August 1, 2006

Dear Brothers and Sisters in Christ:

As the school year begins, I am happy to promulgate the Diocese of Yakima Catholic School Policy and Procedure Manual.

Catholic schools play a significant part in the teaching mission of our Church, and these policies will help guide their teaching mission.

Given the complex financial and legal environment of today’s world, it is essential that we have sound policy systems in place and functioning in our Catholic Schools.

I’m deeply grateful to the members of the Diocesan Catholic Schools Committee who worked so diligently throughout the past year to review, discuss and write the school policies, as well as to our attorneys who carefully reviewed them.

May God bless all of you who make Catholic education possible.

Sincerely,

Carlos A. Sevilla, S.J.
Bishop of Yakima
Guide to Using This Manual

The Diocese of Yakima is committed to being a fair employer. While acknowledging local, state and federal rules and regulations regarding employment practices, the diocese also recognizes and affirms its unique relationship and responsibilities under the Canon Law of the Catholic Church.

This handbook supersedes all previous policies, agreements and representations, oral or written, on the subjects covered. However, it does not supersede the provisions of individual employment contracts currently in effect, or state, federal and church law.

The policies and procedures outlined in this manual are intended for all persons employed by Catholic schools. These policies will be administered by the pastors or their delegates, usually the principals. It is expected that each school will publish operating policies & procedures in its handbooks that are consistent with the policies in this manual.

Policies are arranged according to an order appropriate for each section, as follows:

1. **Organization**: These policies address personnel matters, from the bishop to parent organizations, as well as matters related to school approval by the State of Washington.

2. **Teaching and Learning**: Policies in this section cover topics including religious education, teaching materials, progress reports and field trip activities.

3. **Personnel**: Spelling out the principles of employment, this section includes policies for hiring of personnel through evaluations, employee benefits, harassment and confidentiality.

4. **Student Guidelines**: Admission requirements, health care and disciplinary measures are among the policies addressed in this section.

5. **Management**: This section includes policies related to school management, use of the internet, and school security.

6. **Catechetical Guidelines**: The comprehensive guidelines in this section use the framework of the Catechism of the Catholic Church as a point of reference.

7. **Appendix**: This section contains frequently consulted forms or documents that may be copied for use.

The process of revising and creating policies is ongoing. Policies will be added, deleted or changed based on changing legislation or decisions by the bishop.
ABOUT THESE POLICIES

Employees should become familiar with materials in this manual. Violation of the policies it contains may result in disciplinary action, up to and including termination of employment. Should you have any questions or require additional information on any subject in this manual, please contact the diocesan director of schools.

Modification of Terms and Conditions

The diocese reserves the right to alter, rescind or otherwise amend the compensation, hours of employment, and all other terms and conditions of any individual's employment based upon performance, conduct, and/or the operating and business needs of the diocese. The diocese also reserves the right to depart from any of the policies contained herein when, in its discretion, such as a departure is deemed to be warranted.

Only the Bishop or his designate has authority to authorize or enter into any employment or other agreement modifying or supplementing the provisions of this manual. Any such agreement must be in writing and signed by the Bishop or his designate. The Bishop has the ultimate and full discretionary authority to interpret parish, school and diocesan policies and procedures, including those summarized in this handbook, and to apply those policies and procedures to specific issues and circumstances. His determination on all such matters is final and binding.

This Manual is Not a Contract

The policies and procedures presented herein are for information and illustrative purposes and are in no way to be interpreted or construed as a contract of employment or guarantee of continued employment for any specific period of time. The work rules contained in the handbook are for illustrative purposes and are not considered to be exclusive.

The diocese reserves the right to unilaterally amend, or withdraw any policy or matter set forth in this manual at any time without notice, for any reason it deems appropriate.

Enforcement of Policies and Procedures

A decision by the diocese not to enforce any policy or practice or to grant an exception to any policy or practice is not intended to prevent and does not restrict the right of the diocese to insist on strict adherence to the policy or practice in the future.

Misrepresentations

Any misrepresentation made by an employee when completing the employment application or at any time during the employment process may result in immediate dismissal.

Violation of Policies

Violation of any of the diocesan schools’ policies and procedures or any behavior or practice, whether or not mentioned in this manual, that may be inconsistent with the Bishop and reasonable rules of conduct necessary to the welfare of the diocese, its employees, parents, students and/or visitors may result in disciplinary action, up to and including termination of employment.
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Section I

Diocese of Yakima Catholic Schools
Policies and Procedure Manual

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cf 5-19-2006
ORGANIZATION

1.1 MISSION STATEMENT

1.1(A) The Catholic Schools of the Diocese of Yakima exist to provide an equal measure of: 1) the experience of the living Lord and witness to his Gospel message; 2) the internalization of self-discipline, mutual respect, personal morality and social justice, as taught by the Catholic Church; and 3) the environment for academic excellence.

1.2 PHILOSOPHY

1.2(A) Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, gospel values, and traditions. Catholic schools’ educational goals include developing the whole person: body, mind, and spirit.

1.3 POLICY FORMATION

1.3(A) To carry out this mission of the Catholic Schools in the Yakima Diocese effectively, professionally, and in accord with state laws, the following policies and procedures have been approved and adopted by Carlos A. Sevilla, S.J., Bishop of the Diocese of Yakima. These policies and procedures should be reviewed every three years or more often as needed.

1.4 AUTHORITY OF BISHOP

1.4(A) The Bishop of the Yakima Diocese is the ultimate authority and chief teacher of the Catholic faith in the diocese. The Catholic school/program and its personnel are responsible to the Bishop and his delegates in all matters concerning the Catholic faith.

1.5 DIRECTOR OF CATHOLIC SCHOOLS

1.5(A) The diocesan Catholic schools recognize the authority of the Director of Catholic Schools, as delegated by the Bishop, to provide direction to ensure the Catholic identity of the schools and to facilitate and preside over the meetings of the Diocesan Catholic School Committee. (Refer to 1.6(A))

1.5(B) The Director of Catholic Schools must be a practicing Catholic, live a lifestyle consistent with Catholic moral values, and exercise professional conduct consistent with Catholic teaching.

1.5(C) As an educational leader in the Diocese of Yakima Catholic Schools the Director of Catholic Schools should have a current Washington State teaching certificate, a background in the field of education and experience in educational administration and/or leadership. [Exceptions are granted by the Bishop.]

1.5(D) The Director of Catholic Schools will initiate review of Diocesan School Policies by the Diocesan Catholic School Committee pursuant to 1.3(A), every three years, or more often as needed.
1.5(E) The Director of Catholic Schools will oversee the implementation of the Diocesan School Policies and Procedures.

1.5(F) The Director of Catholic Schools will provide professional development for the Catholic schools in the diocese.

1.6 DIOCESAN CATHOLIC SCHOOL COMMITTEE

1.6(A) The Diocesan Catholic School Committee shall consist of the Director of Catholic Schools and the principals from each of the Catholic schools in the diocese.

1.6(B) The Diocesan Catholic School Committee shall act as an advisory body to the Bishop regarding Catholic Schools.

1.6(C) The Diocesan Catholic School Committee shall recommend diocesan school policies and procedures for adoption by the Bishop. The committee is responsible for review of the diocesan school policies and procedures.

1.7 PASTOR

1.7(A) The pastor has final approval over local policies of the parish school, which is integral to the teaching mission of the parish. He fulfills this function by observing diocesan policies in close collaboration with the principal, the school advisory commission, the finance and pastoral council of the parish.

1.7(B) The pastor is responsible for the fiscal operations of the school. The pastor 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.

1.7(C) The pastor of a parish without a school, whose children attend Catholic schools in other parishes, shall consider in good faith the ability of the parish to subsidize an in-parish rate for parishioners and to participate in fundraising efforts by the parishes with a Catholic school.

1.7(D) Pastors shall ensure that schools collaborate with the parish’s religious education program by sharing facilities, activities, curriculum, and teachers whenever possible.

1.7(E) In parishes where the Bishop 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.

1.8 STANDARDS FOR ALL EMPLOYEES OF CATHOLIC SCHOOLS

1.8(A) All employees of a Catholic school must act in an honest and forthright manner in all workplace concerns by treating co-workers, supervisors, volunteers, parishioners, parents, children and visitors with respect and by conducting themselves in a moral and ethical manner consistent with Catholic principles.

1.8(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.
1.8(C) Background and Reference Checks:
In order to minimize the possibility of sexual misconduct, it is necessary for all prospective employees and volunteers who will be working with minors or vulnerable adults to:
(1) Inform your prospective employee or volunteer about the diocesan Policy for Background investigations. (Appendix A) It is preferable that you provide your prospective employee or volunteer with a copy of this policy during their initial employment interview.
(2) Require that your prospective employee or volunteer complete and sign the "Permission to Procure an Investigative Consumer Report" form. (Appendix A-1)
(3) Have a witness other than yourself attest to their signature.
(4) Forward the completed "Permission to Procure an Investigative Consumer Report to:
    Office of the Bishop
    Diocese of Yakima
    Attn: Chief of Staff
    5301-A Tieton Drive
    Yakima, WA 98908

1.9 STANDARDS FOR PRINCIPALS

1.9(A) Every school must have a principal.

1.9(B) The principal serves as the chief educational leader of the school and is responsible to the pastor. The principal administers and supervises the school in conformity with diocesan and local school policies and procedures, and represents the school to the community.

1.9(C) The principal must be a practicing Catholic, live a life style consistent with Catholic moral values, and exercise professional conduct consistent with Catholic teaching.

1.9(D) The principal must possess current Washington State teaching and administrative certification or be eligible to secure such within a reasonable time limit. [Exceptions are granted by the Bishop.]

1.9(E) As the school’s educational leader, the principal 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 the vice principal.

1.9(F) In collaboration with the pastor, who is the chief catechist for the parish, the principal will exert leadership in developing a sense of Catholic community and parish participation among the students, parents, and faculty of the school.

1.9(G) As the school’s spiritual leader under the direction of the pastor, the principal must ensure the school’s Catholic identity, practice, and culture and provide for the faith formation of students and staff.

1.9(H) As the school’s fiscal leader under the direction of the pastor, the principal is responsible for overseeing and administering the financial and marketing needs of the school.
1.10  STANDARDS FOR TEACHERS

1.10(A) Teachers in Catholic schools shall possess a professional credential and certification in Washington or be eligible to obtain such for the appropriate grade or class subjects taught, shall pass a record check in accordance with RCW 28A.195.080, live a lifestyle consistent with Catholic moral values, exercise professional conduct consistent with Catholic teachings, and promote the Catholic identity of the schools through personal example.

1.10(B) Teachers of religion must be practicing Catholics and not engage in any practice that conflicts with Church teachings on faith and morals.

1.11  STANDARDS FOR PARENTS OF CHILDREN ATTENDING CATHOLIC SCHOOLS

1.11(A) All parents of students serve as the primary educators and faith formation leaders for their children. Catholic parents are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish appropriate to their resources, and to conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.

Non-Catholic parents are expected to participate actively in the church of their choice, and to conscientiously develop a sense of community among the students, parents and faculty of the school.

1.11(B) It is the parents’ responsibility to cooperate with school 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 their relationship with the school.

1.12  VOLUNTEERS

1.12(A) Volunteers cooperate with the principal and members of the school community in providing a positive educational climate for the student. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the school and diocese. Training and background checks must be conducted for volunteers who have unsupervised contact with students. The coordinator for volunteers, if any, may supervise volunteers at the discretion of the principal and may be delegated as their immediate supervisor.

1.13  SCHOOL ADVISORY COMMISSIONS

1.13(A) Each parish with a Catholic school shall create a school advisory commission as a consultative body to advise and support the pastor and principal.

1.13(B) The responsibilities of the school advisory commission, in cooperation with the pastor and principal, include recommending a mission statement for the school grounded in Catholic faith tradition, recommending policy, setting long-range goals for the school, developing means to finance the school (including tuition structures, financial development, and fund-raising), promoting communication, public relations, and evaluating the school’s goals and plans.
1.14 PARENT ORGANIZATIONS

1.14(A) Principals shall assure that 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.

1.14(B) Bank accounts held by parents’ clubs and other school fund raising organizations may not use the school or parish exempt tax identification number for bank accounts unless the account is authorized in writing by the Bishop. (Appendix B)

1.15 SCHOOL APPROVAL BY THE STATE

Catholic schools follow the rules and regulations governing approval of private schools as required by Washington State Law and set forth in Chapter 28A.195 RCW and Chapter 180-90 WAC. Each year, principals are obligated to send one copy of these forms to the state and one copy to the diocesan director of schools. One copy will be returned to the school by the state and shall be retained on file.
# Teaching and Learning

## Section 2

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2.1 PHILOSOPHY

2.1(A) Teaching and learning in the Catholic schools of the Yakima Diocese are guided by appropriate teaching of the Catholic faith as each school makes decisions affecting its written curriculum, instructional practices and student learning assessments. Curriculum defines what teachers are expected to teach and students are expected to learn. Instruction refers to pedagogy and assessment refers to methods used for insight and evidence of what students have learned. The basic curriculum of Catholic schools shall seek to teach all students basic values, curriculum content, and skills, while providing for a variety of student needs. 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.

2.2 WRITTEN CURRICULUM

2.2(A) All diocesan schools shall have a written curriculum that provides students with a rigorous course of studies that is sequential from grade to grade and provides opportunity for students to meet or exceed the Washington state grade level expectations as a minimum requirement. Catholic schools shall seek to ensure that their core curriculum meets or exceeds public and other private school educational standards for the local community.

2.2(B) The required curriculum areas for the elementary schools are religion, personal safety, communication arts (speaking, listening, reading, writing), mathematics, social studies, science, fine arts (music, art), physical education, technology, and service. The private school curriculum shall include instruction of the basic skills of 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. The content of the curriculum should reflect critical knowledge, skills and dispositions that will contribute to the preparedness of students upon exit of diocesan schools.

2.2(C) Written curriculums should be reviewed on a regular cycle to assure relevancy of content, horizontal alignment across grades and vertical articulation between grades.

2.3 INSTRUCTION

2.3(A) Diocesan schools pride themselves on having highly qualified teachers and exceptional instruction. Instruction shall reflect the school’s written curriculum expectations. The quality of instruction is directly responsible for the quality of learning. Teachers are expected to use teaching methods that effectively result in learning. Instructional programs shall meet the diverse learning needs of students to the extent possible by the schools.

2.3(B) Instruction should develop students’ ability to recall important information and to problem-solve, synthesize and evaluate. Instruction should be cognitively demanding to develop the capabilities in all students to be successful in their post-secondary choices.
2.4 TEACHING AND PRACTICE OF RELIGION

2.4(A) 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.

2.4(B) Sacramental preparation for the Sacraments of Initiation, Reconciliation, First Eucharist, and Confirmation should be conducted according to the parish plan. Ordinarily, the sacraments should be celebrated within local parish communities; exceptions must be approved by the bishop or his delegate. Participation in school-based sacramental preparation does not substitute for full participation in the parish-based sacramental preparation program.

2.4(C) The curriculum for religion will be consistent with the teaching of the Roman Catholic Church, conform to the Child and Youth Catechesis Guidelines (See Notebook Tab) from the Yakima Diocese, and be developmentally appropriate and relevant to the students’ lives. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

2.4(D) 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.

2.5 HUMAN SEXUALITY PROGRAMS

2.5(A) All programs for education in human sexuality shall include assistance to parents so that, as parents, they may fulfill their role in helping their children know, understand, and live Catholic doctrine and morals in the area of sexuality.

2.5(B) All school human sexuality programs and resources must meet the following standards:
   • Programs must reflect authentic and comprehensive church catechesis.
   • Programs must be pastorally sensitive to issues of American and ethnic cultures.
   • Programs must be family-centered.
   • Programs must be developmentally sensitive.

2.5(C) Catholic schools shall incorporate education about infectious diseases or life-threatening illnesses including, but not limited to, hepatitis, cancer, heart disease, HIV/AIDS, and other sexually transmitted diseases in an appropriate context such as health education programs. This education must be current in content and consistent with the teachings of the Catholic Church.

2.6 TEACHING MATERIALS, TEXTBOOKS, TECHNOLOGY

2.6(A) All teaching materials and resources shall be used to support effective instruction. Textbooks shall be chosen to support and be a resource to teach the written curriculum. Textbooks and teaching resources shall be selected by each school with the approval of the principal. Trade books chosen for instruction and/or included in the school library should be approved by the principal or the principal's delegate.

2.6(B) The principal of each school will ensure that a process exists to evaluate and update textbooks, teaching resources and technology.
2.7 ASSESSMENT OF STUDENT LEARNING

2.7(A) Student assessment is administered for two purposes. One is to determine how students in the diocesan schools compare to other students in their community, state and nation. A second purpose is to have frequent insights into students’ learning in order to guide instructional decisions. All assessments shall be valid tools to demonstrate student learning and to offer insights to students, teachers, and parents.

2.7(B) Under the guidance and direction of the principal, each school shall have a comprehensive assessment program that outlines assessments to be used, the rationale and how the results should be used. Student assessments shall be identified and used at selected grade levels to ensure that students are mastering the skills appropriate to their age group. Teachers are expected to use frequent learning assessments to actively engage and motivate students in their own learning process.

2.7(C) The results of student assessments shall be analyzed by the principal and faculty to determine the areas of strength and the areas for additional focus. Analysis shall include trends from over time and multiple assessments to determine necessary improvements to programs. Test results shall not be released to the public except with the permission of the school principal.

2.8 PROGRESS REPORTS AND REPORTING STUDENT PROGRESS

2.8(A) All reporting processes shall serve to inform students and parents of growth and development. The local school determines the specific methods to be used, the timing and format of any reports. Progress reports or report cards are to be used to inform students’ academic progress, study skills, habit development and behavior to their parents and guardians on a regular basis. Regular parent/teacher conferences also provide parents with tangible evidence of student growth and development. When failure in a particular subject seems likely, parents shall be promptly notified.

2.9 SCHOOL SPONSORED ACTIVITIES AND FIELD TRIPS

2.9(A) The principal 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.

2.9(B) The principal 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 school account.

2.9(C) The principal must approve any school-sponsored social activity. These activities must have a clear purpose, be carefully planned, and be well supervised by certificated staff. For such activities, all the areas of responsibility should be clearly defined.

2.9(D) The principal 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. In elementary schools, a ratio of not less than one adult for each group of 5 to 8 children should be arranged. The guideline is that the younger the students the greater the need for supervision.
2.9(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.

2.9(F) The principal must ensure that adequate insurance coverage and appropriate releases, if needed, are in place for all school-sponsored activities and field trips. The insurance carrier should be consulted regarding requirements for coverage. (Appendix C)

2.9(G) The principal, as the responsible school administrator, must follow the established transportation policy, including the 15 passenger van policy, see that releases of liability are signed, have drivers complete the “Field Trip Driver Information Sheet,” and keep it on file in the school office. (Appendix C)

2.9(H) The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old.
- The driver must submit to a Washington State Patrol Background check
- The vehicle must be insured by the driver for the minimum limits required by the Diocese's insurance company.
- Students must wear seat belts at all times.
- Children under 6 years and/or 60 pounds must be strapped into approved booster seats.

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 principal are responsible for children while engaged in school activities wherever and whenever they are held.
Personnel

Section 3

Diocese of Yakima Catholic Schools
Policies and Procedure Manual

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PERSONNEL

3.1 PRINCIPLES OF EMPLOYMENT

3.1(A) All employees who work in a Catholic school of the Diocese of Yakima agree to live a lifestyle compatible with Catholic moral values, exercise professional conduct consistent with Catholic teaching, and promote the Catholic identity of the schools through personal example. In this way they should aid students in their Catholic formation by good example.

3.1(B) The Diocese of Yakima Catholic Schools and local personnel policies should be in accord with the following principles and circumstances:
- The mutual dignity, rights, and responsibilities of the school and employee;
- Applicable diocesan, state, and federal policies and regulations;
- The employee’s professional status;
- Ethical and acceptable management policies;
- Fiscal realities based on valid data; and
- The common interests of the entire Catholic Church community.

3.1(C) Any misrepresentation made by an employee when completing the employment application, or at any time during the employment process, may result in immediate dismissal.

3.2 EQUAL EMPLOYMENT OPPORTUNITY

3.2(A) In keeping with its mission, a Catholic school 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.

3.2(B) The diocese is committed to providing equal employment opportunities for all persons without discrimination based on race, color, national origin, age, gender, disability, veteran status or any other status protected under applicable federal or state laws, with the exception of religion. Many positions require current and regular practice of the Catholic faith as an employment qualification; all require behavior consistent with Catholic teachings.

3.3 EMPLOYEES WITH DISABILITIES

3.3(A) The school will fully comply with its duty to provide reasonable accommodations to allow people with disabilities (as defined under applicable law) to perform the essential functions of their jobs. If a disability affects your job performance, it may be possible to make reasonable accommodations to enable you to perform the essential functions of your job in accordance with our standards.
3.3(B) You must notify your supervisor, preferably in writing, as soon as you become aware of a medical condition affecting your work and/or the need for accommodation. If you are unable because of your disability to write the notice yourself, assistance will be provided.

3.3(C) The school administration will then discuss reasonable accommodations, including accommodations suggested by you, that the school might be able to provide. You should understand that the school is not obligated to provide accommodations that cause us undue hardship or that involve the elimination of essential job functions.

3.4 **DIOCESAN POLICY ON HARASSMENT** (Under Revision as of May 8, 2006)

3.4(A) The Diocese of Yakima will not tolerate the harassment of individuals for any reason. Harassment on the basis of race, color, religion, national origin, sex, age, disability or veteran status will not be permitted or condoned. Comments, conduct and innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided.

3.4(B) In addition, the diocese will not tolerate the harassment of diocesan personnel by non-personnel. Non-personnel includes, but is not limited to, parishioners, parents, vendors and other visitors.

3.4(C) Harassment is considered conduct which is focused on a person or group of persons including, but not limited to, physical or verbal abuse, unwelcome activity of a sexual nature, retaliation, as well as any behavior or action which interferes with an employee’s ability to perform assignments or which creates a hostile or intimidating work environment.

3.4(D) The following types of harassment are prohibited and will not be tolerated:

- **Verbal Abuse**: Verbal abuse includes, but is not limited to, language which degrades or berates others including, but not limited to, racial, religious or sexual comments or jokes, sexual innuendoes or threats of any kind.

- **Physical Abuse**: Physical abuse includes touching, pinching, slapping, hitting, slamming, throwing, kicking or threatening another person, including restraining by force or blocking the path of another.

- **Sexual Harassment**: Sexual harassment includes, but is not limited to, sexual advances, requests for sexual acts or favors, or other verbal, physical or visual conduct of a sexual nature when:
  
  i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
  ii. submission to or rejection of such conduct by an individual is used as a basis for making employment decisions affecting such individual; or
  iii. such conduct – intentionally or unintentionally – unreasonably interferes with the individual’s work performance or creates an intimidating, hostile, or offensive work environment.
• **Retaliation:** Retaliation includes any adverse action or threat of adverse action taken or made because an employee has exercised or attempted to exercise any rights under the employment laws of the United States, Washington State, or under the policies of the diocese. Retaliation includes, but is not limited to, verbal abuse, threats, or withholding or withdrawal of pay, promotions, training, or other employment opportunities.

• **Other:** In addition to the above forms of harassment, any behavior or action which interferes with an employee’s ability to perform job duties, or which results in or creates a hostile or intimidating work environment is considered harassment.

3.4(E) Any employee who feels that he or she has been subjected to any type or degree of harassment is to report the incident verbally or in writing to his or her supervisor within 48 hours of the incident. A written complaint should include the specific nature of the harassment and the date(s) and place(s) such harassment took place, as well as the employee’s name. The supervisor will immediately report the complaint to the chancellor of the diocese. If the complaint involves the supervisor, the employee should report the incident directly to the chancellor of the diocese. Complaints of harassment will be promptly and carefully investigated and will include interviews with all relevant persons including the complainant, the accused, and other potential witnesses.

3.4(F) Any employee found to have violated the harassment policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance determined to have been fabricated.

3.4(G) Any employee who utilizes this procedure in good faith can be assured that s/he will be free from any and all reprisal and retaliation from filing such complaints. Investigators will make every effort to strike a balance between the parties’ desires for privacy and the need to conduct a fair and effective investigation.

3.5 **THE DIOCESE OF YAKIMA POLICY REGARDING SEXUAL MISCONDUCT WITH VULNERABLE PERSONS** (9/16/2003 and Under Revision as of May 8, 2006)

3.5(A) Sexual misconduct by personnel of the diocese, whether by members of the clergy or by lay employees or volunteers, may be a criminal act and, at a minimum is a grave offense against a person created in God’s image and likeness and is contrary to Christian principles and Catholic teaching. This policy does not address sexual misconduct in general, but only the special circumstances described herein.

3.5(B) **Definitions:**

- **Personnel of the Diocese** shall include: (1) members of the clergy of the Diocese of Yakima and other clergy members with assignments from the Bishop of Yakima; (2) members of religious congregations or institutes who staff a unit of the Corporation of the Catholic Bishop of Yakima or reside on diocesan property; (3) lay persons who are employees of or volunteers in parishes, schools, and other agencies of the Corporation of the Catholic Bishop of Yakima.

- **Sexual misconduct** means any sexual conduct which is unlawful in the State of Washington or is contrary to the moral teachings or doctrines and canon law of the Catholic Church.

- **Victims** are those persons who claim to have experienced sexual misconduct by personnel of the diocese. The term victim includes vulnerable persons.
• **Vulnerable persons** are all those under eighteen years of age and those over eighteen who, because of physical, mental or emotional impairment, are unable or unlikely to report abuse or neglect without assistance.

3.5(C) **Background and Reference Checks**

In order to minimize the possibility of sexual misconduct, seminarians, and members of the clergy beginning their ministry in the diocese, and new employees arriving to work in the diocese for the first time shall be required to supply references and, if applicable, a complete history of past employment before they may serve in the diocese.

Qualified agents/agencies shall conduct a background check regarding sexual misconduct by applicants for employment as Catholic school administrators, teachers or support staff. All other prospective employees and unsupervised volunteers working with minors or vulnerable adults must submit to a formal background check by agents/agencies hired by the diocese prior to beginning their diocesan employment or volunteer ministry. A background check shall also be obtained for members of the clergy whose record is incomplete. Similarly, superiors of religious communities shall supply any information they have regarding sexual misconduct by their members who may wish to serve in this diocese.

3.5(D) **Obligation to Report**

Personnel of the diocese who know or have reasonable grounds to know of a specific incident of sexual misconduct by any personnel of the diocese shall immediately report such misconduct to the Chair of the Diocesan Lay Advisory Board.

