

## **Diocese of Boise Catholic School Policy Handbook**

The Roman Pontiff and the bishops are “authentic teachers, that is, teachers endowed with the authority of Christ, who preach the faith to the people entrusted to them, the faith to be believed and put into practice.” (Lumen Gentium 25) The ordinary and universal magisterium of the Pope and the bishops in communion with him teach the faithful the truth to believe, the charity to practice, the beatitude to hope for. (Catechism of the Catholic Church #2034)

Therefore, the authority of Catholic schools to pass on the deposit of the faith and the academics necessary to form Catholic Christians devolves from the above stated magisterium. The Bishop of the Diocese is the local personification of that authority.

Canon Law or Church Law on Catholic education is summarized in canons 773 through canon 806. However, 803, 804, 805 and 806 are “anchor” canons in describing and recognizing the Catholic school must be operated and/or recognized by Church authority; they also address the nature of Catholic religious formation and education.

**Diocesan Vision Statement:** The Catholic People of God in Idaho are called to be a faithful servant community. Spirit filled and directed, nourished by the Sacraments, we are challenged to hear, live and proclaim fully the gospel of Jesus Christ.

**Our Mission:** It is the mission of the Catholic School Department, through a model of centralized collaboration and communication, to support pastors and principals in their pastoral and educational administrative mission and to provide an effective Catholic educational environment for the spiritual and academic formation of each student.

This document is intended to clarify some policies that are unique for schools. The Diocese has the right to amend these policies at any time.

## POLICIES

### **1000 CATHOLIC SCHOOLS AFFILIATION**

- 1010 The Bishop of the Diocese has sole ecclesiastical authority to recognize and designate a school as “Catholic”. All Catholic schools within the Diocese of Boise are canonically responsible to the Bishop.
- 1020 Catholic schools within the Diocese of Boise can be recognized in one of the following ways:
- Parish Schools: Schools which are operated by a parish. The Pastor or Parish Life Director (PLD), as Canonical Administrator of the parish, has responsibility for the school, subject to the authority of the Bishop;
  - Regional Schools: Schools which are operated by several parishes in a given deanery. One pastor, who may be designated as the “Enactor”, represents all the pastors/PLDs and the representative parishes;
  - Religious Institute Schools: Schools which are owned, operated and/or sponsored by a canonically recognized religious community;
  - Private/Independent Schools: Schools, other than Religious Institute Schools, which are owned and operated by an entity legally independent of the Diocese, and which are formally recognized by the Bishop as “Catholic” schools. The governing bodies of these schools have limited jurisdiction, since the Bishop has direct authority over the school in matters of faith and morals and exercises supervision over the Catholicity and religious education program of the school.
- 1030 Under Canon Law, a school operated by the Diocese, a parish or a religious institute is inherently Catholic and affiliated with the Diocese. A private/independent school, however, must seek to be recognized as a “Catholic” school and affiliated with the diocese.
- 1031 Process to Gain Affiliation: A school seeking recognition as “Catholic” and affiliation with the Diocese of Boise must submit to the Diocesan Office of Education:
1. A letter requesting that the Bishop formally recognize the school as “Catholic” and
  2. All documents requested by the Diocese to substantiate that the school will be able to meet the Standards for Recognition as a Catholic school (Standards) which are set forth below.
- 1032 The Bishop will determine and communicate to the school in a written document, whether the school shall be recognized as “Catholic”. A school so recognized will be granted a two-year probationary affiliation. At the end of this probationary period, the school must request continued

affiliation. The Bishop shall specify what, if any, additional steps must be taken before a school is granted continued affiliation.

1040 Standards for Recognition as a Catholic School

- 1041 The school shall have a written mission statement/philosophy in accord with that of the Diocesan Office of Catholic Education.
- 1042 The school shall adhere to the Western Catholic Education Association accreditation requirements as well as to those state laws which pertain to the operation of schools.
- 1043 The school shall adhere to the Diocesan policies regarding the opening, expansion, reduction, or closing of a school division or grade level, or school.
- 1044 The school shall ensure that its various policies, handbooks, contractual and other agreements, etc., enable it to comply with the employment related policies and other requirements set forth in these Standards. A copy of these policies and handbooks need to be on file with the Diocesan Office of Education.
- 1045 Daily instruction in religious education will be conducted with this component based on curriculum guides issued by the Diocesan of Boise.
- 1046 All liturgies and devotional practices conducted by the school will be approved by the local pastor/PLD. In his absence, liturgies and devotional practices approved by the local pastor may be conducted by a priest designated or approved by the local pastor/parish life director.
- 1047 Standards for religious education and religion curriculum materials must be in line with the Office of Religious Education and Catechetical Leadership.
- 1048 The school shall cooperate with the Diocese in the ongoing review of the school for compliance with these Standards.
- 1049 The school shall demonstrate that its physical plant is capable of meeting Idaho State Department of Education and local occupancy standards for housing an elementary/secondary school.

1050 Catholicity/Religious Education Requirements

- 1051 The school shall strive to ensure that all aspects of education in the school are rooted in Catholic teaching.

