



# Office for Catholic Schools

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## Policy Manual

## 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.

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## Guide to Using This Manual

**NSBECS:** D1:S1; D2:S5

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.

As noted throughout this document, the key for coding the [\*National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools\*](#) is: D = Domain, Number; S = Standard Number. For example, you will see **NSBECS:** D1:S1; D2:S5 under some section headings.

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 June 1, 2021 at which time all previous school policies are abrogated.

Where local and archdiocesan policies differ, [Archdiocesan policy](#) will always supersede the local policies of a Category I school.

Annual changes and updates to this manual that differ from the previous version will be highlighted in yellow. School administrators are expected to review these annual changes and update school policies and handbooks accordingly. Changes made to this policy manual throughout the current school year and prior to the next annual revision date of the manual will be listed in [Section 6 under the Appendix](#). In addition, these changes will be noted in the policy manual text.

# Section I: Organization

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Office for Catholic Schools Policy Manual



# Organization

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## 1.1 Archbishop

**NSBECS:** D1:S1; D2:S5

### Many Gifts, One Spirit

- 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.
- 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.
- 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

**NSBECS:** D1:S1; D2:S5

- 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.
- B. The Superintendent, or his/her delegate is charged with oversight and development of the archdiocesan curriculum standards.
- 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.
- 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.

- E. The Superintendent serves as ex officio on the Fulcrum Foundation's board of trustees, executive committee, and distribution committee.
- F. The Superintendent will schedule biannual visits with the administrative and canonically appointed leaders of all Catholic elementary and high school.

### 1.3 The Archdiocesan School Board

**NSBECS:** D1:S1; D2:S5

- 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.
- 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.
- 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.
- D. Policies recommended by the Board, and when approved by the Archbishop, are binding on the Superintendent, local parish school commissions, canonical leaders, school administrators, staff, and faculty.
- 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.
- F. The Superintendent and chairperson of the Board serves ex officio on the board of the Fulcrum Foundation.
- G. The charter and by-laws of the Board are available from the OCS.

## I.4 The Office for Catholic Schools

NSBECS: D1:S1; D2:S5

### [National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools](#)

- A. The Office for Catholic Schools (OCS) implements policies approved by the Archbishop and coordinates services to Catholic schools.
- 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.
- 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.
- 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.
- 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.
- 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.
- G. The Office for Catholic Schools is guided by the [National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools](#). These standards and benchmarks provide direction to schools in four key domains: [Mission and Catholic Identity](#); [Governance and Leadership](#); [Academic Excellence](#); and [Operational Vitality](#). As noted throughout this document, the key for coding the Standards is: D = Domain Number; S = Standard Number.
- H. 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.

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

## 1.5 Canonically Appointed Leader

**NSBECS:** D2:S5

[Personnel Forms found on our website](#)

[Management and Governance Resources](#)

[Principal & Pastor Intent Packets](#)

## **Elementary Schools**

- 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.
- 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.
- 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.
- D. If a parish does not have a school and has children attending a Catholic school in another parish, the canonically appointed leader of the home parish shall consider, in good faith, the ability 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 initiate and compute, the “Reasonable Formula” for supporting a neighboring Catholic school consult Guidelines for Reasonable Formula for Subsidy.
- E. All schools are encouraged to establish and maintain a reserve fund equivalent to at least three months of their annual operating budget.
- 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.
- 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.

- 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.

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## Regional Elementary Schools

- A. 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).
- B. 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

NSBECS: D2:S6

Each Level 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

NSBECS: D2:S6

[Employee Handbooks](#)

[Licensed Early Learning Guidance](#)

- 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.
- 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.

## I.8 Standards for School Administrators

**NSBECS:** D2:S6

- 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.
- 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, **conducting themselves in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises.**
- 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.
- D. The school administrator must possess or be in the process of obtaining the appropriate Washington State certification.
- 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 other administrative staff or establish a leadership team.
- 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.

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### Elementary Schools

- A. 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.

- B. 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.
- C. 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.
- D. The school administrator of an Archdiocesan parish or regional elementary school reports directly to the canonically appointed leader, who evaluates him/her with the assistance from the Office for Catholic Schools.

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## High Schools

- A. By delegation of the Archbishop, the chief educational leaders of Category I Archdiocesan high schools are evaluated by the School Board Chair in collaboration with 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.

## 1.9 Standards for Teachers – Faculty Handbook

**NSBECS:** D2:S6; D3:S7

### [Faculty Handbook Guidelines](#)

### [Licensed Early Learning Guidance](#)

- A. Teachers in Catholic schools shall possess a professional credential and certification for the appropriate grade or class subjects taught, **conducting themselves in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises.**
- 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 or disruptive to the learning environment at school, may lead to serious consequences up to and including expulsion.

## **1.11 Standards for Parents of Children Attending Schools**

- 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.
- 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.
- 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 promote 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.
  - a. The principal/director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy 1.11 (C) on "Student Withdraw on Grounds of Parental Behavior," would be enforced.
  - b. If such effort does not correct the situation, then after consultation with the Superintendent and, in the case of parish school, the pastor, the principal/director may require the parents to withdraw their children.
  - c. 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.



- D. Expulsion is the exclusion of a student from attending school and participation in school activities permanently or, for not less than one calendar year. Expulsion is an extreme measure, which if used as a last resort in the following situations:
- a. If crime, scandal, public immorality, or disruption by a student constitutes a threat to the physical or moral welfare of other persons.
  - b. On grounds of parental lack of cooperation or disruptive behavior hindering the smooth running of the school community.
  - c. Public rejection of the laws, norms, and teachings of the Catholic Church.

Refer to policy 4.8 for further information on the expulsion process.

## 1.12 Standards for Volunteers

[Volunteer Background Check](#)

[Volunteer Handbook Template](#)

[Administrator's Guide to Working with Volunteers](#)

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.

All chaperones and volunteers who will be supervising students must be at least 18 years of age and have completed a successful background check and Safe Environment training. High school volunteers must also complete a background check and Safe Environment training and must not be left unsupervised with younger students. **Background checks, safe environment, other relevant training and documentation must be completed prior to volunteering.** If there is a "coordinator for volunteers," that person may supervise volunteers at the discretion of the school administrator (Refer to Policy 2.9).

## 1.13 School Commissions/Boards

**NSBECS:** D2:S5; D2:S6

[Advisory Board Nomination Form for High Schools](#)

[School Boards and Commissions Forms and Guidebooks](#)

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### Elementary Schools



- 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.
- 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.
- C. Procedures for establishing and maintaining a school commission are available in the Archdiocesan policy document [“Many Gifts, One Spirit”](#) and in the [School Commission/Board Guidebooks](#).

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## High Schools

- D. Each Category I Archdiocesan High School shall have a board of limited jurisdiction that functions according to bylaws approved by the Archbishop. It shall be referred to as the Board of Directors.
- E. The responsibilities of the Board of Directors 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 fundraising), promoting communication, public relations and evaluating the school's goals and plans.
- F. Appointments to 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.
- G. Procedures for establishing, maintaining, or disbanding a school board are available from the Office for Catholic Schools. The Archbishop has final decision making responsibility on all board related issues .

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## Regional Elementary Schools

- 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.

- 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

**NSBECS: D2:S6**

- 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.
- B. All disbursements from income raised by parent organizations are to be determined by the school administrator in collaboration with the canonically appointed leader, the school commission, and the parent organization. Determinations by percentage of total funds raised will be established prior to the fundraising event, communicated to shareholders and adhered to as established by the Archdiocesan Parish Financial Services.

## 1.15 Relationship of the Office for Catholic Schools and the Fulcrum Foundation

**NSBECS: D4:S10**

The Archdiocesan School Board (ASB), the Office for Catholic Schools (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
- B. The Superintendent sits ex officio on the Archdiocesan School 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 Distribution Committee.
- D. In the administration of its School Partnership Grants program, the Fulcrum Foundation will approve for funding only for 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.
- G. Schools will be monitored with the support and guidance of the OCS and the Archdiocesan School Board (Refer to Policy 1.20 for more information on “Mission Essential Schools”).

## 1.16 School Approval by the State

**NSBECS: D2:S6**

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

**NSBECS: D1:S1; D2:S5**

- 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.

- 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.
- C. Catholic Schools are affiliated with the Archdiocese in one of three categories Category 1(a), Category 1(b) and Category II.

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## Category I

### D. Definitions

- a. Category I (a) affiliation refers to elementary schools responsible to the Archbishop through the Corporation of the Catholic Archbishop of Seattle.
- b. 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.
  - i. 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.
  - ii. Category I shall be eligible for all programs and services provided by the Office for Catholic Schools and the Fulcrum Foundation.
  - iii. 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.
  - iv. 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).

### E. Standards of Affiliation

- a. 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.
- b. 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.
- c. Teachers of religion and school principals **must either hold or are working toward** catechetical certification and must be an active Catholic.
- d. 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.

- e. Each Category I (a) Elementary 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.
- f. Each Category I High School of Limited Jurisdiction will establish a Board of Directors 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.
- g. To ensure excellent Catholic education, Category I schools, their commissions, boards, 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.
- h. All teachers, staff, and administrators will be hired according to the criteria and procedures established by Archdiocesan policy.
- i. Catholic schools will be state-approved and accredited and will strive to meet and exceed the standards required by the State of Washington for private schools.
- j. 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.
- k. Heads of Category I (a) elementary schools are hired and evaluated by the canonically appointed leader of the sponsoring parish (Refer to Policy 3.62).
- l. The heads of Category I (b) Catholic High Schools are appointed and confirmed by the Archbishop after the hiring process by the High School Board.



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## Category II

### Policies for Category II Catholic Schools

#### F. Definitions

- a. **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.
- b. 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.
- c. 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.
- d. 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.
- e. 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).
- f. The policies of Category II schools should be available for review upon request from the Office for Catholic Schools.

#### G. Standards of Affiliation

- a. 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.
- b. 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.

- c. 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.
- d. 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.
- e. 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.
- f. 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 be consistent with the mission statement of Catholic schools in the Archdiocese of Seattle.
- g. Category II schools shall be accredited by the organization approved by their governing boards.
- h. When a principal or president vacancy occurs in 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.
- i. 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

**NSBECS:** D1; D2; D3; D4

[\*National Standards and Benchmarks for Effective Catholic Schools \(NSBECS\)\*](#)

[\*Rubric for Mission and Catholic Identity\*](#)

[\*Opening And Affiliating New Schools Proposal Template\*](#)

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

(i) Category 1(a) and 1(b) schools will follow the full NSBECS

(ii) Category 2 follows the Mission and Catholic Identity Rubric

(iii) The proposal/application must include the following items as measured by the National Standards and Benchmarks for Effective Catholic Schools; the process for approval ordinarily takes from 18 months to 24 months.

- a. A study of the demographic and financial impact of the proposed school on existing schools in the area.
- b. A study with a survey of the proposed school by the parishes in the area to be served and the families anticipated to be served by the new school MUST be attached and submitted to the application.
- c. The name of the founding parish, religious congregation, or corporation (include name, address and telephone number of the contact person for the founding group). The proposed location of the school.
- d. A request that the Archbishop of Seattle recognize the school as “Catholic,” with either Category I or Category II affiliation. (Domain 1, Standards 1 -4)
- e. The description of the curriculum for religious instruction, which should comply with the criteria for religious instruction in the Archdiocese of Seattle. (Domain 1 Standard 2.3)
- f. 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. (Domain 1 Standard 1.1)
- g. [For Category I only] The organization of the school’s commission or governing board, which shall comply with archdiocesan policy. (Domain 2 Standard 5 Benchmarks 5.1 & 5.6)
- h. The grade levels to be served initially and when the school is fully operational.

- i. [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. (Domain 3 Standard 7 Benchmark 7.1-10)
  - j. The capital costs for beginning the school and the plan for raising those funds. (Domain 4 Standard 10 Benchmarks 10.1-10.6)
  - k. 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). (Domain 4 Standard 10 Benchmark 10.8)
  - l. Projected staffing needs and the projected student/faculty ratio. (Domain 4 Standard 10 Benchmark 10.4-10.5)
  - m. [For Category I only] A statement of intent to hire faculty, staff, and administrators who meet the criteria stipulated by Archdiocesan policy. (Domain 4 Standard 11 Benchmark 11.3-11.4)
  - n. 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. (Domain 4 Standard 12 Benchmark 1-3)
  - o. A 5-year projection of enrollment in areas from which students are to come. (Domain 4 Standard 13 Benchmark 13.2)
  - p. Other items as may be requested by the Superintendent.
- B. 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 will, at his/her discretion request further documents as having met standards.
  - C. 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.
  - D. 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.
  - E. 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 upon

successful completion of the application for opening a new Archdiocesan Catholic school will be granted continuing affiliation by the Superintendent for Catholic Schools, who shall determine what further steps, if any, must be taken to grant continuing affiliation.

- F. Upon approval for any newly affiliated Catholic school, the school shall ensure compliance with appropriate Archdiocesan policies and regulations.

## 1.19 Expanding, Consolidating or Closing a Catholic School

**NSBECS:** D1; D2; D3; D4

### Implementing a New Curriculum Framework

- 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 or critically change the curriculum/program must submit a written request to the Superintendent at least 4-9 months prior to the projected expansion, consolidation, closing, or implementation date. The Superintendent, in consultation with the Board, shall advise the Archbishop, who shall make the final decision.
- B. Before expanding the grades of its school, the sponsoring parish must submit a request to the Superintendent for Catholic Schools.
- C. The school forwards its report to the Archdiocesan School Board through the Superintendent.
- D. Based on the recommendation of the Board, the Superintendent will make a recommendation to the Archbishop.
- E. 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.
- F. Before reducing grades, consolidating, or closing a Category I school, the canonical appointed leader must be in consultation with the Superintendent and submit a request identifying the following requirements:
  - a. The parish must show that reducing grades or consolidating schools is in the best interest of the parish and of its education program.

- b. 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.
- G. The parish school commission, the Office for Catholic Schools, and the Archdiocesan School Board will study the proposed request.
- H. 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.
- I. The parish or parishes forward their report to the Archdiocesan School Board through the Superintendent.
- J. The Superintendent forwards the recommendation of the Board to the Archbishop, who makes the final decision.
- K. 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.

## I.20 Disaffiliation of a Catholic School

- 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.
- 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.



## Section 2: Curriculum

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Office for Catholic Schools Policy Manual



# Curriculum

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## Academic Excellence

**NSBECS:** D1:S2; D3:S7

Through a commitment to academic excellence, the Catholic school educates the whole person so that students demonstrate the ability to acquire and apply skills, habits, and attitudes that enable them to perform to their fullest potential and to excel in academic and co-curricular activities. It is a process that nurtures the whole person by enhancing each student's capability for critical thinking, problem solving, Catholic moral decision making, and communication skills. Teaching and learning at a Catholic school occur when master-level lessons are designed to be integrated with Gospel values and adapted to the learning styles of students.

### 2.1 PreK-12 Catholic Identity Standards

**NSBECS:** D1:S1; D1:S2; D1:S3; D1:S4; D3:S7

[Family Life, Chaste Living Policy](#)

[Policies for Category II Catholic Schools](#)

[Outside Speaker Approval Procedures](#)

[WCEA Catholic Identity Standards](#)

[National Catholic Standards and Benchmarks](#)

[Christ in the Classroom Program Catechetical Certification for Catholic Schools](#)

[Early Learning Curriculum and Catholic Identity Standards](#)

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#### **Catechetical Certification for Catholic Schools**

- A. The Catholic religious instruction and education in the Catholic school are subject to the Archbishop (Canon 804). Curriculum for religion will be consistent with the teaching of the Roman Catholic Church, conform with the guidelines of the Archdiocese for curricula, and be developmentally appropriate and relevant to students' lives.
- B. **The Christ in the Classroom Foundation Retreat is required annually for ALL Catholic school administrators and teaching faculty (PreK-12).** The teaching and assessing of religion in all Catholic schools shall be subject to the same standards of professionalism and excellence as all subjects in the school to include, but not be restricted to, allocation of resources, teacher professional development, evaluation, assessment and hours of instruction.

- C. ALL teachers responsible for teaching the PreK-12 Religion Curriculum and Standards must be practicing Catholics, witnesses to the faith, and participating in the Christ in the Classroom Program – Level 1 Catechetical Certification for Catholic schools. Teachers shall have up to three years to complete Christ in the Classroom Program (CIC) Level 1 Catechetical Certification through a program that has been vetted and approved by OCS.
- D. ALL elementary school administrators must be practicing Catholics, witnesses to the faith, and participating in the Christ in the Classroom Program through the CIC annual Foundation Retreat and Level 1 Catechetical Certification for Catholic schools.
- E. ALL secondary school administrators must be practicing Catholics, witnesses to the faith, and participate in the Christ in the Classroom Program through the CIC annual Foundation Retreat. Level 1 Catechetical Certification for Catholic Schools is highly encouraged for secondary administrators.
- F. CIC Level 1 Catechetical Certification would be granted to those school administrators and teaching faculty who have attained the Office for Catholic Faith Formation (OCFF) Catechetical Certification Program (CCP) documentation or will attain the certification by July 31, 2018. It is highly recommended to seek out these leaders to serve as consultants on the local CIC Leadership Team.
- G. Teachers and administrators with advanced degrees in theology/religious studies from an accredited Catholic university, or those transferring into the Archdiocese with a Catechist Certification from another diocese, will participate in approved OCS or CIC programs as appropriate.

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## Teaching the Religion Curriculum

- H. All religion textbooks in all Catholic schools shall be chosen from the published Archdiocesan list of approved textbooks, which includes those texts judged to be in conformity with the Catechism of the Catholic Church by the United States Conference of Catholic Bishops' (USCCB) Ad Hoc Committee to Oversee the Use of the Catechism. Adhering to USCCB guidelines, all supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.
- I. Each school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): ["Catechetical Formation in Chaste Living."](#)
- J. All Catholic high school religion programs shall use curricula based upon, and in conformity with, the *Doctrinal Elements of a Curriculum Framework for the*

*Development of Catechetical Materials for Young People of High School Age* (United States Conference of Catholic Bishops, 2008), *Catechetical Formation in Chaste Living* (USCCB, 2008), and *Missionary Discipleship* (2015),

- K. **All** Catholic schools shall provide opportunities for students to participate in community service projects or service learning that will benefit the Christian community and all people. The principles of Catholic social teaching, and stewardship shall be used to reflect on service projects and service learning.
- L. All Catholic school communities shall encourage an interest in and respect for all vocations, promoting vocations to religious life and the priesthood as real-life options for students.

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## Religion Assessment

### ACRE Assessment

- M. The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the NCEA in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.
- N. High Schools are held accountable to the ten Standards of Catholic identity stated in the protocols for accreditation and are assessed on a regular schedule by the Office for Catholic Schools during the school's accreditation cycle.

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## **Artwork and the Physical Environment**

- O. The Catholic school physical environment shall include religious signs and symbols that reflect the Catholic identity of the school, including pictures of the Holy Father and the Archbishop and a statue of Mary. Every classroom shall have a crucifix and have visible prayer/sacred spaces.

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## **Sacramental Preparation and Practices**

- P. All religion textbooks in all Catholic schools shall be chosen from the published Archdiocesan list of approved textbooks, which includes those texts judged to be in conformity with the Catechism of the Catholic Church by the United States Conference of Catholic Bishops' (USCCB) Ad Hoc Committee to Oversee the Use of the Catechism. Adhering to USCCB guidelines, all supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.
- Q. Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The liturgy should be celebrated regularly for the school, prayers said daily, and Catholic traditions celebrated according to liturgical season. The celebration of the sacraments in all Catholic schools shall occur in appropriate spaces that are respectful and well suited to authentic worship. School liturgies shall observe the norms of the liturgical books and the local directives of the Archbishop. Adaptations of the liturgy to the particular circumstances of schools shall be done in keeping with the church's liturgical life and norms.
- R. All Catholic schools shall actively promote family participation in the Sunday Eucharist in the home parish. Liturgical formation shall be directed toward fostering active participation of the students in the Eucharist each Sunday.
- S. The school administrator shall designate a staff member or qualified volunteer as a coordinator of liturgy who is trained in the norms and preparation of the liturgy. The Liturgy Office will provide assistance to schools for training and resources.
- T. Sacramental preparation for the Sacraments of Initiation, Reconciliation, First Eucharist, and Confirmation should be conducted according to the local parish's plan. Ordinarily, the sacraments should be celebrated within local parish communities; exceptions must be approved by the Archbishop or his delegate. Participation in school-based sacramental preparation does not substitute for full participation in the parish-based sacramental preparation program.

- U. The school administrator will schedule times and commit resources for regular and on-going retreat and reflection as an opportunity for teachers, staff, and students to deepen their faith and sense of community.

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## Speaker Approval

### Outside Speaker Approval Form

- V. Speakers who come from outside the Archdiocese of Seattle to conduct retreats or presentations on religious or catechetical topics must receive approval through the speaker approval process. Lay speakers are approved through the Office of Catholic Faith Formation; men and women religious, are approved through the Vicar for Clergy's office. It is advisable to allow at least three months for the approval process.

