

Legal Issues

If a parent/ guardian indicates that (s)he has contacted an attorney regarding a school issue, the administrator must inform the parent that his/her attorney must contact the Diocesan legal counsel, DiVito and Higham. No further conversation should take place between the parent and the administrator or any school personnel regarding the specific issue in question. If an administrator is contacted by an attorney, the attorney should be referred to Diocesan legal counsel. The pastor, diocesan attorney, and the school office should be notified. **No** conversation should take place between the principal, pastor or school personnel and the parent's attorney.

If a parent brings an attorney to a parent conference, the conference may not be held in the presence of the attorney.

Contracts on pre-approved forms from the Diocesan Office of Catholic Schools and Centers may be signed in accordance with the authority granted to a principal. Certain contracts may require approval from the pastor. Other contracts should not be signed unless the administrator is comfortable with the content. If the administrator has any question, the contract should be sent to the diocesan attorney prior to signing. Any contracts in excess of \$25,000 or containing unusual terms must be reviewed by diocesan legal counsel

Other situations may have legal ramifications. In those cases, the Office of Catholic Schools and Centers and the Diocesan Attorney must be contacted.