**Title: 4140 PROFESSIONAL ETHICS**

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|  | **4140.1 Tutoring**The “Code of Ethics for the Catholic School Teacher” states that Catholic school educators: *“Refuse remuneration for tutoring students assigned to their classes and any other use of their students for personal financial gain.”*Accordingly, no elementary or secondary teacher may accept payment for tutorial services rendered to students who are assigned to their respective classes during the academic year except in the case of a home-bound student. Tutoring service in this circumstance is paid for by the public school district in which the student resides. In some circumstances of a homebound student or a student who, due to serious medical circumstances, misses an extended amount of instructional time, the classroom teacher may, voluntarily, provide tutoring without payment. All other forms of tutoring requested by the parents or recommended by a teacher shall be coordinated with the knowledge of the Principal and shall provide for a listing of teachers from whom the parents might select.Mandatory summer instruction because of a failure in a subject area shall be conducted under the auspices of a public or an established Catholic school program. In certain circumstances, parents may be given the option of procuring a certified teacher to be approved by the Principal for satisfying credit/promotion requirements.**4140.2 Classroom Aides and Instruction**Teacher aides/paraprofessionals may be employed in the schools of the Diocese of Altoona Johnstown. They may assist in the supervision of libraries, playgrounds, and cafeteria, under the supervision of a teacher. They may also assist in the classroom under the supervision of the teacher. The formal instruction is always given by the teacher and aides/paraprofessional assist in small groups or follow-up work.In addition to high school diploma, aides/paraprofessionals must support the mission of the school and reflect the Christian principles and Catholic teachings promoted by the school and the Diocese. The principal or teacher shall be responsible for the training of aides/paraprofessionals. Aides/paraprofessionals must present or secure the same background checks required of all employees working with children and sign all necessary documentationVolunteers, without remuneration, may act as teacher aides. They must follow the same procedure of background checks and sign all necessary documentation as all employees. These clearances must be given to the Diocesan Education Office before a volunteer is able to act as a teacher aide. Aides paraprofessionals, paid or volunteer, are to abide by the same Code of Conduct and Confidentiality as required of school personnel.**4140.3 When Parents are School Employees**When an employee of the school or Diocese is a parent or family member of a child in the Catholic school system, the employee may not give, expect, nor receive preferential treatment for the student.Confidentiality must be a priority when dealing with the employee and student. No information about students nor teachers may be shared with those who do not have a clear right to know. **4140.4 Employees of Other Faith Traditions**All who teach in the Catholic schools are required to implement the philosophy and goals of the school by publicly supporting those policies, programs, practices, and regulations which express the school’s religious character and commitment by: using instructionalopportunities to develop students’ abilities to deal with reality from a Catholic perspective; being knowledgeable about the school’s religious education program and activities; and attending school-sponsored liturgical celebrations, prayer services, and in-service meetings of a religious nature. While implementing the philosophy and goals of the school involves attendance at and support of the school’s specifically Catholic activities, and while the school may invite teachers of other faith traditions to participate more fully in its religious life, the school must, at all times, respect the individual consciences, personal integrity, and religious beliefs of those who hold differing religious convictions. It is not permissible for a teacher to use his or her teaching position toimpugn the Catholic Church or its doctrines.Representatives of the Catholic school have the responsibility to communicate their expectations to all applicants for teaching positions and to hold teachers accountable for these expectations. Applicants who are of other faiths are not permitted to teach religion.**4140.5 Faculty/Personnel Handbook**  **(Diocese requirements for what is included in each school handbook)**A faculty handbook is a requirement for all schools to provide teachers with information concerning teaching and non-teaching responsibilities and expectations. The handbook must be distributed no later than August 31st annually, and it must be reviewed and revised on a regular basis. A faculty handbook should address, but is not limited to, the following items. The handbooks can cite or include the appropriate Diocesan policy:* fingerprinting of staff and volunteers and attendance at a

youth protection program;* harassment both verbal and physical;
* mentoring;
* mission and belief statement;
* necessity of proper teacher licensure/certification and religious education;
* certification;
* non-discrimination statement;
* pregnancy leave information;
* professionalism including decorum and confidentiality issues;
* reporting of child abuse;
* sample forms;
* sick time;
* supervision and evaluation procedures;
* teachers’ duties including instructional, non-instructional, and administrative;
* dress code;
* family and medical leave ;
* jury duty;
* job related expenses;
* drug/alcohol abuse.

Faculty are required to sign an acknowledgement of receipt form no later than September 15th.**4140.6 Adherence to Catholic Church Teachings**All school personnel who serve in Catholic schools shall be examples of Catholic moral behavior and professionalism. As explained by the National Conference of Catholic Bishops:*The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more important, by the presence of teachers [personnel] who express an integrated approach to learning and living in their private and professional lives.*All school personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Education Office of the Diocese of Altoona-Johnstown and the employing school. School personnel may bedisciplined or terminated for violations of these standards, or any conduct which is contrary to, or rejects or offends the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include:1. Public support of activities or beliefs contrary to Catholic Church teaching;
2. Public statements disparaging or causing contempt against religion in general or the Catholic Church in particular;
3. Entry into a marriage which is not recognized by the Catholic Church;
4. Having an abortion or publically supporting abortion rights;
5. Sexual relations (same or opposite sex) outside the institution of

marriage as recognized by the Catholic Church;1. Pursuing or publically supporting in vitro fertilization;
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