THE VISION FOR CATHOLIC SCHOOLS

"Education is integral to the mission of the Church to proclaim the good news. First and foremost, every Catholic institution is a place to encounter the Living God, who in Jesus Christ reveals His transforming love and truth" (Pope Benedict XVI).

Catholic schools exist to form young people in the faith and to provide a faith-based environment for their education. In cooperation and partnership with parents – the first educators of their children – these schools seek to educate the whole child by providing an excellent education and the formation of character. Catholic schools cultivate the theological virtues of faith, hope and charity; the moral virtues of prudence, justice, fortitude and temperance; and the intellectual virtues of critical thinking and wisdom. Informed by these three sets of virtues, a comprehensive curriculum has as its goal the spiritual, moral, emotional, intellectual and physical development appropriate to the needs of each child.

MISSION STATEMENT

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades Pre-K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

CATHOLIC IDENTITY STANDARDS FOR ALL CATHOLIC SCHOOLS

Category I elementary and secondary schools in the Archdiocese must comply with all policies in this Manual; all Category II schools must comply with policies concerning Catholic identity in section 2.1, Safe Environment in 2.3, and those that are required for their affiliation as a Catholic school.

To be recognized as "Catholic," a school must conform with the policies in this Manual for achieving recognition as a Catholic school and maintaining Catholic identity, provide a level of academic excellence that is at least as distinguished as that of other schools in its region, and operate collegially in communion with other Catholic schools.

POLICIES: OUTLINE

Section 1: Organization

Section 2: Curriculum

Section 3: Personnel

Section 4: Student Guidelines

Section 5: Management

GUIDE TO USING THIS MANUAL

The schools that are recognized by the Archbishop of Seattle as Catholic schools share the mission of Catholic education in a spirit of communion and collaboration. However, the schools differ in their governance structure, depending on whether they belong to the corporation sole of the Archbishop of Seattle (Category I a); whether they have a board of limited jurisdiction with the Archbishop of Seattle as sole member (Category I b); or whether they are independently owned and operated by an independent board, distinct from the Archdiocese and from each other both as corporate entities and in governance (Category II).

Unless specifically stated otherwise, as under the conditions for affiliation as a Catholic school, the policies in this Manual apply only to Category I Catholic schools. Category II schools are expected to adopt policies and procedures of their governing boards that are consistent with local State and federal law and are in accord with the fundamental teachings of the Catholic Church.

This edition of the Manual incorporates all pertinent Human Resources policies, adapted for Category I Catholic schools. The Manual has five sections: organizational principles for Catholic schools, curriculum, personnel, student welfare and safety, and management.

Within each section, the enumeration of policies starts with "1" and proceeds consecutively; paragraphs under each policy proceed in alphabetical order.

The Archbishop of Seattle has declared that each Archdiocesan (Category I) school is required to have its own published policies and procedures that incorporate the provisions of this manual, which is hereby promulgated as particular canon law for the Archdiocese of Seattle. The effective date of these policies is September1, 2014 at which time all previous school policies are abrogated. These policies were revised on November 17, 2020.

Where local and archdiocesan policies differ, Archdiocesan policy will always supersede the local policies of a Category I school.

Organization

Section 1
of

Policies Manual
Archdiocese of Seattle Catholic Schools

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1.1 ARCHBISHOP

1.1 (A) The Archbishop of Seattle (the Archbishop) is the chief teacher of the Catholic faith in the Archdiocese. As participants in the teaching mission of the Church, Catholic elementary and secondary school personnel are responsible to the Archbishop and his delegates: the Superintendent for Catholic schools and the local canonically appointed leader.

1.1 (B) The Archbishop has sole authority to recognize and designate a school as "Catholic." Fiscal responsibility for a non-parish school must be contractually determined with the Archbishop and the Superintendent for Catholic Schools.

1.1 (C) The Archbishop through his Vicar for Clergy will seek to ensure that a sacramental minister is regularly available to minister to the sacramental needs of the school community, including the celebration of liturgies.

1.2 SUPERINTENDENT

1.2 (A) The Superintendent is responsible to the Archbishop for providing direction, services, and leadership to ensure the Catholic identity of and support for Catholic schools in the Archdiocese of Seattle. The Superintendent is the Archbishop's delegate in matters pertaining to Catholic education and is an essential resource for Category II schools.

1.2 (B) The Superintendent is charged with oversight and development of the archdiocesan curriculum standards.

1.2 (C) To promote Catholic schools, the Superintendent is charged with developing both a marketing plan and recruitment and retention strategies that will attract Catholic families from racial, ethnic, or cultural groups that might not otherwise consider Catholic education.

1.2 (D) To make Catholic education financially accessible to all Catholics, including those from multi-ethnic, multi-cultural, and low and middle income families, the Office for Catholic Schools (OCS) partners with the Fulcrum Foundation, which leverages financial support for Catholic schools in the Archdiocese of Seattle, and, cooperating with the Washington State Catholic Conference (WSCC), lobbies for federal/state support for Catholic schools and for parental choice in education. Category II schools are strongly encouraged to fully support the Fulcrum Foundation and the WSCC.

1.2 (E) The Superintendent serves as ex officio on the Fulcrum Foundation's board of trustees, executive committee, and distribution committee.

1.2. (F) The Superintendent will schedule biannual visits with the administrative and canonically appointed leaders of all Catholic elementary and high schools.

