

Diocese of Spokane

School Policies

2019

Schools within the Diocese of Spokane governed by these policies:

All Saints Catholic School
Assumption Catholic School
Cataldo Catholic School
Guardian Angel/St. Boniface Catholic School
Holy Family Catholic School
St. Aloysius Gonzaga Catholic School
St. Charles Catholic School
St. John Vianney Catholic School
St. Mary Catholic School
St. Patrick Catholic School
St. Thomas More Catholic School
Trinity Catholic School
Walla Walla Catholic Schools: Assumption & DeSales

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****The policies contained within this document will be used to guide schools with development of their school handbooks for teachers and parents. These policies are the minimum standards. Schools are encouraged to build upon these policies to provide more detailed guidelines for managing schools. The reference numbers will continue as policies are added and deleted.*

ORGANIZATION

1.1 School Establishments, Expansions, Consolidations, Closings

Pastors considering opening, expanding, consolidating, or closing a school must notify the Bishop, Office of Education, and other appropriate local school advisory groups at the onset of the deliberation process.

1.2 School Advisory & Finance Council

Schools that are legally part of the parish corporation must have a local school advisory and finance council.

MANAGEMENT

2.1 Child Care & Preschool Programs

All Child Care Centers & School-Age Care operated by local parishes will be licensed by the Department of Social and Health Services of the State of Washington. [WAC 170-295](#), [WAC 170-297](#)

Preschools operating under four hours are not required to be licensed, whereas those operating more than four hours are licensed as a child care program according to the Washington Administrative Code.

2.2 Release of Children

Children may be released from Child Care/Preschool programs only to their parents or other individuals who are designated by the parents in writing as having permission to pick children up from school.

2.3 Budget Planning

Principals in consultation with the appropriate committee(s) shall prepare a budget to be approved by the pastor(s) or school governing board.

2.4 Money Handling

School will formulate specific procedures for the handling of all funds (all negotiable instruments) by both school personnel and volunteers consistent with state law, sound business practices, and abiding by the regulations.

Procedures for Money Handling

When handling monies gathered for support of school programs and/or activities; steps are necessary to protect both the assets, and the persons responsible. Prudence and caution are essential whether the persons responsible are volunteers or employees.

In light of practical experience, the following suggestions can well serve as guidelines for evaluating present practices and procedures.

In All Cases

1. A predetermined system should be established and documented including balancing sheets and agreed to procedures. Final documentation should reference the procedures followed.
2. The documentation should stand on its own providing a clear representation of beginning balance, the transactions, receipts and disbursements, and ending balance amounts.
3. Payments received should be banked as soon as reasonably possible.
4. Programs are not a source for lending money for any purpose outside the defined program.
5. It is recommended that a quarterly review of all transactions (sales and purchases) for reasonableness in amount and accuracy in recording be completed. This review should be performed by someone other than those involved in the regular program.

Tuition

1. Tuition payments should be received by a person assigned that responsibility. Tuition money received should be balanced by an employee.
2. Receipts for tuition payments should be immediately available upon request. A receipt book should be dedicated to Tuition and Fees for Educational Programs.
3. Receipts should be completed in full (amount of payment, purpose of payment, name of payee, and name of person receiving payment).
4. Cash payments should be deposited with tuition payments. Not used as petty cash.

Fund Monies

1. Monies for such items are best handled by as few people as reasonably possible.
2. A system of recording beginning cash, the days/weeks receipts, and closing total for the specific period is recommended. This should be balanced with the sales tracking of items.
3. A predetermined amount of money should serve as the cash available for the operations of the store. Monies exceeding this amount should be banked on a regular basis.
4. If monies realized from the sales are used to pay for purchases, it is suggested that someone other than the person doing the purchasing receive/retain a copy of the invoices.

Lunch/Milk Monies

1. Maintain an established system for collecting money and recording payments by the students.
2. Because of government subsidy and recording/reporting requirements, it is recommended that a separate account is for these monies.
3. Clear, accurate records regarding the number of free/reduced lunches/milk given to students is a prerequisite to determining the cost per lunch/milk and total program needs.

One Time Fundraisers

1. Two persons should serve as "official bankers" for such fund raisers.
2. A predetermined system should account for all pre-sold tickets.
3. A predetermined system should be established to insure the security of the assets (e.g. SCRIP).
4. A predetermined amount of money is assigned by the banker to each sales unit. The bankers are responsible for periodic collection of funds and provision of appropriate cash.

5. Each sales unit is responsible for reporting its own transactions and balancing the transactions to the beginning cash plus receipts less closing cash balance.
6. The bankers are responsible for reporting the day's transactions and balancing the transactions to the beginning cash plus receipts less closing cash balance and sign the report.

