekly.
- Use the comment section of the grade book to address grade changes, lack of work in class etc.
- Contact parents via email if a student’s grade drops more than one letter at quarter end. The student’s School Counselor must be copied.
- Teachers need to communicate with parents of students who are earning D’s and F’s. This communication can be by email providing an answer is received, by phone contact where a conversation takes place, or by conferencing with the parents. The School Counselor must be asked to set up the appointment.
- Never leave a blank space in the grade book. An M should be noted in such cases. All M’s require a comment. The M remains if the student does not complete the assignment and calculates in the grade as a 0.
- Include a complete explanation of the grading policy in the course syllabus provided to parents/students and place it in the Course Materials folder found in Schoology.
● Work collaboratively with teachers who are teaching the same courses so as to determine standards covered each semester and number and type of assignments that will be assigned are aligned.
● Not drop a grade in a category that has less than five grades.
● Only grade formative and summative evaluations that are aligned to student learning.
● Utilize formative and summative forms of assessment.
● Return and discuss formative assignments within a day or two at the most. Within a week, return and discuss/review all tests, quizzes, homework, reports, projects, etc. Research papers and long projects will, by their nature, take longer to assess. Papers and projects should also be returned to the student once graded.
● Teachers should make note of any extended grading times on their Schoology course pages and submit grades as instructed and according to the established deadlines.

Semester Grades

● Semester Average = 40% of the first quarter + 40% of the second quarter + 20% of the semester exam.
● For seniors and AP classes: Second semester average will be based on 50% for each quarter.

Academic Excellence

● BMC has a No Extra Credit Policy. Students may not be issued extra credit in any course.
● BMC follows a Late Work Policy for all work not submitted on the due date by students who are present the day the work is due. This policy is followed when an absence is NOT an issue.
● BMC follows a Make-up Work Policy for Excused Absences, which occurs when a student has been absent from school due to an excused absence.

Students heavily involved in co-curricular activities, including student-athletes, are expected to manage both their academic and athletic/co-curricular commitments without deadline extensions. In cases such as overnight travel, a teacher may give an extension, but daily practice and games require planning ahead of time in order to comply with homework and project due dates.

Academic Integrity/Cheating/Plagiarism

Academic integrity is the moral and ethical code for authentic scholarship. This includes the avoidance of plagiarism, cheating, and any representation of work that is not the student’s own. Students at Bishop Moore Catholic High School are expected to have an obligation to intellectual honesty in commitment to the mission of the school. There will be a commitment to honesty, fairness, trust, respect, and responsibility.

As a community that affirms traditions and values of Christianity and the Catholic faith, Bishop Moore Catholic High School expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life. Personal integrity is essential for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed in such a way that students will be made aware of the moral implications of this behavior and violations will be cumulative for the duration of the student’s attendance at BMC.

Cheating or plagiarism will not be tolerated in any form at Bishop Moore. Should it be determined by the teacher, he/she will write a referral to a Dean regarding all situations of cheating. Infractions of this policy can prevent a student from being admitted to and or removed from an honor society. Cheating is defined as the act of deceiving. This would include (but is not limited to) any of the following behaviors:

● Copying another person’s test answers
● Allowing someone else to copy test answers
● Divulging test questions and answers to other students
● Copying another person’s homework
● Allowing someone else to copy homework
● Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments.
● Using “cheat sheets” of any kind
● Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/on-line sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one’s work) and then hand in that work as one’s own.

Teacher’s Role:
  ● Teachers will provide expectations for work the students are going to complete, such as an acceptable matching rate in Turn It In or if group work is acceptable. Expectations should be provided verbally and in writing.
  ● If an AI issue is suspected, make sure you have definitive evidence: screenshots, crib sheets, etc. When ready, have a private conversation with the student, ask for context and inform of next steps if needed.
  ● Be consistent in type of consequences (alternative retest or work vs. detention vs. referral)
  ● Email parents, cc student, dean, and AP with details of AI issue, next steps (i.e. zero credit, alternative test during 9th hour, reflection paper on cheating or referral to Dean if warranted. Don’t forget to fill out a referral form. If needed, enter a comment in FACTS for the assignment.

Consequences for academic integrity infractions may include but are not limited to:
  ● Student receives no credit (zero) on the assignment but may still be required to re-do the assignment or an equivalent; credit may be given at the discretion of the teacher
  ● A note is entered in FACTS/RENWEB for documentation purposes
  ● Student may complete an activity that is designed to create a reflection on the moral dimensions of violating the integrity policy
  ● Student may be placed on academic or disciplinary probation
  ● Student may be suspended or expelled
  ● Other consequences may apply as deemed appropriate by the Administration

Note: Students will be required to use TURNITIN.com or other software applications as directed by the teacher.

Late Work Policy

● AP Late Work Policy
  ○ Late work is not accepted in AP courses.
● Standard/Honors Late Work Policy
  ○ Homework and classwork assignments not submitted in class or by the deadline posted in Schoology may be submitted no later than the next calendar day for 50% credit. No credit will be given for work submitted beyond that date.
  ○ Other assignments that require work substantially completed outside of class time such as essays, papers, lab reports, presentations, projects, etc., when submitted late, will be graded on merit. The score will be reduced 10% for every calendar day the work is late. No work will be accepted after five calendar days.

Make-up Work Policy for Excused Absences

● A student with an excused absence on the day of a test, quiz, or other in-class assessment must be prepared to make-up the work on the day he/she returns to class.
● Teachers may not place students in the hallway to make-up tests or any other work. Students must remain in the classroom in a supervised environment.
● Other previously announced and posted assessments that involve substantial work outside of class (see examples in Late Work Policy) are due on the date posted in Schoology, as most work can be submitted
electronically. In the event that an assignment is a poster or other 3-D project, the student can take a picture of the work and submit it electronically. The work can then be submitted when the student returns to class.

In exceptional circumstances, such as extensive absences resulting in multiple make-up work assessments and assignments, the teacher, with the permission of an administrator, may extend these deadlines.

Transfer of Grades from One Teacher to Another

When this occurs, grades need to be coordinated between the former teacher and the new teacher. For example, if a student moves from honors to standard at the beginning of second quarter, the numeric grade from the honors quarter one needs to be given to the new teacher so that the teacher can enter it as the quarter grade for quarter one. This will complete the requirement for three grades (quarter 1, 2 and exam 1) to calculate the semester grade. The same procedure applies for semester two. Also, if a student moves in the middle of a quarter, the average grades for each category (daily, alternate, testing) need to be communicated to the new teacher so that grades can be inputted.

Homework

Homework prepares students for class and post-secondary studies. If a student does not submit a homework or classwork assignment by the due date, the student’s grade will be subject to BMC late-work policy. Missed assignments must be given an “M” which records as “0” in the grade book. If the grade is made up, a grade will be recorded as per the BMC late work grading policy along with an appropriate comment. Parents should keep up with assignments by checking FACTS/RenWeb. However, if a student’s level of achievement changes (by a full letter grade), a parent should be contacted via email; the teacher should also copy the student’s School Counselor in this communication.

In general, the following should be used as guidelines in reference to homework:

- Homework should deepen students’ understanding and skills relative to content that has been initially presented, or prepare students for new content. Homework should give students the opportunity to practice and reinforce skills.
- Homework is a learning activity, which should increase in complexity according to the maturity and capability of the student and should reinforce instruction.
- Homework should not be used as a form of punishment.
- Teachers at each grade level should communicate, in writing and on Schoology, homework expectations to students and to parents/guardians.
- There should be a direct correlation between what is taught in the classroom and what is to be reinforced through homework activities.
- Teachers should design homework assignments that articulate the purpose and outcome of the homework tasks.
- The result of a student’s homework should inform the student and teacher of the level of student understanding, thereby providing the opportunity for differentiated intervention strategies if needed.

Homework assignments should exhibit four characteristics:

- The task should have a clear academic purpose.
- The task should efficiently demonstrate student learning.
- The task should promote the principles of differentiated learning.
- The task should instill a sense of competence such that the student may successfully complete it without help.

Rubrics for Written Assignments/Alternative Assessments

Teachers who assign formal writing tasks or high-point value alternative assessments should always use a rubric or scale to facilitate the understanding of objectives and the grading procedures for students and parents. The rubric should be posted in Schoology when posting the assignment. Since each teacher will have his/her own
objectives in mind when assigning an essay, a rubric should be as detailed as the teacher deems necessary. As a general guide, teachers might consider the following factors when creating the rubric:

- **Communicability and Organization**: Is the paper fluent and coherent? Is its purpose/main idea clear to the reader? Does it have problems with paragraphing/logical sequencing/cohesion between parts of the paper?
- **Content and Development**: Are the ideas presented relevant to the assigned topic? Is there adequate support for the main idea? Is there an adequate balance between concrete support and analysis?
- **Style**: Are the writer’s stylistic choices appropriate for the aim, audience, and occasion of the essay? Is there a generally consistent voice or point of view?
- **Grammatical Conventions**: Is there generally good control of grammatical conventions?
- **Mechanics**: Are there errors in spelling, capitalization, punctuation, indentation, etc.?

Obviously, all teachers would not be expected to grade writing tasks with the kind of detail expected in English classes. It is hoped, however, that teachers would evaluate form as well as content so that students realize the importance of writing skills across the curriculum. Teachers of subject areas other than should enlist the collaboration and support of English teachers when necessary.

**Re-testing**

Offering students opportunities to be re-tested is up to the discretion of each individual teacher; however, should a teacher offer students the option of being re-tested, the following guidelines must be adhered to:

- A review session should be attended by any student before a retest is given;
- The re-test document must be different than the original test; Teachers teaching the same class must have the same retesting policy which will be stated in the course syllabus;
- Students should not be allowed to retake for any assessment more than once unless there are extenuating circumstances and have received the approval of Administration or the Director of Academic Support.

Teachers may not place students in the hallway to take make-up tests or any other work. Students must remain in the classroom in a supervised environment.

Make-up tests or test retakes should be completed during 9th hour with the teacher of record or during a common time agreeable to teachers and students in the event a student has study hall. Teachers should communicate via email with the date and time of the make up test if being completed during a study hall time. Students who are taking the test must remain with the teacher for the entire period if the test is completed early.

**Progress Reports**

Bishop Moore Catholic will make available to parents a student Progress Report that parents may access in FACTS/RenWeb online and on demand. Student academic progress may be monitored online by parents and students. Progress reports are sent electronically mid-quarter.

**Report Cards**

The academic year is divided into four marking periods; online report cards are available at the end of the second semester. Parents/guardians can access their student’s report card at any time in FACTS/RenWeb.
Semester Exams

Semester examinations are an integral part of the educational program at Bishop Moore. Exams are administered twice each year, at the end of the second (mid-terms) and fourth quarters (final exams). Students are required to take semester exams when required in their class.

- Semester examinations are only administered during announced times and never administered before the regularly scheduled administration date.
- Missing a semester exam may significantly impact a student’s grade in a negative manner.
- Prior arrangements must be made if a student knows he or she may miss an examination.
- All anticipated missed exams require a Pre-Arranged Request Form. Not all requests are granted. Missing an exam due to illness will require a doctor’s note for administration of a make-up exam.
- BMC Exam Make-up Policy requires that missed exams be made-up (two per day) until all exams are completed.
- All exams must be made-up in accordance with the published make-up schedule published by the Administration.
- Teachers may not arrange individual student make-up exams.

Examinations should cover material and skills presented during the entire semester. Please note that exam reviews cannot be mirror images of the actual exam. Common exams are required for courses that have multiple teachers. Teachers should follow school guidelines for the breakdown of the type of questions that should be asked on the exams. A copy of each exam is to be given to a designated AP prior to the midpoint of each semester. Once approved the teacher will have the exam copied. It is the individual teacher’s responsibility to have exams copied.

AP Exams and AP Teacher Responsibility

Students taking AP courses are required to take AP exams at the end of the school year. These students will miss other classes during the time of a scheduled AP Exam. It is the student’s responsibility to inform his/her teachers when he/she will be missing class. However, it is the prudent teacher who checks with his/her students about AP testing. Underclassmen may not miss classes except for the actual AP testing time and appropriate time for lunch as designated by the AP Coordinator. Senior AP students are permitted to leave campus after the completion of AP testing. Seniors are permitted to miss other classes on AP testing days.

Prior to the beginning of every school year, AP teachers are responsible for submitting an AP course audit.

Extended Time for Tests and Exams

Guidelines for students who are eligible for having the accommodation of extended time will be documented in the student’s Academic Support Plan. Unless otherwise indicated on the plan, students will begin testing with the class in the classroom. If extended time has been identified as an appropriate intervention by the Director of Academic Support based upon student documentation, teachers are to offer either 50% or 100% more time to complete the test, as indicated on the student’s plan. If a student needs more time than is available during the class period, the teacher and student will arrange where and when to complete the test. The Director of Academic Support, along with the teacher and student, will decide the time and place for the extended time accommodation.

Schoology

Schoology is the learning management system used by Bishop Moore Catholic. Any assignment or assessment that will be recorded as a grade must be posted in Schoology using the guidelines below.

All Schoology course pages will have a homepage that consists of published two folders:
Course Materials Folder. This folder should contain:
- Zoom classroom link
- course syllabus
- lesson plans (plans for the upcoming week to be posted by 8AM of Monday)
- frequently used course materials
- any other general information that pertains to the course

Current week of lessons (published) Lesson folder name should contain the date of the week the lesson applies to. (i.e. Week of Sept. 3) Folder name can also include unit name in addition to the date of the week. Folder should contain:
- detailed daily assignments assigned using assignment icon in Schoology (post the first day of the week, posting the assignment the night before it is due is not allowed)
- alternative assessments assigned using assignment icon in Schoology with A.A. clearly displayed in title of assignment (AA's must be assigned no later than one week out from the date the assignment is due)
- tests assigned using test icon in Schoology (tests must be assigned no later that one week out from the date test is taken)

Substitute Folder (unpublished)
- 1 week of emergency lesson plans

Additional Instructional Procedures

Orders of Instruction

Orders of Instruction is a general outline of the curriculum for each course and will be used to drive instruction for each quarter. Please reach out to the Dean of Curriculum for more information.

Syllabus

All teachers will complete a course syllabus, following the approved BMC template, based on the Orders of Instruction for each course taught. The BMC syllabus template must be used (see template in Schoology under BMC Teacher Page). All course information on the syllabus must be in accordance with the BMC faculty and student handbook policies.

All syllabi are submitted to a designated Assistant Principal for approval by Aug. 6, 2021 and prior to distribution. Please note: syllabi must be posted in Schoology in the Course Materials folder. No grade/points may be given for a signed and returned syllabus.

Academic Support Services

Special Academic Services:

The Catholic schools of the Diocese of Orlando have a goal of helping all children reach their potential spiritually, emotionally, and intellectually. Individual schools shall establish admission policies that identify students who are able to manage in a mainstream setting.

Catholic schools collaborate with parents and guardians to provide both spiritual and academic educational development for children. Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child within the financial, operational, educational, and physical limitations of the school.

In aiding students, Catholic schools shall follow the Response to Intervention process, which provides research-based intervention and educational support to all students at increasing levels of intensity determined by their educational needs. The goal is to identify problems by intervening at an early stage so that students can be as successful as possible given their limitations or needs.