- 1052 The school shall conform to the authority of the Bishop in matters of Faith and Morals, especially as related to the Catholicity of the school, religious education and Church liturgical requirements and practice.
- 1053 The school shall provide for its students on a regular basis sacramental and liturgical services that are conducted by priests or deacons appropriately authorized by the Bishop. Prayer services and other pastoral programs should reflect Catholic teaching and practice.
- 1054 Canonically, the responsibility for the preparation of students to receive the sacraments of Initiation (Baptism, Confirmation and Holy Eucharist) rests with pastors and their parish communities. The school shall cooperate fully and provide effective coordination with pastor of local parishes in this regard.
- 1055 The school shall ensure that its religious education program complies with the religious education policies of the Diocese of Boise.
- 1056 Religious education programs shall reflect the content of the major Church documents (e.g. The Catechism of the Catholic Church – second edition 2018, The Directory for Catechesis –new edition 2020, Evangelii Gaudium –2013, Living as Missionary Disciples –2017, The National Catechetical Directory – 1979.)
- 1057 Textbooks used in religious education for children and adolescents must be in conformity with the Catechism of the Catholic Church and shall be taken from the list of approved textbooks issued by the United States Conference of Catholic Bishops (USCCB). Textbooks, digital programs and other instructional materials used in religious education that are not on the Conformity Review list need to be reviewed before use by contacting the Office of Religious Education and Catechetical Leadership for approval. The Diocese of Boise does not recommend a particular textbook series but rather recommends a process for choosing an appropriate textbook for the school community.
- 1058 The school shall not invite to the school, support and/or endorse any speaker, program, political group, or person who publicly opposes the teachings of the Roman Catholic Church.
- 1060 Administrative/Leadership Requirements
- 1061 The principal and/or head of a Catholic school shall be a practicing Roman Catholic and be formally approved as principal and/or head by the Bishop. Any exception to this requirement must have prior approval by the Bishop.

- 1062 The principal and/or head of a catholic school shall exhibit a lifestyle that is compatible with Catholic moral values and professional conduct consistent with Catholic teaching.
- 1063 The principal and/or head of a Catholic school is considered the spiritual leader who ensures the Catholic identity and practice, culture and mission of the Catholic school. This leader has a special role to play in the faith formation of faculty, staff and students.
- 1064 The principal of a Catholic school will possess State Administrative Certification – or be capable of obtaining the same within a period of time designated by the Superintendent of Schools. Any exception to this requirement must be approved prior to hiring by the Superintendent of Schools.
- 1065 The Superintendent of Catholic Schools shall be a member of the search committee for a new principal and/or head of the school.

1070 Teacher Requirements

- 1071 A teacher in a Catholic school shall exhibit a lifestyle that is compatible with Catholic moral values and professional conduct consistent with Catholic teaching.
- 1072 A teacher of religion in a Catholic school will be a practicing Roman Catholic and be certified according to the criteria established by the Diocesan Office of Education. A teacher of religion may be required to further enhance professional qualifications by attendance at classes, workshops and/or certification programs. Any exception to this requirement must be approved prior to hiring by the Superintendent of Schools.
- 1073 A teacher in a Catholic school will possess professional credentials and/or certifications appropriate for the grade level/subjects taught. Any exception to this requirement must be approved prior to hiring, by the Superintendent of Catholic Schools.

1080 Related Issues

- 1081 Because of its recognition as “Catholic,” the school will be listed in the Idaho Catholic Directory, the Idaho Catholic Schools Directory and the Official Catholic Directory (Kennedy Directory) with appropriate designation concerning tax exempt status.
- 1082 The school may be financially assessed for services from the Diocesan Department of Education, as determined by the Bishop.

- 1083 The Diocese shall have no direct financial obligation with respect to the operation of a parish and/or regional school.
- 1084 Separately incorporated schools shall include and/or add these Standards to their Articles of Incorporation.
- 1085 Summative evaluations of teachers and principals should be conducted annually. The priest conducts the principal's evaluation, and the principal (or designee) completes the teachers' evaluations. The school shall forward copies of principal evaluations to the Diocesan Department of Education at designated yearly dates. Teacher evaluations will be reviewed at on-site visits.
- 1086 The school will comply with periodic requests for on-site and off-site evaluations by the Diocesan Office of Education.
- 1090 **Withdrawal of Affiliation**
  - 1091 The Superintendent of Catholic Schools will advise and assist the school in complying with the Standards for recognition as a Catholic school and maintaining continued affiliation with the Diocese. Nonetheless, the Bishop may withdraw recognition if a school fails to comply with the Standards.
  - 1092 The Bishop will consider granting recognition as a Catholic school only after the Standards have been met.
  - 1093 A school will be given an opportunity to address and remedy any concerns with respect to its compliance with the Standards. A Timeline for compliance will be provided by the Diocesan Office of Education. For serious reasons, however, and at his sole discretion, the Bishop may, at any time, withdraw the recognition of a school as "Catholic." Any withdrawal of affiliation/recognition will be communicated to the school in a written document.

**1100 Community Relations**

- 1110 Each School should keep all interested parties informed regarding school policies and regulations, objectives and programs, budgets and actual costs of the education operation. This includes pastoral administrators, parish council, school education council/board, school staff, the parents, the students, the total parish and the local civic community.
- 1120 At the Diocesan level, Catholic Schools Superintendent will coordinate public relations activities. The long range plans of an individual school should be

cleared with the appropriate diocesan councils and committees before publicity is given to those plans.

- 1130 The Principal at each school should coordinate the public relations activities under policies and guidelines approved by the Catholic Schools Office and the regional/local school board or education council. All announcements regarding a given school should be cleared through the office of the principal to assure consistent policy and to avoid duplication.

## **1200 Communication with the Public**

- 1210 School News Releases: Individual schools are encouraged to provide news releases to the *Idaho Catholic Register*, to the local media, the parish, and to the community.
- 1220 Pictures and Personal Information: No school may allow pictures or personal information about students, teachers, or volunteers to be published without the written consent of the person and the parent or legal guardian if the person is less than 18 years of age.
- 1230 Diocesan Education News releases: No school should release information which is the responsibility of Diocesan officials such as general policy statements for Catholic education and decisions which must be approved by a diocesan board or committee.

