

Employee Handbook Checklist

Updated 5/31/2024

Please use the following list as a guide to ensure your local handbook is aligned with the CSO Handbook of Policies and Procedures.

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To avoid publishing outdated policy information, you may hyperlink the CSO policy in your local handbook.

Note: This is not an exhaustive list.

Check	Section 1: About your school
	Cover- Title Page, address, website, phone number
	Welcome message from Head of School
	Mission statement/Vision/Values/Philosophy
	History of School
	Accreditation agencies- TCCBED
	Table of contents
	Right to Amend handbook - see sample language
	Section 2: Academic
	Academic improvement plan - see sample language
	Academic Probation for sports/extracurricular- see sample language
	Bell - Classroom schedule- See TCCBED Policy page. IV-4
	Conferences with Parents (Policy 5132.2)
	Copyright laws (Policy 6314)
	Curriculum (Policies 6131, 6132)
	Daily procedures
	E learning/ virtual learning- See TCCBED policy
	Grading scale - (Policy 5131)
	Homework time allotments (Policy 6226)
	Instructional strategies

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	Section 2: Academic (Continued)
	Learning differences for student
	Lesson plans (Policy 6227)
	Ownership of work
	Retention of a student
	School calendar
	Standardized testing
	Substitute folder and planning - see sample language
	Teacher's teaching schedule
	Textbooks- Religion and core classes (Policies 6122.2, 6311)
	Tutoring- see sample language

	Section 3: Benefits -Link to 4200 Series of CSO Handbook to avoid having outdated information. Do not cut and paste.
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	Section 4: Building use
	Access hours to building
	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)
	Visitors on campus (Policy 5164.2) -See sample language
	Workroom

	Section 5: Compliance
	Child abuse mandated reporter (Policy 1312.3)
	Confidentiality Policy 4504

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	Section 5: Compliance (continued)
	Equal employment opportunity statement (Policy 4102)
	Harassment and offensive behavior (Policies 1214.c)
	Spiritual dimension expectations - See sample language
	Volunteers and confidentiality agreement (Policy 4115)

	Section 6: Conduct
	Attitude and performance
	Code of conduct (Policy 4501)
	Communication with students, parents, and school employees
	Corrective action guidelines- (Use CSO language Policy 4501)
	Drugs, alcohol, tobacco, ecigarette (Policy 4514)
	Employee appearance and dress (Policy 4505)
	Grievance, Personnel complaint review procedures- (Use CSO language Policy 1214.b)
	Office etiquette
	Outside employment (Policy 4503)
	Performance evaluations (Policies 4409, 4410 and 4411)
	School devices and property usage
	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)

	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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	Section 7: Employment and Contractual responsibilities (Continued)
	Contracts (Policies 4117, 4118) and Employment at will (Policy 4103)
	Deficiency implementation and removal (TCBED IV-22)
	Do not hire registry (TCCBED IV-23)
	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 - See sample language (Policy 4122)
	Teacher requirements (Policy 4401) TCCBED IV-44-45
	Professional development in service day(Policy 4407)
	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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	Section 8: Emergency Crisis Procedures (Policy 5165)
	Crisis management plan (Policy 5164)
	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 harm others- See sample language
	Threat to harm self (suicide) - See sample language
	Weapons and violence in workplace (Policies 4515 and 4516)

	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

	Section 10: Food
	Food and drink
	Gum

	Section 11: Health
	Absence due to illness (Policy 4519, 4202)
	Accident report (Policy 5163.4)
	School Health Services (Policy 5153)

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	Section 11: Health (Continued)
	Bloodborne Pathogen training (Policy 4509)
	Injury- self and student (Policy 5163.3)
	Student medication - see sample language
	Section 12: Misc.
	Field trips (Policy 6225)
	Guest speakers (Policies 1213 and 6141)
	Mailbox
	Subpoena (Policy 1312.2)
	Transportation (Policy 3531)
	Section 13: Professional boundaries
	Children of teachers within the school- See sample language
	Parent communication log
	Personal Cell Phone numbers- See sample language
	Section 14: Student
	Arrival/Dismissal duties and procedures
	Behavior improvement/ Disciplinary probation- See sample language
	Classroom management
	Discipline
	Letters of recommendation
	Student files or records- (policy 5114)
	Student supervision (Policy 5161)
	Section 15: Technology
	AV equipment
	Copy machine, copier, laminator

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	Section 15: Technology (continued)
	Diocese of Dallas Computer systems and Internet Policy Use CSO Language (Policy 4517) Link to policy found in Appendix 3 of Handbook - must include signature page- see sample language
	Diocese of Dallas Social Media Policy- Use CSO language (Policy 4518) Link to policy found in Appendix 4 of Handbook- must include signature page- see sample language
	Employee computers
	School email usage
	Student computers
	Technology policy/Acceptable Use Policy
	Use of personal cell phone while working
	Section 16: Last Section
	Confidentiality agreement - Use CSO language (Policy 4504) - see sample language
	Photo video release
	Signature page for this handbook (Policy 4116) See sample language