



Archdiocese of Seattle
Catholic Schools

Office for Catholic Schools

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

Office for Catholic Schools Policy Manual

Organization

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I.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.

I.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.

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 includes all forms of verbal and electronic communications during and after employment. 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.

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.

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

1.12 Standards for Volunteers

[Volunteer Background Check](#)

[Safe Environment Volunteer - Archdiocese of Seattle \(archseattle.org\)](#)

[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](#)



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 assisting in the establishment of commission by-laws, 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](#).

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.

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 assisting in the establishment of council by-laws, 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.

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 [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.

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 regulations 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 a written request to the Superintendent for Catholic Schools prior to initiating a feasibility study. 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 needed 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 con 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

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](#)

[Conformity Review Process](#)

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 **in the fall** for ALL Catholic school administrators and teaching faculty (PreK-12). **It is strongly recommended that schools also provide a second retreat opportunity later in the school year.** 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 participate 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.

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.

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 each year. 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.

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.

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.

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.

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, health, 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).

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

[Safe Environment School Educators - Archdiocese of Seattle \(archseattle.org\)](http://archseattle.org)

- A. All Level I and Level II schools are required to implement an Archdiocesan approved safe environment training for students in grades K-10 as outlined by the current terms of the Archdiocesan approved Safe Environment Program's training requirements. Level II schools are required to use their own facilitator(s) for initial training classes.
- B. Each school year, the school's administration must complete all verification forms and file electronically the "Compliance Verification Form." For Level II schools, the annual Compliance Verification Form must be completed by the Safe Environment coordinator and signed by the president or principal, attesting that all active school personnel engaged at the location are fully compliant with Safe Environment requirements.
- C. Level II schools should contact Human Resources when hiring a former Archdiocesan employee to ensure there is no record of misconduct. In addition, Level II schools must notify Human Resources and the Office for Catholic Schools in the event a school employee is terminated due to sexual misconduct.

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 instruction.
- 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

- A. All elementary schools are required to assess students in grades 2-8 using the NWEA MAP assessment twice a year in reading and math. 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. Schools may utilize other assessments throughout the year to triangulate data and inform instruction.
- 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 a 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](#)

[Safe Environment & Insurance Requirements](#)

[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 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 4 feet 9 inches tall must be strapped into approved booster seats. (Note additional [DCYF requirements pertaining to younger children](#))
- 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 electronically 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 participating 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. When staying in private rooms with no adults, students 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 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

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 who work 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 and Early Learning educators with a BA/BS in education. The [Covenant Addendum \(A\)](#) for positions **.75 and greater** should be presented to the employee along with the Standard Teacher Ministerial Covenant.

STANDARD TEACHER MINISTERIAL COVENANT

FTE: **Less than 0.75** - All teaching staff working less than 30 hours do not qualify for paid medical benefits but do qualify for a proportion of other benefits (i.e., sick leave, personal day, retirement, etc.) based upon the percentage of time worked. The [Covenant Addendum \(A\)](#) for positions **less than .75** should be presented to the employee along with the Standard Teacher Ministerial Covenant

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

FTE: **30 hrs/week or greater**, Non-Certificated Staff: 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. **Benefit coverage will continue through the summer break, and employee contributions will be paid over a 9-month rate schedule, spanning September through May of each school year.** [EMPLOYMENT WORK AGREEMENT](#) (signed at the time of hiring, not renewed each year)

FTE: **Less than 30 hrs/week**, Non-Certificated Staff: This includes teacher aides, administrative assistants, playground aides, early learning, custodial staff, etc. These positions do not qualify for paid medical benefits but do qualify for a proportion of other benefits (i.e., sick leave, personal day, retirement, etc.) based upon the percentage of time worked.



YEAR-ROUND (12 MONTHS) AGREEMENT LETTER (To be signed at the time of hiring; not renewed each year) FTE: For either greater than 30 hrs/week or less than 30 hrs/week), Non-Certificated Staff: All staff working less than 30 hrs/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 the employee's schedule and hours worked. Employees working less than 20 hrs/week will receive Washington State Sick Leave as their only time off benefits.