A team of School Counselors, Director of Academic Support, and Administration shall evaluate on a case-by-case basis whether or not the Catholic school can meet the needs of the student. If the school
can make reasonable accommodations to meet the student’s needs, the school should offer the child the opportunity of a Catholic school education. Parents must sign a document agreeing to the educational plan and accommodations.

The Director of Academic support may sit in a teacher’s classroom to observe a student or the co-teaching model to support the teacher in how to best serve students. This observation will not be for teacher evaluation, but rather to provide constructive feedback in order to better serve our student body.

When it is the decision of the school that a student’s academic needs cannot be met, alternatives and recommendations should be made to the parents, giving them other educational options to meet the needs of their child.

It is the intent of the Diocese of Orlando to offer a variety of services, to the extent feasible, for students with learning disabilities according to the resources the school has available.

Student Academic Support:

Bishop Moore Catholic High School recognizes each student as a unique individual created in the image of God and strives to provide all students with the support needed to be academically successful, self advocates, and faith-filled life-long learners. Admitted students who have learning challenges or have been identified as having specific exceptionalities are offered support and services through the Academic Support Program.

The program is comprehensive and collaborative, using a team approach to ensure students are provided with the support needed to meet with success. The services are designed to support the student in an inclusive setting. All students, regardless of their challenges or exceptionalities, are expected to follow the school’s policies, honor code, and requirements in order to receive a BMC diploma.

Based on individual student need, test scores, and available resources, the Academic Support Team, parents, and the student may develop an Academic Support Plan. The Support Plan may include participation in specific courses designed to develop reading and study skills. The Learning Lab may also be included in the plan offering students blended learning opportunities to practice specific skills, monitor progress, and assist with organization and assignment completion.

BMC will strive to provide all students with academic support; however, only students meeting the eligibility requirements established by the Academic Support Team and Administration will receive accommodations. In order for students to be eligible to receive classroom and testing accommodations, documentation from a licensed professional indicating a disability, a current Individual Education Plan from the public school, or a Service Plan must be provided. In addition, the Academic Support Team must approve the requested accommodations.

The accommodation of extended-time testing will be offered to eligible students. The accommodation of a less distracting testing location will also be offered to eligible students. Alternative testing locations may include the Learning Lab or any other location deemed appropriate by the Director of Academic Support.

Testing Center

The BMC Testing Center is to be utilized by students who have the testing center accommodation specified in their Academic Support Plan. Communication between the testing center coordinator, the student and the faculty should be maintained to ensure that necessary materials are given to the testing center coordinator prior to the student taking the test in the testing center. If the assessment is paper/pencil, faculty will need to provide the coordinator with the assessment 48 hours prior to the student taking the assessment (it is understood that sometimes the content of an assessment may need to be changed due to extenuating circumstances). The student will communicate with their teacher that they will be taking their test in the testing center.
Curriculum Standards

The Diocese of Orlando adheres to the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools through which we are accredited (link: The Standards (catholicschoolstandards.org)). Along with these uniquely Catholic standards, the Diocese follows the Florida state curriculum standards for all core content areas. For a full review of the Florida Standards for Social Studies, you may go to Next Generation Sunshine State Standards Social Studies 2021 (fldoe.org)

Integrated throughout all content instruction and explicitly taught as a core content area are the teachings of the Catholic Faith, the Catechism of the Catholic Church. Critical Race Theory is not included in any of those documents and is not part of the instructional standards taught in our schools.

Controversial Issues in Classroom Discussions

The school and classrooms ought to be true “marketplaces of ideas” allowing for the discussion of controversial topics in an open and intellectual fashion. The faculty member must avoid taking advantage of his/her position in the classroom by suppressing student views that differ from the teacher’s own. Nor may the teacher promote positions on ethical/moral questions that would be opposed to those promulgated by the Catholic Church. Teachers that have a question about Catholic Church teachings or a related topic should consult the Director of Mission Effectiveness. Early notice should be given to the Administration if a teacher anticipates negative parent or student reaction to a topic studied in class.

Summer Communication

In order to respond to any questions posed by parents or the Administration, faculty should regularly check their BMC email throughout the summer. If summer commitments or other situations prevent this, the faculty member must notify the Principal.

Call Buttons in Classroom

Instructors do not have phones in classrooms. If immediate assistance is needed, please push the call button to be connected with the Student Services receptionist. Also, from time-to-time, Student Services will call into a classroom to request a student to come to Student Services.

9th Hour

9th Hour is from 2:45 - 3:30, Mon., Tues., Thurs. and Fri. Instructors are to be available in their classrooms to assist students with their coursework, hold review sessions or to make up missed tests. Instructors are responsible for having students use the 9th Hour QR code to monitor student attendance.

Labs

All AP science classes require students to attend labs early in the morning twice a week (7:00 AM) or during 9th hour (2:40 PM). Teachers must meet with their designated AP to establish approved meeting times for the lab. Upon approval, the teacher must post the information on his/her Schoology pages and include it in the class syllabi. Student attendance is mandatory; therefore, teachers must be punctual.

Notifications for changes in lab times must be in writing on Schoology and via RenWeb for parents, no later than 72 hours prior to the change.

Discipline/Campus & Classroom Rules
Honor Code

In order to promote a superior secondary education while fostering Christian values, Bishop Moore Catholic High School establishes this Honor Code. It is the responsibility of all students, parents, faculty, and staff (collectively “member”) to uphold Christian morals and to nurture a caring community. It is also the responsibility of every member of Bishop Moore Catholic High School to ensure that Christian morals and this code of honor are carried into the adult world.

It is the responsibility of every member of Bishop Moore Catholic High School to abide by this code of honor, and to report any and all violations.

There will be:

- Academic Integrity
- Respect for Others and their Property
- Honesty Among all Members
- Kindness within our community

“You have been told, O Mortal, what is good,
And what the Lord requires of you:
Only to do justice and to love goodness,
and to walk humbly with God.”

(Mi 6:8)

There should be honesty amongst all members and respect for others’ property. There should be complete honesty and the highest degree of respect for all community members and their belongings.

Student Behavior Expectations on Campus (General)

The following list of regulations is not intended to be all-inclusive, but rather a guideline for student conduct:

- No student is to be on the grounds of Bishop Moore Catholic High School, St. Charles School/Church or their buildings, unless attending an officially sanctioned event or activity. This includes all athletic fields and basketball courts.
- No student on unscheduled time or lunch period is to be in the parking lot.
- At no time should students be in any area behind the gymnasium unless accompanied and supervised by a faculty member.
- No student may be in the area between St. Charles and the gym and/or Administration Building or the area between the gym and the Administration Building. Students should be in or outside the cafeteria, the Student Center, or other authorized areas: the pines, the grass area by the main building and school entrance.
- The administration of Bishop Moore Catholic High School reserves the right to discipline any student whose actions are deemed detrimental to the name and/or reputation of Bishop Moore. This includes all actions, which fall under the Code of Conduct, and any other actions detrimental to the institution.
- Students are expected to make a conscious effort to maintain a clean, safe campus.
- Chewing gum on campus is prohibited.
- Students are to attend school daily and be dressed properly in school uniform the entire school day. Exceptions are allowed only with administrative approval.
- No fishing, wading, or swimming in Little Lake Fairview.
- No sporting equipment of any kind is to be carried to classes. All sporting equipment must be stored in the Athletic Department or locker rooms.
- Students may not gamble on campus or possess items related to gambling.
● Teachers and administrators have the right to confiscate any item deemed inappropriate, detrimental or distracting to the learning environment. Possession of the above will result in disciplinary action. Confiscated items must be reclaimed in the Students’ Services Office by a parent. Bishop Moore Catholic High School will not be responsible for the loss of or possible damage to any confiscated item.
● A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
● Harassment, hazing, violence, fighting, and weapons are prohibited on campus and during school-sponsored activities.
● Any student in the company of a student violating the Honor Code will assume responsibility for being in violation of the Code and will be subject to the appropriate penalty.
● Student pranks are unacceptable.
● The administration has the authority to regulate any conduct or action it deems inappropriate and does not meet the standard of moral teachings of the church.
● It is inappropriate for students to engage in public displays of affection anywhere on school property or at any off-campus BMC-sponsored event.
● Headphones or earbuds may be used in class when requested by the instructor, during lunch, or before / after school. Headphones and earbuds may only be used with one ear exposed to allow students to be able to hear directions in the event of an emergency.
● Students may not wear headphones or earbuds while travelling between classes at any time during the school day.

Student Use of Electronic Devices on Campus

● Students are only allowed to have cell phones out during their lunch periods or free periods in the Café, Student Center, and outside eating areas. Cell phones should be stowed away in silent mode during class, unless a teacher, for academic use, gives permission to use cell phones or other electronic devices.
● Cell phones and other electronic devices are not permitted in restrooms.
● Student wireless access is allowed on approved devices only
● Cell phones and/or headphones and earbuds will be confiscated if they are being used inappropriately on campus. Confiscated items will be turned into the Student Services Office for parent / student to retrieve at the end of the day
● Cell phones and other electronic devices may be subject to a search. This search includes but is not limited to text messages, contact list, call history, and photos.
● Students are required to keep their iPad updated to the latest iOS version.
● Students using their iPad for other purposes will be subject to disciplinary consequences.
● Students may not utilize cellular connectivity while on the BMC campus as students are required to utilize the wifi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
● Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor
● Personal Safety – In using the network and Internet, users should not reveal personal information such as home address or telephone number

Classroom Discipline

We are committed to the development of a Catholic community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development.

● Each student is expected to behave appropriately at all times, respect
the rights of others, and adhere to all posted classroom rules and school regulations.

- Classroom teachers are responsible for discipline within their own rooms. Students are expected to comply with all class rules set forth by that teacher, as well as whatever disciplinary actions are imposed for noncompliance.

Restroom Policy

- Students leaving the classroom are expected to sign out of the classroom and sign in on their return to the classroom.
- Please only allow one student out of class at a time to prevent students from gathering in the restroom during class.
- Cell phones should not be allowed to accompany students to the restroom.

Students are given seven minutes passing time to change classes. Since tardiness to class is unacceptable, students will receive a detention if they have been unexcused tardy to class three times.

Tutoring Policy

Diocesan policy does not allow Bishop Moore teachers to act as paid tutors for students who are enrolled in the school.

Videos

A must approve all videos used in class. Teachers are required to submit a Video Approval Form to the Dean of Curriculum, who will review the video/ clips. A list of previously approved videos is kept in the Schoology Teacher Page. The Video Approval Form can be found in Schoology on the BMC Teacher Page. Videos must be relevant to the curriculum and have an educational purpose. All full-length videos must be accompanied by an assignment that reflects the amount of class time used to view it. For example, if a video takes four class periods to view, a discussion worth daily points is not a sufficient assignment. An Alternate Assessment, such as an essay, study questions, or a Socratic Seminar discussion, would be a more appropriate assessment for the class time devoted to the film.

Field Trips

Educational field trips will resume for the 2021/2022 school year. No international trips permitted. Mission trips to the Dominican Republic are allowed.

The purpose and goal of the field trip should support the curriculum and instructional programs for the students to enrich classroom learning. No overnight field trips are allowed unless approved by the Principal and Superintendent of Catholic Schools. The Administration reserves the right to determine the validity of any field trip request. Field trips are not recommended after April 1st and may not be approved by the Administration. Students are expected to participate in field trips. If a student is not attending a class retreat or field trip, he/she may not be on campus. This attendance does not apply to course related field trips. A Field Trip Request Form must be submitted to Administration. The form and rules and regulations pertaining to field trips can be found in Schoology under the BMC Teacher Page and procedures are listed below. Teachers must provide Student Services and Attendance with final lists of students attending the field trip no later than one week in advance. Attendance for field trips must be taken and sent to attendance prior to leaving on the trip. If a field trip is cancelled, it is the responsibility of the teacher to the Attendance Clerk within 72 hours of the field trip.

Field trip procedures:

1. Complete a Field Trip Request Form and turn it into your Assistant Principal. Be sure the specific departure and return times are noted on the form, as this is needed for ordering the buses.
2. Diocesan policy states that there must be one chaperone per 10 students. If you are using parents to chaperone, the full name needs to be submitted so that fingerprint clearance can be

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verified. Please provide the names to your Assistant Principal no later than one week before the event.

3. Once the field trip has been approved, it will be added to the Master Calendar and a bus will be ordered, if needed.

4. Students will need to complete and return the Field Trip Release form to you before the day of the trip. Make a copy of the forms and give the copies to your Assistant Principal. You keep the original forms and bring them with you to the event. They are needed in the case of an emergency. PLEASE

5. NOTE: The Field Trip Release form has just been revised and is now only one page. It no longer contains medical information for the student.

6. It is also necessary for you to send an email to teachers and the attendance email (BMCattendance@bishopmoore.org) at least one week in advance providing the names of the students who will be attending the field trip.

7. Any BMC employee going on the field trip must complete a Pre Arranged Absence form and turn it in at least 3 days prior to the event to ensure that we have adequate coverage for classes.

Guest Speakers

Before inviting a guest to speak in classes, teachers must obtain permission in writing from the Principal. Guest Speaker Form is located in Schoology on the BMC Teacher Page. Please submit form at least one month prior to the guest speaker’s proposed speaking date.

Do not invite a speaker until permission has been received.

Political Speakers

No individual who is a candidate for political office may be invited to speak at Bishop Moore Catholic, nor may students take part in any political activities as official representatives of BMC. It is in violation of Diocesan policy to express any political opinions or to discuss personal politics with students. All discussions of a political nature should be educational and may explore the multiple facets of an issue. As an extension of the teaching ministry of the Bishop and the Catholic Church, we do not as a school support any candidate for public office.

Parent Conferences

Parent conferences are vital to the success of any educational program. Either the teacher, the parent, the School Counselor, or Administration may request conferences when students are having difficulties with academics or behavior. Occasionally, several or all of a student’s teachers may be involved in a conference. When all teachers are involved, a School Counselor will act as the coordinator. Teachers must maintain a record of all parental contact. A request for a parent teacher conference from a School Counselor and/or the Administration is a MUST ATTEND EVENT.

BMC Asynchronous Learning

General Asynchronous Student Expectations

- Asynchronous learning is available to students who have been placed on quarantine by BMC due to COVID-19 contact tracing.
- Parents will provide reliable internet access.
- All BMC handbook policies apply to students participating in asynchronous learning.
- Asynchronous learning students will have the ability to meet with instructors and School Counselors during the 9th hour via Zoom video conferencing system or via appointment if requested.
- Tuition obligations remain for any student who is enrolled at BMC.
● Students and parents will sign the school’s technology responsible use policy.
● Complete all asynchronous learning activities as assigned by their instructors.

General Classroom Policies for Asynchronous Students

● Students who are participating in asynchronous learning are required to have two-way communication with their instructor on Wednesdays. Some suggested ways of communication are: Schoology messaging, Flipgrid or Zoom. (Two adults must be present if only meeting with one student.)
● Livestreaming of classes are offered when new class material is covered.
● If a student or parent requests a Zoom meeting during 9th hour to assist with homework or to get an update on what was discussed during class, please make sure two adults are in the Zoom meeting.
● All lecture notes and/or other resources necessary for student success are to be posted in Schoology.
● Assessments are to be completed when the student returns to the classroom if the student is an asynchronous student.