A priest, of course, cannot reveal and therefore, cannot report anything said to him by a penitent in the Sacrament of Penance (Confession.)

It is the responsibility of the Chair of the Diocesan Lay Advisory Board to report any alleged incident involving a vulnerable person to law enforcement authorities and the diocesan Bishop. The Chair shall also inform a victim (or his/her parent/guardian) of their right to report such alleged incident to the appropriate law enforcement agency.

3.5(E) **Invitation to Report**

All persons who have reason to believe that a vulnerable person is being abused or is in danger of being abused by personnel of the diocese are urged to contact the Chair of the Diocesan Lay Advisory Board by calling 888-276-4490.

3.5(F) **Response to the Report**

Pending the outcome of a more complete investigation, the person alleged to have violated this policy will be relieved by the Bishop of all responsibilities in the diocese and placed on administrative leave. Such leave will be with or without pay and benefits as the Bishop may decide. Great care must be taken that the person’s good name not be damaged in any way.
3.5(G) Investigation

If appropriate and without, at this point, making a judgment about the truth of the allegations made, the Chair of the Diocesan Lay Advisory Board will: (1) respond to the report initially received from the alleged victim and/or family; (2) offer assistance in seeking counseling/therapy; (3) demonstrate initial compassionate concern, support and solace; (4) inform the victim that the Bishop through a personal contact will also offer further assistance.

The person alleged to have violated this policy shall be presented with specific charges by the Bishop and given an opportunity to respond to the charges. The person alleged to have violated this policy and the victim may be represented by legal counsel.

Each reported incident will be investigated as soon as reasonably possible with a high degree of care and concern for all involved. The investigation may be conducted by an investigator appointed by the Chair of the Diocesan Lay Advisory Board. The investigation shall be under the supervision of the Diocesan Lay Advisory Board. Upon completion of the investigation, the Diocesan Lay Advisory Board will review its findings, determine the validity of the allegations or specific charges made and submit its recommendations to the Bishop regarding what action should be taken by him. Appropriate confidentiality shall be observed, while at the same time complying with all applicable legal reporting requirements.

The Bishop shall be given a full written account of the investigation of the Diocesan Lay Advisory Board by its Chair.

It shall be the goal of the Diocesan Lay Advisory Board to complete the investigation process within sixty days from the date the Diocesan Lay Advisory Board receives the sexual misconduct complaint.

3.5(H) Action if the Allegations are True

Following an investigation under this policy, any cleric who admits to, or does not contest the allegation, or is found by the Diocesan Lay Advisory Board to have engaged in sexual misconduct, shall be relieved of all ministerial responsibilities or dismissed from the clerical state as determined by church law. The offending cleric shall also be offered professional assistance for his own healing and well being in the future.

Following an investigation under this policy, any non-cleric who admits to, or does not contest the allegation, or is found by the Diocesan Lay Advisory Board to have engaged in sexual misconduct, shall be terminated by the Bishop from employment and any position of diocesan responsibility.

3.5(I) Action if the Allegations are False

Based upon the evidence submitted to him by the Chair of the Diocesan Lay Advisory Board, and all the facts involved, the Bishop may decide whether administrative leave, if it has been imposed, should be terminated and the person alleged to have violated this policy reinstated. Both the good of the Church and the good of the individual will be considered. Every effort will be made to restore the good name and reputation of the person wrongfully accused.
3.5(J) **Ministering to Victims and Their Families**

The Bishop will direct the Chair of the Diocesan Lay Advisory Board to appoint a Victim’s Assistance Coordinator to take responsibility for ministering to victims of sexual misconduct and their families.

3.5(K) **Promoter of Justice**

The Bishop has appointed a Promoter of Justice who will review the recommendations made to the Bishop by the Diocesan Lay Advisory Board in the case of a cleric against whom an allegation of sexual misconduct has been made.

3.5(L) **Education of Personnel**

The diocese shall maintain, for its clergy, religious and laity, a permanent policy of ongoing education regarding sexual misconduct.

3.5(M) **Standards of Behavior for Clergy and Volunteers**

Those who act in the name of the church have special influence in the lives of the people to whom they minister. Because of the respect and reverence with which many people seek help from the church’s ministers, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances, it is likely that there is an absence of meaningful consent to any sexual activity, even in the case of an adult. This imbalance of power makes any sexual activity always inappropriate. It is the responsibility of the church minister or staff member to maintain appropriate emotional and sexual boundaries with those with whom they work and serve.

As in other helping professions such as physicians and therapists, the special nature of the relationship between church personnel and the people they serve calls for a higher ethical standard of behavior. In such relationships the appropriateness or inappropriateness of behavior is judged not by the intent of the agent, but its impact upon the recipient. It is the policy of this diocese to expect the behavior of all church personnel to comply with professional ethics and Catholic moral standards. Not only must the actual behavior meet appropriate standards, but all clergy, employees and volunteers are expected to act in ways which do not give the appearance of impropriety.

Behaviors that are deemed inappropriate include, but are not limited to, the following:
- Sexual relationships with parishioners, counseling clients, students, or collaborators in ministry.
- Touches and embraces that are experienced or perceived as uncomfortable to the individual or which may not be appropriate as to sex and age.
- Language and non-verbal communication which is suggestive, demeaning or controlling of another person.
- The singling out of persons, especially of children and minors, for special personal attention or personal gifts.
- Taking young people on personal trips or vacations without other adults or appropriate chaperones.
• A relationship with a parishioner or a client which becomes highly personal or which mixes professional responsibilities with a personal friendship in a way that might be viewed as inappropriate.
• When a cleric or a volunteer asks an individual (for example, a parishioner, a counseling client, a student or a co-worker) to conceal the fact and nature of their personal relationship.
• The suggestion that the relationship between care givers and those who seek their help is a “two way” relationship in which the care giver also receives help from the interaction.

The Diocese of Yakima shall implement the following actions to prevent child abuse and to recognize the signs of child abuse:

• Screening: All current and future diocesan personnel, including clerics, members of religious orders, lay employees and volunteers, who in any manner have access to vulnerable persons, shall submit to a background check to ensure that no reported event from the past, which could pose a future risk to vulnerable persons, are present. The diocese, as well as each parish, school and agency shall retain files on the results of the background checks.
• Education: Once a year all diocesan personnel, especially those whose ministerial duties involve vulnerable persons, will be required to attend presentations and training dealing with the prevention, recognition and reporting requirements for abuse of vulnerable persons.
• Issues for Children: A curriculum for all children and minors in our diocesan Catholic schools and religious education programs will include teaching them about safe touch, instructing them about appropriate boundaries for adults, and giving them support and guidance about reporting abuse to adults who can be of help.

RECRUITMENT AND SELECTION

3.6 BACKGROUND CHECKS

3.6(A) In considering an applicant for hire, we may conduct an investigation of the applicant’s background. The investigation may include, but is not necessarily limited to, inquiries into the applicant’s references, credit history and conviction record. An applicant will not be denied employment solely on the basis of a poor credit history and will not be denied employment for having filed bankruptcy. A conviction record may, but will not automatically bar an applicant from employment. Any investigation of an applicant’s conviction record will be restricted to specified convictions reasonably related to fitness to perform the particular job the applicant is seeking, unless we determine that it is not practicable to inquire only about specified convictions. Driver’s licenses may be checked for current status.

3.6(B) All Diocese of Yakima Catholic School applicants who will have regular, unsupervised access to children shall, as a condition of employment, successfully complete a Washington State Patrol check, a Disclosure Statement, and an FBI Fingerprint Background check. (Appendix A)
3.7 HIRING TEACHERS

3.7(A) The hiring and selection of teachers will occur through recruitment strategies that attract and retain both new and experienced teachers and administrators.

3.7(B) The local principal will hire qualified teachers certified by the State of Washington. Teachers must also live a lifestyle compatible with Catholic moral values and must exercise professional conduct consistent with Catholic teachings.

3.7(C) Teachers of religion must be practicing Catholics, and not engage in any practice that conflicts with Church teaching on faith and morals.

3.8 HIRING PRINCIPALS

3.8(A) Pastors, in consultation with the school advisory commission will seek to recruit, hire, and retain the best-qualified principals for their schools. The principal must be a practicing Catholic, live a lifestyle consistent with Catholic moral values, and exercise professional conduct consistent with Catholic teaching.

3.8(B) All principals shall hold or be eligible to hold appropriate certification from the State of Washington both as a teacher and as a principal. [Exceptions are approved by the Bishop.]

3.8(C) When a vacancy occurs in the principal’s position of a school, the pastor will establish a search committee in consultation with the school advisory commission.

3.9 HIRING ELEMENTARY SCHOOL COUNSELORS

3.9(A) Although Catholic Schools are not required to employ elementary school counselors, should one be employed, the following guidelines apply:
- An elementary school counselor shall be trained and certified to support children’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.

3.9(B) The counselor reports directly to, works closely with, and is evaluated by the principal.

3.9(C) Elementary students require parental permission to work with a counselor on an ongoing individual or small group basis.

3.10 HIRING RELATIVES

3.10(A) Catholic schools in the diocese generally permit the employment of your relatives. Relatives generally will NOT be employed, however, in positions in which:
- Actual or perceived conflicts of interest would be created
- A direct reporting relationship would exist
- Relatives would work in the same department
- One employee would occupy a position which would have influence over the other’s employment and/or salary administration
- One employee would have access to the personnel records of the other
3.10(B) On occasions when the relationship occurs after the fact of employment or if the situation creates an actual or perceived conflict of interest, your supervisor will determine the disposition of the affected employees. One of the employees may be requested to transfer to another position if an available job exists, or may be terminated if no suitable vacancies exist. An attempt will be made by the school to place related employees in different positions when such positions are available and when to do so is in the best interest of the school.

3.11 REHIRING FORMER EMPLOYEES

3.11(A) Applications received from former employees will be processed according to the same procedures and given the same consideration as afforded all other external applicants for positions. The principal may take into consideration the former employee’s performance as well as the circumstances surrounding the separation from previous employment with the diocese.

3.12 EMPLOYMENT ELIGIBILITY VERIFICATION

3.12(A) In compliance with the Immigration Reform and Control Act of 1986, the diocese can only hire workers who are, and continue to be, eligible to work in the U.S. Within three business days of hire or rehire, all new employees, including substitutes, are required to present us with documentation sufficient to establish their identify and eligibility to work in the U.S. and to sign the I-9 form. A Social Security card and a driver’s license will generally be adequate documentation in most cases. The school shall make a copy of the supporting documents, attach them to the I-9 form, and keep both in the employee’s file. (Appendix D)

3.12(B) If the I-9 form has been filled out and verified in one Catholic school in the diocese, it may be copied and placed on file in other schools.

3.13 CAREER ADVANCEMENT

3.13(A) The Diocese will attempt to promote or transfer you to fill vacant positions whenever, in its sole discretion, it believes you are the best-qualified candidate. Generally, available positions will be posted and availability made known within the Diocese. We reserve the right, however, to fill positions without posting them when doing so is in our best interests.

3.13(B) You must meet the same criteria as external candidates, and will be given consideration for transfer or promotion prior to the consideration of external applicants. Your performance and the Diocese's ability to replace you will be among the factors the Diocese will consider when filling vacant positions.

3.13(C) Although you are hired into a particular position or office, there may be occasions in which the overall staffing needs of the Diocese require your movement to another office or position. In such cases, and in consultation with the affected parties, transfers will be made at the discretion of your supervisor. The transfers will generally be considered lateral in that they will typically have no effect on your current salary unless increased responsibilities and workload are involved.
ON THE JOB

3.14 CERTIFICATION OF TEACHERS AND PRINCIPALS

3.14(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 Paragraph 3 (a) (b).

3.14(B) Teachers and principals are responsible for obtaining and maintaining their Washington State Professional Education Certificate.

3.14(C) The following exceptions apply, as allowed by Chapter 28A.195.010 RCW:
- 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
- In exceptional cases, individuals of unusual competence, but without certification, may teach students so long as a certified teacher or principal exercises general supervision.

3.15 EMPLOYMENT CATEGORIES AND BENEFIT ELIGIBILITY

3.15(A) General Concerns/Principles. The Diocese offers several different types of positions as listed below. Benefits are established based on categories and work schedules. Employee benefits may increase if your work schedule is expanded or decrease if your work schedule changes from full-time to part-time or temporary. Note: If you are employed on a contractual basis by the Diocese (for example, teachers and administrators) you are bound by the terms contained in your individual employment contract.

3.15(B) Full-time employee. Any employee who is regularly scheduled to work at least 35 hours per week (or at least 37.5 hours per week if you are a certificated employee in one of our schools). For school employees (certificated or not), the school calendar dictates the work schedule; these positions generally work on a ten-month basis, although pay and benefits may extend over a 12 month period. Full-time employees are eligible for participation in all benefit programs according to plan provisions.

3.15(C) Part-time employee. Any employee who is regularly scheduled to work less than 35 hours per week. Part-time employees who are regularly scheduled to work at least 20 hours per week are eligible for benefits on a prorated basis based on the specific number of hours worked. Employees who work less than 20 hours per week are not eligible for benefits, although they may participate in our retirement plan as outlined in the benefits section.

3.15(D) Temporary or Seasonal Employees. Any employee who is scheduled to fill a temporary job assignment which has a predetermined beginning and ending date, normally for a period of less than 180 days. Such employee may be paid an hourly rate or a negotiated amount. Temporary employees are not eligible for participation in Diocesan benefit programs. For temporary employees who become regularly scheduled staff members, the hire date will be the day they actually begin continuous work for the Diocese as a regularly scheduled employee.
3.15(E) **Exempt and Nonexempt Employees.** All personnel fall into one of the categories established by the federal Fair Labor Standards Act (FLSA) and Washington law: exempt or nonexempt. Legal criteria determine exempt and nonexempt status:

- Full- and part-time employees who perform predominantly managerial tasks, exercise independent judgment/discretion and are salaried are typically **exempt.** Examples include administrators, supervisors, directors and professionals, such as teachers. It is understood that the nature of their jobs will sometimes call for more than a 40 hour week. Exempt employees do not receive overtime pay and generally do not receive compensatory time off.

- Full- and part-time employees who perform services other than executive, professional or administrative work as defined by applicable law are typically **nonexempt.** These positions are subject to overtime compensation at 1.5 times the regular rate of pay for all hours worked over 40 in a workweek. Examples include most support positions such as secretary, bookkeeper, instructional assistant and/or custodian.

### 3.16 CONTRACTS FOR SCHOOL TEACHERS AND PRINCIPALS

3.16(A) All Catholic schools must use the official Diocese of Yakima standard contracts when employing a teacher or principal. (Appendix E and F)

3.16(B) All contracts are for one academic year only, with no assurance of renewal. The principal has the sole discretion to offer a contract in a succeeding year.

3.16(C) Amendments to the diocesan contract must meet the following conditions:
- An amendment must not conflict with any terms of the diocese’s standard contract;
- An amendment must be set forth in a supplementary agreement or addendum separate from the diocesan standard contract;
- The Bishop of the Diocese of Yakima, or his designee, must approve all amended contracts before they are signed;
- Under no circumstances shall terms be deleted from the diocese’s standard contract.

### 3.17 SUBSTITUTE TEACHERS

3.17(A) When temporarily replacing a teacher who has taken an authorized leave of absence, Catholics schools shall employ a substitute teacher who is qualified and holds a valid Washington State Professional Education certificate.

3.17(B) Each school will arrange for its own substitute teachers and determine pay rates.

3.17(C) For a long-term substitute, a rate of pay should be computed so as to reflect the substitute’s expanded duties.
3.17(D) A contract and benefits may be offered to a long-term substitute for a period of six months to one year.

3.18 NON-CERTIFICATED (NON-CONTRACTED) EMPLOYEES

3.18(A) The principal will assess the need to hire support staff for the school, including non-certificated personnel. These staff members will be hired, supervised, evaluated, and if necessary, terminated by the principal.

3.18(B) Unless he chooses to delegate this responsibility to the principal, the pastor will assess the need to hire non-certificated support staff shared by the parish and the school, will determine their compensation, and will supervise, evaluate and, if necessary, dismiss these staff members.

3.18(C) Non-certificated, non-contracted employees have an at-will employment relationship with the school. At-will means that you are free to resign at any time, and we reserve the right to discharge you at any time, with or without cause or advance notice, and without compensation except for time actually worked, provided the termination is not done for a discriminatory reason in violation of law.

3.19 INITIAL EVALUATION OR INTRODUCTORY PERIOD FOR NON-CERTIFICATED (NON-CONTRACTED) EMPLOYEES

3.19(A) All new, non-certificated (non-contracted) employees are subject to an initial evaluation period during their first 180 days of employment. This initial evaluation period may be extended if we decide that to do so is appropriate. Successful completion of the initial evaluation period does not guarantee later employment or limit our discretion with respect to corrective action or discharge. Nor are employees guaranteed employment for the entire initial evaluation period. At all times, employment remains on an at-will basis.

3.19(B) Termination without remuneration other than salary earned may be enacted at any time during the initial evaluation period by either you or the Diocese. During the initial evaluation period, you do not have access to the grievance procedure for the purpose of appealing your release.

3.19(C) Employees who have not completed their initial evaluation period may be eligible for participation in standard Diocesan benefit programs subject to the provisions of the respective programs.

3.20 PERFORMANCE ANALYSIS FOR NON-CERTIFICATED (NON-CONTRACTED) EMPLOYEES

3.20(A) The analysis process is designed to provide a dialogue between the supervisor and employee on how well and why job requirements and goals are or are not being met. Performance analyses are generally conducted at the end of the initial evaluation period and annually thereafter at the time of employment anniversary. Additional analysis, which may be formal or informal may be requested by the employee or required by the supervisor, for instance, if a performance problem exists.
3.20(B) An unsatisfactory review indicates employment may not continue unless performance improves. Depending upon the circumstance, an unsatisfactory review may result in immediate discharge, in our discretion.

3.20(C) The principal (or his or her delegate) is responsible for evaluating each non-certificated (non-contractual) employee. Evaluations should be completed using the Diocese’s performance analysis form. The analysis form should be discussed with and signed by the individual being evaluated. The employee’s signature acknowledges the employee having discussed and received the analysis, not agreement with it. Employees may submit written responses to analyses with which they do not concur. The written performance analysis and any employee response becomes part of the employee’s personnel file.

3.21 JUST CAUSE EMPLOYMENT FOR TEACHERS, ADMINISTRATORS AND OTHER CONTRACTED EMPLOYEES

3.21(A) The employment relationship for teachers, administrators, and other contracted employees is governed by the terms of applicable employment agreements. These agreements operate for up to 12 months and may be terminated by mutual consent. There is no obligation to renew an agreement from year to year.

3.21(B) Contracted employees will not be discharged during the term of the employment agreement without just cause. Just cause may include, but is not limited to:

1. Unsatisfactory job performance;
2. Conduct, behavior or interpersonal relationships inconsistent with the mission of the Church, as determined by the principal or pastor;
3. Public support or advocacy of issues/organizations that oppose the teachings of Church;
4. Falsifying, altering or omitting information in parish/school records, or any other dishonesty;
5. Violating Diocesan policies, rules, or standards of behavior, including but not limited to those summarized in this handbook;
6. Stealing or possession of parish/school property or the property of other employees, parishioners, students, contractors or visitors without permission;
7. Violating or disregarding known or generally accepted safety rules or practices, including failure to operate parish/school vehicles in a responsible manner;
8. Possession of firearms, weapons, fireworks or explosives on parish/school property;
9. Insubordination (refusal or failure to perform assignments or to comply with a supervisory request or instruction, unless there is a reasonable fear the request may be illegal or cause bodily injury);
10. Failure to report to work as scheduled for 3 consecutive workdays without advance notice unless the failure was clearly beyond the employee’s control;
11. Threatening, intimidating or coercing behavior;
12. Using profane or abusive language;
13. Disclosing or misusing private or confidential information without authorization;
14. Unlawful harassment;
15. Soliciting and/or distributing non-parish or non-school materials in work areas or on work time without authorization;
16. Using corporal punishment;
17. Conduct not in accordance with professional standards and/or decorum otherwise inappropriate in the workplace;
18. Use, possession, sale or distribution or being under the influence of narcotics or illegal substances while on parish/school property or time; and
19. Unauthorized possession, transfer or use of any alcoholic beverage while on parish/school property or time.

3.21(C) Changes in the financial condition of the parish/school may result in program reductions or complete or partial closings. Such changes may require a reduction in force and constitute just cause for discharge.

3.22 TEACHERS’ PERFORMANCE EVALUATIONS

3.22(A) Performance appraisals shall have clearly communicated performance criteria based on expectations for the specific teaching position. The criteria shall reflect the expectations of diocesan policy and local schools. Performance appraisals in the Yakima Catholic Diocese shall be used:

- First and foremost as a tool to guide the growth and development of all staff
- As a basis for personnel decisions

3.22(B) All teachers employed in the Diocese of Yakima shall participate in an annual growth and development process as determined at the local level.

3.22(C) Newly assigned teachers should be evaluated formally twice within the first year of their assignment, once within the first 60 school days of their assignment, and again before April 30th.

3.22(D) If a teacher’s contact is not to be renewed, the principal should conduct an evaluation of the teacher by March 15th and should notify the teacher of the decision not to renew by May 15th of the current contract year.

3.22(E) Included in the criteria of evaluation is an expectation that teachers will exercise professional conduct consistent with Catholic teachings and moral values, expressing Catholic teaching and moral values to students in a positive and responsible manner.

3.22(F) Teachers shall be given a written copy of their evaluations, and a copy shall be placed in their official file at the school.

3.22(G) In all instances the principal reserves the right not to offer a contract for the coming school year.
3.23 PRINCIPAL’S PERFORMANCE EVALUATIONS

3.23(A) The principal should be evaluated by the pastor or those delegated by the pastor or his designee, formatively within 60 days of their first year or in the first year of a new pastor’s assignment, summatively in their second and third years, and every year thereafter.

3.23(B) The principal shall seek feedback from the faculty and staff as to his/her level of performance.

3.23(C) Included in the criteria of evaluation is an expectation that principals will exercise professional conduct consistent with Catholic teachings and moral values, expressing Catholic teaching and moral values to students and teachers in a positive and responsible manner.

3.23(D) Notification not to renew a principal’s contract should be received by the principal by April 1st of the contract year and be preceded by an evaluation that was conducted by February 1st.

3.35(E) In all instances, the right not to offer the principal a contract for the following year is reserved.

3.24 WORK HOURS

3.24(A) Principals (or your assigned supervisor) are responsible for ensuring that each employee completes his/her assigned duties and responsibilities. Your work schedule is determined by your supervisor based upon the needs of the school. The school reserves the right to reschedule you when necessary in order to ensure appropriate staffing levels and timely completion of assigned duties. Your work hours may be altered to meet critical deadlines or to accommodate your work schedule preference, subject to the discretion and approval of your supervisor. Advance permission from your supervisor must be given in order to deviate from an assigned schedule.

3.25 MEAL AND BREAK PERIODS

3.25(A) Full-time, nonexempt, regular employees are generally permitted a meal period of at least 30 minutes approximately mid-way through the work day. You may be asked to change meal break times, or to limit the length of meal breaks, in order to maintain adequate coverage or completion of duties.

3.25(B) Meal breaks are generally unpaid and are not included in your work hours. You are also entitled to a paid rest period of not less than ten minutes during any four hours worked, unless your job allows you to take equivalent intermittent rest periods. The school may schedule meal and break periods to accommodate its needs.
3.26 JOBS DESCRIPTIONS

3.26(A) We generally maintain job descriptions that describe the qualifications for and essential functions of each job position. Job descriptions may be reviewed periodically for accuracy and revised when appropriate. If your job duties change at any time, you must notify your supervisor. Any change to a job description must be approved by your supervisor. We reserve the right to modify the job description for any position or employee at any time, at our discretion.

3.26(B) Notwithstanding the information set forth in a job description, you should understand that from time to time you may be required to perform functions outside the scope of your job duties and will be expected to work in any capacity to which you are assigned. You should also understand that different categories of jobs frequently carry different duties, responsibilities, obligations and privileges. For example, many jobs require the employee to be physically present in the office during all work hours, whereas others require a good deal of work outside the office. Further, you should understand that regular predictable attendance is an essential function of every position we offer.

3.27 CORRECTIVE ACTION

3.27(A) The goal of our corrective action policy is to correct unsatisfactory behavior or performance. To that end, it is our policy generally to apply less severe corrective action initially, if appropriate in our judgment, and more severe measures if the problem persists. This is only a guideline, however. The school reserves the right in all circumstances to apply the corrective action we decide is appropriate up to and including immediate discharge without prior corrective action or notice. Unless you have a written employment contract with us that requires cause for termination, the school reserves the right to discharge employees at any time, with or without cause or notice, and without compensation except for time actually worked, provided that discharge is not done for a discriminatory reason in violation of the law.

3.27(B) The corrective action we may take includes verbal warning, written warning, probation, suspension with or without pay, demotion or reassignment, or discharge, with or without prior notice. Suspension may be used either as a corrective measure, to permit an investigation, to allow us to determine what corrective action will be applied, or to remove an employee from the premises for a period of time.

3.27(C) A probationary period does not guarantee the employee will remain employed to the end of the specified period. Benefits such as annual leave may not be used during a period of probation without prior written approval of the supervisor. Benefits that accrue during probation are retroactively restored upon completion of the probation unless the employee is involuntarily terminated, in which case the benefits are forfeited. Successful completion of probationary status does not guarantee later employment or limit our discretion with respect to later corrective action or discharge. Unless you have a written employment agreement that provides otherwise, at all times, employment remains on an at-will basis.
3.28 SEPARATION FROM EMPLOYMENT

3.28(A) Separation from employment may occur due to resignation, discharge, job abandonment, reduction in force, retirement or death.

3.28(B) Employees will be notified of continuation benefits available under the diocesan benefit plans and any vested benefits. Employees must notify the school of their correct address for W-2 purposes.

3.28(C) Resignation. If you have not signed a written contract and decide to resign, we request that as a courtesy you give us at least a two-week notice to assist us in maintaining adequate staffing. While prior notice is not mandatory, failure to give notice may make you ineligible for rehire. Your letter of resignation should state your reason(s) for leaving and when you wish your final day of work to be. Employees who provide appropriate notice upon resignation will be paid for all unused, accrued vacation. The school may permit you to continue employment during the notice period, or accept the resignation immediately and pay you for the balance of the notice period and all accrued and unused vacation.

A principal, teacher or other contracted employee who wants to resign before the end of their contractual period must discuss early termination of their contract with their supervisor and get permission to be released from their contractual obligations early. Early release will be granted only in limited circumstances, solely at your supervisor’s discretion. Contracted employees who do not wish to have a contract for the following year should give their supervisor notice as soon as possible.