Staff

[Hiring Checklist](#)

[Reference Check Form](#)

Job Descriptions

[Elementary Principal Job Description](#)

[Secondary Principal Job Description \(Principal Only Model\)](#)

[Secondary Principal Job Description \(Principal & President Model\)](#)

[Teacher Job Description](#)

[Liturgy Coordinator Job Description](#)

Frontline

[Using Frontline 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. 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.

- C. 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.
- D. 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.
- E. Teachers of religion, principals, and presidents must be practicing Catholics, and hold or be working toward Archdiocesan catechetical certification.
- F. 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.

- G. 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.
- H. 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](#)

[Administrator Ministry Reference Packet](#)

Intent Packets

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

[Pastor Intent Packet](#)
[Teacher Intent Form](#)

Leadership Covenants

[Elementary Vice Principal Covenant](#)
[Secondary Vice Principal Covenant](#)
[Elementary Principal Covenant](#)

[Secondary Principal Covenant](#)
[President Covenant](#)

[High School President Covenant](#)

[Teacher Covenants](#)

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

[Teacher Covenant Addendum 'A' – .75 FTE and Greater](#)

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

[Teacher Covenant Addendum 'A' – Less than .75 FTE](#)

[Long-Term Substitute Teacher Covenant](#)

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 emphasis.
 - 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. Also refer to Section 1.7, *Standards for Employees of Catholic Schools*.
- 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

[Principal Search Handbook](#)

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. 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.

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 the 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.
- 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. As much as possible, schools should strive to remain competitive with the local public school district's teacher salary scale.
- B. The Human Resource Department and the Office for Catholic Schools are available for consultation and support when determining employee compensation.
- 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.

3.11 School Administrators' Salaries

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

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).

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.

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, is 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, reflects 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 continue to receive benefit coverage during the school breaks. If the employee is paying for dependent benefit

coverage, the payments will be withheld from the employee's paycheck over a 9-month rate schedule, spanning September through May of each school year.

- 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 time off, 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. Washington State Paid Family Medical Leave may be available to employees who work less than half time.

- C. For non-covenant employees who do not work during the summer months, benefit coverage will continue through the summer break, and employee contributions will be paid over a 9-month rate schedule, spanning September through May of each school year.

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 the 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 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 Family Medical Leave (FML) are met. Due to the complexity of administration of these leave policies and ongoing changes in state and local laws, supervisors and employees should seek clarification from the Leave Management Administrator in the Seattle Archdiocese Human Resources Office when someone needs to go on leave. The Leave Management Administrator provides guidance and administrative support for employees and their managers when the employee is needing to take a leave of absence from work. The Leaves Management Administrator also provides support for employees who may need accommodation to perform their work when confronted with a disability and managers navigating disability accommodations.

If an employee is injured at work and requires time away from work to heal, the Human Resources office works with our Risk Management office and our worker’s compensation third party administrator to coordinate leave of absence, sick leave use and assist with accommodations or restrictions that may apply.

This office is available to consult and assist employees, supervisors and, when necessary, family members when a need arises.

Employees who need to take leave or supervisors who become aware that an employee has a qualifying reason to take leave need to contact the Leaves Management Administrator and adhere to all Leave program policies. [*Family Medical Leave for Supervisors and Payroll Administrators*](#)

A. Family Medical Leave (FML)

- Provides up to 12 weeks (480 hours) of job protected leave (prorated for qualifying part-time employees.)
- Applies to all employees if they have a qualifying event to take leave for health or caregiving reasons **and** have been employed by the Archdiocese (any location) for the last 12 months/1,040 hours.
- Is unpaid leave except to the extent an employee has and uses accrued paid time off (sick or personal time.)
- May be taken continuously or intermittently.
- Runs concurrently with WA State PFML.
- Applies to most situations where an employee needs to use five or more sick days in a month.
- Is usually initiated by the employee but may be initiated by the employer if an employee is out for a qualifying reason for more than 5 days.
- Requires a medical certification or other documentation. A second opinion may be required and paid for by the school.
- Requires the employee to complete forms in Paycom after the leave checklist is assigned by the Leave Management Administrator.
- Note: Intermittent FML work schedules need to be communicated in advance when feasible. If using FML intermittently, supervisory approval is required for the modified work schedule arrangements unless the employee is also using PFML. Instructional

employees may need to be shifted to other work while using intermittent leave. The Leave Management Administrator is available to help employees and managers navigated intermittent leave.