Guidance and School Counseling

Advanced Placement/Honors Courses Placement

Bishop Moore Catholic is fortunate to have Advanced Placement and Honors courses in a number of academic areas. A student must meet eligibility requirements in order to be placed in Advanced Placement and Honors courses and is expected to earn an A or B in order to remain in the course. A student enrolled in an AP or Honors course that falls below a B at any point in the quarter will receive a written notification in the grade book from the teacher. The written notification will advise the student (and parent) that if the student’s grade remains below a B at the semester, the student may be removed from the course. Individual teachers may not make exceptions to these rules. The teacher will keep the student’s School Counselor informed of all grade changes.

Honor Roll

Honor rolls are calculated at the end of each semester. Bishop Moore Catholic has three honor rolls, each based on a student’s unweighted grade point average.

President’s Honor Roll: 4.0 grade point average; “A” average in all quarters as well as semester grades; Principal’s Honor Roll: 4.0 grade point average; High Honor Roll: 3.5-3.99 grade point average.

Academic Probation

A student is placed on academic probation if any of the following conditions exists:
● Incoming freshman, as designated by the Administration, based on past records and entrance test scores
● Any student who has failed two or more subjects during the semester, or has a semester GPA below 2.0.
● Transfer students are automatically placed on probation for a minimum of one semester

It is the responsibility of the parent to check online and monitor the progress of his/her student. Students will be required to meet with their designated School Counselor at a regularly scheduled time. Students on academic probation may have some restrictions imposed on their extracurricular involvement. In addition, they may be required to attend help sessions during the 9th hour and meet with the Director of Academic Support and/or Administration in order to discuss and assess their...
progress. Students on academic probation will be evaluated individually by the Co-Directors of Guidance and the Administration to determine whether they may continue enrolled at Bishop Moore Catholic.

**Course Changes**

There is NO add and drop period for students. Students meet with counselors, and schedules are established based on student needs and goals. Bishop Moore Catholic does not honor requests for changes unless the student is placed in the wrong class.

Teachers should discuss any concerns regarding student placement in a course with the Co-Directors of Guidance prior to discussing the issue with the student and/or the parent. Notification to the Co-Directors of Guidance must occur by the eighth week of each quarter. Teachers will receive notification from a School Counselor and or director of any course changes regarding students in their classes prior to the change occurring.

**Course Selection & Graduation Requirements**

Students are scheduled for courses through the Guidance Department. [See Curriculum Guide for specifics.]

To receive a Bishop Moore Catholic High School diploma students in the Class of 2022, 2023, and 2024 must earn 26 credits. Students in the Class of 2025 must earn 28 credits. Students are required to maintain a cumulative 2.0 GPA and have 100 community service hours logged into X2Vol program in Naviance. The required course of study for all students includes:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>4 credits</td>
</tr>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits - 1 Must be Biology</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 credits 1 -World Geography, World History, US History, ½ Government &amp; ½ Economics</td>
</tr>
<tr>
<td>Fine Arts/Performing Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>H.O.P.E. A/H.O.P.E. B</td>
<td>½ credit of each for Class of 2022, 2023 and 2024</td>
</tr>
<tr>
<td>H.O.P.E. PE</td>
<td>1 credit for Class of 2025</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>5 credits for the Class of 2022, 2023 and 2024</td>
</tr>
<tr>
<td></td>
<td>7 credits for the Class of 2025</td>
</tr>
</tbody>
</table>

**Standardized Testing**

A number of standardized tests are available for students at BMC:

- Entrance Exam: test given to incoming 9th grade students
- PreACT: mandatory test given to freshmen and sophomores in the spring at BMC. It gives an indicator on how a student will perform on the ACT.
- PSAT: mandatory test given to freshmen, sophomores, and juniors in the fall at BMC. It includes aptitude testing in math, reading, and writing. This test (at the junior level) is used to qualify students for the National Merit Scholar program.
- SAT: BMC is an approved testing site for the SAT. It is optional for students to take it throughout the school year.
- ACT: The ACT is administered to all juniors enrolled at BMC in February during the school year.
- ACRE: mandatory, Diocesan-wide religion test given to juniors in February.

Note: other standardized tests may be given as deemed necessary for curriculum improvement.
Teachers and staff are expected to be familiar with the BMC Student Handbook and all policies and procedures required of BMC students. Teachers are expected to assist in the administration of all standardized tests in whatever manner Guidance and Administration identifies.

**Campus School Counseling Services**

School Counselors, the Mental Health Counselor, College Counselors, the school Pastor, and the school Chaplain are available to all students and faculty. Responsibilities include:

- General academic counseling
- Academic Probation counseling
- Coordination with the Director of Academic Support
- Testing programs
- College counseling
- College representative liaison
- Student course selection
- Representative on Curriculum Council
- Appropriate in-service to faculty and staff
- Teacher-parent conferences

Individual Counseling: The school counselors and the mental health counseling professional on campus are available to assist students. Students may have the opportunity to speak to a counselor or the mental health counselor throughout the school day. Teachers are advised not to offer counsel to students in an extensive manner, as it is not the primary role of the teacher to counsel students.

Due to the school setting, counselors may share information with parents/guardians, teachers, administrators or school personnel within BMC or the Office of Schools. This communication would be on a need to know basis so that we may better assist the student as a team.

**Extra-Curricular Activities/Clubs**

Extra-curricular activities are an integral part of our students’ well-rounded education. These activities would not be possible without the cooperation and dedication of our faculty. All activities are cleared through Administration and the Student Activities Coordinator.

To facilitate a smooth and efficient extra-curricular activity program:

- New clubs or organizations must be cleared through the Principal before formation.
- At the beginning of each academic year, the club/honor society is expected to update their organization’s information as well as notify Administration of any changes in leadership. (sponsor, co-sponsor, etc.)
- If a club is no longer active, it will be removed from the master list and will need to file a new application for approval in order to potentially reinstate the club.
- Organizations are NOT to solicit goods or money without permission of the assigned Assistant Principal & Principal. Please see the BMC Clubs/Honor Society Protocols posted in Teacher Page in Schoology for further details.
- All club/honor society financial obligations (dues, fundraising, expenses, et.) must be coordinated through the BMC Office of Finance. Please see BMC Clubs/Honor Society Protocols posted in Teacher Page in Schoology for further details.
- The goal is to collect all funds electronically to avoid the use of “Cash”. If an event requires the use of cash, funds raised by BMC organizations must be deposited EACH DAY. There is a safe in the main office to facilitate daily deposits. NEVER should any funds be left in a classroom.
- It is a good practice to always have a second staff member when counting funds.
- The Finance Department has separate accounts established for each organization. Under no circumstances will an independent bank account be permitted.
- No meetings or activities of any kind are to be held without a sponsor or the responsible faculty member present. Meeting minutes and attendance records should be kept.
- Sponsors are responsible for students during all meetings or activities
- Sponsors are responsible for ensuring that doors are locked after an activity ends.
● For evening activities, sponsors must stay with students until all students leave the school grounds with an appropriate parent or guardian
● Students are to remain in the designated area during an activity
● Students must receive approval from the sponsor before undertaking any activity
● Before being signed, contracts must be approved by the Principal
● Dates, rooms, and room needs for activities must be reserved through the Main Office using an Activity Request Form found in Schoology
● Athletic activities are to be arranged so that faculty members and coaches who are responsible are in attendance
● Teachers and coaches may not schedule club meetings, athletic practices, or other extra-curricular activities prior to 3:30PM. Teachers may be assigned specific duties for this time period by Administration.

Events On/Off Campus

All activities must be approved and planned in advance. An Activity Request Form must be filled out and submitted to Administration for approval. Forms are available in the Main Office in Schoology under the BMC Teacher Page.

A list of chaperones (both faculty and parent) needs to be turned in to the Administration at least five days prior to the event. All chaperones must have cleared fingerprints before the list of chaperones is turned into Administration. A police officer is necessary unless the Administration indicates otherwise (contact the Athletic Office to arrange for an officer). Inappropriate student behavior must be brought to the attention of the administrator in charge of overseeing the event. Students helping with designated events need parent approval. In case of an emergency, the administrator in charge of the event must immediately contact the Principal. Please note faculty and staff may not drive students at any time.

Attendance reports for events: Teachers are expected to submit a tentative list of all students five business days in advance of the event, any event that will take students out of their scheduled classes throughout the day. This list must be submitted to the Student Services Office (cc Guidance Department) at least five business days in advance of the event. On the day of the event, the teacher will submit a final attendance list to the attendance clerk. Failure to follow this procedure will be documented, as it is a serious safety infraction. The following information must be included on the submitted list:

● time the event is beginning
● sponsor
● full names of students and grade levels
● end time of the event

The Attendance Clerk will monitor for compliance and will refer teachers who do not comply with this expectation to Administration.

Diocesan Policies/Benefits for Faculty & Staff

Employee Benefits Summary

All benefits are at no cost to the employee unless stated otherwise. Please refer to the Diocese of Orlando Staff Employee Benefits Book for details.

Health Insurance: Each full-time employee is covered by major medical insurance. Employees may choose to “buy-up” coverage at their expense. Dependent coverage is available at the expense of the employee for one or more dependents. Dependent coverage may be added within 30 days of hire date, within 30 days of a life-changing event (marriage, divorce, birth, spouse’s loss of job) or during annual open enrollment in May. Coverage begins the first month following the first full month of employment. (New contract employee coverage begins the first of September.) Coverage ceases on the last day of the month that a faculty/staff member is no longer an employee of Bishop Moore Catholic.
BMC is exempt from COBRA.

Life Insurance: Each full-time employee is entitled to life insurance coverage for 2x his or her annual salary, up to a maximum of $125,000. Additional life insurance and dependent life insurance may be purchased at employee’s expense.

VOYA: Supplemental insurance including cancer, accident, and intensive care coverage may be purchased at the employee’s expense.

Dental Insurance: Each employee is covered under a school sponsored dental plan. Premium dental, including orthodontic services and family coverage, may be purchased at the employee’s expense. Dependents must be added within 30 days of hire, after a life-changing event, or during open enrollment in May.

Vision Insurance: Each full-time employee can purchase coverage plan at the employee’s expense.

Short-term Disability (STD): This is available to full-time employees at employee’s expense. Benefit is 60% of weekly earnings up to $1000 weekly maximum. Cost is based on annual salary and elimination period chosen.

Long-term Disability (LTD): Each full-time employee is covered by long-term disability insurance after a 30-day waiting period. After an elimination period of 180 days, payments are at 60% of income, not to exceed $3,000 per month.

Worker’s Compensation: Be sure to report all work-related accidents to the Finance Office as soon as possible. A claim needs to be filed with our insurance provider before treatment is sought. Failure to follow procedures may result in a claim being denied.

Retirement: Building retirement income is a shared responsibility between the employee and the Diocese of Orlando. The retirement plan consists of two parts in an effort to provide a way to build a solid financial picture.

Cash Account Plan: All full-time employees are vested in the retirement plan after three years. Employees will receive pay credits plus interest credits during employment. Employees accrue a steady accumulation of money that is theirs when they leave the Diocese once they are vested.

403(b) Savings & Retirement Plan: All employees of the Diocese of Orlando, who are regularly scheduled to work at least 1000 hours from August 1 through July 31, will automatically be enrolled in the Diocesan 403(b) plan. The automatic contribution will be at 2% of the employee’s gross salary. The salary deferral is on a pre-tax basis and the employee will be 100% vested in these contributions. The employee will have the choice to contribute at a level greater than 2% or opt-out should he/she so desire. The Diocese will match up dollar for dollar up to the first 3% of the employee’s total 403(b) contributions for the plan year and 50 cents on the dollar on the next 2% of total contributions for the plan year. This is the only 403(b) plan in which the Diocese of Orlando participates.

Please refer to the Diocese of Orlando Retirement Plan Highlight brochure for further details.

Bereavement

The Diocese of Orlando provides all full-time and part-time employees regularly working at least 25 hours per week bereavement leave with pay for deaths in the immediate family (defined as the employee’s spouse, parents, grandparents, sibling, child, mother-in-law or father-in-law).

Up to three consecutive calendar days may be granted. An additional two days may be granted for out of state funerals.

Time off for other funerals is considered on an individual basis, though vacation time is typically used for this purpose.
Family and Medical Leave Act

Schools and school personnel shall have available to them the Family and Medical Leave Act Policy. A leave for family or medical reasons is an officially approved temporary suspension of employment, initiated by the employee, which is not to exceed the maximums established in the Family Medical Leave Act. Leaves are granted on the assumption that the employee will be available to return to regular employment upon expiration of the leave. The Diocesan Policy is subject to updates based on changes in federal law.

Family and Medical Leave Procedures/Guidelines:
A. Schools shall follow the policies and procedures of the Diocesan Personnel Policy Handbook of the Human Resources for family/medical leave before granting leave.
B. Employees of the Diocese of Orlando may be eligible to request family/medical leaves of absence, provided that the employee (subject to changes in federal law):
   1. Has at least one full year of service.
   2. Has worked at least 1,250 hours in the previous year.
   3. Has been certified by a doctor to be unable to work due to medical reasons relating to himself or herself or an immediate family member.
   4. Requires the leave of absence for the birth, adoption, or foster care of a child.
   5. Has the intent to return to work by the end of the approved leave; and
   6. Otherwise meets the requirements of federal law and Diocesan policy.
   7. The Senior Director of Human Resources of the Diocese of Orlando must approve all family/medical leave requests.

Sick Time Policy

Sick Time Policy for Contractual Faculty

Please note the policy changes effective for the 21/22 school year with regard to sick time:

Sick Time Accruals: Full-time Faculty (considered those working 8 hours a day for 190 days) will earn sick pay as follows:

- Sick time will be accrued at the rate of 3.81 hours per pay period for the first 21 pay periods of the year. This will be the equivalent of 10 days or 80 hours per year.
- Sick time will no longer be front loaded on August 1 of each year. You will no longer receive 10 days or 80 hours at the beginning of the year but instead will earn sick time with each pay period throughout the year.
- Sick time already earned in prior years remains in your sick bank. Maximum sick time accruals are 65 days (520 hours) for an employee with up to 15 years of service or 90 days (720 hours) for an employee with over 15 years of service in the Diocese.

Sick Time Usage:

Sick time may only be used for employee illness or when it becomes necessary for an employee to care for a son, daughter, or spouse who is ill and unable to take care of his/her self or of the employee needs time off for a medical appointment.

- Sick time will be charged incrementally as the time is used.
  Example: If employee leaves work 2 hours early for a doctor’s appointment, they will be charged 2 hours of sick time on that day.
- If an employee misses a full day’s work and does not have enough sick time available, then a full day’s pay will be deducted from the employee’s pay.
- 2 personal days (16 hours) will be allowed to be taken. This time will be tracked by the finance office. All unused personal days will rollover into the next year as sick time.

Sick Time Policy For Full-Time Salaried and Hourly
Full time employees accrue sick time at the rate of 3.69 hours per pay period for 1 through 15 years of Diocesan service and can accumulate up to 65 days (520 hours). After 15 years of Diocesan service, sick leave is accrued at the rate of 5.54 per paycheck and can be accumulated up to 90 days (720 hours). Unused accumulated sick leave will not be paid in the event of dismissal, resignation, or any other separation from the Diocese. Additionally, accumulated sick leave cannot be converted to vacation.

Sick time will be charged as used. Available sick time can be viewed in Paylocity and will be listed in HOURS.