## **1300 Participation by the Public**

- 1310 School-Community Associations: Each school should have an association of parents and teachers whose purposes include promoting the school, organizing volunteers, fundraising, implementing special projects for the benefit of the school.
- 1320 Relations with the Board: School – Community Associations should have regular communication with the local advisory board through an ex-officio membership or other established method.
- 1330 School personnel are expected to work cooperatively with the school community association to foster positive relations and improve the educational experience for students.
- 1340 Other School connected organizations: Booster Club - Schools which have a need may organize booster clubs to assist with athletics or other extracurricular activities. All such organizations must have the approval of the school administrator.

- 1350 Visits to the schools: Visitors will be required to report to or register in the school office immediately upon their arrival at school. The principal shall provide appropriate hospitality for visitors and shall establish a local policy concerning visits to the school or classes.
- 1360 Questions, Complaints or Concerns: The Catholic Schools Office with regard to all educational related matters including complaints will follow the principle of subsidiarity. Issues and questions should be resolved at the lowest possible level.

The Office will ordinarily operate using the following sequence of responsibility:

Educational Matters

1. Student/Parent
2. Teacher
3. Principal
4. Local Board
5. Pastor
6. Superintendent

Personnel Matters

1. Student/Parent
2. Teacher
3. Principal
4. Pastor
5. Superintendent

**1400 Public Activities Involving School**

- 1410 Gifts, Grants and Bequests: School Administrators may accept on behalf of and for the school any gift or bequest provided that the gift or bequest has a purpose consistent with that of the school, will not bring undesirable or hidden costs to the school, will not imply any endorsement of any business or product, will not be in conflict with any applicable law, and places no restrictions on the school operation.
- 1420 Buildings or real property: Buildings or real property (land) must be accepted in the name of the diocese by the Bishop for the benefit of the school. No diocesan institution can own a building or property separate from the diocese.
- 1430 Soliciting Funds: Any direct solicitation of funds from students in school is to be kept to a minimum and used only to educate students to the value of sharing their goods with others.
- 1440 Advertising and Promotions: Schools may not distribute to students or parents any advertisements, coupons, and other promotional literature except as allowed by local policy. Schools may not release lists of students, parents, or staff to companies for direct mailing of such literature.
- 1450 Performances and Contests for Students: Students are encouraged to participate in contests, festivals, and present performances which represent a genuine learning experience. Participation in these events is to be determined at the local level by the principal.



- 1460 Use of School Facilities: Requests for use of school facilities by parish and other groups are subject to the approval and permission of the pastor and/or principal. Outside groups must have proof of adequate insurance on file in the diocesan business office. Policies of the parish shall be followed.
- 1470 Access to Records: Student records are confidential. Parents and legal guardians have the right to see student records. Items may not be added or removed from a permanent record file without the permission of the principal.
- 1480 Access to School Procedures and Materials: Members of the public may read a school's policies, procedures, and curriculum guidelines in the school during the hours that school is open. The principal may assess a reasonable charge for making copies requested by the public.
- 1490 Financial Records (Databases): All financial records and personal data provided to the schools by school or parish families is confidential and may not be shared with any outside agency or individual. All such records are the property of the school. Local policies should be designed to insure that security and confidentiality are maintained.

## **1500 Relations with Government Agencies**

- 1510 Police Department: When a law enforcement official enters the school, school officials should not prevent interviews nor interfere with legal procedures, but should conduct themselves in accordance with the following guidelines.
- 1511 If contact is sought by a police officer or Social Service personnel when the student is a minor, the principal must contact the parent/legal guardian of the involved student and request that the interview be deferred until a parent can be present, except if the police or Social Services personnel direct the administrator not to contact the parents. In any case where the child is to be interviewed by an officer, without his/her parent/legal guardian being present, the school official should first ask the officer if the officer would permit the student the option of selecting a member of the faculty or the administration to be present for the interview. (This may be the student's right under Idaho Code if the student is a suspected victim of child abuse.)

In such cases, the school shall follow the directives of the police or social services personnel. The administrator shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the administrator and placed in the school files. The administrator shall notify the pastor/PLD (in parish schools) and superintendent.

- 1512 Ordinarily, the administrator shall not allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a medical or counseling person not employed by the school. This does not include persons authorized by the parents or administrator as part of the regular curriculum or support programs of the school, nor those in a tutorial or diagnostic position.
- 1513 Teachers shall not allow students to leave classrooms to speak to non-school personnel without the explicit permission of the administrator or designee.
- 1514 No organization, agency, or person (excluding police officers and social services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
- 1515 The following procedures must be followed when custody of a student is requested by a police officer:
- 1515.1 The administrator shall ask the officer to produce his/her credentials.
  - 1515.2 Should a police officer produce a warrant for the arrest of a student, the student shall be immediately surrendered to the officer. The administrator should request that the police officer notify parents before removing the student from the premises.
  - 1515.3 In cases not involving a warrant, parents may give telephone authorization to surrender their child to the police officer. The administrator shall make a written notation of the time and a summary of the conversation and retain the notation in the school files. The administrator may then surrender the student to the police officer.
  - 1515.4 Whenever custody of a student is requested by a police officer, the administrator shall notify the pastor (in a parish school) and the Catholic Schools Office as soon as possible.
- 1520 Fire Department: Each school shall plan for fire drills according to state law. Fire prevention programs should be planned in cooperation with local fire departments. All local fire department ordinances or regulations will be strictly observed.
- 1530 Health Department: Each school shall familiarize itself with local health services available to students and seek such services for all students in accord with local

School Education Council/Board policy. Each school shall carry out state laws and county regulations regarding immunizations and physical examinations.