Unless other arrangements have been made with the pastor, a principal may submit a letter of intent not to return for the next year at any time up to March 15th.

Unless other arrangements have been made with the principal, 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 contract.

3.28(D) Discharge/Nonrenewal of contract. All employee terminations or contract nonrenewals must be discussed with the Diocese of Yakima’s attorney prior to implementation. Contact Jeanie Tolcacher at 509-248-7220.

The primary difference between a resignation and a dismissal is the party who initiates termination of the work relationship. The employee initiates a resignation; the employer a dismissal or termination. Notice of intent to terminate may be given but is not required unless stated in a written employment contract. No separation payment or payment for unused vacation or sick leave will be made.

When terminating an employee, schools shall comply with the policies contained in this manual or the terms of any written employment agreement governing the relationship.

Notification not to renew a principal’s contract must be received by the principal by April 1st of the contract year and be preceded by an evaluation that was conducted by February 1st. (Reference Policy 3.34(D))
Notification not to renew a teacher’s contract must be received by the teacher by May 15th of the contract year. (Reference Policy 3.33(C))

3.28(E) **Reduction in force.** The need for a reduction in force due to decreased enrollment or other budgetary considerations is an administrative judgment of the principal, in consultation with the pastor and the school advisory commission. The following factors should be taken into account:

- The mission of the school;
- The needs of the curriculum;
- The need for co-curricular activities; and
- Enrollment/cost of program(s).

When determining what employees or positions shall be retained during a reduction in force, the principal shall give greater weight to the school’s mission and curriculum needs than to seniority.

If work becomes available again, we are not obligated to recall employees who were discharged because of a reduction in force or inform them of position openings before considering other applicants.

Employees who accept a transfer as part of a reduction in force to another position will be compensated according to the compensation designated for the position to which they are moved.

3.28(F) **Retirement.** If you are eligible for and are considering retirement, we would appreciate receiving advance notice of your intent to retire. A two-week notice of retirement is requested for noncertificated staff; a four-week notice for all others.

3.28(G) **Job Abandonment.** It is the policy of the school to consider that an employee who abandons his/her job has voluntarily resigned. If you are absent from work without proper notification to your supervisor, or if you fail to return to work after we tell you your absence is not authorized, you will be treated as having voluntarily resigned without having given notice, unless we decide you had a good reason for not notifying us.

3.28(H) **Death.** Separation is effective the date of death. All compensation and accrued, unused vacation will be paid to the estate or surviving spouse as required by law.

3.28(I) **Exit Interview.** We require that departing employees participate in an exit interview. The subjects to be covered in the interview include (a) return of all company property, including keys and credit cards; (b) review of the employee’s confidentiality obligations; (c) review of any outstanding debts; (d) discussion of the status of fringe benefits; and (e) schedule for final paycheck. The employee’s supervisor will schedule the exit interview.

3.28(J) **Final Paycheck.** A departing employee’s final paycheck will have deducted from it any paid time off that the employee used in excess of the accrued amounts available to them or such other benefit program for which the employee has an obligation to reimburse the school. By signing the acknowledgement to this personnel handbook.
you expressly authorize us to make these deductions. The paycheck will be paid to the employee at the next regularly scheduled pay period.

3.29 PERSONNEL RECORDS

3.29(A) The diocese maintains certain records on each employee, directly related to employment. These personnel files contain information on the employee’s work as well as records required by state or federal law, and are the employer’s property.

3.29(B) Employees have the right to inspect their personnel records during regular business hours and may obtain copies after paying reasonable copying charges. An employee who believes any material is irrelevant or inaccurate may submit a written request for its removal or correction to the principal. The material may then be removed or corrected or an explanation provided as to why the material will remain in the file.

3.29(C) To keep personnel files current, employees must notify their supervisor in writing of any changes in the name, address, phone number, marital status, number of dependents, person(s) to notify in case of emergency, beneficiaries, etc. For changes in number of dependents or marital status, employees also need to complete a new W-4 form for income tax withholding. The diocese is not responsible for problems caused by erroneous or old data.

3.30 EMPLOYMENT REFERENCES

3.30(A) All mail and telephone inquiries concerning current and former employees are confidential and are to be directed to the supervisor or designee. Only the employee’s employment dates and position title will be provided in response to a request for reference information regarding an employee, unless the employee has signed a release authorizing the release of additional information. In addition, factual information other than employment dates and job titles necessary to secure a loan or proceed with a business transaction will be released only with a written authorization from the employee.

3.30(B) Written requests for information from any government agency and as required by law may be answered by the supervisor or designee without the employee's written authorization.

STANDARDS OF CONDUCT

3.31 GENERAL RULES

3.31(A) All employees should act professionally and in the best interests of the school and diocese at all times. Violations of our standards of conduct are unacceptable and may result in corrective action, up to and including immediate termination.

3.31(B) The following are examples of violations of our standards of conduct. These examples merely illustrate, and do not limit, the types of conduct which may be considered unacceptable.

- Tardiness or excessive absenteeism
• Un-businesslike conduct
• Disorderly conduct, such as “horseplay” or practical jokes which may endanger our operations or the well-being of any employee or visitor to any of our facilities
• False, vicious or malicious statements or criticism of the school or diocese, its employees, parishioners, or its services that interferes with productivity and job performance or with harmonious public or employee relations
• Inappropriate dress or poor grooming
• Use of work time for personal activities
• Performance that does not meet our requirements
• Unexcused absence
• Abusive language or conduct
• Insubordination, the refusal to comply with instruction, or the failure or refusal to perform assigned job duties
• Inability or unwillingness to cooperate with other employees when performing assigned tasks, or any interference with the performance of job duties by fellow employees
• Misuse, destruction, or purposeful damage of our property or the property of an employee
• Theft of school or diocesan property
• Falsification of records, including employment applications or time sheets
• Harassment of any nature
• Unauthorized release of confidential information

3.31(C) Our policies are not intended to include a complete list of all circumstances that may result in corrective action or discharge. The rules set out in this manual are intended only as guidelines and do not give any employee a right to continued employment. All corrective action decisions remain in our discretion.

Additional standards of conduct are described throughout this manual.

3.32 ATTENDANCE AND PUNCTUALITY

3.32(A) Regular, predictable attendance is considered an essential function of every position. Absenteeism and tardiness are costly and often cause problems for employees who cover for or depend on the work of the absent or late employee. Excessive absenteeism or tardiness will affect your performance evaluation and may result in corrective action up to and including discharge. Absences may be considered excessive even where some, or all, of your absences are approved and/or you still have more accrued time off available. Employees are expected to notify their supervisor as soon as possible, but no later than their scheduled starting time, each day they are going to be absent from or late to work. Absence without appropriate notification is cause for termination. If an employee is absent without having notified their supervisor, they will be treated as having voluntarily resigned. If an employee is denied permission to take a day off and proceeds to be absent, they may be discharged for insubordination.

3.32(B) Employees should attempt to schedule medical and dental appointments on other than work hours. Required time for medical and/or dental appointments, which cannot be
scheduled outside the employee’s normal work schedule, may be compensated as sick leave.

3.32(C) Employees are expected to discuss with their supervisor any problems they may have in reporting to work on time. An employee may be able to avoid being regarded as tardy by discussing these problems in advance.

3.33 PERSONAL APPEARANCE

3.33(A) You are expected to apply common sense and good taste regarding your personal appearance. Professional and tasteful appearance, dress and accessories which are appropriate for the work environment and the position are expected. While specific standards may vary from position to position due to such factors as the type of work and amount of public contact involved, here are some basic guidelines that apply across the board:

Clothing worn to work must be clean, pressed, in good repair and appropriately fitted. Outfits that display one’s midriff are not permitted. Socks and hose are considered a part of your work attire, and consequently, they too must be neat, in good condition and appropriate to the workplace. For example, thongs and slippers are unacceptable.

3.33(B) Hygiene is important. You must shower and/or bathe, and use an adequate deodorant daily. Cologne, perfume and aftershave lotion must be used in moderation. Hair must be clean and combed and makeup must be tasteful.

3.34 INFECTIOUS DISEASES and/or LIFE THREATENING ILLNESSES

3.34(A) The principal, in consultation with the Catholic schools department, will determine, on a case by case basis, whether and to what extent any employee with an infectious disease or life-threatening illness, including but not limited to hepatitis, cancer, heart disease, HIV/AIDS and other sexually transmitted diseases, may continue to work. While the school does not discriminate against qualified individuals who, with reasonable accommodation, can meet job or student qualifications, the school reserves the right to require the withdrawal or resignation of individuals who cannot meet the bona fide occupational qualifications of a job or the requirements of a program of study.

3.35 SMOKE-FREE WORKPLACE

3.35(A) Schools maintain a smoke-free workplace. Smoking and use of other tobacco products is prohibited anywhere in our buildings. If you choose to smoke, you must do so outside and far enough away from entrances and air intakes to ensure that no smoke enters the building. Smoking or use of other tobacco products is permitted only during designated breaks and lunches.
3.36 SUBSTANCE ABUSE

3.36(A) The diocese is dedicated to establishing and maintaining a safe, healthy and drug-free and alcohol-free working environment that is most conducive to effective operations and to protect the safety and health of employees, parishioners, and the public. The diocese requires you to perform your job duties unimpaired by prohibited substances.

3.36(B) You are prohibited from the use, being under the influence, possession, purchase, dispensation, distribution or manufacture of any illegal drug on the diocese’s premises, while performing services for the diocese, or during working hours. “Illegal drug” refers to any drug which:

- Cannot be legally obtained
- Can be legally obtained but was not legally obtained
- Is being used in a manner or for a purpose other than that for which it was prescribed or manufactured.

This definition includes any controlled substances; any other drugs which it is unlawful under federal or state law to manufacture, distribute, dispense, possess, use or purchase; and inhalants.

3.36(C) The use or being under the influence of a legal drug on the diocese’s premises, while performing services for the diocese, or during working hours also is prohibited if such use might impair in any manner your ability to safely, efficiently and competently perform your job, or might otherwise adversely affect the diocese in the conduct of its services.

3.36(D) Improper use of legal drugs refers to the use of prescription medication and/or over-the-counter medications which are legally obtained but which are not being used solely in a manner and for the purpose for which they were prescribed or manufactured. You should notify your supervisor if you are or potentially may be using any such legal drug. The diocese also prohibits reporting to work or performing services for the diocese while impaired by the use of alcohol.

3.36(E) The diocese may require employees or conditionally-accepted applicants for employment to submit to a urinalysis or blood test to screen for the presence of illegal drugs. The scheduling, content, scope and use of the test results will be solely at the discretion of the diocese.

3.36(F) The diocese reserves the right to require employees to provide a specimen for drug testing in the event of a job-related accident and/or in instances in which there is reasonable suspicion based on job performance and behavior that substance abuse has occurred. Such testing will be implemented at the sole discretion of the diocese.

3.36(G) Refusal or failure to comply with required testing will result in termination.

3.36(H) Any such drug and/or alcohol tests will be administered by qualified health professionals. The collection of specimens for testing will be conducted with due regard for the employee’s privacy but consistent with generally accepted practices and procedures in order to ensure integrity of the collection process.
3.36(I) The results of the tests are confidential and will be communicated only to employees of the diocese or its agents who have a need to know the information in order to carry out the business of the diocese, or to law enforcement and other governmental agencies as may be appropriate or required by law.

3.36(J) A confirmed positive test result on any required drug or alcohol test is misconduct and is grounds for disciplinary action, up to and including termination. In the diocese’s sole discretion and in addition to any disciplinary measures, the diocese may refer the employee to a substance abuse treatment or rehabilitation program. Failure to accept referral to a substance abuse treatment or rehabilitation program or to comply with the treatment recommended by that program is misconduct and will result in disciplinary action, up to and including termination.

3.36(K) While the diocese does not offer, sponsor, or endorse any specific drug or alcohol treatment program, such programs are available through public and private health care facilities in the area. Affected employees are encouraged to seek assistance and take positive steps toward rehabilitation. Contact your supervisor for information regarding evaluation and treatment.

3.37 **ALCOHOL CONSUMPTION**

3.37(A) Alcohol is not to be consumed during working hours. Supervisors may allow the consumption of alcohol in moderation when you are in attendance at a church function where beer or wine is served with food. The diocese does have an expectation that such alcohol consumption will be in moderation so as not to reflect poorly on the diocese’s or school’s reputation and ministry or expose the diocese to undue legal liability involving the safety of others.

3.37(B) After consuming alcohol at any such function, you should not drive or otherwise engage in any hazardous activity if the alcohol consumed would impair your ability to safely perform those activities.

3.38 **GIFTS; CONFLICTS OF INTEREST**

3.38(A) You are to avoid placing yourself in a position that may create or lead to a conflict of interest or the appearance of one. For instance, you are prohibited from engaging in any outside business activity, financial relationship or investment that conflicts with our interests, competes with us, or may interfere with your responsibilities to us. You are also prohibited from having any personal interest, directly or indirectly, in any transaction that involves the diocese.

3.38(B) You may not use your position to secure special privileges or exemptions for yourself or others. You may not directly or indirectly, give or receive or agree to receive any compensation, gift, reward or gratuity from a source except the diocese for a matter connected with your services as a diocesan employee without our permission. You may not accept employment or engage in any business or professional activity that you might or should reasonably expect would require or induce you by reason of your position to disclose confidential information acquired by reason of your position.
3.39 OUTSIDE EMPLOYMENT

3.39(A) Although the diocese does not discourage outside employment and does encourage civic involvement, there are occasions when such activities may create a conflict of interest. You should not have outside employment or be involved with activities which could interfere with providing your best performance for the diocese, and such employment or activities must never result in a conflict of interest. Outside employment must not interfere with work assignments and performance or reflect adverse publicity upon the diocese.

3.40 CONFIDENTIAL INFORMATION

3.40(A) Because of the very special nature of the work of the diocese, much of the business conducted in the offices is of an extremely confidential nature. The handling of matters involving peoples' lives and the trust that they expect from the Church require that all diocese business be conducted with great care and accuracy in detail and with the recognition of its confidential nature. (Refer to Appendix T)

3.40(B) Therefore, the sensitive or confidential matters of the diocese, whether involving persons, policies or finances, must be maintained in the strictest confidence and must not be discussed with anyone, including fellow employees or family members.

3.40(C) Additionally, employees of the diocese are expressly prohibited from falsifying or discussing with an outside source any diocese business records, including but not limited to time records, incident or accident reports, expense reports and/or requests for reimbursement.

3.41 MEMBERSHIPS

3.41(A) You may be a member of diocesan organizations; however, you may not serve as an officer in any diocesan organization. Employees may be appointed by the pastor to serve as ex-officio members of the pastoral council, finance council, or school commission.

3.42 USE OF SCHOOL PROPERTY AND RESOURCES

3.42(A) You are expected to conduct yourself in a responsible and business-like manner concerning the use of telephone and postage services and business office equipment. Dishonest or fraudulent conduct including theft, misappropriation of, or unauthorized removal of the school’s or a fellow employee's funds or property and the unauthorized use of telephones, mail system or other school-owned or operated equipment are prohibited.

3.42(B) Personal Mail. Since postage is an expense item to the school, fiscal responsibility dictates that it not be used inappropriately or wastefully on personal items. You are permitted to send personal mail from the school or receive personal mail at the school so long as it does not interfere with the efficient operation of the school's official mail.
You are permitted to use the postage meter for personal mail, but must reimburse the school for any postage costs incurred.

3.42(C) **Telephone Calls.** The telephone lines are an important link by individuals needing assistance by the school, as well as for the accomplishment of school business purposes. As such, personal telephone calls made or received by you should be minimized in order to ensure that the lines are available for school use. Abuse of this privilege may result in corrective action, including immediate discharge.

School telephones and long distance lines may be used for personal long distance calls provided you use your own calling card for the call. If use of a calling card is not possible, you must receive permission from your supervisor for the call and must then reimburse the school for any calls.

3.42(D) **Office Equipment.** Office equipment represents a significant expense to the school. It must be maintained in proper working order and not used for unauthorized purposes. Any office equipment which is not working properly must be reported to your supervisor.

Fax machines, copiers, computers, and other office equipment are generally for school purposes only. You are to repay the school for any costs associated with the use of office equipment for your personal business.

3.42(E) **Electronic Mail.** Our electronic mail system is primarily for official business. Non-business messages may be sent to specific individuals, but please limit the business time you spend on messages that don’t have a business purpose.

E-Mail Is Not Private. We expect you to honor our password protection system and not to read other people’s e-mail. Everyone should understand, though, that e-mail is not private or confidential. Any message you send can be forwarded on to anyone else on the system. Even after an e-mail has been deleted, it can still be possible to retrieve it and read it. Also, all messages are school records and are the property of the school. The school reserves the right to read, use and disclose e-mail messages. For these reasons, you shouldn’t use the e-mail system for any information you consider personal or private.

When using the e-mail system, keep in mind that you are using school property. As a result, your comments must be appropriate to our school setting. Please take special care to avoid jokes or comments that would be inconsistent with our policies prohibiting discrimination and harassment (for instance, jokes aimed at a particular gender, race, or disability).

3.42(F) **Internet/Computer Use.** We make available to employees tremendous computer resources on the desktop, through the network, and through connection with the Internet. We encourage employees to use these resources productively for school and business purposes, in accordance with the following guidelines.

With the sole exception of incidental personal use that is consistent with this policy, our computer resources are provided, and may be used, only for the performance of school business. For example, you may not use these resources to play computer games, surf the Internet for recreational or personal purposes, search for a job outside of the diocese, solicit for religious or political causes, operate a business for personal gain,
communicate statements, either internally or on the Internet that are defamatory, disparaging, offensive, discriminatory or harassing; access, download or post sexually suggestive or explicit messages or images; or download, distribute or run software without a proper license. This list is illustrative, not exhaustive.

The diocese retains ownership of all resources, including all hardware, software, files and communication. Your use of these resources is not private or confidential and may be monitored or accessed by us.

You may use the resources for nonprofit or professional organization work only after approval by your supervisor.

The security of your computer resources is paramount. They must be used in a manner that minimizes the risk of data loss or breach of security. Caution and diligence must be exercised at all times, including for example, when transferring files and data to and from the Internet, or from non-diocesan sources. Employees are prohibited from transferring sensitive or confidential files via the Internet without using approved encryption or other approved security measures.

3.43 TELEPHONE CONDUCT

Remember that the way you answer the telephone makes a lasting impression on the caller. Always be courteous and do not keep callers on hold longer than necessary.

3.44 POLITICS, SOLICITATIONS, DISTRIBUTION OF LITERATURE

3.44(A) To avoid disruption of the work flow and potential embarrassment for our employees and clients, employees are prohibited from distributing literature to other employees or to clients regarding political or social causes and from soliciting employees for such causes during work time or in work areas or soliciting clients at any time. In addition, no one outside the diocese is allowed on the premises at any time for these or related purposes. Exceptions to this policy must receive advance, written approval from the supervisor.

3.44(B) Employees may not use their office for political purposes, may not solicit or receive political contributions from other employees, and may not take an active part in political campaigns or use political influence in connection with our business. Otherwise, employees may participate in the political process so long as doing so does not interfere with work performance. Employees are encouraged to vote and are free to vote as they choose and to express their opinions on political candidates and issues.

3.45 SPIRITUAL FOCUS OF WORKPLACE

The diocese and the school encourage its staff to be men and women of prayer. Besides occasional personal retreat/enrichment days, the staff will gather for liturgy at designated times as appropriate.
PAY AND BENEFITS

3.46 TEACHER SALARIES

3.46(A) Salary schedules for teachers shall be determined at the local level.

3.46(B) Changes to placement on the salary schedule should be based on verification of earned credits prior to August 31st of the current school year as well as years of experience.

3.46(C) Local school advisory commissions shall do everything possible to meet or exceed local salary scales to be competitive in recruiting and retaining the highest quality teacher.

3.47 PRINCIPAL SALARIES

3.47(A) The principal’s and vice-principal’s salary shall be determined at the local level.

3.48 NON-CERTIFICATED (NON-CONTRACTED) EMPLOYEE COMPENSATION

3.48(A) Compensation for employees in support positions, including non-certificated positions, are established at the local level. It is advisable that in order to be competitive, the base pay reflect the local public school scale for similar positions. The same percentage of the scale used to establish teachers’ salaries should be considered in determining compensation for support staff.

3.49 TIMEKEEPING AND OVERTIME

3.49(A) All employees fall into one of the categories established by the federal Fair Labor Standards Act (FLSA) and Washington State law: exempt or nonexempt. Whether your position is exempt or nonexempt depends on a number of factors established by law, including but not limited to your job duties and the amount of pay you receive. Any questions about your status should be directed to your supervisor.

3.49(B) Full and part time employees who perform predominantly managerial tasks, exercise independent judgment/discretion and who meet certain salary requirements, are typically classified as EXEMPT. Examples include administrators, supervisors, directors and professionals, such as teachers. If you are an exempt employee you are paid for the general value of your services, not based on hours worked. Exempt employees receive a fixed salary for all hours worked and do not receive overtime pay for working more than 40 hours in a week.

3.49(C) Full and part time employees who perform services other than executive, professional or administrative work as defined by applicable law are typically NONEXEMPT. These positions are subject to overtime compensation at 1.5 times the regular rate of pay for all hours work over 40 in a workweek. Examples of nonexempt employees include most support positions such as secretary, bookkeeper, instructional assistants and/or
custodians. Nonexempt employees may, with the permission of their supervisor, take compensatory time off in lieu of overtime pay. Paid time off, leaves of absence, holidays, vacations and other time not actually worked, whether paid or not, is not counted as overtime hours or included in the calculation of overtime pay. **You may not work overtime without express advance written authorization from your supervisor.**

3.49(D) If you are a nonexempt employee, you must record the number of regular and overtime hours that you work each workweek and certify that you have accounted for all hours you worked during the week. Exempt employees may also be asked to record the number of hours worked for workers' compensation reporting, billing, or other purposes and for keeping track of full days taken as annual or sick leave. Falsifying time cards, completing the time cards of another and working overtime without recording your time (working “off the clock”) are strictly prohibited and will result in correct action.

3.49(E) For purposes of calculating overtime, a new workweek begins each Sunday at 12:01 a.m.

**3.50 PAYROLL**

3.50(A) Pay schedules vary depending on where your work assignment is located. In some locations, direct deposit may be available. Please see your supervisor for information regarding when your pay period ends and when your regularly scheduled payday(s) fall.

3.50(B) Pay will not be advanced or paid prior to the regularly scheduled payday. Payroll checks will not be released to anyone other than you, except upon receipt of your written authorization.

3.50(C) Certain deductions, by law, must be withheld from your paycheck, including federal withholding tax and social security tax. You must authorize other deductions, including insurance premiums.

3.50(D) You should discuss any questions regarding a paycheck with your supervisor.

**3.51 EMPLOYEE BENEFIT PLANS**

3.51(A) Catholic schools in the Diocese of Yakima provide eligible employees with a comprehensive benefits program. Details of each benefit plan are contained in separate Summary Plan Descriptions. In the event any contradiction arises between the information contained in this handbook and the official plan documentation and/or master insurance contracts, the latter will govern in all cases. Additional information regarding the diocesan benefit plans can be obtained from the diocese. The diocese reserves the right to amend or terminate any of these voluntary programs at any time at its discretion. Employees will be given notice of any changes to benefits.

3.51(B) Your eligibility for certain benefits is dependent upon the number of hours which you are regularly scheduled to work in a week. Employees who are regularly scheduled to work at least 35 hours per week are generally eligible for full participation in all benefit
programs. Employees who are regularly scheduled to work 20 to 35 hours per week are generally eligible for benefits on a pro-rated basis. Temporary and seasonal employees are not eligible for participation in diocesan benefit plans. Based upon the number of hours you are scheduled to work, you may be eligible for the benefits described below.

3.51(C) **Health and Life Insurance.** The diocese pays full medical and dental premiums for each full time employee. Part-time employees who work less than 35 hours and at least twenty hours per week are offered the same coverage, with the employee paying a proportional share based on the number of hours worked. Part-time employees who work less than twenty hours per week are not eligible for coverage. To the extent available through the carrier, spouse/dependent coverage is available at the employee’s expense.

Vision, long term care and life insurance coverage may be available to employees who work at least twenty hours per week, at the employee’s expense. Information about these plans is available through the Yakima Diocese Accounting Office at 509-965-7117.

Absent a legal obligation to do so, such as when an employee is taking FMLA leave, we generally do not continue coverage at our expense during periods of unpaid leave. Where continuation of coverage at our expense is inadvertently provided during such a period, you will be required to reimburse us the amount of the corresponding premium (prorated in accordance with the length of the unpaid leave.)

A pre-paid $10,000 life insurance policy is provided to all employees who are enrolled in the health plan. Dependent life insurance may be available at the employee’s expense.

3.51(D) **Retirement Plan.** The diocese has established a 403(b) (tax sheltered annuity) payroll deduction retirement savings plan for eligible employees. An eligible employee is one who has reached the age of 21, has completed two full years of employment, and one who works at least 1000 hours a year. The diocese contributes 5% of monthly compensation for eligible employees. Eligible employees may voluntarily deduct a percentage of their income (up to the maximum determined by the IRS). Employees who do not meet the eligibility criteria of length of service and hours worked may voluntarily contribute a percentage of their income to the plan (up to the maximum determined by the IRS), but do not receive the employer’s contributions. This plan will have two semi-annual Plan Entry Dates, January 1st and July 1st.

3.51(E) **Worker’s Compensation.** The diocese provides workers’ compensation insurance protection for all employees for job-related injuries and accidents. All job-related injuries and accidents, regardless of the need for medical attention, must be reported immediately to your supervisor.

Worker’s compensation payments which you receive while on a workers’ compensation leave of absence may not be supplemented by any available sick leave. You are required to provide a copy of all workers’ compensation payments to your supervisor as soon after receipt as possible.
Workers’ compensation leaves of absence will be administered as other medical leaves under the diocesan Family and Medical Leave of Absence policy. While on workers’ compensation leave, you must contact the school at least once per week to give periodic updates on your condition and the expected date of your return to work.

Employees on workers’ compensation leave who qualify under the leave policy will be allowed to return to the same or a comparable position if released to work within 12 weeks of the time the leave began. You are expected to return to work immediately following release by your doctor. Any employee who does not qualify under the leave policy may return at the same or a comparable position if released to work within two weeks of the time the leave began. If you do not return, the school has the right to replace you. However, when medically and fully released by a physician, you may reapply for your position under the same criteria as external candidates. Prior to your returning to work, you must obtain a medical release to work from a qualified medical physician and provide this release to the diocese.

The Diocese of Yakima Accounting Department should be contacted for further information regarding the administration of workers’ compensation insurance claims.