If an employee must be absent from work due to an unexpected absence, he/she must notify their supervisor and the finance office. Pre-arranged absence request forms should be completed for all other sick time requested in advance i.e. doctor’s appointments.

**Sick Time Policies for All Faculty & Staff**

Any request for a sick day on the following days will be denied: first day of school, last day of school, day before or after a holiday vacation day, Diocesan or school in-service day, or any specific days as defined in local policy. Sick time will be charged incrementally. A doctor’s note is required for four or more consecutive days or when administration deems necessary.

Employees are required to complete Family Medical Leave forms, which includes a physician’s certification, if the absence due to illness or injury extends more than three (3) consecutive work days. If an employee has a parent with a serious medical health condition, he/she may apply for FMLA. Absences of three consecutive workdays without notification to the supervisor will be considered a voluntary resignation (job abandonment).

If an employee plans to use sick time, he/she must notify a supervisor.

Absences of three consecutive workdays without notification to the supervisor will be considered a voluntary resignation (job abandonment).

ALL Employees are required to complete Family Medical Leave forms, which includes a physician’s certification, if the absence due to illness or injury extends more than three (3) consecutive work days. If an employee has a parent with a serious medical health condition, he/she may apply for FMLA.

**Address and Contact Information Changes**

Address, phone number, email address or marital status changes must be updated by completing the Personal Information Change Form found in Schoology under the BMC Teacher Page.

**Employment Terms**

Renewal of contract from year to year is not automatic. The Principal will inform the teacher whether or not a new contract for the following year will be offered. Several factors are taken into consideration for continued employment which may include: a degree in field; state certification in field; catechist certification; punctuality; professional bearing; knowledge of subject matter and instructional strategies; communication with students, parents, and co-workers; classroom management; creativity; ability to accept supervision; attitude; and absences to name a few.

As part of the hiring process, BMC does follow the requirements of the Diocese of Orlando and FLDOE for background screening. Florida statutes outline further information regarding the offenses which makes an individual ineligible for a Florida Educator Certificate. The information is found in the 2008 Ethics in Education Act.

Revised Sept 28 2021
SCHOOL AND DIOCESAN POLICIES

ACCEPTABLE USE POLICY
The Diocese of Orlando recognizes that the Network/Internet and other emerging technologies allow authorized users access to immense information globally. The Diocese of Orlando’s goal in providing technology to authorized users is to promote professional excellence, innovation, and communication. The Diocese of Orlando is committed to protecting its users from illegal or damaging actions.

Diocesan schools shall follow the Diocesan Network Acceptable Use Policy regarding the use of technology and the Internet. When accessing the Internet on Diocesan property or using Diocesan equipment, the user accepts the terms and conditions of the Diocesan Acceptable Use Policy and expressly waives any privacy rights.

Copyright Laws

Teachers are to make themselves aware of current regulations with regard to duplication/use of materials (print and video); this includes publishing resources from other publishers on online delivery forums. Teachers are responsible for any legality involving materials they duplicate. For general guidelines, refer to: http://copyright.gov/fair-use

Appendix A - Safe Environment Training
Safe Environment Certification Instructions

Thank you for your interest in becoming a diocesan employee and/or volunteer! Please note the Safe Environment Certification process consists of 2 Steps:

**Step 1: Safe Environment video and quiz**

**Step 2: Fingerprinting**

Begin by visiting [https://www.orlandodiocese.org/safe-environment/english/](https://www.orlandodiocese.org/safe-environment/english/). Please read the instructions carefully. **You cannot submit fingerprints until you have completed the Safe Environment video and passed the quiz.**

**Step 1: Safe Environment Video and Quiz**

1. Watch the Safe Environment Certification video. The video is about 25 minutes long.

2. When the video is complete, read the Diocesan Standards of Conduct and agree to terms. Proceed to quiz.

3. Enter the Entity Code provided by your parish/school office: **104**
   Choose your role/applicant type: volunteer, employee, vendor, clergy, or deacon.
   Click “next” to take the 20 question quiz.

4. Passing scores are 80% and above.

If you pass, you may immediately download your certificate. Results will also be emailed to your diocesan entity and to the office of Human Resources. Once the Safe Environment Certification quiz is complete, a Fieldprint code will appear specific to your entity. Please copy or write down this Fieldprint code as you will need to enter it in the next step. If you fail the quiz, you will be directed to Step 1.

**Step 2: Fingerprinting**

Visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com) to register for your fingerprinting appointment. You will need an email address for this part of the process. **If you do not have an email address, please contact the Safe Environment Coordinator in your diocesan entity (parish/school office) for assistance.**

Please enter the Fieldprint Code on the “Reason for Fingerprinting” screen when prompted. Then complete Fieldprint registration and schedule your appointment.

50 E. Robinson Street, Orlando, FL 32801 • P.O. Box 1800, Orlando, FL 32802-1800
phone 407.246.4800 • fax 407.246.4844 • www.orlandodiocese.org
Appendix B - Conflict of Interest

Conflict of Interest Policy Updated February 2018

Employees and volunteers of the Diocese of Orlando, including those who volunteer through service on advisory or governing Boards and Committees, are to exercise particular care to conduct their affairs so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Diocese of Orlando.

The term “conflict of interest” pertains to any situation in which an individual or a related party benefits or stands to benefit at the expense or potential expense of the Diocese and/or its affiliated entities or where the situation of an individual or related party and the Diocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may suggest the perception of undue influence.

The conflict may be any activity, financial interest or relationship with another person or organization that would (a) impair or appear to impair an individual’s independent judgment in the discharge of his/her duties, (b) conflict with the best interests of the Diocese and/or its affiliated entities or (c) result in a personal profit or advantage to these individuals at the expense of the Diocese and/or its affiliated entities. The conflict may involve direct or indirect interests, and may arise if an action is taken which may compromise the individual’s capacity to act in the best interest of the Diocese and/or its affiliate entities.

I. Purpose

The purpose of the conflict of interest policy is to protect the Diocese of Orlando’s interest when it, or any of its parishes, entities or corporations, is contemplating entering into a transaction or arrangement that might benefit, directly or indirectly, the private interest of an employee or volunteer of the Diocese or officer or Director of an affiliated Corporation or result in an excess benefit transaction as defined in Section 4958 of the Code. This policy is intended to supplement but not replace any applicable federal or state laws governing conflicts of interest applicable to nonprofit and charitable corporations and any governance documents duly adopted by the Board or Corporation on which the employee or volunteer may be serving.

II. Definitions

A. Interested Person. Any employee or volunteer of the Diocese of Orlando or Director, officer, or member of an advisory committee or a committee with Board delegated powers who has a direct or indirect Financial Interest, as defined below, is an Interested Person.

B. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business relationships, close friendships, investment interests, or family members (including relatives) (collectively, “Related Party” or “Related Parties”):

1. an ownership or investment interest in any entity with which the Diocese of Orlando, its parishes, entities or corporations (Diocese and/or affiliated entity) has a transaction or arrangement, or

2. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Diocese and/or affiliated entity is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts, travel or favors that are substantial in nature (more than $100). A Financial Interest is not necessarily a conflict of interest, but in no event shall an Interested Person, provide financial management or investment counseling services (collectively, “Financial Services”) to the Diocese and/or affiliated entity. Therefore, if an Interested Person, directly, or indirectly through a company or entity in which he has a Financial
Interest, provides Financial Services, a conflict of interest exists and conflict shall disqualify the Interested Person from serving the Diocese and/or affiliated entities in that capacity. Under paragraph III, B below, in cases other than the provision of Financial Services, a person who has a Financial Interest has a conflict of interest only if the Diocese and/or affiliated entity decides that a conflict of interest exists.

III. Procedures.

A. Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence and nature and all material facts to the Diocese and/or affiliated entity considering the proposed transaction or arrangement and the benefit, if any, to the Interested Person or a Related Party.

B. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after discussion with the Interested Person, he or she shall not participate in a committee or management discussion while the determination of a conflict of interest is evaluated. The Interested Party’s supervisor or Board or committee members shall decide if a conflict of interest exists, except in cases involving the provision of Financial Services.

C. Procedures for Addressing Conflicts of Interest.

1. An Interested Person may provide information or make a presentation but he or she shall not participate in the discussion of, and the decision related to, the transaction or arrangement that results in the conflict of interest.

2. If needed, the Interested Person’s supervisor or the chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. After exercising due diligence, a determination shall be made whether the Diocese and/or its affiliated entity can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Interested Person’s supervisor or the Board or committee shall determine whether the transaction or arrangement is in the Diocese and/or affiliated entity’s best interest, for its own benefit and whether the transaction or arrangement is fair and reasonable and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

D. Violations of the Conflicts of Interest Policy.

1. If the Interested Person’s supervisor or the Board or committee has reasonable cause to believe that an Interested Person has failed to disclose actual or potential conflicts of interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.

2. If, after hearing the response of the Interested Person and making such further investigation as may be warranted in the circumstances, supervisor or the Board or committee determines that the Interested Person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

IV. Documenting Resolution of Conflict of Interest. The minutes of the Board and all committees with Board-delegated powers shall contain:

A. The names of the persons or Related Parties who disclosed or otherwise were found to have a financial
interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed action or arrangement, and a record of any votes taken in connection therewith.

C. When the Interested Person is an employee or volunteer not serving on a Board or committee, the supervisor overseeing the individual is responsible to document the issues related to the conflict of interest and its resolution.

V. Compensation Conflicts for Interested Persons.

A. A voting member of a Board who receives compensation, directly or indirectly, from the Diocese and/or affiliated or related entities for services is precluded from voting on matters pertaining to that member's compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Diocese and/or affiliated or related entities for services is precluded from voting on matters pertaining to his or her compensation.

C. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Diocese and/or affiliated or related entities, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

VI. Annual Statements: Board Members. Each Director, officer or member of a committee with Board delegated powers shall annually sign a statement which affirms that such person

∙ has received a copy of the conflicts of interest policy;
∙ has read and understands the policy;
∙ has agreed to comply with the policy; and
∙ understands that the Diocese and/or affiliated or related entity is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VII. Annual Statements: Employees. Each employee shall sign a statement which affirms that such person

∙ has received a copy of the conflicts of interest policy;
∙ has read and understands the policy;
∙ has agreed to comply with the policy; and
∙ understands that the Diocese and/or affiliated or related entity is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VIII. Periodic Reviews. To ensure that the Diocese and/or affiliated or related entity operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

A. whether compensation arrangements and benefits are reasonable and are the result of arm's length bargaining; and

B. whether partnerships, joint ventures, and arrangements with management service organizations or third parties conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Diocese's and/or affiliated or related entity's charitable purposes and do not result in private inurement, impermissible private benefit, or in an excess benefit transaction.
IX. Use of Outside Experts. In conducting periodic reviews provided for herein, the Diocese and/or affiliated or related entity may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Diocese and/or affiliated or related entity of its responsibility for ensuring that periodic reviews are conducted.

Conflict of Interest Policy

X. Prohibited Behaviors. Employees of the Diocese of Orlando or any of its affiliated entities should avoid putting themselves in a position that might present a conflict of interest or even the appearance of a conflict of interest. Such a situation can call into question one’s integrity and professional conduct and does not support the stewardship of Church resources that is expected of those who serve the Church. One should avoid even the perception of a conflict of interest by not engaging in prohibited behaviors, including but not limited to:

1. Accepting gifts, travel, entertainment beyond items of modest, nominal value; 2. Accepting gifts or favors of any value from individuals or vendors with whom the Diocese and/or its affiliated or related entities are considering, or are engaged in, purchasing goods or services; 3. Awarding contracts or business agreements to Related Parties for their or the Related Parties personal or business gain at the expense of the Diocese and/or its affiliated or related entities; 4. Awarding or receiving loans from the Diocese and/or its affiliated or related entities; 5. Using confidential information for personal gain or for personal or business gain of Related Parties.

Engaging in prohibited behaviors may result in disciplinary action up to and including termination from employment.
Appendix C - Diocese of Orlando Code of Ethics for Catholic Educators

Catholic educators are by virtue held to the highest possible standard of excellence. The Catholic educator (1) maintains a professional concern for the student and the development of the student's potential; (2) is aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and Church community, and will seek to exercise the best professional judgment and integrity; and (3) is dedicated to the on-going formation of the Catholic values required for effective service to others.

The following disciplinary rule shall constitute the Code of Ethics for Catholic Educators of the Diocese of Orlando. The Code of Ethics is based upon the Catholic faith and diocesan policies and procedures. Violation of any of these principles can result in disciplinary action, up to and including termination and/or removal from position.

COMMITMENT TO STUDENTS
The Catholic educator's primary concern will always be for the welfare of the student. Obligation to the student requires that the Catholic educator:

- Shall provide educational assistance in a respectful manner.
- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights, if any, existing under civil law to the extent the law applies to Catholic Schools and recognized religious institutions.
- Shall not harass or discriminate against any student on the basis of race, color, sex, age, national or ethnic origin, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall protect the student's right to privacy by keeping in confidence personally identifiable information obtained in the course of professional service.

The Catholic educator carries out teaching responsibilities in a manner that reflects the highest level of integrity and professionalism. Obligation to the ministry of teaching requires that the Catholic educator:

- Shall maintain honesty in all professional dealings.
- Shall uphold the quality of Catholic education by continuing education to increase knowledge and skills.
- Shall recognize and respect the authority of the parish or Diocese when communicating with parents, students and the community.
- Shall not, on the basis of race, color, sex, age, national or ethnic origin, handicapping condition if otherwise qualified, or social and family background, deny to a colleague professional benefits or advantages or participation in any professional organization.
- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a colleague.
- Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.
- Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- Shall report within 48 hours to the School Principal and Superintendent of Catholic Schools any arrests/charges by law enforcement other than a minor traffic violation. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.
k. Shall immediately observe the reporting procedures outlined in the Diocese of Orlando Policies on Child Sexual Abuse upon the knowledge or suspicion that a child or vulnerable adult has been subjected to any form of abuse, child sexual abuse, or neglect by any person, including another diocesan employee or volunteer, religious, or clergy.

COMMITMENT TO COMMUNITY

The Catholic educator supports the Catholic community by consistently upholding and preserving the teachings and traditions of the Church. Obligation to the community requires that the Catholic educator shall:

a. Regard the school as an integral part of the parish or Diocese and a force for preparing students for future leadership.

b. Challenge students to use the Catholic values throughout their lives.

c. Shall take reasonable precautions to prevent against interposing personal views which vary from the teachings of the Catholic Church.

d. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

e. Shall not use school privileges for personal gain or advantage.

f. Shall accept no gratuity, gift, or favor that might influence professional judgment.

g. Shall offer no gratuity, gift, or favor to obtain special advantages.
Appendix D - COVID Policies

In accordance with the Office of Catholic Schools of the Diocese of Orlando, COVID policies will be updated as needed and communicated to the school community in a timely manner.
I. POLICY
The Diocese of Orlando is committed to maintaining the highest ethical standards in all of its business practices. It accepts responsibility for the stewardship of resources and financial resources donated to support the mission of the Diocese. All individuals, clergy, religious and laity, whether employees or volunteers serving the Diocese of Orlando, are expected to abide by applicable state and federal laws and Diocese of Orlando policy. No employee or volunteer can be compelled to act in violation of the laws or Diocesan policy.