## 2.2 Curriculum Standards

NSBECS: D3:S7

### Washington State Learning Standards

#### Early Learning Curriculum and Catholic Identity Standards

- A. The mission of Catholic schools requires excellent religious, academic, and co-curricular programs, so that the Catholic school will meet and exceed the standards of Washington State. The basic curriculum shall conform to the laws of the State of Washington as set forth in Chapter 28A.195 RCW and 180-90-160 WAC:  
*Private school curriculum shall include instruction of the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music, all in sufficient units for meeting the State Board of Education graduation requirements as set forth in Chapter 28A.195 RCW.*
- B. Catholic Schools shall ensure that their curricula comply with the standards approved by Office for Catholic Schools and meet or exceed public and other private school educational standards for the local community.

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## Elementary Schools

- C. In addition to the requirements of the State of Washington (Chapter 28A.195 RCW) Catholic elementary schools are also required to teach religion, personal safety, communication arts (speaking and listening), physical education, technology, and service. The elementary school in collaboration with the parish will offer the Family Life/ Chaste Living Program according to policy 2.1 (D).

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## High Schools

- D. In addition to the requirements of the state of Washington (Chapter 21A.195 RCW) the Catholic High Schools are also required to teach religion, the Family Life/Chaste Living Program according to policy 2.1(D) technology, fine arts, service, and physical education.

## 2.3 Safe Environment Education for Children and Young Adults

- A. Each school is required to offer an Archdiocesan approved Safe Environment Program once each year to the school community. This may be offered in collaboration with the parish or other schools.
- B. Each school is required to implement safe environment training for students (children and youth) as outlined by the current terms of the Archdiocesan approved Safe Environment Program's training requirements.
- C. Each school year, the school's administration must complete all verification forms and file electronically the "Safe Environment Report."

## 2.4 Contagious Disease Education

[Communicable Disease Policy](#)

[Bloodborne Pathogens](#)

[School Safety and Incident Reporting](#)

- A. Catholic schools shall incorporate education about contagious diseases or life-threatening illnesses including but not limited to COVID-19, hepatitis, HIV/AIDS, and sexually transmitted diseases in an appropriate context such as health education

programs. This education must be current in content and consistent with the moral teachings of the Catholic Church. Refer to Policy 4.12

## 2.5 Accreditation Process

**NSBECS:** D3:S7; D3:S8

- A. To ensure regular review of schools' progress toward ongoing school improvement and accomplishment of goals, all Catholic Schools must be accredited and must participate in a long range planning process designed to address current concerns and future needs identified in this evaluation, including curriculum development, sound financial planning, and management practices.
  - a. Category I schools are accredited through [WCEA \(Western Catholic Education Association\)](#) on a regular schedule.
  - b. The following procedures are followed for accrediting Catholic Schools:
    - i. The school must be approved by the State of Washington.
    - ii. The purchase of the booklets for the WCEA self-study and the staff in-service are coordinated by the Office for Catholic Schools.
    - iii. The WCEA Commissioner in the Office for Catholic Schools works with the WCEA to obtain chairs for each of the on-site visiting teams and to assign teachers and principals to the teams.
    - iv. After the on-site visit, two copies of the school's visiting team report are forwarded to the WCEA Commissioner in the Office for Catholic Schools. The Commissioner forwards the appropriate materials to WCEA.
- B. Category II schools may be accredited by another regionally recognized accreditation agency with the incorporation of the Catholic Identity standards and must complete a bi-annual, on-line update on their accreditation "Action Plan" and submit to the WCEA Commissioner in the Office for Catholic Schools. If not affiliated with a religious order or canonically appointed group to supplement the accreditation process, Category II schools must be accredited through WCEA.

## 2.6 Instructional Materials

**NSBECS:** D3:S7



## *Early Learning Curriculum and Catholic Identity Standards*

### *USCCB List of Approved Religion Texts*

- A. Through consultation with teachers and school administrators, the Office for Catholic Schools shall regularly review and make recommendations for textbooks and materials in all areas of instruction.
- B. All textbooks and materials should conform to the highest standards of academic instructions.
- C. Trade books chosen for instruction and/or included in the school library should be approved by the school administrator or his/her delegate.

## **2.7 Library Resource Centers**

- A. The Library Resource Center should ensure that students and staff have access to materials and information and be provided with instructions on how to be effective users.
- B. Each school should have an instructional materials policy that describes the process and the criteria for the selection or deletion of instructional materials to be included in the Library Resource Center. The following areas should be defined:
  - a. Objectives of selection;
  - b. Responsibility for selection;
  - c. Criteria for selection/withdrawal;
  - d. Procedures for selection; and
  - e. Challenged materials procedures.

## 2.8 Assessing and Reporting Student Progress

NSBECS: D3:S8

### [Award Certificates for Academic, Co-curricular, Community Service, and Faith Templates](#)

- A. Annually the Office for Catholic Schools shall retrieve and report the composite assessment results. Schools shall submit the results of student assessments to the Superintendent each year and upon request.
- B. Test results for a specific school shall not be released to the public except with the permission of the school administrator.
- C. To ensure that parents are informed of the progress of their child(ren), schools issue report cards, progress reports, or student report documents at least four incremental times per academic year and provide opportunities for parent-teacher conferences. Report cards or progress reports should be designed to reflect the learning expectations and standards of the school. Online reports, protected by password, may be provided to parents and guardians at the school's discretion and must meet the criteria above.

## 2.9 School Sponsored Activities and Field Trips

### [Photo/Video/Sound Release Form](#)

### [Field Trip, Extended Field Trip, and International Travel Forms](#)

### [Licensed Early Learning Guidance](#)

- A. The school administrator is responsible for the coordination of all activities of the school, including student activities outside the school building or school day. If delegated, it should be clearly stated to whom the responsibility for the event is delegated.
- B. The school administrator is responsible for establishing clearly defined procedures to be used by student organizations for management of their funds. All funds must be deposited in the parish/school account.
- C. The school administrator must approve any school-sponsored social activity. These activities must have a clear purpose, be carefully planned, and well supervised by certificated staff. For such activities, all the areas of responsibility should be clearly

defined. No parish or school sponsored events for students may be held in a private residence.

- D. The school administrator must ensure that adequate supervision is provided by at least one certificated faculty member for all school-sponsored activities and field trips. This includes field trips, rehearsals, performances by school students, dances, sporting events, community service projects, and other school activities. A ratio of at least one adult for each group of 5 to 8 children should be arranged. The guideline is that the younger the students the greater the need for supervision.
- E. All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.
- F. The school administrator must ensure that adequate insurance coverage is in place for all school-sponsored activities and field trips. The insurance carrier should be consulted regarding requirements for coverage.
- G. The school administrator must follow the established transportation policy, have drivers complete the [Field Trip Driver Information Sheet](#), and keep it on file in the school office.
- H. In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:
  - a. The driver must be at least 21 years old;
  - b. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions;
  - c. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company ([see Field Trip Driver Information Sheet](#))
  - d. Students must wear seat belts at all times; and
  - e. Children under 4feet 9inches tall must be strapped into approved booster seats.
- I. Permission slips should be retained for one year after a trip. If a charter bus is used for transportation, school administrators must keep a copy of the signed contract on file in the school office.
- J. Permission to go on a field trip must be written on the field trip permission form approved by the Archdiocese. Verbal or email permission to travel on a field trip is not permitted; a completed permission slip received by fax is permitted.
- K. The only time a signed permission slip is not required for each time that the child leaves the school is for walking activities that are frequent, regular, routine parts of

the curriculum of the school and that cause students to leave the school building and property under the supervision of the teacher (s): For example, a nearby playfield is used frequently for physical education classes, and the students must walk to the playfield and back, crossing busy streets under the supervision of the teacher. **A recurring permission slip may be collected annually for walking activities.**

- L. The school administrator always reserves the right to exclude a student from participation in a field trip.
- M. Children not enrolled in the school shall not accompany the class field trip.
- N. **All chaperones and volunteers who have unsupervised contact with students must be at least 18 years of age and must complete a background check and Safe Environment training. High school volunteers must also complete a background check and Safe Environment training and may not be left unsupervised with younger students.**
- O. Water activities during field trips require a certified lifeguard be present when swimming at a public or private pool, beach, or other water venue. Students should not swim in an unrestricted body of water, even if supervised by a lifeguard.
- P. Overnight Field Trips involving facilities stays:
  - a. Shared or adjoining rooms should be occupied only by youth **of the same sex,**
  - b. When possible, all members of a group staying in a facility should stay on the same floor, along the same hallway,
  - c. Adults are never to share rooms with youth that accommodate less than six people,
  - d. Students when staying in private rooms with no adults, should be periodically checked by two (2) staff or chaperones,
  - e. For trips that involve international travel, an [International Travel Waiver Form](#) is required for all participating students. **Schools should also refer to the [International Travel Planning Guide](#) found on the OCS website.**
- Q. A first aid kit should accompany any group leaving school property.
- R. Medication of any kind is to be administered only after checking the Parent/Legal Guardian Permission Slip for written permission. **The supervising staff member must ensure student medications are brought on the trip and used according to doctor's instructions (i.e., inhalers, EpiPens, etc.).**
- S. Staff and chaperones may not consume alcohol when accompanying students on a field trip.

**NOTE:** A permission slip signed by a parent for his/her child does not change the responsibility or liability of the teacher, the principal or the school for the safety and supervision of a student during any school sponsored activity in the school building, on school property, or at a location

away from the school. As the professional educators, the teacher and the school administrator are responsible for children while engaged in school activities wherever and whenever they are held.



## Section 3: Personnel Policies

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Office for Catholic Schools Policy Manual

# Personnel Policies

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# Archdiocesan Category 1 Catholic Schools

## Forward

### [Parish Human Resources Policies](#)

The Archdiocese of Seattle is committed to being a fair employer. While acknowledging local, state and federal rules and regulations regarding employment practices, the Archdiocese also affirms its unique standing and responsibilities under Canon Law. These policies are promulgated as particular Canon Law for the Archdiocese of Seattle.

The information provided in these Human Resources policies is for use by those who are employed in a Category I Archdiocesan school on a part-time or full-time basis, including lay employees, vowed men and women religious, and deacons. All priests, and those deacons not in an employment relationship with an Archdiocesan school, are covered by policies other than those outlined in this handbook. Archdiocesan parish employees are covered by the [Parish Human Resources Policies](#).

The *Human Resources Policies for Catholic School Employees* do not imply a contract of employment, and the Archdiocese of Seattle reserves the right to modify the information contained in these policies at any time.

The Archbishop may make exceptions to these policies either directly or through his delegates. Therefore, this handbook does not address all possible applications of policies or exceptions to them. Any questions concerning eligibility for certain benefits or the applicability of a policy or practice to local situations should be addressed to the Executive Director of Human Resources or the Assistant Superintendent for Personnel, in the Office for Catholic Schools.

The *Human Resources Policies for Catholic School Employees*, first published as part of the *Many Gifts, One Spirit: Pastoral and Sacramental Policies for the Archdiocese of Seattle* are promulgated as particular Canon Law and supersede any and all prior employee handbooks and personnel policies. The effective date of these policies is June 1, 2021.

## Introduction

The hiring process and the initial employment period provide an opportunity to explore the God-given gifts and talents of candidates to mutually discern whether an individual is suited to the requirements of a particular position in the school. The hiring process ensures equitable treatment for all candidates and values the unique qualities of each applicant.

# Hiring

## 3.1 Conditions for Hiring

NSBECS: D4:S11

Covenants and Work Agreements reflect the different jobs associated with the positions and remain unchanged for the school year. Please refer to this list when deciding which form to use.

### STANDARD TEACHER MINISTERIAL COVENANT

FTE: 0.75 and greater all teaching staff that works full time or at least 0.75. These teachers qualify for full benefits according to the policy in effect at that time. This includes Pre School teachers. This includes Early Learning educators with a BA/BS in education.

### STANDARD TEACHER MINISTERIAL COVENANT

FTE: Less than 0.75 All teaching staff working less than full time do not qualify for paid medical benefits but do qualify for a proportion of benefits (i.e., sick leave, personal day, retirement, etc.) based upon the percentage of time worked. There are no benefits for those working less than 20 hours.

### EMPLOYMENT WORK AGREEMENT (signed at the time of hiring, not renewed each year)

FTE: 30 hrs/week or greater All non-teaching staff working in the school. This includes teacher aides, administrative assistants, playground aides, early learning, custodial staff, etc. These positions are eligible for paid holidays, 10 sick days and 2 personal days, and unless working the full calendar year are not eligible for vacation pay. These positions are paid on an hourly basis for the days on the job. Benefits will continue to be paid during the summer break and payment will be deducted from paychecks beginning in September.

### EMPLOYMENT WORK AGREEMENT (to be signed at the time of hiring)

Less than 30 hrs/week Non-Certificated Staff: All staff working less than full time do not qualify for paid medical benefits but do qualify for a proportion of benefits (i.e., sick leave, personal day, retirement, etc.) based upon the percentage of time worked. There are no paid medical benefits for those working less than 30 hours.

YEAR-ROUND (12 MONTHS) AGREEMENT LETTER (to be signed at the time of hiring for either greater than 30hrs/week or less than 30 hrs/week) less than 30 hrs/week Non-Certificated Staff: All staff working less than 30 hours/week do not qualify for health benefits, but do qualify for paid time off benefits (PTO) (i.e. sick leave, personal day and vacation)



and other benefits (retirement, EAP, etc.) PTO is pro-rate based upon your schedule and the amount you work. If you work less than 20 hours per week you will receive Washington State Sick Leave as your only time off benefits.

## **Staff**

[Pre-Employment Background Check](#)

[Hiring To-Do Process](#)

## **Job Descriptions**

[Elementary Principal Job Description](#) –  
Revised February 2022

[Teacher Job Description](#) – Revised February  
2022

[Secondary Principal Job Description \(Principal  
Only Model\)](#) – Revised February 2022

[Liturgy Coordinator Job Description](#) – Revised  
February 2022

[Secondary Principal Job Description \(Principal  
& President Model\)](#) – Revised February 2022

## **Employment Forms**

[I-9 Form](#)

[Pre-Employment Background Check](#)

[W-4 Form](#)

## **Handbooks**

[Guidelines for Faculty Handbooks](#) –  
Revised February 2022

[Student Handbooks \(Elementary  
Template\)](#) – Revised February 2022

[Administrators Guide to Working with  
Volunteers](#) – Revised April 2022

[Student Handbooks \(Secondary  
Template\)](#) – Revised February 2022

[Volunteer Handbook \(Template\)](#) –  
Revised February 2022

[Diversified Learners Guidebook](#) –  
Revised February 2022

[Family Handbook \(Template\)](#) –  
Revised February 2022

[Section 504 “Minor Adjustments”  
Standards](#)

[Family Life/Chaste Living Policy](#)

## **Frontline**

[Using Frontline/Applicant Hiring System for Full and Part-Time Faculty, and Substitutes](#)

- A. The school administration will recruit and select the best available persons to serve in regular positions (see *Addendum: Definition of Terms*) in the school without discriminating on the basis of age, color, national origin, race, sex—unless sex is a bona fide occupational qualification for the position- sexual orientation, genetic information,

veteran or military status, or disability, provided that the disability does not prevent the candidate's ability to perform the essential functions of the job either with or without reasonable accommodation. All successful candidates for a school position are required to support the mission of the Church and **conduct themselves in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises.** In this way, they should aid students in their Catholic formation by good example. This spirit guides the relationship between the employer and employee in Catholic schools.

- B. The hiring process seeks to ensure that the cultural and ethnic diversity of the school community is reflected in the school staff. Particular requirements for regular positions are determined by the canonically appointed leader and the school administrator consistent with universal and particular canon law and archdiocesan policy. In keeping with its mission, Catholic schools should develop recruitment and retention strategies specifically designed to attract, hire, and retain teachers and administrators who come from the diverse racial, ethnic, cultural, and physically-challenged populations represented in Catholic schools. In keeping with its mission of providing a Catholic education, preference in hiring will be given to practicing Catholics.
- C. Each regular position is filled through an internal and/or external open hiring process except in extraordinary circumstances as authorized by the canonically appointed leader and the school administrator. An open hiring process is one that advertises the position and makes it available publicly so that qualified individuals from diverse backgrounds have a reasonable opportunity to learn about the position and to apply for it.
- D. The Office for Catholic Schools will assist school administrators in the hiring and selection of teachers through recruitment strategies that attract and retain both new and experienced teachers and administrators. Positions should be listed on the Office for Catholic Schools' web-based application system. **Prior to interviewing a candidate, supervisors should refer to any notes regarding applicants posted in the Frontline application system.**
- E. Local school administrators will make every reasonable effort to hire qualified teachers certified by Washington State in accordance with Chapter 28A.195.010, RCW Private Schools, paragraph 3(a) (b). **Teachers must also conduct themselves in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises.**

- F. Teachers of religion, principals, and presidents must be practicing Catholics, and hold or be working toward Archdiocesan catechetical certification.
- G. As a condition of employment, all school personnel, whether certificated, non-certificated, full-time, part-time or substitute, must:
  - a. Complete the Virtus training program within 30 days of beginning work;
  - b. Participate in update trainings as defined by the current terms of the Safe Environment Program training requirements;
  - c. Pass a background check prior to starting employment;
  - d. Sign the Safe Environment Program Church Personnel Agreement within three days of beginning work.
- H. After being hired and prior to the beginning of school, all teachers and school administrators are required to attend an orientation presented by the Office for Catholic Schools. School administrators should ensure any teacher unable to attend the orientation (such as those hired after the beginning of the year) will attend a make-up session or view a recorded version and complete any associated tasks.
- I. Upon hire, school administrators will require all new employees to read the Office for Catholic Schools Policy Manual and will place the signed acknowledgement page in the employee's personnel file.
- I. If the applicant's file has not been approved by the Assistant Superintendent for Personnel at the time of hiring, she or he will be offered a conditional covenant for no more than six weeks while the file is being completed and approved. Failure to have an application approved at the expiration of six weeks shall result in dismissal.

## 3.2 Ministerial Covenant: Rights and Obligations of School Employees

A covenant is “a solemn agreement between human beings or between God and human beings involving mutual commitment or guarantees” (CCC, p. 873). The relationship between God and human beings has been revealed through covenants that are foundational to the core beliefs in the history of the Judeo-Christian tradition. Similarly, the relationship between the Church and those employed by the Church is covenantal rather than contractual and gives rise to various rights and obligations for employees serving in the parish/school in any capacity.

## Reference Packets

[Administrator Reference Packet](#) –  
Revised March 2023

[Administrator Ministry Reference Packet](#) – Revised March 2023

## Intent Packets

[Principal Intent Form](#) – for  
Elementary and Secondary Principals –  
Revised January 2023

[Pastor Intent Packet](#) – Revised  
February 2023

[Teacher Intent Form](#) – Revised  
February 2022

## Leadership Covenants

[Elementary Vice Principal Covenant](#) –  
Revised March 2023

[Secondary Vice Principal Covenant](#) –  
Revised March 2023

[Elementary Principal Covenant](#) –  
Revised March 2023

[High School President Covenant](#)

[Secondary Principal Covenant](#) –  
Revised March 2023

[President Covenant](#) – Revised March  
2023

## Teacher Covenants

[Standard Teacher Covenant – 0.75 FTE and Greater](#) – Revised January 2023

[Teacher Covenant Addendum ‘A’ – .75 FTE and Greater](#) – Added January 2023

[Standard Teacher Covenant – Less than 0.75 FTE](#) – Revised January 2023

[Teacher Covenant Addendum ‘A’ – Less than .75 FTE](#) – Added January 2023

[Long-Term Substitute Teacher Covenant](#) – Revised March 2023

Covenanted teachers are those who:

- a. make every effort to integrate Catholic teachings across the curricular areas and throughout the school day.
- b. provide education for students assigned to his/her care in a formal and ongoing learning environment, carried out at a school or other place of education where instruction and knowledge are the primary emphases.



- c. uses lesson plans to facilitate student learning, follow a course of study(curriculum) and provide instruction in religion, literacy and numeracy, craftsmanship or vocational training, the arts, civics, community roles, or life skills.
  - d. has duties that may extend beyond formal teaching, including accompanying students on field trips, supervising study halls, helping with the organization of school functions, and serving as supervisors for extracurricular activities.
  - e. has the responsibility for student discipline, classroom management, and communicating with parents regarding the behavior, academic progress, and /or well-being of the child.
- A. All Archdiocesan Catholic schools must use the official Archdiocesan standard covenant when employing a teacher or administrator.
  - B. All covenants are for one academic year with no assurance of renewal. The canonically appointed leader and school administrator have sole discretion to offer a covenant in a succeeding year.
  - C. Amendments to the Archdiocesan standard covenants are permitted, but must meet the following conditions:
    - a. Amendments must not conflict with any terms of the Archdiocesan standard covenant;
    - b. Amendments must be set forth in a supplementary agreement or addendum separate from the Archdiocesan standard covenant;
    - c. The Assistant Superintendent for Personnel must approve all amended covenants before the principal and teacher execute the agreement; and
    - d. Under no circumstances shall terms be deleted from the Archdiocesan standard covenant.
  - D. There is no tenure for teachers, administrators, or presidents in the Archdiocese.
  - E. School employees should conduct themselves in a professional and business-like manner, treating co-workers, clergy, parishioners, parents, students, and others with respect. They must conduct themselves in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises.