1.3 THE ARCHDIOCESAN SCHOOL BOARD

1.3 (A) The Archdiocesan School Board (the Board) is the chief advisory body to the Superintendent regarding the formulation of policies affecting archdiocesan, parish, and private Catholic schools. The president of the Board consults with the Superintendent in developing the agenda for the Board.

1.3 (B) The Board reviews guidelines and makes recommendations to the Archbishop through the Superintendent concerning the opening of new schools, the combining or expanding of grades, the initiative of innovative programs and instructional pedagogies, and school closure.

1.3 (C) The Board reviews the annual analysis of data for all schools, conducted by the OCS (Office for Catholic Schools), and recommends actions for strengthening schools.

1.3 (D) When approved by the Archbishop, policies recommended by the Board are binding on the Superintendent, local parish school commissions, canonical leaders, school administrators, staff, and faculty.

1.3 (E) To fill positions of the Board, the nominating committee, in consultation with the Superintendent, recommends a list of candidates to the Archbishop for approval and selects members based on the approved list. All candidates presented for approval must have a letter of recommendation from their pastor along with a brief biography or CV that indicates the skills that the candidate will bring to the Board. The nominating form is available from the OCS.

1.3 (F) The Superintendent and chairperson of the Board serves ex officio on the board of the Fulcrum Foundation.

1.3 (G) The charter and by-laws of the Board are available from the OCS.

1.4 THE OFFICE FOR CATHOLIC SCHOOLS

1.4 (A) The Office for Catholic Schools (OCS) implements policies approved by the Archbishop and coordinates services to Catholic schools.

1.4 (B) The Office for Catholic Schools encourages priests and pastors to support the opening of new schools where need and interest have been shown to exist and provides clear guidelines for new schools to attain affiliation with the Archdiocese.

1.4 (C) Catholic schools, with few exceptions, are managed by the canonically appointed leader and school administrator, to whom the Office for Catholic Schools provides information, guidelines, assistance, and services. Although governance of the schools takes place at the local level, canonically appointed leaders and school administrators are required to follow all policies and guidelines approved by the Archbishop, including those for curricula.

1.4 (D) Decisions usually made by the canonically appointed leader and/or school administrator may be reserved to the Office for Catholic Schools at the discretion of the Archbishop.

1.4 (E) Schools must submit an annual report of their data for internal analysis and for reporting to the NCEA. Data will be collected by the Office for Catholic Schools, provided to the Archdiocesan School Board and the Fulcrum Foundation upon request, and published on the web site to improve planning locally, regionally, and at the Archdiocesan level.

1.4 (F) The Office for Catholic schools annually reviews data that indicate the vitality of all Catholic schools according to established benchmarks and, on the basis of the analysis, recommends actions to strengthen the schools. Information is shared with the Archdiocesan School Board and the Fulcrum Foundation.

1.4 (G) The Office for Catholic Schools provides data and other information or recommendations to the Archdiocesan School Board when it is considering proposals for opening new schools, the combining or expanding of grades, or school closures.

1.4 (H) The Office for Catholic Schools conducts an annual assessment of the effectiveness of the programs and services provided by the Archdiocese to all Catholic schools. Oversight of this assessment will be discussed and reviewed by the Archdiocesan School Board and the Office for Catholic Schools. Services include:

- Administration/Monitoring of federal programs through local school districts
- Data gathering and dissemination
- Technology: hosting a website for the online professional learning community
- Marketing and development to support Catholic schools in the region
- Supporting curriculum resources in PreK-12 for all areas of instruction
- Support and training for three consortiums: library, testing, and school data management
- Development and publication of the school policy and procedure manual
- Support for accreditation implementation and training
- Recruiting and hiring principals and teacher applications through an online hiring system
- Orientations for newly hired principals and teachers through workshops
- Supporting training for school commissions and canonically appointed leaders
- Providing recognition through awards honoring service to the schools
- Supporting professional development through workshops, meetings, retreats and in-service for principals and teachers
- Providing assistance through Chancery departments and staff as requested
- Providing liaison support through Fulcrum Foundation, NCEA, OSPI, Seattle University, St. Martin's University, Gonzaga University, University of Portland, ESD, OSPI, WFIS, USCCG, Washington State Catholic Conference.

1.5 CANONICALLY APPOINTED LEADER

FORM available at www.mycatholicschool.org /For Catholic Schools/Personnel Services/ Materials and Forms/Hiring and Covenants/ Elementary Principal (Pastor) Intent Form

FORM available at www.mycatholicschool.org /For Catholic Schools/Personnel Services/ Materials and Forms/Management and Governance Resources/ Guidelines for Reasonable Formula for Subsidy

Elementary Schools

1.5 (A) The canonically appointed leader, usually a pastor, has final approval over policies of the parish school, which is integral to the teaching mission of the parish. The person fulfills this function guided by archdiocesan policies and in close collaboration with the Archbishop, school administrator, the school commission, the finance and pastoral council of the parish and the Office for Catholic Schools.

1.5 (B) Since archdiocesan parish-based schools are a ministry of the parish, the canonically appointed leader is directly responsible for and has oversight over all aspects of the school, with a particular responsibility to ensure that the school has a strong Catholic identity and culture manifested in all areas of school life.