The Diocese of Orlando encourages all clergy, religious, and laity, whether employees or volunteers, acting in good faith, to report suspected or actual wrongful conduct with respect to violation of law or serious violations of Diocesan policy. The Diocese of Orlando is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy.

Diocesan employees or volunteers may not retaliate against an individual who has made a protected disclosure or who has refused to obey an illegal order. Diocesan employees or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual’s immediate supervisor or other appropriate administrator or supervisor within a parish, school or diocesan entity, other appropriate Diocesan official about matters within the scope of this policy.

It is the intention of the Diocese of Orlando to take whatever action may be needed to prevent and correct activities that violate this policy.

II. DEFINITIONS
A. Wrongful conduct - A serious violation of Diocesan policy; a violation of applicable state and federal laws; or the use of Diocesan property, resources, or authority for personal gain or other non-Diocesan-related purpose except as provided under Diocesan policy.
B. Protected disclosure - Communication about actual or suspected wrongful conduct engaged in by a Diocesan employee, volunteer, agent, or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or Diocesan policy. Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct to:
   1. The disclosing individual’s supervisor, pastor, entity administrator or Chancellor of the Diocese, either verbally or in writing, or
   2. Any office listed in this policy under Procedure Section I - Reporting Violations, either verbally or in writing, or
   3. The appropriate governmental unit, law enforcement office or ethics commission after first providing a written communication about the wrongful conduct to the appropriate Diocesan administrator as identified in Procedure Section I - Reporting Violations of this policy.
C. Retaliation - Adverse action against an individual because she or he has made a protected disclosure or has participated in an investigation, proceeding or hearing involving a protected disclosure.

III. EXPECTATIONS OF POLICY
A. This policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated official of the Diocese of Orlando or public body. More specifically it:
   1. encourages individuals to disclose wrongful conduct engaged in by others to the appropriate Diocesan official so that prompt, corrective action can be taken by the Diocese;
   2. informs individuals how allegations of wrongful conduct can be disclosed;
3. protects individuals from reprisal by adverse employment action or other retaliation as a result of having disclosed wrongful conduct (individuals who self report their own misconduct are not afforded protection by this policy); and
4. provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.

B. Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this policy. This policy is also intended to protect individuals against false allegations of wrongful misconduct.

C. Nothing in this policy is intended to interfere with legitimate employment decisions. D. Nothing in this policy is intended to interfere with the relationship as defined by canon law between Bishop and priests incardinated or on assignment in the Diocese or between Bishop and religious assigned in the Diocese.

IV. REGULATIONS RELATED TO REPORTING
A. ACTING IN GOOD FAITH. Anyone making a protected disclosure or filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy.
B. FALSE ALLEGATION. Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.
C. RETALIATION. No employee who makes a protected disclosure will suffer harassment, retaliation, or adverse employment consequences. Any person who retaliates against any individual who makes a protected disclosure is subject to discipline up to and including termination. This Policy is intended to encourage and enable employees and volunteers and others to report serious concerns regarding violations of law or serious violations of policy within the Diocese and its leadership prior to seeking resolution outside the Diocese.
D. CONFIDENTIALITY. Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the Diocesan Human Resources office. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and in accordance with the requirements of Florida law.
E. HANDLING PROTECTED DISCLOSURES. The Offices (listed in Reporting Violations, in this policy) receiving the protected disclosure will notify the disclosing individual (if her or his identity is known) and acknowledge receipt of the reported violation or suspected violation within ten working days for most issues and within 24 hours for alleged criminal or serious environmental violations. All reports will be promptly investigated within 45 calendar days and appropriate corrective action will be taken if warranted by the investigation.

V. PROCEDURES FOR REPORTING VIOLATIONS
A. Individuals, employees or volunteers, having concern about alleged serious violations of Diocesan policy or law or suspected or actual wrongful conduct as defined by this policy should share their concern, question or complaint with a Diocesan leader who can properly and promptly address the concerns, questions or complaints. If an individual is not comfortable speaking with the individual’s immediate supervisor, or is not satisfied with the supervisor’s response after speaking with the supervisor, individuals should take their concerns to the Offices listed below who will listen to, investigate and/or address the concern as appropriate.
1. DIOCESAN FINANCE OFFICE. Issues related to parish, entity or diocesan finance, theft, fraud or any other concern related to misuse of financial resources.
2. DIOCESAN DESIGN AND CONSTRUCTION SERVICES OFFICE. Issues related to construction and facility, safety, environmental violations.
3. HUMAN RESOURCES. Issues related to inappropriate behavior within the workplace on the part of management or staff.
4. CHANCELLOR FOR CANONICAL AFFAIRS. Issues related to priests other than the areas of finance, human resources.
5. CHANCELLOR FOR ADMINISTRATION/CHIEF OPERATING OFFICER. Issues related to legal concerns or concerns in the areas of finance, construction and facility, human resources not resolved by the
offices listed above.
B. Supervisors who receive protected disclosures are required to immediately contact the appropriate office as listed in Section V, A in order that the Office might initiate the investigation.

VI. RESPONSIBILITIES
A. Individuals, employees and volunteers, should be knowledgeable about this policy and its appropriate use. Suspected serious violations should be reported according to this policy to the individual’s supervisor or office as noted above. If unsure about reportability of a concern, the employee should discuss the issue with a supervisor or the designated office listed above.
B. Supervisors are:
   1. responsible to inform employees at time of hire of the policy and its appropriate application;
   2. responsible to maintain findings of wrongful conduct or false allegations in the individual’s personnel file;
   3. responsible to provide training for management regarding their responsibilities defined under this policy.
C. Human Resources Office is responsible to accept and investigate protected disclosures regarding employment issues, complaints of retaliation for making protected disclosures and to provide training for managers regarding their responsibilities outlined in this policy.
Appendix F - Social Communications Policies

Social Communications
Social Communications deals with all the problems raised by the cinema, radio, television, the daily and periodical press, and digital media in relation to the interests of the Catholic religion.

Standards for All Social Communications
Social Media Policy
Network Acceptable Use Policy
Digital Media and Correspondence Policy
Video and Webcasting Policy

Standards for All Social Communications Policies

1.0 Glossary of Terms

1.1 Authorized User - Any church personnel who has been authorized by a senior level manager of the entity of which he/she represents to use diocesan owned technology as it pertains to that specific entity.

1.2 “Administrator”: A person who is authorized to have full control over an approved technology. Approved technology includes but is not limited to, computer networks, email systems, domains, social media sites or other cloud based solutions. An administrator must have written permission of the pastor or immediate supervisor.

1.3 "Church Personnel": For purposes of this policy only, Church Personnel includes all individuals who minister, work, or volunteer in any school, parish, or ministry of the Diocese whose compliance with this policy is sought. The term has no legal meaning or significance outside the scope of this policy and is not indicative of any employment or agency relationship.

1.4 “Consultant”: Independent contractors, consultants, vendors or other persons who are not subject to the supervision of the Bishop of the Diocese and for whom no such duty to withhold payroll taxes exists, but provide expertise on database creation and/or management, IT services, or internet-related services.

1.5 Diocesan entity: Any parish, school, entity or ministry of the Diocese of Orlando, including those entities which are separately incorporated under 501 (c) (3).

1.6 Domain: The unique internet registered address of the entity. The Domain should be registered in the name of the entity and used for all official business and email.

1.7 “Employee”: Any lay person who is employed by any Diocesan entity, whether part time or full-time, who is given payment for services rendered, and for whom the Diocesan entity is obligated to withhold payroll taxes (FICA, Medicare, and withholding).

1.8 Group Social Media Site: This site is also known as a list serve or discussion forum. A group site can only be viewed by invitation or request. The administrator knows the people who are members and the members can interact. In Facebook, groups can be open, closed, or secret. The members and content of an open group are public. In a closed group, the list of members is public, but the content is private. In a secret group, the members and content are private, and the group doesn’t appear in search results for non-members.

1.9 Internet: Includes both external and internal access of communications and data storage equipment, either owned or reserved for use by the Diocese, by digital information devices including personal computers (PCs), personal digital assistants (PDAs) and similar devices. The term “Internet,” as it applies to external resources, is meant to be all-inclusive and comprises other similar or analogous terms such as the “world wide web,” “e-mail,” and “the Net.”
1.10 **Internet/Intranet/Extranet-related systems:** include, but are not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing and FTP.

All internet/intranet/extranet-related systems are the property of the Diocesan entity it serves. These systems are to be used for business purposes in serving the interests of the Diocesan entity, its staff, and its constituents in the course of its normal operations.

1.11 **IT:** Information Technology

1.12 **Network:** Communications system connecting two or more computers and their peripheral devices to exchange information and share resources.

1.13 **Personal Social Media Site:** Personal social media sites are created by an individual to stay connected with family and friends, and to interact with the online community—not for the purpose of ministry.

1.14 **Public Social Media Site:** A site that an administrator creates for public viewing. It is open to anyone who has internet access and therefore the administrator does not know the identity of the people who view or interact with the site.

1.15 **Social Media Site:** Any online technology that allows individuals to interact on some level to share information, dialogue or stay digitally connected. This includes many well known sites for video sharing such as YouTube, social networking such as Facebook and microblogging such as Twitter. This policy does not list the approved social media sites because it is only intended to provide guidelines which should be applied to the digital media landscape which is ever changing. Social media includes web-based and mobile based technologies which are used to turn communication into interactive dialogue among organizations, communities, and individuals. Andreas Kaplan and Michael Haenlein define social media as “a group of Internet-based applications that build on the ideological and technological foundations of [Web 2.0](https://en.wikipedia.org/wiki/Web_2.0), and that allow the creation and exchange of [user generated content](https://en.wikipedia.org/wiki/User-generated_content).” Social media is ubiquitously accessible, and enabled by scalable communication techniques.

1.16 **Spam:** Unauthorized and/or unsolicited electronic mass mailings.

1.17 **Volunteer:** Any unpaid person engaged or involved in a Diocesan activity, specifically as it relates to database creation and/or management, IT services, social media, or internet-related services.

1.18 **Contributor:** Any paid or unpaid person who provides content (photo, text, video) for a social media post. A contributor may be assigned the “editor” role on Facebook to post content, as long as the content is regularly approved by the administrator.

2.0 **Scope**

These policies apply to authorized users of any school, parish, or ministry of the Diocese of Orlando, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Diocesan entity.

3.0 **General Standards**

3.1 **Links**

All Diocesan parishes, schools, and entities must have a link for the Diocese of Orlando website,
www.orlandodiocese.org, and may have links to other Diocesan entities, such as San Pedro Center, www.sanpedrocenter.org; Catholic Charities of Central Florida, www.cfccc.org; and Bishop Grady Villas, www.bishopgradyvillas.org on its own website. Any other links should not be in conflict with the teaching and the Magisterium of the Roman Catholic Church. Acceptable links fall into these three main areas:

1. Official Church sites, such as the Vatican, U.S. Conference of Catholic Bishops, state conferences, archdioceses and dioceses;
2. Parts of the Diocese such as parishes, schools and ministries operated by the Diocese or approved resources associates with those ministries; and
3. Those under the oversight of a bishop or religious congregation, or listed in the Official Catholic Directory. Church leaders should use prudence in evaluating links to other commercial opportunities on its site. It is the entity’s responsibility to evaluate its hosts’ advertisers and sponsors on a regular basis.

3.2 Photos
Photos may be posted or published on a social media site or website. Tagging or identifying the person(s) in the photo is not allowed unless an individual gives permission to be identified.

1. Use of photos on websites should be group photos. Where children are involved, no names or first names only should be used. Parents/guardians must sign permission slips each year for use of children’s photos; therefore, all photos, particularly those which include children, should be refreshed regularly.
2. Recording/Photography by Family/Friends: A parish/school/entity of the Diocese cannot be held responsible for recorded materials (e.g. audio, still and/or video) transmitted or placed without its knowledge or permission through electronic or other means or in external media of any type. For its official, sanctioned electronic resources, a parish/school/entity of the Diocese of Orlando has established acceptable use standards for recorded materials. It is suggested that parents and guardians follow these standards in their personal activities and on their Personal Social Media Sites. As such, parents, guardians, family members and friends who photograph or otherwise record school/parish/entity events should respect the privacy of others and should not identify another child by more than a first name in any transmission (e.g. mail, e-mail or internet website), unless authorized by the parent or guardian of that child.
3. Parents/guardians must sign permission slips each year for the use of video where children are present. Use of videos on websites should be refreshed regularly when images of children are present.

3.3 Catholic Identity
Information posted using any form of technology in the name of the Church must adhere to the following guidelines:

a. Content or information should be appropriate and affirm the teachings of the Catholic Church and its Magisterium.
b. Must be professional, respectful and courteous.
c. Must avoid debate of Catholic Church teaching.
d. Have the pastor (or supervisor) monitor content on a regular basis. e. Only logos or photographs of ministries/organizations/vendors directly tied to the Catholic Church or an approved site may be displayed on the page. f. There shall be no offensive or disruptive messages, initiated either by the administrator or user. Among those which are considered offensive include, but are not limited to, messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment which offensively addresses someone’s age, sexual orientation, belief system, national origin, or disability. g. The Diocese allows its priests, religious, and employees to have pictures taken with children and their families at Holy Communion, Confirmation, and other religious services and special events at school, religious education, or after Mass. These are typically special, sacred, moments. Similarly, pictures can be taken with permission after other religious services or momentous occasions such as RCIA, anniversaries, or marriage vows renewals. These pictures or images are taken solely for the private, personal benefit of the family, the child(ren), or others involved. No one other than an authorized Diocesan representative can post these pictures publicly or otherwise use them in any way, including, without limitation, on Facebook or other Social Media, for political or for-profit purposes, or for any other public publication. No priest or other Diocesan representative is allowed to alter this Policy or provide permission for any public posting of these personal pictures or images.
3.4 Transparency
1. It is essential to the nature of ministry that parents/guardians are fully aware of all mediums being used to keep in contact with their young person for ministerial purposes.
2. The intent of any communication policy is to give witness to the Good News to create a safe environment for all vulnerable populations, which is open, transparent and involves the parents/guardians of the young people as partners.
3. It is important that ministry is not used to establish private one-on-one relationships between adults and youth and our methods of communication must reflect this. • Adults must maintain copies of communication with youth (under 18) and copy parents on all emails and other electronic correspondence.
   • Adults must copy supervisor on individual correspondence with young adults (over 18) who have not completed high school.
   • Adults should copy supervisor on individual correspondence with young adults who have completed high school.
4. Unusual circumstances of a pastoral nature should be documented and shared with the pastor or one’s supervisor as soon as feasible. The documentation of any such circumstance should involve a copy of any applicable communication from all types of communication medium.
5. The administrator’s log on credentials must be shared with the pastor or appropriate supervisor. In addition, the administrator must provide credentials on any account on which the administrator has privileges. Administrator passwords may not be shared with others.
6. Leaders of ministry must say “no” if asked to be a friend on a social media page of a youth (under 18) and should say “no” to parents, parishioners or other individuals who interact with them only through this leadership role. There are risks with social communications, especially with blurring boundaries of professional and personal relationships. Anyone can say “no” to someone who wants to be their friend. Ultimately, what employees do on their own time is governed by the Diocesan conduct policy.