Petty Cash

1. One person is designated to handle the petty cash system.
2. The petty cash system should always remain in balance (i.e. predetermined cash amount equals open disbursement slips, plus Receipt/Invoices, plus actual cash).
3. A Disbursement slip is filled out whenever cash is removed from the petty cash. This slip notes the payee, payer, amount of cash, date of disbursement, and purpose.
4. A Receipt/Invoice and appropriate change are balanced to the disbursement slip upon return of the Receipt/Invoice. Receipt/Invoice is attached to the front of the disbursement slip and remains with the petty cash to provide the balancing amount.
5. Petty cash is balanced monthly and on cash replenishment.
6. Loans are not made from petty cash.

2.5 Annual Dues

Schools pay annual dues to the Washington State Catholic Conference and the National Catholic Educational Association.

2.6 School Inventory

Schools maintains an accurate inventory of all equipment, supplies, and materials of instruction to comply with insurance requirements.

2.7 Long Range Plan

Schools formulate and implement a Long Range Plan that includes, but not limited to: catholic identity, curriculum, development, enrollment, facility, finance, and staff.

2.8 Field Trips

Student travel (field trips) requires written permission from the parent(s)/legal guardian and must adhere to the risk management guidelines (Catholic Mutual).

2.9 Child Care Services

The principal is responsible for overseeing the administration of child care services.

CURRICULUM

3.1 School Day, Time Allotments

Schools develop individual class time schedules within its own organizational plan to meet diocesan guidelines and adhere to State [RCW 28A.150.220](#).

3.2 Accreditation

Schools must be accredited by the Diocesan approved organization.

3.3 Curriculum

Schools implement the Diocesan curriculum standards.

3.4 Diocesan Assessment

Schools participate in the Diocesan approved assessment.

Schools may only share information with an organization considered to be a “school official” and only if the organization meet FERPA regulations.

3.5 Catechist Program

All teachers participate in the catechist certification program

HUMAN RESOURCES

4.1 Harassment

Schools will maintain an environment for students, personnel, and community members that is free from any type of harassment, intimidation and violence.

Parents/guardians who harass students, other parents/guardians, teachers, principals, or any other school staff members may be asked to withdraw their child(ren) from the school.

4.2 Principal

While the Principal reports to the Pastor(s), principals adhere to Office of Education policies and expectations.

4.3 Principal Hiring

Schools adhere to Diocesan principal hiring process.

4.4 Principal Evaluation and Professional Growth Plan

Pastor(s) and Director of Schools evaluates the principal annually with a process determined by the Diocesan Office of Education.

4.5 Contracts

Teachers and administrators employed in schools are hired under a diocesan approved one-year contract.

4.6 Recruitment and Selection of Personnel

Schools follow diocesan human resource policies.

4.7 Teacher Certification

Contracted teachers must hold a current Washington State Teacher Certification.

4.8 Substitute Teacher

All substitute teachers are hired by the Diocesan Office of Education.

Substitute teachers must hold a current Washington State Teaching Certificate and be on the approved Diocesan Substitute list.

4.9 Compensation: Certified Teachers

Schools adhere to the diocesan approved compensation package for all certified school personnel.

4.10 Compensation – Child Care Salary Scale

School child care/preschool, school-age care personnel are compensated using a diocesan approved pay scale.

4.11 New Employee

All employees attend a New Employee Orientation.

4.12 Teacher Evaluation

Teachers are evaluated by the principal using the approved diocesan evaluation process.

4.13 Principal Evaluation

Principals are evaluated using the approved diocesan evaluation process.

4.14 Hiring

The school pastor in collaboration with the Office of Education hires the school principal. The principal hires teachers and staff.

4.15 Employee Termination

Principals work in consultation with Diocesan Human Resource Office before terminating all employee(s).

4.16 Termination of Contracts

A contract between school and a principal or teacher may be terminated during the contract period by either party only for the reasons specified in the contract.

4.17 End of Employment for Contracted Employees

The decision to not offer a principal a contract is made by the school pastor, in agreement with the Director of Schools. This decision is reviewed by Human Resource before communicating with the principal.

The decision to not offer a teacher a contract is made by the principal in collaboration with pastor.

4.18 Tutoring

Teachers may not tutor their current students for compensation.

STUDENT**5.1 Age of Admission**

Kindergarten Students are admitted to school if they are five years of age by August 31. [WAC 392-335-010](#)

5.2 Attendance

Each school will have an attendance policy to ensure regular attendance of students. [RCW 28A.225.020](#)

5.3 Discipline

Schools shall enact and publish a current standard of student conduct. The behavior necessary to promote the Christian mission of Catholic schools shall be included.

