

Management



Section 5 of

Policies Manual *Archdiocese of Seattle Catholic Schools*

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5.1 CALENDAR

5.1 (A) The Office for Catholic Schools shall establish a standard school calendar for each school year that indicates when religious holidays and required meetings for Catholic school principals and teachers are to be observed and conforms to the requirements of Washington State Law for non-public schools as set forth in the State of Washington's annual approval forms. For academic purposes, schools may choose the calendar of the school district in which they are located or create a calendar of their own, provided it conforms to state guidelines stated in the Basic Education Act and observes Archdiocesan policy concerning religious holidays and required meetings.

5.1 (B) When determining the standard school calendar, school administrators should adhere to the requirements of WAC 180-16-215 and RCW 28A.150.220, which define the minimum school year for instructional purposes, shall consist of no fewer than one hundred eighty school days or the equivalent in annual minimum instructional hour offerings. The school-wide annual average of total instructional hours must be no fewer than one thousand hours for students enrolled in grades one through twelve, and at least four hundred fifty hours for students enrolled in kindergarten.

5.1 (C) The length of the school day is determined at the local level within the context of the requirements of Washington State school laws as set forth in the annual approval form.

5.1 (D) School Administrators shall submit their school calendar to the Office for Catholic Schools for approval by mid-March prior to each school year.

5.2 CLASSROOM SCHEDULE

School Administrators and teachers shall provide adequate blocks of time in the schedule for instructional periods suited to the needs of the students. Current copies of classroom schedules shall be on file in the school administrator's office and shall be visible in the classroom.

5.3 ADMINISTRATION AND FINANCE

*APPENDIX available at [ocsw.org/My Desk/Appendices/](http://ocsw.org/My_Desk/Appendices/)
Financial Guidelines for Budgeting and Long Range Planning*

5.3 (A) Since data from each Archdiocesan school are part of the annual financial report of the Archdiocese, each Archdiocesan school must make a financial report to the canonically appointed leader on a regular basis or upon request and submit an annual copy to the Office for Catholic Schools.

5.3 (B) All parishes and Archdiocesan schools must participate in the Archdiocesan Savings and Loan system. Parish schools must deposit excess funds in the Parish Revolving Fund (PRF); other Archdiocesan institutions must deposit excess funds in the Archdiocesan Revolving Fund. (ARF).

5.3 (C) All Parish and Archdiocesan Schools may have a separate checking and/or PRF account upon securing written approval of the canonically appointed leader, who must also be a signer on all accounts.

5.3 (D) All endowments for Category I schools must be deposited with the Fulcrum Foundation, and local advisory committees must be appointed to recommend investment strategies and allocation amounts that are aligned with the Fulcrum Foundation's policies.

5.3 (E) All Parish and Archdiocesan Schools shall have a written policy detailing how tuition delinquency shall be handled and applied in a consistent manner. The school administrator shall make this written policy known to all parents in the Parent-Student Handbook and bring delinquency to the attention of parents well before decisive action is to be taken. Each school should establish its own method of reviewing individual cases and accommodating families with legitimate economic hardship.

5.3 (F) All school fundraising activities, including one-time and special events, must be pre-approved by the canonically appointed leader and school administrator, prior to the fundraiser's being announced. Specific goals for funds to be raised, a plan for how funds are to be dispersed, and the allocation of funds raised that exceed the plan are to be stated before beginning the activity.

School administration and Boards shall be cognizant of Internal Revenue rules regarding gift matching funds. For example, that these funds are granted as a general donation to the school and not as payments for services to a specific student. For example, matching funds cannot be used to pay for tuition, a field trip, registration fees, or other services provided as part of a specific student's education. The canonically appointed leader should sign off on company matching gifts paperwork.

5.3 (G) A school or parish employee who is not employed in the fundraising role for the school may contribute no more than fifteen percent of their paid time in administering a fundraising activity for the school.

5.3 (H) All volunteers having access to funds raised by the school must have an approved background check before assuming the position.

5.3. (I) SCRIP will be treated as cash and stored in a secure facility. The SCRIP inventory will be accounted for and reconciled at least monthly.

5.3 (J) All Archdiocesan schools should plan for extraordinary maintenance and staffing needs by establishing a reserve fund equivalent to at least three months of their annual operating budget.

5.3 (K) All Archdiocesan schools shall prepare, and then annually update, a long range, three/five year strategic plan; the annual revision should be sent to the Office for Catholic Schools for filing in October. Archdiocesan grants and other funds providing operational support shall be awarded only to schools that have a long-range plan on file.