1.5 (C) The canonically appointed leader of a Catholic School is responsible for the fiscal operations of the school. The canonically appointed leader should subsidize the parish school from parish resources according to a reasonable formula, with due consideration to the mission and the operating needs of the school and the resources and mission of the parish.

1.5 (D) The canonically appointed leader of a parish without a school, whose children attend a Catholic School in another parish, shall consider in good faith the ability of the parish to subsidize an in-parish rate for parishioners and to participate in fundraising efforts by the parish with the Catholic school. For direction on how to compute the “Reasonable Formula” for supporting a neighboring Catholic school consult the Appendix for the formula.

1.5 (E) All schools are encouraged to establish and maintain a reserve fund equivalent to at least three months of their annual operating budget.

1.5 (F) The canonically appointed leader shall ensure that schools collaborate with parishes’ religious education programs, especially for the parents of school children, by sharing facilities, activities, curricula, and teachers whenever possible.

1.5 (G) In parishes where the Archbishop has appointed a lay person, priest, or religious to administer a parish, specific responsibilities toward the school will be articulated in the letter of appointment.

1.5 (H) If the school has been established as a separate juridic person from a parish, the Archbishop will appoint a canonical director to oversee the mission of the school and to supervise the principal.

Regional Elementary Schools

1.5 (I) A Regional Elementary School may be the responsibility of one canonically appointed leader supervising several neighboring parishes with one school, or of two or more canonically appointed leaders supervising two or more parishes that share equal responsibility for one school. The governance agreement for the regional school will be reviewed and revised as necessary every three (3) years and upon a change of canonically appointed leader(s).

The Superintendent, the canonically appointed leader(s), and the principal will undertake this review. Archdiocesan policy concerning governance of regional schools and guidelines for drafting governance agreements are on file in the Office for Catholic Schools.

1.6 STANDARDS REQUIRED OF ALL CATEGORY I CATHOLIC SCHOOLS

Each Category I school will update and review its policies for conformity to Archdiocesan policies and best practices yearly. The school's Vision statement, Mission statement, Technical plan, and Marketing plan should be keyed to the Archdiocesan plan and coordinated with regional planning.

1.7 STANDARDS FOR EMPLOYEES OF CATHOLIC SCHOOLS

RESOURCE available at www.mycatholicschool.org /For Catholic Schools/Personnel Services/ Materials and Forms/Handbooks

Employee Handbook

1.7 (A) All employees of Catholic schools must act professionally, morally, and ethically in the workplace by treating co-workers, supervisors, volunteers, parishioners, children, and visitors with respect and by conducting themselves in a manner consistent with Catholic principles. This policy applies to employees of both Category I and Category II schools.

1.7 (B) During or after their period of employment, employees shall not disclose without proper authorization any confidential information which comes to their attention as a result of their employment.

1.8 STANDARDS FOR SCHOOL ADMINISTRATORS

1.8 (A) The school administrator serves as the chief educational leader of the school and is responsible to the canonically appointed leader. The school administrator administers and supervises the school in conformity with Archdiocesan and local school policies and represents the school to the community.

1.8 (B) For schools that employ a president/principal model of administration, the role of "chief educational leader" will be defined by each school. However, both the president and the principal must be practicing Catholics, conform to the expectation of maintaining a lifestyle consistent with Catholic moral values, and exercise professional conduct consistent with Catholic teaching.

1.8 (C) When a new head of school of a Category II high school is named, the school will notify the Archbishop of his or her selection and schedule a meeting between the new head of school and the Superintendent and Archbishop.

1.8 (D) The school administrator must possess or be in the process of obtaining the appropriate Washington State certification.

1.8 (E) As the school's educational and faith leader, the school administrator is responsible for developing the entire curriculum, hiring, placing, and evaluating teachers, stimulating teacher professional growth, managing resources, and administering operational procedures. The principal may delegate responsibilities to the vice principal.

1.8. (F) Depending on resources, the school administrator should create a position of director for enrollment management and marketing that may be funded or staffed either fully or partially by volunteers. The director will manage the school's plan for recruiting and retaining students, especially those from under-represented ethnic communities and diverse learners, and will oversee marketing strategies to promote the school's reputation and enrollment. Depending on resources, the responsibilities for this position may be shared between two or more people.

Elementary Schools

1.8 (F) In collaboration with the canonically appointed leader, who is the chief catechist for the parish, the school administrator will exercise leadership in developing a sense of Catholic community and participation in the parish among the students, parents, and faculty of the school.

1.8 (G) As the school's faith leader under the direction of the canonically appointed leader, the school administrator must ensure the school's Catholic identity, practice, and culture provide for the faith formation of students and staff.

1.8 (H) As the school's fiscal leader under the direction of the canonically appointed leader, the school administrator is responsible for overseeing and administering the financial and marketing needs of the school.

1.8 (I) The school administrator of an Archdiocesan parish or regional elementary school reports directly to the canonically appointed leader, who evaluates him/her. Procedures for evaluations are available from the Office for Catholic Schools.

High Schools

1.8 (J) By delegation of the Archbishop, the chief educational leaders of Category I Archdiocesan high schools are evaluated by the Superintendent to whom they are responsible for serving as leaders of faith for the school, promoting relationships with neighboring parishes, and ensuring fiscal responsibility. Procedures for evaluation are available from the Office for Catholic Schools.

