

**Policy 1600**

**SCHOOL HANDBOOKS**

Each school should develop and distribute its own handbook for the faculty, staff, parents, and, students. This book, updated annually, should reflect the policies established by the Catholic Schools Office, as well as state the mission, beliefs and traditions of the individual school itself.

A copy of the handbook is to be posted to the Catholic Schools Office CSO site each year for review prior to publication.

In the event of a conflict between the school handbook and the *Administrative Handbook*, the terms in the *Administrative Handbook* shall control.

**Administrative Handbook Applicability**

The terms of the *Administrative Handbook* are to apply to all employees/volunteers. The policies listed in a Faculty Handbook are supplementary to the *Administrative Handbook* and serve as a clarification and specification of diocesan guidelines and policies. In the event of a conflict, the guidelines and policies of the *Administrative Handbook* shall control.

**Pastoral Directives of the Diocese of Salt Lake City**

The *Pastoral Directives of the Diocese of Salt Lake City* are published as a guide for the good order of the diocese. To the extent the policies of the *Administrative Handbook* conflict with any provision of the *Pastoral Directives of the Diocese of Salt Lake City*, the specific provisions of the *Pastoral Directives of the Diocese of Salt Lake City* shall control unless express reference is made as an exception to the *Pastoral Directives of the Diocese of Salt Lake City*.