



Diocese of Yakima Catholic Schools Policy & Procedure Manual

Diocese of Yakima



Diócesis de Yakima

Diocese of Yakima

Catholic Schools

Policy and Procedure Manual

(Revised November 20, 2020)



Diocese of Yakima Catholic Schools Policy & Procedure Manual

PROMULGATION

DIOCESE of YAKIMA CATHOLIC SCHOOLS

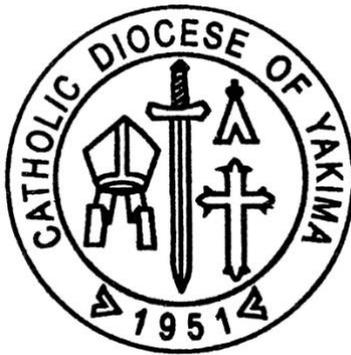
POLICY and PROCEDURE MANUAL

By the authority granted to me by Canon 31 of the 1983 Code of Canon Law, I promulgate that the Diocese of Yakima Catholic Schools Policy and Procedure Manual will become particular law for the Diocese of Yakima thirty days after November 20, 2020 in accordance with Canon 8 § 2. From December 20, 2020, the guidelines set in the Policy and Procedure Manual are to be followed by all Catholic Schools of the Diocese of Yakima.

Given this 20th day of November, 2020 at the Pastoral Office of the Diocese of Yakima.

Most Rev. Joseph J. Tyson
Bishop of Yakima
[signature applied electronically]

Rev. Msgr. Robert M. Siler
Chancellor
[signature applied electronically]





Diocese of Yakima Catholic Schools Policy & Procedure Manual

Dear Brothers and Sisters in Christ:

I am pleased to provide you the Revision (November 19, 2019) to the Diocese of Yakima Schools Policy and Procedures. In our complex and changing world, it is important to have a clear policy systems in place in our Catholic Schools so that we may more easily remain focused on teaching the Mission of our Church to our Students in a community of educators and parents.

My thanks to all who were involved in this revision and its review. Should you have questions about this content, I encourage you to contact our Director of Catholic Schools, Doug Rich.

Doug Rich, Director of Schools
Office: 5301 Tieton Drive, Ste. A / Yakima, WA 98908
Office Phone: 509-9655-7117, Ext. 1009
Email – doug.rich@yakimadiocese.org

My thanks to all you do to support the infusion of rich intellectual Catholic heritage into the education of the future leaders of our Faith and community.

With God's great blessings,

A handwritten signature in black ink, appearing to read "Joseph J. Tyson".

Most Reverend Joseph J. Tyson
Bishop of Yakima

[Signature applied electronically]



Diocese of Yakima Catholic Schools Policy & Procedure Manual

Diocese of Yakima Catholic Schools Policy and Procedure Manual

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, and, accreditation through the Western Catholic Education Association.
2. **Teaching and Learning:** Policies in this section cover topics including religious education, teaching materials, progress reports and field trip activities.
3. **Student Guidelines:** Admission requirements, health care and disciplinary measures are among the policies addressed in this section.
4. **Management:** This section includes policies related to school management, use of the internet, and school security.
5. **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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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 non-contracted 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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

TABLE OF CONTENTS

1. ORGANIZATION

1.1	Mission Statement -----	9
1.2	Philosophy -----	9
1.3	Policy Formation -----	9
1.4	Authority of Bishop -----	9
1.5	Director of Catholic Schools -----	9
1.6	Diocesan School Board -----	10
1.7	Diocesan Schools Council -----	10
1.8	Pastor -----	10
1.9	Standards for Employees & Volunteers of Catholic Schools -----	11
1.10	Standards for Principals -----	11
1.11	Standards for Teachers -----	12
1.12	Standards for Parents of Children in Catholic Schools -----	12
1.13	Volunteers -----	13
1.14	School Advisory Body -----	13
1.15	Parent Organizations -----	13
1.16	School Approval by State -----	14
1.17	Accreditation -----	14

2. TEACHING AND LEARNING

2.1	Philosophy -----	16
2.2	Written Curriculum -----	16
2.3	Instruction -----	16
2.4	Teaching and Practice of Religion -----	17
2.5	Human Sexuality Programs -----	17
2.6	Teaching Materials, Textbooks, Technology -----	18
2.7	Assessment of Student Learning -----	18
2.8	Progress Reports and Reporting Student Progress -----	18
2.9	School Sponsored Activities and Field Trips -----	19