1.9 STANDARDS FOR TEACHERS

RESOURCE available at www.mycatholicschool.org /For Catholic Schools/Personnel Services/Materials and Forms/ Handbook

Faculty Handbook

1.9 (A) Teachers in Catholic schools shall possess a professional credential and certification for the appropriate grade or class subjects taught, live a life style consistent with Catholic moral principles, exercise professional conduct consistent with Catholic teaching, and promote the Catholic identity of the schools through personal example.

1.9 (B) Teachers of religion in Category I and II schools must be practicing Catholics, authentic witnesses to the faith, not engage in any practice that conflicts with Church teachings on faith and morals, and hold or be working toward archdiocesan catechetical certification.

1.10 STANDARDS FOR CHILDREN ATTENDING CATHOLIC SCHOOLS

As members of a faith and educational community, students attending Catholic schools are expected to maintain exemplary behavior, as established by school policy and practice, in school and at school-sponsored activities. In addition, inappropriate behaviors or actions whether inside or outside the school, if detrimental to the reputation of the school, may lead to serious consequences up to and including expulsion.

1.11 STANDARDS FOR PARENTS OF CHILDREN ATTENDING SCHOOLS

1.11 (A) Catholic parents of students in Catholic schools, who serve as the primary educators and faith formation teachers of their children, are expected to participate actively in the life of their parish by attending Sunday Mass, contributing financially to the support of the parish appropriate to their resources, and conscientiously developing a sense of Catholic community among the students, parents, faculty, and parish.

1.11 (B) It is understood that our schools exist to pass on the Catholic faith for children, but it is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parent(s), adoptive parents (s), legal guardian(s), are expected to respect and support the Church's teachings and moral authority as administered through the pastor of their Catholic parish. Documentation signed by the principal/director and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

1.11 (C) It is the parents' responsibility to cooperate with staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school. Parents who actively and publicly promoting a moral or doctrinal position contrary to Catholic teaching, shall be considered in violation of school policies and may be asked to withdraw their child/children.

1.12 STANDARDS FOR VOLUNTEERS

FORM available at www.mycatholicschool.org /For Catholic Schools/Personnel Services/ Materials and Forms /Handbooks/Volunteer Handbook Template

Volunteer Background Check Request

RESOURCES available at www.mycatholicschool.org/ For Catholic Schools/Personnel and Policy/Materials and Forms/Handbooks

Administrator's Guide to working with Volunteers

1.12 (A) Volunteers cooperate with the school administrator in providing a positive learning environment for the student. Volunteers are directly accountable to the school administrator. Volunteers agree to abide by the established policies and procedures of the Archdiocese and keep confidential information that is learned about students, parents, or staff.

1.12 (B) Training and background checks must be conducted for volunteers who have unsupervised contact with students. If there is a "coordinator for volunteers," that person may supervise volunteers at the discretion of the school administrator and may be delegated as their immediate supervisor.

1.13 SCHOOL COMMISSIONS

FORM available at www.mycatholicschool.org /For Catholic Schools/Personnel and Policy/ Materials and Forms/ Commission and Board Forms/

Advisory Board Nomination Form for High Schools

Elementary Schools

1.13 (A) Each parish with a Catholic school shall create a school commission as a consultative body to advise and support the canonically appointed leader and school administrator.

1.13 (B) The responsibilities of the school commission, in cooperation with the canonically appointed leader and school administrator, include recommending a mission statement for the school grounded in Catholic faith tradition, recommending policy, creating a long-term plan and goals for the school, developing means to finance the school (including tuition and salary structures, financial development, and fund-raising), promoting communication, public relations, and evaluating the school's goals and plans.

1.13 (C) Procedures for establishing and maintaining, a school commission are available in the Archdiocesan policy document "Many Gifts, One Spirit" or from the Office for Catholic Schools.

High Schools

1.13 (D) Each Category I Archdiocesan High School advisory commission shall be formed as a consultative body to advise and support the school administrator and, if applicable, the president. Each Category I (b) High School shall have a board of limited jurisdiction that functions according to bylaws approved by the Archbishop.

1.13 (E) The responsibilities of the School Advisory Commission include recommending a mission statement grounded in the Catholic faith tradition for the school, recommending policy, creating a plan and long range goals for the school, developing means to finance the school (including tuition and salary structures, financial development, and fund raising), promoting communication, public relations and evaluating the school's goals and plans.

1.13 (F) Appointments to a school commission or a board of limited jurisdiction must be approved by the Archbishop. Nominations should be forwarded with a biography or CV that indicates the talents being brought to the board and a letter of recommendation from the candidate's pastor. The nomination process must be consistent with the school's by-laws. The board may select its own chair from the list of candidates approved by the Archbishop.

1.13 (G) Procedures for establishing, maintaining, or disbanding a school advisory commission are available from the Office for Catholic Schools.

Regional Elementary Schools

1.13 (H) A Regional Advisory Council is the school commission for two or more neighboring parishes. The Regional Advisory Council should include representatives from the parishes who subsidize the school. As a consultative body, the Regional Advisory Council has the responsibilities of recommending a mission statement grounded in the Catholic faith tradition, recommending policies affecting inter-parish educational programs of the school, creating a plan and long range goals for the school, and developing means to finance the school (including tuition and salary structures, financial development, and fund-raising), promoting communication, public relations, and evaluating the school's goals. A Regional Advisory Council operates according to an agreement that is signed by the canonically appointed leaders of the respective parishes and conforms to Archdiocesan policy. Guidelines for drafting the agreement are available from the Office for Catholic Schools.