4. Enforcement
Effective security is a team effort involving the participation and support of every authorized user who is using social communications. It is the responsibility of every authorized user to know these guidelines, and to conduct their activities accordingly. The Diocese of Orlando does not sanction any use of social communications that is not authorized by or conducted strictly in compliance with this policy and its regulations. Authorized users who disregard these policies may be subject to a change in their relationship with the Diocese, up to and including termination or removal from their volunteer position. In addition, any Employee found to have violated this policy may be subject to disciplinary action, up to and including termination. Administrators who have read and signed the Agreement and who agree to act in a considerate and responsible manner will be authorized users.

These rules are in place to protect authorized users and Diocesan entities. Inappropriate use exposes Diocesan entities to risks and legal issues. Anyone with knowledge of inappropriate use of social communications that is in violation of this or any other Diocesan policy should report this information verbally and in writing to the individual’s supervisor.

4.1 Disciplinary or Legal Action
Failure to abide by this policy may result in disciplinary or legal action by the Diocese of Orlando. It is the responsibility of each entity (parish, school, other entity) to monitor the social media sites created by staff and ministry leaders.

1.0 Overview

Why Are Catholics Called to Use Social Media?
Social media is a fast growing form of communication in the United States among people of all ages. Our Church cannot ignore it, but instead engage social media in a manner that is safe, responsible and pastoral.
“...the new communications technologies must be placed at the service of the integral good of the individual and of the whole of humanity. If used wisely, they can contribute to the satisfaction of the desire for meaning, truth and unity which remain the most profound aspirations of each human being.” Pope Benedict XVI, World Communications Day Message, June 5, 2011

Pope Benedict XVI also sends this note of caution: “Who is my “neighbour” in this new world? Does the danger exist that we may be less present to those whom we encounter in our everyday life? Is there a risk of being more distracted because our attention is fragmented and absorbed in a world “other” than the one in which we live? Do we have time to reflect critically on our choices and to foster human relationships which are truly deep and lasting? It is important always to remember that virtual contact cannot and must not take the place of direct human contact with people at every level of our lives.”

Social Media is to be utilized as a particular tool to continue the work of ministry, the purpose of which is to invite those whom we serve to become living disciples of Jesus Christ. It is essential that our ministries utilize the tools to that end, rather than being shaped by the technology itself.

Social media can only be one part of a multi-faceted approach to reach out to others and invite them to a life in Christ, in community, for the greater good of society. Information shared via a social network should also be available on a traditional website, one on one, in groups and via multiple channels of communication. This includes everything from personal conversations and phone calls, to the bulletin, flyers and mailings. The focus is evangelization, social media is simply one more tool, and not the end in itself.

- Social media is the online technology and methods that allow people to share content, personal opinions and insight with others. It implies a two-way communication between parties. It is not static. Content can come in many forms: text, images and photos, video, audio. It allows people to create a personal profile about yourself and then share and discuss with your circle of accepted friends and family. Example: Facebook
- Social bookmarks allow you to publicly share your list of favorite websites. Example: Delicious
- Online gaming allows users to interact with others for the purpose of an online game. Example: AdventureQuest
- Blogging allows people to write and publish their thoughts and opinions and have others provide instant feedback. Example: Wordpress
- Microblogging allows you to post a short amount of character information about your daily schedule or micro current event as it happens. Example: Twitter

Digital media is a form of electronic media where data is stored in digital (as opposed to analog) form. It can refer to the technical aspect of storage and transmission (e.g. hard disk, drives or computer networking) of information or to the “end product”, such as digital video, augmented reality, digital signage, or digital art. Florida's digital media industry association, Digital Media Alliance Florida, defines digital media as “the creative convergence of digital arts, science, technology and business for human expression, communication, social interaction and education”. Digital Media does not imply two-way communication between parties.

- Wikis allow you to create, edit and share information about a topic. Example: Wikipedia
- Video sharing allows you to upload and share video with others. Example: YouTube
- Photo sharing allows you to upload photos and images that can be viewed by others. Example: Flick and Pinterest
- News aggregator, also known as a feed aggregator, feed reader, news reader, RSS reader or simply aggregator, is software or a Web application which aggregates syndicated web content such as news headlines, blogs and podcasts in one location for easy viewing. Example Digg

2.0 Social Media Sites
2.1 Approval Process
You must request permission from your pastor, principal or appropriate supervisor about the formation of a social media site prior to its creation. If approval is granted, the administrator must sign a “Social Media Administrator Agreement” and the agreement should be filed with the appropriate supervisor.

2.2 Choosing an Administrator
In order to ensure content on a social media site is accurate and true to the Magisterium of the Catholic Church, it is important to have an administrator that understands Catholic teachings and can communicate them effectively. The administrator must have written permission of the pastor or immediate supervisor and be a diocesan employee who is a senior manager of the organization. This will allow the responsibility of ensuring proper content is posted and proper policies are followed to be managed by the diocesan employee. The administrator login credentials should be shared with the pastor or appropriate supervisor.

2.3 Administrative Usernames and Passwords
Administrative account contacts for websites, email systems, discussion groups, social media accounts or any other service whether hosted internally or externally should be a senior manager of the organization who has responsibility over the Information Technology function. Username and password information for management of these services must be maintained by each entity in a safe and secure location. The location should be known only to the appropriate IT authority and a senior manager such as Pastor, Principal, Business Manager or CFO.

2.4 Professional Account for Ministry
Social media site accounts should be formed independently of a person’s Personal Social Media account and personal email address. The email address used for the establishment of the account must correspond with an entity email domain.

2.5 Comments
When possible, select the option to moderate comments before they are posted. There should be a comment policy on the social media site that explains what is allowed in terms of commenting. The public may comment on the administrator’s posting as long as they follow the comment policy. An administrator should block anyone who violates the comment policy or displays any inappropriate conduct. If there is an option to have comments or notifications or alerts sent to your email, choose this so you will be aware of comments in a timely manner.

Comment monitoring means that you check your social media site on a regular basis and if someone has left a comment, you formulate a response and reply. If there is an inappropriate comment, you remove it and then you block the user (per your comment policy).

The Diocese of Orlando follows the comment policy of the United States Conference of Catholic Bishops.

The purpose of any social media page is to provide an interactive forum where readers can gather and discuss information about the wide range of issues addressed by the work and mission of the Catholic Church, specifically through the Diocese of Orlando.

Followers are encouraged to post questions, comments and concerns, but should remember this is a moderated online discussion hosted by the Diocese of Orlando.

The Diocese of Orlando appreciates healthy, constructive debate and discussion; that means we ask that comments be kept civil in tone and reflect the charity and respect that marks Christian discourse. Comments that may be deleted include those that contain:

- Personal attacks/inflammatory remarks against a person or group
- Content/comments off topic
• Spam
• Links to sites that contain offensive material or attack the Church’s hierarchy and its mission • Promotion of services, products, political organizations/agendas
• Information that is factually incorrect
• Vulgar Language

The Diocese of Orlando reserves the right to remove posters who violate this policy. All sites must state that “Comments left by others on this page do not reflect the views of the Diocese of Orlando.”

2.5.1 The Difference Between a Posting and a Comment:

Fan/Follower/Member Photos
If the option exists to hide the fans, followers, etc. choose this. Otherwise, monitor the profile photos of your fans, followers, etc to remove anything that appears inappropriate.

2.7 Posting
Because our faith is alive and the content of your social media site should be ever changing, it is advised that you visit your site regularly for updates and to address any concerns within 24 hours or sooner if possible.

2.8 Social Media Associations
Some public social media sites allow you to follow others as a form of social engagement. Official diocesan/parish/school/entity social media sites used for ministry should not follow individuals such as parishioners, clients, minors. Also, they should not link to other online sites that support or oppose candidates or political parties. Consult with your diocesan attorney or the Florida Conference of Catholic Bishops before posting any political content or links to political content on web or social media sites.
Official diocesan/parish/school/entity social media sites are requested to follow diocesan social media accounts such as https://twitter.com/orlandodiocese, https://twitter.com/BishopNoonan and https://www.instagram.com/orlandodiocese. It is also acceptable to follow entities as described in General Standards 3.0 and Links 3.1 of this policy, (page 5).

3.0 Instant Messaging
No instant messaging between youth and Ministry Leaders through a personal computer or other electronic device is permitted.

4.0 Age Restrictions
If there is an option to restrict access to a public social media site by age, the age limit should be defined as 13 and over. Minors under the age of 18 cannot join Facebook groups or other types of interactive opportunities unless total transparency and privacy is ensured. For those who are 18 years and younger (high school or elementary school students), Facebook “secret” groups are not allowed.

5.0 Advertising
Select to remove advertising when possible. Monitor the advertising and report anything inappropriate. Include a disclaimer on your social media site that you are not responsible for the content of the advertising and it is beyond your control.

6.0 Website Updating
A best practice is that information about an entity’s events, activities and ministry appearing on a social media site is also reflected on the entity website so that the information is accessible in both areas. It is the administrator’s responsibility to provide the content to the website manager at the same time that the information is posted to the social media site.

Unless serving in a dual role, the administrator is not responsible for how and when the website information is updated. If the administrator of the social media site is the website manager, this process can be more effective. If the website has an application that allows for simultaneous updating of social media sites and websites, the process will be more effective.

7.0 Multiple Social Media Outlets for an Entity
There can be more than one social media site for each entity, if there is good reasoning for the use of multiple sites. No one should create a social media site in a vacuum. Pastors, principals, supervisors should be engaged in the conversation to determine its appropriateness and process. Planning ahead to determine the total need and coordination of branding and information sharing in real time is important in order for the sites to maintain their integrity and use. A qualified administrator who understands the nature of social media sites and the symbiotic relationship between them is important in planning for these sites.

8.0 Public Social Media Sites
Examples of Public Social Media Sites include: “Facebook Page” and Twitter account. It is appropriate to use a public social media site for general information about happenings, current events and liturgical information, saints of the day, surveys, etc. For example, post information you would want to appear on the front page of a local newspaper or on the broadcast news.

When setting up a public site, it is best to limit the level of participation of the members who join this community. Any social media site that is designed for public viewing should be set up so that only the administrators or approved contributor is allowed to post status updates, photos, videos or other content.

9.0 Group Social Media Sites
Sharing of ministry best practices, upcoming events, rules and regulations as well as the opportunity to provide input can occur through group social media sites such as discussion groups, forums, list serve groups and others. Members of this community may comment as long as they follow the comment policy.

9.1 Permission Levels
The administrator of a group social media site may decide the permission level they would like to give to their
members. A policy regarding permission levels should be recorded and followed by the administrator, in collaboration with his/her superior(s). The application used for these purposes must offer a tracking system.

9.2 Persons Selected for Group Participation
1. Must be within the same field or position of the administrator of the group.
2. Must request to participate and be approved by the administrator, or be invited to participate by the site administrator.
3. Pastor and immediate supervisor should have the ability to access the group, and the requirement of a minimum of 2 administrators should be maintained.

9.3 Monitoring of Group Speak
1. Administrators should monitor comments posted and make sure they are respectful and appropriate to the topic.
2. Administrators should request a stop date for comments when a topic is time sensitive.
3. Administrator should create a summary report of comments and any conclusions drawn and record these with the pastor or immediate supervisor, etc.

9.4 Video Webcasting Policy

Webinars with Minors
Video communication with minors may include 2-way communication. If sessions are recorded, the parish must have a signed image release form on file for all participants before recording. As with all communications to minors, the parent or legal guardian must be included in all electronic communication, including invitations to join virtual meetings. Proper ratios for safe environment policies must be in place, which precludes one-on-one meetings of adults and minors. Notation update: August 2020.

10.0 Personal Social Media Sites
Personal Social Media Sites are created by an individual to stay connected with family, friends, and interact with the online community—not for the purpose of ministry. Personal Social Media Sites of persons who are not clergy or religious, such as Employees, Consultants, Volunteers or other Church Personnel, should not be used for ministry or for Diocesan business purposes. Such persons should not represent their communications on their Personal Social Media Sites as official communications from the Diocese. However, it is appropriate and encouraged that Church Personnel will use their personal social media sites for evangelization and for sharing information about diocesan events which are open to the public. All ministry or Diocesan business should be conducted through the official Social Media Sites of the entity to which the individual is assigned. Consequently, Personal Social Media Sites should adhere to the following guidelines:

i. The use of diocesan or church logos and trademarks is strictly prohibited.
ii. Photographs shall not offer images of ministry, church personnel or volunteers.
iii. Ensure transparency: no anonymity or pseudonyms.
iv. Do not disclose confidential information or strictly internal Diocese matters.
v. Any Catholic, living out his/her baptismal call, would hold him/herself as a representative of the Catholic Church and a Personal Social Media Site would reflect this.

11.0 Youth and Social Media
Any media can pose dangers to individuals, particularly in a social setting. The technology which allows young people to foster friendships can also lead to cyberbullying and make them vulnerable to predators. It is everyone’s responsibility to safeguard our vulnerable populations. Each Diocesan entity should educate its adult and minor members and parents and students about best practices when using social media. This education would remind parents to be aware of the on-line activities of their children. Each school and faith formation program must offer a safe environment program for parents and students.

11.1 Language Confusion
It is essential to maintain appropriate boundaries between young people and ministry leaders.
1. Appropriate boundaries are essential to all who serve in a ministerial role, and are to be observed in regards to social media as well.

2. The role of ‘minister’ is distinct from ‘counselor’, ‘friend’ and ‘parent’. One ministering with young people should never take on the role of ‘surrogate parent’. For this reason ministers are highly discouraged from ‘trolling’ social media with the intent of seeking personal details of a young person’s life. While on-line statements are not private, it is the parents’ role to monitor their child’s behavior, and a minister is not to usurp this role. Intentionally monitoring where youth have shared intimate thoughts violates privacy in the same way that it would to read a journal.

3. Any information encountered within social media that creates a pastoral concern in regard to a minor should be immediately reported to appropriate authorities. Parents are to be informed immediately and legal authorities should be contacted as necessary.

4. To protect both adults and youth, ministers communicating with young people should avoid doing so with excessive frequency and at inappropriate hours. This applies regardless of the form of communication utilized.

5. Those serving in ministry are obligated to consistently represent the teachings of the Roman Catholic Church when using social media. To professionally maintain the trust of the church community, all communication is to be a tool of evangelization.

6. Healthy boundaries between youth and adults are essential. To be a ‘friend’ to a youth in a ministerial role is to be ‘friendly’ but is not to establish a peer relationship. A minister serves as a mentor and guide, walking with a young person as they journey in faith. Church Personnel are not allowed to be “friends” online with those under the age of 18. (See General Standard 3.4)

7. Church Personnel must say “no” if asked to be a friend on a personal social media site of a parent, student, parishioner or other individual who interacts with them only through this leadership role. (See General Standard 3.4)

11.2 Transparency
It is essential to the nature of ministry that parents/guardians are fully aware of all media being used to keep in contact with their young person for ministerial purposes.

The intent of any communication policy is that we give witness to the Good News in such a way that we create a safe environment for all vulnerable populations, which is open, transparent and involves the parents/guardians of the young people as partners.

It is important that ministry is not used to establish private one-on-one relationships with youth and our methods of communication must reflect this.

Unusual circumstances of a pastoral nature should be documented and shared with the pastor or one’s supervisor as soon as feasible. The documentation of any such circumstance should involve a copy of any applicable communication from all types of communication medium.