5.4 Suspension/Expulsion

The decision to suspend and expel a student is made by the principal in collaboration with the pastor(s) in accordance with the local school disciplinary policy. Prior to expulsion of a student from school, parents must be given the opportunity to meet in person with the pastor(s) of the school. (WAC 392-400-245)

5.5 Foreign Student Exchange Program

Schools that accept foreign students are required to individually apply for SEVIS Certification.

<https://www.ice.gov/sevis>

5.6 Transfer & Withdrawal

When a student transfers from a parish or inter-parish school, a complete transcript of grades, test scores, and health records shall be sent to the new school upon the written request of the student's parents. [WAC 181-87-093](#)

5.7 Student Records

Academic, attendance, and health records shall be kept on each student.

A current emergency information signed by the parent or legal guardian shall be on file for each enrolled student.

5.8 Dress Code

Schools will have a policy regarding student dress. School dress shall be in keeping with the age of the students and the principles of Christian modesty.

5.9 Athletics

Students & Parents/Guardians abide by the Athletics Handbook and Code of Conduct.

SAFETY

6.1 Asbestos

Schools must be in compliance with the Asbestos Hazard Emergency Act.

6.2 Fire Safety

Schools comply with:

- local fire safety regulations
- Washington State Board of Health regulations
- Washington State Patrol bus regulations (if applicable)

6.3 Crisis Management Plan

Schools must develop and implement a Crisis Management Plan.

6.4 Student Injury

Injury of students at school related events shall be reported to the principal or another authorized person immediately. The child shall be given appropriate first aid and the parent/guardian may be notified. A written incident report shall be kept at the school.

6.5 Head Injury

If a student is suspected of a head injury, parents must be called and an accident report filed with the Diocesan Office of Education. Students will not be cleared for physical activity until the school receives clearance in writing by a licensed health care provider trained in the evaluation and management of concussions.

6.6 Health Services & Records

Schools follow and keep current with immunization guidelines from the local health department. Parish and inter-parish schools shall keep up-to-date health records on all enrolled pupils.

[WAC 180-38-045 RCW 28A.210.080](#).

6.7 Communicable diseases

Principals should be informed regarding any individual with a suspected communicable disease. Suspected communicable diseases must be reported to the Regional Health District and the Diocesan Office of Education.

6.8 Student re-admission to school

When a student is excused from school because of a suspected communicable disease, the student may return only with a health care providers release.

6.9 Child Abuse or Neglect

All mandated reporters, who reasonably believe that a child has been abused or neglected, will report such incident to and Child Protective Services. Schools must inform Office of Education. [RCW 26-44-020](#)

7.0 Medication

Only authorized school personnel may administer oral medication to students according to state law.

7.1 Head Lice – No Nits (Pediculosis)

A student who has lice or nits are excluded from school until the student's head is completely clear, as verified by designated school staff.

7.2 Health Care Plan

Students who suffer from life threatening illnesses, such as asthma, diabetes, and acute allergic reactions, must have a health care plan that a physician approves and signs. The plan must be updated annually.

7.3 Risk Management

Schools implement the approved risk management guidelines (Catholic Mutual) that assures safety, accident prevention, and loss control in the school (e.g. fieldtrips, school carnivals, etc.).

<https://www.catholicmutual.org/ourprogram.aspx#coverages>

7.4 Soliciting Funds

The school principal will approve all solicitation requests from children and parents.

7.5 Weapons

Weapons are prohibited on the school grounds at all times from personnel, students, parents and visitors. [RCW 9.41.280](#)

7.6 School Handbook

Schools must provide a school handbook for parent/guardian and student that includes local policy, aligned with diocesan policy.

7.7 Technology – Network use, Cellphones, Recording Conversations

School networks are filtered for content.

Schools have an acceptable use policy that parents/guardians and students sign.

Cellphones and other electronic devices must be silenced or turned off during school hours and kept in designated locations.

Schools must adhere to the Washington State law to not record or transmit a private conversation without the express consent of every person involved in the conversation. Using any device, including but not limited to cell phones, tablets, and watches, to record or eavesdrop on private conversations is prohibited without the express consent of every person involved in the conversation.

7.8 Video Surveillance

The use of video cameras on school property ensures the health, welfare, and safety of all staff, students and visitors on property, and to safeguard facilities and equipment.

7.9 Emergency School Closure

Schools are required to establish a local school closure policy

8.0 Threat Assessment Protocol

Schools follow the diocesan threat assessment protocol.