3.51(F) **Unemployment Compensation.** The diocese, its parishes and schools, do not participate in unemployment compensation. Employees are therefore not eligible to receive unemployment compensation.

3.52 **RELATED EXPENSE REIMBURSEMENT**

3.52(A) Employees who use their own cars for travel required in their work for the school will be reimbursed at the current IRS approved reimbursement rate. Mileage to and from work is not eligible for reimbursement.

3.52(B) Out-of-pocket expenses incurred by employees may be submitted for reimbursement if they were approved prior to the expenditure. Appropriate documentation must be submitted when requesting reimbursement, and the amount of the expenditure must be within budget allotments. A falsified expense report may result in immediate discharge.

3.53 **PROFESSIONAL DEVELOPMENT**

3.53(A) To encourage the personal and professional development of employees, the school may allow you time off with pay to attend various conferences and seminars that are related to your current position. Generally, attendance and participation in seminars or conferences requested or approved by your supervisor will be paid in full by the school.

3.53(B) Approval for reimbursement and/or time off must be received from your supervisor prior to participation in the conference or seminar.

3.54 **EMERGENCY DAYS**

3.54(A) Schools shall determine their own school closure needs due to extreme weather conditions or unforeseen emergencies.
3.54(B) **Inclement Weather.** If an employee is not able to report to work as scheduled because of inclement weather, the principal must be notified as soon as possible. Absent special circumstances, this policy compensates employees for time lost as a result of a management decision to close the employees’ work site temporarily during inclement weather or for other reasons beyond the employers’ control.

3.54(C) Unless an employee’s work site is declared closed, nonexempt employees, who do not report to work, will not be compensated for time missed. A non-exempt employee may use a day of vacation (if available) or an emergency personal day to compensate for time lost.

3.54(D) Exempt employees will be paid for an absence incurred due to inclement weather.

**TIMEOFF**

3.55 **HOLIDAYS/HOLY DAYS**

3.55(A) Each school shall determine its holiday and holy day schedule with special regard for major religious holidays.

3.55(B) Contracted employees, such as teachers and administrators, shall abide by the number of days in their contracts; they do not receive holiday/holy day pay.

3.55(C) Full-time non-certificated school employees (regularly scheduled to work at least 35 hours per week) who work year-round (12 months) are eligible for holiday/holy day pay.

3.55(D) Full-time non-certificated school employees (regularly scheduled to work at least 35 hours per week) who work on a ten (10) month schedule do not receive holiday/holy day pay when their program or school is closed, unless they are scheduled to work during that time.

3.55(E) Part-time, temporary and seasonal employees are not eligible for holiday pay.

3.56 **VACATION FOR NON-CONTRACTED EMPLOYEES**

3.56(A) Full time, non-contracted, year round employees are entitled to vacation leave based upon the following schedule:

- Five (5) days, after the first year of employment from date of hire.
- Ten (10) days, after the third year of employment from date of hire
- Fifteen (15) days, after the fifth year of employment from date of hire.

3.56(B) Scheduling of vacation time will be based upon seniority. The seniority privilege will not allow for changes in previously scheduled vacation time by other employees.

3.56(C) Scheduling of vacation time will be at the discretion of the principal.
3.56(D) Vacation time may not be accumulated from year to year. Vacation time must be taken within the calendar year it is earned or it will be forfeited. Compensation will not be substituted for unused or forfeited vacation time.

3.56(E) Resigning employees who provide appropriate notice will be eligible to receive payment for unused, accrued vacation time. If appropriate notice is not given or if the employee is dismissed for performance or misconduct reasons, unused, accrued vacation time will not be paid.

3.57 SICK LEAVE

3.57(A) The school provides paid sick leave to full-time employees. Part-time employees who work a minimum of 20 hours per week will be provided paid sick leave on a pro-rated basis based upon the number of hours they are regularly scheduled to work. Sick leave may be used for periods of your own illness or injury. Your sick leave may also be used to care for your child or other immediate family member as described in the Family Care Act which is contained elsewhere in this manual.

3.57(B) School principals, teachers, and full-time non-contracted employees accrue sick leave at the rate of one sick day for each month of employment up to a maximum of ten (10) sick days per contract year. Part-time employees who work a minimum of 20 hours per week accrue sick leave on a prorated basis based on the number of hours they are regularly scheduled to work.

3.57(C) Accrued sick leave may be carried over from year to year up to a maximum of 30 working days. Once the maximum is reached, sick leave continues to accrue at the usual rate. At the end of each year, any accrued sick leave over 30 days is lost. Absences in excess of accumulated sick leave will be without pay. Unused sick leave cannot be converted into cash, personal holiday or vacation days. If you resign or are terminated for any reason, pay for unused, accrued sick leave will not be granted. Sick leave may not be used in advance.

3.57(D) Sick Leave Verification. You must notify your supervisor no later than the time you are regularly scheduled to begin work if you will be absent due to an illness. Abuse of sick leave, including use for unauthorized purposes, may result in corrective action, up to and including immediate discharge. We may require a physician’s statement or other proof of the medical necessity for absence for which sick leave credits are used.

3.57(E) Gifted Sick Leave. Under some circumstances you may make a gift of sick leave to, or receive a gift of sick leave from, another employee. If you wish to be eligible for such a gift, you must submit a written request to your principal. Eligibility, which is determined by the principal, requires proof that (i) you are suffering from a severe or life-threatening condition or facing some other extraordinary circumstance, (ii) your accrued annual and sick leave will not cover the actual or anticipated time off work, and (iii) you are not eligible for workers’ compensation benefits for the condition. In making the eligibility determination, additional information may be required including, for example, medical certification of the diagnosis, prognosis and necessary time off work.
Once an employee has been approved as a gifted sick leave recipient, any other employee may make a gift of any of his or her sick leave time to the recipient. The donation must be made in writing, utilizing a form prescribed by the chancellor of the diocese. In making the gift, the donating employee must acknowledge in writing that he or she understands that the gift is irrevocable.

3.58 FAMILY CARE ACT

3.58(A) If you are a regular full-time or regular part-time employee, you are entitled to use your accrued sick leave or any other accrued paid time off (e.g. vacation, personal leave, etc.) to care for the following:
   - Your child, so long as he or she has a health condition that requires treatment or supervision; or
   - Your spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition.

3.58(B) The following definitions apply:
   - “Child” means your biological, adopted, or foster child, a stepchild, a legal ward, or a child in whom you are standing in loco parentis. Your child must be (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.
   - “Parent” means your biological parent or an individual who stood in loco parentis to you when you were a child.
   - “Spouse” means your husband or wife.
   - “Grandparent” means a parent of your parent.
   - “In loco parentis” means a person or entity that stands in place of a parent.
   - “Health condition requiring treatment or supervision” means:
     o Any medical condition requiring treatment or medication that the child cannot self-administer;
     o Any medical or mental health condition which would endanger the child’s safety or recovery without the presence of a parent or guardian; or,
     o Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee’s preventive care.
   - “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities.)
   - “Emergency Condition” means a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one’s health demanding immediate action, and is typically very short-term in nature.
3.58(C) You may not take advance leave until it is earned. Abuse of family care leave, including use for unauthorized purposes, may result in corrective action, up to and including immediate discharge. A physician's statement or other proof may be required to establish that the use of any leave taken under this section was in compliance with the terms specified herein.

3.59 FAMILY AND MEDICAL LEAVE OF ABSENCE

3.59(A) The Federal Family and Medical Leave Act of 1993 provides up to 12 weeks of unpaid leave every 12 months to eligible employees, both men and women, for certain family and medical reasons. To be eligible, you must have worked for us for at least one year and for at least 1250 hours over the preceding 12 months. You must also work at a site which has 50 or more employees or be within 75 miles of a work site that has 50 or more employees.

3.59(B) Eligibility. Employees who have completed at least one year and 1,250 hours of service with the diocese will be eligible for up to 12 weeks of unpaid leave of absence for certain family care or medical reasons in any 12 month (rolling year) period. The rolling year period means that an employee is eligible for 12 weeks of leave during the 12 months which begins with the commencement date of the leave of absence.

For example, an employee begins a qualified medical leave on December 1, 2000. That employee is eligible for up to 12 weeks of leave within the following 12 months, until November 30, 2001. If the employee does not take another leave until May 14, 2002, the employee’s new commencement date is May 15 and that employee will be eligible for 12 weeks of qualified leave through May 14, 2003. Calculating leave eligibility in this manner allows the diocese to define leave periods for each employee based upon each employee’s specific leave needs.

3.59(C) Use of Family and Medical Leave:

- Care of a newborn, adopted or foster child
- Care of a spouse, child, or parent with a serious health condition
- Your own serious health condition which prevents you from performing your job duties and responsibilities.

3.59(D) Compensation.

- All accrued vacation and/or personal days must be taken at the commencement of the leave period, prior to beginning unpaid leave status.
- Accrued sick leave must be taken prior to beginning unpaid status if the leave is due to a serious health condition of a spouse, child, parent, or yourself.
- The maximum amount of leave time available will be twelve weeks, including both paid and unpaid leave.

3.59(E) Requesting Leave

- In the event of foreseeable leaves, you must provide 30 days' notice by completing a Request for Medical Leave of Absence Form. (Appendix G)
- If a 30-day notice is not possible, you must provide notification no later than the next business day after learning of the need for the leave.
• When planning medical treatment, you must make a reasonable effort to schedule medical leave so as not to unduly interrupt the school’s operations, subject to the approval of the health care provider.

3.59(F) Certification
• When leave is taken due to the serous health condition of either you or a covered family member, you and the health care provider must provide written certification of the need for the leave. Refer to the Certification of Physician or Practitioner Form
• The diocese reserves the right to request a second opinion from a physician chosen by the diocese, at the diocese’s expense. In the event of a disagreement between the opinions of the employee’s physician and the diocese’s, a third and binding medical opinion may be sought, also at the diocese’s expense.
• In the event you do not submit to the physical examination, the leave of absence will not be granted or continued.
• You may be required to submit recertification from the health care provider, at your expense, to support a continuing medical leave every 30 days during the duration of the leave.
• If the minimum duration of the period of incapacity specified in the certification is less than 30 days, then you may be required to submit recertification at the end of the specified minimum duration.

3.59(G) Recertification
Recertification on a more frequent basis may be required if: (i) You request an extension of leave; (ii) Circumstances described by the previous certification have changed significantly; or, (iii) the diocese receives information that casts doubt on the continuing validity of the most recent certification.

3.59(H) Intermittent or Reduced Schedule Leave:
Leave taken because of the serious health condition of either you or a covered family member may be taken on an intermittent or reduced work schedule basis: (i) if such an arrangement is certified by the health care provider to be medically necessary; and/or (ii) to provide care or psychological comfort to a covered relation with a serious health condition as certified by the health care provider.

If you need an intermittent or reduced work schedule leave, you must attempt to schedule leave so as not to disrupt the school’s operations.

During any period in which you are on an intermittent or reduced work schedule, the school may temporarily transfer you to an alternative position with equivalent pay and benefits that better accommodates your recurring leave.

3.59(I) Leave Related to Childbirth
Leave taken due to the birth of a child or placement of a child with you for adoption or foster care must be taken in one consecutive period unless approved in advance by the supervisor. Decisions regarding requests for intermittent or reduced work schedule leaves in birth, adoption or foster care situations will be based on the operational needs of the school.
3.59(J) Notification During Leave
You must contact your supervisor at least every other week in order for the school to remain aware of your progress and anticipated longevity of the leave of absence. You must notify your supervisor of your intent to return to work at least five (5) days before the expiration of leave or recovery from the serious health condition, if applicable, or if you will not be able to return to work on the specified date of return.

3.59(K) Failure to report as required by this policy may result in denial or delay of the leave or restoration of employment.

3.59(L) If you decide to voluntarily terminate employment, your supervisor should be notified as soon as possible.

3.59(M) If you fail to return to work on the next work day following the expiration of an approved leave, you will be deemed to have resigned employment.

3.59(N) Return From Leave
When the reason for a family or medical leave ends (for example, a serious health condition no longer exists), you are no longer eligible for leave under this policy and are expected to return to work promptly.

3.59(O) When leave is taken due to your own serious health condition, a release from the health care provider will be required prior to your return to work, certifying that you are fit to return to work and can perform the essential functions of the job with or without reasonable accommodation.

3.59(P) You are expected to return to work immediately following the physician’s release.

3.59(Q) Reinstatement After FMLA Leave
After an FMLA leave, you will be restored to your former position, or to an equivalent position with equivalent employment benefits, pay, or other terms and conditions of employment, if you return to work within the 12-week period.

3.59(R) If you do not return to work when the reason for the leave ends or at the end of the 12-week period, whichever occurs first, you will be deemed to have resigned employment and employment will be terminated on the last day of the authorized leave period, unless arrangements for an extended leave period have been made with your supervisor. You must then follow the normal job application procedures required of external candidates if you desire to be re-employed by the school.

3.59(S) Leave may not be provided or you may not be restored to employment if you advise the school that you will not return to work, in which case the employment relationship is deemed terminated and your entitlement to reinstatement, continued leave and health benefits ceases.

3.59(T) Insurance Continuation
During the leave, you will be permitted to retain your current medical insurance coverage as specified in the provisions of the diocese’s policy, with the diocese paying the portion of the premiums as indicated.
3.59(U) During any paid portion of leave your portion of any dependent insurance premiums will continue to be taken as a regular payroll deduction.

3.59(V) During unpaid leave, you will be required to submit periodic payments of these premiums to the diocese if you desire to maintain coverage.

3.59(W) You will be responsible for repayment of any premium costs borne by the diocese for continuation of insurance during the leave should you fail to return to work at the conclusion of the leave period for reasons other than: (i) a serious health condition which qualifies under the leave provisions; or (ii) circumstances beyond your control.

3.59(X) **Paid time Off Accrual**

While on FMLA leave, you will not accrue benefits such as vacation or sick leave or receive other employment benefits including holiday pay, paid jury duty, bereavement leave.

### 3.60 BEREAVEMENT LEAVE

3.60(A) Full-time and part-time employees who have completed their initial evaluation period may be allowed up to five paid days off in the event of a death in their immediate family. Temporary and/or seasonal employees are not eligible for paid bereavement leave. For this purpose, immediate family is defined as your spouse, child, parent, grandparent, grandchild, brother, sister, daughter/son-in-law, brother/sister-in-law or anyone living in your household. For the death of a close relative, which includes aunt, uncle, niece, nephew, or cousin, up to one day will be allowed to attend a funeral which involves no overnight travel and up to three days to attend a funeral when overnight travel is involved.

3.60(B) Factors to be used in determining the number of days to be allowed, at the discretion of your supervisor include:
- Relationship of the family member
- Location of the funeral
- Time required for travel.

3.60(C) The school may grant funeral leave to an employee for the purpose of attending a funeral of someone other than a member of the employee’s immediate family or a relative who falls outside the list provided above; generally this will be limited to one-half day, but may, in exceptional cases, be one day.

3.60(D) Exceptions providing paid or unpaid time off to attend funerals under special circumstances or funerals of others with special relationships may be made at the discretion of your supervisor.

### 3.61 JURY DUTY OR COURT APPEARANCES

3.61(A) You will be given the necessary time off for jury duty and related court obligations upon presenting the proper legal documentation to your supervisor.
3.61(B) Nonexempt employees will receive their regular pay for up to 15 days spent on jury duty each year. Exempt employees will receive full pay for the entire amount of time spent serving on a jury. Any payments provided by the courts during periods of paid jury duty leave must be paid over to the school, excluding expense reimbursements such as mileage.

3.61(C) You are expected to return to work if excused by the court at or before 1:00 p.m.

3.61(D) Time off for court appearances as a witness or party to any civil or criminal litigation that does not involve the diocese will not be compensated, and you must arrange for time off without pay or use accrued vacation for such appearances. Voluntary service on a grand jury must be approved by your supervisor.

3.62 MILITARY LEAVE

3.62(A) You will be given the required time off for active duty, active duty for training or inactive training duty. Compensation during leave for military service will be determined in accordance with federal and state law. You must provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accord with applicable federal and state law.

3.63 PERSONAL LEAVE

3.63(A) The school may, at its sole discretion, grant up to three paid days per year for personal/emergency situations arising out of circumstances that require an employee to be absent from employment. Except in special circumstances, personal leave will usually not be granted to employees who have not completed their initial evaluation period.

3.64 UNPAID LEAVE OF ABSENCE

3.64(A) Catholic schools may allow eligible employees to request unpaid leave.

3.64(B) At his or her sole discretion, the principal may authorize an unpaid leave of absence from work in response to individual requests for time off for education, travel, or other personal reasons including personal disability leave that does not fall within the Family and Medical Leave Act coverage.

3.64(C) An approved personal leave of absence will not exceed 12 months.

3.64(D) No benefits are paid or accrued during this time unless required by law.

3.64(E) Employees have the right to continue group medical insurance at their own expense for themselves and dependents for a maximum of six (6) consecutive calendar months, starting with the first month following the beginning of the unpaid leave of absence.
3.64(F) Employees on an approved unpaid leave of absence receive the same treatment as any other employee if decisions are made at the time the employee is on leave. Employees do not enjoy unconditional guarantee of continued employment upon their return. Unpaid leave will not be a factor in deciding organizational issues and needs during the leave.

3.64(G) Prior to approval of a personal leave of absence, the employee and the principal shall sign a letter confirming the approval and stipulating any conditions attached to the approval.

COMMUNICATION

3.65 GRIEVANCES

3.65(A) The diocese believes employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution or grievance procedure. The diocese will attempt to promptly resolve all grievances it deems appropriate for handling under this policy.

3.65(B) An appropriate grievance is defined as an employee’s expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters that may be considered appropriate grievances under this policy include, but are not limited to:
  • A belief that diocesan policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee.
  • Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation.
  • Alleged discrimination because of race, color, sex, age, sexual orientation, religion, creed, national origin, marital status, disability, or other legally protected status.
  • Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.

3.65(C) Employees who feel they have an appropriate grievance should proceed as follows:

   Step One: Raise your concerns with the immediate supervisor within five working days of the event giving rise to them. If the grievance involves the immediate supervisor, then it is permissible to proceed directly to step two. The supervisor will investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time, typically within five working days.

   Step Two: Appeal the decision to the Chancellor of the Diocese within five working days of the receipt of the decision in step one. The Chancellor will refer the parties to the Dispute Resolution Center of Yakima or another similar mediation service for resolution. The parish or school where the grievant is employed will be responsible for the expense of the mediation. The Dispute Resolution Center is the final step in the complaint process and is your exclusive remedy for the resolution of such disputes. You, as well as the diocese, are expected to make every good faith effort to resolve any employment-related dispute during the mediation process.
3.65(D) Grievances may be resolved at any step in the process. It is not considered proper use of the grievance procedure if an employee raises grievances in bad faith, solely for the purposes of delay or harassment, or repeatedly raises meritless grievances. Implementation of the grievance procedure by an employee does not limit the right of the diocese to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

3.65(E) The diocese may, at its discretion, refuse to proceed with any complaint it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

3.66 CONTACTS WITH INVESTIGATORS/ATTORNEYS

3.66(A) If someone is suing us or thinking about suing us, their lawyer or investigator might contact you seeking information about the dispute. Responses to these kinds of inquiries have the potential for involving both you and the diocese in a lawsuit. Further, you may be construed to be speaking on behalf of the diocese when you do not have the authority or the knowledge to do so. Consequently, if you are contacted by a lawyer or an investigator, you must inform your supervisor immediately. You may not respond without your supervisor’s prior knowledge and approval.

3.66(B) Additionally, school employees are often asked by parents and/or their attorneys to provide information, such as written statements or declarations, to assist them in custody disputes with the other parent. No employee may provide information to a parent in this situation without first discussing the request with their principal or supervisor. The principal or supervisor will seek the advice of an attorney for the diocese in responding to these types of requests.

3.67 CONTACTS WITH THE MEDIA

3.67(A) Any contact on the part of a television, radio or newspaper representative must be immediately referred to your principal (or other supervisor) for response.

SAFETY AND HEALTH

3.68 MEDICAL EXAMINATIONS

3.68(A) We may require, in accordance with any applicable state and federal law, that you have your physician provide us with information regarding your fitness for work. In addition, we may require medical examinations to determine your fitness for duty. These examinations will be conducted at times we specify and will be paid for by us.

3.69 VIOLENCE AND WEAPONS POLICY
3.69(A) The diocese is concerned with providing employees with a safe and productive work environment. As such, the diocese expressly prohibits any and all acts or threats of violence by any diocese employee, parishioner, vendor, or other visitor to the diocese's facilities against any diocesan employee, parishioner, vendor, or other visitor to the diocese's facilities. This policy applies to all diocese employees whether or not you are engaged in business on behalf of the diocese, and whether or not you are on diocesan premises.

3.69(B) In addition, the diocese strictly prohibits the possession or use of any and all weapons, including handguns, on diocese premises by any employee, parishioner, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible, unless the person is a member of law enforcement. Diocese premises include not only the main facilities, but also the parking lots, entrances and exits, break areas, etc.

3.69(C) Diocesan employees are further prohibited from the possession or use of any and all weapons while conducting business on behalf of the diocese off of diocesan premises.

3.69(D) The diocese reserves the right to conduct searches of diocesan premises and property at any time and intends to search such areas when, in the opinion of management, there is a reasonable cause to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other Diocese policies and procedures.

3.70 SAFETY

3.70(A) The diocese is committed to providing a safe and healthful workplace. All employees are expected to work diligently to maintain safe and healthful work conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. The responsibilities of all employees in this regard include but are not limited to:

• remaining aware of and following safe working practices and applicable safety procedures
• reporting all unsafe conditions, equipment, or practices to your supervisor immediately
• observing all safety rules and regulations
• avoiding unnecessary or unwarranted risks while performing your job
• obtaining and properly using appropriate safety equipment and/or personal protective apparel required for the job you are performing
• reporting all work-related injuries (regardless of how insignificant the injury may seem) to your supervisor immediately after an accident occurs even though the injuries may not require medical attention
DIOCESE OF YAKIMA CATHOLIC SCHOOLS

PERSONNEL POLICIES RECEIPT AND ACKNOWLEDGMENT

I have received a copy of the Diocese of Yakima’s Catholic Schools Personnel Policies dated September 1, 2006, containing any revisions made through today’s date. I will read the manual and follow the policies in it.

I understand that unless I have a written employment agreement to the contrary, both you and I are free to terminate my employment at any time, with or without cause or advance notice, and without compensation except for time actually worked, provided the termination is not done for a discriminatory reason in violation of law. I understand that exceptions to this policy must be in a written agreement signed by the Bishop or his designate.

If you mistakenly overpay me, you may deduct the overage from my later paychecks. At the time my employment ends, you may deduct from my final paycheck any amounts I then owe to you, including any paid time off (e.g., vacation or medical leave) that I may have used in excess of the accrued amounts available to me.

Date: ____________________

________________________
Employee Signature

________________________
Employee Name (Please Print)

________________________
Pastor, Principal, or Supervisor

Please keep a copy of this receipt and acknowledgment for your records, and give the original to your pastor, principal or supervisor.
Student Guidelines

Section 4

Diocese of Yakima Catholic Schools
Policies and Procedure Manual

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STUDENT GUIDELINES

4.1  ADMISSION

4.1(A)  The school’s admission policy shall be clearly written, published, and equitably applied.

4.1(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.

4.1(C)  The principal shall publish annually and abide by the following nondiscriminatory policy statement in the school’s admission materials and in some public medium such as the school handbook, the parish newsletter, or the Sunday bulletin:

Notice of Nondiscriminatory Policy Regarding Students

______________________________ School admits students of any gender, race, 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

4.1(D)  The principal shall ensure that the school abides by its published nondiscriminatory policy regarding students.

4.1(E)  Although Catholic schools do not discriminate on the basis of race, color, national or ethnic origin, it remains the primary purpose of Catholic schools to serve the Catholic members of the Catholic community.

4.1(F)  Under the 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.

4.1(G)  The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school’s program requirements.

4.1(H)  Admission policies are determined at the local level by the pastor and principal in consultation with the school advisory 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.

4.2  PLACEMENT OF STUDENT

4.2(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.
4.2(B) The principal of the school makes the final decision regarding grade placement, room and teacher assignment, and the promotion and retention of all students.

4.3 ATTENDANCE

4.3(A) Students must attend school punctually and regularly and conform to the attendance policies established by the school.

4.3(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.

4.3(C) Students who do not comply with the school’s published attendance policy may be expelled.

4.4 RELEASE OF STUDENTS DURING THE SCHOOL DAY

4.4(A) No member of the school staff shall release a student to any person other than the child’s custodial parent(s) or a delegate who is authorized in writing to pick up the child. (Appendix I)

4.5 STUDENT CONDUCT

4.5(A) Students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school.

4.5(B) Any student’s behavior that threatens the safety or well-being of any member of the school community will be taken seriously. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion.

4.5(C) Catholic schools shall publish comprehensive policies regarding expectations for student conduct and behavior in a handbook that is made available each year to students and parents. Upon request, the Director of Catholic Schools at the diocese will provide a list of required and recommended policies, sample text for policies and sample handbooks. (Appendix J)

4.6 REPORTING CHILD ABUSE

4.6(A) All teaching and support staff are required by state law to report any suspected child abuse or neglect (RCW 26.44). 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. (Appendix H)

4.6(B) Each school must have a report procedure.

4.6(C) Reports of child abuse or neglect to Child Protective Services (CPS) or police must be done within 48 hours of the time it is noted.

4.6(D) Each incident of possible abuse should be considered and reported as a separate referral.
4.6(E) This policy must also be followed if the alleged abuser is a school or parish employee or volunteer.

4.7 HARASSMENT (ENSURING OUR CHILDREN’S WELFARE AND SAFETY)

4.7(A) Harassment of any person by another person working or attending school in the Diocese of Yakima is prohibited. Any representative of the Diocese of Yakima, including clergy, vowed religious, lay employee or student, who has harassed another person, is subject to disciplinary procedures up to and including termination or expulsion from the position/contract or from the school.

4.7(B) Prohibition against acts of harassment applies to any regular, temporary, part-time, full-time student, employee or volunteer, consultant and or any person who provides services on a contractual basis. (Refer to Policy 3.4)

4.8 DISCIPLINARY MEASURES

4.8(A) Each school shall have a written, comprehensive policy regarding disciplinary measures that apply to students and a procedure for students to receive due process.

4.8(B) The disciplinary policy shall not contravene the policies in this policy manual.

4.8(C) When ordinary forms of discipline are unsuccessful, it may be necessary to have recourse to probation, suspension, or expulsion. The principal reserves the right in all cases to apply the disciplinary measure he or she decides is appropriate.