B. Washington State has a Paid Family Medical Leave (PFML) Program

In addition to The Archdiocesan FML policy, Washington State has a Paid Family Medical Leave (PFML) program that most employees are eligible to use. The Archdiocese participates in this program.

- Employees qualify for PFML if they have worked at least 820 hours for any employer in the state of Washington in the last 12 months.
- Most employees will qualify for PFML unless they only work very part-time or have not worked at least 820 hours in WA State in their qualifying year.
- PFML may be taken continuously or intermittently in minimum leave instances of 4 hours. If approved for PFML, the employee must be allowed to take leave intermittently. Note that instructional employees may be shifted to other work if available.
- PFML grants up to 12 weeks (16-18 weeks for maternity leaves) of partially paid leave in a rolling 12 month year.
- The max PFML benefit is 90% of weekly wages up to \$1,647 per week (2026).
- Employees may use accrued sick time, if available, to supplement PFML benefits.
- The Leaves Management Administrator is available to assist employees with PFML related questions, but employees must apply for that program themselves directly with the state. Benefits are paid by the state and not through payroll.
- As of 2026, WA State PFML extends job protection and benefit continuance if the employee as worked at least 6 months for the Archdiocese or school.
- PFML runs concurrently with FML if the employee qualifies for FML.
- The notification of intent to use PFML is to be completed by the employee in Paycom after the leave checklist is assigned by the Leave Management Administrator.

C. Covenant Adjustments for Teachers using FML, PFML or other Unpaid Leave

Teacher's covenants are made anticipating the completion of a prescribed number of teaching days, usually 180-190 days per school year. Even though teachers earn their pay only during those teaching days, the school holds back a little pay earned each day to create a consistent paycheck across 12 months. The held back pay is paid out across breaks and school holidays when they are not teaching. If a teacher misses a day of school and does not have either a personal day or a sick day to cover the absent teaching day, then an adjustment to the covenant must be made to account for the unfulfilled teaching days. School holidays, winter, and spring break; these do not count against a teacher's covenant. If a teacher is going on leave, a covenant adjustment will need to be made at the end of their leave. The Leave Management Administrator is available to assist schools with this calculation.

D. Benefit Arrears Arrangements

While on leave, employees will still be responsible for any employee paid deductions for their benefits. This usually means that employee benefit deductions will go into arrears while an employee is on continuous unpaid or WA State PFML leave. The employee's portion of the benefit costs will need to be paid back at the time the employee returns to work. If the benefit arrears are less than \$500, they will be deducted from the first paycheck back which exceeds \$500. If it is more than \$500 and the employee does not wish to pay it back all at once, they should contact the Leave Management Administrator and the benefits office who will assist in making a benefits arrears repayment plan, spreading out the repayment over 3-4 paychecks.

3.17 Childbirth Disability Leave (CDL)

While PFML and FML are the main applicable policies for Pregnancy and Childbirth Related leave, employees who become disabled early in her pregnancy should contact the Leave Management Administrator to see if Long Term Disability Benefits may apply. Due to the

complexity of administration of this policy, administrators should seek clarification from the Office of Human Resources or Office for Catholic Schools. Once the pregnancy disability ends, FML and/or PFML begin.

3.18 Disability Accommodation

Supporting the full expression of an employee's gifts in ministry when possible and reasonable is the goal of our Disability Accommodation policy. When an employee has a disability, whether when applying for employment or discovered during employment, which adversely affects the employee's ability to perform the essential functions of their position, or the position they are applying for, efforts will be made to accommodate the employee's disability to allow the essential functions of the position to be performed.

The Archdiocese Leaves Management Office can help the employee directly if they have concerns about a disability. The Office may also help managers if they are concerned about an employee's effectiveness and or have reason to believe an employee may need help.

3.19 Domestic Violence Leave

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

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. This leave may be paid with accrued vacation or sick leave or be unpaid.