1.13 (I) The governance agreement will be reviewed and revised as necessary every three (3) years. The Superintendent, canonically appointed leaders and school administrators will undertake this review.

1.14 PARENT ORGANIZATIONS

1.14 (A) Every Catholic school shall have a functioning parents' organization in order to facilitate, encourage, and ensure ongoing communication and support between school and parents. It is a responsibility of the parents' organization to organize and conduct fund raising activities that support the school.

Elementary Schools

1.14 (B) All disbursements from income raised by parent organizations are to be determined by the canonically appointed leader in collaboration with the school administrator, the school advisory commission, and the parent organization.

High Schools

1.14 (C) All disbursements from income raised by parent organizations are to be determined by the school administrator in collaboration with the school advisory commission and the parent organization, following practices established by the Office of Administration and Finance.

1.15 RELATIONSHIP OF THE OFFICE FOR CATHOLIC SCHOOLS AND THE FULCRUM FOUNDATION

1.15 (A) The Archdiocesan School Board (ASB), the OCS, and the Fulcrum Foundation, a separately incorporated organization, cooperate to support Catholic schools in accord with their distinct missions. To ensure clear communication between the two organizations, the following procedures are observed:

a. The Executive Director of Fulcrum attends meetings of the ASB and staff meetings of the OCS ex officio, except for executive sessions of the OCS, as designated by the Superintendent.

b. The Superintendent sits ex officio on The Board and the executive committee of the Fulcrum Foundation.

c. The Superintendent and an Assistant Superintendent designated by him or her sit on the Fulcrum Foundation's distribution committee.

d. In the administration of its "schools-in-need" program, the Fulcrum Foundation will approve for funding only those schools that qualify for a recommendation from the OCS.

e.. When new initiatives that affect the mission and the policies for Catholic schools arise for discussion at the Fulcrum Foundation, no final determination will be made about those initiatives without consultation and approval of the OCS and the advice of the Archdiocesan School Board.

f. When the OCS, with the advice of the ASB, is considering new initiatives that require funding, the Superintendent will solicit the interest of the Fulcrum Foundation in funding those initiatives or ask its advice about how to obtain funding.

1.15 (B) When the OCS and the ASB appoint a SAT (Systems Analysis Team) to review a school, based on an analysis of the school's "indices of vitality," the Fulcrum Foundation will be included when this is considered appropriate for the purpose of the SAT.

1.16 SCHOOL APPROVAL BY THE STATE

Catholic Schools follow the rules and regulations governing approval in Chapter 28A.195 RCW and Chapter 180-90 WAC. The Office of the Superintendent for Public Instruction forwards electronic approval forms (SPI 618B) to all schools in March of each year and requires the forms to be completed and returned according to instructions included in the electronic paperwork. A copy of the paperwork is to remain on file at the school.

1.17 AFFILIATION AS A CATHOLIC SCHOOL

1.17 (A) Where growth has been consistent and is anticipated to continue and where there is demonstrated interest in development of a new Catholic school, the Archdiocese encourages, promotes, and supports new Catholic elementary and high schools.

1.17 (B) The Archbishop of Seattle has sole authority to recognize and designate a school as "Catholic." All Catholic elementary and secondary schools in the Archdiocese of Seattle, including Category II schools, are canonically responsible to the Archbishop in matters of religion.

1.17 (C) Catholic Schools are affiliated with the Archdiocese in one of two categories:

Category I Affiliation

1.17 (D) Category I (a) affiliation refers to elementary schools and high schools responsible to the Archbishop through the Corporation of the Catholic Archbishop of Seattle.

Category I (b) affiliation refers to high schools separately incorporated as 501 (c) 3 institutions, having the Archbishop as the "sole member" of the corporation.

a. Category I schools are responsible to the Archbishop in all areas of policy through the Office for Catholic Schools and the Archdiocesan School Board and shall meet the standards for affiliation, listed below.
b. Category I shall be eligible for all programs and services provided by the Office for Catholic Schools and the Fulcrum Foundation.
c. Category I shall pay an annual assessment to the Office for Catholic Schools. This fee is annually set and announced by the Office for Catholic Schools along with the list of programs and services.
d. Category I schools must demonstrate that they are satisfying essential policies established by the Archdiocese to ensure a safe environment consistent with the *Charter for the Protection of Children and Young People* (USCCB 2005).

Standards of Affiliation

1. Each Category I Catholic school shall have a mission statement for the school, which shall be consistent with the mission statement of the Office for Catholic Schools in the Archdiocese of

Seattle.

2. As Catholic schools of the Archdiocese of Seattle, Category I schools shall conform in all matters of religious instruction to the policies of the Archbishop, who may delegate this responsibility to the Office for Catholic Schools**.**

3. Teachers of religion and principals of schools must be certified to teach religion by the Archdiocese of Seattle.In the matter of religious instruction, Archdiocesan policies must be followed in all matters, including design of curricula, choice of textbooks, and assessment of instruction.

4. Each Category I (a) high school will establish a school commission, which includes a majority of Catholic persons who are active participants in their local faith communities. This commission will advise the principal regarding the operation of the school and conform to the laws of the State of Washington governing civil corporations.