3. STUDENT GUIDELINES

3.1	Admission -----	22
3.2	Placement of Student -----	23
3.3	Attendance -----	23
3.4	Release of Students During the School Day -----	23
3.5	Student Conduct -----	23
3.6	Reporting Child Abuse -----	24



Diocese of Yakima Catholic Schools Policy & Procedure Manual

3.7	Harassment (Ensuring Children’s Safety) -----	24
3.8	Disciplinary Measures -----	24
3.9	Health Care -----	25
3.10	Infectious and/or Communicable Diseases -----	26
3.11	Educational Records-----	26
3.12	Inspection of Records by Parents -----	27
3.13	Child Custody Disputes -----	27
3.14	Release of Information -----	27
3.15	The Media -----	28
3.16	Promotion and Retention of Students -----	28
3.17	Withdrawal of Students for Academic Reasons -----	28
3.18	Removal of Students Resulting from Parental Attitude -----	29
3.19	Transfer of Student Educational Records -----	29
3.20	Electronic Use Policy -----	29

4. MANAGEMENT

4.1	Calendar -----	31
4.2	Classroom Schedule -----	31
4.3	Copyright for Written and Recorded Material -----	31
4.4	Crisis Management -----	31
4.5	Guidelines for Crisis Response Procedures -----	32
4.6	Electronic Use Policy -----	32
4.7	Emergency Closure -----	33
4.8	Home Schooling -----	33
4.9	Student Transfers Between Catholic Schools -----	33
4.10	Postings Required by Government Agencies -----	33
4.11	Records and Reports -----	34
4.12	Sales Representatives -----	34
4.13	Security of the School Building -----	34
4.14	Student Handbooks -----	34
4.15	Weapons -----	34
4.16	School Financial Standards -----	35



Diocese of Yakima Catholic Schools Policy & Procedure Manual

ORGANIZATION

1.1	Mission Statement -----	9
1.2	Philosophy -----	9
1.3	Policy Formation -----	9
1.4	Authority of Bishop -----	9
1.5	Director of Catholic Schools -----	9
1.6	Diocesan School Board -----	10
1.7	Diocesan Schools Council -----	10
1.8	Pastor -----	10
1.9	Standards for Employees & Volunteers of Catholic Schools -----	11
1.10	Standards for Principals -----	11
1.11	Standards for Teachers -----	12
1.12	Standards for Parents of Children in Catholic Schools -----	12
1.13	Volunteers -----	13
1.14	School Advisory Body -----	13
1.15	Parent Organizations -----	13
1.16	School Approval by State -----	14
1.17	Accreditation -----	14



Diocese of Yakima Catholic Schools Policy & Procedure Manual

ORGANIZATION

1.1 MISSION STATEMENT –

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

To carry out this mission of the Catholic Schools in the Yakima Diocese effectively, professionally, and in accord with state laws and WCEA accreditation standards, the following policies and procedures have been approved and adopted by Joseph J. Tyson, 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

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. (CIC, c. 804-806)

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 provide diocesan staff support at the meetings of the Diocesan School Council. (Refer to 1.6(A))



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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

1.5(C) As a leader in the Diocese of Yakima Catholic Schools, the Director of Catholic Schools will support and administer the Standards of Governance and Stewardship/Operational Vitality at the Diocesan Schools, and, provide support as needed to the site-based management of educational administration and accreditation.

1.5(D) The Director of Catholic Schools will initiate review of Diocesan School Policies by the Diocesan School Council pursuant to 1.3, every three years, or more often as needed, and, will oversee the coordination and implementation of those policies and procedures at the schools.

1.5(E) The Director of Catholic Schools will oversee the professional development for the Principals of the Catholic schools in the diocese.

1.6 DIOCESAN SCHOOL BOARD

The Diocesan Catholic School Board shall consist of the Pastors for the parish of each of the Catholic schools, and, the Episcopal Vicar of the diocese (ex-officio). The Bishop will retain Ratification power of decisions reached by the Board.

1.7 DIOCESAN SCHOOLS COUNCIL

The Diocesan School Council shall consist of individuals nominated by each of the School Parish Pastors and approved by the Board collectively. Additionally, the Bishop may appoint up to 3 “At Large” members. The Council will work with the School communities to recommend diocesan school policies and procedures for adoption by the Bishop. The Council is responsible for review of the diocesan school policies and procedures.

1.8 PASTOR

1.8(A) The pastor has final approval over local policies of the parish school after consultation with the Bishop or his delegate, which is integral to the teaching mission of the parish. The pastor fulfills this function by observing diocesan policies in close collaboration with the principal, the school advisory body, the finance and pastoral councils of the parish.