The leave office may require verification from the employee who is requesting leave, including one or more of the following:

- A police report indicating the employee or employee's family member (as defined above) was a victim;

- A court order providing protection to the victim;
- Documentation from a healthcare provider, advocate, clergy, or attorney;
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

Administrators are required to contact Human Resources, specifically the Leave Management Administrator for guidance if an employee will be utilizing leave for these purposes.

3.20 Military Leave

- A. Employees who work twenty 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 twenty-one 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, unpaid leave may be taken.
- B. Employees must immediately notify their supervisor 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 or the Leave Management Administrator prior to beginning the leave.

Military Spouse Leave

Employees who work 20 hours or more per week who are spouses of military personnel who have been notified of an impending call or order to active duty or 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). This leave is without pay, but the employee may substitute vacation or sick leave if they have any available to them. The employee must provide their supervisor 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.

3.21 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. Part-time employees working 20 hours or more per week are eligible for a prorated amount of personal leave. One-half (1/2) day is the minimum amount of time off that can be taken and charged to personal day absences by hourly, non-exempt employees. Exempt employees may use personal days in full-day increments based on the employee's average scheduled hours per day. New employees will be posted with prorated personal leave hours. Personal days do not carry over from one school year to the next.

3.22 Personal Leave Without Pay or Benefits

Personal Leave is an authorized unpaid leave of absence from work for a specific period (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 twenty hours per week) at the parish may request unpaid time off from work to pursue personal interests, responsibilities, or needs. The supervisor or canonically appointed leader makes a decision based on the needs of the parish, the ability to accommodate a temporary vacancy in the position, and/or the ability to refill the position on a temporary basis.
- B. Vacation, sick leave and pension benefits will not accrue during an approved unpaid personal leave of absence. While on Personal Leave without pay or benefits, employees are not eligible to receive medical benefits for longer than 3 months while on leave. Employees cannot pay for benefits while on leave.

- C. Prior to a personal leave of absence being approved, the employee, supervisor, and canonically appointed leader will sign a written agreement confirming the approval, and stipulating any conditions attached with the approval. Written approval must be received from Human Resources for the agreement to become effective.

3.23 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. Covenant employees working .75 FTE or greater (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 at the beginning of each school year (or hire date), in the amount of 80 hours. Employees less than .75 FTE, or those hired after the start of the school year, will receive sick leave based on a pro-rated amount which corresponds to the scheduled hours worked per week.
- C. Non-Covenant, benefit eligible employees (those working 30 or more hours per week, but not on a covenant) accrue one hour of sick leave for each 21 hours worked or as scheduled.
- D. Employees working less than 20 hours per week accrue at a rate of one hour of sick leave 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 720 hours. Accrued unused sick leave above 720 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 720 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.

Variant Times

3.24 Adjustments to Customary Work Schedules

- 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 Paycom.

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).

3.25 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.

3.26 Flextime

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

3.27 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). If a full-time employee's workday does not fall on a recognized holiday, they receive another day off in lieu of the holiday. Part-time employees working less than full-time but more than twenty hours per work week receive holiday pay for the portion of the holiday they would have normally worked. If a scheduled holiday falls on a day the part-time employee does not usually work, the employee does not receive pay for the holiday.
- 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. If a scheduled holiday falls on a weekend, the school administrator will determine if the holiday will be observed on the preceding Friday or following Monday. 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. Minimum recommended holiday list

Labor Day
Thanksgiving Day

Martin Luther King, Jr. 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.
- 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).

3.28 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.

3.29 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.



3.30 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. 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.
- C. **Non-covenant employees who only work during the school calendar are not eligible for vacation leave.** 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

- D. 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.
- E. 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.
- F. If a school-observed holiday occurs during an employee's scheduled vacation, that day is not counted as a day of vacation.
- G. Employees who become ill during their scheduled vacation period may charge the time to sick leave rather than to vacation.
- H. 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.
- I. 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.
- J. 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.

- K. 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.
- L. 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.
- M. 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.
- N. 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.
- O. 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.

3.31 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

3.32 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 principal and 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 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.

3.33 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.