5.3 (L) All school building and renovation projects for Archdiocesan Schools shall follow the procedures provided by the Archdiocesan Building Commission. No fundraising, third-party advertising on school property, or planning of a major renovation and/or construction of the classrooms or building may begin without consultation and approval of the Office for Property and Construction. All contracts for work requiring a permit, for architectural, engineering or

consultant services, for projects involving hazardous material including abatement, or for insurance-related work also require approval by this office.

5.3 (M) Requests for PRF construction and maintenance loans should be addressed to the PRF Commission.

5.4 COOPERATING AGENCY

5.4 (A) School administrators and canonically appointed leaders of parishes with schools are responsible for establishing constructive professional relationships with the parish community, cooperating parishes, and the community at large on behalf of the school.

5.4 (B) To strengthen or expand the educational mission of the parish, new or additional uses will be sought for Catholic School facilities whenever advisable, such as offering extended, licensed day-care programs. When parish facilities or properties are used for non-parish and/ or non-school events, documents addressing insurance and liability issues must be signed by all parties.

5.5 SECURITY OF THE SCHOOL BUILDING

5.5 (A) Every school will develop a plan for allowing or denying entrance to the school building. The plan must include a procedure for checking in and authorizing the presence of visitors and volunteers in the school building. Procedures may require the wearing of badges or other forms of identification.

5.5 (B) Unless authorized by the school administrator, sales representatives shall not speak to students individually or as a group or be allowed to distribute any materials and/or samples to the students.

5.5 (C) Procedures for ensuring the security of the building should be available to the Office for Catholic Schools upon request.

5.6 SCHOOL SAFETY

APPENDIX available at [ocsw.org/My Desk/Appendices/Crisis Intervention Plan](http://ocsw.org/My_Desk/Appendices/Crisis_Intervention_Plan)

5.6 (A) As part of its plan for crisis management, the school must have on file a clear and transparent emergency communication plan (ECP) that includes provision for communicating within the school and with all stakeholders and for dismissing students to return home. The plan should include the following:

- a. A person should be designated as media spokesperson, who is authorized to collect, coordinate, and release information.

b. The spokesperson or school administrator must notify the OCS in cases of an emergency that is caused by natural events (e.g. earthquake or snow closures); criminal or threatening activity (e.g. prowlers or gunmen); or situations that may reflect unfavorably on the reputation of the school (e.g. illicit activity on campus).

c. The media spokesperson should contact the archdiocesan delegate for communications to request his or her assistance with coordinating communications with the media. No communication should be given to the public without the approval of the Archbishop's delegate for communication, especially in situations that may be damaging to the good reputation of Catholic schools,

5.6 (B) Fire/earthquake/lockdown drills must be conducted at least monthly or as often as directed by local competent authority. Specific plans must be developed for each school site by the local staff.

5.6 (C) To ensure the safety and care of students in an emergency, school staff may be required to assist in supervising the students until released by the school administrator.

5.6 (D) The building administrator, in collaboration with the canonically appointed leader and/or the Superintendent for Catholic Schools should decide if or when the media will be admitted to the building. Members of the media should be reminded that they do not have the right to interview students on school property.

5.6 (E) To ensure that the ECP is well understood, copies of the plan should be posted in a conspicuous place in every classroom, and the school administrator should review and explain to the faculty of the school, students, and parents the procedures to be followed in cases of emergency.

5.6. (F) School administrators shall submit their ECP to the Office for Catholic Schools for approval by October 1st of each year. A current copy of the school's ECP shall be on file in the school administrator's office and shall be reviewed and updated annually by the school commission and leadership team.

5.6 (F) Further information and sample crisis intervention plans are available from the Office for Catholic Schools.

5.7 EMERGENCY CLOSURE

5.7 (A) The school administrator shall determine whether the school should be closed due to extreme weather conditions or unforeseen emergencies.

5.7 (B) When a school is to be closed for inclement weather or other emergencies, the school administrator is responsible for notifying the canonically appointed leader, the Office for Catholic Schools, all parents, and the local radio and television stations and for properly supervising all students.

5.8 EMPLOYEE RECORD KEEPING

Category I Catholic schools shall comply with all federal, state and archdiocesan requirements for retention of records.

5.9 GOVERNMENT PROGRAMS

5.9. (A) The Office for Catholic Schools shall assist our schools in securing greater participation in government funded programs. These programs, usually administered through the local public district, will necessitate close collaboration and involvement of the school administration, the local school district office, and the Office for Catholic Schools.