5. Each Category I (b) high school will establish a school board that operates according to the approved by-laws for 501(c)3 high schools and includes a majority of Catholic persons who are active participants in their local faith communities.

6. In order to ensure excellent Catholic education, Category I schools, their commissions, administration, and faculty will be accountable to the policies and procedures of the Office for Catholic Schools and to the oversight of the Archdiocesan School Board.

7. All teachers, staff, and administrators will be hired according to the criteria and procedures established by Archdiocesan policy.

8. Catholic schools in this category will be state-approved and accredited and will strive to meet and exceed the standards required by the State of Washington for private schools.

9. The school will operate under the RCW (Revised Code of Washington) and WAC (Washington Administrative Code) laws, rules, and regulations applicable to private schools in the state of Washington.

10. The heads of Category I Catholic High Schools are appointed by the Archbishop or his delegate and evaluated by the Superintendent for Catholic Schools or his or her delegate with advice from the chair of the School Commission.

11. Heads of Category I elementary schools are hired and evaluated by the canonically appointed leader of the sponsoring parish.

<u>Category II Affiliation</u>

FORMS available at www.mycatholicschool.org /For Catholic Schools/Personnel and Policy/ Materials and Forms /Management and Governance Resources/

Procedures for Category II Catholic Schools

1.17 (F) All Catholic schools owned and administered by a corporate Board of Trustees (including those that are also sponsored by a religious order) and have been recognized and designated as "Catholic" by the Archbishop possess Category II affiliation.

a. Category II schools shall conform to the standards for affiliation, listed below. The school retains autonomy in internal management and operates according to its own policies and procedures, which must be consistent with Catholic teaching and canon law.Category II schools are eligible for the programs and services listed by the Office for Catholic Schools and the Fulcrum Foundation, provided they follow the policies and regulations for those programs and services.

b. Category II schools shall pay an assessment to the Office for Catholic Schools. This fee is annually set and announced by the Office for Catholic Schools along with the list of programs and services.

c. The school must demonstrate that it is satisfying essential policies established by the Archdiocese to ensure a safe environment consistent with the *Charter for the Protection of Children and Young People* (USCCB 2005).

d. The policies of Category II schools should be available for review upon request from the Office for Catholic Schools.

<u>Standards of Affiliation</u>

1. A Category II school attains and retains affiliation through the sole authority of the Archbishop to recognize and designate a school as "Catholic," an authority that may not be delegated or denied.

2. Category II Catholic schools will have a mission statement for the school, which shall be consistent with the mission statement of the Catholic Schools in the Archdiocese of Seattle.

3. In all matters of religious instruction, including the design of curricula, the choice of textbooks, and the certification of teachers of religion, Category II schools shall not materially differ from the policies of the Archbishop, who may delegate this responsibility to the Office for Catholic Schools, as well as to the policies of the provincials of Category II schools that are sponsored by a religious order.

4. To maintain Category II affiliation, these schools must provide regular evidence of engagement in a comprehensive accreditation or sponsorship process that includes assessment of both religious and academic instruction, and the findings from this process will inform the Archbishop's determination of affiliation.

5. The school will operate under the RCW (Revised Code of Washington) and WAC (Washington Administrative Code) laws, rules, and regulation applicable to private schools in the state of Washington.

6. Category II Catholic schools shall establish a governing board, which shall operate with the understanding that the Archbishop has sole authority to recognize and designate a school as "Catholic." The board is responsible for the school's mission statement, a statement that shall not be inconsistent with the mission statement of Catholic schools in the Archdiocese of Seattle.
7. Category II schools shall be accredited by the organization approved by their governing boards.

8. When a vacancy occurs in the principalship or presidency of a Category II High School, the committee will notify the Archbishop of their selection of a principal or president and schedule a meeting through the Superintendent for the Archbishop to meet with the new principal or president.

9. In situations that may be damaging to the good reputation of Catholic schools, no communication should be given to the public without the approval of the Archbishop's delegate for communication.

1.18 PROCEDURES FOR OPENING AND AFFILIATING NEW SCHOOLS

1.18 (A) Any parish, religious congregation, or group of Catholics who wishes to open a Catholic elementary or secondary school in the Archdiocese of Seattle should submit to the Superintendent for Catholic Schools a written proposal for the new school. If the new school is to be a parish school or a regional parish school, the proposal shall include the signature(s) of the canonically appointed leader(s).

1.18 (B) The proposal must include the following items; the process for approval ordinarily takes from 18 months to 24 months.

a. The name of the founding parish, religious congregation, or corporation (include name, address and telephone number of the contact person for the founding group)

b. A request that the Archbishop of Seattle recognize the school as "Catholic," with either Category I or Category II affiliation.

c. The statement of the school's mission and purpose, which should be in conformity with the Mission Statement of the Catholic Schools of the Archdiocese of Seattle.

d. The grade levels to be served initially and when the school is to be completely operational.

e. Projected staffing needs and the projected student/faculty ratio.

f. The description of the curriculum for religious instruction, which should comply with the criteria for religious instruction in the Archdiocese of Seattle.[For Category I only] The description of the curriculum to be offered, which should meet or exceed the standards required by the State of Washington for private schools.

g. [For Category I only] A statement of intent to hire faculty, staff, and administrators who meet the criteria stipulated by Archdiocesan policy.

h. The proposed location of the school.

i. The plan for construction or purchase of building(s), including identification of the rooms to be used, with notice of any plans to expand the facility if enrollment grows.

k...The capital costs for beginning the school and the plan for raising those funds.

l. A 5-year projection of enrollment in areas from which students are to come.

m. .The projected operating budget with sources of funds for the first five years of operation (parish elementary schools must include the projected parish investment/subsidy).

n. [For Category I only] The organization of the school's commission or governing board, which shall comply with archdiocesan policy.

o. A study of the demographic and financial impact of the proposed school on existing schools in the area.

p. .A study of the support of the proposed school by the parishes in the area to be served and the families anticipated to be served by the new school.

q. Other items as may be requested by the Superintendent.