12.0 What To Do Before Starting A Social Media Site
Any diocesan entity who feels the need to implement a new social media solution must first thoroughly evaluate the application to be certain it includes the functionality to be compliant with diocesan social media policy. The Office of Communications, Information Technology and Instructional Technology is available to assist with the evaluation of these opportunities. Diocesan entities are asked to inform the Diocese of Orlando Office of Communications and Information Technology when a new social media solution is discovered to allow the diocese at large to benefit from new technology that can enhance communication and evangelization.

Diocesan Network Acceptable Use Policy

1.0 Overview
The Diocese of Orlando recognizes that the Network/Internet and other emerging technologies allow authorized users access to immense information globally. The Diocese of Orlando’s goal in providing this privilege to authorized users is to promote professional excellence, innovation, and communication. The use of the Network/Internet or other emerging technologies will be guided by the Diocesan Network Acceptable Use Policy.
DNAUP. All Diocese of Orlando authorized users are required to sign a written DNAUP and to abide by the terms and conditions of the policy and its accompanying regulations.

2.0 Purpose
The purpose of this DNAUP is not to impose restrictions that are contrary to an established culture of openness, transparency, trust and integrity. Rather, the Diocese of Orlando is committed to protecting its authorized users from illegal or damaging actions by individuals, either knowingly or unknowingly.

These rules are in place to protect authorized users and Diocesan entities. Inappropriate use exposes Diocesan entities to risks including virus attacks, compromise of network systems and services, and legal issues. Anyone with knowledge of inappropriate material/content should report this information verbally and in writing to the IT specialist or the principal, pastor, or lay person in charge of the school, parish or ministry of the Diocese.

3.0 Policy
3.1 General Use and Ownership
1. Authorized users should be aware that the data they create on systems remains the property of the Diocesan entity. Because of the need to protect the network, management cannot guarantee the confidentiality of information stored on any network device belonging to a Diocesan entity.
2. Authorized users are responsible for exercising good judgment regarding the reasonableness of personal use. Authorized users should be guided by diocesan policies on personal use, and if there is any uncertainty, authorized users should consult their supervisor or manager.
3. The Diocese of Orlando recommends that any information that users consider sensitive or vulnerable be encrypted, especially when stored on external media.
4. Authorized personnel may monitor equipment, systems and network traffic at any time. The Diocese of Orlando maintains the right to monitor all network/computer activity derived from or utilized through its resources, whether it is on-line, down loaded or through printed material.
5. The Diocese of Orlando, through its entities, reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
6. Authorized users are advised that a determined individual may be able to gain access to services on the Network/Internet and other technologies which the Diocese of Orlando has not authorized for professional purposes. By participating in the use of the Network/Internet or other technologies, authorized users may gain access to information and communications which the authorized user may find inappropriate, offensive or controversial. Authorized users assume this risk by consenting to the use of the Network/Internet with the Diocese of Orlando.
7. Anyone who removes diocesan equipment from the business location is required to sign the Receipt of Computer Equipment form. This would include employees who require equipment while working away from the office. If equipment is removed for repair the Receipt of Computer Equipment form or appropriate receipt from the vendor can be used.

3.2 Security and Proprietary Information
1. Anyone responsible for entering information into a database or having access to database information used by any Diocesan entity, whether clergy, religious, employee or volunteer, must be FBI fingerprinted and background checked and cleared.
2. The appropriate IT authority of each Diocesan entity does everything possible to ensure the Diocesan entity network is properly maintained and adequate security measures are operational. To assist the appropriate IT authority of each Diocesan entity in sustaining this goal, authorized users, through their supervisor, should notify their IT authority when software and hardware modifications are necessary on any Diocesan computer workstation. At no time should a computer be connected to a Diocesan entity network without knowledge of the IT authority of the Diocesan entity.

At no time should a computer be connected to a Diocesan entity network without the advanced knowledge and approval of that Diocesan entity’s recognized IT authority. Connecting computers and peripheral devices not owned by the Diocese of Orlando (unauthorized devices) to a Diocesan entity network is prohibited unless approved in advance. This includes, but is not limited to, personal computers, printers, flash drives or other external storage devices, switches, routers and wireless...
equipment. Requests to connect unauthorized devices will be evaluated on a case by case basis.

The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by school confidentiality guidelines. Staff and students should take all necessary steps to prevent unauthorized access to this information.

3. Passwords will be created by each authorized user for their own use, with the exception of students, volunteers, and temporary/contractual personnel. Authorized user passwords shall not be shared. It is the responsibility of each authorized user to keep his/her password confidential. Anyone whose password becomes known to any other person should notify the appropriate authority immediately and a new password will be created. Anyone who becomes aware of anyone else’s password should contact the appropriate authority immediately and a new password will be created. Temporary passwords used by students, volunteers or temporary/contractual personnel may be known by the appropriate authority. However, temporary passwords should not be shared. System passwords should be changed quarterly; user level passwords should be changed every six months.

4. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.

5. Because information contained on external media is especially vulnerable, special care should be exercised to protect it in accordance to this policy.

6. Postings by authorized users from any Diocesan email address to on-line bulletin boards, forums, chat rooms, web logs (“blogs”) and any other similar non-work related discussion groups is prohibited, unless it is specifically work related.

7. All hosts used by the authorized user that are connected to any Diocesan Internet/Intranet/Extranet shall be continually executing approved virus-scanning software with a current virus database.

8. Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

9. Whenever sending “blast” emails or e-mails to many recipients, use the blind copy (bc) for the recipients to ensure respecting the privacy of each individual address.

3.3 Unacceptable Use

1. A database of subscribers for parish or other Diocesan use can be a useful tool for parish or Diocesan entity distribution of important messages, calendar of events, or other data. The marketplace is full of companies which offer such database opportunities. This type of database can also compromise a person’s identity and/or place an individual in danger, if the database is mis-used or shared indiscreetly. No Diocesan entity should create or subscribe to a vehicle by which subscribers, other than authorized personnel such as employees, priests, deacons, religious or those designated at the discretion of the pastor or Diocesan entity head, are given e-mail addresses to communicate with other subscribers. This does not apply to instructional technology or methodology which includes approved, subscriber access for a specific instructional purpose and is monitored for this purpose. This instructional technology should not offer chat or chat rooms separate from the monitored purpose. In addition, the application should NOT without the written and express permission of each subscriber of the database:
   a. Offer Chat or Chat Rooms
   b. Allow Blogs
   c. Require or Request Photos of Subscriber
   d. Require or Request Video of Subscriber
   e. Ask for Age or Gender of Subscriber
   f. Display Subscriber EMail Addresses
   g. Allow Subscribers Access to Other Subscriber Information

2. The following activities are, in general, prohibited. Authorized users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
a. Under no circumstances is an authorized user allowed to engage in any activity that is illegal under local, state, federal or international law while utilizing the Diocesan entity-owned resources.

b. Authorized users are prohibited from attempting to circumvent or subvert any system's security measures. Authorized users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

c. When an authorized user becomes “unauthorized” by virtue of employment, dismissal, graduation, retirement, etc., or if the authorized user is assigned a new position and/or responsibilities within the Diocesan system, his/her access authorization will automatically be reviewed with the appropriate individual to determine whether continued access is warranted. This person may not use facilities, accounts, access codes, privileges or information for which he/she has not been authorized.

d. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the Diocesan entity.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocesan entity or the end user does not have an active license is strictly prohibited. Public disclosure of information about programs (e.g. source code) without the owner’s authorization is prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

6. Using a Diocesan computing asset to access inappropriate or offensive material or to engage in the procuring or transmitting of material that violates Diocesan anti-harassment or hostile environment policies.

7. Making fraudulent offers of products, items, or services originating from any Diocesan entity account.

8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the authorized user is not an intended recipient or logging into a server or account that the authorized user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, creating or propagating viruses, hacking, network sniffing, spamming, pinged floods, packet spoofing, password grabbing, disk scavenging, denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification to the Diocese of Orlando is made.

11. Executing any form of network monitoring which will intercept data not intended for the authorized user's host, unless this activity is a part of the authorized user's normal job/duty.

12. Circumventing user authentication or security of any host, network or account.

13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, by any means, locally or via the Internet/Intranet/Extranet.

e. Employee Responsibilities:

1. Privacy: No authorized user should view, copy, alter or destroy another's personal electronic files without permission.

2. Harassment, Libel and Slander: Under no circumstances, may any authorized user use Diocese of
Orlando computers or networks resources to libel, slander, or harass any other person.

3. Abuse of Computer Resources: Abuse of Diocese of Orlando computer resources are prohibited. This abuse includes, but is not limited to, the following:
   a. Game Playing: Installing or playing recreational games, which is not part of authorized and assigned job-related activity, are considered unacceptable practices and are prohibited during normal work hours.
   b. Chain Letters: The propagation of chain letters (e-mail), “Ponzi” or other “pyramid” schemes of any type are considered an unacceptable practice and are prohibited.
   c. Unauthorized Servers: The establishment of a background process that services incoming requests from anonymous diocesan employees for purposes of music/radio/video continuous Internet connectivity, chatting or browsing the Internet is prohibited.
   d. Unauthorized Monitoring: An employee may not use computing resources for unauthorized monitoring of electronic communications of other employees.
   e. Private Commercial Purposes: The computing resources of the Diocese of Orlando shall not be used for personal or private commercial purposes or for financial gain.

3.4 Email and Communications Activities: Diocesan entities maintain electronic mail systems. These systems are provided by the Diocesan entity to assist in conducting business within the Diocese.

1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is not allowed.
2. Unauthorized use, or forging, of email header information is not allowed.
3. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies is not allowed.
4. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam) is not allowed.
5. The electronic mail system hardware is the property of the Diocesan entity. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Diocesan entity. The Diocese, through the appropriate authority, reserves the right to review, audit, intercept, and access all messages created, received or sent over the electronic mail system for any purpose.
6. The e-mail system was created to facilitate operations of the Diocesan entity. It should be used primarily for business purposes, and only incidentally for personal use. Likewise, personal email through such networks as AOL, Yahoo, Gmail, should be accessed on a limited basis. Use of business email addresses are provided for business use and should not be associated with personal accounts.
7. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations or other non-job related solicitations.
8. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone’s age, sexual orientation, religious or political beliefs, national origin or disability.
9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
10. Notwithstanding the Diocese’s right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other authorized users and accessed only by the intended recipient. Authorized users are not authorized to retrieve or read any e-mail messages that are not sent to them.
11. Authorized users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Authorized users should not attempt to gain access to another authorized user’s messages without the latter’s permission.
12. All authorized users should perform routine maintenance of their mailboxes and delete messages they are no longer using.
13. The appropriate authority should be notified if a user becomes aware of emails which violate this policy.
14. When communicating to a minor through any correspondence such as regular mail, e-mail, text or other
technological opportunities for correspondence, such as educational programs, etc., the correspondence must be accompanied by a corresponding copy to the parent.

15. It is the responsibility of the minister or entity to collect parent email addresses and monitor correspondence to be sure parents receive notification at the same time a minor notification is sent.

16. All correspondence must be professional in nature and appropriate for the ministry from which it was sent.

17. Each Diocesan Entity must have a registered domain name that provides appropriate identification of the entity. The preferable Top Level Domain (TLD) is “.org” which is appropriate for nonprofit organizations. All domain names must be registered in the name of the Diocesan entity and not be registered in the name of an individual. Domain registrations can be set to “auto-renew” with the registrar. The auto-renew feature will help prevent domains from expiring unintentionally.

18. Business email accounts must only be provided to approved employees. The creation of business email accounts for employees must be approved in writing by the Pastor or Administrator. Temporary employees and interns can be issued an email account that uses the official domain but the email address should be generic in nature and should not identify the person by name. (e.g., receptionist@orlandodiocese.org, intern@orlandodiocese.org, etc.)

19. Business email accounts must use the domain referred to in the paragraph above. Business email should not use generic domains such as yahoo.com, gmail.com, hotmail.com, etc.

4.0 System Back-up(s)
Although system back-ups should be provided by the Diocesan entity as standard operating procedure, it is the responsibility of each authorized user to backup his/her specific computer workstation data. Depending upon the amount of the individual workstation usage, workstation backups should occur daily.

5.0 Virus Protection
All networked computers must have current virus protection software installed and operational at all times.

6.0 How to Comply With The Children’s Online Privacy Protection Rule
In order to provide interactive service, Diocesan entities might collect personally-identifiable information from the users of the website. If such information is collected, the user will be informed about this practice. Additionally, if a website is directed to children or if a general audience website collects personal information from children, the Diocesan entity must comply with the Diocese of Orlando online privacy policy. The privacy policy is posted on the Diocese of Orlando website, www.orlandodiocese.org.

Digital Media and Correspondence Policy

1.0 Phone Calls to Minors
Calls should be made to a young person’s home rather than to their personal cell phone in order to further transparency. If you speak with a parent/guardian, and on hearing the information you wish to share the parent/guardian asks that you contact the young person directly by the young person’s cell phone, you may feel free to do so.

1.1 Calls may provide an opportunity to connect with the parents/guardians as well, and this is a helpful point of connection for family and the ministry.

1.2 Phone calls to a young person should be connected to the ministry setting, and again follow the principles of transparency.

1.3 When you are contacted by a young person, be sure to observe the principles of transparency and
1.4 For trips off of church property it is appropriate that youth be given the cell phone numbers of the adult leaders to have in case of emergency, e.g. on an excursion to a theme park. It is also appropriate that, after parents/guardians have been informed, youth cell phone numbers are collected for use that day to ensure safety, following the guidelines of transparency.

2.0 Cards and Letters
A consistent practice of acknowledging and affirming achievements in the lives of those within the ministry is certainly appropriate, e.g. sending a note to all graduating seniors or to each young person on their birthday. Communication of this type should be completely transparent and appropriate to a ministry setting. In signing your name it is appropriate to include your title and the name of the ministry you serve.

2.1 Within ministry other occasions may arise in which all youth attending an event receive a short note of affirmation in the context of our faith. This might include palanca notes on retreat or an affirmation activity within a program or event. Use good judgment in integrating the outlined aspects of transparency into all of your communications with youth.

3.0 E-mail to Minors
Ministry Leaders should not use their personal email account for their ministry work. The parish should provide each minister with an email account for ministry work and a record of this account reflected in directory information. All email correspondence to a minor must be accompanied by a corresponding copy to the parent/guardian. This will require collecting email information from both parents/guardians and teens at the time of registration for a program/event.

4.0 Text Messaging to Minors
Text messaging should follow the guidelines applicable to other forms of communication, including integrating the principles of transparency. Ministry Leaders and ministry team members should avoid private text communication with any minors. Communicating with youth regarding a ministry event should include copying a text message to the parent/guardian or forwarding the text message to the parent/guardian of the youth through email. Communicating with a group of youth through text messaging may be done as long as parents/guardians are included in the text recipients or are sent an email with the content of the text message, e.g. sending out a reflection or scripture of the day to all youth or providing information on an upcoming event.

5.0 Use of Movies Within Ministry
5.1 Showing movies/clips: Parental/guardian consent forms must be completed before showing any portion of a film rated —R— on the Motion Picture Association of America (MPAA) rating scale to high school age students. This impacts film use within all high school youth ministry programs. The title of the film that will be shown, in whole or part, may be included on the overall parental/guardian consent form for a specific event. If this is a specific evening within a youth ministry planned pattern of gathering a specific parental/guardian consent form should be completed.