1540 Welfare Department: Schools should cooperate with local welfare departments, social workers, and similar agencies which serve the best interest of students. The interviewing of students by representatives of these agencies should be permitted during the school day only when interviews during non-school hours are inconvenient. The representative of these agencies may be requested to wait to interview the student until the student has completed a class period or until such other time as will not interfere with the school program. (Reference: 1511 – 1512)

1541 The following procedures must be followed when custody of a student is requested by Social Services:

1541.1 Examine the Social Services representative's credentials.

1541.2 Obtain a copy of authorization from an appropriate court or other legal authority.

1541.3 Should the Social services personnel request that the student be removed from the school prior to notification of the parent, the administrator shall request information from the social services personnel regarding when the parents will be notified and by whom. Obtain all pertinent information from the Social Services personnel regarding where the child will be taken and how the parents can reach the caseworker.

1541.4 Immediately make a written summary of the event and place it in the school files. Notify the pastor (in parish schools) and the Catholic schools Office as soon as possible.

1550 State and Federal Government: Schools will follow all procedures and directives of the Idaho State Department of Education regarding participation of private school students in federal and state financed programs.

## **1600 Relations with other Education Organizations**

1610 National Association: Every school in the Diocese of Boise is encouraged to have an institutional membership in the National Catholic Education Association. Local education councils/boards are encouraged to budget the appropriate membership fee for each fiscal year.

1620 Each school should maintain good relations with other private, parochial, and public school systems and personnel.

## **2000 ADMINISTRATION**

- 2010 Bishop: The Bishop, as the center and source of the Pastoral life of the Church of Boise, is responsible for the total educational mission of the Church.
- 2020 State: The State of Idaho has certain rights and responsibilities regarding the health and safety of all school age children. The schools in the Diocese of Boise shall adhere to Idaho state regulations for non-public schools.
- 2030 Superintendent: The Diocese of Boise shall have a Superintendent of Catholic Schools. The superintendent is responsible for the implementation of diocesan policies throughout the Catholic schools' community and provides an account of their effectiveness to the Bishop.
- 2031 Evaluations: The superintendent of Catholic schools shall be evaluated annually. The prime responsibility for this evaluation is with the Bishop or his designated representative.
- 2040 Pastor/Parish Life Director: The pastor or parish life director (PLD) is the pastoral and administrative leader responsible for the total mission of the parish.
- 2041 The pastor/PLD acting in mutual cooperation with the school principal is responsible for implementing the policies of the diocese concerning Catholic schools.
- 2050 Principal: The principal is the professional faith leader and instructional leader in the school community and is responsible to the pastors/PLDs, local school board, and diocesan office of education for the administration and supervision of the school in conformity with diocesan and local school board policies and regulations.
- 2051 Each Principal hired in a parish or inter-parish school of the Diocese of Boise shall be a Catholic who actively participates in the sacramental and pastoral life of the church.
- 2052 Application: The initial application of all potential principal candidates shall be made to the diocesan Office of Catholic Schools.
- 2053 Principal – Full Time: Schools with six or more full time equivalent teachers shall have a full-time principal.
- 2054 Principal – Professional Growth Plan: Each principal is responsible to develop an annual professional growth plan.
- 2055 Interview and Selection: The responsibility for interviewing and selecting a Catholic school principal rests with the Pastor/PLD and the local school

board assisted by the superintendent of Catholic schools. The Pastor or PLD shall make the final selection of the principal from the group of qualified applicants.

- 2056 Salary Schedule: Each parish or inter-parish school shall adopt and maintain an administrative salary schedule. The salary schedules shall be based on professional preparation and experience. The salary schedule should be set at least as 80% of the local public school districts' salaries.
- 2057 Principal – Resignation: In the event that a principal needs to resign before his/her contract expires, a letter of resignation stating the reasons for the resignation shall be submitted to the pastor/PLD and to the diocesan superintendent.
- 2058 In the event a principal vacancy occurs during a school year, an acting principal will be appointed by the pastor/PLD. This appointment will take place after consultation with the local advisory school board and the diocesan superintendent.

### **3000 FINANCIAL PRACTICES, BUSINESS, AND NON-INSTRUCTIONAL OPERATIONS**

#### 3010 Catholic Schools Office

- 3011 Budget: The budget of the Catholic Schools Office is to be submitted to the Diocesan Finance Council in accordance with the budget procedures of the diocese.

#### 3020 Local School Financial Management

- 3021 Local School Budget: Principals in consultation with the appropriate committees shall prepare an annual budget to be reviewed by the local school advisory board and approved by the pastor/PLD in accordance with local parish guidelines. Schools should provide a recap of their financials and a copy of their budget to the Chief Financial Officer (CFO) of the Diocese of Boise by mid-August.
- 3022 Tuition: The pastor/PLD and local school board of each parish or inter-parish school shall determine tuition and fee levels.
- 3023 Tuition Assistance Program: A tuition assistance program is encouraged at each school to assist families who deserve and desire a Catholic school education but are not able to afford the entire tuition.
- 3024 Accounting System: Catholic School financial accounting shall

be established to present with full disclosure the financial position of each school. Schools are to comply with the accounting system requirements established by the Diocese of Boise.

- 3030 Financial Management - Income: Catholic schools in the diocese will seek and utilize all available sources of revenue for financing their educational programs. All revenues received will be properly deposited and credited in accordance with diocesan financial regulations.
- 3031 Fundraising: All fundraising activities shall have the prior approval of the pastor/PLD and/or principal and shall comply with diocesan policies and procedures.
- 3032 Accounts: The pastor/PLD and/or principal shall be a signatory on all of the account(s).
- 3040 Financial Management – Expenditures: All financial obligations and disbursements must be documented in compliance with diocesan regulations and audit guidelines. All purchases, encumbrances, obligations and disbursements must be approved by the local administrator who has the designated authority.
- 3050 Insurance: All educational facilities and operations shall be covered by adequate insurance as determined by the Diocesan Finance Council.
- 3060 Transportation
  - 3061 Buses: Operation of school buses and activity buses must be in compliance with state, county, and city laws, and in accord with diocesan regulations.
  - 3062 Private Cars: Transportation to and from school sponsored events and field trips may be provided in private vehicles. Diocesan regulations regarding age and qualifications of drivers, insurance, and vehicle safety must be followed.
- 3070 Food Services
  - 3071 Schools with kitchens/cafeterias are to be in compliance with health standards established by the Idaho Department of Health. Meals served to students are to meet current Federal and State nutritional guidelines, if the school is receiving federal nutrition funds.