- F. Style of clothing must always reflect a respect for the dignity of the human person. Attire is to be appropriate to the duties the employee performs and the environment in which the employee works. Clothing must be clean and in good repair. School Administrators may decide, in collaboration with the canonically appointed leader, what attire is suitable for the workplace.
- G. Good personal hygiene is required, and employees must refrain from using heavy and strong perfumes, colognes, scented lotions, or creams in the school. Hair must be clean and not in the way of work.
- H. Body piercings, art tattoos, or other body adornments must not distract, interfere, or present an image or message counter to Catholic teaching as determined by the canonically appointed leader or school administrator. Employees may be asked to remove or cover adornments, or in extreme cases of conflict with the ministry, leave employment.
- I. Employees may not wear buttons or display materials in the workplace endorsing a political candidate or advocating for any issues contrary to Catholic teaching.

### 3.3 Hiring School Administrators

NSBECS: D4:S11

[Principal Search Handbook](#)

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#### Category I Elementary Schools

- A. In consultation with the Office for Catholic Schools, the canonically appointed leader selects a Search Committee, representing leadership from school and/or parish to seek, recruit, hire, and retain the best qualified administrators for their schools. The principal (and, if applicable, the president) must be a practicing Catholic and **conduct themselves in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises.**
- B. All school administrators shall hold or be eligible to hold an appropriate Professional Education Certificate from the State of Washington.
- C. **As soon as possible, the canonically appointed leader should contact the Assistant Superintendent for Personnel to initiate a principal search process. The search committee will receive a copy of the Principal Search Handbook and must follow the guidelines outlined in the manual.**

D. Interim Principal Positions: In the event a permanent principal is not hired, the pastor may appoint an interim principal for the school. An interim principal is a temporary appointment for up to one year with the possibility for extension if needed. During this assignment, the interim principal is tasked with all the responsibilities and authority of a regular principal. At the end of the interim term, before the conclusion of the interim term and the appointment of a regular principal, the position should be posted, and the school should conduct a search process as outlined in the Principal Search Handbook. Pastors must coordinate this process with the Assistant Superintendent at the Office for Catholic Schools.

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### Category I High Schools

- E. When a vacancy occurs in the administrator or presidency of a Category I High School, the Superintendent will establish a search committee in consultation with the Board of Directors. Procedures for conducting the search are available from the Office for Catholic Schools.
- F. The search committee recommends the top candidate(s) to the Superintendent. The Superintendent interviews the finalist(s) and recommends final candidate(s) to the Archbishop. The Archbishop interviews, appoints and announces the appointment of the new administrator or president.

## 3.4 Certification of Teachers and Administrators

NSBECS: D2:S6; D4:S11

### Licensed Early Learning Guidance

- A. Before they are hired, teachers must provide evidence that they hold or are eligible to hold the appropriate Washington State Professional Education Certificate in accordance with Chapter 28A.195.010, RCW Private Schools.
- B. Teachers and administrators are responsible for obtaining and maintaining their [Washington State Professional Education Certificate](#).
- C. The following exceptions apply, as allowed by Chapter 8A.195.010 RCW:
  - a. Teachers of religion courses or courses for which no counterpart exists in public schools shall not be required to obtain a state certificate to teach those courses; and

- b. In exceptional cases, individuals of unusual competence, but without certification, may teach students so long as a certified teacher or administrator exercises general supervision.

NOTE: Annual written statements shall be submitted to the office of the Superintendent of Public Instruction reporting and explaining such circumstances before the renewal of a Conditional Certificate.

- D. Prior to extending any offer of employment, the school administrator or his/her designee must complete reference checks, including but not limited to the most recent employer. If the candidate was employed previously (or is employed currently) by a Catholic parish, school or agency in the Archdiocese of Seattle, the former (or current) canonically appointed leader or school administrator, must be contacted prior to extending any offer of employment. In addition, for these candidates, the Office of Human Resources must be contacted prior to extending any offer of employment to ensure the employee is eligible for rehire. **Written records of reference checks shall be retained.**
- E. Each offer of employment is contingent upon the prospective employee's successful completion of a criminal background check, proof of eligibility to work in the United States, and completion of required paperwork. For applicants with a criminal background, the Office of Human Resources determines whether the open charge, deferral, or conviction affects the eligibility for employment.
- F. All new certificated employees require verification of their educational or credential qualifications. (HR see comment on right)
- G. **School administrators must ensure employee personnel files contain all necessary records as outlined in the current Personnel Files Content Requirements document.**

### 3.5 Hiring of Family Members

- A. Family members of current employees may be hired under the following conditions:
  - a. If the family member is applying for a regular position, the open hiring process has been completed and the relative of a current employee is the applicant best qualified for the position; and
  - b. The new employee is not directly supervised by her/his family member.

- B. For hiring purposes, a family member is defined as son, daughter, parent, sibling, spouse, in-law, grandparent, grandson, granddaughter, aunt, uncle, or “step” relative (for example, stepmother or stepfather) or individuals residing in the same household, whether related or not, other than members of religious congregations.

## 3.6 Hiring of Temporary Employees

A temporary employee fulfilling the duties of a regular position or fulfilling the duties of a temporary position that becomes a regular position, may be selected for the regular position without any hiring process, provided that the temporary employee was initially selected for his or her position through an open hiring process.

## 3.7 Substitute Teachers

### Long-Term Substitute Teacher Covenant

### Substitute Teacher Evaluation

- A. When temporarily replacing teachers, who have taken an authorized leave of absence, Catholic schools shall employ substitute teachers who are qualified and hold valid Washington State Professional Education certificates or meet State Requirements in Licensed Programs.
- B. The Office for Catholic Schools will provide a database of substitute teachers who have applied through the Office for Catholic Schools’ electronic employment system and by indicating their wish to be employed as substitutes, have completed (prior to beginning employment) all necessary qualifying documentation as well as all Safe Environment program requirements including: a successful criminal background check within the last three years, initial or renewal training within the last three years, and a signed acknowledgement of the program policies. Safe Environment records are maintained in the Virtus Database and are accessible to the Safe Environment Coordinator at each school and parish within the Archdiocese for verification of compliance.
- C. Each school will arrange for substitute teachers using the Frontline/Aesop system through the Office for Catholic Schools and determine pay rates.
- D. For long-term substitutes, rates of pay should be computed so as to reflect the

substitute's expanded duties.

- E. At any time, a substitute teacher may be offered a covenant and qualify for benefits as a covenant teacher, as long as they meet performance and eligibility requirements (i.e., works at least 30 hours per week). Certification requirements shall apply (Refer to Policy 3.14). Substitute teachers working 6 months or more, up to a year, must be offered benefits.
- F. School administrators will report any substantive performance or conduct concerns regarding a substitute teacher to the Assistant Superintendent for Personnel.

## 3.8 Filling a Vacancy

If a position becomes vacant within six months of the date of hire, the school administrator may consider selecting one of the other applicants who originally applied for that position without going through another open hiring process.

## 3.9 Rehired Employees

Supervisors must consult with the Archdiocesan Office of Human Resources or Office for Catholic Schools and the former supervisor prior to extending an offer of temporary or regular employment to an individual who was formerly employed by another Catholic parish, school, or agency in the Archdiocese of Seattle. Prior to interviewing a candidate, supervisors should refer to any notes regarding applicants posted in the Frontline system.

## Salaries

NSBECS: D4:S11

## 3.10 Teacher's Salaries

- A. Salary schedules for teachers in Catholic schools are adopted at the local level. It is

advisable that the base salary, to be competitive, should be at least 90 percent or more of the prior year's local public school teachers' salary scale, based on preparation and experience.

- B. Annually the Office for Catholic Schools with Chancery Archdiocesan Human Resources will seek to provide salary information to school administrators and canonically appointed leaders.
- C. Teachers and administrators are expected to renew certificates according to the state schedule. Refer to the [Office of the Superintendent for Public Instruction](#) for the most up-to-date requirements.
- D. Substitute teaching in excess of 100 days constitute a year's teaching experience for the purpose of salary placement.
- E. If placed on the salary scale, part-time teachers will qualify for full benefits after gaining a full year's experience for each year taught.

### 3.11 School Administrators' Salaries

NSBECS: [D2:S6](#); [D4:S11](#)

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#### Elementary Schools

- A. The canonically appointed leader, in consultation with the Office for Catholic Schools, determines the school administrator's salary. This determination is based on professional preparation, experience, and the salary plan adopted by the parish/school in conformity with Archdiocesan regional salary norms (contact the Assistant Superintendent for Finance for additional information).

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#### Category I High Schools

- B. The School Board will determine the school administrator's or president's salary. This determination is based on professional preparation, experience, performance on the

required evaluation, and the archdiocesan salary guidelines.

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## Category II Schools

- C. The Board of Trustees will determine the school administrator's or president's salary in accordance with its own policies and procedures.

### 3.12 Non-Certificated Employee Salaries

**NSBECS: D4:S11**

- A. The compensation for employees in support positions, including non-certificated positions, are established at the local level. All non-exempt support staff or non-teaching employees are to be paid on an hourly basis for hours worked and recorded. It is advisable that the base wage, to be competitive, reflect the local public-school salaries for similar positions. The same percentage of the scale used to establish teachers' salaries should be considered in determining wages for support staff.
- B. For non-exempt employees in non-certificated positions the supervisor must give prior authorization to work any hours over the scheduled number.
- C. Non-exempt employees are paid at the rate of time and a half for each quarter hour worked beyond forty hours per week.
- D. Non-exempt employees, receiving paid medical benefits, will have benefits continue to be paid during the school breaks. If the employee is paying for dependent benefit coverage the payments will be withheld from pay earned after school resumes and the employee resumes working.
- E. Employees who receive pay from another source while acting in their official capacity and/or in connection with the performance of position responsibilities will turn the pay over to the parish/school. Employees who perform additional duties outside of their position duties, outside of normal working hours and not acting in their official capacity,



may retain any pay received for services rendered.

## Compensation and Leave Benefits

**NSBECS:** D4:S11

The parish/school is committed to recognizing the contribution of those who dedicate their career efforts to working in the service of the Church. Those who devote themselves to service in the Church have a right to decent remuneration, social provision, and health benefits (*CIC*, c. 231§2).

The school provides its employees with wages and benefits administered in a fair and equitable manner to the extent that it can provide and as warranted by the position and performance.

### 3.13 Health Welfare and Retirement Benefits

**NSBECS:** D4:S11

- A. Regular employees must participate in the health, welfare and retirement benefits offered by the Archdiocese of Seattle subject to the terms of the particular plan documents, covenants and requirements. Employees who waive benefits under applicable plan provisions (including employees who waive medical insurance due to coverage through another plan) will not be paid for the cost of the benefits waived.
- B. *Employees eligible for benefits from multiple salary sources* (see ADDENDUM: DEFINITION OF TERMS) must participate in the health, welfare and retirement benefits offered by the Archdiocese of Seattle subject to the terms of the particular plan documents, covenants and requirements. They will only receive other benefits such as paid leave, Family and Medical leave, holidays, military reserve leave, or jury duty leave, if they work at least 20 hours per week at one location or combined at multiple locations.

### 3.14 Administrative Leave

NSBECS: D4:S11

- A. When required to take Administrative Leave, an employee will be informed of the nature of the circumstances precipitating the requirement and must comply with all applicable procedures.
- B. Various circumstances may occur that result in the need to conduct an investigation into an allegation of serious employee misconduct that, in the judgment of the canonically appointed leader or school administrator (in consultation with the Office of Human Resources or Office for Catholic Schools), requires the employee's removal from the workplace while the investigation is being conducted.
- C. Examples of such circumstances include, but are not limited to: allegations of harassment, sexual misconduct, sexual abuse, financial misconduct, theft, violence, or professional misconduct not consistent with Catholic social and moral teaching.
- D. The school administrator and/or the Office of Human Resources or Office for Catholic Schools will advise the employee of the nature of the allegations and the anticipated length of time for the investigation to be concluded. The employee is required to hand in building keys and other methods of access, any school related devices, and/or provide access to school data on personal devices. The employee will not be allowed to conduct school business during the administrative leave. The employee may be instructed to remain off school property and may be instructed to not have any contact with school staff, parishioners, parents, or students for the duration of the leave. All communications with the school should be made only through the school administrator and/or canonically appointed leader unless other arrangements are made. The employee is paid his or her regular wages and maintains benefit coverage during the course of the administrative leave. During the investigation, the employee should not communicate with school families or employees regarding the matter under review.

Care is to be taken that the employee's right to a good reputation and right to protection of privacy are safeguarded (*CIC*, c. 220) Failure to comply with policy will lead to further administrative actions, up to and including immediate termination.

- E. Administrative leave may be ended by the employee's return to work, corrective action, demotion, termination, or other action as determined by the canonically appointed leader or school administrator, in consultation with the Office of Human Resources or Office for Catholic Schools.

### 3.15 Bereavement Leave

- A. As an expression of the Church's pastoral care and concern, regular employees are eligible for bereavement leave with pay.
- B. Employees in their initial employment period, the first six months of employment, are eligible for one occurrence of paid bereavement leave at the supervisor's discretion.
- C. Employees are eligible for five days paid bereavement leave in immediate proximity to the death of a parent, stepparent, sibling, stepbrother/sister, son/daughter, step-son/daughter, spouse, grandparent, grandson/daughter, mother/father-in-law, or daughter/son-in-law.
- D. Employees are eligible for three days paid bereavement leave in immediate proximity to the death of other close relatives. For purposes of bereavement leave, the term "close relative" is defined as an aunt, uncle, niece, nephew, cousin, or sister/brother-in-law.
  - a. If additional time off is required, employees may use accrued sick leave, personal leave, or request leave without pay.
  - b. Supervisors may also grant up to one day of paid bereavement leave to employees for the purpose of attending a funeral of someone other than a member of the employee's family.

### 3.16 Family and Medical Leave (FML)

*“The apostolate of ... families is of unique importance for the Church and civil society... This mission-to be the first and vital cell of society-the family has received from God” (AA, 11).*

Consequently, the parish/school provides family and medical leave for its employees if the criteria for FML are met.

#### Family Medical Leave for Supervisors and Payroll Administrators

- A. Employees who have been employed by the school for at least twelve months and work at least 20 hours per week are eligible for FML. (See 3.16 CHILDBIRTH DISABILITY LEAVE
  - a. If the employee does not meet the eligibility requirements, the leave may not be designated as FML even if the leave would otherwise qualify for FML protection. If the employee is not eligible for FML leave, the employee may be granted leave under the School Personnel Policies. Once the employee becomes eligible and the leave is FML-qualifying, any of the remaining leave period taken for an FML-qualifying reason becomes FML-protected leave.
  - b. Once HR becomes aware that an employee’s need for leave is for a reason that may qualify under FML, the employee must be notified if he or she is eligible for FML leave within 5 days and, if eligible, must provide a notice of rights and responsibilities under FML policy. If the employee is not eligible, they must be provided a reason for ineligibility.
  - c. Once an employee has been notified that the need for leave does qualify as FML, the employee will be informed as to how much leave will be designated as FML.
  - d. Employee must be notified if leave will be designated as FML leave, and if so, how much leave will be designated as FML leave.
- B. Supervisors are responsible for completing the appropriate paperwork for FML. If an

employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave. Classifying the leave as FML is conditional, pending documentation.

C. FML is a paid or unpaid leave of absence from work in the event of:

- a. The birth of a child or placement of a child for adoption or foster care;
- b. To bond with a child (leave must be taken within one year of the child's birth or placement;
- c. To care for the employee's spouse, child (biological, adopted, or foster child, or anyone the employee raised as a son or daughter), or parent who has a qualifying serious health condition;
- d. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- e. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

D. A serious health condition meets one of these three criteria:

- a. It requires at least an overnight stay in a hospital, hospice, or other residential medical institution;
- b. It involves an absence from work or other daily activity for more than three days, and requires continuing treatment or supervision by a healthcare provider; or
- c. It is a chronic or long-term illness that is incurable or so serious that if untreated would probably lead to more than three days' incapacity, and requires continuing medical treatment or supervision.

E. An employee is needed to care for a family member or covered servicemember encompassing both physical and psychological care. It includes situations where, for example, because of a serious health condition, the family member is unable to care for

his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself or herself to the doctor. The term also includes providing psychological comfort and reassurance, which would be beneficial to a child, spouse or parent with a serious health condition who is receiving inpatient or home care.

- F. Eligible employees are entitled to a maximum of twelve calendar weeks of FML within a twelve consecutive calendar month period. The twelve weeks of leave will be translated into hours. For full-time employees, that equals 480 hours of FML per year. Hours will be pro-rated for employees working less than full-time. The twelve weeks of FML can be taken continuously or, under certain circumstances, intermittently or on a reduced leave schedule on a temporary basis if the employee is capable of performing the essential functions of the position with or without reasonable accommodation. The minimum amount of FML that can be taken at a time is one hour. For intermittent or reduced schedule FML, the 12 weeks will be translated into hours and pro-rated if the employee is less than full time.

**Exception:** An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may take up to 26 weeks of FML in a single 12-month period to care for the servicemember with a serious injury or illness.

- G. The twelve weeks of FML can be taken continuously or, under certain circumstances, intermittently. Leave may also be taken on a reduced leave schedule on a temporary basis if the employee is capable of performing the essential functions of the position with or without reasonable accommodation. The taking of leave and the duration of temporary part-time work must be discussed with and approved by the canonically appointed leader.
- H. An eligible employee who is the spouse, son, daughter, or parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to a total of 26 weeks of leave in a single 12-month period to care for the service member. This expanded leave entitlement may also

be taken on an intermittent or reduced leave schedule (as described in 3.18 F) under certain circumstances.

- I. For a new child, FML must be completed within twelve months after the birth, adoption, or placement for foster care. A husband and wife who both work for the school and are both eligible for leave can have a combined total of 12 weeks of leave, which they may split between them.
- J. Employees may use all available sick leave and may exceed the twelve weeks or sixty days of FML if they have accumulated a total of sick leave up to and including the 90 days maximum allowed by policy. Holidays that fall within a period of FML will be paid as full holiday pay per the employee's FTE and will not count against the FML leave. Holidays include Thanksgiving Break, Christmas Break, Spring Break, and Summer Break. This list is not exhaustive; please see School Personnel Policies. Teachers and administrators, who do not normally work during the summer, do not count summer vacation against the FML.
- K. Employees who are able to return to work at least part-time may do so, if the school can reasonably accommodate such a request, and continue to access any unused sick leave available. The employer may require medical certification prior to the return to work.
- L. Employees on FML will not be treated differently from other employees if decisions are made at the school to reorganize, reassign, or lay off positions during the time the employee is on FML.
  - a. Family leave status will not be a factor in determining organizational changes and needs.
  - b. As an employer, the school may not interfere with an individual's FML rights or retaliate against someone for using or trying to use FML leave, opposing any practice made unlawful by the FML, or being involved in any proceeding under or related to the FML.

- c. Upon return from FML leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

M. When on FML, an employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

- a. If an employee takes unpaid leave, any insurance premiums paid on the employee's behalf but not exceeding \$500.00 will automatically be deducted once pay resumes. Any insurance premiums paid on the employee's behalf in excess of \$500.00 will be repaid upon a mutually agreed upon schedule following the employee's return from FML.
- b. If an employee fails to return to work or resigns after taking unpaid leave and the school has paid insurance premiums on the employee's behalf, the employee must repay the amount of the medical premiums within 30 days' time.

N. Exempt Employees who are on an unpaid portion of FML leave will have an amount equaling their daily rate of pay deducted from their income for all days not covered by paid sick leave or personal time.

- a. Special rules apply to school employees working under a *Ministerial Covenant*<sup>1</sup>. The amount of compensation prescribed in a covenant is calculated anticipating the completion of a number of "Teaching Days"<sup>1</sup>. The covenant's compensation is paid on a consistent salary basis, per pay period, over a full 12 month year, even though the teaching days occur only during the school year<sup>1</sup>. When all the teaching days have been completed for the school year, the covenant's annual compensation amount will be fulfilled on the last pay period of



the covenant year,<sup>1</sup> typically at the end of August. Because the total compensation for the covenant requires the completion of all agreed to teaching days; any unfulfilled teaching days (unless excused by sick time or personal day) must be deducted from the remainder of the annual covenant compensation amount. This adjustment will have the effect of reducing the salary amount per paid period for the remainder of the covenant year.

b. Example – Teacher Missing 10 Teaching Days (after the 15<sup>th</sup> pay period)

Covenant Annual Salary: \$45,000

Salary / Pay Period: \$45,000 / 26 pay period = \$1,730.77/ pay period

Covenant Year: Mid-August to Mid-August

Teaching Days: 180

<b>Teachers are paid across 12 months:</b>				
\$	45,000.00	/ 260 days =	\$ 173.08	paid per day
<b>Pay per teaching day</b>				
\$	45,000.00	180 days =	\$ 250.00	Earned pay per day
<b>Difference earned but paid across holidays and breaks:</b>				<b>\$ 76.92</b>

Full covenant	\$45,000.00
Less salary already paid (15 pay periods x \$1,730.77/period)	(\$25,961.55)
Less missed 10 days (aka one pay period)	(\$ 1,730.77)
Less additional earning for 10 days (\$76.92 x 10 days)	(\$ 769.20)
Remaining earnings to be paid	\$ 16,538.48
Remaining earnings spread across 11 remaining pay periods	\$ 1,503.50

<b><u>Validation</u></b>	
2 weeks unpaid	\$ 1,730.77
2 weeks unpaid additional earnings	\$ 769.20
Amount already paid	\$25,961.55
Amount yet to be paid	\$16,538.48
Original covenant amount	\$45,000.00

- O. Sick leave benefits will not accrue when employees are on an unpaid portion of an FML.
- P. If salary increases are scheduled to occur during the time employees are on authorized FML, the following provisions apply:
- a. Employees who are using accrued sick leave will receive the salary increases at the scheduled time;
  - b. Employees who are on an unpaid portion of FML will receive their scheduled salary increase when they return to work.
- Q. For purposes of FML, the year will be determined by using a “rolling forward” method. The year begins for each employee on the date when that employee’s leave begins. For example, if an employee begins an authorized FML on February 1, a leave year begins for that employee on February 1 and a total of twelve weeks could be taken between February 1 and January 31 of the following year.
- R. An employee whose leave is considered FML is required to provide a 30-day advance notice of the need to take FML when the need is foreseeable and such notice is practicable. If the need was not foreseeable, the employee must notify the supervisor as soon as possible if the absence will exceed five days.
- S. All agreements regarding FML must be authorized in writing, and signed by the employee, the canonically appointed leader or school administrator prior to the beginning of a FML or as soon as possible after leave has commenced. Employees on FML must notify the

school administrator in writing of any change in the original written agreement.