4.8(D) Expulsion: Students who seriously violate the school’s discipline code may be subject to expulsion. Expulsion takes place in accordance with written school policy for discipline and after the principal has met with the parents of the student.

4.9 HEALTH CARE

4.9(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.

4.9(B) The principal is responsible for ensuring that the immunization program as defined and delineated in RCW 28A.210.060-170, is implemented at each school location.

4.9(C) The principal is responsible for ensuring that student health screenings for vision and hearing are updated yearly.

4.9(D) All student accidents or injuries must be reported to the parent/guardian. When communicating with the parent/guardian, the staff or the principal should not admit liability or make promises regarding payment of the bills.

Schools should establish a means to provide for basic first aid for students and staff who are injured during school hours. A staff member who is designated as a first aid responder must maintain a 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.
A student who becomes ill or injured during the school day shall be evaluated by the principal 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 principal or his/her designee shall see that adequate transportation is arranged. School personnel should not attempt to diagnose illness but should only report symptoms. In an emergency, 911 should be called.

All student accidents or injuries should be reported using an accident form sent to the insurance company. (Appendix K)

4.9(E) All schools must comply with state laws regarding the administration of medication at a private school. See RCW 28 A.210.260 and 28A.210.270. (Appendix L)

4.9(F) All schools should devise a means to screen for and assess the health needs of students. Schools accepting students with a medically complex condition, defined as a “health condition that can put the child in danger of death during the school day or that requires close monitoring” will work with the family of the student and the health care professional to devise a plan of support.

This plan should include medications, medical supplies, and alternate foods, if necessary, to meet the student's needs. This Individual Health Care Plan (IHCP) must be developed, signed in collaboration with the student's parents and a health care professional, be acceptable to the school, and be within the resources of the school to provide. These plans shall be kept on file and updated annually.

4.10 INFECTIOUS AND/OR COMMUNICABLE DISEASES

4.10A) Students with infectious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

4.10(B) The school shall act to limit the spread of infectious and or communicable diseases in order to preserve and protect the health of students and staff. Staff shall report to the principal or designated person any individual suffering from a communicable disease or one suspected of being communicable.

4.10(C) 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 bodily fluids and solids and will have available to them the materials necessary for making a response. (APPENDIX M)

4.11 EDUCATIONAL RECORDS

4.11(A) The principal shall be the custodian of all educational records.

4.11(B) Catholic schools shall keep appropriate and required educational records. Permanent record cards, filed in alphabetical order by year of graduation, are required for every elementary school. Record cards are kept permanently at the school, are never destroyed and are to be photocopied at the time of the student’s transfer.

4.11(C) Record cards must be kept in a fireproof storage, or duplicates must be stored at a separate facility.
4.11(D) Records from closed schools should be transferred to the vault at the diocesan offices.

4.11(E) Health cards and immunization records CIS (Certification of Immunization Status) are required for every student and are transferred to the school at the time of transfer.

4.11(F) Health cards for grades K through 12 are available from OSPI (the Office of the Superintendent of Public Instruction).

4.11(G) All students must comply with Washington State Law (RCW 28A.210.070) concerning immunization of students in grades K-12.

4.12 INSPECTION OF RECORDS BY PARENTS

4.12(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.

4.12(B) Both custodial and non-custodial parents or an eligible student may inspect their student’s school records and may do so in the presence of the principal or person qualified to explain the material in the records, unless there is a court order or decree presented to the principal restraining a parent from such contact and inspection.

4.12(C) A request to view records should be made in writing to the principal two full days before the inspection.

4.12(D) 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.

4.13 CHILD CUSTODY DISPUTES

4.13(A) The custodial parent shall provide the principal with an official, updated copy of the court-ordered parenting plan.

4.13(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 shall not accept the volunteer services of that parent.

4.13(C) The attorney for the Diocese of Yakima is available to assist teachers and principals in the handling of student child custody disputes.

4.14 RELEASE OF INFORMATION

4.14(A) Directory information may be released publicly without consent upon the condition that the parent or guardian be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Such information shall not be released for commercial reasons. Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and
height of members of athletic teams, dates of attendance, diplomas and awards
released and the most recent previous school attended. The actual residential
address of participants in the state address confidentiality program will not be
available for release as directory information.

4.14(B) Each school must indicate in its handbook the information that will be published in
the school directory and must stipulate a date by which a request must be submitted
to the principal to withhold the information.

4.14(C) The provisions of this policy regarding school directory information apply equally to
website information.

4.15 THE MEDIA

4.15(A) Access to students: Media representatives will be allowed to interview students at
school only with the written permission of parents. Pictures and film of students can
be used only if written parental permission is obtained, except as specified in 4.14(B).

4.16 PROMOTION, RETENTION AND GRADUATION OF STUDENTS

4.16(A) Each school must formulate a written statement of its requirements for promotion
and/or graduation. A copy of the statement should be available for teachers,
students, and parents.

4.16(B) Students will be promoted once a year based on the student’s satisfactory completion
of the grade requirements. The principal, in consultation with the teacher, may
decide to retain a student when it is determined it is to his/her educational advantage
to repeat rather than be promoted to the next grade. Final decision regarding the
promotion or retention of a student is the sole responsibility of the principal. The
parents may appeal that recommendation according to school policy.

4.17 WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS

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

4.18 REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

4.18(A) Under normal circumstances a student should not be deprived of a Catholic
education on grounds relating to the attitude of the parents. Nevertheless, a situation
may arise in which the uncooperative or destructive attitude of parents so diminishes
the effectiveness of the school that the family may be asked to withdraw from the
school.
4.19 TRANSFER OF STUDENT EDUCATIONAL RECORDS

4.19(A) **Permanent Record Cards:** When a student transfers from the school, a copy of the permanent record is released only to the receiving school.

4.19(B) **Health Cards and Immunization Records:** The original health card and the official green and white CIS (Certificate of Immunization Status) form are mailed directly to the receiving school at the time of transfer. A copy may be retained by the school.

4.19(C) **Note:** Special needs or accommodation information, the health card and immunization records may never be withheld when a student transfers to another school. Other information may be withheld until all financial responsibilities to the school have been met.

4.19(D) Should a subpoena request the transfer of a student’s records, contact the attorney for the Diocese of Yakima.

4.20 ELECTRONIC USE POLICY

4.20(A) E-mail is to be used by staff and students primarily for work-related communications and informational exchange. Records of a confidential nature may not be created or maintained in e-mail. Misuse or abuse of an e-mail nature may result in cancellation of e-mail privileges.

4.20(B) All members of the school community are to exercise appropriate responsibility in the use of school technology and the internet. Parents and students will sign statements pledging to abide by school rules in this regard. (Appendix N)
MANAGEMENT

5.1 CALENDAR

5.1(A) A school calendar shall be established annually at each school by the principal. It shall comply with the number of days prescribed by the law of the State of Washington. The length of the school day is likewise determined at the local level within the requirements of the law.

5.1(B) When determining the standard school calendar, principals should adhere to WAC 180-90 and RCW 28A.195.010, which stipulate the mandated number of school hours.

5.2 CLASSROOM SCHEDULE

5.2(A) Principals 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 principal’s office.

5.3 COPYRIGHT FOR WRITTEN AND RECORDED MATERIAL

5.3(A) All staff shall adhere to the laws and regulations on permissible photocopying of copyrighted works. (Appendix O)

5.4 CRISIS MANAGEMENT

5.4(A) Each principal shall have plans in place for use in the event of a crisis or emergency. Examples include an intruder into the school, death within the school community, natural disasters, environmental or building disasters, and civil disruption. (Appendix P)

5.4(B) Emergency drills shall be conducted at least monthly or as often as directed by local competent authority. Specific plans should be developed for each school site by the local staff.

5.4(C) Reporting Emergencies (Appendix K)

- In the event of a child’s disappearance from the school, the teacher will notify the office within five minutes of the absence of the child. The office will have five or more minutes to search the building and attempt to locate the child. If, after five minutes without locating the child, the police and the parents of the child will be notified.

- In the event of a crisis, the principal will inform the Director of Catholic Schools. If unable to get a response, the principal will call the diocese and ask to speak to the administrator on call. The school’s local crisis management plan should include a person named as media spokesperson. This person should be designated to collect, coordinate, and release information as appropriate unless directed otherwise by the Diocesan personnel.

5.4(D) The principal 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 without parental permission. The delegate for
communications will maintain regular and close contact with the principal and the
director of schools to assist in coordinating communications with the media.

5.5 GUIDELINES FOR CRISIS RESPONSE PROCEDURES

5.5(A) A crisis is an event that always causes significant disruption in the operation of the
school. Examples of situations include, but are not limited to: death of a student or
staff member, school bus accident, local or national tragedies. The best time for a
school to prepare for a crisis is before it occurs, when the school is functioning
normally. (Appendix Q)

5.6 ELECTRONIC USE POLICY

5.6(A) While recognizing local needs, schools with websites are to create mission
statements and establish website policies.

5.6(B) Hyperlinks within a school’s website are to be respectful of official Catholic teaching.
For that reason, the school’s website should indicate that the school does not
endorse hyperlinks, if any are utilized, whose content may advance study but not
conform to Church teachings.

5.6(C) Schools are to address pertinent copyright, privacy, liability and security
considerations in their policies.

5.6(D) Email is to be used by staff and students primarily for work-related communications
and informational exchange. Records of a confidential nature may not be created or
maintained in email. Misuse or abuse of email should result in cancellation of email
privileges.

5.6(E) All members of the school community are to exercise appropriate responsibility in the
use of school technology and the internet. Parents and students will sign statements
pledging to abide by school rules in this regard. (Appendix R)

5.7 EMERGENCY CLOSURE

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

5.7(B) The principal shall be responsible for notifying the pastor and all parents, for properly
supervising all students, and for notifying local radio and television stations regarding
any school closure for inclement weather or emergencies.

5.7(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 principal.

5.7(D) The principal shall have established procedures to be followed in the event of an
emergency closure, including home dismissal of students.
5.8 HOME SCHOOLING

5.8(A) The Diocese of Yakima supports home school programs, but does not endorse any particular program.

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

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

5.9 POSTINGS REQUIRED BY GOVERNMENT AGENCIES

5.9(A) Catholic schools shall comply with the postings requirements identified by local, state and federal agencies. These shall include minimum wage and safety standards and shall be posted in a prominent location.

5.10 RECORDS AND REPORTS

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

5.11 SALES REPRESENTATIVES

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

5.12 SECURITY OF THE SCHOOL BUILDING

5.12(A) The principal shall prepare recommended practices designed to ensure the safety of students while in school or at school sponsored activities. Schools should have regulations and generally accepted practices that promote safety, including the utilization of services of the local police department and local fire department.

5.12(B) Access to the school building should be arranged so that no stranger may enter the building without passing an office or similar control point. A sign should be posted at entrances requesting all visitors to report to the school office on entering the building.

5.13 STUDENT HANDBOOKS

5.13(A) To ensure that both parents and students understand the rules and policies of the local school, a parent/student handbook must be provided for each registered family. Parents must sign a statement that they have read or agree to accept the provisions of the handbook. (Appendix J)
5.14 WEAPONS

5.14(A)  It is unlawful, with the exception of law enforcement personnel, for any person to carry any firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280 (see below) onto school premises, school provided transportation, parish premises, or any facilities used exclusively by the school.

5.14(B)  Any violation of this policy by any student shall result in expulsion for at least one year if a firearm is involved and may result in expulsion if another type of dangerous weapon is involved. The principal may modify such expulsion on a case-by-case basis.

5.14(C)  A “This is a gun free zone” sign should be posted at each entrance.

Dangerous weapons as defined in RCW 9.41.250 and RCW 9.41.280 include: Any instrument or weapon of the kind usually known as a sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of a firearm (RCW 9.41.250). . . .Any firearm, any device commonly known as “nun-chu-la sticks”, consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means; or any device commonly known as “throwing stars,” which are multi-pistol or air rifle designated to propel a BB, pellet, or other projective by the discharge of compressed air, carbon dioxide, or other gas. (RCE 9.41.280).
Diocese of Yakima
Ministry & Education Center
5301-B Tieton Drive
Yakima, WA  98908

1999
(Still current as of
May 1, 2006)
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CHILD AND YOUTH CATECHESIS GUIDELINES
DIOCESE OF YAKIMA

A. CONTEXT AND RATIONALE

The primary purpose of catechesis is to engender in the person catechized a faith that is "living, conscious and active" (Decree on the Bishops' Pastoral Office in the Church, #14, 1966). This is a lifelong process that begins at birth and does not conclude until death itself. Throughout the course of life, good and effective catechesis will lead to a true and intimate communion with the person of Jesus Christ, experienced and celebrated in the life, teachings and history of the Catholic Church. Among these are formal educational processes, which reflect a uniquely intentional and systematic approach to the mystery of faith. These processes use a variety of instructional methods and program models.

For each individual, the foundations of a personal faith are laid first and foremost within the arena of family life, where parents play the most significant and an almost indelible role. In time, however, an individual's formation in faith admits of and involves formative experiences beyond those of the family. Among these are formal educational processes which reflect a uniquely intentional and systematic approach to the mystery of faith.

Catechesis presumes at least some initial religious grounding or faith experience in the person or persons being catechized. Yet precisely because it is a gift that God alone can give, no amount of formal instruction, however organized or offered, can bestow or guarantee this faith. At best, it can only nurture what is already present. Such instruction can, however, greatly support and supplement the many formative experiences that surround a person in life. It cannot take their place, but neither can they be properly explored, understood and integrated into the large fabric of a person's life of faith without it.

B. APPLICATION AND USE

Against this backdrop, we offer the following guidelines for the focus and content of child and youth catechesis in the Diocese of Yakima. They reflect the basic cognitive considerations that should inform parish and school catechetical program planning in our diocese at these levels. While neither a syllabus of lesson plans nor a curriculum scope and sequence, these guidelines provide our parishes and schools, and the individuals and families they serve, with a general outline of what should be taught, and conversely what should be learned, at the respective grade/age levels. They proceed from a basal or sequential approach, and may not necessarily correlate with lectionary-based or other alternative program models that seek to reinforce the vital linkage between instructional presentations and communal worship, whether in a parish or school setting. Behavioral and/or affective outcomes are considered only indirectly here; we remind our families, parishes, and schools of their shared responsibility for ensuring that growth in
understanding the Christian revelation involves not merely knowledge of the faith but also a true assimilation of it into life itself.

The guidelines are presented in two separate formats to reflect the distinctive catechetical ministry appropriate to children and youth respectively.

- The "Catechetical Focus" offered for learners in grades K-6, or approximately ages 4-12, reflects a basal or foundational approach to their instruction. Drawn from established and approved catechetical curriculum guidelines, they have been composed using the framework of the Catechism of the Catholic Church as a point of reference.

- The "Faith Themes" offered for learners in grades 7-12, or approximately ages 12-18, illustrate a concern for the further assimilation and integration of the above within a context of total youth ministry, whether presented in a parish or school setting. These are drawn almost verbatim from The Challenge of Adolescent Catechesis: Maturing in Faith, (1986), developed by the National Federation for Catholic Youth Ministry in collaboration with other national catechetical and educational associations.

Each format includes appropriate references to the Catechism of the Catholic Church; these are meant to be illustrative and not exhaustive. Similarly, the various topical items listed in each format are not meant to exhaust or replicate the content of the Catechism of the Catholic Church. A parish or Catholic school may choose to present certain items at a grade/age level earlier than the one indicated, as long as the item is presented at least by the completion of the grade/age level indicated. It is important to note that one year builds upon another, therefore, the learners in grades 7-12 should be familiar with that which has come before.

Adherence to these guidelines will require a variety of methodological, scheduling and programming approaches. Growth in Christian faith is a lifelong developmental process that admits of various stages influenced by many factors other than those which are specifically catechetical or educational. The ministry of parents and the family is primary in this process, with parish, school and other catechetical ministries lending support in true partnership. The Diocesan Office of Religious Education and the Diocesan Resource Center are available to assist our parishes and schools in this effort.
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INDIVIDUAL GUIDELINES FOR THE
CATECHESIS OF CHILDREN

PRESCHOOL/KINDERGARTEN (approx. 3-6 years)

GENERAL THEME

God is our loving Father who made every person special, and watches over us and all creation.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS

(CCC:  44, 315-320, 383, 452, 1890, 2134)

♦  God made all things.
♦  Every person is a unique and special child of God.
♦  God loves us one and all.
♦  Jesus is our friend.
♦  Jesus loves us.

PARTICULAR SACRAMENTAL CONCEPTS

(CCC:  46, 68, 319-320)

♦  The beauty in creation tells us of God's love for us.
♦  All good things are gifts of God.

PARTICULAR MORAL CONCEPTS

(CCC:  353, 383, 806, 1532, 1926, 1948)

♦  Individual differences among people are God-given.
♦  All of God's creation needs our care.
♦  We share with others, especially the poor.
♦  We care for others, especially the lonely and sick.
PARTICULAR PRAYER/SPRITUALITY CONCEPTS
(CCC: 1110, 1193-1195, 1416-1417, 2190-2195, 2590, 2720)

- Prayer is talking with and listening to God.
- We can pray in our own way whenever we like.
- Morning, evening and at meals are special times to pray each day.
- We come together to pray in church on special occasions.

PARTICULAR BIBLICAL CONCEPTS
(CCC: 101-141)

- The Bible is a special book about God's love for us.

WORDS TO BE INTRODUCED
- Bible
- Church
- Jesus
- Mary
- Christian
- God
- Joseph
- Prayer

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

- Hands folded in prayer

PRAYERS TO BE LEARNED

- Simple spontaneous prayer
- Sign of the Cross

PRAYERS TO BE ENCOURAGED

- Simple spontaneous prayer

RELIGIOUS IMAGES TO BE PRESENTED

- The Child Jesus
- The Virgin Mary
- The Guardian Angel
INDIVIDUAL GUIDELINES FOR THE CATECHESIS OF CHILDREN

GRADE ONE (approx. 6-7 years)

GENERAL THEME

God is our Father who loves us. Jesus is the Son of God who tells us about our Father. The Holy Spirit helps us to be holy. The Church is the special community of Jesus' followers. Sacraments are signs that celebrate our belief in Jesus. We are responsible to love and care for all of God's creation.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS

(CCC: 45-47, 73, 176, 183, 290-291, 300-301, 315-320, 350, 353, 381-385, 454, 480, 743, 747, 804, 960, 973, 1711, 1715, 1890)

• God is the Creator who made all things: angels, human beings, the whole world.
• God is all loving and all holy.
• God knows everything and can do everything.
• God always has been and always will be.
• God wants us to be happy on this earth and in heaven.
• We are all children of God, made in God's image.
• Jesus, the Son of God, became human like us and loves us.
• Jesus suffered, died and rose from the dead for us.
• Jesus brings us God's forgiveness.
• Mary is the mother of Jesus.
• Followers of Jesus are called Christians; we are Catholic Christians.
• The Holy Spirit is the source and experience of our love for God's creation.
PARTICULAR SACRAMENTAL CONCEPTS

- Sacraments are special signs that celebrate God's life in us.
- Through baptism we become members of the Church, God's family.
- Through baptism we receive grace, a sharing in God's life.

PARTICULAR MORAL CONCEPTS

- Jesus shows us the best way to live.
- Each person has dignity and value.
- We are responsible for respecting life by caring for ourselves, others and all that God has created.
- We are to show love and obedience to the one or ones who care for us in our family as Jesus did to his parents.
- We are to respect the good name, property and possessions of others.
- We are to be truthful; we do not lie.
- We are to be like Jesus in caring for people in need, especially the poor and suffering, praying for and helping them.
- We are all called to be peacemakers in our world.
- To live in peace, it is necessary at times to say we are sorry, to forgive and to make up with others.

PARTICULAR PRAYER/SPIRITUALITY CONCEPTS
(CCC: 179, 480, 508, 960, 973-974, 1193-1194, 1416-1417, 2190-2195, 2591, 2644-2645, 2661, 2680, 2720, 2754, 2774-2776, 2798, 2801, 2857)

- Prayer is listening to and talking with God.
- Jesus listened to and talked with his Father.
- Jesus teaches us how to listen to and talk with God our Father.
- The Holy Spirit helps us to pray.
- We talk each day with God our Father to express our love, to say thanks, to ask for forgiveness, and to ask for help in our needs.
- The Christian community comes together especially on Sundays and holy days to worship God.
- The celebration of the Mass is the best way to worship God.
- We look to Mary as a very special woman and our Mother.
- We are called to be saints, special members of God's family.
- Saints are people who live God's way.
- Advent and Lent are special times of the year to prepare for Christmas and Easter respectively.
PARTICULAR BIBLICAL CONCEPTS
(CCC: 101-141)

- In the Bible, we learn about God: Father, Son and Spirit.
- Related biblical accounts: Creation, images of God, topically illustrative Gospel stories.

WORDS TO BE INTRODUCED

- Advent
- Angel
- Baptism
- Catholic
- Christ
- Christmas
- Church
- Creator
- Easter
- Gospel
- Holy Spirit
- Lent
- Mass
- Parish (name)
- Priest
- Sacrament
- Saint
- Son of God
- Soul
- Trinity

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

- Altar
- Ashes
- Baptismal Font
- Bow/Genuflection
- Holy Water Font
- Kneeling
- Liturgical Colors
- Palms
- Sign of the Cross
- Tabernacle

PRAYERS TO BE LEARNED

- Sign of the Cross
- Our Father
- Hail Mary
- Glory Be

PRAYERS TO BE ENCOURAGED

- Sunday Mass
- Morning and Evening Prayer
- Grace at Meals
- Spontaneous Prayer

IMAGES OF MARY AND THE SAINTS
INDIVIDUAL GUIDELINES FOR THE CATECHESIS OF CHILDREN

GRADE TWO (approx. 7-8 years)

GENERAL THEME

Through the sacrament of baptism, we are welcomed into the Church as children of God. Sin is a refusal to obey God's law of love, and dishonors a Christian's baptismal dignity and identity with Jesus. Through the sacraments of eucharist and reconciliation, Jesus nourishes and strengthens God's life of grace in us.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS


- All life is holy.
- Grace is God's life in us.
- God invites us to love all people.
- God the Father gives us the gift of Jesus as a model of how to live.
- Jesus, the Son of God, became human and was born of Mary.
- Joseph is the husband of Mary and foster father of Jesus.
- Jesus was always obedient to God the Father and we should be also.
- Sin is a refusal to obey God's law of love.
- God continues to love us even when we sin.
- God calls us to be sorry for our sins and to accept God's forgiveness.
- Jesus came to save all people from sin.
- Jesus died on the cross as a sign of God's love for us.
- God raised Jesus from the dead on Easter Sunday.
- Jesus returned to his Father in heaven and sent the Holy Spirit to be with us always.
- God gives us the Holy Spirit to help us make good and loving choices.
- Through the Holy Spirit, Jesus is with us always in the Word of God, in the Church, and in the sacraments.
PARTICULAR SACRAMENTAL CONCEPTS
(CCC: 1111, 1131, 1190, 1407-1417, 1486, 1490)

- Sacraments are visible signs of God's love for us that help us live the Christian life.
- In the sacrament of reconciliation, we express our sorrow for sin and receive and celebrate God's forgiveness.
- In the sacrament of eucharist, we receive the gift of Jesus' Body and Blood.
- In the Mass, we celebrate the sacrificial meal Jesus shared with his Apostles at the Last Supper before he died for us on the cross.
- In the Liturgy of the Word at Mass, we learn how to apply God's message to our lives.
- In the Liturgy of the Eucharist at Mass, we offer with the priest gifts of bread and wine that are changed into the Body and Blood of Christ.

PARTICULAR MORAL CONCEPTS

- God's gift of life is awesome.
- We are to respect and care for all forms of life, especially people who are not able to do so for themselves.
- Since god has given us free will to choose between good and evil, we are responsible for the choices we make, especially those that affect our relationship with God and others.
- Sin is a deliberate choice to act against God's will.
- We are to respect and obey those who have the right to tell us what to do.
- Treating people fairly and justly is a way of imitating Jesus' love for us.
- We need to say we are sorry to God and to anyone we have hurt by failing to live the Christian life.

PARTICULAR PRAYER/SPIRITUALITY CONCEPTS
(CCC: 508, 973, 1193-1195, 1416-1417, 2190-2195, 2754, 2757)

- Mary is our model because she was always close to God in faith and trust.
- Joseph is also our model because of his trust in God's ways.
- We worship God specially on Sundays and holy days by going to Mass.
- We are strengthened to live the Christian life by joining with others, especially in receiving communion, at Mass.
PARTICULAR BIBLICAL CONCEPTS
(CCC: 136-138, 149)

- The Bible contains special stories about the life of Jesus and his friends.
- The Bible is an important source for learning how to live the Christian life.
- Related biblical accounts: topically illustrative Old/New Testament stories, especially infancy narratives, passion narratives, sacramental images (baptism, eucharist, reconciliation).

WORDS TO BE INTRODUCED

- Blessed Sacrament
- Confession
- Crucifixion
- Easter Vigil
- Eucharist
- Good Friday
- Grace
- Heaven
- Hell
- Holy Communion
- Holy Day
- Holy Saturday
- Holy Thursday
- Holy Week
- Last Supper
- Liturgical Year
- Liturgy
- Liturgy of the Word
- Liturgy of the Eucharist
- Penance
- Prayer
- Reconciliation
- Resurrection
- Sin
- "Three Days" (Triduum)

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

- Ambo
- Confessional
- Incense
- Lectionary
- Reconciliation Room

PRAYERS TO BE LEARNED

- Act of Contrition
- Responses to Mass prayers

PRAYERS TO BE ENCOURAGED

- Apostles Creed
- Simple prayer before the Blessed Sacrament

INTRODUCTION TO MODELS OF FAITH - SAINTS
GENERAL THEME

Jesus continues his life and work through the Church as a community of Christian believers. The Church is composed of people who share the same faith and sacraments and are united in the Holy Spirit under the leadership of the Pope and bishops.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS

(CCC: 96, 176, 261, 267, 316, 483, 561, 629, 665, 743, 747, 777-780, 804-806, 809, 866, 869-870, 935-944, 1416, 1591-1594, 1890, 2050)

- God is a Trinity of Father, Son, and Holy Spirit.
- The love shared by and among the three persons of the Trinity is the model of the love Christians are to have for one another and everyone.
- Jesus is the Son of God, sent by God the Father to announce the Good News of salvation.
- During his life on earth, Jesus gathered a community of followers (apostles and disciples) and taught them about the reign of God.
- Jesus chose his apostles to serve his people in a special way; St. Peter was their leader.
- The Pope and bishops, as successors of the apostles, are responsible for teaching, governing and sanctifying the Church and its members.
- Jesus was human just as we are, sharing the joys and sorrows of human relationships.
- Jesus taught that his true followers are those who love everyone.
- We are called to follow Jesus by being members of his Church.
- At the Ascension, the risen Jesus returned to his Father in heaven.
- On Pentecost, Jesus sent the Holy Spirit upon his followers to help them continue his work on earth as the Church.
- As members of the Church, we are to do all we can to continue Jesus' mission of bringing the Good News of salvation to everyone.
- We experience the Church most immediately in our local parish.
PARTICULAR SACRAMENTAL CONCEPTS

(CCC: 1407-1410, 1416, 1490-1491, 1495-1496)

- In the eucharist, Jesus feeds us his Body and Blood, making us one with him and one another.
- Jesus gathers Catholics at Mass in worship to offer himself to God the Father for us.
- Reconciliation strengthens us to renew our efforts to be more loving.
- Through the absolution of the priest in reconciliation, Jesus forgives our sins and restores our friendship with God.