#### **4000 PERSONNEL**

- 4010 Anti-discrimination Policy: The Catholic Schools in the Diocese of Boise promote equal opportunity in all employment decisions regardless of race, national origin, gender, disability, age, or other criteria protected by federal or state law.

Preference may be given to Catholic applicants in accordance with diocesan personnel policy 1.0.

4020 At Will Employment: The Catholic schools will follow diocesan policy 1.1 pertaining to employment.

4030 Personnel Records: Personnel records are to be kept in an employee file at each school site. Personnel policy 7.1

#### **4100 Principal**

4110 Recruitment and selection: Principals are the chief administrative personnel officers for the schools. Principals shall follow diocesan policies and regulations in regard to personnel matters. All recommended potential employees shall be approved by the Pastor/PLD before employment.

4120 Principal Evaluation: The pastor/PLD in consultation with the faculty, local school board and superintendent will evaluate the principal annually.

4130 The pastor/PLD has the responsibility to hire, rehire, or terminate the principal.

#### **4200 Certified Employees**

Length of contract (this is determined at the local level, but this will serve as some guidance):

- For teacher-ministers: typically, between 185-190 days
- For elementary principal-ministers: typically, around 210 (it is usually around 220 for secondary principal-ministers)
- All contracts are 1-year contracts. The school year runs from Sept. 1-Aug. 31, with two exceptions: Bishop Kelly High School's and St. Ignatius' school year runs August 1-July 30.

4210 Certified employees (teachers, counselors, principals) are exempt. This means that they are not eligible for overtime pay. Certified employees do sign contracts. The contract states that they must maintain certification through the Idaho State Department of Education. If there is a deviation from this certification (i.e. they are working to become certified), this should be documented on an MOU attached to the contract.

4220 Certificated Personnel Appointment: Certified school personnel recommended by the principal and approved by the pastor shall be offered a contract of employment pending a clear criminal background check.

- 4230 State certification: Teachers in the Diocese of Boise shall have or be eligible for the appropriate Idaho teaching certification. Any exception to this policy must be approved in advance by the superintendent of Catholic schools.
- 4240 Catechist Certification of Teachers: Elementary teachers and secondary religion teachers in the Catholic schools shall have or be working for a basic catechist certificate.
- 4250 Safe Environment Requirement: All Catholic school employees in the diocese of Boise shall comply with diocesan policy regarding safe environment for children.
- 4260 Evaluation/supervision: Each teacher in the Catholic schools will have a formal evaluation of his/her professional performance by the principal or designee annually.
- 4261 The state of Idaho requires: “At least once annually, the performance of each renewable contract certificated employee, school nurse, or school librarian shall be evaluated according to criteria and procedures established by the board of trustees in accordance with general guidelines approved by the state board of education. Such an evaluation shall be completed no later than June 1 of each year. The evaluation shall include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1 of each year.” (IC 33-515) It is best practice to ensure that each certified employee has a documented observation on file by Jan. 1 and a formal evaluation by June 1 each year.
- 4270 Teachers: The principal with the concurrence of the pastor/PLD will hire, re-hire, or terminate all certified school personnel.
- 4280 Improvement plans: If the teacher is going to be placed on an improvement plan, the plan should be reviewed by the Superintendent of Catholic Schools.
- 4290 Fairness Policy: Certificated personnel may request a hearing upon termination by any principal in the diocese during the term of the person’s contract.

#### **4300 Classified Employees**

- 4310 Hourly employees are non-exempt. They shall fill out time cards and be paid overtime, if they work more than 40 hours in a week. Hourly employees (non-certified) do not sign contracts. However, they should be given a **Memorandum of Understanding (MOU)** that documents expected work hours, days, rate of pay, and other pertinent expectations. The Superintendent of Catholic Schools has an MOU template.



- 4311 Safe Environment: All classified employees in the Diocese of Boise must pass a criminal background check and complete the diocesan safe environment training workshop. There are no exceptions.

#### **4400 Health examinations**

- 4410 All school personnel shall comply with the Idaho State Board of health regulations.

#### **4500 Compensation**

- 4510 Reasonable efforts should be made to establish Catholic school salaries on a comparable basis with the surrounding public school districts. All Catholic schools should establish a minimal goal of being at 80% of the appropriate surrounding public school districts' salary scales for comparable years.
- 4520 Experience and educational requirements, including catechetical certification levels, may also be considered in establishing local salary schedules.
- 4530 Leaves/Vacations (Diocesan Personnel Manual 6.1)
- 4531 Professional Leave: Employees wishing to be absent for professional purposes such as seminars and workshops must obtain prior written permission from their principal. No reduction in pay will result if approval is given.
- 4532 Absences, Leaves and vacations: Each full time employee (who works at least 20 hours) will be allowed 10 sick leave days per school contract year with pay. Unused sick leave may be accumulated from year to year up to a maximum of 60 days.
- 4533 Holidays are determined at the local level. It is important to communicate paid holidays each year to employees. Provide a calendar of designated work days to each school employee that document paid holidays. Schools typically give 5 paid holidays (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and President's Day).
- 4534 The paid vacation on p. 24 of the Diocesan Personnel Policies is for year round (12 month) employees. In most cases, school employees are not year round (12 month); therefore, this vacation policy does not apply.
- 4535 Typically, schools provide each employee with two (2) personal days each year. This is to provide equity with local public school districts, many who provide three (3) personal days each year. The personal days do not carry over into the next year; they must be used during the current school

year. The days may be used at the employee's discretion (vacation, rest day, etc.) but with prior permission of the principal.