5.9. (B) An Individualized Education Plan (IEP) is an outline of the services a student will receive from a public school in order to reach and/or maintain academic success. It is a plan developed for students by public school employees. The IEP is a legal document that grants certain rights to the student and the parent or guardian under the Individuals with Disabilities Education Act (IDEA) and is governed by federal law and state guidelines. Catholic school personnel do not write IEPs for enrolled students nor are they bound by or responsible for implementing a previously determined public school Individualized Education Plan (ISP). However when a student is dual enrolled the school staff are expected to participate in the IEP review.

In some cases, a Catholic school may choose to develop a Student Support Plan (SSP) outlining what the school feels it can provide in order to assist a student to achieve success in the local school environment. . An SSP is not an IEP and does not grant legal rights to the student, parent, or guardian.

5.9. (C) School administrators are responsible for the implementation of government services within their schools. If a student is admitted to the school with a services plan that includes support from local public school resources, the services plan must include the specific special education and/or related services that will be provided to the student by the local public school district.

5.9 (D) The local public school district must ensure that a representative of the Catholic school attends each meeting to develop and deliver the services plan.

5.10 HOME SCHOOLING

5.10 (A) The mission of Catholic Schools is to educate the whole child. Therefore, while the Office for Catholic Schools respects the decision of families to home school their children, it does not endorse their selective use of its school programs.

5.10 (B) When the parent/guardian notifies the school in writing to transfer the child/children and their records to home schooling, the reason given for leaving school is “home schooling” and the address is the parent/guardian’s home address.

5.10 (C) The original copy of the child’s permanent record is maintained in the school. A copy is given to the parent/guardian.

5.11 PER PUPIL ASSESSMENT

Every school shall remit to the Office for Catholic Schools the per pupil assessment for all students that is established annually by the Office for Catholic Schools.

5.12 POSTINGS REQUIRED BY GOVERNMENT AGENCIES

Catholic schools shall comply with the posting requirements identified by local, state, and federal agencies. A list of required postings is available from the Assistant Superintendent for Personnel.

5.13 RECORDS AND REPORTS

5.13 (A) The school administrator shall maintain records essential to effective school administration and will be responsible for submitting statistical and other required reports to the Office for Catholic Schools and various other agencies. The school administrator shall see that all school records are kept current and that reports are made promptly and according to the required form.

5.13 (B) The Office for Catholic Schools will conduct an audit of manuals and record keeping procedures on a recurring four year schedule.

5.14 VISITS BY POLITICAL CANDIDATES

During political campaigns for local, state, and national elections, candidates seeking election may not be invited to address classes or debate the campaign issues on school property. Candidates or incumbents may attend award ceremonies during elections but not speak for their candidacy. Elected officials may be invited to speak or debate at times when not actively seeking re-election.

5.15 STUDENT HANDBOOKS

FORM available at [ocswww.org/My Desk/Personnel Forms/Handbooks/Student Handbooks](http://ocswww.org/My_Desk/Personnel_Forms/Handbooks/Student_Handbooks)

All schools shall publish a handbook for students and parents containing the school's policies and its annual schedule. Required policies to be included and sample handbooks are available from the Office for Catholic Schools.

5.16 ARCHDIOCESAN STUDENT DRESS CODE

All Archdiocesan schools shall establish a dress code for students, which shall be defined in the Parent/Student Handbooks and represented to the parents or guardian. Accountability measures for the school dress code shall be the responsibility of the school administrator and communicated clearly to parents and guardians.

5.17 WEAPONS

5.17 (A) Any object that can be used to intimidate, threaten, or cause bodily harm must be considered a weapon. If the principal determines that a student is in possession of a weapon defined as dangerous, which requires the student's expulsion, the principal shall promptly notify the student's parent or guardian regarding the allegation or evidence of this violation of policy. When the student is expelled, the principal shall notify local law enforcement. A facsimile of any weapon used to threaten, intimidate, or coerce shall be treated as a real weapon.

5.17 (B) It is unlawful for any student or adult to carry any firearm or dangerous weapon as defined by RCW 9A.01.280 onto school premises, school provided transportation, parish premises, or any facilities used exclusively by a school.

5.17 (B) Any violation of this policy by any student shall result in expulsion for at least one year if a firearm is involved, and may result in expulsion if another type of dangerous weapon is involved. The school administration may modify the penalty of expulsion for good reason on a case-by-case basis.