Employee Handbook Checklist
Updated 6/17/2021

Please use the following list as a guide to ensure your local handbook is aligned with the CSO Handbook of Policies and Procedures. This is not an exhaustive list.

The Catholic Schools Office Policy number is referenced where applicable. Please read the policy to ensure that your local policy is aligned and updated.

To avoid publishing outdated policy information, you may hyperlink the CSO policy in your local handbook.

yes	no	Section 1: **About your school**
		Cover- Title Page, address, website, phone number
		Welcome from Head of School
		Mission statement/Vision/Values/Philosophy
		History of School
		Accreditation agencies
		Table of contents
		Right to Amend handbook

yes	no	Section 2: **Academic**
		Academic improvement plan
		Classroom schedule
		Conferences
		Copyright laws (Policy 6314)
		Curriculum (Policies 6131, 6132)
		Daily procedures
		E learning/ virtual learning
		Evaluation, Assesment, Grades
		Homework (Policy 6226)
		Instructional strategies
		Learning differences for student
		Lesson plans (Policy 6227)

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yes	no	Section 2: **Academic** (Continued)
		Ownership of work
		Retention of a student
		School calendar
		scope and sequence
		Standardized testing
		Substitute folder and planning (Policy 4114)
		Teacher's teaching schedule
		Textbooks (Policies 6122.2, 6311)
		Tutoring

		Section 3: **Benefits**-Link to 4200 Series of CSO Handbook to avoid having outdated information. **Do not cut and paste.**

yes	no	Section 4: **Building use**
		Access hours
		Animals in the classroom (Policy 6322)
		Employee and student parking
		Faculty lounge
		Keys and access cards (Policy 3513.1)
		Library
		Maintenance of classroom space
		Safety (Policies 3512, 3513, 4508, 5164)
		Workroom

yes	no	Section 5: **Compliance**
		Child abuse mandated reporter (Policy 1312.3)
		Equal employment opportunity statement (Policy 4102)
		Harassment and offensive behavior (Policies 4511, 4512, 1214.c)
		Role of the teacher

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yes	no	Section 5: **Compliance** (continued)
		Spiritual dimension expectations
		Volunteers (Policy 4115)

yes	no	Section 6: **Conduct**
		Attitude and performance
		Code of conduct (Policy 4501)
		Communication with students, parents, and school employees
		Corrective action guidelines
		Drugs, alcohol, tobacco, ecigarrette (Policy 4514)
		Employee appearance and dress (Policy 4505)
		Employee relations (esp. if they are a parent of a student in the school)
		Grievance, Personnel complaint review procedures- (Use CSO language Policy 1214.b)
		Office etiquette
		Outside employment (Policy 4503)
		Performance evaluations (Policies 4409, 4410 and 4411)
		Professional ethics- Use CSO language
		School devices
		Sexual misconduct with minors (Policy 4513)
		Standards for Catholic School Employees (Policy 4101)
		Student code of conduct *most should match student/parent handbook
		Termination and resignation (4600 series)

yes	no	Section 7: **Employment and Contractual responsibilities**
		Attendance expectations: leave, planned, unplanned, sub, leaving during workday (Policies 4519 and 6213)
		Background investigation (Policy 4108)
		Compensation
		Conflict of interest (Policy 4502)

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yes	no	Section 7: **Employment and Contractual responsibilities** (Continued)
		Contracts (Policies 4117, 4118) and Employment at will (Policy 4103)
		Deficiency
		Do not hire list
		Employee file (Policy 4302)
		Employee handbook (Policy 4116)
		Employee record/file access (Policies 4301, 4302)
		Employment of current employees (Policy 4112)
		Faculty meetings
		Hours of work (Policy 4122)
		Inservice days (Policy 4407)
		Job abandonment (Policy 4119)
		Job descriptions (Policy 4109, Refer to templates from HR)
		Mass and retreat attendance
		Overtime
		Personnel requirements (Policy 4401)
		Professional development (Policy 4408)
		Professional Service Record (Policy 4405)
		Recording time: Exempt and non-exempt (Policy 4123)
		Religion certification requirements (Policy 4402)
		Safe environment program (Policy 4507)
		Specialized instructor (Policy 4403)
		Staff development days (Policy 6214)
		Transfers from within the diocese (Policy 4113)
		Whistleblower (Policy 4520)

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yes	no	Section 8: **Emergency Crisis Procedures** (Policy 5165)
		Crisis management plan
		Emergency care and first aid (Policies 1315 and 5154)
		Fire, tornado, lock out, lock down drills (Policy 1313)
		Inclement weather (Policy 4124)
		Law enforcement officials (Policy 1312)
		Search of property and person (Policy 4510)
		Threat to others and/or self
		Weapons and violence in workplace (Policies 4515 and 4516)

yes	no	Section 9: **Financial Policies**
		Accounting, banking, internal control- Refer to accounting standards handbook from business office (Policy 3120)
		Agreements and business contracts (Policy 3124)
		Employee tuition discount
		Expense and travel reimbursement (Policy 4226)
		Fundraisers, Go FundMe, auction, raffles, yard sales (Policies 1223, 1224, 3125, 3360, 3362 and 3424)
		Money collection and storage (Policy 3225)
		Petty cash
		Purchase procedures

yes	no	Section 10: **Food**
		Food and drink
		Gum

yes	no	Section 11: **Health**
		Accident report (Policy 5163.4)
		School Health Services (Policy 5153)
		Bloodborne Pathogen training (Policy 4509)

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yes	no	Section 11: **Health** (Continued)
		Illness- self (how to report (Policies 4519 and PTO, 4202 and student 5121.1
		Injury- self and student (Policy 5163.3)
		Smoking/Tobacco use
		Student medication

yes	no	Section 12: **Misc.**
		Field trips (Policy 6225)
		Guest speakers (Policies 1213 and 6141)
		Mailbox
		Subpoena (Policy 1312.2)
		Transportation (Policy 3531)

yes	no	Section 13: **Professional boundaries**
		Children of teachers within the school
		Parent communication log
		Phone numbers
		With adminstration, colleagues, parents, and students

yes	no	Section 14: **Student**
		Arrival/Dismissal duties and procedures
		Behavior improvement plan
		Classroom management
		Discipline
		Letters of recommendation
		Student files
		Student records
		Student supervision (Policy 5161)

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yes	no	Section 15: **Technology**
		AV equipment
		Copy machine, copier, laminator
		Diocese of Dallas Computer systems and Internet Policy Use CSO Language (Policy 4517) Link to policy found in Appendix 3 of Handbook
		Diocese of Dallas Social Media Policy- Use CSO language (Policy 4518) Link to policy found in Appendix 4 of Handbook
		Employee computers
		School email usage
		Student computers
		Technology policy/Acceptable Use Policy
		Use of personal cell phone while working

yes	no	Section 16: **Last Section**
		Confidentiality agreement - Use CSO language (Policy 4504)
		Photo video release
		Signature page