PARTICULAR MORAL CONCEPTS

(CCC: 324, 629, 1490, 1666, 1746, 1871-1874, 1926, 1948, 2161-2163, 2248, 2251-2253, 2454-2456)

- Jesus is the model of how Christians are to live.
- As Christians, we are to show love and reverence toward our parents or guardians and all other family members.
- The reverent use of God's name, respectful behavior in God's house, and care for all that God has given us are special ways of showing we are Christians.
- We are to care for others by respecting their person, reputation, property and possessions.
- We are to care for and share the earth's resources.
- Deliberately refusing to love God, ourselves and our neighbor is sinful.
- When we do wrong, we must say we are sorry, ask to be forgiven, and make up for the wrong we have done.

PARTICULAR PRAYER/SPIRITUALITY CONCEPTS

(CCC: 508, 973-974, 1414-1416)

- In the Mass, we are given spiritual nourishment to continue Jesus' ministry of service throughout the Word of God and in holy communion.
- Mary has a special place in the life of the Church as the Mother of God and Mother of the Church.
- Mary is an example of how her Son Jesus wants his followers to live.
- Christians turn to Mary in prayer to ask Jesus to help us in our needs.
PARTICULAR BIBLICAL CONCEPTS


WORDS TO BE INTRODUCED

- Absolution
- Annunciation
- Apostle
- Ascension
- Assumption
- Bishop
- Brother (religious)
- Creed
- Deacon
- Diocese
- Disciple
- Holy Father
- Immaculate
- Conception
- Incarnation
- Laity (lay person)
- Miracle
- Parables
- Pastor
- Pentecost
- Pope
- Priest
- Savior
- Sister (religious)
- Trinity
- Word of God

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

- Cathedral
- Presider's Chair
- Sacred Vessels
- Sacristy
- Stations of the Cross
- Vestments

PRAYERS TO BE LEARNED

- Apostles Creed

PRAYERS TO BE ENCOURAGED

- Act of Faith
- Hail, Holy Queen
- Stations of the Cross

MODELS OF FAITH - SAINTS
INDIVIDUAL GUIDELINES FOR THE
CATECHESIS OF CHILDREN

GRADE FOUR (approx. 9-10 years)

GENERAL THEME

Christians are called to live as Jesus did by choosing a life of love characterized by obedience to God and service to others. We learn best how to do this by following the teachings of the Church and the foundations of Christian morality presented in the Old and New Testaments.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS


- God created us with the ability to think, to love, and to make choices.
- God continually calls us throughout life to know and to do what is good.
- Original sin, presented in the biblical story of Adam and Eve, reflects the condition into which we are born as humans.
- The Jewish people were the first to receive God's self-revelation.
- The Jews became the Chosen People of Israel in the covenant made between God and Abraham.
- To help them live the covenant, God gave Israel the Ten Commandments.
- The Ten Commandments help us find happiness by knowing right from wrong and how to love God, our neighbor and ourselves.
- God's revelation reached its fullness in Jesus, the Son of God, who made a new covenant with us through his death and resurrection.
- Jesus not only reaffirmed the Ten Commandments but also taught us a new commandment: to love others as he loved us.
- When we die, we will be judged on our obedience to God's law, especially our response to the needs of others.
- The corporal and spiritual works of mercy are ways of showing our love for God and the poor and needy.
- The teachings of the Catholic Church help us to make correct moral judgments.
PARTICULAR SACRAMENTAL CONCEPTS
(CCC: 1279, 1486)

- The sacrament of baptism takes away original sin and any actual sins committed before baptism.
- The sacrament of reconciliation forgives actual sins committed after baptism.

PARTICULAR MORAL CONCEPTS

- Learning to know and choose the good that God desires for us is a lifelong process.
- Conscience is the process whereby a person comes to judge whether an act is right or wrong.
- Feelings are not always accurate signs of whether an act is right or wrong.
- The consequences of an act can often help in determining if the act is right or wrong.
- Actual sin is any disobedience of God's law by thought, word, deed or omission.
- Serious or mortal sin is a complete turning away from or breaking of a person's relationship with God.
- Venial sin is a less serious turning away from or weakening of a person's relationship with God.
- Temptation or the attraction to make selfish choices is not sinful in itself.
- Individually and collectively, the Ten Commandments constitute the basis for a moral life in union with God.
- The Sermon on the Mount summarizes God's plan for true happiness and the ideals of Christian behavior.
- We respond to God's covenant by choosing to follow the way of life God has given us, especially in Jesus.

PARTICULAR PRAYER/ SPIRITUALITY CONCEPTS
(CCC: 960, 1195, 1498, 1845, 2017, 2141, 2757)

- Prayer, especially to the Holy Spirit, helps us make good moral choices.
- The lives of Mary and the saints offer us examples of how to live as Christians.
- Saints and other good people live the message of Jesus especially when it is difficult to do so, even in times of injustice and persecution.
PARTICULAR BIBLICAL CONCEPTS

- Related biblical accounts: topically illustrative Old/New Testament stories, especially fall of Adam and Eve, Noah's ark, call of Abraham, Moses, Passover, Exodus, Ten Commandments, Sermon on the Mount, two great commandments, last judgment, morality themes.

WORDS TO BE INTRODUCED

- Actual Sin
- Beatitudes
- Chosen People
- Communion of Saints
- Conscience
- Contrition
- Corporal Works of Mercy
- Covenant
- Israel/Israelites
- Gifts of the Holy Spirit
- Hebrews
- Jews
- Last Judgment
- Morality
- Mortal Sin
- New Testament
- Old Testament
- Original Sin
- Passover
- Purgatory
- Redemption
- Salvation
- Son of God
- Spiritual Works of Mercy
- Temptation
- Ten Commandments (related vocabulary)
- Venial Sin
- Virtue

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

- Lectionary
- Liturgical Assembly
- Reverence/Enthronement of the Bible/Lectionary

PRAYERS TO BE LEARNED

- Act of Faith
- Rosary
- Stations of the Cross

PRAYERS TO BE ENCOURAGED

- Act of Hope
- Angelus

MODELS OF FAITH – SAINTS
INDIVIDUAL GUIDELINES FOR THE CATECHESIS OF CHILDREN

GRADE FIVE (approx. 10-11 years)

GENERAL THEME

The Church celebrates the life-giving signs of Christ's saving action in our lives through the sacraments. We grow in our awareness, understanding and identity as Christians by participating in sacramental and other liturgical celebrations.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS


♦ We participate in God's own life through the sacraments.
♦ The Catholic Church celebrates seven sacraments: three of initiation (baptism, confirmation, eucharist); two of healing (reconciliation, anointing of the sick); and two of service to the reign of God (marriage, holy orders).
♦ Through the sacraments of initiation, we receive the fullness of the Holy Spirit and become full members of the Church.
♦ Through the sacraments of healing, we are strengthened as members of the Church.
♦ Through the sacraments of service to the reign of God, Christians open their lives specially to God's call to love other people.
♦ In baptism, we begin our life in the Church, are reborn of water and the Spirit, and share in the life of the risen Lord.
♦ In confirmation, we receive the Holy Spirit in a special way to reaffirm and give witness to our baptismal commitment to Christ.
♦ In the eucharist, the risen Lord Jesus is present, offered, and received under the appearances of bread and wine.
♦ Catholics are obliged to attend Mass on Sundays and holy days of obligation.
In penance or reconciliation, we receive forgiveness for our sins through the ministry of the priest, and are reconciled with God, the Christian community, and ourselves.

In the anointing of the sick, seriously ill or aged persons receive comfort in their suffering, forgiveness of their sins, and sometimes restoration of their bodily health.

In marriage or matrimony, a man and woman are united as husband and wife by freely entering into a permanent, loving and life-giving covenant of faithfulness to each other.

In holy orders, men share in the ordained priesthood as deacons, priests and bishops.

**PARTICULAR SACRAMENTAL CONCEPTS**


- A priest or deacon is the ordinary minister of baptism; in an emergency, anyone can and should baptize.
- The essential signs of baptism are the pouring of water on the head or immersion in water of the person to be baptized while the minister says, "I baptize you in the name of the Father, and of the Son, and of the Holy Spirit".
- Other significant symbols used in baptism are oil, a candle and a white garment.
- The bishop is the original and ordinary minister of confirmation; a priest may confirm under special circumstances.
- The essential signs of confirmation are the minister's imposition of hands upon, and anointing with chrism of the head of the person to be confirmed, with the words, "Be sealed with the gift of the Holy Spirit".
- The eucharist is a sacrificial meal wherein Jesus feeds us with his Body and Blood, making us one with him and with each other.
- The essential signs of the eucharist are unleavened bread and wine.
- Transubstantiation is the name given to the change of the bread and wine into the Body and Blood of Christ at Mass.
- The essential sign of reconciliation is the words of the priest as he extends his hand over the penitent: "I absolve you from your sins in the name of the Father, and of the Son, and of the Holy Spirit."
- A priest cannot reveal anything told him in confession.
- A priest is the ordinary minister of the anointing of the sick.
- The essential signs of the anointing of the sick are the imposition of hands upon, and anointing with oil of the sick person.
- The man and woman are themselves the ministers of the sacrament of matrimony; a priest or deacon is the official witness for the Church, and two other witnesses are also required.
- The essential sign of matrimony is the public exchange of consent between the man and woman to be faithful to each other for life as husband and wife.
- The bishop is the minister of holy orders.
- The essential sign of holy orders is the imposition of hands upon, and the prayer of consecration over the person being ordained.
• Deacons are ordained to a ministry of service, and may officiate at baptisms, weddings and funerals.
• Priests are ordained to preside at Mass, to forgive sins, and to anoint the sick.
• Bishops are ordained to teach, govern and sanctify the entire Catholic community in their dioceses.
• Baptism, confirmation, and holy orders each imprint an indelible spiritual character on the soul, and thus cannot be repeated.
• Sacramentals are special signs (words, objects, actions) that resemble the sacraments and are used to sanctify different circumstances or occasions of life.

PARTICULAR MORAL CONCEPTS
(CCC: 1270, 1309, 1319, 1397, 1416, 1440-1442, 1459-1460, 1496, 1890, 1944-1945, 1948)

• In baptism, we commit to fostering respect for the dignity of every person, building a peaceful society, and providing a just share of the earth's resources for everyone.
• We bring the meaning and value of the Mass into daily life by trying to live in peace with everyone.
• Confirmation empowers us to work to bring about the reign of God through the correction of evil social structures.
• Sin has both personal and communal aspects, often resulting in war, prejudice, poverty, homelessness, crime, violence, substance abuse, economic or sexual exploitation, etc.
• Christians have a special duty to care for the sick and suffering by prayer, visits and other help.
• All ordained ministers are specially charged to preach God's Word and care for God's people.

PARTICULAR PRAYER/SPIRITUALITY CONCEPTS

• Liturgy is the Church's life of worship and praise to God.
• Our relationship with the risen Christ increases and deepens through prayerful preparation for and reception of the sacraments.
• We are called each day to live our baptismal promises by showing our love for God and one another in all that we do.
• Confirmation enables us to witness courageously to Jesus.
• We gather at Mass to praise and thank God by celebrating the paschal mystery of Jesus' suffering, death and resurrection.
• The continuing need for forgiveness and reconciliation in human relationships helps the cause of peace in the world.
• Sickness and suffering are a part of life, a result of original sin.
• The Christian community supports married couples and families by rejoicing in their happiness, helping them in need, and praying for them always.
• Divorce and other serious family problems require our special sensitivity and concern for the people involved.
• All Christians share in the common priesthood of the faithful whereby Jesus calls us to worship God, to spread the Good News, and to lead lives of service.

PARTICULAR BIBLICAL CONCEPTS

• Related biblical accounts: topically illustrative Old/New Testament stories, especially sacramental images from the Gospels, Acts, Paul, James, etc.

WORDS TO BE INTRODUCED

• Anointing of the Sick
• Catechumen
• Character (sacramental)
• Chrism
• Confirmation
• Fidelity
• Holy Days of Obligation
• Holy Orders
• Marriage
• Matrimony
• Minister/Ministry
• Oil of Catechumens
• Oil of the Sick
• Ordination
• Paschal Mystery
• Reign of God
• Rite of Christian Initiation of Adults (RCIA)
• Sacraments
• Sacrifice
• Seal (confession)
• Sign (sacramental)
• Transubstantiation
• Viaticum
• Vocation

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

• Ambry
• Anointing
• Imposition of Hands
• Individual sacrament rituals
• Procession
• Use of sacramentals

PRAYERS TO BE LEARNED

• Act of Hope
• Angelus

PRAYERS TO BE ENCOURAGED

• Act of Love

MODELS OF FAITH - SAINTS
GENERAL THEME

God's saving actions are found throughout history. Written under the inspiration of the Holy Spirit, the Bible records God's plan of salvation for all people. The revelation of God in the history of the people of Israel, presented in the Old Testament, is fulfilled in Jesus and the Church, presented in the New Testament.

GENERAL "CATECHISM OF THE CATHOLIC CHURCH" REFERENCES


PARTICULAR DOCTRINAL CONCEPTS


• The Bible is the written revelation and inspired Word of God.
• The Bible is divided into the Old Testament (Hebrew Scriptures) and the New Testament (Christian Scriptures).
• The Old Testament is the account of God's saving actions in the history of Israel.
• The central saving event of the Old Testament is the Exodus, whereby God revealed to Israel that they were truly God's chosen people and God was truly theirs.
• The New Testament gives an account of the saving actions of Jesus Christ and the earliest foundations of the Church.
• The central saving event of the New Testament is the death and resurrection of Jesus, whereby he made a new and everlasting covenant, winning salvation for all.
• The Church is the special sign of God's presence in the world today.
• The Church is one, holy, catholic and apostolic: united in faith and life, sanctified in Christ, open to all peoples, and founded on the Apostles.
• The Church has special laws by which it lives and acts.
• In tradition as well as the Scriptures, the Church continues to experience the fruits of God's revelation through documents of its councils, papal encyclicals, pastoral letters of bishops, etc.
• At the end of time, the reign of God will come in all its fullness.
PARTICULAR SACRAMENTAL CONCEPTS  
(CCC: 346, 1093, 1100-1102, 1156, 1190, 1349, 1408)

- The proclamation of the Word of God is an integral part of the Mass and all other liturgical and sacramental rites of the Church.

PARTICULAR MORAL CONCEPTS  
(CCC: 136-137, 149, 823-827, 1944-1948)

- The Bible gives important directions for how we should live as Christians.
- Old Testament prophets especially called people to examine themselves and their society against the ideals of God's covenant and the Ten Commandments.
- Like the prophets, Christians are called to listen to God's Word in our personal and social lives, and to act with justice and charity even when it is difficult to do so.

PARTICULAR PRAYER/SPRITUALITY CONCEPTS  
(CCC: 104, 129, 131, 137, 140-141, 2653-2654, 2662)

- The Church encourages us to study and pray from the Bible so we can learn about and develop a loving relationship with God, hearing God's message of love and forgiveness and the way God desires us to live.
- Many writings in the bible show us that people have experienced and learned from the same problems and concerns in life for a long time.
- The Bible shows us that God has spoken through many different kinds of people throughout history: kings, prophets, poets, wise men and women, ordinary people, etc.
- Like the men and women of the Bible, we also are called to live by faith and trust in God.
- God's faithfulness throughout the events of the Bible is a model for our faithfulness to God and one another.

PARTICULAR BIBLICAL CONCEPTS  
(CCC: 105-109, 111, 115-120, 128-133, 136-138, 304, 688, 702)

- Inspiration means that authors of the Bible were guided by God in their writing.
- The authors of the Bible used many different literary forms to convey God's message: history, allegory, poetry, parables, letters, proverbs, etc.
- The Bible was written over an extended period of time, often long after the events recorded therein happened, and not always by people immediately involved in those events.
- Everything written in the Bible is true, but not always in a historical or scientific sense.
- The Church is the best source and guide for how to understand the Bible.

WORDS TO BE INTRODUCED

• Allegory
• Council
• Chosen People
• Encyclical
• Exodus
• Inspiration
• Judaism
• Lector
• Literary Form
• Messiah
• Myth
• Oral Tradition
• Patriarch
• Precepts of the Church (related vocabulary)
• Prophet
• Psalm
• Revelation
• Scripture
• Synagogue
• Temple
• Tradition
• Worship
• Yahweh

LITURGICAL SYMBOLS AND GESTURES TO BE UNDERSTOOD

• Passover Meal

PRAYERS TO BE LEARNED

• Act of Love

PRAYERS TO BE ENCOURAGED

• Psalm Prayers

MODELS OF FAITH - SAINTS
INDIVIDUAL GUIDELINES FOR THE CATECHESIS OF YOUTH

YOUNGER ADOLESCENTS
(Grades 7 to 9 – approx. 12-15 years)

FAITH THEMES

GENERAL THEME: CHURCH

Focus: To help the younger adolescent understand and experience the Catholic Christian story and mission, and become more involved in the church community.

Suggested Content:

- The story of the Church as related to the younger adolescent's story.
- Jesus' mission and ministry as continued today through the Christian community's ministries of message, worship, community building and service.
- The global and multicultural reality of the Church.
- The community life and ministries of the other major Christian churches.
- Involvement in the life, mission and work of the parish community and the family.

General "Catechism of the Catholic Church" References:


GENERAL THEME: JESUS AND THE GOSPEL MESSAGE

Focus: To help the younger adolescent follow Jesus, develop a more personal relationship with him, concentrate on the person and teaching of Jesus, discover what a relationship with Jesus means, and respond from a growing inner sense of self.

Suggested Content:

- Christian faith as a personal response to and relationship with Jesus.
- Gospel discipleship or the exploring of what following Jesus and living the Good News means.
- The person of Jesus – his values, intentions, motives and attitudes.
- The key themes of the Good News: what Jesus teaches about God, prayer, justice and peace, service, and the moral life.
- The impact of the Good News on the adolescent's life.
- The response of the first disciples to Jesus and the Good News.
- "Heroes" of the faith, e.g., saints and present examples of people who are models of faith.

General "Catechism of the Catholic Church" References


GENERAL THEME: MORALITY AND MORAL DECISION-MAKING

Focus: To help younger adolescents apply Catholic Christian moral values as maturing persons who are becoming increasingly capable of using decision-making skills to make free and responsible choices.

Suggested Content:

- Jesus' vision of being fully human as the foundation of Catholic Christian morality.
- Catholic Christian moral values that relate to the life of the adolescent.
- The basis of moral decision-making within a Catholic Christian context: conscience, sin and reconciliation.
- Four sources of moral maturing: mind, heart, family/other persons, and Catholic Christian tradition.
- Skills for critically reflecting on self, youth, culture, and media and society's values in light of Catholic Christian moral values.

General "Catechism of the Catholic Church" References:

GENERAL THEME: PERSONAL GROWTH

Focus: To help younger adolescents develop a stronger and more realistic concept of self by exploring who they are and who they can become.

Suggested Content:

♦ The building of a strong and realistic concept of self with an emphasis on self-concept, growing autonomy and self-determination.
♦ Jesus' vision of being fully human and its impact on the younger adolescent's growing identity as a Christian.
♦ The response of the Good News and tradition to adolescent struggles (isolation, loneliness, frustration, anger) and problems (suicide, substance abuse).
♦ The development of skills for handling peer pressure and values, and adolescent problems.

General "Catechism of the Catholic Church" References:


GENERAL THEME: RELATIONSHIPS

Focus: To help younger adolescents develop more mutual, trusting, and loyal relationships with peers, parents, and other adults by emphasizing skills that enhance and maintain relationships.

Suggested Content:

♦ The nature of relationships.
♦ Relationships in the Christian community.
♦ The development of responsible relationships with an emphasis on honesty, love and respect.
♦ The development of skills, such as active listening and self-disclosure, for communicating with peers, parents, and other adults.

General "Catechism of the Catholic Church" References:

GENERAL THEME: SERVICE

Focus: To help younger adolescents explore Jesus' call to live a life of loving service, discover that such a life is integral to discipleship, develop a foundation for a social justice consciousness, and participate in service that involves relationships and concrete action.

Suggested Content:
- Jesus' life of service and his teaching on a life of loving service.
- Service as an essential element of discipleship.
- The development of knowledge and skills needed to engage in service.
- Service projects.
- Reflection on involvement in service projects.

General "Catechism of the Catholic Church" References:

GENERAL THEME: SEXUALITY

Focus: To help younger adolescents learn about sexual development, better understand the dynamics of maturing as a sexual person within a Catholic Christian's value context, and discuss sexuality with their parents/guardians using a Catholic Christian value-based approach.

Suggested Content:
- Sexual development with an emphasis on accurate information.
- Sexuality as integral to one's personal identity with an explanation of gender identity and roles.
- Relationships and dating.
- Catholic Christian understanding of sexuality and sexual moral values.

General "Catechism of the Catholic Church" References:
FAITH THEMES

GENERAL THEME: FAITH AND IDENTITY

Focus: To help older adolescents explore what being a Christian, a Catholic, and a person of faith means; appraise the faith of the community; develop their own personally-held faith and own it; and grow in response to the Gospel challenge to be a person of faith.

Suggested Content:

- The meaning and experience of revelation and of God's actions in our lives.
- Faith as a gift, as a process of understanding the basic questions that all persons face as a dynamic and positive force that can shape the adolescent's life and personality and on-going process of conversion.
- Reflection on present faith growth and struggles.
- The development of skills for reflection.
- Jesus as the model of a completely faithful person.
- Catholic Christian beliefs with an emphasis on integrating these beliefs into a personal identity.
- The beliefs and faith traditions of the major Christian churches – their uniqueness and what they share in common with the Catholic Christian church.

General "Catechism of the Catholic Church" References:


GENERAL THEME: THE GOSPELS

Focus: To help older adolescents appreciate the historical and literary development, structure, and major themes of the four gospels; grasp insights that come from scriptural scholarship; and utilize these insights to interpret the gospels.
Suggested Content:

- The stages of gospel development.
- Revelation and inspiration.
- A study of the writing styles of the evangelists and the structure of the gospels.
- A study of the unique presentations of Jesus and the Good News in the gospels.
- An in-depth exploration of one particular synoptic gospel.

General "Catechism of the Catholic Church" References:

Paragraphs: 101-141, 149, 514-515, 534, 573

GENERAL THEME: OLD TESTAMENT

Focus: To help older adolescents appreciate the historical and literary development, structure, and major themes of the Old Testament; grasp the insights that come from scriptural scholarship; and utilize these insights in interpreting the scriptures.

Suggested Content:

- The growth, composition, historical development, writing styles and methods, and structure of the Old Testament.
- Revelation, inspiration, and biblical interpretation.
- The reading and interpreting of the Old Testament.
- Exploration of the major themes and life-questions of the Old Testament and their relevance to today.

General "Catechism of the Catholic Church" References:

Paragraphs: 101-141

GENERAL THEME: JESUS

Focus: To help older adolescents explore who Jesus Christ is, discover his meaning for their lives, and develop a personal, deeply relational experience of Him.
Suggested Content:

- The historical and social world of Jesus.
- Jesus' relationship with his father and his image of God.
- Jesus' life, mission, and the key themes of his message.
- Jesus' death, resurrection, and on-going presence.
- The Spirit and the Church throughout history.
- New ways of thinking about Jesus today.
- Ways to develop a richer, more mature relationship with Jesus.

General "Catechism of the Catholic Church" References:


GENERAL THEME: JUSTICE & PEACE

Focus: To help older adolescents develop a global social consciousness and compassion grounded in the Christian vision and attentive to the needs of those who are hurting and who are oppressed.

Suggested Content:

- The scriptural vision of life (justice, peace, equality, and stewardship).
- The call to conversion, to live the vision, values, and lifestyle of the reign of God.
- An analysis of the social problems and injustices in the world, such as hunger, poverty, war/peace, inequality, discrimination, and ecology.
- The determination of a constructive, Christian response to these problems on the personal, interpersonal, and social/political levels of one's life.
- The development of practical skills such as peaceful conflict resolution and organization for action.
- The recognition of the injustices experienced by young people themselves.

General "Catechism of the Catholic Church" References:

GENERAL THEME: LOVE AND LIFESTYLES

Focus: To help older adolescents explore their maturing sexual identity; use skills for developing intimate, trusting, enduring relationships; and discover how their spirituality can be lived out through a variety of lifestyles.

Suggested Content:

- Christian view of sexuality and intimacy.
- How to build loving relationships and develop intimacy.
- Dating.
- Development of a sexual identity.
- Vocation as God's unique call to each person and his/her unique response.
- How single persons, priests, deacons, vowed religious, and married persons live as Christians.
- The choice of a lifestyle.
- The improvement of life decision-making skills.
- Christian marriage, love, and family life in today's world.
- Examples of lived faith, sanctity, and heroic virtue.
- Catholic teaching on homosexuality.

General "Catechism of the Catholic Church" References:


GENERAL THEME: MORALITY

Focus: To help older adolescents critique their personal and social values; develop and use an interiorized, principled moral value system; and understand the role of Christian conscience and moral decision-making in the development of this system.

Suggested Content:

- The development of an adult conscience based on Catholic Christian moral principles with emphasis on taking responsibility for one's moral values, actions, and lifestyles.
- How to interiorize a personally chosen set of moral principles and values.
- The confrontation and resolution of moral dilemmas.
- The development of skills for critically reflecting on self, youth culture, and media and society's values in the light of Catholic Christian moral values.
GENERAL THEME: PAUL AND HIS LETTERS

Focus: To help older adolescents develop an understanding of the historical context, literary style, and major themes of Paul's Letters; utilize the insights of scriptural scholarship to interpret his writings; and discover Paul as apostle, preacher, theologian, and man of faith.

Suggested Content:

- The early church communities as the context and setting for Paul's letters.
- Paul's missionary journeys, sufferings, and trials.
- The major practical and pastoral problems to which Paul responded.
- The major theological themes of Paul's letters as seen especially in his letters to the Galatians and Romans.