3.34 Required Training

[School Safety and Incident Reporting Forms](#)
[Emergency Closure Procedures Crisis Intervention Plan](#)
[Threats of School Community Members](#)

[Prohibition of Harassment, Intimidation, and Bullying Statement](#)
[Communicable Disease Guidance](#)
[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

3.35 Technology Use

[CCAS Technology Acceptable Use Policy](#)

[CCAS Technology Access Policy](#)

- A. School administrators should ensure that all employees have read the CCAS Technology Acceptable Use Policy and have signed the OCS Policy Manual Acknowledgement page. This acknowledgement should be kept in the employee's personnel file.
- B. 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*.
- C. 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.
- D. 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.
- E. 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).

- F. System hacking, password guessing, file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be unlawful and are prohibited.
- G. 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.
- H. 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.
- I. 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.

3.36 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;
 - d. 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 the 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.

3.37 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. All staff are expected to uphold the standards outlined in the "Code of Professional Conduct".
- 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.

3.38 Reporting Child Abuse

[Procedure for Reporting Suspected Child Abuse](#)

[Licensed Early Learning Guidance](#)

- A. All administrative, 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.

3.39 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.

3.40 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.

3.4I Worker's Compensation

[Worker's Compensation Guidelines & Forms](#)

Workplace safety is of the highest priority. However, if an injury occurs, the injured employee must follow all procedures and requirements established by the State of Washington, Archdiocesan Risk Management Office, and Human Resources in response to an injury. Always deal with the injury first – first aide, and emergency response, if needed. When possible, employees should alert their supervisor and contact the Workplace Injury

reporting phone number as posted at your location. If this is not possible, have a coworker notify the supervisor. More information about workplace safety and Worker's Compensation may be found at the school's "Safety Board" or on the [Worker's Compensation tab on the Archdiocese's website](#).

Working Conditions

NSBECS: D4:S11

3.42 Attendance

[Personnel Materials and Forms](#)

The school will provide working conditions that promote effective performance and collegiality, appropriate respite during the workday 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 to all staff the procedures for notification.
- 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.

3.43 Breaks and Rest Periods

- A. 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 the lunch period, work overtime, or leave early.
- B. All exempt teachers are entitled to a 30-minute 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.

3.44 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.

3.45 Contagious Disease and/or Life-Threatening Illness

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.

3.46 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.

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3.47 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.

3.48 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.



3.49 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.

3.50 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.

3.51 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.

3.52 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.

3.53 Records Retention

NSBECS: D4:S11

Record Retention Policies for Schools

- A. Employees are required to consult and follow the records retention and disposition policy set forth by the department of Archives and Records Management. 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.

3.54 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.

3.55 Stewardship of Human and Financial Resources

NSBECS: D4:S10

- 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.

3.56 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.

3.57 Tutors

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

[Permission to Tutor Onsite-Summer](#)

[Safe Environment & Insurance Requirements](#)

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 3rd party providers not employed by the school must comply with safe

environment and insurance requirements (refer to [Archdiocese website for additional information](#)).

3.58 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

3.59 Non-Certificated Performance and Evaluation

NSBECS: D2:S6; D4:S11

[Evaluations of Non-Certificated Employees](#)

[Initial Employment Evaluation Years of Service Award Form](#)

- 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.

3.60 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.

3.61 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 15th and if improvement is not shown to be satisfactory, the teacher will be notified in writing before May 15th 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 personnel file at the school.
- F. Recommended teacher evaluation instruments are available from the Office for Catholic Schools.

3.62 Administrators' Performance Evaluations

Principal Evaluation

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 15th - 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 15th – 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 1st – 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 January 15th. 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 15th - The administrator completes the self-assessment and growth plan documents and then schedules a review meeting with the canonically appointed leader.
 - By November 15th - 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 1st – 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 January 15th. 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 January 15th 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 15th 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.

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 rewritten; 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.

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

[Guide for Corrective Action & Performance Improvement Plans](#)

[Employee Performance Improvement Plan](#)

To assist employees who are experiencing performance concerns (other than issues warranting immediate termination), the Office for Catholic Schools shall provide a fair and consistent process for addressing and remedying such concerns. The purpose of this process is to support employees in successfully meeting the expectations of their role while upholding the mission and ministry of the school. Information concerning this process is available from the Assistant Superintendent for Personnel.