1.8(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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

1.8(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.

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

1.8(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.

1.9 STANDARDS FOR EMPLOYEES & VOLUNTEERS OF CATHOLIC SCHOOLS

All Employees and regular Volunteers of Catholic Schools shall adhere to the Personnel Policy and Safe Environment Policy of the Diocese of Yakima. Copies of both can be found on the diocesan website at yakimadiocese.org.

1.10 STANDARDS FOR PRINCIPALS

1.10(A) Every school must have a principal.

1.10(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.

1.10(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.

1.10(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.]

1.10(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.

1.10(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.

1.10(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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

1.10(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. The Principal is to be evaluated for performance annually by the pastor as determined by procedure established by the diocese.

1.11 STANDARDS FOR TEACHERS

1.11(A) As tied to Accreditation through WCEA, Teachers in Catholic schools shall possess a current professional credential and certification in Washington for the topic and grade level they are instructing 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 life style consistent with Catholic moral values, exercise professional conduct consistent with Catholic teachings, and promote the Catholic identity of the schools through personal example.

Any exception to this will require approval by the Bishop prior to the offering of any contract, and, shall be accompanied by a defined plan for emergency certification by the State governing body along with a benchmarked plan for permanent certification.

1.11(B) As is recommended by WCEA, teachers of religion must be practicing Catholics and not engage in any practice that conflicts with Church teachings on faith and morals. These individuals must be certified by the Bishop as completing an approved training, or, other degree as accepted by the Bishop at his sole discretion. All Instructors will participate in the Catechist Training Program approved by the bishop.

1.11(C) Teachers and Staff of all Schools are required to be current for vaccination against the MMR diseases as a condition of employment.

1.12 STANDARDS FOR PARENTS OF CHILDREN IN CATHOLIC SCHOOLS

1.12(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.

1.12(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



Diocese of Yakima Catholic Schools Policy & Procedure Manual

teaching and learning, the school may require parents to withdraw their children and sever their relationship with the school.

1.13 VOLUNTEERS

1.13(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 to include its Personnel Policy and Safe Environment Policy. Training and background checks must be completed 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(B) All Volunteers regularly involved in school instruction and interaction will be required to show proof of immunization for MMR diseases as a condition of entry onto school grounds.

1.14 SCHOOL ADVISORY BODY

1.14(A) Each parish with a Catholic school shall create a school stakeholder team consisting of individuals with a broad array of background and skills beneficial to the success of a school as a consultative body to advise and support the pastor and principal.

1.14(B) The responsibilities of the team, 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's operations and facilities, 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.

1.15 PARENT ORGANIZATIONS

1.15(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.

1.15(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 through a Memorandum of Understanding (MOU).



Diocese of Yakima Catholic Schools Policy & Procedure Manual

1.16 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.

1.17 ACCREDITATION

It is a requirement of a Catholic School in the Yakima Diocese to achieve a Six-Year Accreditation Status, and, to annually perform work around a School Improvement Plan in the 5 Standards Areas of Academic Excellence, Accessibility, Stewardship, Governance, and, Catholic Identity. The accrediting body will be the Western Catholic Education Association as managed by the diocesan Commissioner who is appointed by the Bishop.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

TEACHING AND LEARNING

2.1	Philosophy -----	16
2.2	Written Curriculum -----	16
2.3	Instruction -----	16
2.4	Teaching and Practice of Religion -----	17
2.5	Human Sexuality Programs -----	17
2.6	Teaching Materials, Textbooks, Technology -----	18
2.7	Assessment of Student Learning -----	18
2.8	Progress Reports and Reporting Student Progress -----	18
2.9	School Sponsored Activities and Field Trips -----	19



Diocese of Yakima Catholic Schools Policy & Procedure Manual

TEACHING AND LEARNING

2.1 PHILOSOPHY

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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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 the 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 Religious Standards Curriculum of the Diocese of Yakima (revised 2/7/2019), 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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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 consistent and 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

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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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. Care should be given that such activities conform to Catholic principles and teachings.