GENERAL THEME: PRAYER & WORSHIP

Focus: To help older adolescents develop a personally-held spirituality and a rich personal and communal prayer life.

Suggested Content:

- The nature of prayer.
- Jesus as a person of prayer.
- Jesus' teachings on prayer.
- An exploration of images and concepts of God.
- The development of a personal prayer life by exploring the who, what, when, where, why, and how of prayer and by experimenting with and experiencing a variety of prayer forms and styles.
- The Church's worship and sacramental life.
- An experience of the richness of the community's communal prayer.

General "Catechism of the Catholic Church" References:

Paragraphs: 101-141, 1066-1690, 2558-2865.
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Diocese of Yakima Catholic Schools
Background Check Policy

With the implementation of SB 5213, the Diocese of Yakima Catholic Schools will begin Fingerprint Background Checks.

It will be responsibility of the individual school to require any employee hired after May 1, 2000 to submit to a fingerprint background check within ten (10) days of hire.

It will be the responsibility of the individual school to provide a source for fingerprinting.

The procedure will also require the newly hired employee to complete a “Fingerprint-Based Criminal History Verification for Private School Applicants” form.

All forms (“Fingerprint-Based Criminal History Verification for Private School Applicants” and two (2) fingerprint cards) must be submitted to the Superintendent of Public Instruction.

Schools will be notified directly within three (3) months if the individual has been convicted of any crime listed in WAC 180-86-013.

Each school is responsible for maintaining a record of all properly submitted fingerprint cards with employee records for a period of at least two (2) years. The record shall include at last the following:
- Card sequence number;
- Name of private school submitting the cards;
- The date Washington State Patrol received the fingerprint cards;
- Date private school was notified of Washington State Patrol Criminal History Record or Clearance
- Date private school was notified of Federal Bureau of Investigation record or lack of record.

Each school will be billed $59 per individual by SPI for the total charges assessed to process fingerprint cards through the Washington State Patrol and the Federal Bureau of Investigation records clerk.

Employees exempted from fingerprinting:
- All teachers certified from 1993 to present

Employees who must be fingerprinted by the first day of the 2000/2001 School Year
- All non-certified employees, including custodians, coaches, bus drivers, nurses
- Long-term faculty members

* clearance is good for 2 years or until the person changes employment.
MEMO

TO: All Pastors and Diocesan Supervisors

FROM: Carlos A. Sevilla, S.J.
       Bishop of Yakima

DATE: July 1, 2001
       Amended: February 10, 2006

RE: Policy Regarding Employee and Volunteer Worker Background Checks

POLICY:

“ALL EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS OR VULNERABLE ADULTS MUST SUBMIT TO A FORMAL BACKGROUND CHECK.”
MEMO

TO:  All Priests, Diaconate Community, Religious Women and Men, Principals and DRE’s

FROM:  Rev. Msgr. Ronald W. Metha, Chief of Staff

DATE:  February 10, 2006

CC:  Bishop Carlos A. Sevilla

RE:  Background Checks for Diocesan Employees and Volunteers

At the request of the 2005 USCCB Compliance Audit Team, the diocesan policy regarding Employee and Volunteer Worker Background Checks has been amended effective today, February 10, 2006. An amended copy of the policy is attached to this memo.

With this amendment, supervised Volunteer Workers are no longer excluded from having Background Checks.

Thank you for your cooperation in implementing this amended policy.

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Copies to all co-workers in the:

Office of the Bishop
Ministry and Education Center
Office of Canonical Concerns
Catholic Family and Child Service
PERMISSION TO PROCURE AN INVESTIGATIVE CRIMINAL HISTORY REPORT
THE DIOCESE OF YAKIMA

Church Name or Number: ____________________________________________________________

PLEASE TYPE OR PRINT LEGIBLY

Applicant: ___________________________________________________________________

Last Name       First Name       Middle

Current Address: __________________________________________________________________

Street          City          State          Zip

Driver’s License #: ___________________________ State Issued: __________

Please list other names used and dates of name changes in the last ten years:
____________________________________________________________________________

Date of Birth: _______/_____/_______ SS #* _______/_____/_______ Gender: M ☐ F ☐

* If you do not have a SS #, you MUST sign the declaration on the opposite side. Failure to provide this
information will result in no permission being given to work with minors or vulnerable adults.

Please list past residences for the last ten years:

State: ______ City: ___________ County: _______ Years: ___ to ___

State: ______ City: ___________ County: _______ Years: ___ to ___

State: ______ City: ___________ County: _______ Years: ___ to ___

State: ______ City: ___________ County: _______ Years: ___ to ___

Have you ever been convicted of a crime? _________ If “yes”, please provide details:
____________________________________________________________________________

INVESTIGATIVE CRIMINAL HISTORY REPORT AUTHORIZATION

In connection with my application or present employment, I understand that an investigative report may be
requested that may include information regarding my court records (both civil and criminal), my driving records,
educational and professional credentials and personal and professional references. This may come from either
public or private sources and may contain information regarding my character, experience, work habits and
reasons for termination from past employers. I understand that this document shall be kept on file and may be
used at any time during my employment to procure an investigative report. I also understand that I may (1)
request in writing the nature of the information obtained, and (2) request a written summary of my rights under the
Fair Credit Report Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be
valid for all purposes present and future. I have read, understand, and agree with the above.

Signed: ________________________________ Witnessed: ________________________________

Date: ________________________________

Check category of ministry - also check this box if position pays more than $20,000 a year: ☐

☐ Priest ☐ Deacon ☐ Seminarian ☐ School Teacher ☐ Employee ☐ Volunteer

revised August 19, 2013
SOCIAL SECURITY DECLARATION

I have not furnished a Social Security Number on my permission form because I do not have a Social Security Number.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature ____________________________ Date __________________________

revised September 9, 2009
PERMISO PARA QUE PERSONAS CON DERECHO DE RECIBIRLOS OBTENGAN LOS RESULTADOS DE UNA INVESTIGACIÓN QUE SE HAGA SOBRE CIERTOS DATOS QUE LES PUEDAN INTERESAR (CONSUMER REPORT)

LA DIÓCESIS DE YAKIMA

Nombre o Número de la Iglesia: __________________________________________________

FAVOR DE ESCRIBIR CON LETRA DE MOLDE O A MÁQUINA

Aplicante: ____________________________________________________________________

Apellido      Primero Nombre     Segundo Nombre

Dirección Actual: ______________________________________________________________

Calle    Ciudad   Estado        Código Postal

# De Licencia de Manejo: ____________________________   Del Estado de: ____________

Haga una lista de otros nombres usados y fechas en que se cambió el nombre en los últimos diez años: _______________________________________________________________________

____________________________________________________________________________

Fecha de Nacimiento:______/______/______  # de SS*_______/______/________ Sexo  M □ F □

* Si usted no tiene un # de SS, usted debe firmar la declaración en el lado opuesto. Si no se proporciona esta información no tendrá permiso de trabajo con menores de edad o adultos vulnerables.

Haga una lista de todos los lugares en donde ha vivido en los últimos diez años:

Estado:  _____  Ciudad:  ____________   Condado:  _____________   Años:  _____  a  ______

Estado:  _____  Ciudad:  ____________   Condado:  _____________   Años:  _____  a  ______

Estado:  _____  Ciudad:  ____________   Condado:  _____________   Años:  _____  a  ______

Estado:  _____  Ciudad:  ____________   Condado:  _____________   Años:  _____  a  ______

¿Alguna vez ha sido declarado culpable por un crimen?___________  Si contesta “sí”, dé los detalles: _____________________________________________________________________

____________________________________________________________________________

AUTORIZACIÓN PARA UN CRIMINAL HISTORY REPORT

En conexión con mi aplicación o empleado actual, comprendo que un reporte de investigación puede ser solicitado y puede incluir información sobre mi expediente de la corte (tanto civil como criminal), mi expediente de conducir, credenciales de mi educación y profesión y referencias personales y profesionales. Esto puede prevenir ya sea de fuentes públicas o privadas y puede incluir información sobre mi carácter, experiencia, hábitos de trabajo y razones de despido de previos empleadores. Comprendo que este documento puede ser archivado y puede ser usado a cualquier hora durante mi empleo para obtener un reporte de investigación. Comprendo también que yo puedo (1) solicitar por escrito el contenido del informe obtenido, y (2) solicitar un resumen escrito de mis derechos bajo el Fair Credit Reporting Act. Por lo tanto, estoy de acuerdo con que una copia fotográfica o un facsimil telefónico de este documento sea válido para todos los propósitos presentes y futuros. He leído, comprendo y estoy de acuerdo con lo que fue mencionado en este párrafo.

Firma: _______________________________    Testigo: ______________________________

Fecha: _______________________________

Favor de indicar su ministerio – Si el ministerio paga más que $20,000 del año márque también □

□ Sacerdote □ Diácono □ Seminarista □ Maestro de la Escuela □ Empleado □ Voluntario

revisado 19 agosto 2013
DECLARACIÓN DE SEGURO SOCIAL

No he dado un número de Seguro Social, porque no tengo un Seguro Social.

Declaro bajo pena de perjurio conforme las leyes del Estado de Washington que lo anterior es verdadero y correcto.

Firma __________________________________________ Fecha ____________________________

revisado 19 agosto 2013
OVERVIEW

The purpose of the enclosed information is to provide sample forms and procedures to minimize the exposures created by participation in field trips.

In addition to completion of the enclosed forms, all participating adults should be screened and complete all Safe Environment requirements.

INDEX OF FORMS

1. Field Trip (Statement of Policy)

2. Liability Waive (Adult)

3. Parental/Guardian Consent Form & Liability Waiver

4. Transportation Policy

5. Driver Information Sheet

6. Spanish Field Trip Forms – 3 pages

You can adapt them with your particular church/school/youth group name along with The Diocese of Yakima’s name.

Thank you for your interest and concern regarding these important issues. If you have any questions or need additional information, please feel free to call Catholic Mutual’s Risk Management Department at 1-800-228-6108.
The (Arch) Diocese of _______ and/or _______ Parish/School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals/group leaders to approve of field trips during normal school hours on a single school day. However, if out-of-state field trips or any field trips to foreign countries are planned, these must have the ultimate approval of the (Arch) Diocese and/or school board. The following regulations should be taken into consideration when any field trips are being planned. They are as follows.

1. Adequate supervision by qualified adults, including one or more employees of the Diocese, the school and/or the parish.

2. Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the (Arch) Diocese and/or the school for injury, accident, illness or death occurring, or by reason of the field trip.

3. Proper insurance for students, personnel, and equipment. Any children and chaperons registering for a field trip should be able to show evidence of medical/health insurance for any accidents/bodily injury sustained on a field trip. If necessary, group accident insurance can be tailored and written on an event-basis. Please consult your Member Services Representative at Catholic Mutual Group, if you have any questions. In addition, anyone bringing special equipment or gear from home for the benefit of the field trip should be advised that they are responsible for providing insurance in the event of damage, theft or other unforeseen circumstances.

4. If a fee is charged for the field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student(s) should not be excluded because of lack of funds.

5. Inclusion of a proper first aid kit and fire extinguisher.

6. Permission in a written form from each student’s parent or legal guardian to provide medical treatment, if necessary.

Finally, to insure the desired outcome of such field trips, teachers/leaders should prepare the students/youth for the place that is to be visited and the things that are to be seen. Additionally, an advance visit should be made to the site of the field trip by the teacher/leader so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized.
DIOCESE OF YAKIMA

ADULT LIABILITY WAIVER

Each adult participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY

I, ___________________________, agree on behalf of myself, my heirs, assigns, executors, Full Name
and personal representatives, to hold harmless and defend ___________________________. Parish/School/Youth Group

______________________________ its officers, directors, agents, employees, or (Arch) Diocese

representatives from any and all liability for illness, injury or death arising from or in connection with my participation in the trip.

In the event that I should require medical treatment and I am not able to communicate my desires to attending physicians or other medical personnel, I give my permission for the necessary emergency treatment to be administered.

Please advise the doctors that I have the following allergies: _________________________________

_________________________________________________________________________________

In case of an emergency and for permission for treatment beyond emergency procedures, please contact:

Name: ___________________________ Relationship to me: ___________________________

Daytime Phone: ___________________________ Nighttime Phone: ___________________________

Health Insurance Carrier ___________________________

Insurance ID Number ___________________________ Insurance Policy Number ___________________________

_________________________________________  ___________________________
Signature Date

_________________________________________
Print Name
MEDICAL INFORMATION AND PARENTAL/GUARDIAN CONSENT FORM/LIABILITY WAIVER

Participant’s name

Birth date

Sex

Parent/Guardian’s name

Home address

Home phone

Work phone

I, , grant permission for my child, , to participate in this parish/school/youth ministry event that requires transportation to a location away from the parish/school/youth ministry site. This activity will take place under the guidance and direction of employees and/or volunteers from .

Name of parish/school youth group

A brief description of the activity follows:

Type of event

Date of event

Destination of event

Individual in charge

Estimated time of departure and return

Mode of transportation to and from event

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor (“participant”).

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend , its officers, directors, employees & agents,

Parish/school/youth group

And the of , its employees, and agents, chaperons, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish/school/youth group, its officers, directors and agents, and the

(Arch)Diocese

its employees and agents and chaperons, or representatives associated with the event for reasonable attorney’s fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claims arises from the negligence of the parish/school/youth group or .

(Arch)Diocese

Signature

Date

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.) I understand that my medical insurance is always primary.
Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. Please be aware that your medical insurance is always primary. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship_________________________________________ Phone______________
Family doctor________________________________________________ Phone______________
Family Health Plan Carrier____________________________________ Policy #____________
Signature____________________________________________________ Date______________

Other Medical Treatment: In the event it comes to the attention of the parish/school/youth group, its officers, directors, and agents, and the, (Arch) Diocese ___________________________ chaperons, or representatives associated with the activity that my child becomes ill with symptoms such as a headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature____________________________________________________ Date______________

Medications: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:______________________________________

Signature____________________________________________________ Date______________

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life threatening and emergency treatment is required.

Signature____________________________________________________ Date______________

I hereby grant permission for non-prescription medication (such as non-aspirin products, i.e. acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature____________________________________________________ Date______________

Specific Medical Information: The parish/school/youth group will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.):______________________________
Immunizations: Date of last tetanus/diphtheria immunization:______________________________
Does child have a medically prescribed diet?___________________________________________
Any physical limitations?____________________________________________________________
Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting?______________________________

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chickenpox, etc.? If so, date and disease or condition:______________________________

You should be aware of these special medical conditions of my child:________________________
DIOCESE OF YAKIMA

FIELD TRIP

TRANSPORTATION POLICY

Commercial carrier or contracted transportation is the most desirable method to be used for field trips and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish and the (Arch)Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of $2,000,000 CSL (Combined Single Limit).

LEASED VEHICLES

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. If auto coverage is provided through Catholic Mutual, contact should be made with your Member Services Representative, Troy Taylor at 800-228-6108 or ttaylor@catholicmutual.org. COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.

PRIVATE PASSENGER VEHICLES

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question (see form attached).

1. The driver must be 21 years of age or older.

2. The driver must have a valid, non-probationary driver’s license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.

3. The vehicle must have a valid and current registration and valid and current license plates.

4. The vehicle must be insured for the following minimum limits: $100,000 per person/$300,000 per occurrence.

A signed Driver information Sheet on each vehicle used must be obtained prior to the field trip.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

DISTANCE LIMITATIONS (For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.

2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30-minute break.
DIOCESE OF YAKIMA
FIELD TRIP
VOLUNTEER DRIVER INFORMATION FORM

Driver:
Name of Driver ___________________________ Date of Birth ______________
Address ________________________________

Home Phone # ___________________________ Cell Phone # ____________________

Driver’s License # __________________________
Date of Expiration __________________________ State Issued __________________________

Vehicle That Will Be Used:
Name of Owner ___________________________ Address __________________________
Year, Make & Model of Vehicle ___________________________ Phone # ____________________
License Plate Number of Vehicle Used ___________________________ Date of Expiration ______________

If more than one vehicle is used, the aforementioned information must be provided for each vehicle.

Insurance Information:
Insurance Company’s Name ___________________________ Policy # ____________________

Liability Limits of Policy* ___________________________ Date of Policy Expiration ______________
(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is $100,000/$300,000)

Agent’s Name ___________________________ Agent’s Phone # ____________________

In order to provide for the safety of our students or other members of the parish/school/youth group and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last three years:

1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. TRUE: _____ FALSE: _____

2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. TRUE: _____ FALSE: _____

3. I have had no more than three moving violations or accidents in the last three years. TRUE: _____ FALSE: _____

Please be aware that as a volunteer driver, your insurance is primary.

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that driving for Church/School/Youth Ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver’s license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students/participants. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

_________________________ ___________________________ ___________________________
Signature Church/School/Institute Representative signature Date

Thank you for helping us with our transportation
Estimados Padres o Guardián Legal:

Meta de Currículo:

Destinación:

 Supervisor designado para la actividad:

Fecha y Tiempo de salida:

Fecha y hora anticipada de regreso:

Forma de transporte:

Costo al estudiante:

Si usted desea que su hijo/a participe en este evento, favor de completar, firmar y regresar la siguiente declaración de consentimiento y documento de renuncio a la responsabilidad. Como padre, o guardián legal, usted es completamente responsible por cualquier responsabilidad legal que pueda resultar de acciones personales tomadas por dicho estudiante.

Yo estoy de acuerdo con la participación de mi hijo/a ________________.

En el evento mencionado. Entiendo que este evento tomará lugar fuera de la escuela y que mi hijo/a estaría bajo la supervisión de un empleado designado por la escuela en las fechas mencionadas. Además afirmo que estoy de acuerdo con las condiciones mencionadas sobre la participación en este evento, incluyendo el método de transporte.

______________________________
Nombre/Firma de los Padres

______________________________
Domicilio

______________________________
#de teléfono en caso de emergencia

Favor de regresar estas formas a más tardar _____________________.
LA DIÓCESIS DE YAKIMA
HOJA DE INFORMACIÓN DE SALUD

EVENTO: ____________________________________________

NOMBRE ____________________________________________
Hombre ______ Mujer ______ Fecha de nacimiento __________

DIRECCIÓN __________________________________________
CIUDAD ____________________________ CÓDIGO POSTAL ______
TELÉFONO __________________________
PARROQUIA __________________________
CIUDAD __________________________

Se encuentra este participante de buena salud y disponible a participar en actividades de este entrenamiento?
SI ______ NO ________ (si no, someta una declaración de limitaciones)

Favor de dar fecha de más reciente de examen físico:
FECHA __________________________
DOCTOR/CLÍNICA FAMILIAR __________________________
DIRECCIÓN DEL DOCTOR/CLÍNICA __________________________
TELÉFONO __________________________

Historial de inmunizaciones. FAVOR DE DAR LAS FECHAS:
DPT 1 __________ DPT 2 __________ TÉTANO __________
SERIE DE IMUNIZACIONES PARA POLIO __________ 2DA DE POLIO __________ TB __________

Alergias (Favor escribir sí o no para cada una)
ASTHAM ______ PÍQUETE DE ABEJA ______ CONVULSIONES ______ DESMAYOS ______
ALERGIAS ______ PENICILINA ______ SULFA ______

ALERGIAS A COMIDAS (cuales) ______

OTROS __________________________________________

Si se marca sí en alguna de las preguntas anotadas arriba, favor de someter una declaración de como su hijo/a fue tratada y con cual medicamento. Este y cualquier otro medicamento será dispensado por el Coordinador __________________________ (Diocesano O Parroquial) __________________________ de Jóvenes. Una hoja de permiso para hacerlo será enviada ya que la aplicación se reciba.

Operaciones o Heridas graves:
Fechas __________________________________________

Al firmar esta aplicación, yo certifico que la información anotada esta correcta y doy permiso para que mi hijo/a sea llevado/a en un vehículo privado de transporte publico o para actividades fuera del (Tipo de evento) __________ o; y permiso para ceder archivos médicos a un doctor en caso de enfermedad.

En caso de una emergencia médica, entiendo que todo esfuerzo se hará de comunicarse con los padres o guardianes de los participantes. En caso de que no puedan comunicarse conmigo doy permiso a que el doctor elegido por el Director del __________________________ (Evento) hospitalice, asegure tratamiento adecuado para inyecciones, anestesia o cirugía para mi hijo/a nombrado aquí.

Compañía de aseguranza ____________________________ Número de póliza __________
Teléfono de padres ____________________________ Teléfono adicional __________________________
FIRMA DEL PADRE/GUARDIAN: ____________________________ Fecha __________

Favor de añadir una copia de su tarjeta médica con esta forma
REGRESAR ESTO CON LA APLICACIÓN Y FORMA DE RECOMENDACIÓN.
LA DIÓCESIS DE YAKIMA
EXCURSIÓN

FORMA DE INFORMACIÓN PARA CHOFERES

CONDUCTOR

Nombre___________________________ Fecha de nacimiento___________________________

Dirección__________________________ Num. de Seguro Social__________________________

_______________________________ Número de teléfono______________________________

Numero de licencia____________________ Fecha de expiración________________________

VEHICULO QUE SERÁ UTILIZADO

Nombre del propietario________________ Modelo del vehículo___________________________

Dirección del propietario_______________ Marca del vehículo__________________________

_______________________________ Ano del vehículo______________________________

Número de placas____________________ Fecha de expiración________________________

Fecha de expiración del registro________________________

Si más de un vehículo va a ser utilizado, la información anterior deberá ser obtenida para cada vehículo.

INFORMACIÓN DEL SEGURO

Cuando se utilizó un vehículo particular, los límites de la cobertura serán los límites provistos por la póliza de dicho vehículo.

Nombre de la compañía de seguros________________________________________________________

Número de póliza____________________________________________________________

Fecha de expiración____________________________________________________________

Limites de responsabilidad de la póliza______________________________________________

*Notar: Los límites mínimos de responsabilidad que serán aceptables para vehículos particulares son de $100,000/$300,000
DIOCESE OF YAKIMA TEACHER CONTRACT

THIS AGREEMENT is entered into this _____ day of ________, 20___, by and between the
CORPORATION OF THE CATHOLIC BISHOP, through its duly authorized representative for
__________________________________________ (hereinafter referred to as the “School”) and
__________________________________________ (hereinafter referred to as the “Teacher”).

The School agrees to employ the Teacher and the Teacher agrees to accept employment for the
academic year ______-______. Duties under this contract are to begin _________________, 20__.
This contract covers only the above-stated academic year and shall include:

☐ ______ days of service, of which ______ shall be pupil-attendance days (full-time teacher) OR
☐ ______ days of service, of which ______ shall be pupil-attendance days (part-time teacher)

A. THE TEACHER AGREES TO:

1. To respect Catholic values and to aid students in Christian formation by exemplifying a lifestyle of
   Christian principles, both in and out of the classroom. This is the spirit that regulates the
   relationship between the employer and the employee in the Catholic School. The following items
   of agreement are meant to give specific delineation to certain aspects of that relationship.
2. To teach the grade(s) and course(s) and perform the other duties assigned by the Principal of the
   School.
3. To attend and participate in faculty and other professional meetings during or outside of regular
   school hours, as required by the School and/or the Diocese.
4. To present evidence of and maintain a valid Washington certificate as required by Washington
   State Law and Diocesan policy, as well as an official transcript of credits for all undergraduate
   and graduate credits completed.
5. To provide a disclosure statement to the School and to authorize the School to make a
   Washington State Patrol background check as required by Washington State law.
6. To be present at school 30 minutes before the school day starts and remain 30 minutes following
   the regular school day according to school policy.
7. To make every reasonable effort to continue professional growth during the term of employment.
8. To give thirty (30) calendar days written notice in the event that the Teacher, for reasonable
   cause, wishes to terminate this contract before the end of the contract period.
9. To notify the School in writing on or before April 1 if the Teacher is not requesting that the School
   offer him/her a new contract for the following academic year.
10. To comply with all terms of this contract; demonstrate general competency; perform the duties
    incumbent upon him/her as a teacher; give professional evidence of effective teaching. Failure to
    adhere to one or more of the above may terminate the contract. The contract may also be
    terminated if the teacher’s life-style is incompatible with Catholic moral values or if professional
    conduct is at variance with the policies of the Diocese of Yakima.
B. **THE SCHOOL AGREES:**

1. That the Teacher will be compensated as follows:
   - Basic position $________
   - Initial Assignment $________
   - Additional assignments $________
   - Total annual compensation $________

   Total annual compensation to be paid in ____ monthly payments beginning __________

2. To pay benefits in accordance with the established policy on benefits for all school employees of the Diocese of Yakima.

C. **BOTH PARTIES AGREE:**

1. To observe in full the policies and regulations of the Diocese of Yakima, and the policies and regulations of the School, which are incorporated herein and made a part of the agreement.

2. To comply with the terms of this contract.

3. That this contract may be terminated at any time by mutual agreement.

**CONTRACT ACCEPTED BY:**

(Teacher Signature) ___________________________ (Date) ___________________________

(Principal Signature) ___________________________ (Date) ___________________________

(Pastor Signature) ___________________________ (Date) ___________________________

(Bishop Signature) ___________________________ (Date) ___________________________
DIOCESE OF YAKIMA PRINCIPAL
CONTRACT OF EMPLOYMENT

THIS AGREEMENT is made this _____ day of ________________, 20____, by and between the
CATHOLIC BISHOP OF YAKIMA, through his duly authorized representative for
__________________________________________________________ (hereinafter referred to as the “School”) and
__________________________________________________________ (hereinafter referred to as the “Principal”). The School agrees
to employ the Principal and the Principal agrees to accept employment for the academic year
____________ - __________. Duties under this contract are to begin ________________________
20_____. The Principal shall be available as needed from the closure of school to the end of June and
during the month of August to insure adequate preparation for the new school year.

Guided by the Mission of ____________________________School, the Principal agrees to respect Catholic values and aid students in Christian formation by exemplifying Catholic living, both in and out of the school. This is the spirit that regulates the relationship between the employer and the employee in the Catholic School. The following items of agreement are meant to give specific delineation to certain aspects of that relationship.