- A. Corrective action may be initiated to notify employees of serious concerns regarding the performance of job duties, violation of policies, or professional conduct, and to provide employees with the opportunity to remedy such concerns. Some concerns may require immediate and sustained correction, while others may require time, guidance, and support. The goal of corrective action is to assist an employee in improving performance, meeting expectations, and adhering to applicable policies and standards of conduct. Please reference the [Guide for Correction Action and Performance Improvement Plans](#).
- B. The canonically appointed leader, school administrator, and other appointed pastoral leaders are expected to consult with the Assistant Superintendent for Personnel as early as possible when concerns arise and prior to initiating formal corrective action. The Assistant Superintendent will consult with the Office of Human Resources for additional guidance, as appropriate.

Terminations

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, *Lumen gentium* 9). 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, sex, national origin, genetic information, veteran or military status, race, disability (provided the disability does not prevent the candidate's ability to perform the essential functions of the job with or without reasonable accommodation), ancestry, creed, political ideology, religion, sexual orientation (unless religion, sex, or sexual orientation are a bona fide occupational qualification for the position), or use of a service animal. Administrators must inform the employee of termination/non-renewal 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

The first six months of employment, or the first six months following probation, demotion, or transfer, is an initial employment period in which the supervisor and the employee may decide to end the employment relationship. The initial employment period is completed when the employee becomes a regular employee. Regular employment is assigned by the supervisor and documented by a satisfactory sixth-month performance evaluation for the employee. 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. 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 Employee Resignation Form

Resignation initiated by an employee is a 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. An employee's resignation should be submitted in writing and kept in the permanent personnel file.

- 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 January 15th.
- 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](#)

[Resignation/Termination Checklist Teacher Intent Form](#) [School Employee Possible Non-Renewal Form](#)

[School Employee Resignation Form](#)
[Employee Termination Report](#)

- 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.

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

- a. Failure to support the mission of the Church, including failure to support the mission and leadership of the canonically appointed leader, school administrator, or other designated pastoral authority.
- b. Failure to comply with Safe Environment policies, including violation of the Code of Professional Conduct.
- c. Conduct not consistent with Catholic principles in the performance of work duties or living a lifestyle that is not compatible with Catholic teaching, including attitudes or behaviors that undermine or demean Catholic beliefs or practices.
- d. Misrepresentation on employment applications or other employment-related documents.
- e. Substance abuse affecting work performance.
- f. Committing sexual, physical, or verbal harassment.
- g. Poor or unreliable attendance.
- h. Refusal or inability to perform essential job requirements or failure to meet minimum performance expectations.

- i. Conviction of a felony or misdemeanor related to or affecting the ability to perform required job responsibilities, including crimes against persons.
- j. Public acts that violate Church teaching.
- k. Theft, embezzlement, fraud, or willful destruction of property, including failure to report or concealment of such actions involving school, parish, or Archdiocesan property.
- l. Committing violent acts in the workplace or outside the workplace, even if such acts do not result in criminal conviction.
- m. Physical, emotional, or verbal abuse of any person, particularly in the course of performing school-related duties.
- n. Accessing pornographic or inappropriate websites during work hours or using school-owned equipment.
- o. Insubordination.
- p. Negligence.
- q. Sexual misconduct.
- r. Possession of a weapon in the course of conducting business or while on Archdiocesan property.
- s. Violation of policies or professional ethical standards.

- 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 15th for the upcoming covenant year and be preceded by an evaluation that was conducted by January 15th (Refer to Policy 3.62 & 3.63).

- F. **Written** notification not to renew a teacher's covenant must be received by the teacher by May 15th for the upcoming covenant year and be preceded by an evaluation that was conducted by March 15th (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 40 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

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.

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 hrs/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

Office for Catholic Schools Policy Manual

Ensuring Student Welfare & Safety

SECTION 4

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4.I Admission

NSBECS: DI:SI; DI:S3; D4

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

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

- 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:

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.
- I. Prior to admitting a new student/family who attends another Catholic school, the administration needs to contact the current principal to inquire about the student's academic and behavioral needs, and to determine if the family is in good standing. In addition, all fees and financial obligations associated with another Catholic school must be resolved prior admitting the new student/family.

Elementary Schools

- J. 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.

