



OFFICE OF CATHOLIC SCHOOLS  
ARCHDIOCESE OF HARTFORD

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Office of the  
Superintendent  
of Catholic Schools

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Dear Colleagues in Catholic School Education:

Peace and greetings!

This *Archdiocese of Hartford Handbook of Policies and Procedures for Catholic Schools* represents a revision of the policies promulgated in 2003.

The *Handbook* consists of two major components: the policies and the accompanying procedures, where applicable. A policy is a deliberate plan of action used to guide decisions and achieve rational outcomes. A procedure is the process for carrying out the policy.

The loose-leaf format is designed to keep the *Handbook* current by removing or inserting new pages as policies or procedures are rescinded or added, thereby eliminating the need for reprinting. References to policies will be by specific policy number. Ordinarily, forms developed by the Office of Catholic Schools will be numbered and titled to reference and support specific policy.

We are grateful to the following (Arch) dioceses that provided the Office of Catholic Schools with resources in developing this *Handbook*: Boston, Chicago, Louisville, Peoria, Trenton, and Seattle. I also extend my deepest gratitude to those individuals who assisted me through consultation or other means in the completion of the *Archdiocese of Hartford Handbook of Policies and Procedures for Catholic Schools*.

Both personally, and on behalf of the Office of Catholic Schools, I thank you for your commitment to ministry of Catholic school education.

Yours in Christ Jesus,

Dale R. Hoyt  
Superintendent of Catholic Schools  
Archdiocese of Hartford