A. THE PRINCIPAL AGREES:
1. To serve the school as administrator and coordinator of activities.
2. To maintain an active informational communication link with the Pastor, the School Advisory Commission, and the Diocesan Director of Catholic Schools on matters of school curriculum, policies and procedures.
3. To motivate and supervise the teaching staff in the development, maintenance and improvement of all areas of the curriculum, including the religion program.
4. To work with the Pastor on matters pertaining to the religious education of children, including courses of study, religious practices, liturgical functions, parent-education programs and to ensure that the school is a vital part of the parish community.
5. To serve as the educational leader of the school and to perform the duties and responsibilities commensurate with that office, such as:
   a. the development of the school community of faith;
   b. full supervision and evaluation of the faculty;
   c. maintaining effective relationships among students, teachers, other staff members, Pastor and School Advisory Commission;
   d. maintaining a regular public information program;
   e. the general supervision of the school physical plant and grounds.
6. To oversee preparation of the school budget and adequately manage school financial transactions.
7. To adhere to and enforce the rules and regulations as contained in the school policies or as prescribed in other official ways, as well as the policies and regulations of the Diocese of Yakima.
8. To provide a disclosure statement to the School and to authorize the School to make a Washington State Patrol and FBI background check, as required by Washington State law.
9. To notify the Pastor and the Diocesan Superintendent of Catholic Schools in writing on or before April 1 whether he/she intends or does not intend to continue as Principal for the next academic year.

B. THE SCHOOL AGREES:
1. That the Principal will be compensated as follows: $________________________total annual compensation to be paid in _____ monthly payments, beginning ____________________
2. To provide the Principal with medical, dental, and life insurance under the Diocesan group policy.
3. To allow the Principal, if otherwise qualified according to the terms of such plan, to participate in any tax-sheltered annuity or retirement programs that have been or may be adopted by the Diocese.

June, 2008
4. To allow the Principal one day sick leave for each month of service up to ten (10) days a contract year, not to accumulate beyond 30 working days.

5. To allow the Principal three (3) days per year personal leave with pay.

6. That, during the term of the academic year covered by this contract, the Principal shall not be discharged, nor shall this contract be terminated by the School prior to the end of the academic year, without good and sufficient cause. Cause for discharge related to Principal conduct shall include, but is not limited to, the following: public rejection of the official teachings, doctrine, or laws of the Roman Catholic Church; unsatisfactory control of school discipline; frequent absenteeism; physical or mental incapacity; unreasonable tardiness; unsatisfactory professional attitude; unsatisfactory methods of dealing amicably with students, teachers, or parents; intemperance; serious violation of professional ethics; conviction of a felony or any crime involving moral turpitude; or violation of the terms of this agreement. Cause for termination of this contract related to School or Diocesan conditions shall include, but is not limited to, the closure of the School, or the elimination of the Principal’s duties based on enrollment or School finances.

7. To give the Principal fifteen (15) calendar days written notice in the event that the School elects to terminate this contract under the provisions of paragraph 6 above during the term of the academic year covered by this contract, in which event the total annual compensation will be prorated and the prorated amount paid to and including the date of termination, based upon the days of service performed through and including the date of termination; provided, however, that the School at any time may immediately suspend the Principal, without loss of salary or benefits by the Principal, for fifteen (15) calendar days, if the School in its sole discretion deems immediate suspension is necessary.

8. To notify the Principal in writing on or before April 1 whether or not the School is offering the Principal a new contract for the following academic year. The decision whether or not to offer a new contract for the following academic year rests in the discretion of the Diocesan Director of Catholic Schools in concurrence with the school Pastor and is not governed by paragraph 6 above.

9. To treat the Principal at all times as a professional person of integrity and responsibility.

C. BOTH PARTIES AGREE:

1. To observe in full the policies and regulations of the Diocese of Yakima, and the policies and regulations of the School.

2. To comply with the terms of this contract.

3. That this contract may be terminated at any time by mutual agreement.

IN WITNESS WHEREOF, we have affixed our signatures on the dates indicated below.

THE CATHOLIC DIOCESE OF YAKIMA

Date ____________________  Bishop ____________________

Date ____________________  Pastor ____________________

Date ____________________  Principal ____________________

Date ____________________  Religious Community ____________________
Diocese of Yakima Catholic Schools  
Policy and Procedure Manual

LEAVE OF ABSENCE FORM

Name of Employee ____________________________  SSN:________________________

Employer Name:____________________________ Location _______________________

Type of Leave:
___ Personal
___ Medical

Date Leave Begins:_______________ Date Returning To Work:_______________

Please read below if employee IS NOT continuing his/her medical insurance coverage
while on leave.

Please be advised that if the employee waived medical/dental/vision
coverage (optional benefits) while on leave of absence or disabled, and
wants to reapply for optional benefits, the employee will be required to
complete a Late Entrant/Prior Waiver Form. Benefits will not be effective
until the first month following a six month deferral period. The six month
deferral period begins on the day we receive the form. Once enrolled,
there will be a twelve month pre-existing condition period (less prior
creditable coverage if applicable) and deferred dental.

This form must be turned in with a Statement of Change of Active Employment.

**Contact Melody Crider at the Diocese of Yakima, 509-575-7117 for further
information.

Signature of Employee ____________________________ Date: ____________

Signature of Employer ____________________________ Date ____________

APPENDIX G
REPORTING SUSPECTED CHILD ABUSE

Reports of child abuse or neglect to the police or to CPS must be done within 48 hours of the time it is noted. Report should be telephoned in to CPS as early in the day as possible. The report should be made prior to contacting the child's family.

Your school may have a reporting procedure to use. This may involve the principal or other administrator assisting in making the referral. However, your responsibility to report suspected abuse or neglect cannot be waived by administrative veto. Reporting anonymously does not meet the mandatory reporting obligation of an educator.

(Fill out prior to calling CPS)

Child's Name: ____________________________
Address: ____________________________________ Birthdate: ________
Parent's Name: ____________________________
Address: ____________________________________
Home Phone # ____________________________ Work Phone ____________________________
Nature and extent of suspected abuse: ____________________________________
________________________________________
Information on previous injuries or background data: ____________________________
________________________________________
Identity of alleged abuser (if known)
Your Name: ____________________________
Date: ____________________________ Time: ____________________________
CPS intake officer: ____________________________
Other: __________________________________

CPS INTAKE OFFICES
MOSES LAKE 509-764-5740 and 800-749-5965
RICHLAND 509-737-2800 and 866-451-5160
WENATCHEE 509-667-6135 and 800-243-8881
YAKIMA 509-225-6556 and 866-469-6879
APPROPRIATE RELEASE OF CHILDREN FROM SCHOOL

School will ensure that parents notify staff, and update as needed, who can have access to their child at the school or who the child can be released to during and after school.

Procedure

1. During the registration process, a release form shall be completed with the names of those persons authorized to pick up the child as well as those who are not to have access to the child.

2. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the school with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights.)

3. In cases where potential kidnapping or violence is an issue, photographs of said persons should be provided for the family file to assist staff in identifying these individuals.

4. If an adult shows up at a site who cannot have access to a child, staff will escort the adult to the office.
   • Staff will inform this person that there is documentation on file prohibiting access to that child;
   • Staff will ask adult to leave the school or classroom;
   • If the adult refuses to leave, staff will inform them that they will need to contact the police;
   • Staff will contact custodial parent to inform them of the incident;
   • Staff will refer to the crisis/emergency plan (APPENDIX P)
PARENT/STUDENT HANDBOOK GUIDELINES

The Parent/Student Handbook is prepared annually by the principal. Most handbooks call for general policies and specific regulations and should be consistent with the diocesan policies. They should include, but are not limited to:

- Philosophy/Goals
- Mission Statement
- Admission Policy (prerequisites and priorities: non-discrimination)
- Disciplinary Procedures and Rules
- Suspension, Expulsion and Transfer Procedures
- Parents' Grievance Procedures
- Parental Obligations (financial, service, participatory, attitudinal)
- Homework Policy
- Schedule (calendar, hours, including pre and post class supervision hours)
- Dress Code
- Attendance
- Tuition and Fees; Tuition Delinquency Policy; Tuition Assistance
- Grading/Reporting System and Retention
- Safety (traffic procedures, bicycle and automobile traffic plans)
- Emergency Procedures
- Health Regulations
- Communications
- Extracurricular Activities
- Field Trips
- Parent/Student Agreement
- Principal's Right to Amend Handbook
- Use of facilities and grounds

Statement of Compliance
A written statement signed by the parent should be returned at the beginning of each school year verifying that the parent is aware of and will comply with all regulations as written in the handbook.
SCHOOL INCIDENT REPORT FORM

School ________________________________________________
Name of injured student ___________________________________________
Student's age ____________________ Student's grade ____________________
Name of Parent(s)/Guardian ________________________________________
Address _______________________________________________________
Street/P.O. Box City State Zip
Telephone: Home ____________________ Work ________________________
Time injury/accident occurred ______________________________________
Describe the injury/accident ________________________________________
_________________________________________________________________
_________________________________________________________________
Who reported the injury/accident? ____________________ Time? ____________
Who witnessed the injury/accident? ______________________________
Adult Supervisor's name(s) _________________________________________
Describe what was done and by whom __________________________________
_________________________________________________________________
_________________________________________________________________
Were parent(s)/guardian notified? Yes / No Time? ________________________
By Whom? _______________________________________________________
Were paramedics called? Yes / No Time? ______________________________
Was the student transported to the hospital/doctor? Yes / No
Time? ____________________ By Whom? _______________________________
Signed ________________________________ Date _______________________
Title ______________________________________________________________

Diocese of Yakima Catholic Schools
Policy and Procedures

APPENDIX K
ORAL MEDICATION ADMINISTRATION

- Medication must be stored in a locked drawer or cupboard in the school office or clinic.
- All medication must be supplied and delivered to the school by the parent/guardian.
- All prescription medication must be in a properly labeled container, including the name of the prescriber, the student’s name, dosage and time of day to be taken.
- All nonprescription medication must be brought to school in its original container.
- A medication record shall be maintained for any student receiving medication at school. This list is maintained by the office or clinic with the names of all students who come for medications along with a place on the form to indicate the time medications were administered and the initials of the adult who administered them. Students who occasionally receive medication for a short length of time should also be included on the list.
- The dispensing adult reads the labels and verifies that the correct child is receiving the medication.
- The adult should always observe that the student has actually swallowed the medication before he/she leaves the office.
- If a child fails to come to the office in a timely manner to receive medication, the authorized adult should send for him/her. Many students take medications to improve their memory and focusing abilities. It may not be reasonable to expect them to remember on their own.
- No medication requiring injection shall be administered by school personnel.
COMMUNICABLE DISEASES GUIDELINES

In the school environment, many communicable diseases are easily transmitted from one individual to another. Effective control includes prevention, early recognition of the symptoms of an illness, prompt diagnosis, and adequate isolation and treatment. The principal must exclude from school any student, teacher or employee suspected of being exposed to a disease restricted from school. Such diseases include, but are not limited to:

- AIDS
- Chicken Pox
- Diphtheria
- Gonorrhea
- Head Lice
- Impetigo
- Infectious Mononucleosis
- Measles
- Meningitis (all types)
- Mumps
- Pediculosis
- Ringworm
- Rubella
- Salmonellosis
- Scabies
- Streptococcal Infections
- Syphilis
- Tuberculosis
- Viral Hepatitis
- Whooping Cough

Students should also be excluded from school participation if:
- Illness prevents the student from participating in school activities;
- Student requires more care than the school staff can provide;
- Any of the symptoms listed below are observed:
  - fever greater than 100.5
  - vomiting
  - stiff neck or headache with fever
  - rash with or without fever
  - behavior change—irritability, lethargy, somnolence
  - jaundice
  - diarrhea
  - skin lesions that are “weepy” or pus filled
  - colored drainage from eyes, nose, ears
  - difficulty breathing
Diocese of Yakima Catholic Schools  
Bloodborne Pathogens Exposure Control Plan Guidelines

**Exposure Determination**
In order to limit the number of employees with occupational exposure, it is recommended that schools designate a limited number of first aid providers. Examples of occupations considered at risk in schools include:

- First Aid Team
- Secretaries
- School Nurses
- Coaches
- Custodians
- Teachers
- Bus Drivers
- Principals
- Vice Principals
- Students

**HBV Vaccination**
Hepatitis B Vaccination (HBV) shall be offered at no cost to the employees whose jobs involve the risk of directly contacting blood or other potentially infectious materials. The employee should first contact their personal licensed health care provider regarding the necessity or advisability of obtaining the vaccination.

**Post Exposure Follow-up**
Within 24 hours following a report of an exposure incident, the employer is required to make available to the exposed employee a confidential medical evaluation and follow-up.

**Employee Education and Training**
Employees whose job functions involve the risk of exposure to blood and other potentially infectious materials shall receive appropriate education and training program. Policies of the school should be explained to all new employees and reviewed annually with the entire school staff.
Class Size Guidelines

Schools shall maintain class sizes and teacher assignments that promote effective practices consistent with the outcomes expected of each individual program.

In determining class sizes, the following shall be considered:
- The teacher-student ratio of each class;
- The total number of students assigned per teacher;
- The number of subject preparations or grades per teacher;
- The support staff available to each teacher;
- The nature of the subject taught in relation to each teacher's professional preparation.

Guidelines

Kindergarten Level Guideline: At no time should the ratio of kindergarten students to teacher exceed twenty-five (25) to one.

A kindergarten class with a student-teacher ratio between 20:1 and 25:1 requires the services of an instructional assistant so that a quality kindergarten program can be offered to students.

Primary Level Guideline (Grades 1-3): Enrollment in primary level elementary classrooms shall be limited to a maximum of thirty (30) students per class. A primary level class exceeding a student-teacher ratio of 25:1 should employ the services of an instructional assistant.

Intermediate (Grades 4 and 5) and Middle School (Grades 6-8) Level Guidelines - Enrollment in intermediate and middle school level classrooms shall be limited to a maximum of thirty (30) students per class.

Exceptions

Exceptions to class size guidelines will include instructional programs in Instrumental Band, Vocal Music, and Physical Education classes, whereby the nature of the instructions and content allows for larger class numbers.
DIOCESE OF YAKIMA SCHOOL
INCIDENT REPORT FORM

School ________________________________

Name of injured student ________________________________

Student's age ____________________ Student's grade ____________________

Name of Parent(s)/Guardian __________________________________________

Address ____________________________ Street/P.O. Box City State Zip

Telephone: Home ____________________ Work ____________________

Time injury/accident occurred __________________________________________

Describe the injury/accident __________________________________________

Who reported the injury/accident? ____________________ Time? ______________

Who witnessed the injury/accident? ________________________________

Adult Supervisor's name(s) ________________________________

Describe what was done and by whom __________________________________

Were parent(s)/guardian notified? Yes / No Time? ____________________

By Whom? ______________________________________________________

Were paramedics called? Yes / No Time? ____________________

Was the student transported to the hospital/doctor? Yes / No

Time? ________________ By Whom? ________________________________

Signed ________________________________ Date ____________________

Title ________________________________

Parent/Student Handbook Guidelines
The Parent/Student Handbook is prepared annually by the principal. Most handbooks call for general policies and specific regulations and should be consistent with the diocesan policies. They should include, but are not limited to:

- Philosophy/Goals
- Mission Statement
- Admission Policy (prerequisites and priorities: non-discrimination)
- Disciplinary Procedures and Rules
- Suspension, Expulsion and Transfer Procedures
- Parents’ Grievance Procedures
- Parental Obligations (financial, service, participatory, attitudinal)
- Homework Policy
- Schedule (calendar, hours, including pre and post class supervision hours)
- Dress Code
- Attendance
- Tuition and Fees; Tuition Delinquency Policy; Tuition Assistance
- Grading/Reporting System and Retention
- Safety (traffic procedures, bicycle and automobile traffic plans)
- Emergency Procedures
- Health Regulations
- Communications
- Extracurricular Activities
- Field Trips
- Parent/Student Agreement
- Principal's Right to Amend Handbook
- Use of facilities and grounds

**Statement of Compliance**
A written statement signed by the parent should be returned at the beginning of each school year verifying that the parent is aware of and will comply with all regulations as written in the handbook.
Guidelines for Crisis Response Procedures

A crisis is an event which always causes significant disruption in the operation of the school. Examples of crisis situations include, but are not limited to: death of a student or staff member, school bus accident, local or national tragedies. The best time for a school to prepare for a crisis is before it occurs, when the school is functioning normally.

Appoint a response team. This would include administrators, clergy, counselors, psychologists, social workers, drug/alcohol facilitators, key teachers and others.

In the event of a crisis situation:

1. Assemble a response team in order to determine the type and extent of the crisis and to formulate a clear plan for management of that crisis. If assistance from other community resources is appropriate, enlist their help.

2. Inform other administration
   a. Pastor
   b. Superintendent of Schools
      (Building administrator or designee will contact above persons to inform them of the situation and emerging developments.)

3. All communication with media should be handled by (e.g., pastor, principal). The Catholic response, i.e., caring, compassion, etc. to any crisis situation should be evident in any and all information imparted.

4. Communication with building staff is key to the handling of any crisis and it should continue throughout the time of the emergency situation. Initiate a phone chain of communication in the case of a week-end or off-hours crisis and/or when appropriate, meet with the staff at the first opportunity in order to accomplish the following:
   a. Provide staff with accurate, factual information about the situation;
   b. Initiate consistent strategies to inform students and deal with their reactions.
      Remind staff to maintain a uniform message, tailoring this to the target group in an accurate and sensitive way;
   c. Identify "high risk" students or staff – those most closely involved and/or most likely to be strongly affected and need support;
   d. Instruct staff to refer all information and questions to the building administrator and remind staff that only designated spokespersons are authorized to deal with the media;
   e. Relieve key people from their normal duties so that they may focus on the crisis, if necessary. Note: Be prudent in providing for the safety and supervision of all students at the time of a meeting involving all personnel.
TECHNOLOGY USE BY STUDENT

Regulations for Student Acceptable Use of School Technology Resources

PURPOSE

The School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. The School firmly believes that the value of information, interaction and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

REGULATION TEXT:

Use of School’s Technology Resources

Improper use of School’s technology resources is prohibited. Use of School technology resources that are prohibited include, but are not limited to:

1. Violating students’ rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author’s prior consent.
5. Violating copyright law
6. Using the school’s technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, password on any computer system.

(continued next page)
**TECHNOLOGY USE BY STUDENTS** (continued)

9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
11. Using the internet for entertainment or limited self-discovery function.

**GENERAL INFORMATION**

The internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, the school encourages parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the internet.

School personnel will:
- Teach proper techniques and standards for internet participation.
- Guide student access to appropriate areas of the internet.
- Assure that students understand that misuses of the internet could result in loss of access privileges.
- Monitor related concerns . . . privacy, software policy, copyright laws, e-mail etiquette, approved/intended used of the school’s internet resource sources.

The student and parent/guardian must sign an internet use agreement before the student is given access to the school’s internet resource. School personnel or the parent/guardian may withdraw student internet access at any time.
STUDENT ACCEPTABLE TECHNOLOGY USE CONSENT FORM

Student Name_________________________________________  Grade__________

School____________________________________________________________________

I understand that access to the school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, e-mail and files but not limited to these particular resources.

I have read and discussed with my parent/guardian the regulation for the school’s technology resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access. I also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accord with the code and that appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Note: If a student is too young to read the Regulations on Student Acceptable Use of the school technology resources, the parent/guardian is asked to provide assistance.

Student’s signature_________________________________________--Date ______________
COPYRIGHT LAWS

Following are some implications of Congressional guidelines on permissible photocopying of copyrighted works:

A Teacher May NOT:

- Make multiple copies (not to exceed in any event more than one copy per pupil in a course) of work for classroom use if it has already been copied for another course in the same institution.
- Make multiple copies of a short poem, article, story or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
- Make multiple copies of works more than nine times in the same class term.
- Make a copy of works to take the place of an anthology.
- Make a copy of “consumable” materials, such as workbooks.
- Make a copy of any computer ware without the explicit consent of the owner.

A Teacher MAY

- Make a single copy, for use in scholarly research, or in teaching, or in preparation for teaching a course of the following:
  o a chapter from a book
  o an article from a periodical or newspaper
  o a short story, short essay, or short poem, whether or not from a collected work
  o a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper
- Make multiple copies for classroom use only, and not to exceed one per student in a course, of the following:
  o An excerpt of not more than 250 words from a poem which in its entirety is more than 250 words
  o An excerpt from a prose work of 10 percent of the work, or 1,000 words, whichever is less, subject to a minimum, however of 500 words
- Each copy of the multiple copies permitted under one of the above provisions must include a notice of the copyright for the work.
Guidelines for Crisis Response Procedures

A crisis is an event which always causes significant disruption in the operation of the school. Examples of crisis situations include, but are not limited to: death of a student or staff member, school bus accident, local or national tragedies. The best time for a school to prepare for a crisis is before it occurs, when the school is functioning normally.

Appoint a response team. This would include administrators, clergy, counselors, psychologists, social workers, drug/alcohol facilitators, key teachers and others.

In the event of a crisis situation:

1. Assemble a response team in order to determine the type and extent of the crisis and to formulate a clear plan for management of that crisis. If assistance from other community resources is appropriate, enlist their help.

2. Inform other administration
   a. Pastor
   b. Director of Catholic Schools
      (Building administrator or designee will contact above persons to inform them of the situation and emerging developments.)

3. All communication with media should be handled by (e.g., pastor, principal). The Catholic response, i.e., caring, compassion, etc. to any crisis situation should be evident in any and all information imparted.

4. Communication with building staff is key to the handling of any crisis and it should continue throughout the time of the emergency situation. Initiate a phone chain of communication in the case of a week-end or off-hours crisis and/or when appropriate, meet with the staff at the first opportunity in order to accomplish the following:
   a. Provide staff with accurate, factual information about the situation;
   b. Initiate consistent strategies to inform students and deal with their reactions.
      Remind staff to maintain a uniform message, tailoring this to the target group in an accurate and sensitive way;
   c. Identify "high risk" students or staff – those most closely involved and/or most likely to be strongly affected and need support;
   d. Instruct staff to refer all information and questions to the building administrator and remind staff that only designated spokespersons are authorized to deal with the media;
   e. Relieve key people from their normal duties so that they may focus on the crisis, if necessary. Note: Be prudent in providing for the safety and supervision of all students at the time of a meeting involving all personnel.
CRISIS INTERVENTION PLAN: SAMPLE & RESOURCES

In the event that a “crisis situation” should arise, (school’s name) professional personnel will strictly adhere to the following:

Talk of Suicide
- Ignore no remarks about committing suicide
- Inform the principal immediately
- The parents will be called that same day by a designated person
- Parents will be offered a list of counseling resources
- The parents will be contacted additionally as needed.
- The parents will be asked to keep the principal informed of all recommendations made by the qualified counselor(s).

Child Abuse
- The teacher will notify the principal if abuse is suspected or evident.
- The principal will meet with the child and when possible with another adult present with whom the child is comfortable.
- The matter will be documented in the office.
- The teacher will call CPS if there is reason to suspect or evidence that abuse has taken place. (Appendix H)
- The pastor will be informed of the situation
- The reporting teacher will be contacted for follow-up information.

In Case of the Sudden Death or Serious Illness of a Staff Member of Student
- An emergency faculty meeting may be called.
- Activation of the emergency phone tree (school families) may take place.
- Professional help will be made available to staff and students.
- Staff will be guided by the principal as to plans of action—keeping focused on community prayer and as much of a normal routine as possible.

(continued next page)
Intruder Alert

- PA announcement. “Just a reminder that the roofers will be here today. Please excuse the noise”
- Clear halls of students/staff.
- Stay put until “all clear” announcement is given.
- Auxiliary services staff and kindergarten will be notified (in other buildings)

In Case of a Bomb Threat

- PA announcement: “Just a reminder that Simplex will be here today to check the clocks.”
- This is a signal to look around the room for suspicious items.
- Fire alarm will ring shortly (if cold, we’ll go directly to church); Auxiliary services staff and kindergarten (other buildings) will be notified.
- Student Emergency Cards and the cell phone (from main office) will be taken to the gathering site.
- Follow directions from the Fire Department.

Emergency Early Closing

- Follow handbook for closed or delayed school announcements. (Listen to your radio station for the information.)
- If school must be dismissed early on a school day, the goal is to safely get the children home. Never put a child on a bus and hope for the best—that s/he can get into the home or that someone will be there.
FACULTY COMPUTER OWNERSHIP ACKNOWLEDGEMENT

I hereby acknowledge that the ____________________________ computer,
Serial Number ____________________________ - issued to me as a teacher at
____________________________ School on August _______ is the legal
property of the school that currently employees me.

I understand that use of this computer is reserved for school-related activities, teacher
training, and educational research. Unauthorized copying of software programs or the
use of any unauthorized software on this computer is strictly prohibited.

Insurance, maintenance and repair issues are the responsibility of my school.

I also understand that use of this computer is contingent upon my continuing
employment at the above school, and will be returned in good operating condition at
such time that I discontinue employment.

____________________________________  ______________
Employee Signature                      Date
OATH OF CONFIDENTIALITY

I, the undersigned, hereby agree not to disclose any information or records concerning ________________students, staff, or volunteers without proper authorization.

(name of school)

During the course of my assigned duties at school, I may have access to information regarding student behavior patterns, academic ability, emotional maturity, health, relationships with others, etc. In addition, I may have access to personal information including, but not limited to, family or health information related to staff or volunteers. In accordance with diocesan and school policies, I agree to treat with confidentiality all discussions, deliberations, records and information generated or maintained in connection with my activities as an employee or volunteer at ____________________________.

(name of school)

In addition, I understand that I am required to observe strict confidentiality with respect to this information if I cease to be involved with ____________________________

(name of school)

I understand that disclosure of personal and/or confidential information to any unauthorized person is forbidden and may be grounds for legal and/or disciplinary action.

Name: ____________________________ Date: ____________________________

Signature: ____________________________

Position/Role in the school: ____________________________

Please return this form directly to the school office or school administrator.
CONFIDENTIALITY EXPECTATIONS
FOR SCHOOL EMPLOYEES AND VOLUNTEERS

Once anyone begins to work in a school setting whether as an employee or as a volunteer, he/she becomes aware of a variety of information about students, their families and other employees or volunteers. Information about students’ behavior patterns, academic ability, emotional maturity, relationships with others, etc., may be obtained in the course of one’s work. Often information in student records must be shared for an employee or volunteer to carry out the duties they are assigned. In addition, volunteers and staff members are sometimes in a position to learn personal information about other staff members or volunteers.

There is nothing wrong with staff and volunteers possessing such knowledge. However, as a representative of the school (staff or volunteer) you are expected to respect and preserve each individual’s self-esteem and self-worth by guarding the confidentiality of students, school personnel, volunteers and their respective families. Information obtained at school should be shared on a “need to know” basis at school and never should be shared in the community. Similarly, care must be taken not to make comments harmful to the reputation of any student, staff member or volunteer.

As a representative of the school you have every right to expect that your right to privacy and confidentiality will be treated with respect by employees and volunteers.

All individuals are expected to report breaches of confidentiality to their direct supervisor, or to the principal or vice principal. In addition, all employees and volunteers are expected to sign an oath of confidentiality.