4536 In some cases, schools have allowed employees to take more than two personal days (i.e. an once in a life time vacation), but the employees were unpaid for those extra days. In these cases, the school calculated the employee's daily rate of pay, and deducted that from their paycheck. The employee needs to understand that they will have a pay deduction, if this is what will occur.

4537 Personal days are set at the local level; however, it is important to consider how to handle personal leave days, as sick days are NOT to be used for this purpose.

4540 Extra Pay for Extra Work: Nonexempt employees who work more than 40 hours in any week must be paid overtime for the excess hours worked. Such employees may not volunteer to do the same or similar work as that for which they are hired.

#### **4600 Benefits**

4610 Eligibility: School employees must work at least **30** hours per week to be eligible for medical, dental, vision and other benefits. If school employees work 30 hours a week, or more, during the **school year**, they must be offered benefits. Section 3.2 refers to employees at the Diocesan Pastoral Center for whom 35 hours is considered full time. Most schools consider 40 hours a week as full time. Please note that employees are eligible for benefits at **30** hours a week.

4620 Effective date: Benefits for certified teachers start the 1<sup>st</sup> of the month that their contract begins (i.e. Sept. 1 or Aug. 1—see section above regarding length of contract); classified staff (non-certified staff) are eligible to begin benefits 60 days after the start of their employment on the 1<sup>st</sup> of the next month.

4630 Long-term substitutes: There is a 90-day look back for medical benefits; if long term substitutes are employed over 90 days, they need to be offered all applicable benefits.

4640 Medical Insurance: The Diocese of Boise offers all eligible employees and their families the opportunity to participate in the group medical, dental and vision insurance programs. 6.2

4650 Life Insurance: The diocese provides, at no cost to the employee, a basic life insurance policy in the amount of \$50,000. This is supplemented with an accidental death and dismemberment rider up to an additional \$50,000. (6.4)

4660 Retirement: Employees who regularly and customarily work at least 20 hours per week are eligible for participation in the Diocese of Boise pension plan. In order

to be covered under the plan, an employee must complete one year of service. Eligible employees are vested 50% in their pension accounts after five years of continued service and 100% after 10 years. The plan is completely funded by the diocese. Employees are also eligible to contribute to a tax sheltered 403(b) plan. (6.3)

4670 Tuition Benefit: Children of full time diocesan employees may attend Catholic schools in the Diocese of Boise tuition free; employees are still required to pay fees.

#### **4700 Activities**

4710 Professional Growth: All personnel are expected to make regular efforts to improve professionally. Approval for non-college credit courses, workshops, and institutes that apply to salary increases or recertification credits must be granted through the superintendent of Catholic Schools Office.

4720 Non-school Employment: Employees are not prohibited from employment outside regular working hours as long as they do not use their positions or relationships within the diocese to obtain that employment. This employment must not adversely affect the employees' work for the diocese, or present a conflict of interest. (5.7)

#### **5000 STUDENTS**

5010 Admission: All schools are open to students who sincerely seek a Catholic education. Preference is given to Catholic students. Students will not be refused admission to a school due to race, color, national origin, or gender in co-educational schools.

5020 Age of Admission: Students are eligible to be admitted to school if, by August 31 of the year of admission, they have reached five years of age for kindergarten and six years of age for first grade in accordance with Idaho State Policy.

5021 Any exception for first grade is left to the discretion of the principal.

5030 Non Discrimination: Catholic schools in the diocese of Boise will not discriminate on the basis of race, color, national or ethnic origin, in administration of their educational policies, personnel policies, scholarship programs, athletic or other school administered programs.

5040 Attendance: Principals will assume collaborative responsibility with parents for the regular school attendance of students.

## **5100 Transfers and Withdrawals**

- 5110 When a student transfers from a parish or inter-parish school, a complete transcript of grades, test scores, and health records shall be sent to the new school upon the written request of the student's parents or guardian.
- 5120 Records may be withheld until students or their parents satisfy their educational, financial, and disciplinary obligations to the school. This policy should be noted in the school handbook.
- 5130 Suspension: A student is to be suspended from a parish or inter-parish school in the diocese only by the principal or by his /her designee in his/her absence, for a grave disciplinary infraction.
- 5140 Expulsion: Expulsion of a student should be rare and only used if a student's conduct is seriously damaging or threatening to the physical, moral or mental well being of oneself or another. The decision for expulsion is reserved to the principal and may not be delegated.
- 5150 Recommended Transfer: When a student is clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or the parent, the student may be required to transfer to another school.
- 5160 Student Appeals: A student or parent of a student has a right to appeal a principal's decision regarding suspension or expulsion. Local school advisory boards shall enact and publish an appeals procedure.

## **5200 Student Progress**

- 5210 Promotion: A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, and moral, as well as the academic development of the student.
- 5220 Retention: Retention in a grade for a second year requires careful consideration. A student is retained on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, and moral, as well as the academic development of the student.
- 5230 Acceleration: The principal may grant or deny permission to accelerate a student.
- 5240 Reporting to Parents: Written reports shall be given to parents regarding their child's progress at least quarterly. Schools have online grade programs that make grades available to parents more frequently.