5.2 No portion of a film rated —R— on the MPAA rating scale may be shown to students under high school age. This impacts film use within all middle school youth ministry programs.

5.3. Parental/guardian consent forms must be completed before showing any portion of a film rated —PG-13— on the Motion Picture Association of America rating scale to those under the age of 14. This impacts film use within all middle school youth ministry programs. The title of the film that will be shown, in whole or part, may be included on the overall parental/guardian consent form for a specific event. If this is a specific evening within a youth ministry planned pattern of gathering a specific parental/guardian consent form should be completed.

5.3.a Best Practice -- Consult the Catholic News Service movie rating guide, found at Consulte el guía de clasificación de películas en Catholic News Service que se encuentra en
before deciding whether or not any clip is appropriate for use within a ministry setting. The USCCB rating system will make note of where a film reinforces or detracts from Gospel values. This system will also indicate films which the MPAA finds age appropriate, that are contrary to the faith. It will also point out films with a high level of resonance with moral and spiritual values of our faith.

5.3.b Best Practice—Use clips only from films with which you would be comfortable having the young person recommend to their parents/guardian for viewing the complete film.

5.4 Copyright - CVLI Church Video License provides legal coverage for churches and for other ministry organizations to show motion pictures and other audiovisual programs intended for personal, private use only ("Videos"). (Each organization needs to be specifically covered.) Coverage includes playing just a few minutes of a movie all the way up to showing the full-length feature.

6.0 Using Music Within Ministry

Providing people with tools to access media within a Gospel framework is an excellent practice. Use of music written and/or performed by Catholics or music sung by various choirs of the Diocese provide an opportunity to share the Good News and promote the many blends of Catholic hymns and songs which are available. Using music from popular culture include a pre-screening of lyrics. Lyrics with obscenities, or that are demeaning to people of a specific gender, race, creed or sexual orientation, are not to be played/broadcast within the ministry setting.

**Video & Webcasting Policy**

Well over a quarter century ago, Pope Paul VI wrote about modern communications, “The Church would feel guilty before the Lord if she did not utilize these powerful means that human skill is daily rendering more perfect. It is through them that she proclaims “from the housetops” the message of which she is the depository. In them she finds a modern and effective version of the pulpit. Thanks to them she succeeds in speaking to the multitudes.”

The Diocese of Orlando is embracing these modern communication methods to build the Kingdom of God and share the Gospel message via the tools available through internet and video technologies.

This policy will outline the guidelines to follow when recording video and/or streaming video via the internet.

**Televising/Streaming the Celebration Mass**

The Diocese of Orlando acknowledges the relevant needs addressed in the Guidelines for Televising Liturgy promulgated in 1997 by the United States Conference of Catholic Bishops, “Being a part of the Sunday worshiping assembly is not always possible for all members of the community. Some people have been hospitalized, home-bound, or imprisoned and do not have the opportunity to be physically present with a regular worshiping community.”

Watching recorded, televised and webcast liturgies does not satisfy our obligation to gather in person regularly for these celebrations. However, technologies available in current times provide practical alternatives to remain connected in those circumstances where personal attendance is not possible. Furthermore, all diocesan entities are directed to consider the needs of the gathered faithful who are physically present for the events first and foremost. Therefore, all decisions relating to videotaping and internet broadcast will put the interests of the physically present ahead of the virtually present.

Acknowledging our responsibility to profess the true teaching of the Church, all material presented through the methods adopted by Diocese of Orlando entities will conform to all policies, guidelines, rules and requirements
of the United States Conference of Catholic Bishops, the Diocese of Orlando and the direction of our local Bishop. These parameters are found in a variety of promulgated documents including, but not limited to:

- The Church and Internet, Pontifical Council for Social Communications, February 22, 2002
- Guidelines for Televising Liturgy, USCCB
- Diocese Network Acceptable Use Policy for All Parishes, Schools and Entities of the Diocese of Orlando.
- Diocese of Orlando Social Networking Policies

These guidelines are important to maintain the spirit of Church policies particularly related to the protection of vulnerable populations, the privacy of our members and the dignity of each individual who may be involved in these social communications either as a producer, subject or recipient.

Therefore the specific adopted guidelines follow.

Webcasting and Videotaping Liturgical Celebrations

Legal Standard: The Diocese of Orlando recognizes the legal standard which regulates the right to videotape and broadcast persons in public situations. Specifically the legal standard provides for the acceptance of individuals to be videotaped or broadcast in places where cameras are plainly visible.

Desiring to fully inform our members, recognizing potential limitations of some persons to be viewed on broadcast or videotape and respecting the privacy of our members, the Diocese of Orlando adopts these additional guidelines.

Webcasting and Videotaping Mass

Notice of Webcasting and Videotaping
Parishes should adopt a specific Mass or Masses which will be regularly Webcast and notice of these Masses will be provided to members at least two weeks before regularly scheduled programming begins. Additionally immediately prior to the start of any liturgy or event begins, an announcement will be made to the congregants/participants that webcasting and/or videotaping will be taking place. This notice also should be included in the written Mass program.

Permission will be deemed granted for large group views. However for individuals and small groups which would be seen in tight frame, releases will be ascertained from the individuals or legal guardian for those under the age of 18 prior to post-editing, broadcast or posting. For example, parental release forms must be executed for altar servers, children’s choir, and children who are part of the Offertory. Files will be maintained of these releases for a period of four years, then destroyed. This is in line with the Social Communications Diocesan Network Acceptable Use Policy which states: Parents/guardians must sign permission slips each year for the use of video where children are present.

Identity of Participants
In particular, the Eucharistic Celebration is one in which participation of the congregants is a key element and should be noticeable in video media. However, we also wish to respect the privacy of congregants and volunteer liturgical ministers. With these thoughts in mind we set forth the following guidelines:

Identification in title graphics:
While names of Priests, Deacons, Religious and other paid members of the Parish Staff may be specifically identified in a title graphic incorporated in the broadcast or post-editing of a video production, the names of individual congregants, and volunteer liturgical ministers will not be used in any title or graphic unless necessary for an event and in that case with the consent of the individual.

Tight Frames (from a lens perspective) and Close Ups:
In general, camera angles which include congregants will be from the back or side. However, the design of facilities does not permit assurance that faces of all congregants will be recognizable. However, most congregant frames will be wide or mid angle. Individual close up views will not be used, unless agreed to by individual participants prior to the beginning of videotaping or broadcasting. For those under the age of 18, parental release forms will need to be signed, per the Diocesan Network Acceptable Use Policy which states: Parents/guardians must sign permission
slips each year for the use of video where children are present.

**Protection of Copyright Materials:**
Recognizing the limited performance rights accorded to the parish for copyright material including music, we will make good faith efforts to protect the material we use. Specifically, liturgical events will generally be live webcast only. Events post edited for upload will be limited to those portions which do not include copyright materials. i.e. Homilies or other segments which might be recorded for training or catechetical purposes. Again, an exception would be for events where the parish has been engaged to videotape for the private use of the individuals involved. In those cases, the individuals will agree that the recorded materials will not be replicated in any form and that they will hold harmless the parish for any liability charged against the parish. Pre-recorded music will never be inserted during webcast or videotaping of the Mass. Legally obtained and licensed images may be used tastefully. However, it is preferable to use images from the church building and grounds where these images would be useful as such images better emphasize the live presence at Mass.

Furthermore, a disclaimer should appear on the live stream or video webpage that indicates video is the property of a Diocese of Orlando entity and duplication or retransmission without permission is prohibited.

**Disclosure that Obligation to attend Mass is not satisfied:**
Prior to any webcast Mass, a notice will be posted in the opening inviting the viewer to attend our Masses in person and advising them that watching the live event does not satisfy their obligation as a Catholic to attend Mass in person, celebrating as the gathered body of Christ.

**Direction to Liturgical Ministers**
Prior to webcasting all liturgical ministers will be made aware of the videotaping and webcasting.

**Use of Titles and Graphics**
The action within the celebration of Mass should be the primary focus of the broadcast for the web viewer as it is for the congregants present. Therefore titles and graphics should be used tastefully and in a limited manner. Screen graphics and titles may be used during webcast liturgical celebrations. However, their use will be limited to introductory frames, closing frames and title graphics identifying the name and position of the Homilist. Graphics identifying the Homilist shall only be used at the start of the Homily.

**Videotaping Other Events**

**Liturgical events**
Liturgical celebrations in the Catholic Church are meant to be public. In some situations, they may be limited to immediate family members and/or close relatives and friends. Depending upon entity policy, the videotaping of such events for the private use of those who take part in the celebration, or for streaming over the internet or broadcast media, or for the purpose of creating keepsake DVDs or downloadable content may be permitted. In these cases, an image release form for all minors must be obtained. Large venue celebrations such as group confirmations or first receptions of the Eucharist usually involve broader parish participation. On such occasions, depending on entity policy, it may be preferable for the entity to hire professional personnel for photography, videography, or other recording and to make that content available to parishioners or other appropriate parties for individual use and/or purchase. In such cases, an image release form for all minors must be obtained.

**Other Events**
From time to time a diocesan entity may capture videotape during outreach events, social events, between Liturgical events (i.e. in the courtyard), etc. It is imperative that the Parishes recognize the difference between an event where such a videotape would be limited to a large group view and an event where views would include the recognizable faces of congregants and/or participants. Permission to videotape is only provided in the case of videotaping large group views. In such cases, the aforementioned guidelines must be observed. Videotaping an event with small groups or individuals, which would be seen in a tight frame (from a camera lens perspective), requires releases from the individuals or legal guardian for those under the age of 18 prior to post-editing, broadcast or posting. This is in line with the Social Communications Diocesan Network Acceptable Use Policy which states: *Parents/guardians must sign permission slips each year for the use of video where children are present.* Files will be maintained of these releases for a period of four years, then destroyed.
Ongoing Discernment
It is recognized that as issues arise and as technologies expand additional guidelines will need to be created so the integrity and spirit of the guidelines already provided are maintained. The intent of all policies is to honor the privacy of our members, the protection of the vulnerable populations and advances the primary mission of the Church.

Conclusion
The Church has a long history of recognizing the importance of social communications in the dissemination of the truth of Jesus Christ. As “these powerful means that human skill is daily rendering more perfect” have grown and become more accessible to the multitudes, the call of the Church to use them more effectively to “proclaim the Gospel from the rooftops” has grown in fervor. However, we also recognize that with these powerful tools, constraint, prudence and caution must be taken to assure that the message of hope and life which is Jesus Christ is not zealously pursued to the point that the message is clouded or lost in the tools and methods which are available. The abuse of these tools is readily apparent and these abuses have rendered visible many of the precautions we must take to assure the integrity of our actions and purpose.
Appendix G - Staff Performance Review Instrument

DIOCESE OF ORLANDO EMPLOYEE PERFORMANCE REVIEW

This process is meant to be:

† CONSTRUCTIVE - it should provide an opportunity to clarify expectations, clearly examine the work being performed and build the relationship between the employee and supervisor.

† ORIENTED TOWARD GROWTH - employees should be given the opportunity to evaluate themselves and discuss ways their skill levels and competence can be increased.

† PARTICIPATIVE - the level of the success of this process will depend on the level of personal involvement of the supervisor and employee. Each participant has responsibility for the success of the process and the work of the Diocese.

Employee: ___________________________________________________________

Position Title: _________________________________________________________

Supervisor/Evaluator: _________________________________________________

Evaluation Period FROM:___________________ TO:____________________

JOB COMPETENCIES

Job competencies are those underlying characteristics of an employee that will allow for effective and/or superior job performance. Review and rate each of the following competencies and their application to job performance and comment to substantiate the rating.

Professionalism:

Works effectively and participates fully with others in support of common goals; shares information and resources while encouraging and supporting others; manages conflict and is respectful of others. Creates a positive impression of self-assurance and has a measurable positive effect on department/ministry operation.

🌟 Exceeds Expectations 🌟 Commendable 🌟 Effective 🌟 Marginal 🌟 Unacceptable

Comments: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Accountability:

Takes responsibility seriously; accepts accountability for results; does accurate work and follows through on
commitments; protects confidential information; works safely; develops self for future challenges; is results oriented.

- Exceeds Expectations
- Commendable
- Effective
- Marginal
- Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Flexibility:

Open to new ideas and approaches; able to balance demands and set priorities; maintains appropriate and constructive behavior when confronted with difficult or adverse situations.

- Exceeds Expectations
- Commendable
- Effective
- Marginal
- Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Technical/Occupational Knowledge:

Possesses technical expertise to perform assigned responsibilities; stays informed of technical developments in area of responsibility; utilizes computer skills effectively.

- Exceeds Expectations
- Commendable
- Effective
- Marginal
- Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Planning:

Performs tasks thoroughly, on time; works within organizational policies and guidelines; establishes work plans; considers priorities in completing assignments; forecasts problems and changes; encourages the flow of information about decisions, problems and successes.

- Exceeds Expectations
- Commendable
- Effective
- Marginal
- Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Communication:

Keeps others informed on department matters as required; communicates effectively; speaks and writes well; listens attentively; able to give and receive feedback in a constructive manner.

- Exceeds Expectations
- Commendable
- Effective
- Marginal
- Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Judgment:
The extent to which an individual makes decisions that are sound. Freedom from impulsiveness and immaturity in thinking; obtains and evaluates pertinent information to determine source of and alternative solution to problems. Displays willingness to make commitments and assume full responsibility towards improving quality of performance. Achieves mutual agreement by presenting reasonable and persuasive arguments supporting and representing the department/ministry's interest.

*: Exceeds Expectations ☐ Commandable ☐ Effective ☐ Marginal ☐ Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Problem Solving:
Deals effectively with problems; analyzes situations; develops and implements successful solutions and/or requests assistance when necessary for successful resolution of issues.

*: Exceeds Expectations ☐ Commandable ☐ Effective ☐ Marginal ☐ Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

SPECIFIC POSITION COMPETENCIES
Review and rate the employee on those competencies and their application to job performance that are specific to successful performance in the current job position and comment to substantiate the rating.

Innovation and Risk Taking:
Views challenges as opportunities; offers creative ideas, initiates change and sees risk-taking as an opportunity for growth and achievement.

*: Exceeds Expectations ☐ Commandable ☐ Effective ☐ Marginal ☐ Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Internal/External Customer Service:
Seeks to understand client/stakeholder needs and reacts accordingly; works effectively to ensure reliable service; strives to meet client/stakeholder requests; is a good ambassador for the department/ministry.

*: Exceeds Expectations ☐ Commandable ☐ Effective ☐ Marginal ☐ Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Negotiating Skills:
Achieves mutual agreement by presenting reasonable and persuasive arguments supporting and representing the department/ministry's interests.
 SECTION III

Describe specifically what the employee should do to improve his/her competencies and to continue personal and professional development in order to fully contribute to the success of the department/ministry.

 SECTION IV

PERFORMANCE OBJECTIVES (required)

List any specific performance objectives you and the employee have agreed on for the coming year. These should be clearly defined and measurable with targeted completion dates.

Objective Date

1. _____________________________________________________ ___________

2. _____________________________________________________ ___________

3. _____________________________________________________ ___________

4. _____________________________________________________ ___________

5. _____________________________________________________ ___________

Exceeds Expectations ☑ Commendable ☑ Effective ☑ Marginal ☑ Unacceptable

Comments: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Appendix H - Faculty Performance Review Instrument

Please see Rediker for more information.