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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

STUDENT GUIDELINES

3.1 Admission ----- 22

3.2 Placement of Student ----- 23

3.3 Attendance ----- 23

3.4 Release of Students During the School Day ----- 23

3.5 Student Conduct ----- 23

3.6 Reporting Child Abuse ----- 24

3.7 Harassment (Ensuring Children’s Safety) ----- 24

3.8 Disciplinary Measures ----- 24

3.9 Health Care ----- 25

3.10 Infectious and/or Communicable Diseases ----- 26

3.11 Educational Records ----- 26

3.12 Inspection of Records by Parents ----- 27

3.13 Child Custody Disputes ----- 27

3.14 Release of Information ----- 27

3.15 The Media ----- 28

3.16 Promotion, Retention and Graduation of Students ----- 28

3.17 Withdrawal of Students for Academic Reasons ----- 28

3.18 Removal of Students Resulting from Parental Attitude ----- 29

3.19 Transfer of Student Educational Records ----- 29

3.20 Electronic Use Policy ----- 29



Diocese of Yakima Catholic Schools Policy & Procedure Manual

STUDENT GUIDELINES

3.1 ADMISSION

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

3.1(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.

3.1(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

(Name of) 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.

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

3.1(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.

3.1(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.

3.1(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.

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



Diocese of Yakima Catholic Schools Policy & Procedure Manual

3.2 PLACEMENT OF STUDENT

3.2(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.

3.2(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.

3.3 ATTENDANCE

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

3.3(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.

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

3.4 RELEASE OF STUDENTS DURING THE SCHOOL DAY

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

3.5 STUDENT CONDUCT

3.5(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.

3.5(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.

3.5(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)



Diocese of Yakima Catholic Schools Policy & Procedure Manual

3.6 REPORTING CHILD ABUSE

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)

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

3.6(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.

3.6(D) Each incident of possible abuse should be considered and reported as a separate referral.

3.6(E) This policy must also be followed if the alleged abuser is a school or parish employee or volunteer.

3.7 HARASSMENT (ENSURING OUR CHILDREN'S WELFARE AND SAFETY)

3.7(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.

3.7(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.

3.8 DISCIPLINARY MEASURES

3.8(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. These policies are reviewed annually by the diocese.

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

3.8(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 with proper consultation with the school pastor.

3.8(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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

3.9 HEALTH CARE

3.9(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.

3.9(B) The principal is responsible for ensuring that the immunization program as defined and delineated in RCW 28A.210.080-090, is implemented at each school location. Personal or Philosophical Exemptions are no longer allowed under Washington State Law. Additionally, it is the Policy of the diocese not to allow exemption for Religious Affiliation reasons. All students attending diocesan schools must provide proof of vaccination prior to enrollment. Should a student apply to be enrolled with a Medical Exemption to a school as defined by RCW, the application will be forwarded to the Director of Schools for review. Additional requirements may be placed upon the medically-exempt student should a local outbreak occur.

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

3.9(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)

3.9(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)

3.9(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



Diocese of Yakima Catholic Schools Policy & Procedure Manual

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.

3.10 INFECTIOUS AND /OR COMMUNICABLE DISEASES

3.10(A) 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.

3.10(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.

3.10(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)

3.11 EDUCATIONAL RECORDS

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

3.11(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.

3.11(C) Record cards must be kept in a fireproof storage, or duplicates must be stored at a separate facility.

3.11(D) Records from closed schools should be transferred to the vault at the diocesan offices.

3.11(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.

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



Diocese of Yakima Catholic Schools Policy & Procedure Manual

3.11(G) All students must comply with Washington State Law (RCW 28A.210.080) concerning immunization of students in grades K-12. A copy of the separate Student Vaccination Policy is included in the Appendices.

3.12 INSPECTION OF RECORDS BY PARENTS

3.12(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.

3.12(B) Both custodial and non-custodial parents of 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.

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

3.12(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.

3.13 CHILD CUSTODY DISPUTES

3.13(A) The custodial parent shall provide the principal with an official, updated copy of the court-ordered parenting plan on an annual basis as part of the enrollment application.

3.13(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.

3.13(C) The attorney for the Diocese of Yakima is available to assist teachers and principals in the handling of student child custody disputes by contacting the Vice-Chancellor at the Pastoral Center.

3.14 RELEASE OF INFORMATION

3.14(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,



Diocese of Yakima Catholic Schools Policy & Procedure Manual

weight and height of members of athletic teams, dates of attendance, diplomas and awards received 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.

3.14(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.

3.14(C) The provisions of this policy regarding school directory information apply equally to web site information.

3.15 THE MEDIA

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 3.14(B)

3.16 PROMOTION, RETENTION AND GRADUATION OF STUDENTS

3.16(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.

3.16(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.

3.17 WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS

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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

3.18 REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

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.

3.19 TRANSFER OF STUDENT EDUCATIONAL RECORDS

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

3.19(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.