- 5250 Attendance Records: Principals and teachers shall be responsible for accurate daily attendance records for each student. The records shall be kept permanently in the local parish or inter-parish school.
- 5260 Student Records: Each school will maintain the required records as designated by the superintendent of schools.
- 5270 Privacy of Student Records: The administrator of each school shall take particular care to preserve both the integrity and privacy of official school records.
- 5280 Retention of School records: The school keeps teacher instructional materials for five years.
- 5290 Graduation/Separation: Graduation ceremonies shall be simple and appropriate for the age group involved.
- 5291 Records/Diplomas may be withheld until a student or the student's parent/guardian completes all financial, academic, and disciplinary obligations to the school.

### **5300 Supervision of Students**

- 5310 The school administration is responsible for providing adequate supervision of students during the time they are present on school premises, during school hours or otherwise under the jurisdiction of school personnel. The faculty and staff share the responsibility for student supervision.

### **5400 Health and Safety**

- 5410 Accidents and Illness: Any accident or illness of students at parish or inter-parish schools or school related events shall be reported to the administration or another authorized person immediately. The student shall be given appropriate first aid and the parent/guardian shall be notified.
- 5420 Emergency Information: A current emergency information form shall be on file for each enrolled student. A copy of the emergency information form must be carried by the supervisor on any school sponsored trip off campus.
- 5430 Accident Reports: A written accident report shall be kept in the permanent record file of any student suffering an injury at school or school related event.
- 5440 Immunization: Immunization requirements of the State of Idaho will be enforced in the Catholic schools of the diocese.
- 5450 Health Services and Records: Parish and inter-parish schools in the diocese of Boise will keep up to date health records on all enrolled students. Schools will

follow guidelines established by the State Health Department and/or the Catholic Schools office

- 5451 School personnel may not administer medications of any kind without appropriate consent forms. The following requirements must be met for a student to receive medication at school:
1. Medicine must be in a prescription bottle or original container.
  2. There must be a written request, signed by the parent or guardian, for school personnel to administer any medication sent to school and providing the following information:
    - date or dates and time to be administered
    - instruction of dosage
    - signature of parent or guardian
- 5452 All medications must be kept in a secure place to which students do not have access. (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office.)
- 5453 The person designated by the principal to administer medication is to keep a log of medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the principal or designee.
- 5454 Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal.
- 5455 At the end of each school year, medications are returned to the parent/guardian or disposed of in an appropriate manner.
- 5456 These requirements apply to over-the-counter drugs as well as prescription drugs. Parents must give permission for over-the-counter medications, including Tylenol, Acetaminophen, anti-itch cream to be administered by the school.
- 5460 Communicable Diseases: The school administrator shall follow state guidelines when readmitting a student who has contracted a communicable disease.
- 5470 Child Abuse: The Diocese of Boise requires that all professional school personnel having reasonable cause to believe that a child has suffered abuse or neglect must report or cause a report to be made of this information as required by law.
- 5480 First Aid Kits: Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

## **5500 Safety and Welfare**

- 5510 Insurance: Every student in a parish or inter-parish school in the Diocese of Boise shall be insured by the diocese or a comparable private policy.
- 5520 Discipline: Each parish or inter-parish school shall enact and publish a current standard of student conduct and consequences for violations.
- 5530 No corporal punishment is to be administered.
- 5540 Dress and Grooming: Each school shall specify and publish regulations concerning dress, hairstyle, and cleanliness.

## **5600 Activities**

- 5610 Fund Raising Activities: Student fund raising activities that develop school spirit may be held with the approval of the school administrator.
- 5620 Social Activities: School sponsored social activities may be held with the approval of the administrator. All school sponsored activities will be appropriately supervised by faculty members and parents.

## **6000 CURRICULUM AND INSTRUCTION**

- 6010 Accreditation: All schools in the Diocese of Boise will be accredited through the Western Catholic Education Association (WCEA).
- 6020 Instructional Arrangements: Student-Teacher ratio: All schools will maintain student teacher ratios at levels that support effective instruction.

## **6100 Schedules**

- 6110 School Calendar: Each Catholic school in the Diocese of Boise shall adopt a school calendar which exceeds state minimum requirements for student attendance. Opening, closing, and holiday schedules may vary from school to school to match local public school district calendars.
- 6120 School Day: School day means each day of the school year on which students are engaged in educational activity planned by and under the direction of school staff.
  - 6121 Time Allotment: Each school will develop individual class time schedules within its own organizational plan to meet diocesan and local school goals and objectives.

- 6130 Release Time: Early dismissal for faculty meetings, in-service, and parent conferences may be scheduled. These should be used with discretion giving consideration to school families' schedules.
- 6140 Emergency and Disaster Preparedness Plan: Each school will have a previously planned course of action in the event of fire, intruder, bomb threat, civil disorder, natural disaster (including: earthquake, flood, inclement weather) or other emergency requiring special preparedness.

## **6200 Scope of Curriculum**

- 6210 Catholic schools in the Diocese of Boise will follow the Idaho Department of Education and Diocese of Boise curriculum requirements regarding specific courses, time allotments, and instructional materials.
- 6220 Academic Subject Areas: Regular instruction in Language Arts (English, Reading, Writing, Spelling, Speaking, and Listening), Mathematics, Science, Social Science, Physical Education, Health, and Humanities (dance, art, music, drama) is required in all Catholic schools. Instruction in Technology and World Languages should begin no later than grade seven.
- 6230 Religion Courses: Religion courses will be taught regularly in all Catholic schools in addition to the prescribed state adopted curriculum.
- 6240 Human Sexuality: Each school will implement an age appropriate human sexuality program within the school curriculum; schools should include *Theology of the Body*.
- 6250 Child Abuse Safety: Each school will implement *Circle of Grace*, the diocesan approved child safe environment program within the school curriculum.

## **6300 Student Assessment**

- 6310 Student progress shall be assessed at the local level. Acceptable modes of assessment include, but are not limited to, written testing, oral performance testing, observation, classroom performance, portfolio, and cooperative group testing.