High Schools

- K. 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. The 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

- 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.
- D. Schools with licensed early learning programs must follow applicable attendance guidelines.

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

[School Safety & Incident Reporting Forms](#)

- A. [Student Technology Use Consent](#) 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. Physical restraint of a student: RCW 28A.600.485 allows restraint or isolation of any student only when it is *"reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm, as defined in RCW 70.96B.010."* Physical restraint is only used if it has been determined necessary for the safety of the student and/or other students/staff. Parents will be notified by the end of the day if restraint has been used, and the incident will be documented in the student's file. Physical restraint is limited to holding a child as gently as possible to prevent injury to themselves or others and is done for as little time as possible. No ties, seats, buckles, blankets, etc. may be used as restraints. If a child is unwilling to walk, staff may pick them up and take them to a quiet and safe place. Physical restraint is sometimes part of a student's individualized care plan based on the health care provider's recommendations.

- G. 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 with 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).

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).

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 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](#)

[Student Health Card](#)

[Student Behavior Form](#)

[Student Authorization for Administration of Medications at School](#)

[Licensed Early Learning Guidance](#)

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

[Steps for Administering Medication at School](#)

[Student Medication Calendar](#)

[Property or Liability Incident Report](#)

[Reporting Child Abuse](#)

[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 basic first aid for students and staff who are injured during school hours. A staff member who is designated as a 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 students’ 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](#)

- 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. **Schools should refer to their local health department for guidance.** 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 (without medication), 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 childcare from the Washington Department of Health](#). All schools and childcares 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](#)

[Student Technology Use Form](#)

[Student Cumulative Record Form](#)

[Student Behavior Form](#)

[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 or administrator 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 for their child(ren's) pictures or videos to be 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.

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

[Early Learning Handbook](#)

- A. K-8th Grade 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.
- 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 childcare beyond the scope of the school or for children under the age of five years, they must follow all regulations of state licensing: [Chapter 110-300 WAC](#):

Section 5: Management

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 Kindergarten through 8, and at least one thousand eighty hours for students enrolled in grades 9 through twelve.
- 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 being announced. Schools should develop a plan outlining specific goals for funds raised and how funds will be dispersed, using a percentage of total proceeds to be divided among goals. Records of the fundraising effort, including the purpose for which the funds were raised and any electronic and/or print communications used to solicit gifts, shall be maintained on file until those funds are fully spent.

School administration and Boards shall be cognizant of Internal Revenue rules regarding gift matching funds. For example, 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.

- G. A school or parish employee who is not employed in the fundraising role for the school may contribute no more than fifteen percent of their paid time in administering a fundraising activity for the school.
- H. All volunteers having access to funds raised by the school must have an approved background check before assuming the position.
- I. SCRIP will be treated as cash and stored in a secure facility. The SCRIP inventory will be accounted for and reconciled at least monthly.
- J. All Archdiocesan schools should plan for extraordinary maintenance and staffing needs by establishing a reserve fund equivalent to at least three months of their annual operating budget.
- K. 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.
- L. Requests for PRF construction and maintenance loans should be addressed to the PRF Commission.
- M. All schools, Level I and II, need to consult with the Superintendent regarding any initiation or dismissal of a lawsuit brought by or against the school.

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](#)

[Service Provider & Volunteer Requirements When Duties Involve Minors](#)

- 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 [Service Provider & Volunteer Requirements](#).

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](#)

[Crisis Intervention Plan](#)

[Threats of School Community Members](#)

[Prohibition of Harassment, Intimidation, and](#)

[Bullying Statement](#)

[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 authorities. 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 1st 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 \(Secondary Template\)](#) –

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

[Licensed Early Learning Guidance](#)

Revised February 2022

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. Schools must submit an annual weapons report to the Office of the Superintendent of Public Instruction.
- 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

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](#)
[Steps for Administering Medication at School](#)
[Student Cumulative Record Form](#)
[Student Forms](#)
[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](#)
[Volunteer Handbook Template](#)
[W4 Employee Tax Withholding Form](#)
[Washington State School Staff Health Training Guide](#)
[WCEA Catholic Identity Standards](#)
[Year-Round \(12 Months\) Agreement Letter](#)
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New Additions to this Manual

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

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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