- T. Employees are required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member or a serious injury or illness of a covered service member. The employer may require medical certification prior to the return to work. A second opinion may be required and paid for by the school.
  - a. Sufficient information could include informing HR that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform HR if the need for leave is for a reason for which FML leave was previously taken or certified.
  - b. If determined that the certification is incomplete, the Office for Human Resources must provide a written notice indicating what additional information is required.
- U. Special rules apply to instructional employees, who are defined as those whose principal function is to teach or supervise and instruct students in a class, small group, or an individual setting:
  - a. When an employee requests intermittent leave which is foreseeable, based on planned medical treatment and will require the employee to be on leave more than 20 per cent of the total number of working days over the period of the leave, the employee may be required by the principal to either:
    - b. Take leave for a period or periods of particular duration, not greater than the duration of the planned treatment; or
    - c. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

d. Returning to work near the conclusion of an academic term.

- i. Instructional employees who begin leave more than five weeks before the end of the term may be required by the principal to continue taking leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term.
- ii. If the employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the term, she/he may be required by the principal to continue taking leave until the end of the term, if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term.
- iii. If the employee begins leave during the period that commences three weeks prior to the end of the academic term and if the duration of the leave is greater than five working days, the school may require the employee to continue to take leave until the end of the term.

V. Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or seek canonical recourse per policy HR3.46.

### 3.17 Childbirth Disability Leave (CDL)

Eligible employees will receive disability leave related to childbirth. Due to the complexity of administration of this policy, administrators should seek clarification from the Office of Human Resources or Office for Catholic Schools.

A. Childbirth disability leave is provided for an expectant mother for the period of time before and after the birth of her child during which her doctor certifies that she is disabled. Pre- birth related disabilities may begin shortly before the birth, or,

theoretically, could begin nine plus months before the actual birth. Post-birth related disabilities are typically for six to eight weeks. In the event that an employee becomes disabled early in her pregnancy, she should apply for Long Term Disability Leave, which may begin ninety days after her disability begins.

- B. To receive pay, if any, while on leave, the employee must use her sick leave concurrently.
- C. At the point an expectant mother becomes certified disabled by her health care provider, CDL begins, affording job protection for as long as the employee remains disabled due to pregnancy.
- D. Concurrently, Family and Medical Leave (FML) will begin and affords both job protection and benefit continuation for up to twelve weeks from the point of disability.
- E. At the point the employee is certified as not disabled, the CDL ends, and Washington State Family Leave Act (FLA) begins. FLA provides for job protections for up to an additional twelve weeks beyond the end of CDL but not benefit continuation (it does require allowing self-pay). FLA may run concurrently with FML for the remainder of the FML twelve weeks (affording benefit coverage during the remaining FML).
- F. All leaves described above are without pay unless the employee has time off benefits (sick or personal leave) in accordance with Archdiocesan policy.
- G. Employees who at the end of FML remain disabled may qualify (90 days from point of disability certification) for Long Term Disability (LTD).

### 3.18 Domestic Violence Leave

- A. Employees who are victims of domestic violence, sexual assault or stalking are allowed to take reasonable or intermittent unpaid leave to take care of legal or law enforcement needs or get medical treatment, social services assistance or mental-health counseling.
- B. Employees who are family members of victims of domestic violence, sexual assault or

stalking may also take reasonable leave to help the victim obtain treatment or seek help:

- a. Family member (for purposes of domestic violence leave) is defined as child, spouse, parent, parent-in-law, grandparent, or person the employee is dating. Family relationship may be determined by birth certificate, court document, other similar record or a statement from the employee.
- b. This leave may be paid with accrued vacation or sick leave or be unpaid.
- C. The school may require verification from the employee who is requesting leave, including one or more of the following:
  - a. A police report indicating the employee or employee's family member (as defined above) was a victim;
  - b. A court order providing protection to the victim;
  - c. Documentation from a healthcare provider, advocate, clergy, or attorney;
  - d. An employee's written statement that the employee or employee's family member is a victim and needs assistance.
- D. Administrators are required to contact the Office of Human Resources or Office for Catholic Schools for guidance if an employee will be utilizing leave for these purposes.

### 3.19 Military Leave

- A. Employees who regularly work 20 hours or more per week and who are serving in the U.S. Military Reserve (Army, Navy, Air Force, Marine Corps, Coast Guard or the National Guard) will be granted up to 21 days of military leave annually. Employees have the option of using accrued vacation during this time. If vacation is not available or the employee does not wish to use it for this purpose, an unpaid leave of absence will be

granted.

- B. Employees must immediately notify their school administrator regarding military service leave requirements so arrangements can be made to cover their absence. Employees must submit a copy of the Notice to Report for Service to the supervisor prior to beginning the leave.

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### **Military Spouse Leave**

- C. Employees who work 20 hours or more per week, on average, and who are spouses of military personnel who have been notified of an impending call or order to active duty or who are on leave from deployment during times of military conflict, are allowed to take 15 days leave from work per deployment. This leave is separate and distinct from the military family leave component of family medical leave (FML) described in 3.18.
- D. This leave is without pay, but the employee may substitute sick, up to 2 days of personal leave or accumulated vacation leave, if they have any available to them.
- E. The employee must provide their school administrator with notice of the intent to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. Leave may only be used during the period prior to the deployment or when the military spouse is on leave during the deployment.

## **3.20 Personal Leave with Pay**

Catholic schools will grant requests, with prior approval from the administrator, from employees for up to two days of personal leave with pay per year, when no other type of paid leave is appropriate and/or available. Personal leave days do not accrue if not used during the school year.

## **3.21 Sick Leave**

- A. The school provides sick leave pay to employees when they are absent from work for themselves or their family member (spouse, son/daughter, parent, parent-in-law, son/daughter-in-law. Grandparent, grandchild, or sibling) due to:
  - a. Mental or physical illnesses, injuries, or health conditions.
  - b. The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries or health conditions; or
  - C. The need for preventive medical care

In addition, sick leave may be used in accord with the domestic violence leave laws. Sick leave may be used when there is a qualifying public official closure of the workplace, or similar closure of their child's school or place of care for any health-related reason. Sick leave may also be used for qualifying Family Medical Leave.

- B. Full-time employees working under a Covenant of Catholic School (20 or more hours per week during the school year, including teachers who teach 15 hours per week with one hour of preparation time for every three hours of class time) will receive paid sick leave the beginning of each school year (or hire date), in the amount of 80 hours. If an employee is less than full time (or hired after the start of the school year, an amount of pro-rated hours based on schedule hours per week will be paid.
- C. Non-Covenant but Time-off benefits eligible employees (employees working 20 hours or more hours per week – not on a covenant) accrue one hour of sick leave for each 21 hours worked or scheduled.
- D. Employees working less than 20 hours per week accrue at a rate of one hour of sick for every 30 hours worked. Employees working less than 20 hours per week during the school year will carry over into the next calendar year their sick leave balance to a maximum of 72 hours. Accrued unused sick leave above 72 hours will be forfeited.
- E. Archdiocese of Seattle accrual year is the calendar year January 1 to December 31. Employees working over 20 hours per week during the school year will carry over into the next calendar year their sick leave balance to a maximum of 720 hours. Accrued



unused sick leave above 720 hours will be forfeited.

- F. Terminating employees will not be paid for any unused sick leave. Sick leave is not transferable to other employees.
- G. Employees who drop below 20 hours per week will have their sick leave accrual reduced to 1 hour of sick leave for every 30 hours worked and their carryover maximum set to 72 hours. If the employee returns to eligible status within twelve months, the previous sick leave balance will be reinstated.
- H. For absences exceeding three consecutive days that an employee is scheduled to work, the employer reserves the right to require an employee to provide medical verification of an illness or injury. The school administrator has the right to require that the employee provide confirmation from the appropriate licensed health/medical professional (e.g. physician, psychiatrist, psychologist) that the employee is able to return to work if the employee has taken more than five consecutive days of sick leave. This requirement for verification may not result in an unreasonable burden or expense on the employee. If the employer requires medical verification, it must be provided to the employer within ten calendar days from the first day upon which the employee uses Paid Sick Leave. Failure to provide medical verification in a timely manner may result in denial of paid sick leave.
- I. The school administrator has the right to require that the employee provide confirmation from the appropriate licensed health/medical professional (e.g., physician, psychiatrist, psychologist) that the employee is able to return to work if the employee has taken more than five consecutive days of sick leave.
- J. If an employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave. Classifying the leave as FML is conditional, pending documentation.
- K. Employees terminating from a parish, school or other employer that participates in the health, welfare and retirement plans of the Corporation of the Catholic Archbishop of Seattle (CCAS) who are rehired at the same or another parish, school or other employer

within the CCAS will have all earned, unused sick leave reinstated, provided, however, that if the employee is reinstated in a new calendar year, paid sick leave will only be reinstated up to the carryover limit.

- L. Employees who terminate from the school and return to work at the same school or another employer that participates in the health, welfare and retirement plans of the Corporation of the Catholic Archbishop of Seattle (CCAS) within twelve consecutive calendar months will have all earned, unused sick leave reinstated.
- M. Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The Archdiocese of Seattle will not discriminate or retaliate against an employee for the lawful exercise of the Minimum Wage Act rights. Please notify the Office for Catholic Schools immediately if you are subjected to discrimination or retaliation.

## 3.22 Unpaid Leave

### [Unpaid Leave Request Form](#)

An Unpaid Leave is authorized unpaid leave from work for a specific period of time (not to exceed 12 months) granted by the employer in response to individual requests for time off for educational, travel, or other personal reasons.

- A. Employees who have worked at least three continuous years (working at least 20 hours per week) at the school may request unpaid leave of absence to pursue personal interests, responsibilities, or needs. The school administrator and canonically appointed leader make a decision based on the needs of the school, the ability to accommodate a temporary vacancy in the position, and/or the ability to refill the position on a temporary basis.
- B. Sick leave and pension benefits will not accrue during an approved unpaid leave of absence.

- C. Employees on an approved unpaid leave will not be treated differently from any other employee if decisions are made at the school to re-organize, re-assign, or lay off positions during the time the employee is on leave. Being on an unpaid leave will not be a factor in deciding organizational issues and needs during the leave. Employees do not enjoy unconditional guarantee of continued employment upon their return, unless otherwise specifically stated; any replacement hired during the leave will be considered temporary.
- D. Prior to approval of an unpaid leave the employee, canonically appointed leader and school administrator will sign a written agreement (Unpaid Leave Form) confirming the approval, and stipulating any further conditions attached with the approval. Written approval must be received from the Office for Catholic Schools to Human Resources for the agreement to become effective.

## **Variant Times**

### **3.23 Adjustments to Customary Work Schedules**

Compensatory time is time off given to employees in lieu of monetary compensation under certain circumstances.

- A. Non-Exempt Employees
  - a. For non-exempt employees all work schedules are solely under the determination of the supervisor. All work beyond usual and customary schedules must be approved by the supervisor.
  - b. Non-exempt employees who are scheduled and work more than their customary hours may request to reduce their work schedule another day that week to balance their hours for that week. This request must be approved by the supervisor prior to the extra hours being worked. All hours worked must be recorded in UltiPro.

## B. Exempt Employees

- a. Exempt employees are managed by duties and responsibilities, not time. Exempt employees are expected to be present and engaged in accomplishing their duties and responsibilities as required for as long as required and at the direction of their supervisors. The potential and actuality of working longer than customary is an expectation of exempt work. However, at the supervisor's discretion and direction, exempt employees' shifts and or schedules may be altered, changed, or rearranged in order to offset exceptionally long or difficult assignments or tasks e.g., very long workdays, work over a weekend, or work extending over numerous days in a row. This may typically be in the form of an allowed late arrival, early departure, or a day or two off during the usual work week. This is never extended in an hour-for-hour or a day-for-day manner but only in order to afford some relief for extraordinary situations. If workloads become excessive and continuing, see "Excessive Hours/Work Loads" below.

## C. Excessive Hours/Work Loads

- a. If an employee regularly works excessive hours (twenty-five percent more than the position's FTE) the position description may need to be reviewed or there may be a performance issue. (FTE is the full-time equivalent, or portion of full-time on which the salary is based.)

## 3.24 Emergency Days

In the event of extreme weather conditions or other unforeseen emergencies, the canonically appointed leader or school administrator may close the school. Such closures will be considered paid absences for all employees scheduled to work the day of the closure who regularly work at least 20 hours per week, and employees will be compensated for that time as if they had worked. Employees should use their own judgment in determining whether travel to work poses a risk to their safety. If individual employees are unable to report to work during extreme

weather conditions or other unforeseen emergencies, and the parish/school remains open, those employees must use available sick or personal leave time.

### 3.25 Flextime

Any requests to work different hours or a flexible schedule must be approved in advance and in writing by the school administrator.

### 3.26 Holidays

- A. Full time employees receive paid holidays each year based on the recognized holidays per the school calendar (Refer to 3.26C for recommended paid holidays).
- B. Holiday schedule dates will coincide with days on which holidays are publicly observed. A schedule of dates is issued annually by the canonically appointed leader or school administrator. School Administrators should include holidays when calculating the number of days, a Support Staff Employee is budgeted to work (e.g., School secretary is scheduled to work 180 instructional days, 10 before the school year starts, and 10 days after the school year ends.)

### C. Recommended holiday list

Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day	President's Day
Thanksgiving Friday	Easter Monday
December 25 (Christmas)	Memorial Day
December 26	Juneteenth & July 4 (Independence Day) for
January 1 (New Year)	employees working the calendar year

\*\*Breaks in the school year are NOT holidays.

- D. Employees in non-exempt positions who are required to work on a holiday will be paid straight time pay for hours worked. Such employees will take another day off with pay to compensate for the worked holiday. This day off should be taken within ten working days following the holiday. If the employee and supervisor agree that the employee will not take a day off in lieu of the holiday, the employee will be paid straight time for the hours worked on that holiday in addition to the holiday pay. If the actual hours worked exceeded 40 in a week for a non-exempt employee, the employee will receive regular pay up to 40 hours and time and a half for any hours worked in excess of 40.

- E. Eligibility for holiday pay is governed by the language in Teacher, Administerial and other exempt staff Covenants, offer letters or employment agreements (or as they have been amended by school memo or letter).

## 3.27 Hours of Work

Normal working hours are established by the canonically appointed leader and school administrator and are subject to change depending on his or her assessment of the needs of the school community.

## 3.28 Jury Duty

Serving on a jury is a fundamental responsibility of citizenship and the parish/school will not ask that an employee be excused from jury duty except for grave cause.

- A. Regular employees who are serving on a jury duty for two weeks or less will be paid normal wages, less any jury duty pay.
- B. Employees who receive a notice for jury duty service must contact their supervisor as soon as possible so that appropriate contingency staffing can be considered.



- C. In order to be entitled to jury duty leave pay, an employee must present a letter or the check stub from the court clerk to the employee's supervisor showing evidence of jury duty pay and time served, within one week of receipt.
- D. Employees serving on jury duty longer than two weeks are not entitled to additional paid jury duty leave. Employees are required to work their regular work schedule on days when court is not in session and are expected to work the remaining part of their schedules if excused from court.

### 3.29 Vacation

- A. Each school of the Archdiocese shall determine its holiday and Holy Day schedule, guided by the calendar provided by the Office for Catholic Schools.
- B. Employees working in the school who are required to work year-round (12 months) are entitled to vacation leave. Accrual for vacation leave is determined by years of employment as an employee with any agency that is part of Catholic Archdiocese of Seattle. Accrual is computed in the following manner:
  - a. Year-long (12 months) employees working fewer than forty hours per week are eligible for the same rate of vacation accrual, prorated according to their work week. For example, if an employee regularly works three full days (3/5 of a week, or .6 FTE) per week, they would begin accruing vacation at a rate of six days per year (.6 x 10 days per year).
  - b. Employees who work a calendar year schedule in the school earn vacation monthly, based on their date-of-eligibility. Vacation will accrue monthly based on the school year, earning one day per month September through June, for a total of 10 days per calendar year.
  - c. Vacation may not be taken prior to six months of employment, unless approved in advance by the supervisor during the hiring process. If a new employee leaves employment prior to the end of six months, the employee is not eligible for vacation pay.
  - d. If an employee terminates with a positive balance of vacation hours, and has worked longer than six months, they will be compensated for unused vacation hours/days at their rate of pay on the last day worked.

YEARS OF REGULAR, 40 HOURS PER WEEK, EMPLOYMENT	VACATION ACCRUAL
Beginning of Employment Through Completion Of 2 Years	10 Days Per Year
Beginning At 3 Years	12 Days Per Year
Beginning At 4 Years	14 Days Per Year
Beginning At 5 Years	15 Days Per Year
Beginning At 6 Years	16 Days Per Year
Beginning At 7 Years	17 Days Per Year
Beginning At 8 Years	18 Days Per Year
Beginning At 9 Years	19 Days Per Year
Beginning At 10 Through Completion Of 15 Years	20 Days Per Year
Beginning At 16 Years	21 Days Per Year
Beginning At 17 Years	22 Days Per Year
Beginning At 18 Years	23 Days Per Year
Beginning At 19 Years	24 Days Per Year
Beginning At 20 Or More Years	25 Days Per Year

- C. The maximum amount of vacation carry-over allowed from one calendar year to the next is the equivalent of the current year's accrued vacation time. For example, employees earning three weeks per year are able to carry over a maximum of three weeks from one calendar year to the next.
- D. Employees begin accruing vacation at the higher rate on the first day of the pay period in which the anniversary date of their employment falls.
- E. If a school-observed holiday occurs during an employee's scheduled vacation, that day is not counted as a day of vacation.
- F. Employees who become ill during their scheduled vacation period may charge the time to sick leave rather than to vacation.
- G. Employees who are granted an unpaid leave of absence may elect to retain their accrued vacation rather than be paid, provided such election does not violate the carry-over provision of this policy.
- H. Vacation continues to accrue during paid sick and vacation leave. It does not accrue during long-term disability, workers' compensation, or unpaid leaves of absence.



- I. Employees who change from full-time to part-time will carry-over vacation hours accrued while in a full-time status. However, on the effective day of part-time status (20 hours or more), the accrual rate will begin to be pro-rated accordingly. If the part-time status is less than 20 hours per week, the employee will not accrue any vacation hours and the vacation hours that have been accrued but not used will be paid.
- J. Regular employees whose schedules are reduced during the year, and whose vacation balance exceeds the allowed carryover for their new hours at the end of the year, will be paid out the portion of the excess that was earned while the employee was working the higher FTE.
- K. Terminated employees who are re-hired by a parish/school, school, or agency of CCAS within twenty-four consecutive calendar months of working in the same or another CCAS parish/school, school or agency will be able to use previous years of work as a regular employee in determining their rate of vacation accrual.
- L. Employees must request vacation time and dates sufficiently in advance of the actual vacation to ensure that school needs are met. School administrators are responsible for authorizing vacation requests.
- M. Non-Exempt Employees must use a minimum of one hour for any vacation used. Exempt employees must use vacation in ½ or full day increments.
- N. Vacation that has been accrued but not taken will be paid with the final paycheck, or as soon as administratively feasible, upon termination of employment with the school.

### 3.30 Volunteer Activities

Non-exempt employees may not provide volunteer services that are included in or are similar to the work duties for which they are paid. If an employee provides such services, the employee must be paid for them.

## Training

NSBECS: D3:S7

### 3.3I Professional Opportunities

- A. The school may provide opportunities for training and development needs of those described below that assist employees in successful job performance to enhance their ability to support and further the mission of the Church.
- B. **Certificate, License, Degree or Credential Program:** Employees or their supervisors may request training toward the completion of a certificate, license, degree, or credential program. The requests will be considered by the canonically appointed leader, taking into account such factors as the employee's current position, the potential benefits to the school for such training, length of employment, previous allocation of education funds to the employee, and availability of funds.
  - a. Employees may request partial or full payment for fees, tuition, books and supplies;
  - b. Employees may use flextime, vacation, or leave without pay as approved by the canonically appointed leader or school administrator;
  - c. If the employer pays for the costs associated with the training, the supervisor may require proof of successful completion of the training.