## **6400 Textbooks and Supplementary Materials**

- 6410 The principal in consultation with the faculty selects textbooks and other instructional materials. Religion textbooks must come from approved list.

## **6500 Federal State Programs and Materials**



- 6510 Individualized Education Plan: Students in Catholic schools are not eligible for services under the Individuals with Disabilities Education Act (IDEA). Services are arranged and provided through the local public school district for students who qualify. Catholic school administrators should work with the local education agency to provide appropriate services for such students.
- 6520 Title Programs: Catholic schools in the Diocese of Boise may be eligible for federal funds and/or services under the following titles:
- Title I – Economic Disadvantaged
  - Title II – Professional development
  - Title III—English Learners
  - Title IV – Student Support and Academic Enrichment
  - Gifted and Talented Education (GATE)
  - School administrators should consult annually with the public LEA to determine eligibility and program participation by their school.
- 6530 Materials placed in the schools through Federal or State programs are the property of the local public school district. An inventory of the materials is to be maintained in the school office or library. The materials will be used and maintained according to Federal and State regulations governing those programs/materials.

## **6600 Homework**

- 6610 Homework is an integral part of the school’s instructional program. It is intended to reinforce learning and to foster habits of independent study. Homework assignments should be designed according to the age and abilities of individual students.

## **6700 Extracurricular and co-curricular Activities**

- 6710 Athlete, Elementary School: Athletic programs will be suited to the needs and abilities of school age elementary/middle school students and shall contribute to their development. Athletic programs will teach strong Christian values by placing primary emphasis on sportsmanship and teamwork.
- 6720 Athletic directors and coaches: Principals are responsible for the appointment and supervision of the school athletic director and coaches.
- 6721 All coaches including volunteers must pass a criminal background check and complete Safe Environment Training prior to starting any coaching duties.
- 6722 Principals shall provide written job descriptions for athletic directors and coaches.

- 6730 Student Eligibility for Extra-Curricular Participation Each principal will provide written eligibility requirements that govern student participation in extra curricular activities. The requirements should be printed and disseminated through the school's parent/student handbook.
- 6731 Field Trips: field trips for sound educational purposes are a valuable tool. Such trips should be planned and scheduled with care.
- 6732 Co-curricular Enrichment Activities: There shall be appropriate co-curricular enrichment activities in all Catholic schools.

## **6800 Instructional Resources for Students**

- 6810 Libraries: Each school should maintain a library/media center with age appropriate books and educational materials.

## **7000 FACILITIES**

- 7010 Maintenance: The school maintains all physical facilities in a clean and operational condition. Facilities should also be kept in such condition as to meet all required regulations and codes.
- 7020 Insurance: The school maintains property, vehicle and related insurance coverage through the diocesan insurance program. The Diocesan Finance Office must be informed regarding the status of all assets.

## **8000 BOARDS OF EDUCATION**

- 8010 Each parish or inter-parish school in the Diocese of Boise will have a local school board. There are three types of board: Advisory, Limited Jurisdiction, Governance.
- Advisory Boards assist the pastor/PLD and principal by recommending policy in the following areas: Finance, Marketing/Development, Facilities, Student Life and Financial Aid. Policies recommended by such a board are enacted when approved by the pastor/PLD.
    - Definition: Student Life includes policy pertaining to conduct, uniforms, absence and tardy issues, eligibility for extra-curricular and co-curricular program participation, awards and contests.
  - Limited Jurisdiction Boards have powers to make policy and monitor compliance in those areas delegated by the pastor/PLD. Decisions of a limited jurisdiction board are subject to veto by the pastor/PLD.
  - Boards of Governance are regulatory bodies that have responsibility for developing policy in all areas of school governance. Decisions of a board of governance are subject to veto by the Diocesan Bishop.

- 8020 Local school boards promote the mission of the school. The board assists the school in achieving its goals to provide a quality Catholic education by transmitting and integrating Gospel teaching in an educational process which, within an excellent program of academics, directs students toward a conscious choice of living a responsible Catholic life.
- 8030 Members: Members must exhibit and communicate a clear understanding of the mutual educational responsibility of parents, teachers, and administration, recognizing parents as the primary educators of their children.
- 8031 Orientation: Orientation of new members is the responsibility of the Administrator and pastor, assisted by the Office of the Superintendent.
- 8040 Bylaws/Constitution: Each local school board will have written bylaws or a constitution defining membership, functions, and authority.

## **8100 Policies**

- 8110 The policies in this document shall be the policies of the local school advisory board. The local board recommends additional policies as are necessary to assist the administrator and pastor/PLD in the administration of the school. Such policies shall be in accord with and not contradict the policies in this document.

## **8200 Operations**

- 8210 Committees - Recommended advisory board committees include: Finance, Marketing/Development, Strategic Planning, Buildings/Grounds, and Financial Aid. Other committees may be established as needed.
- 8220 Formulation of Administrative Regulations: The chief administrator of the school shall develop such administrative regulations as are necessary to ensure consistent implementation of policies adopted by the local board.
- 8230 Meetings: School boards will schedule regular meetings to conduct school business. Meetings shall be open except in situations where confidentiality requires an executive session.
- 8240 Records: A record of all meetings and actions taken by local boards shall be kept and maintained at the school site.
- 8250 Self-Evaluations: Boards should conduct annual self evaluations to assess and improve their internal and external effectiveness.

## **9000 CHILD CARE PROGRAMS**

- 9010 Child Care Services for all school programs shall be approved by the Diocese of Boise. The only recognized programs are pre-school and extended day care programs for students currently enrolled in the school. Registration exceptions for extended care must be noted and approved by the superintendent's office. Exceptions will be limited to children of families registered in the host parish.
- 9020 The Diocesan Education Office will have on record the type and scope of the child care services provided and verification of compliance with state and /or city codes.