1.18 (C) The Superintendent for Catholic Schools shall review applications to establish a Catholic school and will determine, upon consultation with the Archdiocesan School Board, whether the standards for affiliation have been met. The Superintendent may, at his/her discretion request further documents or waive requirements for evidence of having met standards.

1.18 (D) Upon the recommendation of the Superintendent, the Archbishop shall determine whether recognition as "Catholic" is to be granted and will acknowledge such recognition in writing.

1.18 (E) All schools sponsored by a parish, a group of parishes, or the Archdiocese, shall be automatically considered to be affiliated with the Archdiocese, provided they have been established in accord with Archdiocesan policy.

1.18 (F) Non-parish schools requesting affiliation for the first time shall be granted a "probationary" affiliation for two years. At the end of the second year, the school must request continuing affiliation and the Superintendent for Catholic Schools shall determine what further steps, if any, must be taken to grant continuing affiliation.

1.18 (G) Upon approval of affiliation for any new school, the Superintendent for Catholic Schools shall ensure compliance with appropriate Archdiocesan policies and regulations.

1.19 EXPANDING OR CONSOLIDATING CATHOLIC SCHOOLS

1.19 (A) A canonically appointed leader of a school who seeks to increase or decrease by 15% or more the number of classes and/or students must submit a written request to the Superintendent at least 12 months prior to the projected implementation date. The Superintendent shall conduct an impact study on neighboring Catholic schools prior to implementation. The Superintendent, in consultation with the Board, shall advise the Archbishop, who shall make the final decision concerning the increase or decrease.

1.19 (B) Before expanding the grades of its school, the sponsoring parish must submit a request to the Superintendent for Catholic Schools that meets the following requirements:

a. The parish must show that expanding grades serves the best interest of the parish and of its education program.

b. The parish must show that the expense of expanding grades is affordable according to the parish's debt load and other indications.

c. Through demographic evidence and other means, the parish must show that expanding grades will not adversely affect other Catholic schools in neighboring parishes.

1.19 (C) The parish school commission, the Office for Catholic Schools, the canonically appointed leader, and the school administrator(s) of other local Catholic schools (if applicable), and the Archdiocesan School Board will study the proposal.

1.19 (D) The study committee forwards its report to the Archdiocesan School Board through the Superintendent.

1.19 (E) Based on the recommendation of the Board, the Superintendent will make a recommendation to the Archbishop.

1.19 (F) The Superintendent communicates the Archbishop's decision to the pastor, who communicates the decision to the people of the parish and to neighboring parishes that are likely to be affected.

1.19 (G) Before reducing grades or consolidating Category I schools, the parish or parishes must submit a request to the Superintendent for Catholic schools that complies with the following requirements:

a. Each parish must show that reducing grades or consolidating schools is in the best interest of the parish and of its education program.

b. Each parish must show that every effort has been made to attract a sufficient student population, sufficient staffing, and sufficient economic resources in order to maintain the school's operation.

1.19 (H) The parish school commission, the Office for Catholic Schools, and the Archdiocesan School Board will study the proposal.

1.19 (I) If schools are to be consolidated, the procedures for closing a school must be followed, and a plan must be submitted for administering the consolidated school as a regional or single parish school.

1.19 (J) The parish or parishes forward their report to the Archdiocesan School Board through the Superintendent.

1.19 (K) The Superintendent forwards the recommendation of the Board to the Archbishop, who makes the final decision.

1.19 (L) The Superintendent communicates the Archbishop's decision to the canonically appointed leader (s), who communicate the decision to the people of their parishes and to neighboring parishes that are likely to be affected.

1.20 AMALGAMATION OR CLOSING OF SCHOOLS

1.20 (A) Ordinarily, requests for permanent school closure must be submitted by the canonically appointed leader to the Superintendent for Catholic Schools at least 12 months prior to the projected closure date. This is essential in order to provide adequate time for parents to make other accommodations for their children.

1.20 (B) A step as serious as closing a school must be thoroughly studied by the parish school commission and the Office for Catholic Schools and alternatives thoroughly discussed by the parish and by neighboring parishes that are likely to be affected. The parish must show that every effort has been made to attract a sufficient student population, sufficient staffing, and sufficient economic resources in order to maintain the school's operation.

1.20 (C) The Superintendent will consult with the Archdiocesan School Board and follow all procedures provided for making a recommendation to the Archbishop, who makes the final decision.

1.20 (D) Prior to submitting a request for school closure, the parish must inform local public school officials of its intent. The parish must also show to the Superintendent for Catholic Schools and the Director of Catholic Faith Formation that an effective program of religious instruction for children attending public schools will be provided.