The school administrator will prepare an agreement indicating the funding level, designation of time away from work, and other terms of the employer participation in the program. The agreement will indicate the employee's commitment to remain in his or her position for a period of time in light of the tuition support and will be signed by the school administrator, canonically appointed leader, and the employee. Employees who leave employment before the period is completed will repay a prorated portion upon termination.

- C. **Conferences and Conventions:** The cost for attendance at conferences and conventions necessary for employees to establish and maintain professional liaisons with others in their field may be paid by the school, subject to the approval of the school administrator and the canonically appointed leader. In order for the related costs to be paid by the school, the expense must be approved in advance in writing by the canonically appointed leader or school administrator. Employees in non-exempt positions ordinarily may not

attend out of area conferences or conventions, except in extraordinary circumstances as approved by the supervisor.

- D. **In-service Training:** In-service training may be offered and/or required for employees to be informed about implementation of policies or procedures.
- E. **Training for Employees Assisting Students with Medical Needs:** To be eligible to be a “parent designated adult” assisting student medical needs, the volunteer, who may be a school employee, must file, without coercion by the employer, or parent, or student, a voluntary written current letter of intent stating the employee’s willingness to administer the medication.

To be sure that procedures have been followed, it is necessary that medications requiring injections should only be administered by the volunteer after:

- a. Training by an R.N. or M.D.;
- b. Written, signed, current permission form parent/guardian; and
- c. Identification of who may administer the medication.

If the employee refuses, the employee shall not be subject to any employer reprisal or disciplinary action for refusing to file a letter or administer medications.

### 3.32 Retreats/Days of Reflection

NSBECS: D1:S4

School employees are encouraged to participate in spiritual retreats and/or days of reflection. All instructional staff are required to attend the school’s annual Christ in the Classroom (CIC) Foundational Retreat. Employees who participate in archdiocesan or parish/school-sponsored employee gatherings and days of reflection held during normal working hours and approved by the supervisor receive regular wages.

### 3.33 Required Training

#### School Safety and Incident Reporting Forms

Emergency Closure Procedures – Revised March 2022

Crisis Intervention Plan – Revised March 2022

Threats of School Community Members – Revised March 2022

Prohibition of Harassment, Intimidation, and Bullying Statement – Revised March 2022

Communicable Disease Guidance – Revised March 2022

Bloodborne Pathogens

Property or Liability Incident Report

Reporting Child Abuse

Incident Reporting Form

A. Employees are required to successfully complete training including, but not limited to:

- a. Safe Environment training, including required updates;
- b. Accident, safety and blood-borne pathogens training.

Other training may be required by the administrator, including but not limited to:

- a. Training due to computer software or hardware conversion, upgrade or addition;
- b. Training required to maintain employee's current level of expertise necessary to perform the job;
- c. Training required as the result of a transfer, promotion or change in position responsibilities;
- d. Training required to improve an employee's job performance;
- e. Certification through the Office of Catholic Faith Formation or other certification program as required;
- f. Health Insurance Portability and Accountability Act

B. Costs for registration and materials for required training are paid by the school, and the employee receives compensation for the time worked.

### Maintaining Safety in the Workplace

NSBECS: D4:S11

### 3.34 Internet, E-Mail and Electronic Communications

[Incident Report Form](#)

[Email and Social Media Use Agreement](#)

[Chancery Social Media Principles, Policies and Guidelines](#)

[Archdiocesan Record Retention Schedule \(comprehensive\)](#)

[Record Retention Schedule for Archdiocesan Catholic Schools](#)

- A. Employees and volunteers must use Internet, e-mail and electronic communications in a manner consistent with the school mission and policies, and uphold the legal, ethical, and religious standards to which school employees and volunteers are bound, the *Safe Environment Code of Professional Conduct for Church Personnel*, and the Communications Policies in *Many Gifts, One Spirit*.
- B. Internet and e-mail activity are public in nature; confidential, private, and other information or materials exchanged may be subject to supervisory review or discovery in a legal process. All Internet and e-mail activity are the property of the school. The school administrators and/or the canonically appointed leader may monitor the use of Internet, e-mail, and web site accessions. Misuse or abuse of the Internet may result in cancellation of an employee's Internet access and may result in disciplinary action up to and including dismissal from the school. Personal use of the Internet is to be limited so that it does not interfere with the performance of job duties as determined by the supervisor.
- C. The ability to connect to websites that contain sexually explicit, racist, violent, or other potentially offensive material does not imply permission to access such materials. Connecting to websites, listservs, newsgroups, blogs, social networking sites, online games or chat rooms that discuss or contain these topics, or engaging in any form of cybersex, is prohibited. School employees who discover they have inadvertently connected to these sites must disconnect immediately. Internal and external e-mail or other computing resources may not be used to send, receive, reproduce, display, or store any illegal or potentially offensive material. Internet and e-mail messages intended to harass, annoy, or alarm another individual are not allowed.
- D. School-provided Internet and e-mail resources may not be used to conduct private business. Political campaigning activities related to candidate endorsements are prohibited. This prohibition does not apply to political issues communicated by

authorized Catholic organizations such as the United States Conference of Catholic Bishops (USCCB) or the Washington State Catholic Conference (WSCC).

- E. System hacking, password guessing, file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be unlawful and are prohibited.
- F. E-mail may not be used to create and store significant and/or official documents such as reports, policies, and non-routine correspondence. Those should be prepared as separate documents and stored with the rest of the school's electronic records. Final copies can be saved as PDFs or read-only Word docs to make sure no unauthorized changes are made to them. Electronic is preferred in most cases unless otherwise noted. Such documents/records are to be created, filed, and retained according to approved archdiocesan records retention schedules.
- G. Regardless of the circumstances, individual passwords must never be revealed to anyone else besides the authorized user. Access control to files, applications, databases, computers, networks, and other system resources through shared passwords or a group password is prohibited.
- H. A school administrator's permission is required in order to subscribe to listservs, message broadcast systems, or newsgroups; use of these resources must also be work related.
- I. When a school employee posts to a listserv or sends or receives e-mail through the Internet, a disclaimer must be added to the signature block. The disclaimer includes the individual's name, office, and the following: "The opinion expressed is my own, and does not reflect policy, practice, or mission of the school." It is important to note that when an employee, using school computer equipment, takes part in a discussion on the Internet, that employee represents the school. Extreme care is to be taken to properly structure comments and questions by those authorized to post these resources.
- J. Downloading information and software applications from the Internet is similar to checking books out of a library; the information is borrowed, and copyright and intellectual property laws are to be strictly followed. Reproduction, forwarding, or in any way republishing or redistributing of documents, graphics, or other materials must be completed with the permission of the author/owner.

### 3.35 Harassment

- A. The school is committed to a workplace free of discrimination and harassment based on age, color, disability, genetic information, veteran or military status, national origin, race, sex, or sexual orientation. Any harassment of any person working in or attending a Catholic school is prohibited. Offensive or harassing behavior by or against any student, employee, parent, volunteer, vendor, or parishioner is prohibited. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in the school.
- B. Harassment is verbal or physical conduct toward an individual because of his/her age, ancestry, breastfeeding in a public place, creed, marital status, political ideology, religion, use of service animal, color, disability, national origin, race, genetic information, veteran or military status, sex, sexual orientation, or that of his/her relatives, friends, or associates, that:
  - a. Has the purpose or effect of creating a hostile, intimidating or offensive work environment; or
  - b. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
  - c. Otherwise adversely affects an individual's employment opportunities.
- C. The chancery also prohibits third parties, including parents, clients, vendors, and visitors to the workplace, from harassing, discriminating, or taking retaliatory action against any employee. Supervisors are responsible for taking prompt and proper action, in consultation with the Office of Human Resources, or the Office for Catholic Schools, to end such behavior in the workplace.
- D. Any such offensive conduct will be considered a prohibited form of harassment when any of the following is true:
  - a. There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status;
  - b. Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance;
  - c. A third party is offended by the sexual conduct or communication of others.
- E. Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee found guilty of engaging in this

type of behavior. Any supervisor or manager who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action.

- F. Harassment of a sexual nature, or based on age, color, disability, national origin, race, genetic information, sex, or sexual orientation is prohibited. This may include but is not limited to:
  - a. Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures, or sexually-explicit drawings);
  - b. Any type of physical contact when the action is not welcome by the recipient (for example, brushing up against someone in an offensive manner);
  - c. Expectations, requests, demands or pressure for sexual favors;Slurs, jokes, posters, cartoons, and gestures that are offensive.
- G. Any employee who believes he or she is being harassed, or observes harassing behavior or actions in the workplace, is required to report it. Reports are to be made to the employee's supervisor unless the complaint is against the supervisor, in which case the report may be made to the canonically appointed leader, or directly to the Office of Human Resources or Office for Catholic Schools. All supervisors are required to communicate any complaints of harassment to the canonically appointed leader and the Office of Human Resources. All complaints will remain confidential to the extent possible in addressing the issue.
- H. Employees will be protected from retaliation for reports made in good faith. Retaliation against any individual for reporting or for cooperating in a harassment investigation shall not be permitted.

### 3.36 Maintaining Professional Staff/Student Interactions

**NSBECS:** D1:S3; D4:S11

- A. All employees of the School are expected to maintain the highest professional, moral, and ethical standards in their interaction with students and maintain an atmosphere conducive to learning. Professional boundaries are to be established and maintained, and students protected from inappropriate conduct by adults and other young people.
- B. Staff members shall not intrude on a student's physical and emotional boundaries through inappropriate touching or other interactions unless the intrusion is clearly



necessary to serve an educational purpose or to protect the physical, mental, emotional health and safety of a student. An educational purpose is one that is consistent with the staff member's duties and the educational mission of the Archdiocese. Employees are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff and students when interacting with students. Whenever staff members suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy they are expected to consult with their supervisor.

- C. Employees whose conduct violates this policy may face discipline and/or termination consistent with Archdiocesan policies. The employee will be placed on paid Administrative Leave while the investigation of any alleged abuse or misconduct is conducted.

### 3.37 Reporting Child Abuse

#### [Report Child Abuse](#)

#### [Licensed Early Learning Guidance](#)

- A. All teaching and support staff are required by state law to report any suspected child abuse or neglect (RCW 26.44). Each school must have a reporting procedure. This may involve an administrator's assistance in making the referral. An employee's responsibility to report suspected abuse or neglect cannot be waived by administrative veto. Reporting anonymously does not meet the mandatory reporting obligations of an educator.
- B. The educator's role is not to investigate or verify the situation, but to report the suspected abuse, setting in motion the process of getting help for the child. Reports of child abuse or neglect to Child Protective Services (CPS) must be done within 48 hours of the time it is noted. Reports may be made prior to contacting the child's family. It is the responsibility of the person reporting to inquire if the CPS worker wishes to notify the family, or if CPS requests the school's assistance in the notification of the family.
- C. If the alleged abuse involves archdiocesan personnel—priests, deacons, teachers, employees or volunteers at schools or parish/schools— the Archdiocese of Seattle should be notified by calling the archdiocesan hotline at 1-800-446-7762 within 48 hours of learning of alleged abuse.

### 3.38 Sexual Abuse and Sexual Misconduct

All employees are required to follow current policies on sexual abuse and misconduct, participate in mandatory training, and report any suspected sexual abuse or misconduct immediately as provided by the applicable policy found in the “Code of Professional Conduct for Church Personnel.” In coordination with the Office for Catholic Schools and Archdiocesan legal counsel, any reports of sexual assault involving students should be reported to the police for investigation.

### 3.39 Violence in the Workplace

- A. Violence committed by or against employees, or anyone volunteering or conducting business for the school, is prohibited at all times. Employees, volunteers, parents, or students are prohibited from making threats, threatening conduct, or any other acts of aggression or violence. The following list of behaviors, while not all-inclusive, provides examples of prohibited conduct:
- a. Causing physical injury to another person;
  - b. Making threatening remarks;
  - c. Aggressive or hostile behavior;
  - d. Damaging school property or property owned by another employee;
  - e. Possessing a weapon in the course of conducting business or while on school property; and
  - f. Threatening comments regarding violent behavior, even if made in a joking manner.
- B. Any employee witnessing or hearing of any potentially dangerous situation is required to notify the canonically appointed leader or school administrator immediately, who is to respond to the immediate situation and subsequently contact the Office of Human Resources or Office for Catholic Schools for investigation. A police report may be made if the employee has been threatened. When a threat, threatening conduct, act of aggression, or violence is admitted or established after appropriate investigation, an employee will be subject to disciplinary action up to and including termination.
- C. Any employee taking out a restraining or protective order is required to notify his/her supervisor as well as the archdiocesan Office of Human Resources or Office for Catholic Schools as soon as possible.

## Working Conditions

NSBECS: D4:S11

### 3.40 Attendance

#### Staff Personnel and Teacher Forms

[Personnel Attendance Record](#) –  
Revised 6/21

[Personnel Absence Record](#) – Revised  
February 2022

[Employee File](#) – Revised February  
2022

[Personnel Files Content and  
Procedures](#) – Revised February 2022

The school will provide working conditions that promote effective performance and collegiality, appropriate respite during the work day for refreshment and renewal, accountability, and mutual respect.

- A. Employees are required to advise supervisors in advance for planned absences and the reason for the absence. The school administrator will communicate the procedures for notification to all staff.
- B. When an absence is unplanned (due to illness, an emergency, or some other cause) the employee must report the absence and the reason for the absence in the most timely and agreed upon manner.
- C. If the duration of the absence is unknown, the employee must communicate on a predetermined regular schedule with the supervisor. If seeking to extend leave beyond the planned return date, the employee must communicate the revised planned return date as soon as possible, but in no event after the initial planned return date. Notification from another employee or relative is not acceptable except under emergency conditions.
- D. Excessive absences, even if covered by paid leave, may be grounds for disciplinary action up to and including termination.
- E. An employee who is absent for three consecutive days without notifying the supervisor will be considered to have voluntarily abandoned his/her position, unless the employee was totally incapable of contacting the supervisor. It is the responsibility of the employee to keep the supervisor regularly informed of the planned return date.

### 3.41 Breaks and Rest Periods

- A. Employees are entitled to a rest period of not less than ten minutes for each four hours of working time. All non-exempt employees should receive a fifteen-minute paid break for each four hours of working time. Break periods may not be used to extend a lunch period, work overtime, or leave early.
- B. All teachers are entitled to a 30-minute unpaid duty-free lunch daily.
- C. Non-exempt employees who work more than five hours in a day are required to take an unpaid uninterrupted thirty-minute meal break two to five hours into their shift.

### 3.42 Confidentiality

- A. Employees are prohibited from disclosing confidential or proprietary information that comes to their attention as a result of their employment with the school unless it is authorized in advance, is within the normal execution of their job responsibilities, or is otherwise provided by law. Confidential or proprietary information includes, but is not limited to, phone numbers, addresses, health conditions, sacramental status, academic or behavior information concerning students, or the identity of individuals who have confidential appointments with the canonically appointed leader or school administrators.
- B. Employees who come into contact with protected health information in the course of conducting their job duties are required to treat this information confidentially and in accordance with applicable regulations. This includes confidential or personal information about employees, parents, students, parish leadership, pastoral leadership, and others served by the school. Employees are bound by this requirement both during and after their employment with the school.

### 3.43 Contagious Disease and/or Life-Threatening Illness

#### [Communicable Disease Policy](#)

Employees with contagious diseases or life-threatening illnesses including, but not limited to, COVID-19, Hepatitis B, Hepatitis C, cancer, heart disease and HIV/AIDS, may continue to engage in normal work responsibilities as their condition allows. In particular situations, limitations on the employment of a person with a contagious disease and/or life-threatening

illness are medically necessary. Each situation will be evaluated on a case- by-case basis through the Office for Catholic Schools and the Archdiocese Human Resources.

- A. In the case of measles, the employee may not report to work if measles is reported in the school community and the employee cannot prove immunity or present proof of vaccination.
- B. The Office for Catholic Schools and Office of Human Resources will work in collaboration with appropriate persons, e.g., the employee's physician, to determine whether the person can perform the essential functions of the job, with or without reasonable accommodation, in a manner that does not pose a direct threat to the health and safety of him/herself or others.

### 3.44 Copyright / Royalties / Inventions

#### Copyright

Unless otherwise specified in a written covenant agreement, the school owns the exclusive and sole rights to any and all proprietary information, royalties, and inventions. The school owns work prepared by employees within the scope of their employment. Employees may not participate in any manner or at any time in the distribution, transfer or exchange of copyrighted material without obtaining required permission.

### 3.45 Deportment

Because of the public nature of working in a school, employees are to conduct themselves in a professional and courteous manner at all times during the performance of position responsibilities. This also includes professional deportment during school activities even when the employee is not performing work-related duties.

### 3.46 Dispute Resolution

- A. When disputes occur, school employees must treat all parties with dignity and respect and seek reconciliation and healing for those involved.
- B. In the spirit of the gospel (Mt 18:15-18), employees should attempt to resolve disputes with one another through dialogue. If a dispute is not resolved, employees may seek the assistance of their supervisors. If the supervisors require assistance in resolving the dispute, or if the dispute involves an employee and his or her supervisor, the parties may also seek the assistance of the Office of Human Resources or Office for Catholic Schools,



which will offer suggestions, provide counsel, and coordinate conciliation/ mediation processes to help the parties resolve their employment concerns. In addition, the archdiocesan Due Process Program may be contacted for consultation and/or advice at any time by any party involved in the process.

- C. If a dispute involves the interpretation or implementation of a human resources policy/procedure, the employee may discuss the issue with a professional from the Office of Human Resources or Office for Catholic Schools. The Office of Human Resources or Office for Catholic Schools will work with the employee, school administrator, and the canonically appointed leader in an attempt to resolve the issue.
- D. After completing the process outlined above, both Catholic and non-Catholic employees may seek recourse through canonical processes. Employees are required to complete all canonical recourses available prior to seeking remedies under civil law. The first step in canonical recourse is to request reconsideration of an employment-related decision in writing to the Archbishop. This request must be sent within fifteen business days of the precipitating event. The Director of Human Resources may be contacted to assist employees in identifying available canonical recourses in a particular situation.

### 3.47 Drug and Alcohol-Free Workplace

- A. Archdiocesan schools provide and maintain a safe and healthy workplace for the benefit of employees. As a part of the commitment to a safe and healthy workplace, the following are prohibited:
  - a. The manufacture, distribution, dispensing, possession of or use of illegal drugs and/or use of any drug that may pose a threat to the safety of employees or others.
  - b. The use or possession of alcohol or marijuana on school premises during working hours with these exceptions:
    - i. Outside normal work hours the practice of serving alcohol, in moderate amounts, to individuals over the age of twenty-one, is acceptable at parish/school-sponsored adult celebrations (e.g., a Christmas party, retirement dinner) provided that prior approval has been received from the school administrator and the canonically appointed leader.
    - ii. Reception of the Eucharist under both species.



- B. If an employee is discovered to be under the influence of drugs or alcohol on school premises while on school business, or during working hours, the following actions must be taken:
  - a. Any illegal substance will be turned over to the appropriate law enforcement agency; and
  - b. The employee will be subject to disciplinary action up to and including termination.

### 3.48 Equipment, Files and Supplies

- A. All equipment, files and supplies purchased by the school for employee use in performing work duties are school property and may be subject to search or investigation. These properties are to be used for legitimate business purposes only and not for the personal use of employees. All equipment, files, and supplies must be returned to the school when employment terminates.
- B. Employees may not accept personal gifts, services, travel, or entertainment from anyone with whom the school does, or is seeking to do, business, if it may reasonably be perceived by others to affect their judgment or actions in the performance of their duties. Personal gifts of cash must not be accepted from anyone with whom the school does or is seeking to do business. Within reason, gifts to the staff by parents and children may be accepted.
- C. Gifts from the Parent Organization to all staff members may be accepted. If such gifts are monetary in value, appropriate tax deductions must be made.

### 3.49 Family Members in the Workplace

Because of the school's responsibility to ensure the safety of everyone on its premises, good working conditions for its employees, and a professional ministerial and educational environment, family members are not allowed to stay with or be cared for by employees during working hours. The canonically appointed leader and school administrator may make limited exceptions to this policy, such as: a short visit during work hours or participation in a public "Take Your Child to Work Day," with the prior approval of the supervisor.

### 3.50 Gift Acceptance

[Gift Acceptance Policy](#)

The Archdiocese of Seattle is a not-for-profit organization organized under the laws of the State of Washington. It encourages the solicitation and acceptance of gifts for the purpose that will further the mission of the Archdiocese of Seattle. Policies and procedures govern the acceptance of gifts made to the Archdiocese of Seattle or for the benefit of its parishes, schools, or programs, including agencies that fall under the umbrella of the Archdiocese of Seattle. Refer to the Gifts Acceptance Policy 1/27/20.

### 3.51 Pets in the Workplace

- A. Pets are not allowed to stay with or be cared for by employees on school property with the exception of licensed service animals trained to assist or accommodate an employee's sensory, mental or physical disability. Proof of medical necessity may be required by the supervisor.
- B. Exceptions to this policy include pets that are on the premises infrequently and pre-scheduled and approved visits. If a child in the classroom has a medically diagnosed allergy to animals, no animals will be allowed.