3.19(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. (RCW 28A.195.070)

3.19(D) Should a subpoena request the transfer of a student's records, contact the attorney for the Diocese of Yakima through the office of the Bishop.

3.20 ELECTRONIC USE POLICY

3.20(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.

3.20(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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

MANAGEMENT

4.1 Calendar ----- 31

4.2 Classroom Schedule ----- 31

4.3 Copyright for Written and Recorded Material ----- 31

4.4 Crisis Management ----- 31

4.5 Guidelines for Crisis Response Procedures ----- 32

4.6 Electronic Use Policy ----- 32

4.7 Emergency Closure ----- 33

4.8 Home Schooling ----- 33

4.9 Student Transfers Between Catholic Schools ----- 33

4.10 Postings Required by Government Agencies ----- 33

4.11 Records and Reports ----- 34

4.12 Sales Representatives ----- 34

4.13 Security of the School Building ----- 34

4.14 Student Handbooks ----- 34

4.15 Weapons ----- 34

4.16 School Financial Standards ----- 35



Diocese of Yakima Catholic Schools Policy & Procedure Manual

MANAGEMENT

4.1 CALENDAR

4.1(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.

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

4.2 CLASSROOM SCHEDULE

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.

4.3 COPYRIGHT FOR WRITTEN AND RECORDED MATERIAL

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

4.4 CRISIS MANAGEMENT

4.4(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)

4.4(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.

4.4(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. All messaging will be coordinated through the Chancellor's Office prior to release to the public/media.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

4.4(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, Chancellor and the director of schools to assist in coordinating communications with the media.

4.5 GUIDELINES FOR CRISIS RESPONSE PROCEDURES

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)

4.6 ELECTRONIC USE POLICY

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

4.6(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.

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

4.6(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.

4.6(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.

4.6(F) The diocese encourages the use of Social Media platforms for the marketing and information of the school. Proper administration of sites or pages should be made to control how content is placed on the site/page. Frequently, comments from the public will appear on the page. While the diocese encourages different points of view on topics, it will not allow off-topic, vulgar or aggressive comments to be made, and, they will be removed and the source of that comment may be blocked from the page.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

4.7 EMERGENCY CLOSURE

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

4.7(B) The principal shall be responsible for notifying the pastor and all parents, for properly supervising all students, and for notifying local media and using social media as appropriate regarding any school closure for inclement weather or emergencies. When informing media that serves multiple markets, please be sure to specify your school's location.

4.7(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.

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

4.8 HOME SCHOOLING

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

4.8(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.

4.8(C) The original copy of the child's permanent record is maintained in the school. A copy is given to the parent/guardian. In the event the student's tuition is not current, the principal may decide to withhold records absent a resolution to the past due amount.

4.9 STUDENT TRANSFERS BETWEEN CATHOLIC SCHOOLS

Any student transferring to a different catholic school in the diocese will require the written approval of both schools' pastor before becoming effective. It is advised that the incumbent school ensure the tuition due that school is current, or, a payment plan for any past due amount is in place prior to releasing the transfer. Schools should also consider verification of tuition status from transfers from outside the diocese.

4.10 POSTINGS REQUIRED BY GOVERNMENT AGENCIES

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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

4.11 RECORDS AND REPORTS

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.

4.12 SALES REPRESENTATIVES

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. At Principal's discretion, 8th Grade Students will be allowed to visit Orientation Sessions at regional Catholic High Schools.

4.13 SECURITY OF THE SCHOOL BUILDING

4.13(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.

4.13(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 upon entering the building.

4.14 STUDENT HANDBOOKS

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)

Each School's Handbook will be approved by the Diocesan School Board and will be reviewed and approved as updated every three years.

4.15 WEAPONS

4.15(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.



Diocese of Yakima Catholic Schools Policy & Procedure Manual

4.15(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.

4.15(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. (RCW 9.41.280).

4.16 SCHOOL FINANCIAL STANDARDS

In addition to Diocesan Financial policies and requirements, each school will have a written plan in place approved by the Diocesan School Board of Pastors and incorporated into annual budgets to accomplish the following financial standards:

1. The establishment of 45 Days’ Operating Reserves.
2. Any amount in excess of 45 Days’ Operating Reserve will be held in the Diocesan Capital Revolving Program.
3. At the end of each Fiscal Year, funds will be held in reserve sufficient to pay the contracted remaining Salary and Benefits of faculty and staff at the school.
4. A cost analysis of pending repairs to the facility (which includes necessary ACBM/Asbestos abatement) will be made, and, a corresponding plan to pay for future repairs will be included in the annual Budget.