Process for Closing a School

1.20 (E) The following steps are to be followed when contemplating the closing of a school. The canonical leader must notify the Superintendent of his intent, and establish a study committee to ascertain the viability of the school and to recommend either its continuation, its continuation on probation, or its closure. The following persons should be considered as members of the study committee:

a. A principal from the region of the school to be evaluated

b. A pastor from the deanery of the school to be evaluated

c. At least one member each from the parish's school commission, parish council, and parish finance committee.

d. A member of the parish at large.

1.20 (F) The study committee should produce a report and make a recommendation concerning the viability of the school, addressing the following categories:

1. Mission
   Using the school's mission statement, school handbook, school plan, and accreditation report, the school will address the following questions:

   a. How does the school show that it has a strong Catholic identity?

   b. Does the school have the support of the people and pastor of the parish, and how is that support shown?

   c. What evidence indicates a strong curriculum in the school?

   d. Is the school accredited? If so, what were the commendations and recommendations of the accreditation team?

   e. According to the school's planning process, what are the goals of the school and the measurements for achieving them?

   f. Is there evidence that local public schools provide a more attractive option for Catholic families?

g. In what ways does the school serve the Catholic population of the parish or the local area, or the mission of the Archdiocese, especially in relation to underserved communities?

h. Does the school compete with other Catholic schools in the area? If so, how does the school distinguish itself from other Catholic schools?

2. Financial Resources
Using data provided by the Office for Catholic Schools, parish financials, and other sources, the school addresses the following questions:

a. What is the enrollment trend for the past five years?

b. What is the enrollment trend for local public schools for the past five years?

c. What is the projected enrollment trend for the next three years?

d. What is the projected enrollment trend for public schools in the same area for the next three years?

e. What is the parish subsidy in absolute dollars and as a percentage of parish ordinary income? Please explain if that subsidy is projected to increase or decrease.

f. Are teachers paid at least 90 percent of the local school district's salary?

g. Does the parish have any significant indebtedness?

h. Is the facility or physical plant inadequate or in disrepair?

3. Effective Leadership
Using data from surveys, listening sessions, or other instruments, the school answers the following questions:

a. What is the commitment and morale of teachers, staff, and the school administrator principal, and what accounts for it?

b. Are there notable examples that teachers, parents, or the pastor lack confidence in the school administration?

c. Are there notable examples of confusion of proper roles among the canonically appointed leader, the school administrator, and consultative bodies?

d. Is the turnover of staff or administration cause for concern, and, if so, what accounts for it?

1. 20 (F) The study committee forwards its report to the Archdiocesan School Board through the Superintendent.

1.20 (G) The Superintendent forwards the recommendation of the Board to the Archbishop, who makes the final decision.

1.20 (H) The Superintendent communicates the Archbishop's decision to the canonically appointed leader, who communicates the decision to the people of the parish.

1.20 (I) A canonically appointed leader must submit a request for permanent school closure or amalgamation with another school to the Superintendent at least 12 months prior to the projected closure or amalgamation date. The Superintendent, in consultation with the Board, shall advise the Archbishop, who shall make the final decision concerning closure or amalgamation.

1.20 (J) A canonically appointed leader must submit a request for grade reduction to the Superintendent at least 12 months prior to the projected date for the grade reduction. The Superintendent, in consultation with the Board, shall advise the Archbishop, who shall make the final decision concerning grade reduction.

1.20 (K) Upon closure or grade reduction, the parish, in cooperation with the Office of Catholic Faith Formation, will ensure that an effective program of religious instruction for its children will be provided.

1.20 (L) Immediately upon approval from the Archbishop of school closure, amalgamation, or grade reduction, the parish will communicate the decision to the local public school officials.

1.20 (M) The parish will be responsible for retaining and storing the permanent records of the school.

1.21 DISAFFILIATION OF A CATHOLIC SCHOOL

1.21 (A) Disaffiliation is a serious step, recommended by the Archdiocesan School Board and the Superintendent when a Catholic school persistently fails to comply with affiliation standards. The Archbishop retains the sole authority to recognize and designate a school as "Catholic," and therefore also retains the sole authority to disaffiliate a school. A school that is disaffiliated must cease to refer to itself as Catholic and is thereafter ineligible for any parish subsidy or any funding and services from the Office for Catholic Schools or the Archdiocese. Because the Fulcrum Foundation funds only Catholic schools of the Archdiocese of Seattle, a disaffiliated school is ineligible from funding from Fulcrum.

1.21 (B) If a Category I or Category II Catholic school fails to comply with one or more of the standards of affiliation, one of the following steps will be taken:

a. In the case of serious infractions or questionable practices, the Superintendent will send a letter of caution to the head of the school, specifying the infraction or practice and asking for assurances that steps will be taken to come into compliance within either six months or a time prescribed by the Superintendent.

b. In the case of major infractions, affiliation will be suspended until a final determination can be made. The Superintendent will advise the Archdiocesan School Board of the situation and seek their recommendation.

c. In the case of persistent failure to comply with the standards of affiliation, the department will request a recommendation from the Archdiocesan School Board and will determine what further action should be taken, including a recommendation to the Archbishop to disaffiliate the school.

d. A disaffiliated school may seek relief from a competent authority in the form of a petition, according to canon law.

e. A religious order that sponsors a Category II school shall be invited to participate in any process that may result in disaffiliation.