### 3.52 Records Retention

NSBECS: D4:S11

#### [Record Retention Schedule](#)

#### [Personnel files and Content Procedures](#)

- A. Employees are required to consult and follow the records retention and disposition policy set forth by the archdiocesan records manager. This policy ensures necessary records are adequately maintained and records no longer needed or of no value are destroyed at the appropriate time and by appropriate means.
- B. Employees are required to abide by any request by the Archdiocesan legal counsel, Superintendent for Catholic Schools, Director of Human Resources, Director of Parish Financial Services, or the Office of the Chancellor.

### 3.53 Smoking and Tobacco Use

Employees are not permitted to smoke cigarettes, e-cigarettes, pipes, cigars, or use tobacco or marijuana in any form at any time in school buildings or within 25 feet of school building doors, ventilation intakes, or windows.

### 3.54 Stewardship of Human and Financial Resources



- A. Employees are required to exercise good stewardship in use of school resources, assuring that expenditures are reasonable, appropriate, and consistent with the mission of the Church.
- B. Use of school resources for personal business (whether for profit or non-profit) is prohibited unless, in the case of a non-profit extending the mission of the school, prior approval has been granted in writing by the canonically appointed leader or school administrator.

### 3.55 Travel

- A. Employees who drive a non-school-owned vehicle in the course of conducting business as directed by the canonically appointed leader or school administrator or as outlined in the position description, may be reimbursed for each mile driven at a rate not to exceed the IRS guidelines.
- B. Employees whose job requires that they have the ability to travel throughout the Archdiocese in their personal vehicle will be required to have the minimum automobile insurance required by Washington State at the time, have a driver's license valid for operating a motor vehicle in Washington State, and be cleared to drive by a background check every three years.
- C. Employees will be compensated for time traveled in the course of work described as follows:
  - a. Time spent traveling during regular work hours between two or more work locations is compensable time;
  - b. For non-exempt employees, time spent on out of town travel during special one day assignments, except for time spent eating, and traveling from home to an airport or railway station, is compensable time;
  - c. Travel time for non-exempt employees outside normal working hours when a passenger on an airplane, train, boat, bus or automobile is not compensable;
  - d. Travel time where a non-exempt employee is performing work while traveling, even if outside of normal work hours, is compensable time.

### 3.56 Tutors

[Permission to Tutor Onsite- School Year](#)

[Permission to Tutor Onsite-Summer](#)

[Protocol for Tutors, After School and Summer programs/Classes/Clubs/Camps](#)

Teachers are not permitted to tutor pupils who are enrolled in the class(es) that the teacher teaches in their regular assignment, for profit. Class time may not be used for any private lessons or practices. Tutors and 3<sup>rd</sup> party providers not employed by the school must provide a current Certificate of Insurance (see [School Provider Matrix](#)).

### 3.57 Reporting of Violations

Employees are required to report concerns about violations or suspected violations of archdiocesan policy or civil laws and regulations in writing and as soon as possible to a supervisor, pastoral leader, Director of Human Resources, Chief Financial Officer, or the Superintendent for Catholic Schools. These reports will be held in confidence when possible. Employees who make a report of this nature in good faith will be protected from any retaliatory actions.

## Performance Review

### 3.58 Non-Certificated Performance and Evaluation

NSBECS: D2:S6; D4:S11

[Evaluations of Non-Certificated Employees](#)

[Years of Service Award Form](#)

[Employee Performance Evaluations](#)

- A. The first six months of employment of non-teaching staff, or the first six months following promotion, demotion or transfer is an initial employment period in which the school administrator and the employee mutually discern the employee's eligibility to continue employment as a regular employee of the school and the employee's suitability to the position. Once the initial employment period has been successfully completed, performance evaluations are completed annually.
- B. The "initial employment period" is completed and the employee becomes a "regular employee" when the school administrator designates the successful completion of the performance evaluation following six months of employment. The employment period generally begins with the beginning of the school year or, if hired after the school year begins, with the first day worked.
- C. The school administrator should conduct written performance evaluations for all non-teaching staff employed in the school within a reasonable period of time following the completion of three months of employment following hire, transfer, promotion, or demotion. An employee becomes a regular employee when designated as such by the supervisor and after the completion of a satisfactory six-month performance evaluation. Annual performance reviews should occur thereafter.

### 3.59 Extension

The initial employment period may be extended up to three months beyond the completion of the three-month evaluation at the discretion of the supervisor. If the initial employment period is extended, a second written performance evaluation will be conducted within a reasonable period of time following completion of the extension period. The second performance evaluation will indicate whether the employee has successfully completed the initial employment period. If the employee has not successfully completed the initial employment period, the employee's employment with the school is terminated.

### 3.60 Paid Time Off

Employees in the initial employment period are eligible to be paid for sick leave that has been earned and for paid holidays that fall during the initial employment period. All vacations for school employees follow the school vacation schedule, unless exceptions are defined at the time of hiring, or at the discretion of the administrator.

### 3.61 Teacher's Performance Evaluation

#### Teacher Evaluation Report

#### Performance Improvement Plan

- A. All teachers employed in the Catholic schools shall be evaluated by the school administrator or designee formatively in their first year, summatively in their second and third years, and no less than every three years thereafter or as determined by the school administrator.
- B. Newly assigned teachers shall be evaluated twice within the first year of their assignment: once within the first 60 school days of their assignment and again before May 15 and thereafter according to the schedule set forth in 3.60 (A).
- C. If a teacher's covenant is not to be renewed **for reasons other than just cause (Refer to Section 3.66)**, such as not meeting good teaching or leadership standards, the school administrator must conduct an evaluation and give the teacher feedback to support improvement of his or her performance. The improvement plan must begin no later than March 15<sup>th</sup> and if improvement is not shown to be satisfactory, the teacher will be notified **in writing** before May 15<sup>th</sup> that a covenant will not be offered for the following school year. The notification should be signed by the school administrator and the teacher and kept in the teacher's employee file. **Prior to notification, all non-renewals should be submitted to the Assistant Superintendent for Personnel who will coordinate with the Office of Human Resources for approval.**
- D. Included in the criteria of evaluation is an expectation that teachers will exercise professional conduct consistent with Catholic teachings and moral values, expressing Catholic teachings and moral values to students, parents, and all school personnel, in a positive and responsible manner.
- E. Teachers should be given a written copy of their evaluations and a **signed** copy should be placed in their official file at the school.

- F. Recommended teacher evaluation instruments are available from the Office for Catholic Schools.

## 3.62 Administrators' Performance Evaluations

### Elementary Schools

#### Category I Elementary Schools

- A. School administrators in their **first year at a school**, or administrators in a school with a **newly appointed canonical leader** will participate in the following evaluation process:
- **By December 15<sup>th</sup>** - With support from the Office for Catholic Schools, the new administrator completes the self-assessment and growth plan documents. The administrator schedules a review meeting with the canonically appointed leader and the Assistant Superintendent for Personnel.
  - **By January 15<sup>th</sup>** – The administrator meets with the canonically appointed leader and the Assistant Superintendent for Personnel and shares the completed self-assessment/growth plan. The team discusses strategies for supporting the administrator's work.
  - **By February 1<sup>st</sup>** – The canonically appointed leader provides written feedback on the administrator's self-assessment/growth plan, then sends a signed copy to the Assistant Superintendent for Personnel. A signed copy should also be provided to the administrator and filed into his/her personnel file kept on site. **Note:** If there are performance concerns, the canonically appointed leader should notify the Office for Catholic Schools as soon as possible, but no later than February 1<sup>st</sup>. Refer to Section C below and Policy 3.63 for additional information on administrator improvement plans and the non-renewal process.
- B. School administrators in their **second year and beyond at a school** will participate annually in the following evaluation process (Note: If the administrator is new to the school or if the canonically appointed leader is in the first year at the school, follow the process outlined in Section A).
- **By October 15<sup>th</sup>** - The administrator completes the self-assessment and growth plan documents and then schedules a review meeting with the canonically appointed leader.
  - **By November 15<sup>th</sup>** - The administrator meets with the canonically appointed leader to review the completed self-assessment and growth plan. Together they discuss strategies for supporting the administrator's work. *\* Every third year, a representative from the Office for Catholic Schools will participate in the review. However, at any time in between, an OCS representative can attend by request.*
  - **By December 1<sup>st</sup>** – The canonically appointed leader provides written feedback on the administrator's self-assessment/growth plan, then sends a signed copy to the Assistant Superintendent for Personnel. A signed copy should also be provided to the administrator, and a signed copy is filed into the administrator's personnel file kept on

site. **Note:** If there are performance concerns, the canonically appointed leader should notify the Office for Catholic Schools as soon as possible, but no later than February 1<sup>st</sup>. Refer to Section C below and Policy 3.63 for additional information on administrator improvement plans and the non-renewal process.

- C. If an administrator's covenant is considered for non-renewal, the canonically appointed leader must conduct an evaluation no later than February 1 and provide written feedback to the administrator to support improvement of his/her performance. The plan of improvement should be signed by all parties and a copy retained in the administrator's personnel file kept on site. In addition, a copy of the signed improvement plan should be sent to the Superintendent. If improvement is not shown to be satisfactory, the administrator will be notified in writing before March 15<sup>th</sup> that a covenant will not be offered for the following school year. This process should be done in consultation with the Superintendent and the Office for Human Resources.
- D. Included in the criteria of evaluation is an expectation that administrators will exercise professional conduct consistent with Catholic teachings and moral values and will express those teachings and values to students and teachers in a positive and responsible manner.
- E. The Superintendent (or delegate) may participate in the administrator's evaluation by submitting information concerning the administrator's adherence to policies and procedures and his or her collegial participation in programs of the Office for Catholic Schools.
- F. Annual self-assessment forms are available from the Assistant Superintendent for Personnel in the Office for Catholic Schools.

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## Category I High Schools

[Secondary Principals Evaluation](#)

[Secondary Head of School Evaluation](#)

- A. Presidents of Category I high schools are evaluated by the Superintendent formatively in their first year or in the first year of the assignment of a new Superintendent, summatively in their second and third years, and then every three years thereafter or as determined by the Superintendent.
- B. Principals of Category I high schools are evaluated by the President formatively in their first year or in the first year of the assignment of a new President, summatively in their second and third years, and then every three years thereafter or as determined by the President.

- C. The Principal and President, using the criteria of the evaluation form which reflects the job descriptions submits a self-evaluation of his or her successes and challenges and outlines his or her proposed performance goals for the for the following year, which are based on the school's strategic plan.
- D. Based on the self-evaluation of the Principal and President and in consultation with other Advisory Board members and randomly chosen school staff, the chair of the school's Advisory Board (advisory or 501(c)3) evaluates the Principal and President, with commendations and recommendations, and confirms or modifies the performance goals for the following year.
- E. The Principal and President meet with the chair of the board to discuss the evaluation and to request any changes if there is disagreement. If there is agreement that changes need to be made, the evaluation is re-written; if not, the disagreement is noted. At this meeting, salary adjustments are also discussed.
- F. The President and the chair of the school's board meet with the Superintendent, who discusses, approves, and signs the evaluation on behalf of the Archbishop; in the case of Category I (a) schools, the Superintendent approves recommendations for salary increases.

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## Category II High Schools

- L. The school administrators of Category II high schools are evaluated by their Board, according to the by-laws of the Board. A copy of the evaluation is filed in the office of the Superintendent, who may present concerns to the school's Board of Trustees.
- M. Continued employment is contingent upon successful completion of regular background checks, as required by the school's current Safe Environment policies, and conformity to applicable employment-related policies.

### 3.63 Corrective Action

#### Employee Performance Improvement Plan

To assist employees who are experiencing a serious problem with job performance (other than issues warranting immediate termination), the Office for Catholic Schools shall provide a fair process for addressing and remedying the issue(s). The purpose of this process is to give the employee and employer time and guidance to assist them in correcting work-related performance. Information concerning this process is available from the Assistant Superintendent for Personnel.

- A. Corrective action can be initiated to notify employees of serious concerns regarding the performance of job duties and/or violation of policies and to provide employees with time and guidance to correct the deficiencies. The goal of Corrective Action is to assist an employee in improving his/her performance.
- B. The canonically appointed leader, school administrator and other appointed pastoral leaders are expected to contact the Assistant Superintendent for Personnel for assistance prior to initiating a corrective action process. The Assistant Superintendent will consult with the Office of Human Resources for additional guidance.
- C. Principles guiding corrective action are as follows:
  - a. To ensure that employees are competent in performing their job duties;
  - b. To ensure fair, consistent treatment of employees having performance concerns;
  - c. To ensure that employees have accurate, specific and explicit information about the concern identified through a performance evaluation process;
  - d. To work with employees having performance problems in a way that affirms the employer's commitment to help the employee succeed;



- e. To provide a sound, factual basis, recorded in writing, on which to terminate employees whose job performance has not sufficiently improved during the probation period;
  - f. To ensure that an individual's right to confidentiality is honored;
  - g. To provide an environment that promotes a spirit of reconciliation;
  - h. To ensure the mission and ministry of the school are carried out.
- D. Because every employment situation is different, the following procedures may be included in a corrective action process, at the discretion of the school administrator and the canonically appointed leader, **in consultation with the Assistant Superintendent for Personnel and the Office for Human Resources**. The goal of corrective action is to assist an employee in meeting performance expectations. Items that may be addressed in a corrective action process include but are not limited to:
- a. Measurable performance objectives;
  - b. Timeline for completion;
  - c. Schedule of supervisory meetings;
  - d. Training requirements.
- E. The following steps may be used by supervisors to assist an employee in improving performance:
- a. A discussion of the employee's performance may be initiated by the school administrator to identify measurable and objective performance deficiencies as assessed by the supervisor. Supervisors shall give regular constructive and critical feedback so that performance expectations are clearly conveyed to employees.
  - b. A written statement may be prepared by the school administrator in order to communicate the performance deficiencies and to provide the employee with an opportunity to identify reasonable means to improve performance. The statement should be signed and dated by the school administrator and by the employee to acknowledge receipt of the statement. The signed and dated original of the statement is to be retained in the employee's personnel file. The employee may submit a written rebuttal.

- c. A paid leave day for decision-making may be initiated by a school administrator, with the previous permission of the canonically appointed leader. It demonstrates the seriousness of the concern and provides the employee with an opportunity to discern his or her commitment to work to resolve the concerns. In most cases, a Decision-Making Leave Day will be preceded by performance discussions with notification of failure to meet expectations. The supervisor will outline the issue(s) and ask that the employee leave the premises and take a day to think and pray about his or her desire to continue employment with the school.
- d. Upon the conclusion of the corrective action period, the school administrator and the employee meet to discuss the status of the corrective action. The school administrator may determine that the corrective action requirements have been successfully completed, that the corrective action period will be extended (one extension maximum per corrective action) or that the individual's employment will be terminated. A signed record of the meeting is retained in the employee's personnel file. Prior to termination of employment, the canonically appointed leader or school administrator should contact the Assistant Superintendent for Personnel (who will consult with the Office of Human Resources) and follows the H.R.'s advice regarding the proposed termination.

## Terminations

NSBECS: D4:S11

Each person has a duty and a right to work, and through this work achieves fulfillment as a human being (*The Church in the Modern World*, 67). Supervisors and employees share the responsibility to ensure that persons working at the school are in positions that are suited and fulfilling to them, and that the positions are organized and adapted according to principles of good stewardship and fiscal responsibility, to further the mission of the school. At times, this may result in voluntary or involuntary separation of employment from the school. It is the policy of the school that all employees be treated with dignity and respect in the process of employment separation, and that separation of employment does not occur for reasons of age, color, gender, national origin, genetic information, veteran or military status, race, or disability that does not prevent an employee from performing the essential functions of her or his job with or without reasonable accommodations. Administrators must inform the employee of termination in writing and include information regarding the Canonical Recourse process (Refer to Addendum for definition). All non-voluntary terminations and non-renewals must be coordinated with the Office for Catholic Schools and the Office of Human Resources.

### 3.64 Initial Employment Period

Employees in the initial employment period may be terminated at any time for any non-discriminatory reason. No employee in the initial employment period is guaranteed six months of employment.

### 3.65 Voluntary Terminations

#### [School Leadership Transition Checklist](#)

Resignation initiated by an employee is voluntary termination. This may include retiring, accepting a new position in another parish, school, archdiocesan agency or other employer, moving out of the area, and failure to report to work or contact the supervisor for three consecutive scheduled shifts.

- A. A school administrator or teacher who intends to resign, before the school year has been completed, should give written notice 20 school days prior to resignation. A resignation that will take effect during the school year must be rendered only in extreme circumstances.
- B. Unless other arrangements have been made with the canonically appointed leader, a school administrator may submit a letter of intent not to return for the next year at any time up to March 15.
- C. Unless other arrangements have been made with the school administrator, a teacher may offer a letter of intent not to return for the next year at any time up to the time they are offered a covenant.
- D. A non-certificated staff member who intends to resign should give written notice at least 14 school days prior to resignation.
- E. Regular employees who voluntarily terminate their employment are entitled to wages for time worked, and if applicable, paid for vacation that has been earned but not taken.

## 3.66 Involuntary Termination / Discharge for Just Cause

### Staff Personnel and Teacher Forms

School Employee Resignation Form –

Revised March 2022

Employee Termination Checklist – Revised

February 2022

Employee Termination Report – Revised

March 2022

Resignation/Termination Checklist –

Revised February 2022

Teacher Intent Form – Revised February 2022

School Employee Possible Non-Renewal Form – Revised February 2022

- A. Other than during the initial employment period, the canonically appointed leader or school administrator, after consulting with and following the advice of the Office for Catholic Schools and the Office of Human Resources, initiates discharge for cause as a direct result of the employee's job performance, actions, or behavior(s). Employees who are involuntarily terminated for just cause are entitled to wages for time worked. The canonically appointed leader or school administrator, in consultation with the Office for Catholic Schools and the Office of Human Resources, is responsible for determining what constitutes just cause for termination of an employee.

In some cases, the school administrator may choose to follow the Corrective Action procedures identified in policy 3.63. In other cases, the school administrator may choose immediate dismissal as a suitable response to an employee's job performance, actions, or behaviors.

Following is a non-exhaustive list of examples of behavior that may result in discharge for just cause:

- a. Misrepresentation on employment application or other employment related documents;
- b. Substance abuse affecting work performance;
- c. Committing sexual, physical or verbal harassment;
- d. Poor attendance;
- e. Refusal or inability to perform essential job requirements;
- f. Conviction of a felony or misdemeanor related to or affecting the ability to perform required job responsibilities, including crimes against persons;
- g. Public acts that violate Church teaching;

- h. Failure to support the mission of the Church and canonically appointed director, priest administrator, other appointed pastoral leader or school administrator;
  - i. Failure to comply with Safe Environment Policies including violation of the Code of Professional Conduct;
  - j. Theft, embezzlement or fraud or failure to report theft, concealment of theft or the willful destruction of property owned by the school, parish or Archdiocese;
  - k. Committing violent acts in the workplace or outside the workplace, even if the acts of violence do not result in criminal conviction;
  - l. Physical, and/or severe emotional or verbal abuse against any person during their performance of school work;
  - m. Accessing pornographic or inappropriate websites during work hours and/or while using school-owned equipment;
  - n. Violation of ethical standards for professional conduct and responsibilities;
  - o. Insubordination;
  - p. Negligence;
  - q. Conduct not consistent with Catholic teachings and moral values. Attitudes and/or behaviors that demean Catholic beliefs or practices;
  - r. Conduct not consistent with Catholic principles in the performance of work duties or is not consistent with living a lifestyle compatible with Catholic teaching;
  - s. Sexual misconduct;
  - t. Possession of a weapon in the course of conducting business or while on archdiocesan property;
  - u. Violation of policies.
- B. In cases of serious breach of contract or violation of civil, criminal, or canon law, termination may occur immediately.
- C. When terminating an employee, Catholic Schools shall comply with the terms of the annual written covenant for teachers and principals and the policies contained in this Manual.
- D. If a teacher or school administrator is to be terminated within the covenant year for performance deficiencies, specific reasons must be communicated to the person, a time frame established for improvement, and appropriate assistance offered. If improvement

is not satisfactory, within the established time frame, suspension or termination may follow.

- E. If a school administrator's covenant will not be renewed, the canonically appointed leader must provide written notification to the administrator by March 15<sup>th</sup> for the upcoming covenant year and be preceded by an evaluation that was conducted by February 1<sup>st</sup> (Refer to Policy 3.62 & 3.63).
- F. Notification not to renew a teacher's contract must be received by the teacher by May 15<sup>th</sup> for the upcoming covenant year and be preceded by an evaluation that was conducted by March 15<sup>th</sup> (Refer to Policy 3.61 & 3.63).

