



1.18 PROCEDURES FOR OPENING AND AFFILIATING NEW SCHOOLS PROPOSAL TEMPLATE:

Any parish, religious congregation, or group of Catholics who wish to open a Catholic elementary or secondary school in the Archdiocese of Seattle must submit to the Superintendent of Catholic Schools this document for the new school. If the new school is to be a parish school or a regional parish school, the proposal will include the signatures of the canonically appointed leaders.

The Proposal: (Process for approval ordinarily takes 18-24 months).

a. Contact Information:

- Name of Founding Parish, Religious Congregation or corporation:
- Name of founding contact person:
- Address:
- Telephone Number:
- Email:

b. Catholic Affiliation:

Choose which category the school is operating under as well as any documentation of affiliation with either the parish, religious order, or independent group:

- Category I (parish affiliated)
- Category II (independent)

c. School's Mission Statement (must be in conformity with the Mission Statement of the Catholic Schools of the Archdiocese of Seattle):

d. Grade levels served - Circle All that Apply:

- Pre K
- K-5
- 6-8
- 9-12
- Other: _____

School will be completely operational by: _____

e. Projected Staffing Needs

- Staffing needs Full-time Equivalent (FTE):
- Student/Faculty Ratio:

f. Religious Curriculum:

- Describe the curriculum for religious instruction by grade level: (must comply with the Archdiocese of Seattle criteria for religious instruction)

g. Non-Religious Curriculum:

- Describe the curriculum or attach a curriculum map to be offered including course titles and credit loads (which should meet or exceed the standards required by the State of Washington for public and private schools):

h. Hiring Practices:

- Attach your statement of intent to hire faculty, staff and administrators who meet the criteria stipulated by Archdiocesan policy:

i. Location:

- Where is the proposed location of the school? (Add a map as an addendum which also identifies any Catholic schools within a 15 mile radius)

j. Construction Plans:

- Describe 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. Funding:

- Capital Costs for Beginning a New School
- Plan for Fundraising

l. Projection:

- Add a 5-year projection of enrollment in areas from which students are to come (Add an addendum with how you came to this projection data - based on what feasibility study?)
 - Year 1:
 - Year 2:
 - Year 3:
 - Year 4:
 - Year 5:

m. Operating Budget:

- Describe the operating budget with sources of funding for the first five years of operation (parish elementary schools must include the projected parish investment).
 - Year 1:
 - Year 2:
 - Year 3:
 - Year 4:
 - Year 5:

n. School Governing Body:

- Describe the makeup of the school's commission or governing board, which shall comply with archdiocesan policy.

o. Demographic & Financial Impact Study

- Describe the process for determining how opening this school was based on a "needs" study of local demographics:

- Describe the demographic and financial impact that this school may have on existing schools in the area and how has this been communicated out to stakeholders?

p. School Support Study (Feasibility Study)

- Describe how the study of the support of the proposed school by the parishes in the area to be served as well as the families anticipated to be served by the new school was carried out, and how were the findings communicated out to stakeholders?

q. Other items requested by the Office for Catholic Schools (from the OCS Policy Manual 1.19:)

1. Please show how expanding grades/opening this school serves the best interest of the parish/church and of its educational program.
2. Show that the expense of expanding grades or opening of this school is affordable according to the parish's debt load.
3. Through demographic evidence, please show that expanding or opening this school will not adversely affect other Catholic schools in neighboring parishes.