### 3.67 Layoff / Reduction in Hours

- A. Employees must be notified in writing 20 working days in advance of being laid off or having hours reduced. A layoff is a reduction or reorganization in the workforce that results in an employee losing his or her job.
- B. If a reduction in hours results in a change for benefits eligibility, the change will be reflected at the first of the month following the reduction in hours. If the change results in the employee working less than forty hours but more than 20 hours per week, and the employee's position entitles them to a vacation leave balance that exceeds the maximum allowed carryover at the end of the year in which the change occurs, the excess will be cashed out.
- C. The canonically appointed leader or school administrator, after consulting with and following the advice of the Office for Catholic Schools and the Office of Human Resources, may authorize a layoff or a reduction in hours for employees not covered for a school year's employment by a covenant.
- D. The need for a reduction in force due to decreased enrollment or other budgetary considerations is an administrative judgment of the school administrator in consultation with the canonically appointed leader, and school commission. The following factors will be taken into account:
  - a. The mission of the school;
  - b. The needs of the curriculum;
  - c. The need for co-curricular activities; and

- d. Enrollment/cost of the program(s).
- E. When determining what employees or positions shall be retained during a reduction in force, the school administrator shall give greater weight to the school's mission and curriculum needs than to seniority either at the school or the Archdiocese (refer to Policy 1.19 A). In addition to consulting with the Office for Catholic School and the Office of Human Resources, school administrators should consult with the canonically appointed leader before making lay off or reduction in force decisions.
- F. Employees who have been notified that their position will be laid off may be given time off during their remaining workdays for job search, at the discretion of the school administrator. The school administrator, in consultation with the Office for Catholic Schools and the Office of Human Resources, may opt to pay the employee for all or a portion of the period of advance notice (minimum 20 days' notice) in lieu of the employee's continuing to work.
- G. Unemployment insurance benefits are available for eligible school employees holding non-appointed positions. To be eligible, employees must:
  - a. Have been in regular position scheduled to work 20 or more hours per week
  - b. Have been terminated from his/her regular position for actions that were not deliberate, careless, or negligent.
  - c. Contact Human Resources at [HumanResources@seattlearch.org](mailto:HumanResources@seattlearch.org)

### 3.68 Transition Assistance

All school employees are eligible for health, welfare and retirement benefits at termination of employment as provided in the employee benefits plan in effect at the time of termination.

However, the school provides the following assistance to non-certificated employees in transition from working at the school.

- A. Non-certificated employees who voluntarily terminate their employment are entitled to wages for all time worked and, if applicable, pay for vacation time that has been earned but not used.
- B. Non-certificated employees who are laid off are entitled to wages for all time worked and to be paid for 20 working days after the notice of layoff has been given and if applicable, pay for vacation time that has been earned but not used.

- C. Non-certificated employees who have been laid off may be eligible for unemployment according to HR 3.66. Employees who are involuntarily terminated for reasons other than lay off may also be eligible for unemployment according to HR 3.66. contact Human Resources.
- D. If a certificated employee with a signed covenant terminates before the last working day of a school year, the employee would be paid salary earned based upon their daily rate of pay. Revised 5/10/21

### 3.69 Death of Employee

- A. Upon the death of an employee, the salary earned should be paid through the month when death occurs. The final paycheck should be forwarded to the appropriate person, guardian, or other legal entity.
- B. The person responsible for administering insurance benefits for the school should contact the archdiocesan Employee Benefits Administrator regarding life insurance benefits.



## Addendum:

# Definition of Terms: Principles Underlying Employment in the Church

### Appointed Pastoral Leaders

Deacon, religious or lay employees who accept the Archbishop's invitation to fill an appointed position. They are exempt from the HR policies at the discretion of the Archbishop.

### Appointed Positions

Report directly to the Archbishop and are responsible for the day-to-day oversight of a parish/school or faith community. Appointed positions are designated at the Archbishop's discretion in response to the pastoral needs of a parish/school or faith community. Employees in these positions serve at the will of the Archbishop and their resignation may be asked for and received at any time for a just cause as determined by the Archbishop. The Archbishop is the sole determiner of a position's appointed status.

### Canonical Recourse

A process of internal review by the Archbishop or his delegate which determines if a particular employment-related decision was carried out according to the policies of the Archdiocese of Seattle. The first step in canonical recourse is to request reconsideration of an employment-related decision in writing to the Archbishop. This request must be sent within fifteen business days of the precipitating event. Normally, this occurs when an employee requests a review of his/her termination of employment from an Archdiocesan parish or school.

### Communion for the Common Good

"All members of society have the same right and duty to promote the common good, as do other citizens. Christians ought to fulfill their temporal obligations with fidelity and competence. They should act as a leaven in the world, in their family, professional, social, cultural and political life" (1971, Synod of Bishops, *Justitia in Mundo*, 38).

### Dignity of the Human Person

Each person is unique in his or her physical and mental capacities, gifts, and abilities. At the same time, all persons are created in the image of God and are therefore equal (GS, 29). Human dignity finds its source in our loving Creator, who blesses each of us with different talents and pursuits. These differences attract us to and make us suitable for various types of work, whether working expressly for the Church or in the secular arena. Through our work endeavors, we participate in the continuing work of God's creation. Responding to the

needs of the community and the invitation to employment in a particular capacity, each position in the school collaborates with the principal and the canonically appointed leader.

#### Exempt Positions

Administrative, professional, or executive positions that are exempt from overtime pay. The Office of Human Resources determines whether a position is exempt based on the responsibilities in the position description. Employees in exempt positions are not eligible for overtime pay. Employees in exempt positions are not eligible for overtime pay.

Employee's salary must meet the requirements of the Fair Labor Standards Act regulations. If an exempt position requires an inordinate amount of time to complete the responsibilities on a regular basis, the employee should bring this to the supervisor's attention so that the position description and expectations may be evaluated. Examples of positions that are generally exempt include: Teaching Faculty, President, Principal, and School Director.

#### Ministerial Covenant: A Sacred Agreement

With the deacons and men and women religious who labor on behalf of the church, the laity have an active part to play in the church's life and work, sharing in Christ's priestly, prophetic and kingly office. Laypeople with a truly apostolic mind, after the manner of those men and women who assisted Paul in the preaching of the gospel, supply what is needed by the brethren and refresh the spirits of pastors and of the rest of the faithful. Nourished by active participation in the liturgical life of their community, they are concerned to take part in its apostolic works. They bring to the church those who may have wandered far; they cooperate energetically in passing on the word of God, especially by catechetical instruction; they are concerned with the care of souls, especially those of the children and young people in the school, and, by offering their particular skills, they make more effective the administration of the church's goods (*Apostolicam Actuositatem* 10). All those who work in archdiocesan parish and schools are called to further the mission of the Church by using their particular gifts and talents in service of the larger community, guided by Gospel values and the provisions of the *Parish and Catholic School Policies*. This is the spirit that characterizes the covenantal relationship between the employer and the employee in archdiocesan parishes and schools.

#### Multi-Location Employees

Those individuals who are employed on an ongoing basis by more than one archdiocesan location participating in the lay employee health, Welfare, and Retirement plans of the Corporation of the Catholic Archbishop of Seattle. The multi-location employee will be eligible for paid time off where the total regular work week meets or exceeds 20 hours per

week and health, welfare, and retirement benefits where the regular work week meets or exceeds 30 hours per week. Responsibility for payment of premiums and contributions is to be shared among the employers on a pro-rated basis and calculated in proportion to the time worked for each employer.

#### Non-Exempt Positions

Not exempt from overtime pay and minimum wage. Full-time employees in non-exempt positions regularly work forty hours unless otherwise noted in the position description. Non-exempt employees should be paid on an hourly basis and must record all actual time worked on their electronic timesheet in UltiPro.

Employees in non-exempt positions are paid one and a half times the regular rate for time worked over forty hours in a work week. Examples of positions that are generally non-exempt are: bookkeepers, custodians, and administrative assistants.

#### Regular Employees

Those employees who have completed the initial employment period in a regular position.

#### Regular Positions

Scheduled for 30 hours per week or more, with the position expected to continue indefinitely. Qualifications for regular positions are determined by the principal, pastor, priest administrator, or appointed pastoral leader, in consultation with the Office of Human Resources and as provided by universal and particular canon law. Regular positions may be eliminated due to restructuring at any time.

## Stewardship

As a fundamental aspect of the human vocation, work is necessary for human happiness and fulfillment and is intrinsic to responsible stewardship of the world. As participants in extending the ministry of the school, each employee shares in the obligation to ensure the responsible stewardship of school resources (*Stewardship: A Disciple's Response*). Attentive to the intention of the donor and the spirit of Christian charity, each school employee must seek to make efficient use of school funds and other resources. This includes financial resources, school property, and the effective use of time for which employees are paid to work. The school exercises good stewardship through management of resources to further the mission of the school, including their pledge to provide just wages and benefits to those who dedicate their work efforts in their service.

## Temporary Employees

Those employees who fill temporary positions.

## Temporary Positions

Designated period of time up to twelve months. Temporary positions between six and twelve months are entitled to benefits if over 30 hours per week. Temporary positions projected to last up to six months are not eligible for benefits.

## Work week

Defined as the hours worked between 12:01 a.m. Sunday and midnight Saturday in a consecutive seven-day period.



# Section 4: Ensuring Student Welfare & Safety

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Office for Catholic Schools Policy Manual

# Ensuring Student Welfare & Safety

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## 4.I Admission

**NSBECS:** DI:SI; DI:S3; D4

[Student Handbooks \(Elementary Template\)](#)

– Revised February 2022

[Student Handbooks \(Secondary Template\)](#)

– Revised February 2022

- A. The school’s admissions policies shall be regularly reviewed by school administration and or School Commission/Board, clearly written, published, and equitably applied.
- B. Unless there are clear reasons to the contrary, age requirements for admission to Catholic schools shall conform to the uniform entry qualifications as stated in the local public school district admission age requirements and/or Chapter 180-39 WAC, Sections 015,020 and 025.
- C. The school administrator shall publish annually and abide by the following non-discriminatory policy statement in the school’s admissions materials and in some public medium such as the school website and handbook, the parish newsletter, or the Sunday bulletin:

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### **Notice of Nondiscriminatory Policy Regarding Students**

*“School admits students of any race, sex, sexual orientation, faith traditions, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. The school does not discriminate on the basis of race, gender, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.”*

- D. The school administrator shall ensure that the school abides by its published nondiscriminatory policy regarding students.
- E. Although Catholic schools do not discriminate on the basis of race, sex, sexual orientation, faith traditions, color, or national and ethnic origin, it remains the

primary purpose of Catholic schools to serve the Catholic members of the community.

- F. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Applications for admission will be decided on a case-by-case basis.
- G. A Catholic school will accept any child for whom an appropriate program can be designed and implemented following its prescribed local enrollment procedures. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs and the resources available to the school in meeting those needs. The local school site determines continued enrollment based on these factors.
- H. The non-Catholic student shall be considered an integral member of the student body, expected and required to participate in all aspects of the school mission. The school's purpose and requirements shall be explained to the parents/guardians at the time of registration.

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### **Elementary Schools**

- I. Admission policies are determined at the local level by the canonically appointed leader and school administrator in consultation with the school commission and should reflect the primary purpose of Catholic schools: to assist Catholic families in the formation and education of their children in Catholic faith and values.

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### **High Schools**

- J. Admission policies are determined by the school administrator in consultation with the school board and the admissions officer and should reflect the primary mission of Catholic schools: to assist Catholic families in the formation and education of their children in Catholic faith and values.

## **4.2 Admission of Students with I-20 Status**



- A. Students who are not nationals of the United States will be admitted in accordance with the requirements of the United States Department of Justice and the United States Department of Education. Schools seeking to enroll students in I-20 status must have an established SEVP (Student Exchange and Visitor Program) account through the Homeland Security website.
- B. The parents of a family with Refugee Status should be asked to submit a copy of their documentation from the U.S. Immigration Department or other documentation from an attorney. A copy of this documentation should be added to the student's file.
- C. All students seeking admission under I-20 status must present an I- 20 form. Once the I- 20 form has been signed it will be returned to the school. The school must make a copy for the student's file and return the original to the student's parents who are then responsible for filing it with the proper authorities.

### 4.3 Placement of Students

- A. A student transferring to a Catholic school from another school is ordinarily assigned to the grade/class indicated on the report card and/or transfer form. The school that accepts the student may require additional testing to determine grade placement.
- B. Catholic schools within a region should consider sharing resources to identify all students within their communities with special needs, to assess the possibility of addressing their needs at any or all of the schools in the region, or to admit those students to a specifically designated school.
- C. The school administrator makes the final decision regarding grade placement, room and teacher assignment, and promotion and retention of all students. Decision of the Principal is final.
- D. For the placement of a student without records, an educational history shall be compiled in cooperation with the parents or guardian and the student. Based upon the information received, the student shall be placed at the grade level best suited to

his/her achievement. The administration may require the student to be tested to help in the determination of grade level.

## 4.4 Attendance

### [Licensed Early Learning Guidance](#)

- A. Students must attend school punctually and regularly and conform to the attendance policies established by the school.
- B. Teachers must keep accurate records of student attendance each day during the school year. The attendance book (or a hard copy of an electronic entry) must be signed at the end of the school year and retained on file permanently.
- C. Students who do not comply with the school's published attendance policy may be expelled.

## 4.5 Release of Students During the School Day

No member of the school staff shall release a student to any person other than the child's custodial parent(s), guardian(s), or their delegate, who must show written permission to pick up the child.

## 4.6 Student Conduct

### [Student Forms](#)

### [Student Technology Use Consent](#)

- A. Students are responsible to the school community and staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. Student conduct not consistent with school policies and values, even when occurring outside of school, which could significantly and adversely affect the school's community life and reputation, is subject to disciplinary action up to and including expulsion.
- B. Any student's behavior that constitutes/amounts to a threat to the safety or well-being of themselves or any member of the school community will be taken seriously. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) but

not limited to are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion.

- C. The school administrator and/or their designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing, and other items in a student's possession.
- D. Engagement in online blogs or postings such as, but not limited to, social media such as, Facebook®, YouTube®, Instagram®, Twitter®, and other electronic media, shall result in disciplinary actions, up to and including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.
- E. Catholic schools shall publish comprehensive policies, in a Family Handbook, regarding the expectations for student conduct and behavior, both during the school day and in the community, that is made available each year. Upon request, the Office for Catholic Schools will provide a list of required and recommended policies, templates, and sample handbooks.
- F. Criminal or gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students shall not wear/display explicit gang-like symbols. Violation will result in disciplinary action up to and including expulsion.

## 4.7 Harassment / Bullying

- A. **Prohibition:** Harassment, intimidation, and/or bullying of any student by any person is prohibited. When the aggressor is an employee or other adult associated with the school or Archdiocese of Seattle, Policies 1.7 and 3.35 apply.
- B. **Behaviors:** "Harassment, intimidation or bullying" means (1) any intentionally written message or image – including those that are electronically transmitted – (2) verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the message, image, or act:
  - a. Physically harms a student or damages the student's property;
  - b. Has the effect of substantially interfering with a student's education;

- c. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; and/or
- d. Has the effect of substantially disrupting the orderly operation of the school?

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing, or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

- C. **Threats:** Any threat by a student to inflict harm to self or others must be taken seriously and addressed promptly. Threats should be reported immediately to the principal, who will decide if police support or notification is needed and will notify the police when necessary. Assault and sexual assault will be reported to the legal authorities. If a student is threatened, becoming a potential victim to that threat, the principal or principal's designee shall notify the student's parent/guardian promptly.
- D. **Training:** This policy is a component of each school's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and students.
- E. **Prevention:** Each school will provide students with strategies aimed at preventing harassment, intimidation, and bullying. Such training will emphasize the importance of reporting such events to a school employee when such incidents occur.
- F. **Interventions:** Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. Each school will consider the frequency of incidents, development age of the students, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior, and discipline, to law enforcement referrals. Interventions will follow the school's student discipline policy.
- G. **Retaliation/False Allegations:** Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of this policy to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## 4.8 Disciplinary Measures

- A. Each school shall have a written, comprehensive policy regarding disciplinary measures that apply to all students and a procedure for students to receive due process. In Catholic schools, discipline should have an educative purpose, training students to be responsible and use freedom wisely, and, provide a progressive scale of consequences .
- B. The disciplinary policy shall be compatible to the policies in this Policy Manual.
- C. When ordinary forms of discipline are unsuccessful, it may be necessary to have recourse to probation, suspension, or expulsion. Except in extremely serious cases, expulsion should be used only after probationary and suspension measures have proved ineffective. In such situations, thorough documentation of prior actions taken and communications with parents/guardians must be kept on file (refer to Policy 1.10 and 1.11).

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### Elementary Schools

- D. Expulsion takes place only after the school administrator, in consultation with the canonically appointed leader and the Office for Catholic Schools, has met in conference with the parents/guardians of the student (refer to Policy 1.10 and 1.11).

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### High Schools

- E. Expulsion takes place only with the approval of the school administrator and after the delegated administrator in charge of discipline has met in conference with the parents of the student. For the sake of due process, a review board may be established to hear the case and make a recommendation to the school administrator. The decision of the school administrator is final.

## 4.9 Access to the Student by Non-School Personnel

- A. Generally, no police officer should be allowed to come into a school and question a student, under the age of eighteen, about a prior, off-campus event. Case workers, police officers, guardians' ad litem or counselors are given access to a student only if the parent/guardian has been notified and has been given the opportunity to be present during the interview. The exception to this policy is in the reporting of a suspected child-abuse situation and call to Child Protective Services. The school administrator will cooperate with civil authorities when the parent/guardian has given notice and permission that these authorities may interview the student at school. The interview

could take place in the presence of the school administration if the parent/guardian has consented but cannot be present.

- B. A police officer should not be given access to a student without parental permission unless:
  - a. There is an arrest warrant,
  - b. The parent is the subject of an investigation of abuse or neglect, as with a CPS report.
  - c. There is a situation in process that poses an immediate danger of causing significant harm.
- C. If a police officer is given access to a student and no parent/guardian is available, the student should be accompanied by the school administrator, who is present not to assist the police officer but to ensure that the officer is treating the student appropriately.

## 4.10 Elementary School Counselors

- A. If the school employs an elementary school counselor, the counselor shall be trained and certified to support student's personal development and academic success in a school setting. The role of the school counselor is one of student advocate, family and teacher consultant, and co-educator.
- B. The counselor reports directly to, works closely with the principal and is evaluated by the school administrator.
- C. School counselors in Catholic schools should meet the professional standards of legal and ethical behavior. The counselor shall:
  - a. Adhere to the professional codes of ethics of the American School Counselor Association (ASCA) and American Counseling Association (ACA);
  - b. Adhere to federal/state laws and regulations related to education and child protection;
  - c. Participate in professional development each school year, for continuous growth;
  - d. Refer students with individual counseling needs to a licensed provider; and

- e. Maintain confidentiality except when students could do harm to themselves or others. The counselor also communicates with the principal on a “needs to know” bases regarding students, families and staff.
- D. Elementary students require parental permission to work with a counselor on an ongoing individual or small group basis.

## 4.11 Health Care

NSBECS: D3:S9

### Student Forms

[Student Cumulative Record Form](#) – Revised March 2022

[Student Health Card](#) – Revised March 2022

[Student Behavior Form](#) – Revised March 2022

[Student Authorization for Administration of Medications at School](#) – Revised March 2022

[Licensed Early Learning Guidance](#)

[Washington State School Staff Health Training Guide](#)

[Steps for Administering Medication at School](#)

– Revised March 2022

[Student Medication Calendar](#) – Revised March 2022

[Property or Liability Incident Report](#)

[Reporting Child Abuse](#)

[Incident Reporting Form](#)

[Student Accident Insurance Program](#)

- A. Student health care is the primary responsibility of parents. School personnel will cooperate with parents and medical and dental providers and comply with Washington State law in matters regarding student health.
- B. The school administrator is responsible for ensuring that the immunization program, as defined and delineated in RCW 28A.210.060-170, is implemented at each school location. The student’s proof of immunization or certification of exemption shall be presented to the school administrator at the time of enrollment.
- C. Archdiocese of Seattle Immunization Policy:

Prior to entry, attendance or transfer to a Category 1 Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had all immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a Category 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number.

- D. The school administrator is responsible for ensuring that student health screenings for vision and hearing are conducted yearly, and a record of the screening for each child found to have or suspected of having reduced visual and/or acuity in need of attention, will be sent for to the parents or guardians for further action and testing. Records of such screening are updated yearly in accordance with WAC 246- 760-001. Screening for Scoliosis/Kyphosis is recommended but not required, according to RCW 28A.210.23
- E. All student [accidents](#) or injuries must be reported to the parent/ guardian. When communicating with the parent/guardian, the staff or the school administrator should not admit liability or make promises regarding payment of the bills.
- F. Schools should establish a means to provide for basic first aid for students and staff who are injured during school hours. A staff member who is designated as first aid responder must maintain a current first aid certificate. Schools should establish a means of documenting, investigating, and reviewing accidents and injuries to help correct safety hazards and evaluate current safety practices or improve them if necessary.
- G. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Staff members who observe a student displaying signs and/or symptoms of a concussion, or learn of a head injury from the student, should have the student accompanied to the staff member familiar with symptoms of concussion. If there is no trained staff member available to review a concussion either based on the disclosure by the student, observed or reported symptoms, or by sustaining a significant blow to the head or body must be removed from athletic or physical activities and observed until an evaluation can be completed by a medical provider.
- H. A student who becomes ill or injured during the school day shall be evaluated by the school administrator or other appropriately trained and designated person to determine whether the student should be sent home and whether a responsible person is home to provide care. The school administrator or his/her designee shall see that adequate



transportation is arranged. School personnel should not attempt to diagnose illness but only report symptoms.

In an emergency, 911 should be called and if a parent cannot be reached or provide necessary transportation, the student should be taken via ambulance to the nearest care facility.

- I. Student accidents or injuries resulting in hospitalization emergency or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
- J. All schools must comply with state laws regarding the administration of medication at a private school. See RCW 28 A.210.260 and 28A210.270. Emergency medication shall be kept in an appropriate, easily accessible location which allows for prompt response in case of a reaction. For safety and to be sure that procedures have been followed, it is necessary that medications requiring injections should only be administered after:
  - a. Training by an R.N. or M.D.;
  - b. Written, signed, current permission from parent/guardian; and
  - c. Identification of who may administer the medication.

An EpiPen® may be allowed to accompany the student throughout the school only after it has been determined to be necessary by the school nurse or school administrator on a case-by-case basis. Students needing to use an inhaler may carry one on their persons at all times.

- K. All schools should devise a means to screen for and assess the health needs of students. Schools accepting students with a medically complex condition, defined as “a health condition that can put the child in danger of death during the school day or that requires close monitoring,” will work with the family of the student and the health care professional to devise a plan of support. This plan should include medications, medical supplies, and alternate foods, if necessary, to meet the student's needs. This Individual Health Care Plan (IHCP) must be developed, signed in collaboration with the student's parents and a health care professional, be acceptable to the school, and be within the resources of the school to provide. These plans shall be kept on file and updated annually.

## 4.12 Contagious Diseases

[School Safety and Incident Reporting Form](#)

Communicable Disease Guidance – Revised

March 2022

- A. Students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.
- B. Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being communicable.
- C. Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.
- D. All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.
- E. The Office for Catholic Schools follows the [COVID-19 guidance for schools and child care from the Washington Department of Health](#). All schools and child cares should establish a core set of infectious disease prevention strategies as part of everyday operations. Additional disease prevention strategies may be needed if there is a COVID-19 outbreak, an increase in individuals with COVID-19, or high absenteeism due to respiratory illness.

## 4.13 Educational Records

NSBECS: D3:S7; D3:S8

### Student Forms

[Photo Release Form](#)

[Instructional Video Release Form](#) –

Revised March 2022

[Student Technology Use Form](#) –

Revised March 2022

[Student Cumulative Record Form](#) –

Revised March 2022

[Student Behavior Form](#) – Revised

March 2022

[Archdiocesan Record Retention Schedule \(comprehensive\)](#)

[Record Retention Schedule for Archdiocesan Catholic Schools](#)

- A. Catholic schools shall keep appropriate and required educational records. All employees will maintain strict confidence concerning information contained within the educational records, releasing information only upon the direction of the school administrator.
- B. Permanent record cards, filed in alphabetical order by year of graduation, are required for every elementary and secondary student. If records are kept electronically, a paper copy must be preserved in a permanent file. The standard permanent record card is available online, through the Office for Catholic Schools.
  - a. Record cards are kept permanently at the school, are never destroyed, and are to be photocopied at the time of a student's transfer.
  - b. Record cards must be kept in a fireproof storage, or duplicates must be stored at a separate facility.
- C. The school administrator shall be the custodian of all educational records. Records from closed schools should be transferred to the Archdiocesan of Seattle Archives Office.
- D. Health cards and immunization records CIS (Certification of Immunization Status) are required for every elementary and secondary student and are transferred to the new school at the time of transfer. Health cards cannot be withheld from the new school for failure to pay tuition.

#### 4.14 Inspection of Records by Parents / Guardians

- A. The school shall abide by the provisions of the “Family Educational Rights and Privacy Act” with regard to parents’ rights of access to their children’s school records. Likewise, the school shall abide by the provisions of Washington State law regarding the right of access of the non-custodial parent to his or her child’s school records.
- B. The parent or an eligible student (18 years or older) has the right to inspect the student’s school records and may do so in the presence of the school administrator or person qualified to explain the material in the records.
- C. Both custodial and non-custodial parents or an eligible student may inspect their student’s school records in the presence of the school administrator or designee, unless there is a court order or decree presented to the school administrator restraining a parent from such contact and inspection.
- D. A request to view records should be made in writing to the school administrator two full school days before the inspection.
- E. All requests for student records should be in writing.
- F. When school records pertain to more than one student, the parent/guardian or the eligible student may inspect only that part of the educational record which pertains to the child of the parent/guardian or to the eligible student.

#### 4.15 Transfer of Student Educational Records

##### [Archdiocese of Seattle Scanning Policy](#)

- A. Files to be released and mailed upon request only to the receiving school:
  - a. A copy of the Permanent Record Card - the original retained by the school in perpetuity
  - b. Health Cards and Immunization Records: The original health card and the official CIS (Certificate of Immunization Status Form) is sent and a copy may be retained by the school.
- B. If a parent is registering a child in another school, the student’s present school will release the student’s records upon receipt of a request for records from the new school. The

records will be sent directly to the new school, not given to parents to deliver. All debts/ fines or unfulfilled contract obligations owed to the school by the parent must be discharged before records are forwarded.

**Exception:** Immunization and special testing results may not be withheld due to debts, fines, or other obligations.

## 4.16 Child Custody Disputes

- A. It is required that the custodial parent(s) provide the school administrator with an official, updated copy of the court-ordered parenting plan. The parenting plan must have a judge's signature.
- B. If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the school administrator determines that such parent is volunteering in order to increase contact with the child, the principal should notify the custodial parent and have him/her settle the issue.
- C. The school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours, unless officially informed in writing that a parent is not permitted to have unqualified access to the child.
- D. Teachers should refer all custody disputes and issues to the school administrator.
- E. Teachers and school administrators should avoid taking sides in a custody suit. Statements by school personnel should be in writing only and upon receipt of a subpoena. Written statements, verbal depositions, or testimony should confine themselves only to the facts and should not express the opinions of the teacher or school administration concerning who is the better parent. Any statements should only be submitted upon the receipt of a subpoena.
- F. A subpoena is a court order to a particular person or school. When a subpoena is addressed to an individual, only that person may sign for it. The school administrator may sign for the school subpoena or their own personal subpoena. The Office for Catholic Schools must be notified if the subpoena pertains to a school or to a parish employee working in the school.

- G. If legal assistance is needed and warranted, the school administrator should consult the Assistant Superintendent for Personnel, who will arrange for legal representation. The school staff should not contact the lawyer unless directed to do so by the Office for Catholic Schools. Under no circumstances should a teacher agree to attend a deposition or provide an affidavit unless it is first cleared through the school administration and the Office for Catholic Schools.

## 4.17 Release of Information

NSBECS : D4:S11

### [Photo/Video/Sound Release Form](#)

- A. School directory information cannot be released to vendors or outside agencies without the consent of the school administrator. This information may be released to groups who have an affiliation with the Catholic schools or to archdiocesan agencies without the permission of the parent, unless the parent requests in writing each year that the child's directory information be withheld.
- B. Each school must indicate in its handbook the information that will be published in the directory and must stipulate a date by which a request must be submitted to the school administrator to withhold the information.
- C. The provisions of this policy regarding school directory information apply equally to web site information.
- D. If parents do not wish their child(ren's) pictures or videos used in advertising, brochures, the school web site, or any social media site, they must sign a statement to that effect and present to the school office staff. Children's complete names should never be published without prior parental permission. Pictures of one to three students are permitted as long as an appropriate release form has been signed by the parent/guardian of each individual shown in the picture. Pictures of four or more students are permitted without a release form and will be printed without first and last names.

## 4.18 Promotion and Retention of Students

### Elementary Schools

- A. Students are promoted once a year based on the student's satisfactory completion of the grade requirements. Final decision regarding the promotion or retention of a student is the sole responsibility of the school administrator.
- B. A student may be required to repeat a grade whenever the school administrator, after consultation with the teacher, decides that it is to the student's educational advantage to do so. If a student is to be retained in the same grade, the parent should be advised at least three months prior to the end of the school year. (February-March)

## 4.19 Withdrawal of Students for Academic Reasons

- A. A school may request a student to withdraw voluntarily for serious academic reasons if the school is unable to meet a student's needs. If such a request is made, the following conditions must be fulfilled:
  - a. Sufficient advance notice of the request must be given in writing to the student and parents;
  - b. The required progress reports shall have been given to the student and parents;
  - c. The student and parents shall have been given the opportunity to discuss with the appropriate staff personnel the future school placement of the student; and
  - d. The school must cooperate with any receiving school in matters concerning the placement of the student in an instructional program.

## 4.20 Promotion and Graduation

NSBECS: D3:S7; D3:S8

- A. Each school must formulate a written statement of its requirements for promotion and/or graduation. A copy of the statement must be available to all teachers, students, and parents.

## 4.21 Before and After School Programs

NSBECS: D2:S6; D4:S9

- A. Before and After School or Extended Care programs are offered as an extension of the school day and are administered by the school administrator or his/her designee. These programs serve those students enrolled in the school and may not enroll students not currently attending the school. If students are younger than five years, the before and after school care must be a program licensed by the state of Washington.
- B. Every volunteer and employee working with children must have a completed and verified criminal background check, Safe Environment and other relevant training prior to volunteering. Minors between the ages of 14 and 17 must be screened using the WSP background check.
- C. All staff under the age of 18 must be supervised by an adult. Staff under the age of 18 must have childcare experience. It is recommended that all staff be strongly encouraged to complete a babysitting course offered by local hospitals or the Red Cross. Minors between the ages of 14 and 17 may be used as volunteers; however, adults must always be present to supervise at all times. The use of minors under the age of 15 to work as staff in childcare is not advised.
- D. Minor Worker Regulations must be followed as well as any applicable Minimum Wage laws.
- E. The staff-child ratios should be as high as possible. Minimums are:
  - a. 1:10 for children (ages) 3-5
  - b. 1:12 for children (ages) 5-7
  - c. 1:15 for children (ages) 7 and up



Please note: These staff-child ratios apply to adult supervisors meaning 18 years and older.

- F. The Office for Catholic Schools strongly recommends that each school creates a safety committee who will be charged with the review of the [Archdiocese Safety/Accident Prevention Plan](#).
- G. At least one employee with current training in CPR and First Aid should be available on the premises at all times. All employees and volunteers must view the blood-borne pathogen video or its equivalent.
- H. Parent visitation in the before and after school program is allowed at any time.
- I. All children must be “signed in” at the beginning of the session and “signed out” by parent, guardian, or designated adult before leaving.
- J. If schools are offering daycare beyond the scope of the school or for children under the age of five years, they must follow all regulations of state licensing.



# Section 5: Management

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Office for Catholic Schools Policy Manual

# Management

## SECTION 5

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## 5.1 Calendar

NSBECS: D3:S7

- 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.
- 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.
- 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.
- 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

NSBECS: D3:S7

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

NSBECS: D4:S10; D4:S12

### Management and Governance Resources

#### Financial Guidelines for Budgeting and Long-Range Planning

- 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 **provide an annual electronic copy** to the Office for Catholic Schools.
- B. All parishes and Archdiocesan schools must participate in the Archdiocesan Savings and Loan system. Parish schools must deposit excess funds **(over 45 days of unrestricted operating cash)** in the Parish Revolving Fund (PRF); other Archdiocesan institutions must deposit excess funds in the Archdiocesan Revolving Fund (ARF).
- 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.
- D. All endowments **initiated after March 31, 2003** for Category I schools must be deposited with the Fulcrum Foundation. **These schools must: 1. Have appropriate documents on file with the Fulcrum Foundation 2. Have an endowment advisory committee that meets at least annually 3. Select and document their selection of Fulcrum investment options 4. Establish and document a spending policy, and 5. Participate in the annual Fulcrum Foundation Endowment meeting. Any endowments initiated before April 1, 2003 may be deposited with the Fulcrum Foundation, but are not required.**
- 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.
- 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 using a percentage of total proceeds to be divided among goals.

- G. 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.
- H. 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.
- I. All volunteers having access to funds raised by the school must have an approved background check before assuming the position.
- J. SCRIP will be treated as cash and stored in a secure facility. The SCRIP inventory will be accounted for and reconciled at least monthly.
- K. 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.
- 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 **formal** 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.
- M. Requests for PRF construction and maintenance loans should be addressed to the PRF Commission.

## 5.4 Cooperating Agency

NSBECS: D2:S6; D4:S10

[Vendor Application for Fairs, Festivals](#)

[Agreement for Educational Service Provider](#)

[Property Documents Facility Use Agreement and Guidelines](#)

- 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.
- 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.
- C. School administrators must ensure annual receipt of the proper Certificate of Insurance from all third-party vendors, tutors, or service providers in accordance with the [Archdiocesan Provider Matrix](#).

## 5.5 Security of the School Building

NSBECS: D4:S10

- 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.
- B. Unless authorized by the school administrator, sales representatives or solicitors shall not speak to students individually or as a group or be allowed to distribute any materials and/or samples to the students.
- C. Procedures for ensuring the security of the building should be available to the Office for Catholic Schools upon request.

## 5.6 School Safety

NSBECS: D4:S10

[School Safety and Incident Reporting Forms](#)

[Emergency Closure Procedures](#) – Revised March 2022

[Crisis Intervention Plan](#) – Revised March 2022

[Threats of School Community Members](#) – Revised March 2022

[Prohibition of Harassment, Intimidation, and Bullying Statement](#) – Revised March 2022

[Communicable Disease Guidance](#) – Revised March 2022

[Bloodborne Pathogens](#)

[Property or Liability Incident Report](#)

[Reporting Child Abuse](#)

[Incident Reporting Form](#)

[Licensed Early Learning Guidance](#)

[School Safety Resources](#)

- A. As part of its plan for crisis management, the school must keep on file a clearly written emergency response and communication plan (ERCP) that includes provision for communicating within the school, with all stakeholders, and for dismissing students to return home. The plan should include the following:
  - a. Procedures for responding to emergencies, including but not limited to fire/evacuation, earthquake, lockdown, and shelter in place.



**b. Both on and off-site student/parent reunification procedures**

- c. A person should be designated as media spokesperson, who is authorized to collect, coordinate, and release information.
  - d. 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).
  - e. 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.
- 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. Refer to [OSPI for additional information and resources](#).
- 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.
- 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.
- E. To ensure that the ERCP is well understood, copies of the plan should be posted in a conspicuous place in every classroom. **The school administrator should ensure the procedures outlined in the ERCP are frequently reviewed and practiced by school staff, students, and parents.**
- F. School administrators shall submit their ERCP to the Office for Catholic Schools for approval by October 1<sup>st</sup> of each year. A current copy of the school's ECRP shall be on file in the school administrator's office and shall be reviewed and updated annually by the school commission and leadership team.
- G. Emergency planning resources are available on the Office for Catholic Schools website and the [Office of the Superintendent for Public Instruction](#).

## 5.7 Emergency Closure

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

NSBECS: D2:S6

[Retention Schedule for Archdiocesan Catholic Schools](#)

[Archdiocese of Seattle Scanning Policy](#)

[Licensed Early Learning Guidance](#)

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

## 5.9 Government Programs

NSBECS: D3:S7; D4:S10

[E-Rate Update](#)

[Special Education Services](#)

[Federal Title Programs](#)

- 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.
- 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.

- 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.
- 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

- 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.
- 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 “homeschooling” and the address is the parent/guardian’s home address.
- 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

**NSBECS:** D4:S10

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

**NSBECS:** D2:S5

[Licensed Early Learning Guidance](#)

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

**NSBECS:** D2:S5; D2:S6; D4:S11

[Archdiocese of Seattle Scanning Policy](#)

[Licensed Early Learning Guidance](#)

[Retention Schedule for Archdiocesan Catholic Schools](#)

- 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. School related information shall not be saved on personal computers or other electronic devices.

- 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

### Outside Speaker Approval Form

- A. 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.
- B. 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

NSBECS: D3; D4

### Handbooks

Student Handbooks (Elementary Template) –  
Revised February 2022

Student Handbooks (Secondary Template) –  
Revised February 2022

Licensed Early Learning Guidance

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. Handbooks should be reviewed and updated annually to ensure alignment with Archdiocesan and Office for Catholic Schools' policies.

## 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

- 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 with dangerous intent, 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. Any weapon or facsimile used to threaten, intimidate, or coerce shall be treated as a real weapon and may result in the student's expulsion. If a student is expelled for this reason, the principal shall notify local law enforcement and the Office for Catholic Schools.

- B. It is unlawful for any student or adult to carry any firearm or dangerous weapon as defined by RCW 9.41.280 onto school premises, school provided transportation, parish premises, or any facilities used exclusively by a school.
- C. 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.



## Section 6: Appendix

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### Office for Catholic Schools Policy Manual

# Appendix

## SECTION 6

### Policy Materials and Forms Links

[ACRE Assessment](#)

[Administrative Reference Packet](#)

[Administrator's Guide to Working with Volunteers](#)

[Advisory Board Application Form](#)

[Agreement for Educational Service Provider](#)

[Archdiocesan Record Retention Schedule \(comprehensive\)](#)

[Archdiocese of Seattle Scanning Policy](#)

[Archdiocese Safety/Accident Prevention Plan](#)

[Award Certificates for Academic, Co-curricular, Community Service, and Faith Templates](#)

[Bloodborne Pathogens](#)

[Chancery Social Media Principles, Policies and Guidelines](#)

[Christ in the Classroom Program Catechetical Certification for Catholic Schools](#)

[Communicable Disease Policy](#)

[Copyright](#)

[Crisis Intervention Plan](#)

[Elementary Principal Covenant](#)

[Elementary Principal Job Description](#)

[Elementary Student Handbook](#)

[Email and Social Media Use Agreement](#)

[Employee Handbook](#)

[Employee Performance Evaluations](#)

[Employee Performance Improvement Plan](#)

[Employee Resignation Form](#)

[Employee Termination Checklist](#)

[Employee Termination Report](#)

[Employment Work Agreement](#)

[Evaluations of Non-Certificated Employees](#)

[Faculty Handbook](#)

[Family Life, Chaste Living Policy](#)

[Family Medical Leave for Supervisors and Payroll Administrators Leave](#)

[Field Trip, Extended Field Trip, and International Travel Forms](#)

[Financial Guidelines for Budgeting and Long-Range Planning](#)

[Gift Acceptance Policy](#)

[Guideline for Reasonable Formula for Subsidy](#)

[Handbooks](#)

[High School President Covenant](#)

[Hiring To-Do Process](#)

[I-9 Employment Eligibility Verification Form](#)

[Implementing a New Curriculum Framework](#)

[Incident Reporting Form](#)

[Instructional Video Release Form](#)

[Licensed Early Learning Guidance](#)

[Long-Term Substitute Teacher Covenant](#)

[Management and Governance Resources](#)

[Many Gifts, One Spirit](#)

[Ministry Reference Packet](#)

[National Standards and Benchmarks for Effective Catholic Schools \(NSBECS\)](#)

[Opening And Affiliating New Schools Proposal Template](#)

[Outside Speaker Approval Form](#)

[Outside Speaker Approval Procedures](#)

[Parish Human Resources Policies](#)

[Pastor Intent to Renew Packet](#)

[Permission to Tutor Onsite- School Year](#)

[Permission to Tutor Onsite-Summer](#)

[Personnel Absence Record](#)

[Personnel Attendance Record](#)

[Personnel files and Content Procedures](#)

[Personnel Forms found on our website](#)

[Photo/Video/Sound Release Form](#)

[Policies for Category II Catholic Schools](#)

[Pre-Employment Background Check](#)

[Principal Intent Renew Packet](#)

[Property Documents Facility Use Agreement and Guidelines](#)

[Property or Liability Incident Form](#)

[Protocol for Tutors, After School and Summer Programs/Classes/Clubs/Camps](#)

[Record Retention Schedule](#)

[Record Retention Schedule for Archdiocesan Catholic Schools](#)



[Reporting Child Abuse](#)  
[Rubric for Mission and Catholic Identity](#)  
[School Commission Handbook](#)  
[School Leadership Transition Checklist](#)  
[School Safety and Incident Reporting Form](#)  
[Secondary Head of School Evaluation](#)  
[Secondary Principal Covenant](#)  
[Secondary Principal Intent Packet](#)  
[Secondary Principal Job Description](#)  
[Secondary Principals Evaluation](#)  
[Secondary Vice-Principal Covenant](#)  
[Staff Intent to Renew Packet](#)  
[Staff Personnel and Teacher Forms](#)  
[Staff Personnel Forms - Employee File](#)  
[Standard Teacher Covenant – Less than 0.75 FTE](#)  
[Standard Teacher Covenant– 0.75 FTE and Greater](#)  
[Standard Teacher Ministerial Covenant](#)  
[Steps for Administering Medication at School](#)  
[Student Cumulative Record Form](#)  
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[Student Handbook – Elementary](#)  
[Student Handbook - Secondary](#)  
[Student Health Card](#)  
[Student Medication Calendar](#)  
[Student Technology Use Consent](#)  
[Substitute Pre-Employment Form](#)  
[Substitute Teacher Evaluation](#)  
[Teacher Job Description](#)  
[Unpaid Leave Request Form](#)  
[Using Frontline/Applitrack Hiring System for Full and Part-Time Faculty, and Substitutes](#)  
[Vendor Application for Fairs, Festivals](#)  
[Vice Principal Covenant](#)  
[Volunteer Background Check](#)  
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## New Additions to this Manual for 2023-2024

Annual changes and updates to this manual that differ from the previous version will be highlighted in yellow throughout the manual.

Changes made to this policy manual throughout the current school year and prior to the next annual revision date of the manual will be listed in this section. In addition, these changes will be noted in the policy manual text.

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